May 21, 2025

FY26 Perkins Grant Application with Claim Instructions: General Instructions for Submission

This document provides general directions for submission of the FY26 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 an 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, 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, 1ˢᵗ click "Save Form" and then 2ⁿᵈ click "Mark as Complete."

📄 Perkins Assurances: Executive Officer Information	💾 Save Form

📄 Perkins Assurances: Executive Officer Information	✓ Mark as Complete

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.
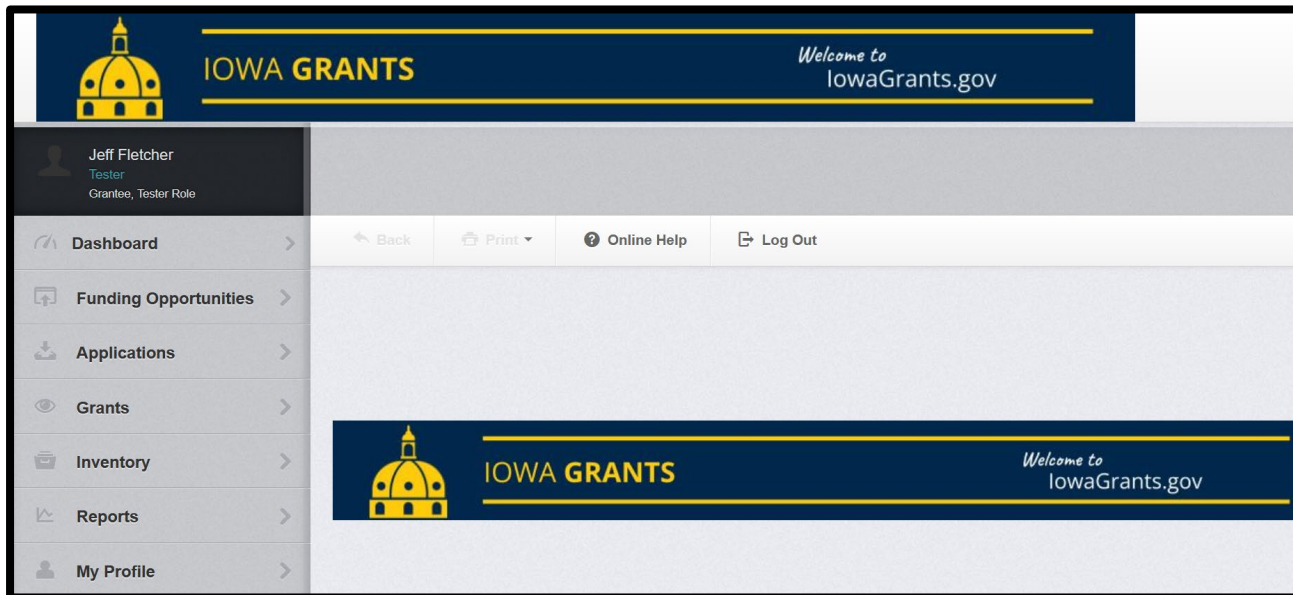
Scroll (or use search tool) until you see the FY26 Perkins V Secondary or Postsecondary Application. Click on the FY26 Perkins V application (either secondary or postsecondary) to open the posting.

Application Forms

The Perkins V FY26 application cycle requires all eligible entities to complete an application by July 1, 2024. The application will close on June 30 @ 11:59 PM.

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

- o Cover Sheet – General Information
- o Cover Page Perkins Basic – Secondary or Postsecondary
- o (**Secondary only)** Consortium Members
- o Perkins V Budget form
- o Minority Impact Statement (2008 Iowa Acts, HF 2393, Iowa Code Section 8.11)
- o 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. **District – FY26 Ankeny CSD Perkins; Consortium – FY26 North Metro Perkins Consortium; FY26 IWCC Perkins.** Click "Save Form Information."

Please review the "Additional Grantee Applicants" list; select and click each additional contact before clicking save.

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 you headaches down the road working with the Bureau to gain access for users after-the-fact!

Please note there are TWO different cover pages (one required for IowaGrants and one specific to the Perkins application).

Both of these cover pages must be completed in the application

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.

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

[✓ Mark as Complete] [+ Add Row]

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				

Cover Page for IowaGrants System

1. This is an IowaGrants system cover page associated with ALL funding opportunities and grants.
2. For districts or consortia, the "authorized official" is typically the individual managing the application and grant. The fiscal officer/agent is typically the chief financial officer, business officer, etc., depending on the school district.
3. For community colleges, the "authorized official" is typically the individual managing the application and grant. The fiscal officer/agent is typically the chief financial officer, etc.

Consortium Memberf 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?:   [Yes] [No]

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?:   [Yes] [No]

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   ✓ Mark as Complete   ➕ Add Row

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 FY26 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 institutional memberships in the summary sheet for claim approval).

Secondary Budget Codes

Salaries & Benefits 1XX-2XX	Purchased Services 3XX	Supplies (no consumables) 6XX
Rentals Computers & Technology 443	Staff Travel 580	Rentals Equipment 442
Equipment 731	Equipment Hardware 734	Supplies (no consumables) 6XX
CTSO Student Competitor Costs 580	Institutional Membership 812	Equipment Software 735

Postsecondary Budget Codes

101 Personnel Services (Salaries & Wages)	202 In-State Travel (Meals, Lodging, Registration)	205 Out-of-State Travel (Meals, Lodging, Registration)
301 Curriculum & Training Materials	404 Professional Development Contracts	405 Contracts for Services etc.
505 Data Processing (Desktop Software licensing fees)	602 Indirect Costs	701 Equipment

The budget summary form "state allocation to recipient" must be updated to reflect the FY26 dollar amount. To **access** this information, use the **hyperlink** in the **budget summary instruction** section. When the new FY26 allocation amount is entered, select "Save Form" to reset the calculations and then "Edit" to update individual budget line items.

State Allocation to Recipient

Secondary Allocations are provided HERE.

State Allocation to Recipient*: $0.00

Save Form

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 FY25 CLNA.
4. It will be up to the Perkins contact to ensure all expenditures are <mark>eligible</mark> for reimbursement.
5. Please follow the instructions in the form to "save" and then "mark as complete."

📄 **Upload the prior approved 2026 budget for Perkins Activities One through Six and CTSOs**   [💾 Save Form]

(REQUIRED) Upload the approved budget here*: [_____] [Select file]

[💾 Save Form]

📄 **State Allocation to Recipient**   [💾 Save Form]

FY26 Secondary Allocations - Hyperlinked - HERE.

State Allocation to Recipient*: [$0]

[💾 Save Form]

⊞ **Perkins Activity 1: Career Exploration and Development** - Edit   [💾 Save Grid]

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	

[💾 Save Grid]

See Allowable and Unallowable Expenditures or contact Amy Vybiral at amy.vybiral@iowa.gov.

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.

Perkins Spring 2025 (FY 2026) Budget Negotiation

- FY 2026 Perkins application approval will occur after the 2026 budget is approved.
- Budget negotiation and approval deadline - July 31, 2025.
- Contact Amy Vybiral with budget approval questions. 515-339-4820 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.

Perkins Activity 1: Career Exploration and Development - Edit	Budgeted Amount	Total
Description		
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

Perkins Activity 2: Professional Development - Edit	Budgeted Amount	Total
Description		
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	🖫 Save Grid	
Description	Budgeted Amount	Total
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	
	🖫 Save Grid	

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	🖫 Save Grid	
Description	Budgeted Amount	Total
Salaries & Benefits 1XX-2XX	$0	
Purchases Services 3XX	$0	
Rentals 442	$0	
Staff Travel 580 (Professional Development Non-CTSO)	$0	
	🖫 Save Grid	

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 Student Competitor Costs – Student Competitors only
- 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
- Institutional memberships – Quantity of one

⊞ CTSO: Career and Technical Student Organizations - Edit	🖫 Save Grid	
Description	Budgeted Amount	Total
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	
	🖫 Save Grid	

Administrative Costs

- Administrative costs must not exceed 5% of the total grant award.
- Contact Amy Vybiral at 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

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

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

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

⊞ Perkins Activity 1: Career Exploration and Development - Edit	Budgeted Amount	Total
Description		
101 Personnel Services (Salaries and Wages)	$0	
301 Curriculum and Training Materials	$0	
404 Professional Development Contracts	$0	
405 Contracts for Services	$0	
505 Software Licensing Fees	$0	
701 Equipment	$0	

Activity Two – Professional Development

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

⊞ Perkins Activity 2: Professional Development - Edit	Budgeted Amount	Total
Row		
101 Personnel Services (Salaries and Wages)	$0	
202 In State Travel - Professional Development (Meals, Lodging, Registration)	$0	
205 Out of State Travel - Professional Development (Meals, Lodging, Registration)	$0	
301 Curriculum and Training Materials	$0	
404 Professional Development Contracts	$0	
405 Contracts for Services	$0	
505 Software Licensing Fees	$0	

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	
		Save Grid

Activity Five – Support for CTE Programs

- Personnel Services (Salaries and Wages)
- Curriculum and Training Materials
- Professional Development Contracts
- 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
- Indirect Costs

⊞ Perkins Activity 5: Support for CTE Programs - Edit		Save Grid
Description	**Budgeted Amount**	**Total**
101 Personnel Services (Salaries and Wages)	$0	
301 Curriculum and Training Materials	$0	
404 Professional Development Contracts	$0	
405 Contracts for Services	$0	
505 Software Licensing Fees	$0	
602 Indirect Costs	$0	
701 Equipment	$0	
		Save Grid

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

Description	Budgeted Amount	Total
101 Personnel Services (Salaries and Wages)	$0	
202 In State Travel - Professional Development (Meals, Lodging, Registration)	$0	
205 Out of State Travel - Professional Development (Meals, Lodging, Registration)	$0	
301 Curriculum and Training Materials	$0	
405 Contracts for Services	$0	
505 Software Licensing Fees	$0	

[Save Grid]

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 Institutional Dues for Membership in Professional Organizations

CTSO: Career and Technical Student Organizations - Edit

Description	Budgeted Amount	Total
101 Personnel Services (Salaries and Wages)	$0	
202 In State Travel - CTSO related events only (Meals, Lodging, Registration)	$0	
205 Out of State Travel - CTSO related events only (Meals, Lodging, Registration)	$0	
301 Curriculum and Training Materials	$0	
405 Contracts for Services	$0	
812 Institutional Dues for Membership in Professional Organizations	$0	

[Save Grid]

Administrative Costs

Administrative Amount - 5%:	$20,000.00
Awarded Amount:	$20,000.00

Total Allocation

NOTE: The amount budgeted for administrative costs cannot exceed the amount shown above (5% of the State Alloc

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 administ

Remaining Allocation to be Budgeted:	$0.00

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.

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 FY26 Perkins Grant application forms, please contact Jeffrey Fletcher, Perkins Accountability Consultant, Bureau of Career and Technical Education at jeffrey.fletcher@iowa.gov or 515-321-7309.

Claim Submission Instructions

Contact CTE Bureau if assistance is needed to edit and submit a claim.

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.

Contact Amy Vybiral at amy.vybiral@iowa.gov for assistance.