

261—103.11(15) Application and review process.

103.11(1) An eligible business must submit an application for training assistance, on a form provided by the department, to the Iowa Department of Economic Development, Innovation and Commercialization Division, 200 East Grand Avenue, Des Moines, Iowa 50309. Required forms and instructions are available at this address or at the department's Web site at www.iowalifechanging.com.

103.11(2) The application will be reviewed by department staff, the committee and the board. The committee will make a recommendation to the board regarding an application. The board has final decision-making authority on requests for financial assistance for this program. The board may approve, defer or deny an application or may refer an application to another training program.

103.11(3) An application for assistance shall include all information required by the department including, but not limited to, the following:

- a.* The dates and location of the training.
- b.* The name of employee(s) attending training.
- c.* A copy of the quote from the training provider outlining costs of training.
- d.* A statement of how training will benefit the company and how the training supports Iowa's initiative to grow the targeted industries.
- e.* Identification of the skills the employees will acquire from the training and how the skills will increase the employees' value to the business.
- f.* A statement of the anticipated training outcomes.

103.11(4) The department and the committee will score applications according to the criteria specified in rule 261—103.12(15).

103.11(5) To be considered for funding, an application must receive a minimum score of 65 out of a possible 100 points and meet all other eligibility criteria specified in these rules.

103.11(6) Applications which receive a minimum score of 65 points shall be referred to the board for final action.

103.11(7) The department reserves the right to require additional information from a business.

103.11(8) Application approval shall be contingent on the availability of funds. The board shall reject or defer an application if funds are not available.

103.11(9) The board reserves the right to award program funds in an amount less than that requested in the application.