

Notice of Funding Opportunity

State Agency Name: **Iowa Workforce Development Funding Opportunity**

Title: **CDL Infrastructure Grant**

Announcement Type: **Initial**

Assistance Listing Number (formerly CFDA Number): **21.027 Coronavirus State and Local Fiscal Recovery Funds**

Important Dates

Deadline: Applications for the funds are due by **September 25, 2023 by 2:00p.m. Central Time.**

Webinar Date: Iowa Workforce Development (IWD) will host a webinar to provide additional information on Thursday, August 24, 11:00A.M.-12:00P.M.

Application Notification: A Notice of Intent to Award will be posted on the following websites:

www.earnandlearniowa.gov

www.iowagrants.gov

<https://www.futurereadyiowa.gov/>

Program Description

Purpose

The purpose of this award is for the development and/or expansion of CDL Infrastructure in Iowa by providing funding for Iowa Community Colleges to help support the building, purchasing, or remodeling of their CDL training infrastructure. These infrastructures include construction and remodeling of facilities, purchasing of space for training, and/or equipment (trucks, simulators, monitoring devices, etc.).

With 72% of goods in America being moved by truck, in Iowa, there currently is a need for over 727 heavy and tractor-trailer drivers. Iowa Workforce Development is offering a grant to help support the growth of current or new CDL programs in Iowa.

Funding Priorities

- 1) Priority will be given to applicants with the ability to train and certify new and upgraded truck drivers continuously and in higher volumes.
- 2) IWD will consider the location of applicants during the review process to ensure the geographic diversity of grantees.

Performance Measures

- 1) All applications must include performance measures that logically connect a project's goal(s) with proposed activities, including but not limited to:
 - a) Demonstrating an overall change in the number of new and/or upgraded certified truck drivers.
 - i) Increased class size or number of classes offered
 - ii) Completion rate of classes and licensing
 - b) Length of time per training
 - c) Number of new and upgraded CDL drivers by endorsement type

Program Authority

IWD's authority to award these grants may be found in the American Rescue Plan Act of 2021, (H.R.1319), as delegated by Governor Kim Reynolds pursuant to her authority under the same act.

Definitions

- **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.
- **Competency Based Learning:** Competency-based learning or competency-based education is a framework for teaching and assessment of learning. It is also described as a type of education based on predetermined "competencies," which focuses on outcomes and real-world performance.
- **Community College:** a 2-year state of Iowa government-supported college that offers an associate degree
- **Commercial Driver's License:** A commercial driver's license (CDL) is a driver's license required in the United States to operate large and heavy vehicles (including trucks, buses, and trailers) or a vehicle of any size that transports hazardous materials or more than 15 passengers (including the driver).
- **Entry Level Driver Training:** An entry level driver training program (ELDT) is a set of minimum standards for commercial driver education that all training providers must follow.
- **On the Job Training (OJT):** On-the-Job (OJT) training is a workforce development strategy where employers of all sizes have an opportunity to train, mentor and hire candidates as they become fully proficient in a particular skillset or job function.
- **Participant:** A reportable sponsor who has received grant-assisted services.
- **Administrative Costs:** Expenses associated with operating the program, including marketing, personnel, office supplies, etc.
- **Underrepresented:** a population that does not represent the majority, or a proportional share as indicated by appropriate data, of current participants.

Award Information

1. Funding

Governor Kim Reynolds has reserved funding that Iowa received under the federal American Rescue Plan Act (H.R.1319) to award \$5,000,000 million worth of grants under this Notice of Funding Opportunity.

2. Estimated Award Amount

IWD anticipates awarding maximum grants of up to \$1 million with a 50% match. Funding decisions are made as funding is available, and IWD is not obligated to provide any requested amount.

3. Limitations

Each successful applicant will be required to provide a sustainability plan that demonstrates how the program will be maintained after grant funding is fully expended.

4. Project and Award Period

Pursuant to the American Rescue Plan Act of 2021, (H.R.1319), funds received as part of this program must be entirely spent by June 30, 2025. Any funds not expended by that date, must

be returned to IWD no later than December 15, 2025. Funding will need to be obligated by December 31, 2024

The funds for this award are provided by the State and Local Fiscal Recovery Fund (SLFRF), part of the American Rescue Plan. SLFRF requires that all costs be incurred during the period beginning March 3, 2021 and ending December 31, 2024. Therefore, all costs incurred prior to March 3, 2021 and after December 31, 2024 are not eligible uses of these funds. The period of performance for this program begins November 1, 2023 and ends June 30, 2025, which will provide recipients an additional six months during which they may expend funds for costs incurred (i.e., obligated) by December 31, 2024. Any award funds not obligated or expended within these timeframes must be returned to the State. Recipients of these funds will be held accountable to these funding timeframes.

Awardees must provide a detailed report of the progress of the project and the use of funds every quarter, beginning from the date the Memorandum of Understanding between the applicant and the State is fully executed.

5. Type of Award

IWD will award funds to successful applicants to carry out planned proposals. Any unexpended grant dollars must be returned to Iowa Workforce Development thereafter.

6. Use of 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.

Funds may be used for building, purchasing, or remodeling CDL training infrastructure.

- Infrastructure includes:
 - Construction and remodeling provided by 3rd party vendor.
 - Purchasing of space for training
 - Equipment (Trucks for training purposes, Simulators, Monitoring Devices, etc.)

All grant funds are administered as reimbursement only, and no advance payment options are available.

7. Reporting Requirements

Grantees will be required to submit receipts, expenditures, and reports to document how the funds were spent and certify the funds were used in accordance with the grant application and grant program. Grantees will be required to submit progress reports quarterly and annually. All grantees must provide a detailed final report to the Director of Iowa Workforce Development by December 31, 2025. The report must include, but is not necessarily limited to:

- a. Date funds received;
- b. Amount of funds received;
- c. A description of the activities, equipment and/or programs paid for by the funds;
- d. Overall change in the number of new and/or upgraded certified truck drivers.
- e. Community College class size increase
- f. Completion rate of classes and licensing
- g. Length of time per training

- h. Number of new and upgraded CDL drivers by endorsement type
- i. County or counties served; and
- j. Locations where the program was implemented and any evidence that substantiates the benefit received by grantee because of the new program.

8. Payment Schedule

The executed grant agreement will specify conditions for payment and payment schedule.

Eligibility Information

1. Eligible Applicants

Eligible applicants are public Community Colleges located in Iowa. Each Community College is eligible for one award only. IWD requires applicants for this grant to cultivate partnerships to fulfill project activities and outcomes.

Grantees must comply with all applicable provisions of state and federal laws pertaining to nondiscrimination, sexual harassment, and equal employment opportunity.

Community College must offer at least one:

- Competency-based training courses and/or
- A training course that would allow someone to complete training and take the licensing exam within a 30-day window

Community College must agree to freeze CDL tuition for 5 years after the infrastructure project is completed.

Training must meet the minimum federal standards required for training that entry-level drivers must complete before being permitted to take certain commercial driver's license (CDL) skills or knowledge tests.

2. Additional Consideration

Additional consideration will be given to applicants as follows:

- Priority given to applicants with the ability to train and certify new and upgraded truck drivers continuously and in higher volumes.
- Additional points awarded for:
 - Programs that offer their facilities as a 3rd party testing location
 - Competency-based training available
 - Lower tuition rates

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 B).

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. 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

Project Description

- A 2-3 sentence summary of the program

Project Proposal

Provide information regarding the building, purchasing, or remodeling for the infrastructure of the CDL training program.

- Infrastructure includes:
 - Construction and remodeling
 - Purchasing of space for training
 - Equipment (Trucks, Simulators, Monitoring Devices, etc.)
- Identify the following:
 - Community College must offer at least one:
 - Competency-based training courses and/or
 - A training course that would allow someone to complete training and take the licensing exam within a 30-day window
- Project Service Area
- Project Need and Demonstration of how proposal addresses project need.
- Project Design including Sustainability.
- Performance Measures
 - Project Timeline
 - Project Activities
- Organizational Capacity
 - Partnerships
- Diversity
 - Number of Students served.
 - Location
- Budget Summary and Narrative

Also included in the application are:

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 websites 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

Project Service Area	10 Points
Project Need and Demonstration of how proposal addresses need	20 Points
Program Design including sustainability	20 Points
Performance Measures	20 Points
Organizational Capacity	15 Points
Diversity (student served, location)	5 Points
Budget	10 Points
Total	100 Points

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:

Kristopher Byam

Interim Division Administrator
Workforce Training and Education
Iowa Workforce Development
Kristopher.byam@iwd.iowa.gov
515-725-3663

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. Upon IWD's 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 timeframe for executing the grant agreement.
7. Any grant agreement awarded by IWD shall include specific provisions, terms, and conditions.
8. All decisions by IWD are final.

APPENDIX A: 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
- Amount requested

Project Description and Overall Design

- Provide a summary (2-3 sentences) that tells us what you are proposing, the project goal(s) and anticipated outcomes.
- Provide information regarding the building, purchasing, or remodeling of CDL training infrastructure
 - Infrastructure includes:
 - Construction and remodeling
 - Purchasing of space for training
 - Equipment (Trucks, Simulators, Monitoring Devices, etc.)
- Identify one of the following areas:
 - Community College must offer at least one:
 - Competency-based training courses and/or
 - A training course that would allow someone to complete training and take the licensing exam within a 30-day window

Project Service Area

- Describe the geographic service area including the populations to be served through the project

Project Need and Demonstration of how proposal addresses this need

- Describe the need for the project specific to your area and how this need was identified.
- Describe how the proposed program will address Iowa's truck driver workforce shortage. If your location currently offers a CDL program, describe current barriers to the program.

Project Design including Sustainability

- Describe in detail the current related programs offered at your location. Provide details on courses such as course size, opportunities to increase in size or number of courses offered, length of time per training, endorsements and completion rates. Include information related to the current equipment available for your program.
- Provide information related to new opportunities available after this project. Include details of the anticipated new program and/or endorsements, equipment and/or programs paid for by grant funds. List potential recruitment opportunities with this project.
- Describe the anticipated number of new and upgraded CDL drivers by endorsement type annually. Include information on endorsements and denote if they are currently offered by your institution or if they would be new.
- Provide information of where the new programs will be implemented and any benefits this project may have on the institution. Include any information related to the sustainability of the project after grant funds are expended.

Performance Measures

- Describe the project activities and project goals. Ensure proposed project goals align with funding purpose and priorities. Provide details as to how you will measure these goals.
- Include an outline of a proposed project timeline with key milestones.

Organizational Capacity

- Describe key partners, roles, responsibilities and how they will contribute to the success of the project.
- Describe the related experience of the applicant and partners responding to the funding announcement. Subcontracting to implement the program will not be permitted. Share past successes and/or barriers with similar projects and demonstrate how past experiences will lead to a high likelihood of success with this project.
- Include a list of the applicant's staff, including partner staff, to be assigned to the project. Describe the role each key staff person will fulfill as well as the primary person who will serve as the lead point of contact for the project to IWD.

Diversity

- Describe the number of students that will be served in this program in the first year. Include information on the diversity of the student body, including location.

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 CDL Infrastructure Grant Budget Form.
- Complete the CDL Infrastructure Grant Budget Form for your project. Upload the completed Budget Summary form in the Application Attachments section.

Application Attachments

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

- Completed CDL Infrastructure Grant Budget Form
- W-9

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: 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 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 these instructions or want additional assistance, please contact Patrick Rice at patrick.rice@iwd.iowa.gov or 515-725-9077.