



Teacher and Paraeducator Registered Apprenticeship Award

Iowa Workforce Development's authority to award these grants is found at Iowa Code section 84A.13 and American Rescue Plan Act (ARPA) Pub L. No. 117-2, Section 9901 Coronavirus State and Local Fiscal Recovery Funds as delegated and pursuant to her authority by Governor Kim Reynolds.



Awardees

- AHSTW (22)
- Burlington (1)
- Cedar Falls (1)
- Cherokee (30)
- Council Bluffs (1)
- Davenport (7)
- Des Moines (1)
- Johnston (4)
- Linn-Mar (1)
- Marion (15)
- Marshalltown (9)
- MOC-Floyd Valley (14)
- Newton (5)
- Oskaloosa (20)
- Perry (1)
- Sioux City (1)
- Storm Lake (7)
- Waukee (1)
- Winterset (4)

- American Rescue Plan Act funds – Coronavirus State and Local Fiscal Recovery Funds
- Appropriated by Governor Reynolds during the Condition of the State Address in January 2022
- Administered by Iowa Workforce Development with coordination from the Iowa Department of Education
- Over \$45.6 million in awards across the state impacting 134 districts



Topics for Today

- Individual Awards vs Consortium Awards
- Sponsor Districts vs Partner Districts responsibilities
- Contact Sheets
- Contract Example
- Funding Eligibility
- Fiscal Reimbursement Processes
- Funding Expansions or Opportunities
- Next Steps/Outstanding Items
- Question and Answer

Types of Participating Districts: Individual & Consortiums

Partnering Districts: Districts that were associated with the application but are not contracted with IWD

- Fiscal Reports for District
- Quarterly Reports for District
- Iowa*WORKS* Data Management for District
- Requests to Sponsoring Districts

Sponsoring Districts: Districts that applied and contracted with IWD

- Fiscal Reports for Award
- Quarterly Reports for Award
- Iowa*WORKS* Data Management for District
- Decision-Making for funding allocations
- Administrative Costs

Consortium Example

Sponsoring District

MOC-Floyd Valley

Partner Districts

Sibley-Ocheyedan
Hartley-Melvin-Sanborn
Emmetsburg
Boyden-Hull
George-Little Rock
Okoboji
Sheldon

Partner Districts

Rock Valley
Central Lyon
Sioux Center
South O'Brien
West Lyon
West Sioux

Iowa Workforce Development Teacher and Paraeducator Registered Apprenticeship District Contact List

Sponsor School District	Total # of Partnering Districts	Sponsor School Mailing Address	Total Award

Each Sponsor District must provide at least two (2) contact individuals in total to ensure IWD retains communication with the awarded districts. Each Sponsor District is required to provide IWD at least one (1) additional contact per Partner District. Sponsor District may require additional contacts from Partner Districts to serve as intermediary contacts with the Sponsor District.

Fiscal Agent Contact Name Fiscal Agent Phone Fiscal Agent Email	Quarterly Reporting Contact Name Quarterly Reporting Contact Phone Quarterly Reporting Contact Email
IowaWORKS Data Management Name IowaWORKS Data Management Phone IowaWORKS Data Management Email	District RA Coordinator Contact Name District RA Coordinator Contact Phone District RA Coordinator Contact Email
Higher Education RTI Provider 1 Higher Education Mailing Address	Higher Education Provider Name Higher Education Provider Phone Higher Education Provider Email
Higher Education RTI Provider 2 Higher Education Mailing Address	Higher Education Provider Name Higher Education Provider Phone Higher Education Provider Email

Partner School District Partner School District Contact Name Partner School District Contact Phone Partner School District Contact Email	Partner School District Partner School District Contact Name Partner School District Contact Phone Partner School District Contact Email
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**Iowa Workforce Development
Teacher and Paraeducator Registered Apprenticeship Program**

Grant Agreement #

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Agency of the State (hereafter "Agency")

Name / Principal Address of Agency: Iowa Workforce Development 1000 E. Grand Ave Des Moines, IA 50319	Agency Contact Name / Address: [Program Coordinator] 1000 E. Grand Ave Des Moines, IA 50319 Phone: [Program Coordinator Phone] Email: [Program Coordinator Email]
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Awardee (hereafter "Subrecipient")

Name / Principal Address of Grantee: [Subrecipient Name] [Subrecipient Street Address] [Subrecipient City, State, Zip]	Subrecipient Contact Name / Address: [Subrecipient Contact Name] [Subrecipient Street Address] [Subrecipient City, State, Zip] Phone: [Subrecipient Contact Phone] Email: [Subrecipient Contact Email]
Grantee Tax ID: [Tax ID]	Grantee Sam.Gov Unique ID: [SAM.gov Unique ID]

Award Information

Start Date:	End Date:
Purpose:	
Source of Funds: Coronavirus State and Local Fiscal Recovery Funds	
CFDA #: 21.027	
Iowa Workforce Development's authority to award these grants is found at Iowa Code section 84A.13 and American Rescue Plan Act (ARPA) Pub L. No. 117-2, Section 9901 Coronavirus State and Local Fiscal Recovery Funds as delegated and pursuant to her authority by Governor Kim Reynolds.	

In consideration of the promises and mutual covenants and agreements contained herein, the Parties agree as follows:

1. **SUBRECIPIENT.** "Subrecipient" means the entity described above, which is in a partnership with a community college or four-year college/university with an approved paraeducator program. For the Paraeducator (Teacher Aide 1) – to – Teacher means the entity described above, which is in a partnership with a four-year college or university with an approved teacher preparation program. Working to either establish or expand/enhance a Registered Apprenticeship program eligible pursuant to the Notice of Funding Opportunity for the Teacher and Paraeducator Registered Apprenticeship Program. The Subrecipient, as a non-federal entity carrying out a federal award on behalf of the State of Iowa, shall be considered a subrecipient as defined in the Uniform Guidance (2 CFR Part 200) and is subject to the policy requirements placed upon subrecipients by regulations including, but not limited to, the Uniform Guidance and 31 CFR 35.

An Employer Sponsor must provide proof through a Memorandum of Understanding (MOU) to the Iowa Workforce Development that they are partnering with a Community College and/or four-year Institution to launch a new or expand an existing Registered Apprenticeship program. The Employer Sponsor must also hire High School students or Paraeducators (Teacher Aide 1) as Registered Apprentices.

2. **AWARD PERIOD.** Subrecipient may obtain funds for costs incurred which are directly related to conducting and maintaining a program as submitted and approved by the Agency pursuant to the Notice of Funding Opportunity for the Teacher and Paraeducator Registered Apprenticeship Program upon the execution of this agreement with the Agency. The State and Local Fiscal Recovery Funds (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 award runs until June 30, 2024.

3. **PAYMENT.** Total payment of funds under this Agreement shall not exceed \$40,500 per participant for the High School-to-Paraeducator (Teacher Aide 1) and \$47,000 per participant for the Paraeducator (Teacher Aide 1) – to – Teacher for costs directly attributed to the program as shown in the approved application, unless modified by written amendment of this Agreement. Total payment of funds under this Agreement shall not exceed \$XXXX for costs directly attributed to the program as shown in the approved application, unless modified by written amendment of this Agreement. The above is not all-inclusive of Subrecipient's obligations but is for summary purposes only. Subrecipient's complete obligations are defined by the approved application, this Agreement with any written amendments, and all applicable federal, state, or local laws or administrative rules.

4. PAYMENT SCHEDULE. Payments are made on a reimbursement basis only. All requests for payment shall be made quarterly using the standard the Agency fund request form or a detailed invoice which contains the same information as the Agency fund request form. The Subrecipient shall submit no more than four requests for reimbursement per calendar year. The Subrecipient may submit fewer than four requests for reimbursement per calendar year. Subrecipient shall not submit requests for reimbursement for costs for which the Subrecipient has requested reimbursement or other payment through a program administered by the Agency, Iowa Department of Education (IDOE) or Department of Labor (DOL). Invoices may be shared between agencies to ensure compliance. Funds will only be released to the Subrecipient once performance reporting requirements are verified with the Agency.

All expense documents must include:

- a clear description of what was purchased or contracted
- the date of purchase
- the total amount, including shipping and handling, taxes, and other charges

5. USE OF FUNDS. In accordance with the Governor's authorization for the purpose of this award, grant funds must be used to reimburse employer sponsors for Related Training Instruction (RTI) tuition and employee wages. Subrecipients are required to comply with use of funds requirements of the American Rescue Plan (ARP) Act of 2021. Administrative costs are limited to the sponsor's current restricted indirect cost rate or 5% whichever is less.

- a) The Subrecipient understands and agrees that the funds disbursed under this award may only be used for the purposes set forth in section 602(c) of the Social Security Act (the Act) and U.S. Treasury's implementing regulations and interpretive guidance.
- b) The Subrecipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.

6. REPAYMENT OBLIGATION. Any award funds not expended within the timeframes referenced in Section 4 must be returned to the State. Subrecipients of these funds will be held accountable to these funding timeframes. In the event any funds are deferred or disallowed as a result of any audit or expended in violation of this Agreement or the laws applicable to the expenditure of such funds, the Subrecipient shall be liable to the Agency for the full amount of any ineligible amount and for all related penalties incurred. If the Agency determines at any time, whether through monitoring, audit, closeout procedures or by other means, that the Subrecipient has received Award funds or used Award funds which are unallowable under the terms of this Agreement or applicable laws, the Subrecipient will be notified of the questioned uses and given an opportunity to justify questioned uses. If it is the Agency's final determination that costs previously paid by the Agency are unallowable

under the terms of the Agreement, the expenditures will be disallowed, and the Subrecipient shall immediately repay to the Agency any and all disallowed costs.

7. SAM.GOV REGISTRATION. Subrecipients will be required to provide the Agency with their Sam.gov unique identification number within 21 days of signing this agreement. Subrecipients that do not have a Sam.gov unique identification number will be required to register via sam.gov and provide the Agency with their sam.gov unique identification number within 21 days of signing this agreement. This agreement will not be considered fully executed until the awardee's sam.gov unique identification number is provided to the Agency.

8. GRANT REPORTING. Subrecipient will be required to comply with the applicable reporting requirements specified in the ARP Act. The Subrecipient must provide quarterly reports to IWD documenting the funds it has spent

The Subrecipient agrees to comply with any reporting obligations established by U.S. Treasury, as it relates to the award. Subrecipient will be required to submit vouchers, 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. All Subrecipients must submit a detailed quarterly report to the Director of Iowa Workforce Development by the 25th day of February, May, August, and November. The report must include, but is not necessarily limited to, the following:

- Date funds received;
- Amount of funds received;
- A description of the activities, equipment and/or programs paid for by the funds;
- Start and end dates of activities and programs paid for by the funds; Start and end dates of the budget period;
- Number of apprentices enrolled in the program;
- Number of apprentices who complete the program;
- Number of apprentices who earn a certification or licensure;
- Number of high school apprentices earning college credits in an education-related(dual enrollment) course;
- Apprentice specific information including:
 - Demographics such as gender, race, ethnicity, disability and English language status
 - Date the apprentice entered the apprenticeship program
 - Apprentice's age upon entering the apprenticeship program
 - Date the apprentice exited the apprenticeship program
 - Whether the apprentice completed the apprenticeship program
 - Whether the apprentice received assistance while in the apprenticeship program, such as transportation, to overcome barriers to participation

Fiscal Reimbursements & Covered Costs

Covered costs	Paraeducator (Teacher Aide 1) program tuition and <u>full salary for students</u> working as an aide and 50% of salary when working for the district as a classroom aide after graduation and completing coursework. Maximum \$40,500 per participant.	Teacher preparation program tuition and 50% of salary while working for the district as a paraeducator (Teacher Aide 1) and completing coursework. Maximum \$47,000 per participant.
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Funding will Support:

- Tuition and fees at \$7,000 per year for up to three years at a community college (for the student/adult-to-para track) – total maximum of \$21,000
- Tuition and fees at up to \$17,000 per year for up to two years at a public or private four-year college/university (for the para-to-teacher track) – total maximum of \$34,000
- Hourly rate of \$12 for high school aides while still in school and \$6 (0.5 of \$12/hour) for aides and paraeducators (Teacher Aide 1) for up to 30 hours per week for 36 weeks. For the high school-to-paraeducator (Teacher Aide 1) model, this sums to \$6,500 per year for three years, for a total of \$19,500. For the paraeducator (Teacher Aide 1)-to-teacher model, this sums to \$6,500 per year for two years, for a total of \$13,000
- Administrative costs are limited to the agency's (Sponsor District) current restricted indirect cost rate

Reminder:

Sponsor districts will collect this information from all Partner districts and compile into one submission. Sponsor districts will submit ONE Reimbursement Request Form each quarter.

Required Reimbursement Forms

- IWD Reimbursement Request Form
- Invoice of Tuition/Fees
- Paystubs
- Itemized by Apprentice

On File:

- ✓ Signed Contract
- ✓ W9
- ✓ IowaWORKS data updated
- ✓ SAM.gov Unique ID & FEIN Number
- ✓ MOU agreements

REQUEST FOR FUNDING RECEIPT REIMBURSEMENT

Iowa Workforce Development

BUSINESS NAME: MOC-Floyd Valley Community School District

FEDERAL EIN #: 42-8675309

CONTACT NAME: Mabel Jobson

EMAIL: mabel.jobson@moc-floydvalley@ia.us.edu

GRANT NUMBER: Teacher and Paraeducator Registered Apprentice Program

AWARD AMOUNT: \$2,745,990.98

REQUESTED AMOUNT: \$49,678.00

AMOUNT REMAINING: \$2,696,312.98

DATE OF REQUEST: October 1, 2022

NEXT STEPS:

1. Complete the electronic Receipt List, listing each reimbursable item. Please provide a receipt, invoice, or paystub and detailed description of the expenses. If several items were purchased from the same vendor on the same receipt, please provide as much detail as possible.
2. Scan in all related receipts or paystubs as one PDF file.
3. Electronically submit this form, the PDF of expenses and the business W-9 to IWD.

RECEIPT LIST

Vendor	Item(s)	Date of Receipt	AMOUNT PAID	REQUESTED REIMBURSEMENT
Boyden-Hull CSD	Northwestern College Tuition & Fees – 6 individuals	9/5/2022	\$21,500.00	\$21,500.00
Boyden-Hull CSD	Wage Reimbursement – 11 individuals	9/12/2022	\$12,678.50	\$9,129.45
Emmetsburg CSD	Wage Reimbursement – 9 individuals	9/15/2022	\$21,543.30	\$10,771.65
Central Lyon CSD	Wage Reimbursement – 4 individuals	9/22/2022	\$3,276.90	\$3,276.90
Central Lyon CSD	Northwestern College Tuition & Fees – 6 individuals	9/22/2022	\$5,000.00	\$5,000.00
MOC-Floyd Valley CSD	Wage Reimbursements – 2 individuals	9/30/2022	\$2,000.00	\$1,000.00

<https://educateiowa.gov/documents/indirect-cost-rates/2022/05/indirect-cost-rates>

Accompanying this list, Sponsor districts will need to supply IWD with an Apprentice Itemized sheet that lists each expense to each apprentice. This list needs to include:

- Apprentice State ID Iowa*WORKS* #
- Apprentice School District
- Student-Para vs Para-Teacher
- Expense Description:
 - Tuition/Fees
 - Wages & Hours
 - Student vs Adult
 - Total Amount

RECEIPT LIST

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Central Lyon CSD	Wage Reimbursement – 4 individuals	9/22/2022	\$3,276.90	\$3,276.90
Central Lyon CSD	Northwestern College Tuition & Fees – 6 individuals	9/22/2022	\$5,000.00	\$3,000.00
MOC-Floyd Valley CSD	Wage Reimbursements – 2 individuals	9/30/2022	\$2,000.00	\$2,000.00

Things to Submit:

- Sponsor and Partner District Contacts
- Federal EIN Number (email now if you have it available)
- RTI (Higher Ed) Partner Contacts and signed MOU Agreements
- FASFA Deadline of July 1 for Fall
- Reserve future webinar dates
- Share the Local Press Release
- SAM.gov Unique ID (this # is replacing the federal DUNS #)

<https://iowacollegeaid.gov/iowaTuitionGrant>



IOWA
WORKFORCE
DEVELOPMENT



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[Iowa Workforce Development](#)

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