

589758 - FY26 Credentials to Careers Grant Round 3 - Perkins Reserve Funds

August 13, 2025

Award Acceptance Process for the Credentials to Careers Award (Round Three)

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Department of Education

Agenda - Round Three

Updated Agenda August 13, 2025

Complete following steps to release funds:

- ☐ [Google Form](#) complete one Google form per IRC awarded

- ☐ Enter all purchases into the Google Form.

- ☐ [Schedule Zoom](#) (30 Minutes) to release funding.

- ☐ Review purchases for prior approval

- ☐ Perkins contact will complete and submit the Perkins IRC application

- ☐ Business contact will complete the claim template for reimbursement.

- ☐ Iowa Grants Access

- ☐ [Registration Instructions](#) -

- ☐ Fiscal/business officer, but no account. New/additional contacts throughout the 25-26AY.

- ☐ Issues? Email jeffrey.fletcher@iowa.gov

- ☐ [Grant Management Instruction Guides](#)

- ☐ Primary Contact; Business Contact; (if necessary) additional contact(s)

- ☐ Email Filters - ALLOW correspondence from: grants@iowagrants.gov

- ☐ IowaGrants workflow: “Under Review” >> “Awarded” >> “Underway” Status

Funding Sources and Allowable Costs - 1

Credential-to-Careers Grant (“CTC”) aka grant support towards CTE & “IRCs”

Three IRC Grants

- | | | |
|---------------|---------------------|-------------------------|
| • Round One | (SFY 2024 and 2025) | ESSER III Funding |
| • Round Two | (SFY 2024 and 2025) | ESSER III Funding |
| • Round Three | (SFY 2026) | Perkins Reserve funding |

None of the above sources are related to the annual Perkins formula allocation.

- Perkins formula may not be used for marketable credentials.
- Perkins formula criteria is very restricted.
- Perkins formula may not be used for train-the-trainer (TTT).

Funding Sources and Allowable Costs - 2

Round Three (Reserve)

- Allowable teacher credentialing
 - Iowa list of credentialed instructors (mutually beneficial for all school districts).
 - May not be used for staff or instructor personal benefit or profit by proctoring assessments to credential Iowa students in public and/or non-public accredited schools.
 - Federally funded proctoring restrictions (non-compliance will result in repayment of funds for up to five years from July 1, 2025 through June 30, 2030).
- Student testing materials
- Assessment time frame (beyond the period of performance).

Google Form: Allowable Costs

Google Form

One form for each credential awarded.

Allowable Costs

- Computers (exceed specs of district-issued devices) - Computer Hardware 734
- Hot Spots - Purchased Services 3xx
- Instructional Equipment - Equipment 731 (\geq \$500)
- Instructional Supplies - Supplies 6xx (\leq \$499)
- Professional Development (Train-the-Trainer) - Purchased Services 3xx
- Professional Development Conference Travel - Staff Travel 580
- Remuneration -limited. Seek prior approval.
- Professional Development Vendor-Led Equipment Training - Purchased Services 3xx
- Software - Software 735
- Student Assessment Fees - Purchased Services 3xx
- Student Required Materials - Supplies 6xx

All purchases must be entered on the Perkins required [inventory form](#).

All invoices and receipts must be embedded into claim template.

Google Form: Instructor and Business Contact Info

Google Form

Instructor Information: Instructor Name, Email, Address, Phone Number.

- Iowa Database of credentialed staff to proctor/award student IRCs
- Will be available to all public and accredited non-public school districts

Business contact Information

- Cannot be the same as the instructor information.
- Business offices must file claims and collaborate with grant contact.
 - Ensure invoice and receipt documentation is submitted.
 - Ensure inventory form is updated upon receipt of items.
 - Ensure purchases are completed and funding spent.

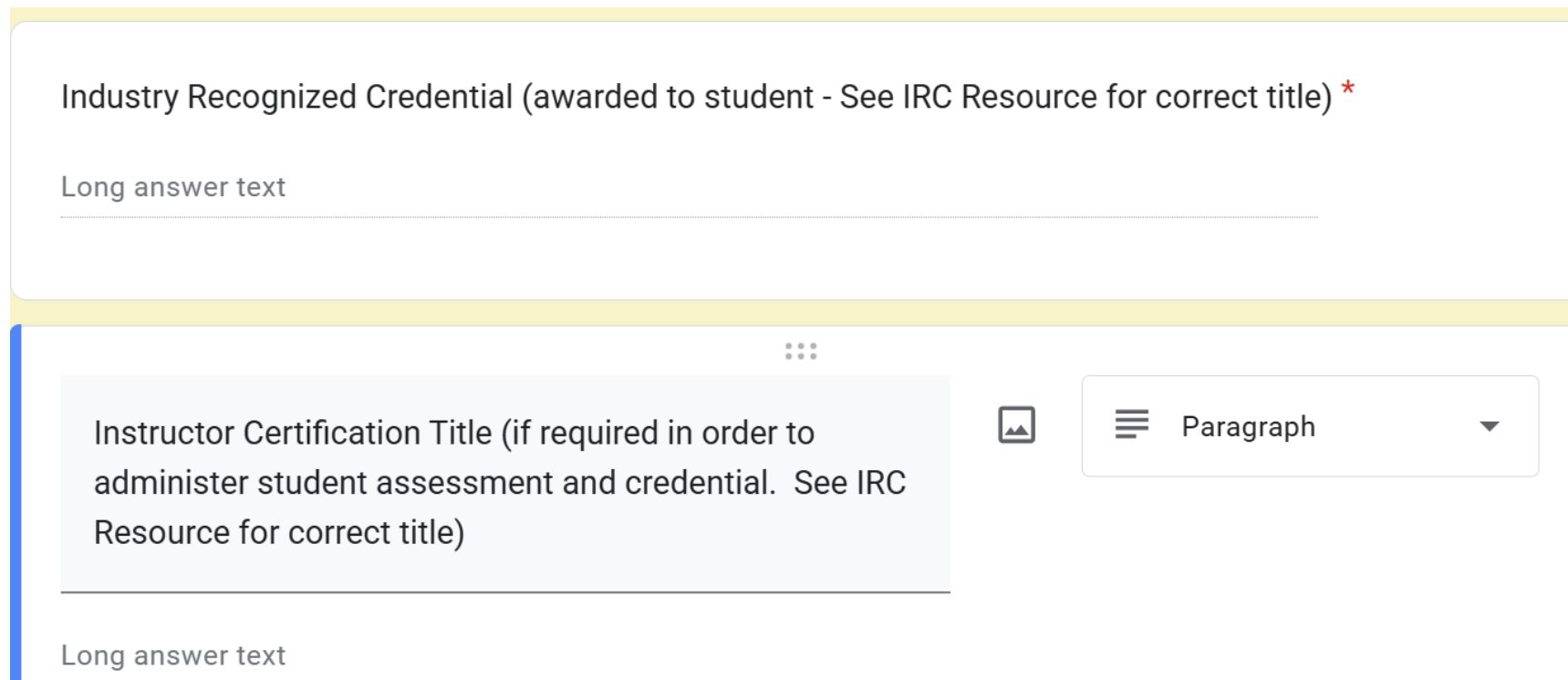
IRC Titles: Student Credential and Instructor Certification

[Google Form](#)

Application ID - 617712 (no school name)

CTE Content Area - Multiple (if applicable)

[IRC Resource List](#)



The screenshot shows a Google Form with two sections. The first section is titled 'Industry Recognized Credential (awarded to student - See IRC Resource for correct title) *' and contains a 'Long answer text' input field. The second section is titled 'Instructor Certification Title (if required in order to administer student assessment and credential. See IRC Resource for correct title)' and also contains a 'Long answer text' input field. To the right of the second section's input field is a rich text editor toolbar with an image icon, a bulleted list icon, and a dropdown menu currently set to 'Paragraph'.

Industry Recognized Credential (awarded to student - See IRC Resource for correct title) *

Long answer text

...

Instructor Certification Title (if required in order to administer student assessment and credential. See IRC Resource for correct title)

Long answer text

Image icon, Bulleted list icon, Paragraph dropdown

Google Form - 1

[Google Form](#)

Agreement and Assurances

Co-mingling funds - Seek prior approval (avoid supplanting)

Form 589758 Agreement and Assurances - Electronic Signature

Invoices and receipts	Descriptions required to determine eligibility.
No claims for items not received	K-12 CAR errors District reimbursements to the Department Iowa Grants claim adjustments
Funds spent before June 30	Equipment - September 30 Staff training - on or before June 30, 2026 Student assessments - as long as all eligibility requirements are met (regardless of fiscal year)

Google Form - 2

Google Form

Agreement and Assurances

Quarterly Claims	Quarterly audits of grant progress
Appropriate certifications	State and vendor certification requirements Vendor recertifications
Remuneration (to assess and award IRCs to students)	Hourly pay eligible (per requesting district's board policy establishing per diem, hourly rate and ancillary expenses (mileage, meals, hotel, etc.) Reserve or Perkins eligible (requesting district)
Marketable Credential Costs	Reserve eligible (All travel and credentials) Hourly /Per diem ineligible.

Google Form - 3

Google Form

Agreement and Assurances

Job Descriptions	Desk audits, supplanting, new positions.
Time and Effort	Desk audits, “double dipping” Receiving district’s invoices to audit compliance of personal benefit assurances.
IRC on Perkins Inventory	Items used only by CTE Quality assurance to avoid supplanting Federal requirement §200.313

Marketable Credentials: Exceptions and Caveats - 1

What is a marketable credential?

- Certification that is the intellectual property of the teacher who completes the professional development, e.g., CASE).

Why is this allowed with Reserve (and ESSER III) and not Perkins?

- Reserve is not part of a federal formula in statute.

*Ineligible with the annual Federal-formula based Perkins allocation

Marketable Credentials: Exceptions and Caveats - 2

[Google Form](#)

Credentials are Reserve (Round three) eligible only with the following caveats:

- May not use Federal non-Formula funding for personal benefit/income.
- Findings include:
 - Repayment of Federal funds (by grant recipient/school district) for up to five fiscal years of credential costs for each finding.
 - Reimbursement (credentialed instructor) to the Reserve allocation, the formula allocation, or the school district's CTE restricted fund.
 - All of the above.
- Credentialed staff are willing and available to credential students in other school districts (requesting district pays all expenses).
- Perkins “mutually beneficial” requirements for use of funds. Specifically, “...collaborative partnerships involving educational institutions that work together to administer and utilize Perkins funds.”
 - Funds must be used for purposes that benefit all members.

*Ineligible with the annual Federal-formula based Perkins allocation

Next Steps

1. Complete the [Google Form](#).
2. Make sure all required access is in place with Jeff for [IowaGrants](#).
3. [Schedule](#) a meeting time to review purchases for approval.
4. Once Iowa Grants “Underway” email is received, may purchase materials and supplies.
5. Attend second webinar with school business officers in late August.

Business Office Processes

Agenda

1. Review Business office Source/Project and Object Codes
2. Complete [Google Form](#) (specific IRC purchases).
3. [Schedule Zoom](#) for purchase review and approval.
4. Review Claim Template
5. Review Claim Submission in Iowa Grants
6. Review Claim Documentation Requirements

Takeaways

Claim submission must be completed by your business office with all required documentation.

Credentialed staff must review and abide by all applicable Assurances and Certifications related to Reserve funding.

Business Office Processes

Source/Project 4535

- Career and Technical Education (Industry-Recognized Credentials-Credentials to Careers Grant (FAL/CFDA 84.048)(Aug25).
- Period of Performance: July 1, 2025 through June 30, 2026.

Accounting Object Codes

- 310 Agriculture, Food & Natural Sciences
- 315 Architecture & Construction
- 320 Arts, A/V Technology and Communications
- 325 Business, Management, and Administration
- 330 Education and Training
- 335 Finance
- 345 Health Science
- 350 Hospitality and Tourism
- 355 Human Services
- 360 Information Technology
- 365 Law, Public Safety & Security
- 370 Manufacturing
- 375 Marketing
- 385 Transportation, Distribution and Logistics

Assurances & Certifications

Assurances & Agreement Form for 589758 [Google form](#) Review Assurances

- The institution's business office will submit the authorized claim template with only invoices & receipts.
- The institution will not claim items that have not been received or services not rendered.
- Funds will be spent and items received on or before June 30, 2026.
- Claims will be submitted quarterly on October 17, 2025, January 16, 2026, April 17, 2026, & July 17, 2026.
- Instructors are appropriately licensed, certified, or endorsed for the CTE and related courses taught (CASE, WBL, etc.).
- Hourly pay is allowable **only** when credentialing students in other Iowa school districts (travel and hourly pay to be paid by the receiving district when applicable).
- Hourly and per diem salary pay for all professional development, including credentialing instructors and staff to award IRCs to students, is **ineligible** for reimbursement.
- IRC Job descriptions are on file (all contractual, hourly and stipend funded positions funded by Perkins).
- Time and effort documentation is on file for full and part-time Perkins funded positions.
- The recipient will include all IRC federally funded equipment on the CTE federally compliant inventory form and will make the form available upon request and during the monitoring cycle.
- Secondary inventory purchases, at a threshold of a \$500 per acquisition cost, will be inventoried and are labeled as a Perkins purchase.

Assurances

Assurances & Agreement Form for 589758 [Google form](#) Review Assurances

- The institution provides information to CTE staff regarding the required processes to mitigate for equipment damage, theft, or loss, and instructions for recording damage, theft, or loss on the federally compliant inventory form.
- Staff earning marketable credentials with federal Perkins reserve funds consent to the information collected in this form to be used in the [Iowa database](#) of credentialed instructors for school districts and administrators to contact when they need a credentialed instructor to assess and award certifications to their students.
- Staff earning marketable credentials with federal Perkins reserve funds will provide an assurance that federal taxpayer dollars will not be used for personal profit from the date earned through the next three fiscal years (ending June 30, 2029).
- Staff earning marketable credentials with federal Perkins reserve funding provide an assurance that, to the extent possible and reasonable, a receiving school district may request their credentialing services for students and the receiving district will cover all expenses at cost (set by the receiving district's board policy for hourly pay, mileage, and ancillary costs) to credential the receiving district's students.
- Staff earning marketable credentials with federal taxpayer Perkins reserve funds using their credentials for personal gain must repay the federal reimbursed cost of the marketable credential to the school district's career and technical education restricted fund.

To be eligible for funding, completion of the Google form is the assurance statement that the Administrator, Superintendent, or Designee for the grantee's institution(s) that staff who are part of the IRC grant will abide by the assurances above. The undersigned also certifies that, to the best of their knowledge, the information contained in this application is correct and complete.

Claim Template

Scan Invoices to pdf.

Snap-on Industrial
Remit To:
A Division of IDSC Holdings LLC
21755 NETWORK PLACE
CHICAGO, IL 60673-1217
877-740-1900


Page 1 of 1

INVOICE

Invoice No: ARV / 61488582
Invoice Date: 05/24/2024
Customer No: 201430726
Customer PO: P2403742-[Darell Butcher]
Reference: Darell Butcher

INVOICE
NC3
P.O. Box 580802
Pleasant Prairie, WI 53158

accounting@nc3.net
262-237-0339
www.nc3.net




Enter purchases and descriptions into template in the same order as above.

Iowa Content Area	Industry Recognized Credential Linked (Select each credential if more than one)	Purchase or Item Description (and link)	Budget Code	Invoice Total
Applied Science Technology Engineering and Manufacturing	Multimeter	Lab block kit and Meter cert kit	Equipment 731	\$ 22,073.65
Applied Science Technology Engineering and Manufacturing	Multimeter	NC3 teacher training to credential students	Teacher certification to credential students 33x	\$ 695.00

Claim Template

Embed pdf file of invoices into the template.

- Insert-> Object->Create from file->Browse and select file->Display as Icon->select “ok”

Iowa Content Area	Industry Recognized Credential Linked (Select each credential if more than one)	Purchase or Item Description (and link)	Budget Code	Invoice Total	<div>Embed pdf file of  M:\My Drive\IRCs\Round 3 Reserve\Invoices Qtr 1.pdf</div>
Applied Science Technology Engineering and Manufacturing	Multimeter	Lab block kit and Meter cert kit	Equipment 731	\$ 22,073.65	
Applied Science Technology Engineering and Manufacturing	Multimeter	NC3 teacher training to credential students	Teacher certification to credential students 33x	\$ 695.00	



Complete assurances.

1- School District Purchases	2-Assurances and Certifications
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The undersigned certifies the district will abide by the assurances listed below during the period of the grant award. The undersigned also certifies that, to the best of their knowledge, the information contained in this application is correct and complete.

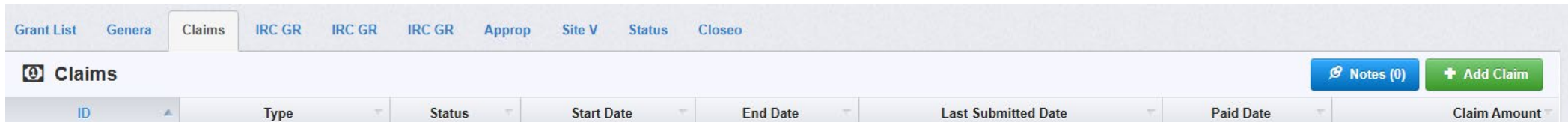
Instructions	Yes/Correct	No	Not Applicable
Indicate Yes, Correct, No or Not Applicable to each of the certifications and/or assurances below related to claim submission.			
IRC claims will be submitted quarterly, on or before October 17, January 16, April 17, and July 1, 2026.			
The institution will seek prior approval for purchases not listed on the submitted Google Form.			
The institution will submit only Invoices and receipts with claims when claiming in Iowa Grants for reimbursement.			
The institution will not claim items that have not been received or services not rendered.			

Iowa Grants Claim Submission

Enter Iowa Grant Number (six digits)

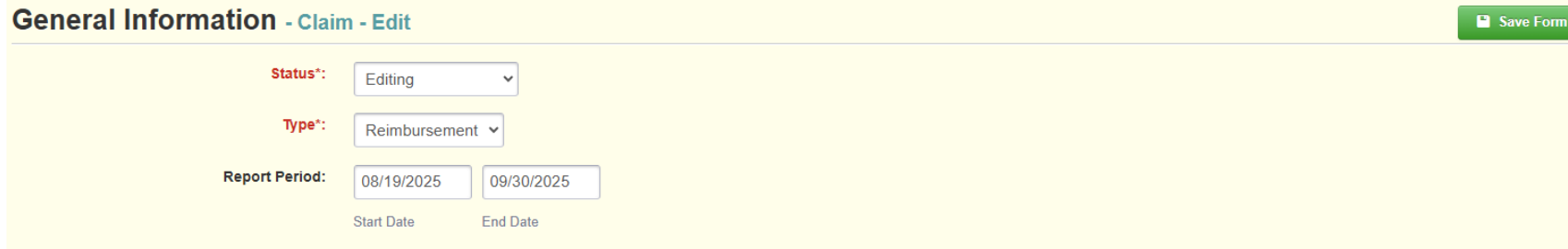
Select Claims

Select Add Claim (Green Icon)



The screenshot shows a web application interface for managing claims. At the top, there is a navigation bar with tabs: Grant List, Genera, Claims (selected), IRC GR, IRC GR, IRC GR, Approp, Site V, Status, and Closeo. Below the navigation bar, there is a header section with a 'Claims' title, a 'Notes (0)' button, and a green '+ Add Claim' button. Below the header, there is a table with columns: ID, Type, Status, Start Date, End Date, Last Submitted Date, Paid Date, and Claim Amount. Each column has a dropdown arrow next to it.

In the General Information Screen:



The screenshot shows the 'General Information - Claim - Edit' screen. It has a yellow background and a green 'Save Form' button in the top right corner. The form contains the following fields:


- Status*:** A dropdown menu with 'Editing' selected.
- Type*:** A dropdown menu with 'Reimbursement' selected.
- Report Period:** Two date input fields. The first field contains '08/19/2025' and the second field contains '09/30/2025'. Below these fields are labels 'Start Date' and 'End Date' respectively.

- General Information
- Enter Report Period (End date – date of most recent invoice)
- Skip final request
- Save Form

Iowa Grants Claim Submission

General Information is complete

Select “Reimbursement”

 Claim Details

[Preview Claim](#)

Claim cannot be Submitted Currently

- Grant is in Wrong Status
- Claim components are not complete
- Grant is in Wrong Status

Component	Complete?	Last Edited
General Information	✓	Aug 19, 2025 7:38 AM - Amy Vybiral
Reimbursement	-	-
IRC - Reimbursement Documentation	-	-


Select “Edit Reimbursement”

[Claim List](#)

[Genera](#)


[Reimbu](#)

[IRC -](#)

 Reimbursement - Current Version


[Create New Version](#)


[View Versions](#)

 Reimbursement

[Edit Reimbursement](#)

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)	6 Prior Expenses (Submitted Not Paid) (7 - 4)	7 Total Claimed (All Statuses) (4+6)	8 Remaining Balance (Unclaimed) (1 - 7)
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 Reimbursement - Current Version

 Reimbursement - Edit

[Save Reimbursement](#)

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)	6 Prior Expenses (Submitted Not Paid) (7-4)	7 Total Claimed (All Statuses) (4+6)	8 Remaining Balance (Unclaimed) (1-7)
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Iowa Grants Claim Submission

Enter Items

Equipment = \$22,073.65

Instructor Training Services = \$695.00

And Save Reimbursement

Reimbursement - Current Version								
Reimbursement - Edit								Save Reimbursement
Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)	6 Prior Expenses (Submitted Not Paid) (7-4)	7 Total Claimed (All Statuses) (4+6)	8 Remaining Balance (Unclaimed) (1-7)
Requested Budget								
Non-consumable instructional supplies	\$295.00	<input type="text" value="0.00"/>	\$295.00	\$295.00	\$0.00	\$0.00	\$295.00	\$0.00
Instructional Equipment	\$53,111.74	<input type="text" value="0.00"/>	\$53,111.74	\$53,111.74	\$0.00	\$0.00	\$53,111.74	\$0.00

Select IRC Reimbursement Documentation

Claim Details		
Claim cannot be Submitted Currently		
<ul style="list-style-type: none">Grant is in Wrong StatusClaim components are not completeGrant is in Wrong Status		
Component	Complete?	Last Edited
General Information	✓	Aug 19, 2025 7:38 AM - Amy Vybiral
Reimbursement	-	-
IRC - Reimbursement Documentation	-	-

Iowa Grants Claim Submission

Select pdf file (scanned invoices)

Supporting Documents

Submit documentation for each of the line item claim amounts.

Within the "attachment description," include reference to the line item for which the document applies.

Attach documentation here.:

Invoices Qtr 1.pdf

Change

Save Form

Mark as Complete

Submit Claim

Iowa Grants Claim Submission

Select pdf file (scanned invoices)

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Submit documentation for each of the line item claim amounts.

Within the "attachment description," include reference to the line item for which the document applies.

Attach documentation here.:

Invoices Qtr 1.pdf

Change

Save Form

Mark as Complete

Submit Claim

Claim Negotiation

Assurances and Certifications – not completed

Please scan the orientation all portrait or all landscape.

Date: Purchased within the period of performance

Received: Recipient is in receipt of item (within the period of performance)

Item description: Determines eligibility

Insufficient documentation:

Purchase orders

Requisitions

Requests for quotes

Bills of lading

Emails

General Ledgers

Please make certain that invoices and receipts are legible and in sequence order form.

Claim Negotiation

Assurances and Certifications – not completed

Please scan the orientation all portrait or all landscape.

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Assistance and Resources

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