

Notice of Funding Opportunity

State Agency Name: Iowa Workforce Development (IWD)

Funding Opportunity Title: Future Ready Iowa Summer Youth Internship Program

Announcement Type: Initial

CFDA Number: Not Applicable

Important Dates & Key Information

- Applications will Open in IowaGrants: Thursday, January 18, 2024.
- Application Deadline: Wednesday, February 21, 2024, at 2:00 P.M., Central Standard Time.
- Application Notification: A Notice of Intent to Award will be posted on the Future Ready Iowa website.
- Informational Webinar and Live Q&A: Monday, January 29, 2024, at 1:00 p.m. CST. Please visit <https://www.futurereadyiowa.gov/youth-intern-projects> to register.

Program Description

The intent of this program is to encourage businesses to develop programs that provide high school students and youth between the ages of 14 and 24 internship opportunities that allow youth to explore and prepare for high-demand careers, gain work experience, and develop personal attributes necessary to succeed in the workplace.

Applicants are strongly encouraged to co-enroll Summer Youth Internship participants with the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program in their local area.

The purpose of this Notice of Funding Opportunity is to solicit applications that will enable Iowa Workforce Development (IWD) to award grant funding to support the goals of the Summer Youth Internship Program and Future Ready Iowa.

- 1. Funding Priorities.** IWD seeks to prioritize the investment of resources in programs providing internships to the following youth:
 - a. Those at risk of not graduating.
 - b. Those from low-income households.
 - c. Those who are from communities underrepresented in the Iowa workforce.
 - d. Those who otherwise face barriers to success and upward mobility in the labor market.

Applicants who partner with their local WIOA Title I Youth Program to co-enroll participants will receive priority funding.

- 2. Performance Measures.** All applications **must** include performance measures that logically connect a project's goal(s) with proposed activities that include:
 - a. Anticipated number of youth served.
 - b. Anticipated number of participants facing barriers related to the priorities (see #1

Funding Priorities).

- c. Credentials or certifications available for participants.
- d. Exposure to new career opportunities for participants.
- e. Anticipated attendance and completion rates for participants.

3. Program Authority. IWD's authority to award these grants is found in Iowa Code §84A.12.

4. Definitions.

High Demand Job: A job identified as having substantial work opportunities available in, and a lack of genuine, qualified applicants for, in the state of Iowa. Eligible Job categories may include occupations within Advanced Manufacturing Production, Installation and Maintenance, Construction & Engineering, Healthcare & Biosciences, Information Technology, and Business & Administrative Operations. For a list of approved high demand occupations, please go to <https://www.earnandlearniowa.gov/funding> under 15C - Resources. Titles of participants must be from this list.

Internship: Temporary, paid employment of a youth that focuses on providing youth with work experience in the youth's areas of interest or fields of study.

Internship (WIOA Title I Youth Program): A planned, structured, time-limited learning experience that takes place in a workplace. An internship may be paid as appropriate and must be consistent with other laws, including the Fair Labor Standards Act. They may take place in the private, non-profit, or public sector.

Participant: An individual who has received grant-assisted services.

Priority Funding: Additional points will be given to applicants who meet the funding priorities as outlined in this Notice of Funding Opportunity.

Program Coordination: Staff overseeing the day-to-day administration of the project whose primary job responsibilities involve direct participant contact hours.

Youth: A U.S. Citizen or Registered Alien between the ages of 14 and 24 at the time of enrollment. WIOA Title I definitions of Out of School and In School Youth can be found here: [\(LINK\)](#)

Youth (Out-of-School Youth (OSY) Eligibility) – Chapter 8, Section 2.3.2 definition: [\(LINK\)](#)

Youth (In-School Youth (ISY) Eligibility) – Chapter 8, Section 2.3.3 definition: [\(LINK\)](#)

5. WIOA Title I Partnership.

Applicants are strongly encouraged to co-enroll Summer Youth Internship participants with the WIOA Title I Youth Program in their local area.

WIOA Title I is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. For more information, please visit: <https://www.dol.gov/agencies/eta/wioa>

The purpose of WIOA Title I is to empower individuals with significant barriers to maximize employment, economic self-sufficiency, independence, and inclusion in and integration into society.

To be considered in partnership with WIOA Title I, proof of partnership in the form of a written partnership agreement from the applicants local workforce development board is required (to be uploaded as an attachment to your application). Your local area contact will provide you with the approved written partnership agreement. Successful applicants will be required to show documentation of WIOA Title I participation and attempts for co-enrollment of participants.

Local area contacts can be found below:

Northeast Iowa:

- Taylor Williams
taylor@workforcedevelopmentboards.com
- Counties: Winnebago, Hancock, Worth, Cerro Gordo, Franklin, Mitchell, Floyd, Butler, Grundy, Howard, Chickasaw, Bremer, Black Hawk, Winneshiek, Fayette, Buchanan, Allamakee, Clayton, Delaware, Dubuque

Central Iowa:

- Eric Kress
Eric.kress@ciwdb.org
- Counties: Boone, Story, Dallas, Polk, Jasper, Madison, Warren, Marion

East Central Iowa:

- Liz Rodriguez
Elizabeth.rodriquez@eciwdb.org
- Counties: Benton, Iowa, Linn, Johnson, Washington, Jones, Cedar

South Central Iowa:

- Teri Bockting
tbockting@sciwdb.org
- Counties: Hardin, Marshall, Tama, Poweshiek, Mahaska, Keokuk, Lucas, Monroe, Wapello, Jefferson, Wayne, Appanoose, Davis, Van Buren

Mississippi Valley:

- Miranda Swafford
director@mississippivalleyworkforce.org
- Counties: Jackson, Clinton, Scott, Muscatine, Louisa, Henry, Des Moines, Lee

Iowa Plains:

- Omar Valentine
nicholas.valentine@iwd.iowa.gov
- Counties: Lyon, Osceola, Dickinson, Emmet, Sioux, O'Brien, Clay, Palo Alto, Kossuth, Buena-Vista, Pocahontas, Humboldt, Wright, Calhoun, Webster, Hamilton, Plymouth, Cherokee, Woodbury, Ida, Sac, Monona, Crawford, Carroll, Greene, Harrison, Shelby, Audubon, Guthrie, Pottawattamie, Cass, Mills, Fremont, Page, Adair, Montgomery, Adams, Taylor, Union, Ringgold, Clarke, Decatur

Award Information

- 1. Estimated Available Funds.** The source of funding is the Summer Youth Intern Pilot Program appropriated by the State of Iowa Legislature under House File 2564.
- 2. Estimated Award Amount.** IWD anticipates awarding grants to multiple applicants. Grant awards may vary in amounts 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. IWD will seek to maximize grant awards to those programs which demonstrate the most significant programming and project responses, and for those whose projects indicate the possibility of the most significant community impacts.
- 3. Project and Award Period.** The project period is a minimum of six weeks within the timeframe below.
 - Start Date: May 1, 2024
 - End Date: August 31, 2024

IWD estimates the award period will be April 1, 2024 through August 31, 2024. Dates are tentative and are subject to change. Final dates will be determined during the award process.

- 4. Type of Award.** IWD will pay out grant funds to successful applicants on a monthly reimbursement basis after receipt of completed monthly project reports. See Section 7 for additional reimbursement requirements. **Advance payments will not be allowed.**
- 5. Use of Grant Funds.** As a condition of receiving the funds appropriated under this request for proposal (RFP), the subrecipient shall testify upon the request of any committee or subcommittee of the State of Iowa General Assembly regarding the expenditures of such funds.

Award funds may be used for the following:

- participant wages (gross wages)
 - Participants to be paid a minimum of \$12/hour
 - Participants to fill out W-4 forms (no W-9s, stipends or independent contractors)
- participant compensation as a result of completing the program (paid as reportable gross

wages)

- training resources (i.e., curriculum, internet access, software)
- program supplies and materials (i.e., uniforms, computers, books, tools, consumable items) (less than \$5,000 per category)
- program coordination (gross wages)
- administrative costs (limited to 10% of total award)

Award funds may **not** be used for the following:

- participant stipends
- reimbursement of food or drink
- award/graduation ceremonies
- marketing/promotional materials
- travel expenses including vehicle purchase or lease
- program transportation
- reimbursement of worker's compensation insurance coverage
- fringe benefits
- capital expenditures, building rental, utility expenses and equipment over \$5,000
- gift certificates, cards, or vouchers

6. Cost Sharing or Matching. There is **no** cost sharing or matching amount for this award.

7. Reimbursement Requirements. IWD will require the following support for **ALL** expenses submitted for reimbursement:

- Receipt or invoice with name of vendor, organization's name, date of expense within the award period, and description/itemization of goods or services provided.
- Proof of payment that includes the name of vendor, organization's name, amount that matches receipt/invoice and proof payment. Acceptable proof of payment includes:
 - Front and back of cleared check, credit card statement, bank statement, etc.
Screenshots from the financial or accounting system are not considered adequate proof of payment.
- If providing support for wages, IWD requires the following:
 - Timesheet for applicable pay period (within award period) that includes:
 - Employee ID/name
 - Total hours worked associated with grant program
 - Signature from supervisor approving the timesheet
 - Dates of employment
 - Proof of payment for wages (employee paystub or detailed pay registry) for work completed within the period of performance. Payment of wages must be completed prior to close out (September 30, 2024). Additional wage documentation may be requested.
 - Employee contract agreement stating name of organization, name of employee, position title and hourly wage signed by the employee.

8. Reporting Requirements. Upon submission of the first reimbursement request, successful

subrecipients will be required to provide the following reporting information:

- a. An executed application/agreement between the employer and youth participant, showing the agreed upon hourly rate, work hours, job duties and position title.

When requesting monthly grant reimbursements, successful subrecipients will also submit any required reports documenting the progress of the project and financial status of the grant, to include:

- a. Service/resource costs for program participants
- b. Timesheets for all staff receiving wages from program funding, describing:
 - Hours worked of youth, separated by training and service
 - Description of services/training provided
- c. Number of youth served
- d. Name, address and positions of youth served
- e. Remaining available grant funds, specifically those available to provide support for internship programs
- f. Certifications and credentials earned by youth

Project reports must be submitted and approved prior to the approval of monthly reimbursements.

A final project report will be due September 30, 2024. This final report must include:

- a. Amount of State funds received
- b. Date(s) State funds received
- c. Number of employer partners
- d. Number of educational institution partners
- e. Number of non-profit partners
- f. Description of partnership activities and responsibilities
- g. Description of activities paid for with grant funds, including wage support to participants
- h. Number of youth served by the program
- i. Number of youth served by the program identified as at risk for not graduating or facing multiple barriers
- j. Number of youth completing the program
- k. Attendance rate of completing participants
- l. Number and hourly rate of youth employed due to participation in the program
- m. Name of credentials/program attained, number of participants earning a credential, and total number of credentials earned
- n. Identify program elements incorporated into program:
 1. Career exploration
 2. Employment skills – development
 3. On-the-job training
 4. Coaching/mentoring
 5. Financial literacy education
 6. Hard skills development
 7. Goal setting and evaluation
 8. Other (describe)
- o. Describe program challenges and barriers to participation and participant completion
- p. Share success story that involves the development of career pathways with a link to post-

secondary education or trainings

- q. Number of youth successfully co-enrolled with WIOA Title 1
- r. Description of expenses supported by WIOA Title 1 funding

9. Procurement Policy. Successful applicants may be required to provide a copy of their procurement policy to IWD for awards over \$10,000 to be submitted with the return of their executed agreement. A procurement policy template will be provided upon request; however, it is the successful applicant's responsibility to consult with qualified and knowledgeable legal counsel to determine any specific rules or requirements that apply to their individual circumstances.

10. Payment Schedule. Reimbursements will be paid on a monthly basis after providing the required forms and substantiating documentation to include proof of payment as well as any required reports.

Eligibility Information

1. Eligible Applicants. Eligible applicants include non-profits, educational institutions, employers, community organizations, and other entities that are in good standing with the State of Iowa. Grantees **must** also 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 applicants that demonstrate:

- capacity to serve a substantial number of youth
- contacts and partnerships in the community that can be leveraged to maximize opportunity for project participants
- capacity to provide employability skills, including but not limited to, training relating to soft skills, financial literacy, and career development

Previous positive participation of this award will not impact the considerations for this award.

Application and Submission Information

1. 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 C](#))

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

iowa.grants@webgrantsmail.com and/or frigrants@iwd.iowa.gov. Applicants are required to assure these communications are received and responded to accordingly. Please confirm your organization’s spam filters will allow for these email communications.

2. Content. Applicants will enter or attach the following components along with their completed application in IowaGrants.gov:

- General Information:
 - Cover Sheet
 - Project Information
- Short Project Summary (not to exceed one paragraph)
 - Provide a brief summary (no more than five sentences) that tells us who, what, why, how, where, and how many.
- Narratives:
 - Project Design
 - Performance Measures
 - Organizational Capability
- Budget Spreadsheet & Budget Narrative
- Application Attachments (WIOA Title I proof of partnership, if applicable)
- 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.” No late submissions will be accepted.

Application Review Information

1. Grant Scoring Criteria for Awarding Decision

Program Design	45 points
Performance Measures	30 points
Organizational Capability	15 points
Budget Summary/Narrative	10 points
Total	100 points

[See Appendix A](#) for a full description of specific review criteria and our scoring rubric. Stated priorities and assigned points will be factored into the overall score.

2. **Review and Selection Process.** An IWD 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 selected will enter into a grant agreement finalizing grant terms, a budget, and scope-of-work provisions. Submission of an application is not a guarantee of an award.

Awarding Agency Contact(s)

Please direct any questions regarding this NOFO to:

Melanie Johnson

melanie.johnson@iwd.iowa.gov

Technical Assistance with IowaGrants.Gov

Please contact:

Patrick Rice

Patrick.rice@iwd.iowa.gov

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 to 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 ten (10) working days to sign the grant agreement. If the agreement is not executed within ten (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 Youth Summer Internship Program Application Guidance and Scoring Rubric

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.

These are also the specifics for how your grant applications will be scored. We will utilize this scoring rubric in all awarding/funding decisions.

Target population: Youth between the ages of 14 and 24 years old who are at risk of not graduating, are from low-income households, are from communities under-represented in the Iowa workforce; or otherwise face barriers to success and upward mobility in the labor market.

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 (must match W-9).
- 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.
- Indicate whether the applicant is partnering with WIOA Title I.

Short Project Summary (Limited to One Paragraph)

Provide a brief summary (no more than five sentences) that tells us who, what, why, how, where, and how many.

Program Design Narrative – 45 points

- Identify which high-demand occupation(s) the project intends to support. Describe your justification for determining the occupation(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 occupation(s). Relate the need to the barriers provided in priorities.
- Describe the proposed project and identify proposed activities and goals. Include connections to areas such as: Career Exploration, Employment Skill Development, Coaching/Mentoring, Financial Literacy Education, and Development of Hard and Soft Skills
- Describe the On-the-Job Training aspect of your project and how your project will expand opportunities for credit and/or non-credit post-secondary education leading to high-demand jobs for lowans. Include description of training opportunities provided and certifications earned.
- Describe key partners, roles, responsibilities, and how they will contribute to the success of the project.
- Describe the community or geographic region served and the demographics of participants Describe how the project will address areas of workforce needs throughout the region. Identify a number and percentage goal for engagement of participants from under-represented populations (African American, Hispanic, American Indian/Alaskan, and Native Hawaiian/Pacific Islander).
- Provide opportunities for replication and expansion into other geographic areas or to support additional high-demand jobs.
- Describe the recruitment process for participants to ensure the investment of resources address youth from funding priorities.
- List any supportive services or additional benefits of the project, such as providing assistance to pay for related expenses such as books, tools, uniforms, etc.

Performance Measures – 30 points

- Clearly identify key performance measures including outputs and desired outcomes, including the following measures:
 - a. Participants to be served and description of attendance reporting plan. Include connection of participants to barrier(s) listed in priorities.
 - b. Anticipated number of participants completing program and receiving credentials/certificates.
 - c. Participants expanded knowledge from exposure to new career opportunities
 - d. Additional educational opportunities connected to the program
- Describe your plan and ability to evaluate the program and indicators of success. Describe your evaluation tool for participants and program.
- Describe the timeline of activities with details provided for project activities. Provide key milestones of the project including training plans and WIOA Title I co-enrollment schedule.

Organization Capability Narrative – 15 points

- Describe the related experience of the applicant and partners (if applicable) responding to the funding announcement, specifically managing projects focused with youth participation. Subcontracting to implement the program will not be permitted.
- Provide information about the applicant’s size and structure, as well as the length of time in business.

- Provide a staff list associated with the reimbursement of grant funds and provide a brief description of their role, responsibilities, and relevant work experience.

Budget Summary and Narrative – 10 points

- Complete the budget narrative. Include a description of proposed costs and an overview of how budgeted costs are calculated.
- Complete the Budget Spreadsheet.

Application Attachments

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

- WIOA Title I partnership contract, if applicable; and
- Letters of commitment from key partners (combine and upload as a single PDF document).

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: Future Ready Iowa Summer Youth Intern Program Frequently Asked Questions (FAQ)

1. Who can apply?

Eligible applicants include non-profits, educational institutions, employers, community organizations, and other entities that are in good standing with the State of Iowa.

2. Are applicants required to co-enroll with the WIOA Title I Youth Program?

Co-enrollment is not required but is strongly encouraged. Applicants who partner with their local WIOA Title I Youth Program to co-enroll participants will receive priority funding.

WIOA Title I federal regulations require a minimum of 75 percent of State and Local youth funding to be used for out-of-school youth. It is up to the discretion of the IowaWORKS local area(s) if they will be able to support co-enrollment.

3. What is the Title I Youth Program?

The Title I Youth Program is designed to prepare youth (ages 14-24), who face significant barriers to success, for employment and/or post-secondary education through strong linkages between academic and occupational learning, by providing resources and supports to overcome those barriers and successfully transition to self-sufficient adulthood.

4. What are the benefits of partnering with WIOA Title I?

By partnering with WIOA Title I, applicants are able to identify the participants most in need and those who meet the intended target audience to be served by the grant and may save time by not having to recruit participants.

Partnership with WIOA Title I may allow applicants to use Title I funds to cover the cost of items not allowed to be reimbursed with Summer Youth Internship grant funds. Be sure to check with your local IowaWORKS office on what are/aren't allowable costs.

Other benefits of partnership include continuing to support youth to achieve their employment and education goals in the WIOA Title I Youth program after the Future Ready Iowa Summer Youth Internship concludes.

5. What is the budget for this award?

There is not a specific budget per project. The State may award multiple proposals based on the evaluation scores and funding available. Funding decisions are made as funding is available, and IWD is not obligated to provide the maximum grant amount requested. IWD will seek to maximize grant awards to those programs which demonstrate the most significant programming and project responses, and for those whose projects indicate the possibility of the most significant community impacts.

6. Are there any specifications on the type of internship opportunities that would be acceptable for participating youth?

There aren't any specifications on the type of internship other than it allows participants to explore and prepare for high-demand careers, gain work experience, and develop personal attributes necessary to succeed in the workplace and labor market.

7. Are employers required to pay a stipend, wage, or incentive and if so, what is an acceptable percentage or amount?

Yes, a minimum of \$12/hour is required for participant wages. Stipends are not allowed with this opportunity.

8. Should we plan for any participants that will need special accommodations?

Applicants are required to recruit participants and youth and should plan accordingly for any special accommodations.

9. Will the participants be required to attend the entire program or can it be set up in a manner that participants will only attend if covering careers that pose interest to them?

Participants are required to participate in the program for a minimum of 6 weeks.

10. Is it more important that the participants are ready to enter a job, or that the participants leave the curriculum with job experience?

The purpose is that participants leave the internship program having had the opportunity to explore and prepare for high-demand careers, gain work experience, and develop personal attributes necessary to succeed in the workplace and labor market.

11. If the day spans over the lunch hour, will lunch need to be provided or is that something that can be brought from home by each individual student?

Lunch can be provided by the employer or brought from home by participants. Grant funds may not be used for food or drink purchases.

12. Our agency has different service locations in four regions. Should separate applications be submitted or one for the organization?

One proposal per agency/organization may be submitted. We recommend the project design include information about multiple locations.

13. Can program coordination costs include recruitment and case management?

Program coordination is defined as "Staff overseeing the day-to-day administration of the project whose primary job responsibilities involve direct participant contact hours." Final decisions on eligible expenses will be determined by reviewers evaluating the narrative included with your budget.

14. Is there a required number of hours interns are required to work?

No, but applications should include the proposed plan for the number of hours participants will be working.

15. Will all applications be awarded?

Submission of an application does not guarantee an award.

APPENDIX C: 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. Watch this quick 4 min video: [https://dom.iowa.gov/iowa-grants-loginLogging In \(All Users\)](https://dom.iowa.gov/iowa-grants-loginLogging In (All Users))
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 these instructions or want additional assistance, please contact Patrick Rice at patrick.rice@iwd.iowa.gov or 515-725-9077.