

Notice of Funding Opportunity

State Agency Name: Iowa Workforce Development

Funding Opportunity Title: Iowa Registered Apprenticeship Development Fund 84F

Announcement Type: Initial

Important Dates

- **Deadline:** Grant applications are due by **January 31, 2025, at 2:00 PM Central Standard Time.**
- **Application Notification:** A Notice of Intent to Award will be posted on the following websites: <https://workforce.iowa.gov/apprenticeship/funding> and www.iowagrants.gov
- **Guidance:** Iowa Workforce Development (IWD) will post information and updates on <https://workforce.iowa.gov/apprenticeship/funding/84f>
- **Application assistance webinars:**
 - [Wednesday, January 8 @ 1:00 PM via Zoom](#)
 - [Tuesday, January 21 @ 11:00 AM via Zoom](#)

PROGRAM DESCRIPTION

Purpose

The purpose of the Iowa Registered Apprenticeship Development Fund (84F) is to provide financial assistance to encourage apprenticeship sponsors of new apprenticeship programs or expansion programs, with 20 or fewer apprentices, to have apprenticeship programs in high-demand occupations.

Funding Priorities

There are no listed priorities associated with this award.

Qualifications for Eligibility

All applications must include performance measures that logically connect a project's goal(s) with proposed activities and demonstrate a new or expanded Registered Apprenticeship Program within a high-demand occupation. Required performance measures to be addressed within the application include but are not limited to:

1. The applicant/apprenticeship sponsor must have an apprenticeship program that has been registered in the RAPIDS Apprenticeship database system in the 2024 calendar year (January 1st, 2024 – December 31st, 2024).
2. The applicant/apprenticeship sponsor must have had at least one active apprentice registered in the RAPIDS Apprenticeship database between January 1, 2024, and December 31, 2024.
3. The applicant/apprenticeship sponsor must have twenty or fewer apprentices registered in their apprenticeship program as of December 31, 2024.
4. More than 70 percent of the applicant's apprentices must reside in Iowa (based on apprentice address in RAPIDS) and the remainder of the applicant's apprentices must be

residents of states contiguous to Iowa.

5. Intermediary Sponsors with national programs must be located in the State of Iowa as verified by their W9 to be eligible.
6. The applicant/apprenticeship sponsor cannot receive funding from both the 84E Apprenticeship Grant and the 84F Apprenticeship Grant during the 2025 calendar year.
7. Eligible applicants include Employer Sponsors registered with US Department of Labor Office of Apprenticeship and in good standing with the Iowa Office of Apprenticeship.
8. Applications must be submitted through IowaGrants.gov utilizing the approved and provided forms.
9. Grantees must comply with all applicable provisions of state and federal laws pertaining to nondiscrimination, sexual harassment, and equal employment opportunity.

Program Grant Authority

Iowa Workforce Development's authority to award these grant funds is by the State of Iowa 90th General Assembly Senate File 2432 appropriation.

Definitions

- **"Applicant"**: means an apprenticeship sponsor located in Iowa that has established an apprenticeship program for an eligible apprenticeable occupation that is located in Iowa and approved by the U.S. Department of Labor and the Iowa Office of Apprenticeship.
- **"NOFO"**: Notice of Funding Opportunity and any included attachments, exhibits, schedules, or addenda.
- **"Registered Apprenticeship"**: A Registered Apprenticeship is a nationally recognized apprenticeship that is approved by the US Department of Labor. All Registered Apprenticeships are paid and include regular wage increases during the program. People who complete a Registered Apprenticeship earn a nationally recognized credential.
- **"Apprentice"**: Means a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in 29 C.F.R. §29.4 under standards of apprenticeship and is registered in the RAPIDS database system.
- **"Related Training-Instruction" (RTI)**: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Iowa Office of Apprenticeship.
- **"On the Job Learning (OJL)"**: On-the-Job Learning is a workforce development strategy where employers mentor and train candidates as they become fully proficient in a particular skillset or occupation.
- **"Eligible Apprenticeship Sponsor"**: Is an organization operating an apprenticeship program or an entity in whose name an apprenticeship program is being operated, which is registered with the U.S. Department of Labor.
- **"Outcome"**: A type of performance measure that indicates progress toward achieving the intended result of a Registered Apprenticeship Program and usually represents a change in the situation of beneficiaries of a service, such as completing a training program and receiving a certificate of completion.

- **“Wages”**: a fixed regular payment, typically paid on a weekly or bi-weekly basis, made by an employer to an employee.
- **“Tuition”**: a sum of money charged for teaching or instruction by a school, college, or university.
- **“High Demand Occupation”**: Determination of High Demand Occupations is made annually by Iowa Workforce Development with reference to Iowa Community Colleges and in consultation with the State of Iowa Workforce Development Board. [Click here](#) to view the list of qualifying high demand occupations.

AWARD INFORMATION

Estimated Available Funds

The State of Iowa has appropriated \$760,000 for 2025 to support the growth of registered apprenticeship programs in high-demand occupations.

Estimated Award Amount

- Applicants are eligible to receive up to \$25,000 per application for each eligible occupation.
- Funds are administered as *reimbursement only* and **no** advance payment options are available under this award.
- Applicants can apply for more than one grant if they have multiple eligible occupations within their registered apprenticeship program; grant awards for applicants receiving more than one grant in the same calendar year will be capped at \$50,000.

Project Award Period

Expenses incurred from July 1, 2024, to June 30, 2025, are eligible for reimbursement. Costs incurred prior to July 1, 2024, or after June 30, 2025, are ineligible for reimbursement. Grantees request for reimbursement must be sent to the IWD Iowa Office of Apprenticeship Program Manager by September 30, 2025. Reimbursement requests sent to the Program Manager after September 30, 2025, will not be considered eligible for reimbursement.

Use of Funds

Potentially eligible expenses (list is not all inclusive):

- For active apprentices registered in the RAPIDS system, reimbursement of wages for the registered apprentice(s) while on the job learning.
- During the time period there is at least one active apprentice registered in the RAPIDS system, the reimbursement of the salary for a Registered Apprenticeship Coordinator or a Program Manager.
- Related Training Instruction tuition and associated fees for actively registered apprentices.
- Related Training technical instruction materials (e.g., textbooks, curriculum, etc.) for actively registered apprentices.
- During the time period there is at least one active apprentice registered in the RAPIDS system, in-house Related Training instructor salaries.
- Registered Apprenticeship single purchase of equipment/supplies not exceeding \$5,000. Items such as, but not limited to:
 - Tools
 - Protective apparel or materials (e.g. PPE, gloves, uniforms)

- Laptops/Computers

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

Expenses that are not eligible for reimbursement (list is not all inclusive):

- Pre-apprenticeship program expenses.
- Purchase or lease of a passenger, personal or business vehicle, including a side-by-side or an ATV.
- Vehicle maintenance
- Travel expenses i.e., flights, lodging, mileage reimbursement, vehicle rentals etc.
- Food related expenses.
- Gift cards or vouchers.

Reporting Requirements

There are no reporting requirements associated with this grant.

Payment Schedule

The executed grant agreement will specify conditions for payment and payment schedule. Final submission of all proof of expenses and receipts, reimbursement requests, and proof of payment must be made by September 30th, 2025, by 5:00 p.m. Remaining award funds as of October 1, 2025, will be forfeited by the awardee.

Expense Documentation

Documentation of expenses must be in PDF format. Photos of receipts will not be accepted.

All expense documents must include:

- Receipt or invoice with name of vendor, organization's name, date that falls within the award period, and a clear description of goods or services provided.
- Proof of payment from the eligible Sponsor organization that includes the name of vendor, organization's name, expense amount that matches receipt/invoice. Acceptable proof of payment includes front and back of cleared check, credit card statement, bank statement, etc.
- For wage reimbursement, IWD requires time sheets signed by the employer supervisor or HR and pay stubs or payroll register details for the employee for applicable pay periods (within award period) that include:
 - Employee ID/Name;
 - Name of business or organization;
 - Total hours worked;
 - Hourly wage;
 - Total wages paid;
 - Pay period and pay date;
 - Title or position description of employee;
 - Proof of payment for wages (payroll register or paystub);
 - Timesheets to validate hours.

Screenshots from the financial or accounting system for wage reimbursement for eligible positions may not be considered adequate proof of payment.

APPLICATION AND SUBMISSION INFORMATION

Electronic Submission Instructions

Applicants must submit applications electronically via IowaGrants.gov. 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 from IWD regarding this application will be issued from the Iowa Office of Apprenticeship. Applicants are required to assure these communications are received and responded to accordingly.

Content

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

General Information:

- Program Information
- Program Contact Name
- Program E-Mail Address
- Legal Organization Name (as shown on your W-9)
- Business Address (No P.O Box)
- RAPIDS Program #
- Environmental & Worker Safety Affidavit
- Employed at Iowa Work Site
- Use of Iowa Apprenticeship Training Grant

Program Information:

- Total number of apprentices within the organization
- Total number of non-apprentice employees
- Iowa residency for all apprentices will be verified via the RAPIDS database system.
- Intermediary Sponsors with national programs must be located in the State of Iowa as verified by their W9
- Proof of Registered Apprenticeship program with a high-demand occupation or the addition of a high-demand occupation to an existing program.

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 Workforce Development website, the Future Ready website, the Iowa Department of Education 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

Applications for financial assistance under this grant program shall be reviewed and scored as described below. To be considered eligible for funding, an application must receive a minimum score of **65 out of a possible 100** points and meet **all other** eligibility criteria specified in these rules. If an applicant does not meet all eligibility requirements, the application will not be scored.

Criteria

Max Points

Budget and costs. The extent to which the applicant’s budget and estimated or real <i>program</i> costs are based on industry standards for the eligible occupation.	30 Points
Application of financial assistance. The applicant has provided a budget narrative providing further details regarding the use of funding and how it will be applied.	30 Points
Local support. The applicant has provided documentation in the form of a letter of local support from area partners, such as schools, local government entities, and other employers that may benefit from the <i>apprenticeship program</i> .	10 Points
Additional funding. The authority will take into consideration sources of funding for establishing an apprenticeable occupation. Scores will be based on whether the source of funding is public or private, whether the funding is repayable, and the proportion of internal funding to funding from other sources. Higher scores will be awarded if the source of funding is a private entity, if the funding is repayable, and if the amount of internal funding is more than 50 percent of funding needed to establish the apprenticeable occupation.	10 Points
Certification of worker safety. The applicant has not violated state or federal statutes, rules or regulations, including environmental and worker safety regulations, or if such violations have occurred, the violations have been addressed and mitigated.	10 Points
Certification of employment at an Iowa work site. The applicant has certified that the apprentices identified by their U.S. Department of Labor identification numbers and represented in the application are registered with the applying sponsor or lead sponsor’s registered <i>apprenticeship program</i> and that each apprentice listed worked some time in <i>Iowa</i> during the prior calendar year.	10 Points
Total Points	100

Review and Selection Process

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

1. Applicant Clarification

Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by IWD staff in making funding recommendations. Applications may be recommended for funding even if they are not asked 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.

2. Selection for Funding

Decisions to award grants and the funding levels 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, budget, scope-of-work provisions, 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.

Contact(s)

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

Ann Hoepfner

Grants Program Coordinator

Iowa Office of Apprenticeship

Ann.Hoepfner@iwd.iowa.gov

515-725-3665

Technical Assistance

Technical Assistance (TA) will be provided throughout the application process, in the form of webinars and direct support. TA assistance updates will be available on the website

<https://workforce.iowa.gov/apprenticeship>.

Other Information

1. If an applicant fails to meet any eligibility criterion at the time of an application deadline, the application may still be reviewed but the State will not make an award until all eligibility criteria are met.
2. The Iowa Workforce Development reserves the right to request additional information from applicants to evaluate applications.
3. 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.
4. 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.
5. 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.
6. All decisions by the Iowa Workforce Development are final.
7. Upon the Iowa Workforce Development approval, the successful applicant will receive a grant agreement via email from IWD. The applicant has 10 working days to sign the grant agreement. If the agreement is not executed within 10 working days, IWD reserves the right to cancel the award. IWD, at its sole discretion, may extend the time for executing the grant agreement.
8. Any grant agreement awarded by the Iowa Workforce Development shall include specific provisions, terms, and conditions.
9. The Scoring Committee will include members from Iowa Workforce Development Registered Apprenticeship Program.

APPENDIX A: [iowaGrants.gov](https://iowagrants.gov) New User Registration Instructions

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

1. Watch this quick 4 min video: <https://dom.iowa.gov/iowa-grants-login>
2. Go to www.iowagrants.gov
3. Always select the blue button “Click Here to Access Single Sign On Tool” no matter if this is your first time accessing the system or you’re already registered.
4. Do not use the “enter your user ID and password” options.
5. If you do not have an account, select “Sign Up” at the bottom of the screen.
6. Enter your first name, last name, and valid email address.
7. Complete the Set Up for security methods, including setting your password.
8. 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.
9. 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 IowaGrants.gov instructions or want additional assistance, please contact Patrick Rice at patrick.rice@iwd.iowa.gov.