

## Notice of Funding Opportunity

State Agency Name: Iowa Workforce Development

Funding Opportunity Title: **2021 Future Ready Iowa Employer Innovation Fund**

Announcement Type: Initial

CFDA Number (if applicable): Not applicable

### Important Dates

- Deadline: Applications for the funds are due by **Wednesday, February 10, 2021, at 11:59 p.m.** Central Time. Subsequent application deadlines will be determined depending on the availability of funds after the second round is awarded.
- Application Notification: A Notice of Intent to Award will be posted on the Future Ready Iowa website: <https://www.futurereadyiowa.gov/innovation>.

### Program Description

#### 1. Purpose

The purpose of the fund is expanding opportunities for more Iowans to earn for-credit and non-credit postsecondary credentials leading to high-demand jobs and encouraging Iowa employers, community leaders and others to collaborate to support regional workforce talent development. Future Ready Iowa establishes the goal of 70 percent of Iowans in the workforce having education or training beyond high school by the year 2025, but also seeks to strengthen the talent pipeline longer term. Iowa's current attainment level has stalled at around 60 percent. To help change this, the fund will award competitive grants to support regional initiatives that accelerate credential attainment. Iowa Workforce Development is seeking collaborative applications that propose new, cutting-edge ideas as well as proven strategies.

The purpose of this Notice of Funding Opportunity is to solicit applications that will enable Iowa Workforce Development (IWD) to award grant funding to match local investment and support the goals of the Employer Innovation Fund and Future Ready Iowa.

#### 2. Funding Priorities

IWD seeks to prioritize the investment of resources in the following areas:

- a. Innovative and creative initiatives lead by employers to address local needs and expand opportunities for credit and noncredit education and training leading to high-demand jobs.
- b. Earning of high-demand credentials by Iowans from underrepresented populations (African-American, Hispanic, American Indian/Alaskan, Native Hawaiian/Pacific Islander).

- c. Strategies that increase the number of eligible students receiving financial assistance under the Future Ready Iowa Skilled Workforce Last-Dollar Scholarship or Skilled Workforce Grant Programs.
- d. Proposals that include performance-based bonuses for high school students who earn national-industry-recognized credentials in high-demand fields.
- e. Proposals with connection to high-demand jobs from the State Workforce Board list, regional community college lists, locally identified high-demand jobs or non-credentialed programs supported by regional or statewide data, innovative measures, geographic diversity and equity.
- f. Proposals that expand internships leading to high-demand jobs.
- g. Proposals that include community engagement with community partners or incorporating existing community programs.
- h. The number of participants the project can serve and the cost per participant.

### **3. Performance Measures**

All applications must include performance measures that logically connect a project's goal(s) with proposed activities and demonstrate an overall theory of change. Performance measures should include to the extent possible whether the expected results were achieved.

### **4. Program Authority**

IWD's authority to award these grants is found at Iowa Code §84A.13.

### **5. Definitions**

*Internship:* Temporary employment of a student that focuses on providing the student with work experience in the student's field of study.

*High-demand job:* A job identified by the workforce development board or a community college pursuant to Iowa Code §84A.1B, subsection 13A.

*Outcome:* A type of performance measure that indicates progress toward achieving the intended result of a program and usually represents a change in the situation of beneficiaries of a service, such as completing a training program or securing employment upon completion of training provided.

*Participant:* A reportable individual who has received grant-assisted services.

## **Award Information**

### **1. Estimated Available Funds**

The State of Iowa has appropriated \$1.2 million to support both the Future Ready Iowa Employer Innovation Fund and the Child Care Challenge Fund. The source of funding is state-appropriated

and subject to annual appropriations. Some funds available for award may be carried-over from the previous year's Employer Innovation Fund appropriation.

## **2. Estimated Award Amount**

IWD anticipates awarding grants ranging from \$1,000 to \$50,000. Grant awards may vary in amount as determined by the scope of the project. Funding decisions are made as funding is available and IWD is not obligated to provide the maximum grant amount requested. If more funds are requested than are available, funds will be awarded proportionately to eligible proposals to provide the greatest amount of support across all eligible applicants.

## **3. Project and Award Period**

Successful applicants must provide proof to Iowa Workforce that privately raised funds have been expended in full, at which time, then matching funds may be drawn down. Awardees must be able to draw down state funds by June 30, 2021. All matching funds must be utilized within 12 months of receipt and any unexpended matching dollars must be returned to Iowa Workforce Development thereafter.

The recipients must provide a detailed report by December 31 of each year.

**16.3(7)** Employer recipients must provide a detailed report of the use of the funds by December 31 of each calendar year. The detailed report shall be submitted to the director of the department of workforce development and include:

- a.* The date of funds received.
- b.* The amount of funds received.
- c.* The amount of funds provided by the employer.
- d.* The number of individuals, agencies, businesses, and others who received the funds.
- e.* The balance of available funds remaining as of December 31 of the reporting year.
- f.* A description of the activities paid for by the funds, along with amounts disbursed for each activity, and the number of participants served.
- g.* The completion rate for individuals supported by the award, including the specific credit or noncredit program completed.
- h.* Employment and wage outcomes.

These rules are intended to implement Iowa Code chapter 96 and 2018 Iowa Acts, chapter 1067.

[Filed 6/26/19, effective 8/21/19]

## **4. Type of Award**

IWD may award matching grants to successful applicants.

## **5. Use of Funds**

The Employer Innovation Fund can be used to support credit and non-credit programs, along with wrap-around support programs such as child care, transportation, books, equipment, fees or other innovative ideas and proposals that can assist Iowa residents in completing training and education. It cannot be used for administrative expenses of operating the program or implementing the project.

## **6. Cost Sharing or Matching**

The Employer Innovation Fund is a match grant. What this means is that the grant is intended to serve as a match to funds raised privately by the applicant. Applicants may request an Employer Innovation Fund match grant for an amount up to the amount of the private funds raised.

Applicants must prove the existence of and security of the original funds in order to qualify for a match from the Employer Innovation Fund. Documentation must be included in the application submission as an attachment. Proof may be provided by an official statement from an FDIC-insured financial institution holding the funds. In the absence of a statement from a financial institution, an affidavit from a certified public accountant can be used to certify the existence and security of the funds to be matched. Applicants need to plan to expend all private funds first.

Housing expenses, such as rent, do not qualify for consideration for matching funds, nor do administrative or personnel costs for overseeing a project or implementation of a plan.

## **7. Reporting Requirements**

Successful applicants will be required to submit reports to document the progress of the project as part of the grant requirements. Annually, all grantees must provide a detailed report of the use of funds by December 31<sup>st</sup> of the reporting year to the Director of Iowa Workforce Development. The report must include, but is not necessarily limited to:

- Date funds received
- Amount of funds received
- Amount of funds provided by the employer
- The numbers of individuals, agencies and businesses and others who received the funds
- Balance of available funds remaining as of December 31<sup>st</sup> of the reporting year
- A description of the activities paid for by the funds, the dates of distribution, along with amounts disbursed for each activity, and the number of participants served
- The persistence and/or completion rate for individuals supported by the award, including the specific credit or non-credit program completed
- Employment and wage outcomes after completion
- First and last name of each student/employee who received assistance/support
- Date of birth of each student/employee who received assistance/support
- Home address of each student/employee who received assistance/support

## **8. Payment Schedule**

The executed grant agreement will specify conditions for payment and payment schedule. Private funds must be expended first, then matching funds may be drawn down on a reimbursement basis. Applicants need to plan to expend all private funds first.

## **Eligibility Information**

### **1. Eligible Applicants**

Eligible applicants include employers, employer consortiums, community organizations or other entities that are in good standing with the State of Iowa. IWD encourages applicants to cultivate partnerships to enhance project activities and outcomes. If an employer is not the lead applicant, applicants are required to include a letter of commitment from an employer as a key project partner with the application submission. Grantees must comply with all applicable provisions of state and federal laws pertaining to nondiscrimination, sexual harassment, and equal employment opportunity.

### **2. Additional Consideration**

Additional consideration will be given to organizations that demonstrate the administrative capacity and a history of successfully implementing innovative projects. Additional consideration will also be given to organizations and projects in local workforce areas and regions throughout the State of Iowa that document how the project will impact workforce, education and economic development.

## **Application and Submission Information**

### **1. Electronic Submission Instructions**

Applicants must submit applications electronically via [IowaGrants.gov](http://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 D](#))

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](http://IowaGrants.gov) account in order to sign and submit the application.

Official email communication from IWD regarding this application will be issued from [iowa.grants@webgrantsmail.com](mailto:iowa.grants@webgrantsmail.com). Applicants are required to assure these communications are received and responded to accordingly.

## 2. Content

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

- General Information:
  - Cover Sheet
  - Project Information
- Executive Summary
- Narratives:
  - Program Design
  - Organizational Capability
- Participants and Cost per Participant
- Performance Measures
- Budget Summary & Budget Narrative
- Application Attachments
- Minority Impact Statement
- Authorization, Assurances, and Certification

[See Appendix A](#) for further instructions and application guidance.

## 3. Submission Dates and Times

Please see the Important Dates section at the beginning of this announcement for the submission deadline. IWD reserves the right to extend the submission deadline and any notice of such extension will be posted on IWD’s website and/or 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

#### 1. Criteria

Demographics	10 points
Program Design Narrative	40 points
Performance Measures	10 points
Number of Participants/Cost per Participant	20 points

Organizational Capacity	5 points
Budget	15 points
Total	100 points

[See Appendix C](#) for a full description of criteria and a scoring rubric.

## 2. Review and Selection Process

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

## 3. 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.

## 4. 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.

### Awarding Agency Contact(s)

Please direct any questions regarding this NOFO to:

Allison Hanrahan  
[Allison.hanrahan@iwd.iowa.gov](mailto:Allison.hanrahan@iwd.iowa.gov)  
 515-725-9077  
 Iowa Workforce Development  
 1000 East Grand Avenue  
 Des Moines, IA 50319

### Technical Assistance

Technical Assistance (TA) will be provided throughout the application process, in the form of webinars and direct support. A TA schedule will be available on the Future Ready Iowa website and regularly updated.

### **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. IWD reserves the right to request additional information from applicants to evaluate applications.
3. IWD, 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 IWD. 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. IWD 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 IWD are final.
7. Upon IWD 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 period for executing the grant agreement.
8. Any grant agreement awarded by IWD shall include specific provisions, terms, and conditions.

## **APPENDIX A: Future Ready Iowa Employer Innovation Fund Application Guidance**

Please review the following guidance when preparing your grant application in IowaGrants.gov. The application gathers general information, narratives, budget information, and attachments. Each section includes prompts that must be addressed.



## **General Information**

Complete Cover Sheet-General Information. On this form, applicants will enter basic information about their organization including:

- Contact information of your organization's Authorized Representative
- Contact information of your organization's Fiscal Officer/Agent
- Identification of County(ies) participating, involved or affected by the proposal
- Identification of Congressional District(s), Iowa Senate District(s), and Iowa House District(s) involved or affected by the proposal.

Complete Project Information. On this form, applicants will enter basic information about their application including:

- Legal Organization Name
- Organization type (Government, Nonprofit, Institute of Higher Education, Business, etc.)
- Business Address
- Contact information of person for program matters
- A descriptive project title
- Your project's proposed start and end dates
- Estimated grant funding and match amounts

## **Executive Summary**

Provide a summary that identifies and describes the:

- Applicant
- Amount of private funding leveraged and match funding requested
- Geographic region and community(ies) to be served
- Members of partnerships (if applicable)
- Services to be provided
- Whether the program will offer academic credit
- Anticipated goals and outcomes of this project

## **Program Design Narrative**

- Describe the proposed project and identify proposed activities and goals. Include an outline of a proposed project timeline with key milestones.
- Describe how your project will expand opportunities for credit and/or noncredit postsecondary education and training leading to high-demand jobs for Iowans. Include a description of local barriers and how you plan to implement innovative strategies to meet the need.

- Identify which high-demand job(s) the project intends to support. Describe your justification for determining the job(s) as high-demand (State Workforce Board high-demand job list, regional community college list, linked to locally identified high-demand jobs as demonstrated by statewide or regional data, etc.).
- Describe the need for the project and how it will lead to increased skilled workers to fill high-demand job(s).
- Describe the community or geographic region serviced. Describe how the project will address areas of workforce need throughout the region.
- Describe the demographics of participants. Identify a number and percentage goal for engagement of students or learners from underrepresented populations (African-American, Hispanic, American Indian/Alaskan, Native Hawaiian/Pacific Islander).
- Describe key partners, roles, responsibilities and how they will contribute to the success of the project.
- Describe how the project's goals tie to the larger Future Ready Iowa goal.
- Describe any supportive services or additional benefits of the project. For example, the project will:
  - a. Provide assistance to pay for related expenses such as books, equipment, transportation, child care, or other wrap-around support services.
  - b. Increase the number of eligible students receiving financial assistance under the Future.
  - c. Ready Iowa Last-Dollar Scholarship or other Future Ready Iowa Grant programs.
  - d. Provide performance-based bonuses paid when high school students earn national industry-recognized credentials aligned with high-demand jobs.
  - e. Expand internships leading to high-demand jobs.

### **Performance Measures**

- Clearly identify key performance measures including outputs and desired outcomes. Examples include:
  - a. Number of participants enrolled.
  - b. Number of participants from an underrepresented population enrolled.
  - c. Number of participants completing program and received credential.
  - d. Increased diversity of participants.
  - e. Number of participants with secured employment in a high-demand job.
- Describe your plan and ability to track and measure each outcome.
- Describe how you will measure the success with an emphasis on enrollment and project completion.

### **Number of Participants Served/Cost per participant**

- Clearly identify the number of participants to be served by the project and provide the cost per participant.

### **Organization Capability Narrative**

- Describe the related experience of the applicant and partners (if applicable) responding to the funding announcement. Subcontracting to implement the program will not be permitted.
- Provide information about the applicant's size, structure, as well as the length of time in business.
- Include a list of the applicant's staff, including partner staff, to be assigned to the project. Describe the role each staff person will fulfill as well as the primary person who will serve as the lead point of contact for the project to IWD. Include a description of relevant work experience.

### **Budget Summary and Budget Narrative**

- Complete the budget narrative. Include a description of proposed costs and an overview of how budgeted costs are calculated. Ensure totals reconcile with the amounts included on the Budget Summary form (Appendix E).
- Complete the Budget Summary (see Appendix E for a template) to describe your plan to utilize both the private funds and the Employer Innovation Fund match grant. Upload the completed Budget Summary form in the Application Attachments section.

### **Application Attachments**

Upload the following in the Attachment section in IowaGrants.gov.

- Supporting documentation of match funds (upload as a single PDF document)
- Letters of commitment from key partners (combine and upload as a single PDF document)
- Completed Budget Summary form (Appendix E)

### **Minority Impact Statement**

Pursuant to 2008 Iowa Acts, HF 2392, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa must include a Minority Impact Statement. This requires applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. This form includes a series of questions for the applicant to complete identifying either a potential positive impact, negative impact or no impact.

## **APPENDIX B: Employer Innovation Fund Frequently Asked Questions (FAQ)**

### **1. What is the purpose of the Iowa Employer Innovation Fund?**

The purpose of the fund is expanding opportunities for more Iowans to earn for-credit and non-credit postsecondary credentials leading to high-demand jobs and encouraging Iowa employers, community leaders and others to collaborate to support regional workforce talent development. Future Ready Iowa establishes the goal of 70 percent of Iowans in the workforce having education or training beyond high school by the year 2025, but also seeks to strengthen the talent pipeline longer term. Iowa's current attainment level is around 60 percent. To help change this, the fund will award competitive grants to support regional initiatives that accelerate credential attainment. Iowa Workforce Development is seeking collaborative applications that propose new, cutting-edge ideas as well as proven strategies.

### **2. What for-credit and non-credit post-secondary credentials qualify?**

Qualifying credentials include post-secondary certificates, diplomas or two- and four-year degrees leading to high-demand jobs. Education or training programs do not have to be Pell Grant eligible to qualify for the Employer Innovation Fund. They can be shorter than 15 weeks.

### **3. Who will decide which applications receive funding?**

Iowa Workforce Development will identify an application panel to review and score proposals.

### **4. What will Iowa Workforce Development take into account when determining grant awards?**

Iowa Workforce Development will evaluate applications based on a number of criteria including but not limited to the scoring guidance referenced in the to the scoring rubric.

- A. The proposal's connection to high-demand jobs from the State Workforce Board list, regional community college lists, locally identified high-demand jobs supported by regional or statewide data, innovative measures, geographic diversity and equity.
- B. Whether the proposal increases the number of Iowans receiving financial aid to earn for-credit credentials from the Future Ready Iowa Last-dollar Scholarship or Future Ready Iowa Grant programs; or support for related expenses such as books, equipment, transportation, child care, and other wrap-around assistance to help new high school graduates and adult learners complete education or training for high-demand jobs.
- C. Whether the proposal includes performance-based bonuses paid when high school students earn national industry-recognized credentials aligned with high-demand jobs that meet regional workforce needs.
- D. Whether the proposal expands internships leading to high-demand jobs.

- E. Whether the proposal offers innovative ways of expanding opportunities to earn for-credit and non-credit credentials for education or training leading to high-demand jobs.
- F. Whether the proposal addresses areas of workforce need throughout the region.
- G. Whether the plan includes community engagement by including community partners or incorporating existing community programs.
- H. The number of participants the project will serve and the cost per participant.

**5. Will work-based learning be an allowable use of the Iowa Employer Innovation Fund?**

The purpose of the Employer Innovation Fund is to expand opportunities for Iowans to earn for-credit and non-credit post-secondary credentials preparing them for high-demand jobs. If a work-based learning initiative including a Quality Pre-Apprenticeship and is part of an innovative, creative proposal that directly impacts the goal of earning credentials of value, among other factors, it may be considered.

**6. Are applicants required to identify specific project goal(s), such as how many participants, employers, etc.?**

Yes, all applications must include performance measures that logically connect a project's goal(s) with proposed activities and demonstrate an overall theory of change. Performance measures should include to the extent possible whether the expected results were achieved.

**7. If an application is not selected in the first round, will it automatically be considered in the next round or must it be resubmitted?**

Iowa Workforce Development plans to announce additional application rounds for the Employer Innovation Fund, if funding is available after the first review process. Submitted applications that are not selected will not be automatically considered during future rounds. Iowa Workforce Development encourages applicants to re-apply once future rounds are announced.

**8. How will Iowa Workforce Development ensure Employer Innovation Funds are used as intended?**

IWD will review programmatic and financial reports to evaluate grant progress. In addition, IWD may provide ongoing technical assistance to grantees, may schedule site visits and may coordinate in-person or desk reviews as needed.

**9. How does the match work?**

The Employer Innovation Fund provides a state match for regional investments of private dollars. What this means is that the fund is intended to serve as a match for money raised privately as part of the application process. Applicants can request approval for an amount up to the amount of money they have secured for the project. The private funds must be expensed first, matching state dollars may be drawn down once all private funds are expended. Applicants need to plan to expend all private funds first. If more funds are requested than are available, funds will be awarded proportionately to eligible proposals to provide the greatest amount of support across all eligible applicants.

**10. What are allowable expenses?**

The fund can be used to support for-credit and non-credit credential attainment, along with wrap-around support, such as child care, transportation, books, equipment, fees or other innovative ideas and proposals that help Iowans complete education or training beyond high school leading to high-demand jobs. It cannot be used for administrative expenses of operating the program or implementing the project.

**11. Who can apply?**

Eligible applicants include employers, employer consortiums, community organizations and other entities. If the applicant is not an employer, the organization(s) must be aligned with one or more employers and demonstrate this via an employer commitment letter in the proposal.

**12. Are Registered Apprenticeships eligible to receive Employer Innovation Funds?**

Registered apprenticeships are a critical part of Future Ready Iowa and funding to support development and ongoing costs for these programs is available through 15b, 15c and other available funding sources. Registered Apprenticeship Programs may submit proposals to address barriers that prevent individuals from participating in and completing Registered Apprenticeship Programs. Examples include, transportation, childcare, equipment and books.

**13. When is the application due?**

February 10, 2021.

**14. When will awardees be notified?**

Not later than Thursday, Feb 17, 2021.

**15. What is the project timeline for expending the funds?**

Successful applicants must provide proof to Iowa Workforce that privately raised funds have been expended in full, at which time, then matching funds may be drawn down. Awardees must be able to draw down state funds by June 30, 2021. All matching funds must be utilized within 12 months of

receipt and any unexpended matching dollars must be returned to Iowa Workforce Development thereafter.

**16. Is there a maximum award?**

\$50,000.

**17. Will all applications be awarded?**

Submission of an application does not guarantee an award.

## APPENDIX C: Employer Innovation Fund Application Rubric

### Demographics 10 Points

Plan sets a goal of less than 10% of participants being from the target population (see below).	0-3 points
Plan sets a goal of 10% of the participants being from the target population (see below).	3-6 points
Plan sets a goal of 15% or more of the participants being from the target populations (see below).	6-10 points

**Target population:** Veterans, ex- offenders, members of underrepresented communities, including minorities, women, and disabled or low-income lowans.

### Program Design Narrative 40 points

Plan includes at least two of the following:	0-10
Plan includes at least three of the following:	11-20
Plan includes at least four or more of the following:	21-40

- Increasing the number of lowans enrolling in non-credit or for-credit education and training programs leading to high-demand jobs in the state or region by providing tuition assistance or other recruitment efforts
- Identifies high-demand jobs on the state list, regional community college list or otherwise meets identified regional job needs based on appropriate supporting documentation for non- credit education and training programs, such as Certified Nursing Assistants or truck drivers. (Non-credit programs do not include employer-provided training.)

- Plan increases available funding for tuition to enroll in for-credit or non-credit education or training programs.
- Plan increases available funding to pay for wrap-around support, such as books, equipment, transportation and child care to increase program completion rates of participants.
- Plan includes performance-based bonuses paid when high school students at one high school earn national industry- recognized credentials aligned with high- demand jobs that meet regional workforce needs.
- Other innovative ideas. Increasing the number of veterans, ex- offenders and members of underrepresented communities, including minorities, women, and disabled or low-income lowans in high-demand jobs.

**Performance Measures 10 points**

Provides clear, measurable goal(s) with a timeline	0-5
Timeline is within the time frame of the project.	0-5

**Number of Participants/Cost per Participant 20 points**

Number of participants to be served. Cost per participant.	0-10
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**Organizational Capacity 5 points**

Organizational capacity described demonstrates applicants ability to successfully carry out proposed project.	0-5
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**Budget 15 points**

Budget does not include the existence of and security of the original funds. (Disqualifying)	Disqualified
Evidence of original funds (see below)	0-5
Budget includes allowable expenses only	0-5
Budget is complete.	0-5

- Evidence of the existence of and security of the original funds.
- Budget includes an official statement from an FDIC-insured financial institution holding the funds or an affidavit from a certified public accountant that certifies the existence and security of the funds to be matched under this chapter.



- Budget demonstrates applicant commitment by showing available funds of at least \$2,000, kept in a separate, FDIC- insured account.

## APPENDIX D: IowaGrants.gov New User Registration Instructions

Are you new to IowaGrants.gov? Follow these basic instructions to create an account and begin your grant application.

1. Go to <https://www.iowagrants.gov>



2. Click "New Users Register Here"
3. Enter your first and last name.

A screenshot of the registration form for the DOM Electronic Grant Management System. The form has a blue background and white text. At the top, it says "DOM Electronic Grant Management System". Below this, it says "Sign up now to get credentials you can use for Enterprise A&A enabled sites." There are two input fields: "First Name:" with the text "Mickey" and "Last Name:" with the text "Mantel". To the right of the "First Name" field is a green "Register" button. Below the "Last Name" field is a dashed "Help" button. At the bottom of the form, there is a link for "What is A&A?" and a link for "Report Issue to State Service Desk". At the very bottom, there is a section titled "Possibly have an account already?" with a link to "Click here for a listing of all A&A enabled applications." and a note: "If you created an account for any of these applications you don't need to create a new account."

### Important!

- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

4. Choose an Account ID name. Please note, this will be your user ID in the system.

Create Account

## DOM Electronic Grant Management System

Account Id:  
MickeyMantle@IOWAID

First Name:  
Mickey

Last Name:  
Mantle

Email:  
mmantle@test.com

Confirm Email:  
mmantle@test.com

5. Click "Save Account Details." You may receive a pop-up message that asks if you want to continue with your registration. Click "OK."
6. Next you'll receive a confirmation email.

Registration Confirmation

## DOM Electronic Grant Management System

An email has been sent to the email address you provided.  
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

**Possible reasons you did not receive the email to confirm your account.**

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

7. Open the confirmation email and follow the instructions. You will:
  - a. Click a confirmation link
  - b. Choose security questions
  - c. Confirm a password
8. Go to IowaGrants.gov and into your account with your new username and password to finish activation.
9. Enter your basic information and select your Program Area of Interest.

10. Click Register.
11. 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 Allison Hanrahan at [Allison.hanrahan@iwd.iowa.gov](mailto:Allison.hanrahan@iwd.iowa.gov) or 515-725-9077.*

## APPENDIX E: Employer Innovation Fund Budget Narrative

*Please refer to the template excel spreadsheet provided in the Attachment section of the IowaGrants.gov Funding Opportunity announcement.*

*Complete the budget summary form to provide additional information and justification for the proposed budget. Attach your final budget narrative to your application submission in IowaGrants.gov.*