

# FY27 Perkins Grant Application with Claim Instructions: General Instructions for Submission

This document provides general directions for submission of the FY27 Perkins Grant Application (secondary and postsecondary); it does not provide detailed instructions for each section of the application. Although these directions apply to secondary and postsecondary applications, many of the screenshot examples are from the secondary application. The postsecondary screens will look very similar.

## General Information

[IowaGrants](#) is the state's enterprise online grant management tool. The platform manages and streamlines the grant process including application submission, review, scoring and awards, and claim submission and approval, report scheduling and approval, and maintains a historical record of grant activity.

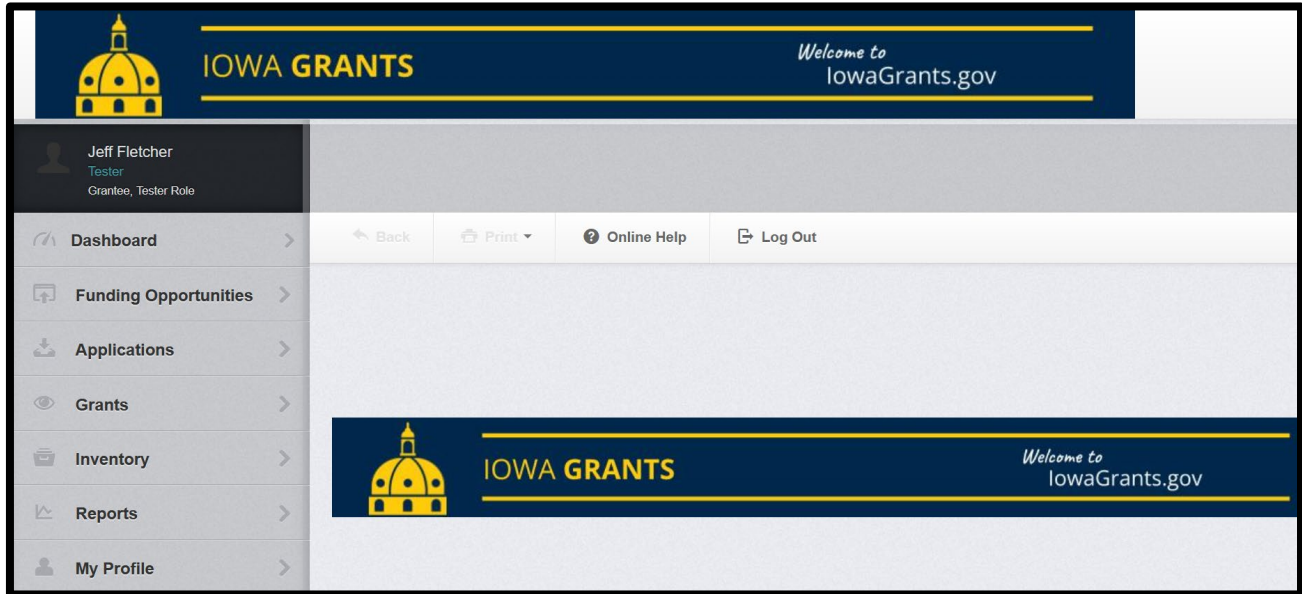
- All individuals using the [iowagrants.gov](#) system must be registered.
- [IowaGrants Login Instructions](#) - first time and returning users
- [Watch a video with detailed instructions for logging into the IowaGrants platform.](#)
- [External User Guide for New IowaGrants Platform](#)
- [IowaGrants Management Resources from the Iowa Department of Management](#)
- Designate one person to create the application in [www.iowaGrants.gov](#)- known as the "primary grantee contact" regardless of whether you are applying as a standalone district, Perkins consortium, or community college.
- **Once the application has been started, the "registered applicant" can add "additional contacts" in the "General Information" screen (see page 4).**
- All individuals tied to an application have access to all portions of the application.
- Once all edits and new information have been entered into a form, make sure to click the "Mark as Complete" link. *Note: Even though a form has been marked as complete, it can continue to be edited until the application is officially "submitted."*
- Once the information for any form has been updated and/or completed, 1<sup>st</sup> click "Save Form" and then 2<sup>nd</sup> click "Mark as Complete."

The image shows two screenshots of the IowaGrants application interface. Both screenshots display the text "Perkins Assurances: Executive Officer Information" on the left side. The top screenshot has a green "Save Form" button on the right side, which is highlighted with a red rectangular box. The bottom screenshot has an orange "Mark as Complete" button on the right side, which is also highlighted with a red rectangular box.

## Navigating to Perkins Funding Opportunity

Follow the [Iowa Grants Login Instructions](#) for returning users.

Click "Funding Opportunities" from the Main Menu. Note: Once a new application has been started, it will be located within the "Applications" section.



Scroll (or use search tool) until you see the FY27 Perkins V Secondary or Postsecondary Application. Click on the FY27 Perkins V application (either secondary or postsecondary) to open the posting.



## Application Forms

**The Perkins V FY27 application cycle requires all eligible entities to complete an application by July 1, 2026. The application will close on June 30, 2026 @ 11:59:59 PM.**

### APPLICATION FORMS CHECKLIST – DUE JUNE 30 @ 11:59:59 PM

- Cover Page Perkins Basic – *Secondary or Postsecondary*
- **(Secondary only)** Consortium Members
- Spring '26/CLNA 4 Outcomes– *Secondary or Postsecondary*
- Perkins V Budget form
- Minority Impact Statement (2008 Iowa Acts, HF 2393, [Iowa Code Section 8.11](#))
- Assurances/Agreements – *Secondary or Postsecondary*

Near the top of the Funding Opportunity description click on “Start a New Application

For application title, you must enter the following naming convention based on grantee type. **Please see the table below for quick examples.** Click “Save Form Information.”

Secondary – Independent Recipient FY27 Ankeny CSD	Secondary – Consortium Recipient FY27 North Metro Consortium	Postsecondary Recipient FY27 IWCC
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**Please review the “Additional Applicants” list; identify, select, and click on each additional contact that must be involved with the grant before clicking “Save Form Information.”**

**At a minimum, you MUST include the business officer contact for the grant sub-recipient who will be submitting claims, especially, if this is not the same person submitting the application.**

“Additional applicants” become “additional contacts” once it becomes a grant project, which means additional users will have access to the Perkins grant project. E.g., fiscal agent’s business officer ability to submit claims. Doing this now will save some headache to gain access for users after-the-fact.

# Cover Page for Perkins

Enter the contact information for the entity submitting this application, i.e., recipient information.

Under “Perkins Contact Information”, enter the contact information of the applicant completing the IowaGrants application as well as additional contacts involved in managing this grant. Click “+ Add Row” for at least one primary Perkins contact for each consortium district member. Once the individual fields are completed, select “Save.” If the entity has multiple Perkins contacts, repeat this process for each individual.

**Cover Page Perkins Basic - Secondary - Current Version**

Enter the contact information for the entity submitting this application. **Note: This is a two-part form; follow the instructions carefully!**

To complete the Recipient Information, select “Edit” at the top of the screen. Once the individual fields are completed, select “Save.”

To add Perkins Contact Information, select the blue “Add” link for that section. Once the individual fields are completed, select “Save.” If the entity has multiple Perkins contacts, repeat this process for each individual.

Once all entity contact information is completed, select the “Mark as Complete” link located on the Recipient Information bar below.

**Recipient Information**

To complete the Recipient Information, select “Edit” at the top of the screen. Once the individual fields are completed, select “Save.”

**Individual or Consortium:** Individual

Use the drop down menu to indicate whether you are applying as an individual district or as a consortium.

**Eligible Recipient/Consortium Name:** Adair-Casey Community School District

Use the drop down menu to select the district or consortium name.

**Community College Region:** 01 - NICC

Use the drop down menu to select the community college region in which the district or consortium resides.

**AEA Administrator, District Superintendent, or Community College President/Chancellor:** Administrator

**Title:**

**Name of Administrator or Superintendent:**

**Telephone Number:**

**E-mail Address:**

**Street Address:**

**City:**

**State:** Iowa

Use the drop down menu to select the state.

**Zip Code:**

**Perkins Contact Information - Multi-List**

To add Perkins Contact information, select the blue “Add” link. Once the individual fields are completed, select “Save.” If the entity has multiple contacts for its Perkins application, repeat this process for each individual.

Title	Name of Perkins Application Contact	Telephone Number	E-mail Address	Street Address	City	State	Zip Code
No Data for Table							

## Consortium Member Form (Secondary Only)

1. Enter information indicating whether the applicant is applying as an individual district or as a consortium. If applying as a consortium, list each of the member districts represented by this application. Note: This is a two-part form; follow the instructions carefully!
2. To add Consortium Member information, click the green "Add row" button in the Consortium Members bar. Once the fields are completed, click "Save Form."
3. Repeat this process to add information for each consortium district member.
4. If you need to remove a consortium member from your list, click on a member under the "District" column then select "Delete."
5. Once all necessary information for the form is completed, click "Save Form" then "Mark as Complete."

Consortium Members - Current Version

Enter information indicating whether the applicant is applying as an individual district or as a consortium. If applying as a consortium, list each of the member districts represented by this application. **Note: This is a two-part form; follow the instructions carefully!**

To enter information regarding applicant status and changes in consortium membership select "Edit" at the top of the screen. Once the fields are completed, select "Save."

To add Consortium Member information, select the blue "Add" link in the Consortium Members bar. Once the fields are completed, select "Save" at the top of the screen. Repeat this process to add information for each consortium member.

If you need to remove a consortium member from your list, click on member under "District" column then select "Delete" at top of screen.

Once all necessary information for the form is completed, select "Save".

Applicant Status

Indicate whether the applicant is an individual district or a consortium.

To enter information regarding applicant status, select "Edit" at the top of the screen, then complete the form. Once all information is entered, select "Save."

**Note: If applying as a individual district, you do not need to enter any information in the Consortium Members section.**

Are you applying as an individual district?:

If "Yes," select "Save", then "Mark as Complete." No further information is needed for the two items below or for the Consortium Members section of this form.

If applying as a consortium, has the membership of the consortium changed since the previous fiscal year?:

If "Yes," provide details regarding the changes in the text area below. **All consortium changes must be approved by the Department.**

Describe any changes in consortium membership since the previous fiscal year.:

Provide details regarding any consortium changes.

Consortium Members - Multi-List

**Please update the information for all members of your consortium.**

**To add a Consortium Member, select the blue "Add" link within the Consortium Member bar above. Once the fields are completed, select "Save." To edit information for an existing member, select the district name located within the "District" column. This will open the entry screen for the district. After updates are completed, select "Save."**

**To edit information for a Consortium Member once "Save" has been selected, you must click the the "District" name link for that particular member.**

District	Title	Contact Name	Position title	E-Mail	Telephone Number
No Data for Table					

## Secondary/Postsecondary Budget Form

The FY27 budget form categories align with the Perkins V expenditure categories. Each category has specific budget codes that delineate between secondary and postsecondary expenditures. Invoices and receipts are the only sufficient form of documentation and are not submitted with claims but are kept on file with each claim and available upon request. (Exception: Embed CTSO affiliated memberships in the summary sheet for claim approval).

### Secondary Budget Codes

Salaries & Benefits 1XX-2XX	Staff Travel 580 (Professional Development Non-CTSO)	CTSO: Affiliated Dues for Membership 812
Rentals Computers & Technology 443	Software 735	CTSO: Salaries, Benefits, Off-Contract Pay 1XX-2XX
Equipment 731 (>\$500)	Rentals 442	CTSO: Student Registration Costs 580
Purchased Services 3XX	Supplies (no consumables) 6XX <\$500	

### Postsecondary Budget Codes

101 Personnel Services (Salaries & Wages)	202 In State Travel - Professional Development (Meals, Lodging, Registration)	205 Out of State Travel - Professional Development (Meals, Lodging, Registration)
301 Curriculum and Training Materials	405 Contracts for Services	812 Affiliated Dues for Membership in Professional Organizations
505 Software Licensing Fees		

The budget summary form “state allocation to recipient” must be updated to reflect the FY27 dollar amount. To **access** this information, use the **hyperlink** in the **budget summary instruction** section. The allocations table is also attached to the funding opportunity public posting link under “attachments”. When the new FY27 allocation amount is entered, select “Save Form” to reset the calculations and then “Edit” to update individual budget line items.

Attachments				
Description	File Name	Type	Size	Upload Date
Contact Information List - Bureau of Career & Technical Education and Postsecondary Readiness	BureauofCTEContactsandInformation_FY27.pdf	pdf	97 KB	04/20/2026 11:11 AM
FY27 SECONDARY PERKINS GRANT ALLOCATION TABLE	5-5-26_FY27 Secondary Perkins Allocations_IowaGrants.pdf	pdf	90 KB	05/05/2026 12:42 PM

Website Links	
Description	Link
Chapter 12 Legislation	<a href="https://www.legis.iowa.gov/docs/lac/chapter/03-27-2019.281.12.pdf">https://www.legis.iowa.gov/docs/lac/chapter/03-27-2019.281.12.pdf</a>
CTE - DE Web Page	<a href="https://educate.iowa.gov/higher-ed/cte">https://educate.iowa.gov/higher-ed/cte</a>
CTE Technical Assistance	<a href="https://educate.iowa.gov/higher-ed/cte/technical-assistance">https://educate.iowa.gov/higher-ed/cte/technical-assistance</a>
Education Department General Administrative Regulations (EDGAR)	<a href="https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html">https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html</a>
Iowa Perkins V State Plan	<a href="https://educate.iowa.gov/media/5786/download?inline">https://educate.iowa.gov/media/5786/download?inline</a>
Office of Career, Technical and Adult Education (OCTAE)	<a href="https://www2.ed.gov/about/offices/list/ovae/index.html">https://www2.ed.gov/about/offices/list/ovae/index.html</a>
Perkins Claims Template for Secondary Recipients	<a href="https://educate.iowa.gov/higher-ed/cte/perkins-v#claims">https://educate.iowa.gov/higher-ed/cte/perkins-v#claims</a>
Perkins Collaborative Resource Network	<a href="https://cte.ed.gov/">https://cte.ed.gov/</a>
Perkins V Bill	<a href="https://educate.iowa.gov/media/4583/download?inline">https://educate.iowa.gov/media/4583/download?inline</a>
Uniform Financial Accounting	<a href="https://educate.iowa.gov/pk-12/operation-support/business-finance/accounting-reporting/uniform-financial-accounting">https://educate.iowa.gov/pk-12/operation-support/business-finance/accounting-reporting/uniform-financial-accounting</a>

1. Upload your budget document for all Perkins activities.
  2. If the approved budget template is uploaded in to the budget form, “see attached” is sufficient for “list purchases in detail” text fields
  3. Each budget line item will be connected back to the Spring '26 – CLNA #4.
  4. It will be up to the Perkins contact to ensure all expenditures are **eligible** for reimbursement.
  5. Please follow the instructions in the form to “save” and then “mark as complete.”
- See Allowable and Unallowable Expenditures or contact Amy Vybiral at [amy.vybiral@iowa.gov](mailto:amy.vybiral@iowa.gov).

☰ State Allocation to Recipient

Save Form

**FY27 Secondary Allocations - Hyperlinked - HERE.**

Enter your FY27 Perkins V Grant Allocation Amount here:

State Allocation to Recipient\*:

Save Form

📊 Perkins Activity 1: Career Exploration and Development - [Edit](#)

Save Grid

Description	Budgeted Amount	Total
Salaries & Benefits 1XX-2XX	<input type="text" value="\$0.00"/>	\$0.00
Purchased Services 3XX	<input type="text" value="\$0.00"/>	\$0.00
Staff Travel 580 (Non-CTSO)	<input type="text" value="\$0.00"/>	\$0.00
Supplies 6xx (No Consumables) <\$500	<input type="text" value="\$0.00"/>	\$0.00

At the end of the budget form, there are calculation fields built into the budget form that show the maximum amount that can be budgeted for administrative costs, which is still 5.00%, and the amount left to be budgeted anytime new information is entered and after clicking "Save Form."

***As before, every dollar must be budgeted so that the "requested total" IowaGrants system calculation equals the State Allocation to Recipient.***

**Total Allocation**

NOTE: The amount budgeted for administrative costs cannot exceed the amount shown above (5% of the State Allocation to Recipient).

**Maximum Allowed for Administrative Costs: \$2,500.00**

The amount shown is the sum total of the amounts that have been entered for each budget section.

**Total Projected Amount to be Expended: \$40,000.00**

If the amount shown below is (negative), the sum total of the dollar amounts budgeted for required components and administrative costs exceeds the amount entered in the State Allocation to Recipient section.

**Remaining Allocation to be Budgeted: \$10,000.00**

**FY27 CITY TOWN CSD TEST APPLICATION - FY27 CITY TOWN CSD TEST APPLICATION**

**Status:** Editing

**Stage:** Final Application

**Application Due Date:** Final Application Deadline not Applicable

**Program Area:** Perkins V

**Funding Opportunity:** 662083-FY27 - Perkins V - Secondary Application (CLNA4 - Spring 2026)

**Organization:** Iowa Department of Education

**Requested Total: \$50,000.00**

## Perkins Spring 2026 (FY 2027) Budget Negotiation

- FY 2027 Perkins application approval will occur after the 2027 budget is approved.
- Budget negotiation and approval deadline - July 31, 2026.
- Contact Amy Vybiral with budget approval questions. 515-339-4820 [amy.vybiral@iowa.gov](mailto:amy.vybiral@iowa.gov)

## Specific Purchases by Perkins Activity

### Secondary Perkins Budget Form

#### Activity One – Career exploration and development

- Salaries – CTE specific new counselor positions only
  - Supplanting: May decrease the percentage over time but never increase the percentage.
- Purchased Services - Training and facilitators (True Colors trainings with middle school students (Prior approval with [middle school Google Form](#))
- Staff Travel (Non-CTSO) – CTE recruiting middle school students to CTE
- Supplies – ONet Teacher Career Cluster Training Materials for CTE -Labor market trainings related to CTE.

Description	Budgeted Amount	Total
Salaries & Benefits 1XX-2XX	\$0	
Purchased Services 3XX	\$0	
Staff Travel 580 (Non-CTSO)	\$0	
Supplies 6xx (No Consumables) <\$500	\$0	

#### Activity Two – Professional Development

- Salaries – Substitute teacher pay for CTE Teachers to attend conferences.
- Purchased Services – Pay outside vendors for services rendered. E.g., Vendor leads CTE staff through OSHA 10 or OSHA 30 training that is not train-the-trainer.
- Staff Travel – Five CTE teachers and one business officer attend the IACTE conference. Two staff attend the WBL conference, one administrator attends the ACTE conference, three staff attend the NACTEi conference, five counselors and instructors attend the NACTEi conference and two counselors attend the ISCA conference.
- Supplies – ONet labor market information training materials for the CTE staff in each service area for trainings throughout the year in each service area to review high demand

Description	Budgeted Amount	Total
Salaries & Benefits 1XX-2XX	\$0	
Purchased Services 3XX	\$0	
Staff Travel 580 (Non-CTSO)	\$0	
Supplies 6xx (No Consumables) <\$500	\$0	

#### Activity Four – Integration of Academic Skills

- Salaries – Professional Development. Integration of Math into CTE Curriculum
- Purchased Services – Trainers Math into CTE Grades 9-12

## Activity Five – Support for the Implementation of CTE Programs

- Salaries
- Purchased Services – IRC. OSHA 10 & 30, CNA, Scissor Lift, CPR, EMT, ServSafe, CMA
- Rentals 442 – Skid loader (student skill sets only)
- Rentals Computers & Technology 443 – Cell plan for drones (Ag)
- Supplies (no consumables) ≤ \$499 – See attached list for all CTE Programs
- Equipment 731 – ≥ \$500 - See attached list for all CTE Programs
- Equipment Software 735

Perkins Activity 5: Support for CTE Programs - Edit		Budgeted Amount	Total
Description			
Salaries & Benefits 1XX-2XX		\$0	
Purchased Services 3XX		\$0	
Rentals 442		\$0	
Rentals Computers & Technology 443		\$0	
Supplies 6xx (No Consumables) <\$500		\$0	
Equipment 731 (>\$500)		\$0	
Software 735		\$0	

## Activity Six – Develop and Implement Evaluations

- Salaries – Summer Off Contract, Pre-CLNA data review with CTE teachers and staff.
- Purchased Services – Data consultant to organize and prioritize CLNA outcomes with staff.
- **Rentals Equipment – Do not use. Year-end budget adjustments.**
- Staff Travel 580 (non-CTSO) – Mileage for off contract data review

Perkins Activity 6: Develop and Implement Evaluations - Edit		Budgeted Amount	Total
Description			
Salaries & Benefits 1XX-2XX		\$0	
Purchases Services 3XX		\$0	
Rentals 442		\$0	
Staff Travel 580 (Professional Development Non-CTSO)		\$0	

## CTSOs

- Salaries – Salary for CTSO Admin Assistant. New position, time and effort and job description on file.
- Purchased Services – Registrations for instructors CTSO PD conferences.
- CTSO CTSO Student Registration Costs 580
- Staff Travel 580 (CTSO related events only) PD for instructors FCCLA, CTE Endorsed Advisor & Instructor Travel for Student Competitions. Skills USA and FBLA, FFA
- Supplies – Materials for all CTSO
- Affiliated memberships – Quantity of one

CTSO: Career and Technical Student Organizations - Edit		Budgeted Amount	Total
Description			
Salaries, Benefits, Off-Contract Pay 1XX-2XX		\$0	
Purchased Services 3XX		\$0	
CTSO Student Competitor Costs 580		\$0	
Staff Travel 580 (CTSO related events only)		\$0	
Supplies 6xx (No Consumables) <\$500		\$0	
Institutional Dues for Membership 812		\$0	

## Administrative Costs

- Administrative costs must not exceed 5% of the total grant award.
- Contact Amy Vybiral at [amy.vybiral@iowa.gov](mailto:amy.vybiral@iowa.gov) for assistance.

Administrative Costs - 5%
Mark as Complete
Edit Form

Enter the projected amount from the State Allocation to be expended on administrative costs.

**Administrative costs must not exceed 5% of the total grant award.**

Administrative Amount - 5%:	\$1,000.00
Total:	\$1,000.00

Total Allocation
Mark as Complete

NOTE: The amount budgeted for administrative costs cannot exceed the amount shown above (5% of the State Allocation to Recipient).

Maximum Allowed for Administrative Costs:	\$11,795.45
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The amount shown is the sum total of the amounts that have been entered for each budget section.

Total Projected Amount to be Expended:	\$235,909.00
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If the amount shown below is (negative), the sum total of the dollar amounts budgeted for required components and administrative costs exceeds the amount entered in the State Allocation to Recipient section.

Remaining Allocation to be Budgeted:	\$0.00
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## Postsecondary Budget Form

### Activity One – Career Exploration and Development

- Personnel Services (Salaries and Wages)
  - New and previously funded positions only.
  - Include percentages
  - Supplanting: May decrease the percentage over time but never increase the percentage.
- Curriculum and Training Materials
- Professional Development Contracts
- Contracts for Services
- Software licensing fees
- Equipment

Description	Budgeted Amount	Total
101 Personnel Services (Salaries and Wages)	\$0.00	\$0.00
301 Curriculum and Training Materials	\$0.00	\$0.00
405 Contracts for Services	\$0.00	\$0.00
505 Software Licensing Fees	\$0.00	\$0.00
701 Equipment	\$0.00	\$0.00

### Activity Two – Professional Development

- Staff Travel - Conference Titles & CTE Programs, LMI, All Aspects of Industry, Equipment & Technology

Perkins Activity 2: Professional Development - Edit		Save Grid	
Row		Budgeted Amount	Total
101 Personnel Services (Salaries and Wages)		\$0.00	\$0.00
202 In State Travel - Professional Development (Meals, Lodging, Registration)		\$0.00	\$0.00
205 Out of State Travel - Professional Development (Meals, Lodging, Registration)		\$0.00	\$0.00
301 Curriculum and Training Materials		\$0.00	\$0.00
405 Contracts for Services		\$0.00	\$0.00
505 Software Licensing Fees		\$0.00	\$0.00

### Activity Four – Integration of Academic Skills

- Personnel Services (Salaries and Wages)
- Contracts for services – Vendor contracts – Math in CTE Professional Development with all CTE Faculty

Perkins Activity 4: Integration of Academic Skills - Edit		Save Grid	
Description		Budgeted Amount	Total
101 Personnel Services (Salaries and Wages)		\$0	
405 Contracts for Services		\$0	

### Activity Five – Support for CTE Programs



- Personnel Services (Salaries and Wages)
- Curriculum and Training Materials
- Contracts for Services
  - Industry Recognized Credentials – IRC. OSHA 10 & 30, CNA, Scissor Lift, CPR, EMT, ServSafe, CMA
- Software Licensing Fees
  - T-Mobile iPad – Ag, Snap-On Team works Software
- Equipment
  - See Attached List


Perkins Activity 5: Support for CTE Programs - Edit		Save Grid	
Description		Budgeted Amount	Total
101 Personnel Services (Salaries and Wages)		\$0.00	\$0.00
301 Curriculum and Training Materials		\$0.00	\$0.00
405 Contracts for Services		\$0.00	\$0.00
505 Software Licensing Fees		\$0.00	\$0.00
701 Equipment		\$0.00	\$0.00

### Activity Six – Develop and Implement Evaluations

- Personnel Services – Institutional Researcher - CLNA
- In-state and out of state travel – Data meetings/conferences
- Contracts for Services
- Curriculum & Training Materials



- Software Licensing Fees


 Perkins Activity 6: Develop and Implement Evaluations - Edit <span style="float: right;"></span>		
Description	Budgeted Amount	Total
101 Personnel Services (Salaries and Wages)	<input type="text" value="\$0"/>	
202 In State Travel - Professional Development (Meals, Lodging, Registration)	<input type="text" value="\$0"/>	
205 Out of State Travel - Professional Development (Meals, Lodging, Registration)	<input type="text" value="\$0"/>	
301 Curriculum and Training Materials	<input type="text" value="\$0"/>	
405 Contracts for Services	<input type="text" value="\$0"/>	
505 Software Licensing Fees	<input type="text" value="\$0"/>	



### CTSOs: Career and Technical Student Organizations

- Personnel Services – Salaries and benefits/percentages time and effort and job description on file.
- In-state Travel – CTSO related events only
- Out of state Travel – CTSO Related events only
- Curriculum and Training materials – Materials required for Student competition only. Classroom materials - Activity five
- 812 Affiliated Dues for Membership in Professional Organizations

 CTSO: Career and Technical Student Organizations - Edit <span style="float: right;"></span>		
Description	Budgeted Amount	Total
101 Personnel Services (Salaries and Wages)	<input type="text" value="\$0"/>	
202 In State Travel - CTSO related events only (Meals, Lodging, Registration)	<input type="text" value="\$0"/>	
205 Out of State Travel - CTSO related events only (Meals, Lodging, Registration)	<input type="text" value="\$0"/>	
301 Curriculum and Training Materials	<input type="text" value="\$0"/>	
405 Contracts for Services	<input type="text" value="\$0"/>	
812 Institutional Dues for Membership in Professional Organizations	<input type="text" value="\$0"/>	



<b>Administrative Costs</b>	
Administrative Amount - 5%:	\$20,000.00
Awarded Amount:	\$20,000.00
<b>Total Allocation</b>	
<b>NOTE: The amount budgeted for administrative costs cannot exceed the amount shown above (5% of the State Alloc</b>	
Maximum Allowed for Administrative Costs:	\$44,835.65
The amount shown is the sum total of the amounts that have been entered for each budget section.	
Total Projected Amount to be Expended:	\$896,713.00
If the amount shown below is (negative), the sum total of the dollar amounts budgeted for required components and adminis	
Remaining Allocation to be Budgeted:	\$0.00

## Spring '26/CLNA 4 Outcomes

The Strengthening Career and Technical Education Act for the 21st Century (i.e., Perkins V) introduces the concept of the Comprehensive Local Needs Assessment (CLNA). The needs assessment is to be used by each district, consortium, or community college as a guidepost, informing the development of the local application and, in particular, how the eligible recipient uses its federal Perkins funds.

The local needs assessment must be completed by each eligible recipient of federal Perkins funds, which includes individual school districts, school districts that are part of a consortium and community colleges.

For an overview of the CLNA, go [HERE](#).

Based on the results of your comprehensive local needs assessment, please answer questions 1 - 9 below. Each question is structured using the "rich text editor" feature of IowaGrants, which allows text narrative, website links, hyperlinks for GoogleDocs, DropBox, OneDrive, or other file formats such as Excel, PDF, etc.

The CLNA focuses on six broad elements:

Element 1 - Student Performance, address the benchmarks from the CLNA worksheet used to evaluate how your district/college's CTE programs support and improve student performance within your CTE programs.

Element 2 - Size, Scope and Quality; and Implementation of CTE Programs/Programs of Study, address the benchmarks from the CLNA worksheet used to evaluate the size, scope, and quality of your district/college and determine how well your district/college CTE programs are implemented with fidelity.

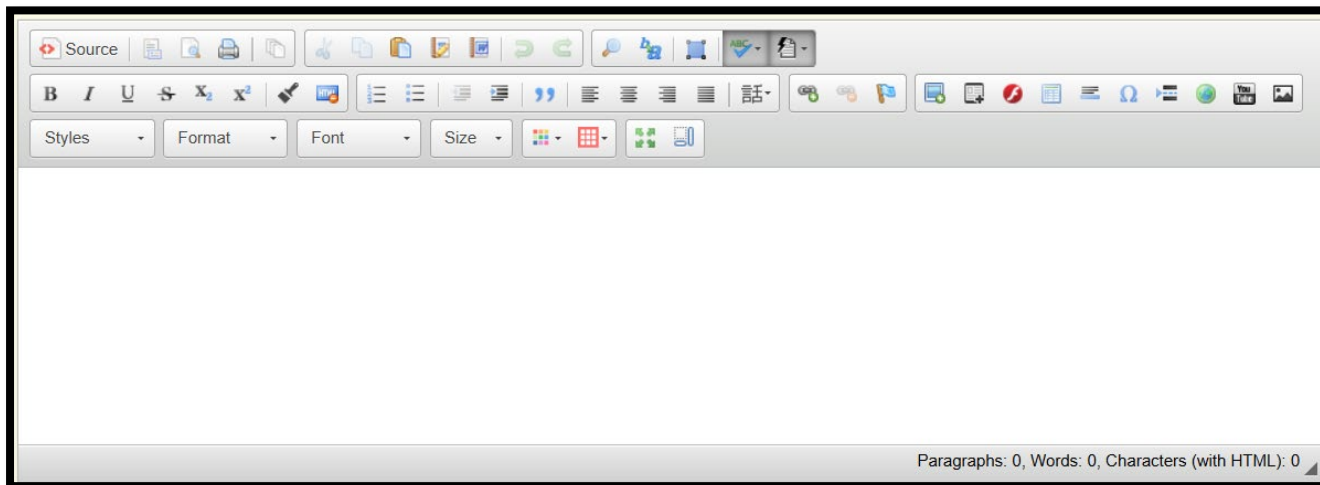
Element 3 - Labor Market Alignment, address the benchmarks from the CLNA worksheet used to determine how well your district/college's CTE programs are aligned to local, regional, and state labor demands.

Element 4 - Recruitment, Retention, and Training of CTE Educators, address the benchmarks from the CLNA worksheet used to analyze your district/college's strategies for attracting and keeping qualified CTE instructors, and its policies and procedures for professional development planning.

Element 5 - Equity and Access, address the benchmarks from the CLNA worksheet used to investigate the steps your district/college is taking toward equitable access and inclusion in CTE programs.

Element 6 - Safety for CTE Program(s)/Building(s)/District(s), address the benchmarks from the CLNA worksheet used to investigate the steps your district/college is taking toward safety for CTE programs/building(s)/District(s).

Each question prompt on this form utilizes IowaGrants' "rich-text editor" data-entry field, which allows the user to utilize many tools beyond standard text; e.g., embedded hyperlinking, tables, videos, graphics, charts, videos, and more. Only prompt #2 requires a mandatory upload, the verbatim instructions are provided on the form in IowaGrants and also below.



## CLNA OUTCOMES

*Based on the completion of the CLNA process, please answer the following questions:*

1. Summarize the key findings and priorities identified through your most recent CLNA.

Language suggestions:

- Summarize CLNA elements 1–6 in no more than two sentences each.
- Review strengths, gaps or opportunities, and funding priorities with each element.
- Do not drift too far from the statutory requirements - The following questions address these.

Use Elements already addressed in the CLNA to answer the following questions.

2. Describe the CTE programs, programs of study, courses, and activities you will support with Perkins funds, how the CLNA informed those decisions, any new programs of study you plan to develop, and how students will be informed of available offerings (CLNA element 2).

An approved program of study from the district/each district within the consortium is required to be uploaded. These can be accessed through the [STICS](#) system.

(Combine STICS document(s) into one uploaded attachment)

**REQUIRED UPLOAD: (1) COMBINED DOCUMENT**

3. Describe how you will provide career exploration, career information, and student guidance in collaboration with workforce and community partners (Element 3: Evaluation of Labor Market Alignment).

Information should include:

A description of how the district or consortium, in collaboration with local workforce development boards and other local workforce agencies, will offer one-stop delivery systems described in section 121(e)(2) of the Workforce Innovation and Opportunity Act (29 U.S.C. 3151 (e)(2)), and other partners, and will provide career information on employment opportunities that incorporate the most up-to-date information on high-skill, high-wage, or in-demand industry sectors or occupations, as determined by the comprehensive needs assessment.

4. Describe how you will:

- Improve students' academic and technical skills through CTE program participation ;
- Evidence might include documentation of standards for academic, technical, and employability skills taught per course;
- Notes on industry participation;

- Definitions used for alignment, dual and concurrent enrollment, academic and technical standard; programs of study

(Perkins Activity Four: Academic Integration, a. Secondary, b. Postsecondary)

5. Describe how you will:

- a. prepare special populations for high-skill, high-wage, or in-demand industry sectors or occupations that lead to self-sufficiency (Element 3);
- b. prepare CTE participants for non-traditional fields;
- c. provide equal access for special populations to CTE courses, programs, and programs of study (Element 5), and
- d. ensure that members of special populations are not discriminated against based on their status as members of special populations (Element 5).

6. Describe how you will provide work-based learning opportunities for students participating in CTE programs and how you will collaborate with representatives from business and industry to develop, expand, or improve those opportunities (Element 2).

7. Describe how you will provide opportunities for students to earn postsecondary credit while in high school (Element 2).

Evidence might include documentation of definitions used for alignment, dual and concurrent enrollment; Trend data on dual and concurrent enrollment in CTE programs.

8. Describe how you will support the recruitment, preparation, retention, and professional development of qualified CTE staff (Element 4).

Evidence might include documentation of data on faculty, staff, administrator and counselor preparation, credentials, salaries and benefits and demographics; Description of professional development, CTE mentorship participation, and externship opportunities; Survey or focus results conducted with educators regarding needs and preferences.

9. Describe how you will address performance gaps and disparities among student groups (Element 1).

Evidence might include:

- Documentation of processes for communicating and providing accommodations to all CTE students;
- Wrap-around supports/supportive services available to all CTE students;
- Evaluation & analysis of program-level/disaggregated CTE participation and/or performance data;
- Career guidance activities for all CTE students;
- Recruitment activities for potential CTE students

## **Assurances/Agreements – Secondary or Postsecondary**

To receive funds through the Carl D. Perkins Act, the Administrator, Superintendent, or Designee for the consortium member institutions must sign this assurance statement on behalf of the eligible recipient(s) to certify commitment to abide by these requirements through the period of this grant award.

To enter the Information for the entity submitting this application, select "Edit" at the top of the screen. Once the individual fields are completed, select "Save."

Once all information is saved, select the "Mark as Complete" link in the Perkins Assurances/Agreements bar below.

### **Assurances**

The undersigned certifies that the district or consortium members will abide by the assurances listed below during the grant award period. The undersigned also certifies that, to the best of their knowledge, the information contained in this application is correct and complete.

1. The local education agency, community college, or area education agency acting as the fiscal agent over this application agrees to maintain financial records and provide such information to the Iowa Department of Education as may be required for fiscal audit.
2. The eligible recipient agrees to report annually to the Department of Education progress of the eligible recipient in achieving state adjusted levels of performance on core indicators of performance for all career and technical education programs. PL 115-224 (Perkins Act), Title I, Section 113(c)(i)
3. The eligible recipient agrees that “funds made available under this Act for career and technical education activities shall supplement, and not supplant, non-federal funds expended to carry out career and technical education activities.” PL 115-224 (Perkins Act) Title II Sec. 211(a)
4. The eligible recipient agrees to retain certification on non-debarment and suspension from any contractor who will have single or aggregate contracts of \$100,000 or more. (98-III-USDE-282-7)
5. The eligible recipient certifies the agency and its principal officers are not suspended or debarred.(98-III-USDE-282-7)
6. Funds will not be used to acquire equipment, including computer software, in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, its employees, or any affiliate of such an organization. PL 115-224 (Perkins Act) Title I Sec. 122(13)(B).
7. Funds will not be used for the purpose of directly providing incentives or inducements to an employer to relocate a business enterprise from one state to another state if such relocation will result in a reduction in the number of jobs available in the state where the business enterprise is located before such incentives or inducements are offered. PL 115-224 (Perkins Act) Title II Sec. 222.
8. No federal appropriated funds have been, or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with making of any federal grant, the entering into any grant or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement. Sec. 1352, Title 31
9. The eligible recipient agrees to provide a career and technical education program that is of such size, scope, and quality to bring about improvement in the quality of career and technical education programs. PL 115-224 (Perkins Act), Title I, Section 135(b)
10. The eligible recipient ensures students who participate in assisted career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught for all other students. PL 115-224 (Perkins Act) Title II Sec. 134(b)(4)(B).

## Wrap-Up

The status of each form will be summarized on the Application Forms list within the “Complete?” column. When all forms have been marked as complete, the application is ready for submission. To submit the application, click the “Submit” link.

**FY27 CITY TOWN CSD TEST APPLICATION - FY27 CITY TOWN CSD TEST APPLICATION**

Status: **Editing**

Stage: Final Application

Application Due Date: Final Application Deadline not Applicable

Program Area: Perkins V

Funding Opportunity: 662083-FY27 - Perkins V - Secondary Application (CLNA4 - Spring 2026)

Organization: Iowa Department of Education

Requested Total: \$0.00

Application Preview Attachments Alert History Map Versions

**Application Details** Preview Application Withdraw Notes (0) Feedback

**Application cannot be Submitted Currently**

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	May 4, 2026 3:26 PM - Jeffrey Fletcher
FY27 Cover Page Perkins Basic Secondary	✓	May 5, 2026 9:14 AM - Jeffrey Fletcher
Consortium Members	✓	May 5, 2026 9:18 AM - Jeffrey Fletcher
Minority Impact Statement	✓	May 5, 2026 9:18 AM - Jeffrey Fletcher
Spring '26/CLNA 4 Outcomes		May 5, 2026 11:04 PM - Jeffrey Fletcher
FY27 Secondary Perkins V Budget	✓	May 6, 2026 12:45 PM - Jeffrey Fletcher
Assurances/Agreements - Secondary	✓	May 5, 2026 9:37 AM - Jeffrey Fletcher

After all steps of the submission process have been completed, the person submitting the application will receive a system-generated notification stating the application has been successfully submitted. The notification message, as well as other correspondence generated via iowagrants.gov, will come from the dullestech.com domain. Please make sure your email system is set to allow these messages to be delivered.

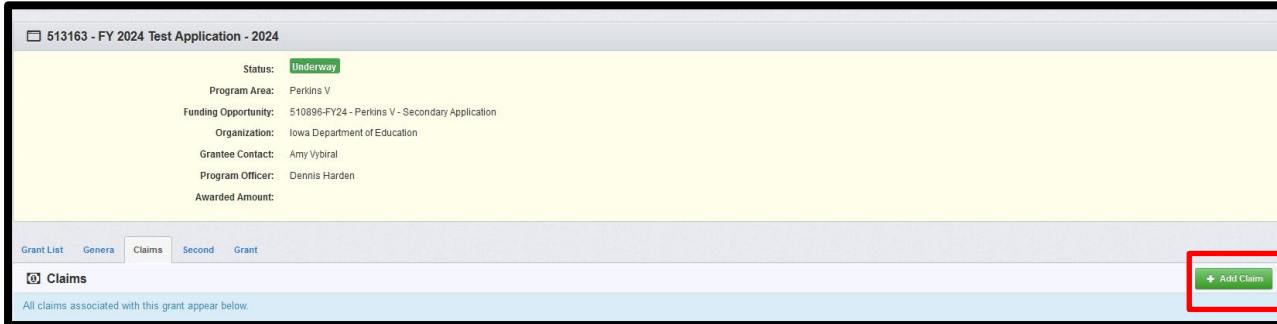
If you have questions regarding the FY27 Perkins Grant application forms, please contact Jeffrey Fletcher, Perkins Accountability Consultant, Bureau of Career and Technical Education at [jeffrey.fletcher@iowa.gov](mailto:jeffrey.fletcher@iowa.gov) or 515-321-7309.

# Claim Submission Instructions

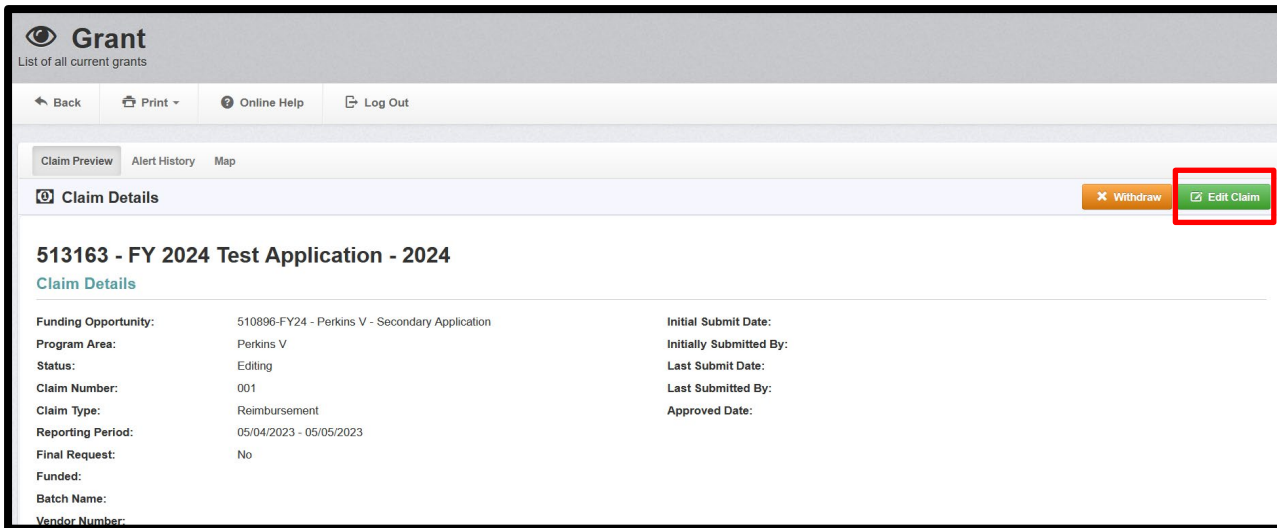
Contact [CTE Bureau](#) if assistance is needed to edit and submit a claim.

From the Side Menu:

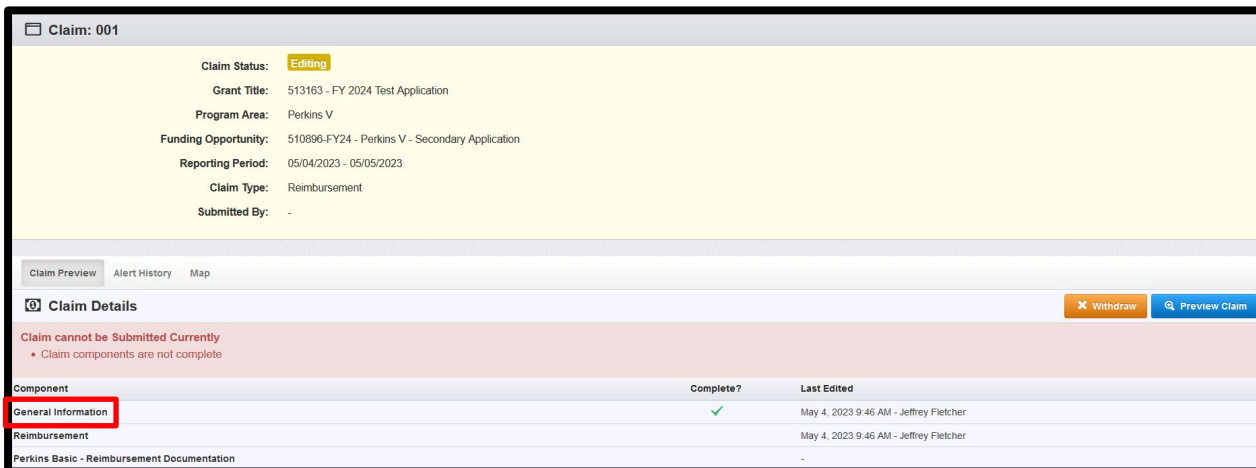
1. Click on 'Grants'
2. Select the Grant you would like to access in the 'Active Grants' listing.
3. Once you have selected the Grant, you will be directed to the Grant Components.
4. Select 'Claims' from the list of Grant Components.
5. Click on the green "+ Add Claim" button to initiate a claim.



Click on the green "Edit Claim" button.



Click on "General Information"



Enter report period – the period-of-time of when the actual expenses occurred.

For “reimbursement” form and “reimbursement documentation form”:

1. Click green “Edit Form” button.
2. Enter and complete information.
3. Click green “Save Form” button.
4. Click orange “Mark as Complete” button.
5. Repeat as needed; i.e., saved information can always be edited/worked on later.
  - **!!!Do not withdraw claims!!!**
  - **Do not begin a new claim until all claims in “editing” and “correcting” have been completed and submitted.**
  - **Claims cannot be deleted in Iowa Grants. Do NOT “withdraw” claims. Contact the CTE Bureau for technical assistance.**
6. Continue to complete and “Mark as Complete” each form until the green banner message “Claim is in compliance and is ready for submission!” and the orange “Submit Claim” button appears.

**General Information - Claim - Edit** Save Form

In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for this grant, then the Final Request checkbox should be checked.

Examples Quarterly Reporting Period: 1/1 - 3/31, 4/1 - 6/30, 7/1 - 9/30, and 10/1 - 12/31

**Status\*:** Editing

**Type\*:** Reimbursement

**Report Period:**    
Start Date End Date

**Final Request?\***:  Yes  No

**Claim List** **Genera** **Reimbu** **Perkin**

**Reimbursement - Current Version**

Mark as Complete Edit Reimbursement

**Claim Details** Submit Claim Withdraw Preview Claim

**Claim is in compliance and is ready for Submission!**

Component	Complete?	Last Edited
General Information	✓	May 4, 2023 1:09 PM - Jeffrey Fletcher
Reimbursement	✓	May 4, 2023 3:12 PM - Jeff Fletcher
Perkins Basic - Reimbursement Documentation	✓	May 4, 2023 3:17 PM - Jeff Fletcher

Contact Amy Vybiral at [amy.vybiral@iowa.gov](mailto:amy.vybiral@iowa.gov) for assistance.