

## 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
- A Descriptive Project Title
- Project's proposed start and end dates
- Amount requested

### Project Description

- Provide a summary (no more than 5 sentences) that tells us what you are proposing, the project goal(s) and anticipated outcomes.

### Project Service Area

- Describe the geographic service area including employees and the populations to be served through the project
- Include relevant demographic information for clear understanding of service area and potential apprentices

### Project Need

- Describe the occupational need of this project related to state and community
- Provide how this information was obtained (datasets, surveys, reports)
- Demonstrate how the project will address this need and connection to workforce
- Explain how project could be scaled up in order to address needs in other communities

### Project Design

- List details of Project Activities and Project Goal. Include items such as the number of apprentices per cohort, number of cohorts, etc. Ensure proposed project goals align with

- funding purpose and priorities.
- Provide an outline of a proposed project timeline with key milestones. Include information of responsibilities and completion rates.
  - Provide letter(s) of support from Employer Sponsors and other Partnerships involved in the Apprenticeship Program
  - Describe key partners, roles, responsibilities and how they will contribute to the success of the project.
  - Provide details of the Registered Apprenticeship program i.e., specific details of Related Training Instruction and On the Job Training along with certifications, skills and credentials earned through participation.
  - Potential Barriers and planned Supportive Services to overcome barriers
  - Describe option for stackable credentialing (where applicable)

### **Performance Measures**

- Provide a description of the evaluation tool that will be used to measure the success of this project. Including details such as success indicators, timeframe and delivery. Include a retention plan for apprentices completing the program
- Describe the ability and commitment to report on all required federal and state reporting requirements including but not limited to:
  - Demographic information of apprentices;
  - Description of the activities, equipment and/or programs paid for by the funds
  - Registration by sponsor and all apprentices in the IowaWORKS data management system and RAPIDS;
  - County or counties served;
  - Total number of apprentices served by each program;
  - Number of apprentices enrolled within the various healthcare program pathways. Apprentices for this program are defined as high school/adult apprentices registered with the Department of Labor. (SLFRF required)
  - Number of apprentices who complete the registered apprenticeship program and earn an industry-recognized credential and/or degree;
  - Number of apprentices exiting the program without completing a pathway;
  - Number of apprentices earning college credits in a health science program as part of the registered apprenticeship program;
  - Number of apprentices that matriculate into a post-secondary health science program upon completion of the registered apprenticeship program;
  - The number of apprentices gaining employment in a health occupation upon completion of the registered apprenticeship program;
  - The number of apprentices completing the registered apprenticeship program. Apprentices for this program are defined as high school/adult apprentices registered with the Department of Labor. (SLFRF required)

### **Organization Capacity and Sustainability Narrative**

- Describe the related experience of the applicant and partners responding to the funding announcement. Subcontracting to implement the program will not be permitted.
- 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. Include the percentage of time allotted for the project.
- Describe how the potential sustainability of the program once grant funds are expended.

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

- Complete the budget narrative. Include a detailed description of proposed costs and an overview of how budgeted costs are calculated. Provide a cost per participant amount. Ensure totals reconcile with the amounts included on the Iowa Health Careers RA Grant Budget Form.
- Complete the Iowa Health Careers RA 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 Iowa Health Careers RA Grant Budget Form
- Organizational Procurement Policy
- Letters of Commitment from Partners

#### **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.