

Notice of Funding Opportunity

State Agency Name: Iowa Workforce Development

Funding Opportunity Title: Iowa Apprenticeship Training Program 84E

Announcement Type: Initial

IMPORTANT DATES

- **Deadline:** Grant applications are due by February 2, 2026, at 2:00 PM Central Standard Time.
- **Application Notification:** A Notice of Funding will be posted on the following website:
<https://workforce.iowa.gov/apprenticeship> and www.iowagrants.gov.
- **Application assistance webinars via Microsoft Teams:**
 - [Tuesday, January 6 at 1:00 PM](#)
 - [Wednesday, January 7 at 1:00 PM](#)
 - [Wednesday, January 14 at 10:00 AM](#)
 - [Thursday, January 15 at 1:00 PM](#)
 - [Tuesday, January 20 at 1:00 p.m.](#)
- **Guidance:** Iowa Workforce Development will post information and updates
<https://workforce.iowa.gov/apprenticeship/funding/84E>.

PROGRAM DESCRIPTION

Purpose

The purpose of the Iowa Apprenticeship Training Program (84E) grant is to provide financial assistance to Sponsors of federally recognized Registered Apprenticeship programs. Funds awarded may only be used to reimburse for costs associated with conducting and maintaining a Registered Apprenticeship program.

Funding Priorities

There are no listed priorities associated with this award.

Performance Measures

There are no listed performance measures associated with this award.

Program Grant Authority

Iowa Workforce Development's authority to award these grants is found in [Iowa Code Chapter 84E](#) and [Iowa Administrative Code 871-65](#).

Definitions

- **"Apprentice"** means a person who is at least sixteen years of age, except where a higher minimum age is required by law, who is employed in an apprenticeable occupation, who is a resident of the state of Iowa, and is registered in Iowa with the United States Department of Labor, Office of Apprenticeship and under the jurisdiction of the Iowa Office of Apprenticeship.
- **"Apprenticeable occupation"** means an occupation approved for apprenticeship by the United States department of labor, office of apprenticeship and under the jurisdiction of the Iowa Office of Apprenticeship.

- **“Apprenticeship program”** means a program registered with the United States department of labor, office of apprenticeship (and under the jurisdiction of the Iowa Office of Apprenticeship), which includes terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, including the requirement for a written apprenticeship agreement.
- **“Apprenticeship sponsor”** means an entity operating an apprenticeship program or an entity in whose name an apprenticeship program is being operated, which is registered with or approved by the United States department of labor, office of apprenticeship (and under the jurisdiction of the Iowa Office of Apprenticeship).
- **“Contact hours”** means the number of hours of in-person [related] instruction received by an apprentice participating in an apprenticeship program.
- **“Department”** means the department of workforce development.
- **“Financial assistance”** means assistance provided only from the funds, rights, and assets legally available to the department and includes but is not limited to assistance in the forms of grants, loans, forgivable loans, and royalty payments.
- **“Fund”** means the apprenticeship training program fund created in [section 84E.3](#).
- **“Lead apprenticeship sponsor”** means a trade organization, labor organization, employer association, or other incorporated entity representing a group of apprenticeship sponsors (and under the jurisdiction of the Iowa Office of Apprenticeship).

ELIGIBILITY INFORMATION

Eligible Applicants

- Applicants must have a Registered Apprenticeship program registered in the RAPIDS system, under the jurisdiction and oversight of the Iowa Office of Apprenticeship (IOA)
- Applicants who have apprentices who are employed at worksites located in the State of Iowa
- Applicants must have at least one apprentice enrolled within the RAPIDS database no later than December 31, 2025, who:
 - Is a resident of the State of Iowa
 - Is working at (physical) Iowa worksites
 - Has an active status as “registered”, which was established between January 1, 2025, through December 31, 2025 OR has an active status of “Completed”, which was updated between January 1, 2025 through December 31, 2025
 - Has received a minimum of 100 hours of in-person, related instruction between January 1, 2025-December 31, 2025 and has documentation to support this training.

AWARD INFORMATION

Available Funds

The State of Iowa has appropriated \$3 million to be awarded to support costs associated with conducting and maintaining a Registered Apprenticeship program.

Estimated Award Amount

Grant funding awarded through IWD may vary in amounts per applicant as the total award is determined by the number of qualifying apprentices and number of qualifying (Sponsor) applicants.

State or Federal Match Requirement

There is no match requirement associated with this award.

Grant Application and Award Period

Expenses incurred from July 1, 2025, to December 31, 2026, while there is an apprentice registered as “active” are eligible for reimbursement. Costs incurred prior to July 1, 2025, or after December 31, 2026, are ineligible for reimbursement. Subrecipients may not purchase supplies or equipment during the last 30 days of the period of performance. Grantee will be expected to satisfy the closeout procedures of this grant within 45 days after the end of the period of performance. The performance period ends December 31, 2026, with Closeout ending on February 15, 2027. All expense documentation must be submitted prior to February 15, 2027.

Type of Award

Iowa Workforce Development will award funding to qualifying applicants. Funds are administered as reimbursement only and no advance payment options are available under this award.

Use of Funds

Funds awarded may only be used to help cover the cost of conducting and maintaining an apprenticeship training program pursuant to [Iowa Code Chapter 84E](#) and [Iowa Administrative Code 871-65](#). Eligible dates for reimbursement consideration are restricted to July 1, 2025-December 31, 2026. Appendix B, incorporated by this reference, provides a detailed summary of use of funds.

Equipment exceeding the purchase price of \$5,000 must have preapproval from the IOA Grant Manager and the approval is at the discretion of the awarding agency.

To be eligible for reimbursement, expenses must be applicable to and tied to the conducting and support of Iowa apprentices who are “employed at Iowa worksites”. Reimbursement requests submitted from addresses out of state or requests to send remittance to out of state addresses may be subject to additional documentation requirements to clarify direct partnership and/or correlation to serving Iowa-based apprenticeship programs and Iowa apprentices at Iowa worksites.

Reporting Requirements

There are no reporting requirements associated with this grant.

Food, Travel and Transportation Reimbursements

Food, Travel and Transportation are not eligible expenses approved for reimbursement for this award.

Payment Schedule

The executed grant agreement will specify conditions for payment and payment schedule. The performance period ends December 31, 2026. Final submission of all proof of expenses and receipts, reimbursement requests, and proof of payment must be made by February 15, 2027. Reimbursement requests received after February 15, 2027, will not be paid.

Repayment Obligation

In the event that any funds are deferred or disallowed as a result of any audits or expended in violation of the Apprenticeship Training Program Grant (84E) Agreement, this NOFO, approved application or the laws applicable to the expenditure of such funds, the Grantee shall be liable to the Agency for the full amount of any claim disallowed

and for all related penalties incurred. If the Agency determines at any time, whether through monitoring, audit, closeout procedures or by other means, that the Grantee has received grant funds or requested reimbursement for costs which are unallowable under the terms of the Apprenticeship Training Program Grant (84E) Agreement, NOFO or applicable laws, the Grantee will be notified of the questioned costs and given an opportunity to justify questioned costs. If it is the Agency's final determination that costs previously paid by the Agency are unallowable under the terms of the Apprenticeship Training Program Grant (84E) Agreement, NOFO, or applicable laws, the expenditures will be disallowed, and within 30 days after the notice of determination the Grantee shall repay to the Agency any and all disallowed costs. The requirements of this paragraph shall apply to the Grantee as well as any subcontractors.

Expense Documentation

Documentation of expenses and requested reimbursement must be in PDF format. Photos of receipts will not be accepted. Appendix C, incorporated by this reference, provides a detailed list of Expense Documentation needed for eligible expenses.

Additional Considerations

There are no additional considerations associated with this award.

APPLICATION AND SUBMISSION INFORMATION

Electronic Submission Instructions

Applicants must submit applications electronically via IowaGrants.gov utilizing the approved and provided forms. IWD recommends that applicants create an account and begin the application in advance of the deadline. For registration guidance, refer to "IowaGrants.gov New User Registration Instructions" (see Appendix A).

The applicant's authorized representative must be the person who submits the application. The authorized representative must be using his or her own IowaGrants.gov account to sign and submit the application. Official email communication regarding this application will be issued from Iowa Workforce Development. Applicants are required to ensure these communications are received and responded to accordingly.

Content Application Information Requested

Applicants will enter or attach the following components of a complete application in IowaGrants.gov:

General Information:

- Contact Information of Applicant
- Organization Information
- Minority Impact Statement Acknowledgement and Open-Ended Questions
- Grant Application Cover Sheet
- Fiscal Officer/Agent

Executive Summary-Risk Assessment

Prior Grant Assessment Questionnaire

Conflict of Interest Assessment

Required Acknowledgements

- Environmental & Worker Safety Affidavit
- Employed at Iowa Work Site
- Use of Iowa Apprenticeship Training Program Grants

Registered Apprenticeship Information

- Registered Apprenticeship Program Name (as listed in RAPIDS)
- State of Iowa RAPIDS ID Registration Number (as listed in RAPIDS)

Confirmation of Understanding of Applicant Eligibility

Document Upload

- 84E Eligible Apprentice List template (Document Upload Option)
- Completed and Signed W-9 (Document Upload Option)

Submission Dates and Times

Please see the Important Dates section at the beginning of this announcement for the submission deadline. The Iowa Workforce Development reserves the right to extend the submission deadline, and any notice of such extension will be posted on the Iowa Office of Apprenticeship website and IowaGrants.gov.

Attempted submission of a completed application after the stated due date and time will not be allowed by the system. If a submission is attempted after the published date and time, the applicant will receive a notice stating, "The Funding Opportunity is closed."

APPLICATION REVIEW INFORMATION

Application Scoring Criteria

- Applicants have a Registered Apprenticeship program registered in the RAPIDS system, under the jurisdiction and oversight of the Iowa Office of Apprenticeship (IOA)
- Applicants have apprentices who are employed at Iowa worksites
- Applicants must have at least one apprentice enrolled within the RAPIDS database no later than December 31, 2025, who:
 - Is a resident of the State of Iowa
 - Is working at (physical) Iowa worksites
 - Has an active status as "registered", which was updated between January 1, 2025, through December 31, 2025, OR has an active status of "Completed", which was updated between January 1, 2025, through December 31, 2025
 - Has received a minimum of 100 hours of in-person, related instruction between January 1, 2025-December 31, 2025, and has documentation to support this training.

Review Process

- A review team will use the criteria listed above to review applications under this funding announcement.

Application Clarification

- Some applicants may receive requests to provide clarifying information or supplemental documentation. This information is used by IWD staff in making grant awarding recommendations.
- Applications may be recommended for funding even if they are not asked for clarification questions.
- A request for clarification does not guarantee a grant award.
- Failure to respond to requests adequately and in a timely manner may result in the removal of applications from consideration.

Selection for Funding

- Decisions to award and the amount to award will be determined per application based upon compliance

with the requirements of this funding announcement.

- Applicants may be selected to enter into a grant agreement, finalizing grant terms at which time the final decision to make a grant award will be made.
- Submission of an application is not a guarantee of an award.

Agency Contact(s)

Please direct any questions regarding this notice of funding opportunity to:

Kolby Knupp

Program Manager

Iowa Office of Apprenticeship

kolby.knupp@iwd.iowa

515-217-1783

Technical Assistance

- Technical Assistance will be provided in the form of webinars and direct support from the Iowa Office of Apprenticeship.
- Technical assistance updates will be available on the website after January 1, 2026.

Other Information

1. The Iowa Workforce Development reserves the right to request additional information from applicants to evaluate applications.
2. The Iowa Workforce Development, at its sole discretion, reserves the right to reject all applications; to reject individual applications for failure to meet any requirement; to award in part or total, and to waive minor defects and non-compliance. Such a waiver will not modify the program requirements or excuse the applicant from full compliance with program specifications or grant agreement requirements if the grant is awarded. Submission of an application confers no right to an award or to a subsequent grant agreement.
3. All application submissions become the property of the Iowa Workforce Development. If funds are awarded, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.
4. The Iowa Workforce Development is not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application or pay any grant-related costs incurred prior to the grant beginning date.
5. All decisions by the Iowa Workforce Development are final.
6. Upon the Iowa Workforce Development approval, the successful applicant will receive a grant agreement via email from IWD. The applicant has 60 calendar days to sign the grant agreement. If the agreement is not executed within 60 calendar days, IWD reserves the right to cancel the award. IWD, at its sole discretion, may extend the time for executing the grant agreement.
7. Any grant agreement awarded by the Iowa Workforce Development shall include specific provisions, terms, and conditions.
8. The Review Committee will include members from the State of Iowa Office of Apprenticeship.

APPENDIX A: IowaGrants.gov New User Registration Instructions

Follow these instructions to create an account and begin your grant application.

- Visit www.iowagrants.gov
- Watch the Instructional Video: [How to Log into IowaGrants.gov](#)
- Always select the blue button “Click Here to Access Single Sign On Tool” whether this is your first time accessing the system or you’re already registered.
- Do not use the “enter your user ID and password” options.
- If you do not have an account, select “Sign Up” at the bottom of the screen.
- Enter your first name, last name, and valid email address.
- Complete the Set Up for security methods, including setting your password.
- Verify your email and enter the verification code that was sent by the system. This email is sent by Admin@id.iowa.gov. This provides you with a one-time code to complete the verification process.
- Complete your registration by entering your contact information on the Registration page. Enter your basic information and select your Program Area of Interest. While the system instructions do not make this clear, it is important that you select a program area of interest from the drop-down list. This will expedite registration.

Your registration is now pending final system approval. You will receive a confirmation email once approval is complete.

If you have any questions regarding these instructions or want additional assistance, please contact Patrick Rice at patrick.rice@iwd.iowa.gov.

APPENDIX B: USE OF FUNDS

- **Apprentices Wages and Benefits for regular/standard hours and overtime hours**
 - Apprentices must be employed and paid between July 1, 2025-December 31, 2026.
 - Apprentices must be registered in RAPIDS during July 1, 2025-December 31, 2026.
 - Pay documented for sick time, vacation time, other leave or other benefits is not eligible.
- **Salary for a Registered Apprenticeship Coordinator or a Program Manager for regular/standard hours and overtime hours**
 - Coordinator or Program Manager must be employed and paid between July 1, 2025-December 31, 2026, and while there is at least one active apprentice participating.
 - Pay documented for sick time, vacation time, other leave or other benefits is not eligible.
 - Eligible hours must correlate specifically to Registered Apprenticeship-related activities
- **Salary or Wages for In-House Related Training Instructor (RI) for regular/standard hours and overtime hours**
 - Instructor must be employed and paid between July 1, 2025-December 31, 2026.
 - Only instruction hours or classroom or lab preparation time are eligible.
 - Pay documented for sick time, vacation time, other leave or other benefits is not eligible.
 - Eligible hours must correlate specifically to Registered Apprenticeship-related activities
- **Related Instruction tuition and associated fee expenses through a third-party RI provider for actively registered Apprentices**
 - Apprentices whose tuition/fees are to be reimbursed must be active Registered Apprentice participants the entire course timeframe; apprentices who stop in the middle of a course will not be considered for reimbursement.
 - Apprentices whose tuition and/or fee expenses are to be reimbursed must be registered as active apprentices in RAPIDS during July 1, 2025-December 31, 2026.
 - Coursework must be applicable and tied to Related Instruction Outline (as documented in Appendix A) of IOA Program Standards.
- **Related Instruction materials (e.g., textbooks, curriculum, etc.)**
 - Sponsor must be able to document that they purchased materials on behalf of the apprentice (either for in-house related instruction OR by covering the expenses through the third-party RI provider).
 - Related Instruction materials need to be correlated to the number of apprentices participating in the program; quantities may not be larger than the number of active apprentices.
 - Applicants must be able to verify that they did not separately charge employer partners, apprentices or others for these expenses.
- **Equipment and/or supplies for the Registered Apprenticeship Sponsor that support the Registered Apprenticeship program or active registered apprentices between July 1, 2025-December 31, 2026**
 - Individual equipment purchases must not exceed \$5,000 per single item.
 - Quantities of equipment, materials and supplies should be aligned with number of active apprentices
 - Quantities purchased may not be larger than number of active apprentices
 - Equipment, materials and supplies must be necessary, critical and applicable to the continued ability to conduct and maintain the sponsor's Registered Apprenticeship program.
- **Rent/Lease Space for Apprenticeship-specific activities**
 - Detailed documentation of individual square footage used specifically for apprenticeship activities
 - RA Sponsor may not be the owner and the renter of the building

APPENDIX C: EXPENSE DOCUMENTATION

Eligible Expense	Required Documentation	Data to be verified or checked
- Apprentices Wages and Benefits for regular/standard hours and overtime hours - Salary for a Registered Apprenticeship Coordinator or a Program Manager for regular/standard hours and overtime hours - Salary or Wages for In-House Related Training Instructor for regular/standard instruction hours or coursework or lab preparation time or overtime hours related to instruction	A paystub or payroll record for each apprentice for a specific pay period	The paystub/payroll record should include the following information: - Name of (RA Sponsor) company or organization and/or logo - Employee's name - Employer Position/Job Title - Pay Period Dates - Pay Date - Hourly Rate - Number of Hours Worked for regular and/or overtime - Total Gross Wages per pay period **If salaried employee, a supplemental employment letter (on letterhead and signed by designated authority) documenting employee name, position/title as well as annual salary.
Related Instruction tuition and associated course fee expenses through third-party external related instruction provider for actively registered Apprentices	- An invoice or summary of charges from the 3rd party external training provider (for each apprentice) - Proof of Payment documenting resolution of expense	Invoice should include the following information: - Organizational Logo or name of company - Date of Invoice - Description of each charge/class (i.e., specific course name) for each apprentice - Dollar amount of each charge/class - Summary/Total of All Charge(s)/Expenses per apprentice and total owed to third-party external related instruction provider Proof of Payment should include: - Documentation that your payment was applied to outstanding balance - Proof of payment (i.e. front and back of cleared checks, credit card transaction statement)
- Related Training instruction materials - Single Purchase of Equipment, Materials or Supplies	- Receipt or Invoice of documented expenses purchased - Proof of Payment documenting resolution of expense	The receipt should include: - Name of Organization/Store/Company (where you purchased the product) - Date of Purchase (which may be at the very bottom) - Description of Items Purchased - Quantity of Items - Dollar amount of each item/supply - Total Due/Dollar Amount - Payment Method (i.e. Credit Card Authorization) The invoice should include: - Name of Name or Logo of company/organization (where you purchased the product)

		○ Name of Organization where supplies are being shipped or charged to (<i>Grantee/Sponsor</i>) ○ <i>Addresses here are important as they must be for the Grantee/Sponsor</i> ○ Date of Purchase ○ Description of Items Purchased ○ Quantity of Items ○ Dollar amount of each item/supply ○ Total Due/Dollar Amount Proof of Payment should include: ○ Documentation that your payment was applied to outstanding balance ○ Proof of payment (i.e. front and back of cleared checks, credit card transaction statement)
• Lease or rent of a Facility/Building	• Documentation of full square footage (via floorplan or blueprints) to demonstrate the space considered • List and description (in writing) of which areas within the floorplan/blueprints are used specifically for apprenticeship related activities • Entire lease or rental agreement, including documentation of total amount due each month • Proof of Payment documenting resolution of expense	Proof of Payment should include: ○ Documentation that your payment was applied to outstanding balance ○ Proof of payment (i.e. front and back of cleared checks, credit card transaction statement)