

Building a skilled workforce for the future of U.S. manufacturing in Iowa.

AMP'D Iowa
Advanced Manufacturing Pathways Development

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Rationale and Authority

Manufacturing in Iowa is critical for the state's economy and financial health, comprising 17% of Iowa's $35 billion dollar GDP (annually). In 2025, 217,060 Iowans were employed in the manufacturing sector accounting for 14.1% of all covered employment, the second largest sector in Iowa behind healthcare. Research completed for a report commissioned by Iowa Economic Development Authority (IEDA) and IWD indicated that between 2017 and 2022, Iowa manufacturing grew by 3.7%, outpacing the national growth in this sector by 1.6% (2.1% national average). Additionally, Iowa's job growth in manufacturing is expected to be 14.6% over the next decade, while the national growth average is estimated to be only 5.7%. Skilled production roles such as welders and cutters, CNC operators, machinists and maintenance are and will continue to be critical for Iowa.

The Advanced Manufacturing Pathways Development (AMP'D Iowa) program is a new grant opportunity for employers within the advanced manufacturing sector provided by Iowa Workforce Development. This initiative focuses on partnering with the over 300 manufacturer employers located within the state of Iowa to address the current and future workforce shortages, implement new technology, and to address the skilled labor gap across the state.

As part of the federal Industry-Driven Skills Training Fund (ALN 17.280) administered by Iowa Workforce Development, the AMP'D Iowa grant program will provide support to reimburse training costs of employers in the advanced manufacturing industry sector for newly hired and current employees. This reimbursement support will provide funding to employers to develop and deliver employer-led training to upskill current employees and for new employees.

Program Overview

Eligibility for AMP'D Iowa is focused on advanced manufacturer employers located and operated within the state of Iowa for the training of employees in specific occupations associated with manufacturing. Employer-led training must be offered in Iowa for Iowa employees and designed to lead to an industry-recognized credential, certificate, or skill gain that aligns with the manufacturing-specific critical competency outlined within their training plan.

Eligible job codes for this program are determined by the eligible SOC-Code and Job Title under federal H1-B funding related to advanced manufacturing occupations. For a complete

list of eligible job codes for this award, please contact IWD's Program Manager, Melanie Johnson (melanie.johnson@iwd.iowa.gov).

View the approved SOC codes at ampd.iowa.gov under the Grant Materials section.

IWD will enter into a per-employee training cost reimbursement ceiling agreement with each selected employer based on the total training expense, skills and credential attainment, delivery and length of time for the training program. Reimbursement amounts will be scaled based on the number of full-time employees per employer and will occur at two milestones:

- Completion of the training
- and six (6) month's job retention.

Reimbursements for training costs will be defined in the employer agreement and range from 50% to a maximum of 80% of total training costs.

Application Requirements

Employers must complete the IWD AMP'D Iowa application located at **iowagrants.gov** for consideration. The application will require employers to identify the need of the training program, current occupations eligible to participate, the delivery, provider, length of time and goals of the training program, recruitment efforts and commitment to individual reporting metrics.

Employers should also identify the manufacturing-specific critical competencies to be addressed, including any credential attainment. The proposed training model must directly connect to the identified critical competencies. IWD encourages employers to partner with the Center for Industrial Research and Service (CIRAS) through Iowa State University to assist in assessing the training needs of the employer and to develop sustainable training plans. More information for how CIRAS may assist in identifying and developing a training program may be found by visiting https://www.ciras.iastate.edu/.

Employers may submit multiple applications for multiple training programs. Employers that select to offer multiple training programs will be required to submit an additional application for each training program. The maximum reimbursement ceiling for each employer is $250,000.00 regardless of the number of training programs.

Review of applications will be ongoing throughout the period of performance for this award and will be administered as a first-come, first-served basis until all grant funds are exhausted. IWD will not issue any new awards to employers after June 30, 2028, to ensure time is available for program completion.

Program Requirements & Guidelines

To be considered eligible, employers must design an employer-driven training program for eligible advanced manufacturing occupations for newly hired or current employees. The maximum reimbursement ceiling for each employer is $250,000.00 regardless of the size of the employer or number of employee participation. No application will be approved in excess of this amount regardless of the size of the business, number of eligible employees, training program expenses or number of training programs available. Employers that operate in multiple locations within the state of Iowa under the same Federal W-9 are only eligible for up to the $250k ceiling regardless of number of locations or training programs within the state. Training must be completed within the State of Iowa and are only eligible for employees that are employed at an Iowa business location.

Employees must be hired, trained and retained for at least six (6) months from the completion of the training by the employer to receive the full reimbursement benefit. If an employee completes the training but leaves before the end of the six-month retention period, the employer is no longer eligible to receive the remaining percentage of funding for the employee. Only employees that successfully complete the training program are eligible to be claimed.

Training programs will be designed by the employer to address the critical needs of the industry. Employers are responsible for:

- Assessing critical industry workforce development needs;
- Determining necessary skills and credentials to be earned by program participation;
- Developing appropriate training programs and delivery methods;
- Recruiting eligible employees and new hires to participate;
- Deliver training or partnering with a training provider; and
- Reporting on performance outcomes and outputs, including successes of the program.

Eligible training programs must be completed prior to 12/31/2028. Training expenses incurred for training after 12/31/2028 will not be considered for reimbursement. The period of performance for each award will be defined within the contract agreement and may be

end prior to 12/31/2028. Employees may be granted an additional six (6) months to complete Milestone 2 if possible. Training programs will be required to be evaluated by employer and reported to IWD to ensure goals of the program were achieved.

Employer Eligibility

Eligible employers must meet the following criteria to be considered:

- No permanent layoffs within the last six (6) months prior to the application date
- Must be in good standing with the State of Iowa (not currently be in bankruptcy or pre-bankruptcy, nor be presently in arrears with taxes or owe money to the State of Iowa and must not have any active compliance penalties).
- Must conduct business within the advanced manufacturing sector within the State of Iowa and have a NAICS Code classification of 31, 32 or 33.
- Provide a training plan that aligns with at least one (1) eligible SOC-code
- Must be registered with and establish a Unique Entity Identifier (UEI) through SAM.gov prior to submission of an application.
- Applicants will be required to provide the unique entity identifier (UEI) with the application submission. Awarded businesses will be required to maintain an active registration in SAM.gov through the federal interest period of this award.

Employee Eligibility

Employers may enroll a new employee or a currently existing employee into the training program. Training must be directly related to the current employee's occupation or lead to a higher-skilled occupation. All employee participants must be at least 17 years old and not currently enrolled in secondary school within a local education agency.

Employees must be employed at with the employer located in Iowa. Employees must agree to provide the required information for reporting requirements associated with this award.

Awards and Reimbursement

Award amounts will vary based on the proposed training plan and total eligible cost of the training program. The maximum reimbursement ceiling for each employer is $250,000.00 regardless of the size of the employer or number of employee participation. Employers are eligible to receive up to 80% of the eligible training expense on a reimbursement basis. The maximum reimbursement ceiling per eligible employee is $4,000.00. No advanced payments will be administered. Reimbursements are provided to awarded employers based

on the number of eligible employees completing the training program and will be administered on a tiered basis identified in Table 1 below.

Reimbursement Tier	Milestone 1 Training Completion	Milestone 2 Job Retention after Training Completion	Total Reimbursement of Actual Training Costs
Tier 1 (less than 250 employees)	40%	40%	80%
Tier 2 (250-499 employees)	32%	33%	65%
Tier 3 500 or more employees)	25%	25%	50%

Table 1. Reimbursement Tiers - Reimbursement amounts will be scaled based on the number of full-time employees at the location of the employer.

Employer size is based on the total number of employees employed with the employer. To receive reimbursement, employers must formally agree to program and individual employee reporting requirements and valid expense documentation. Employers will be required to verify training completions, credential attainment and employee retention at six (6) months post-training completion.

Reimbursements are processed at two milestones:

Milestone 1 – upon the completion of the training program

Milestone 2 – upon job retention with the employer for six (6)-months post-training

For payment associated with Milestone 1, upon the successful completion of the training program, the employer must provide documentation of the completed and earned credential or completion certification per employee participant along with validation of all eligible training expenses. The employer is responsible for ensuring all reporting requirements have been met prior to disbursement of payments.

For payment associated with Milestone 2, employers must validate continued employment of the employee participant for a 6-month time period by submitting complete paystubs for the 6-month period. Paystubs must show a pay increase for each employee completing the

training program if a pay increase was part of the approved training plan. Although not required, employers are encouraged to provide a wage increase that aligns with the credential or skill attainment. The employer is responsible for ensuring all reporting requirements have been met prior to disbursement of payments. *As an example: Tier 1 employers may receive up to 80% of eligible training funds reimbursed up to $4,000.00. In order to receive the full $4,000.00 reimbursement, employers must provide documentation of training expenses exceeding $5,000.00 for the employee participant and the employee participant must complete both milestones listed above.*

Reimbursement requests must be submitted at the same time as the monthly Participant Report. All expense requests must be entered on the AMP'D Expense Tracker Excel document and have all corresponding expense documentation. Section 11 Expense Documentation of the contract agreement details the documentation required for expense validation. Expense documentation must be submitted in PDF format – photos of receipts will not be accepted. For wage validation, the following support is required:

Detailed timesheets that clearly separates paid training time from other paid time that includes the signature of the supervisor approving the timesheet.

Proof of payment in the form of a pay stub which includes the name of the employer, name of the employee, pay period, pay date, total hours worked associated with the grant program, total hours paid, and gross wages.

IWD may request additional wage information to validate employment.

Eligible Items for Training Expenses

Eligible expenses must be directly connected to an eligible employee. Employers will be required to submit validated documentation of expenses and complete reporting requirements prior to reimbursements.

<u>Eligible Training Expenses Include:</u>

- Costs associated with designing and implementing employer-led training delivered by the employer to its employees, as long as the total cost is allocated to the number of employees trained via this method.
- Third-party Tuition and related fee expenses for coursework specific to the employer training program for program participants.
- Third-party Credentialing, Licensing, and/or Exam Expenses (excluding graduation or ceremonial expenses).

- Participant Wages for eligible times throughout the program related to on-the-job training. Estimated hours for on-the-job training time per participant will be identified in the program plan and must be clearly identified on employee paystubs. Hours paid for classroom time, studying, vacation, sick, paid time off, or holidays are not eligible for reimbursement expenses.
- External or Internal Instructor Fee (If the instructor is an internal employee, wages for the internal employee instructor related to the training is an eligible expense).
- Mentor/On-The-Job Trainer Wages

All expenses must be able to directly align to an individual employee. Awarded businesses may submit proportionate training expenses that are charged for multiple participants. Additional documentation may be required to validate the training expense. *Example: If a training instructor fee for a course is $1,000.00 for 20 participants, the proportionate training expense per participant would be $50.00.*

Expense items will be validated with each claim request and will be subject to additional information and/or documentation to validate expenses when needed. Items not clearly aligned with the eligible expense list will not be considered as part of the overall training costs. Administrative or Indirect expenses are not eligible training expenses under this award.

Selection Criteria

To be selected for this support, applicants must complete and submit an online application located at **iowagrants.gov** with IWD. IWD will review the submitted application to determine eligibility for the program. IWD may request additional information from the applicant. Submission of the application does validate eligibility or determine a verification of an award.

As part of the application, employers will be requested to provide information on the following criteria:

- Justification for the proposed training program
- Size of full-time employment located within the state of Iowa based on the tiers listed in Table 1.
- Location of the proposed training program
- Scale of proposed training program – number of employees participation, total cost and length of time for the proposed training program
- Partnership and/or past experience with CIRAS related to training programs
- Proposed employee wage increases upon completion of the training program

- Unemployment rate of county at the time of the submission

Reporting & Compliance

Employers selected for this award will be required to meet all federal reporting requirements associated with this award. Employers must ensure all participating employees are entered on the IWD Participant Report template, which will be reported to the federal government. Employees participating within the training that is not included on the Participant Report will not be considered. Employers will be expected to provide individual wage documentation to IWD to validate the training costs, including timesheets, pay stubs and course schedules. Paystubs and/or timesheets should itemized to clearly denote the time attributed for training and align with the approved training program. All submitted expenses must be directly tied back to a participant employee.

Employers will be required to submit monthly reports to IWD throughout the period of performance of the agreement with IWD. Monthly reports will include information related to training completions, credentials earned, pay increases and job retentions.

The IWD Participant report is divided into three sections: Participant Information, Information Prior to the Start of the Training Program, and Monthly Reporting Information at the Completion of the Training Program, which should be completed for every employee participating within the training program. Employers should complete every column of the Participant Report in the instructed format which includes:

Section 1 - Participant Information

- Employee First and Last Name
- Employee Social Security Number (XXXXXXXXX)
- Date of Birth (YYYYMMDD)
- Sex
- Ethnicity
- Race
- Veteran Status (Documentation will be requested)
- Date of Original Hire (YYYMMDD)

Section 2 - Information Prior to the Start of the Training

- Training Start Date (YYYMMDD)
- Occupation/Position
- Hourly Wage

Section 3 - Monthly Reporting Information at the Completion of the Training Program

- Still in Training (Persisting)
- Did Not Complete Training
- Reason for Non Completion
- Hourly Wage Post Completion
- Occupation/Position After Training
- Did they receive a Credential, License, or Certification
- List the Industry-Recognized Credential, License, or Certification Earned

Reporting is due by the 10th day of the following month for the duration of the performance period outlined in the IWD-Employer contract agreement. Each reporting period is for 30 or 31-day month prior.

Grant Contact Information

Information related to the AMP'D Iowa program can be found by visiting [iwd.gov website]. Additional questions related to the program should be directed to the IWD's Program Manager.

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You may also contact your local Workforce Office for additional questions. Please visit https://workforce.iowa.gov/jobs/iowaworks to location the nearest IowaWORKS locations.