

<b>Sub-recipient:</b>	[REDACTED]	<b>Attendees:</b>	
<b>Date of visit:</b>	April 16, 2020		

<b>3 Exceeds</b> Sub-recipient excels in task. No recommendations for improvement.	<b>2 Meets</b> Sub-recipient completes tasks correctly.	<b>1 Does Not Meet</b> Sub-recipient does not complete tasks; area is a gap for us.	<b>0 N/A</b> Does not apply
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\* Documentation must be provided by sub-recipient to support the below requirements, when requested.

Procurement	3	2	1	0	COMMENTS
Adhered to the State's procurement policy, if the sub-recipient provides sub-awards. Sub-recipient must maintain accurate records regarding sub of a sub-recipient's quarterly performance and financial reports.					
Required records available: RFP application, score sheets, and award letters.					

Scope of Work	3	2	1	0	COMMENTS
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Sub-recipient is making progress in meeting the goals of the State Expansion Grant.					
Sub-recipient is making process related to the creation of Registered Apprenticeship or Quality Pre-Apprenticeship Program.					
Sub-recipient is submitting timely reimbursement requests in accordance to the approved budget.					
Sub-recipient has provided deliverables specified in the Scope of Work.					
Sub-recipient provides quarterly performance reports timely to the Iowa Workforce Development (IWD).					
Sub-recipient obtains sign off from IWD for projects, when required.					

Sub-recipient adheres to the Federal Terms and Conditions of the State Expansion Grant.					
Sub-recipient recruits and retains at least ten percent of total apprentices in underrepresented populations in their RA Program.					
Sub-recipient uses EarnandLearn logo and disclaimer on all outreach documents.					
Adherence to TEN 13-12 or Standards of Apprenticeship.					
Holds monthly conference call with IWD's Program Coordinator.					

**NOTICEABLE STRENGTHS:**

**RECOMMENDATIONS:**