November 2026

K-12 District Computer Science Planning Grant:
FY27 Grant Application and Implementation Guidance

Introduction – Grant Application Process through IowaGrants.gov – Grant Application – Expenditure Reimbursement Claim – Appendix A: Fiscal Responsibilities

Introduction

Purpose

The purpose of this guidance is to assist grantees in understanding, administering, and implementing the provisions of this grant. Please review this document in its entirety before beginning your application.

General Provisions

The goal of this grant funding is to reimburse districts for costs associated with evaluating and updating their required K-12 Computer Science Plans, ensuring all students have access to high-quality computer science instruction aligned to the Iowa Computer Science Standards. Reimbursement costs may include the cost of subs or stipends for time, costs associated with facilitation of the planning process, mileage costs associated with the planning process

Eligible Applicants – All Iowa public school districts and all Iowa accredited nonpublic school systems.

District/System Size Categories

- Small – K-12 student population under 1,200
- Medium – K-12 student population between 1,200 and 4,999
- Large – K-12 student population of 5,000 and over

Grant Award Agreement

The approved Grant Application (IowaGrants.gov) serves as the Grant Award Agreement (GAA) between the Department and the grantee. By accepting the grant award, the grantee agrees to comply with the program objectives and the project monitoring and fiscal requirements in accordance with the executed GAA.

Project Reports and Monitoring

Project monitoring is designed to be instructive, not disruptive, and to foster information exchange and a partnership. The Department monitors each project to ensure the grantee is operating the project as agreed upon, is working towards its objectives, and is following appropriate fiscal procedures. Project monitoring is intended to verify compliance with grant and fiscal requirements, provide technical assistance, offer program development and design guidance, and observe program activities.

Department Contact Information

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Grant Application Process through IowaGrants.gov

Grant application and reporting forms can be found at IowaGrants.gov. As a general rule you will click on words or phrases formatted in **blue** to access an area, a sub area, or to perform a task (i.e. to sort, print, add, delete, edit, or save). Field marked with a red asterisk (*) are required fields.

Most forms can be edited while still in the Edit mode. Once you Submit a report you must contact the Department if a correction is necessary.

Main Menu

This Main Menu information applies to all grants that you have access to in the IowaGrants.gov system.

Instructions: This page provides you with a general overview of the functionality of the IowaGrants.gov system.

My Profile: Edit your personal contact information or reset your password here.

Funding Opportunities: This page provides you with a list of all available State of Iowa funding opportunities that are open for application. Click on a column heading to sort the respective heading numerically or alphabetically.

My Applications: Use this page to access applications that have been either not “submitted” or not “approved.”

My Grants: Use this page to access reporting forms for your approved grant project(s). This page opens a list of your Active Projects. Click on the respective **Project Name** under the heading “Title” to access the Grant/Project Components for the project you are working on.

Click on the **Closed Grant/Projects** link to access grant details for prior years’ approved grant projects.

Grant Application

Initiate Your Grant Application

Sign in to your IowaGrants.gov account. Follow the registration instructions on the login page if you are a new user.

From the Main Menu screen select Funding Opportunities.

Select **District K-12 Computer Science Planning**.

ID: 690805
Agency: Education
Program: Computer Science Funds

Select **Start a New Application**

The Registered Applicant* and Organization fields* should prepopulate based on your registered profile information. Go to **My Profile** on the Main Menu to update or correct your profile information.

Project Title*: Add a title for your project in the area indicated. Please include the year and the name of your district in your Project Title.

Click the **Save** button at the top of the screen.

Click the **Edit** button, if necessary, Under Additional Grantee Contacts, select the names of any other individuals who will need access to various sections of the project application (i.e. application, progress

reports, budgets, and claims). Hold down the [**CRTL**] button to make multiple selections. New users will need to create an account in Iowa Grants before you can add them as Additional Grantee Contacts.

Click the **Save** button at the top of the screen.

Select **Go to Application Forms** to continue with the remaining parts of the application.

Cover Sheet – General Information

From the Application Forms screen, select **Cover Sheet - General Information**.

The Cover Sheet – General Information screen must be completed by all IowaGrants.gov applicants. Provide appropriate responses to all questions.

Click the **Save** button at the top of the screen.

Click the **Mark as Complete** button. You will be redirected to the Application Forms page of the report. To preview your application, click on the **Preview** button.

Minority Impact Statement

From the Application Forms screen, select **Minority Impact Statement**.

The Minority Impact Statement screen must be completed by all IowaGrants.gov applicants. Provide appropriate responses to all questions.

Click the **Save** button at the top of the screen.

Click the **Mark as Complete** button. You will be redirected to the Application Forms page of the report. To preview your application, click on the **Preview** button.

Applicant Contact Information

From the Application Forms screen, select **Applicant Contact Information**.

Provide the school district/system, grant, and fiscal personnel information as specified in the form.

Click the **Save** button at the top of the screen.

Go to the bottom of the screen and click the **Add** button located on the right side of the screen to list the names and positions of **Other Key Individuals** (business managers, etc.) who will be directly involved in the planning, management, or day-to-day cooperation of this grant. New users will need to create an account in Iowa Grants before you can add them.

Click the **Save** button at the top of the screen. Repeat the **Add** and Save process to complete the Other Key Individuals list.

Click the **Mark as Complete** button. You will be redirected to the Application Forms page of the report. To preview your application, click on the **Preview** button.

Demographic & Geographic Data

From the Application Forms screen, select **Demographic & Geographic Data**.

Click the **Add** button located on the right side of the screen to enter the requested information. Click the **Save** button at the top of the screen.

Click the **Mark As Complete** button. You will be redirected to the Application Forms page of the report. To preview your application, click the **Preview** button.

Narrative

From the Application Forms screen, select **Narrative**.

Click the **Edit** button at the top of the screen to begin. **All sections must be completed.**

A well-developed project plan will help ensure the success of the grant project and represents a valid commitment by you to use public resources appropriately. Successful project design answers the questions: Who, What, Where, When, Why, and How. A good place to start is by defining your target population and specifying the clear and concise outcomes you want to achieve. Lay out your short and long-term goals (specific desired results), strategies (specific methodologies), and objectives (measurable achievements).

Project Proposal

1. Describe, in detail, the planned proposal including activities, timelines, planning facilitation, and outcomes.
2. Outline how many district people will be involved in the planning process and any expenses associated with the planning process.

District Computer Science Plan

1. Upload your district's developed computer science plan.
2. Describe how the proposal directly relates to this plan.

Click the **Save** button at the top of the screen.

Click the **Edit** button at the top of the screen to make corrections or updates; click the Save button at the top of the screen to save your changes.

Proposed Budget

The Project Budget serves as your spending plan and should cover all anticipated project costs. Describe in detail the planning facilitation plan and the number of district people on the planning team and any expenses that may occur.

Refer to **Appendix A** for further guidance on expenditure categories.

From the Application Forms screen, select **Proposed Budget**.

- Click the **Edit** button at the top of the screen.
- Enter the proposed budget amounts and descriptions as appropriate.
- Click the **Save** button at the top of the screen.
- Click the **Edit** button at the top of the screen for additions or corrections. Click the **Save** button at the top of the screen to save changes.
- Click the **Mark as Complete** button. You will be redirected to the Application Forms page of the report. To preview your application, click on the **Preview** button.

Submit Your Application

From the Application Forms screen, select the **Preview** button to review your application.

To make corrections, click on the **Application Form Name**, then click the **Edit** button at the top of the screen. Make the necessary additions or corrections and then click the **Save** button at the top of the screen.

When you are satisfied that your application is complete, from the Application Forms screen, click the **Submit** button to submit your application to the Department.

You will receive the following message:



Click the **OK** button to submit your application.

You will be directed to the Application Signature page. Sign and indicate your agreement to the terms of the Funding Opportunity by checking the box. Click the **Submit** button.

You will receive a Confirmation stating that you have successfully submitted your application, along with your **Application ID** number.

Click the **Menu** button to return to the Menu.

Expenditure Reimbursement Claim

This grant operates on the accrual basis of accounting.

The Department reimburses actual and allowable expenditures for goods and services incurred during the grant period. To receive reimbursement of authorized expenditures a grantee must submit a Claim for Reimbursement via IowaGrants.gov. Grantees must maintain records identifying the source and application of funds for each budget link item. Only items listed in the approved grant are eligible for reimbursement of funds for each budget line item. Only items listed in the approved grant are eligible for reimbursement.

Refer to Appendix A for additional support.

Claim

From the Grant Tracking screen, select the "**Title**" of your application.

From the Grant Tracking/Project Components screen, select **Claims**.

General Information Screen

Claim Type: Select **Reimbursement** from the pull-down menu.

Report Period: See below for report numbers and corresponding dates.

Click the **Save** button, then **Return to Components** link.

From the Components screen, select **Expenditure Reimbursement Form**.

Click the **Edit** button at the top of the screen to access the fillable form.

Expenditure Reimbursement Form: Report expenditures for the reporting period in the appropriate categories in Column 2. Total expenditures reported in the expenditure reimbursement form must equal the total expenditures reported in the attached detailed general ledger.

Click the **Save** button at the top of the screen.

Click the **Mark as Complete** link. You will be redirected to the Components screen.

From the Components screen, select Expenditure Documentation – Detail General Ledger,

A detailed General Ledger must be attached to your claim before it will be processed for payment. Amounts reported in the Reimbursement Section of your reclaim must match the expenditures reported in your General Ledger. Only one General Ledger may be attached.

Click the **Detail General Ledger** link.

Click on the **Browse** button, then double click on the file you want to upload.

Provide a Description* of the form.

Click the **Save** button at the top of the screen.

Click the **Mark as Complete** link. You will be redirected back to the Components screen.

From the Components screen, select Claim Certification and Signature.

The Claim Certification and Signature page must be signed and dated by an authorized official.

Sign and date the form.

Click the **Save** button at the top of the screen.

Click the **Mark as Complete** link. You will be redirected back to the Components screen.

Submit Your Expenditure Reimbursement Claim Form

You will be redirected to the Grant Components page after marking each of the components as "complete." A check mark should appear under the **Complete?** Column for all required components. Click on the **Respective Claim Component** to update, if necessary.

To preview your report, click on the **Preview** button.

Click on the **Submit** button to submit your claim.

Claim Due Date:

July 30, 2027 for all expenses Nov. 1, 2026 through June 30, 2027

Appendix A: Fiscal Responsibilities

When you accept a grant award you accept responsibilities for involving the management and administration of programmatic, financial, and reporting aspects of the grant project. This section provides applicants and grantees with general recommendations for planning and managing categorical grants.

Fiscal Management

The Grant Manager, in coordination with the business office, is responsible for monitoring all project expenditures to ensure that funds are expended in accordance with the approved budget and the grant project timeline.

Each award must be fully expended by June 30, 2027.

Awards funded under this program must adhere to applicable accounting principles and governmental auditing standards and must be used solely for the approved project and not for any other purpose.

A grantee must maintain effective control and accountability for all funds, property, and other assets and must adequately safeguard all assets and ensure they are used only for grant-authorized purposes. The local board of education is responsible for the proper disbursement of, and accounting for, project funds. Written district policy concerning wage, mileage and travel allowances, overtime compensation, or fridge benefits as well as State rules pertaining to competitive bidding, safety regulations, inventory control, and out-of-state

travel must be followed. Supporting or source documents are required for all grant related transactions entered into the district's recordkeeping system. Source documents that authorize the disbursement of grant funds consist of purchase orders, contracts, time and effort records, delivery receipts, vendor invoices, travel documentation, and payment documents, including check stubs.

To be considered allowable for reimbursement, costs must meet the following general criteria:

1. Be necessary and reasonable for proper and efficient operation of the project;
2. Be permissible under applicable state and/or federal laws and regulations;
3. Conform to any limitations or exclusions set forth in these guidelines, laws or regulations, or other governing limitations as to types or amounts of cost items.
4. Be net after applying all applicable credits, such as purchase discounts, project-generated income, and adjustments of overpayments;
5. Must not be included as a cost in any other project or grant;
6. Be supported by appropriate documentation.

Records Retention: Supporting documentation for this grant must be kept for at least six years after the last payment made unless otherwise specified by program requirements. Additionally, audit or litigation will "freeze the clock" for records retention purposes until the issue is resolved. All records and documentation must be available for inspection by Department officials or representatives.

Budget and Expenditure Guidelines

The CSPDIF grant is considered a categorical grant as defined by 281 IAC 98. Project budgets are subject to approval by the Department and based on availability of funding.

All anticipated expenditures should be accounted for on the grant application budget page.

Funds must be used to supplement, not supplant, funds that would otherwise be used for the activities supported by the program.

Moneys received for this grant are subject to the General Provisions (Division I) of 281 IAC 98, Financial Management of Categorical Funding, and shall only be used to pay the direct costs of providing the school's project. Grant award monies may not be used to pay for the costs that are allocated costs or considered indirect costs or overhead.

Fiscal Definitions

Fiscal Year: Funds not fully expended by June. 30, 2027 do not carry over to the next grant year.

Uniform Financial Accounting: Grant expenditures shall be classified in accordance with Iowa Uniform Financial Account.

The Source Code and Project Code for this award is: 1996

Unallowed Costs: Expenditures for activities that do not meet the goals of this grant are not reimbursable.

Supplement Not Supplant: The categorical funding shall be in addition to general purpose revenues; that categorical funding shall not be used to provide services required by federal or state law, administrative rule, or local policy; and that general-purpose revenues shall not be diverted for other purposes because of the availability of categorical funding. Supplanting is presumed to have occurred if the school district uses categorical funding to provide services that it was required to make available under other categorical funding or law, or uses categorical funding to provide services that it provided in prior years from general purpose or revenues, or uses categorical funding to provide services to a particular group of children or programs for which it uses general purpose revenues to provide the same or similar services to other groups of children or programs. These presumptions are rebuttable if the school district can demonstrate that it would not have

provided the services in question with general purpose revenues if the categorical funding had not been available. (281 IAC 98.1)