July 2026

Professional Development - Computer Science Professional Development Incentive Fund Grant

FY27 Grant Application and Implementation Guidance

Introduction – Incentive Fund PD Grant Application – Project Amendment Process – Process Evaluation – Expenditure Reimbursement Claim – Appendix A

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 build the capacity of teachers to provide high-quality computer science instruction on the Iowa Computer Science Standards. Grant funds must be used to increase high-quality computer science instruction aligned to the Iowa Computer Science Standards.

Computer science is understanding how and why technologies work, exploring whether and how technology could solve real-life problems, investigating procedures, creating solutions, and learning about computing systems, programming, data, networks, and the effects on society and the individual. Computer science is learning how to create new technologies, rather than simply using them.

Computer science professional development consists of activities that are an integral part of providing teachers with the knowledge and skills necessary to offer computer science instruction aligned to Iowa's Computer Science Standards. District planning, the development of lesson activities or materials, or courses or courses or curriculum are not professional development.

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

Eligible Activities – Grant funds are made available to eligible Iowa school districts, accredited nonpublic school systems, or collaboratives, in a year in which funds are appropriated by the Iowa Legislature, for the following purpose:

> A school district of accredited nonpublic school or a collaborative or one or more school districts, accredited nonpublic schools may apply to the department to receive monies from the fund to provide proven professional development activities for Iowa teachers in the area of computer science education.

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.

Funds are awarded on an annual cycle contingent upon legislative appropriation and the grantee meeting the minimum legal requirements. Grantees will submit semi-annual progress reports and claims for each fiscal year of the grant cycle.

Department Contact Information

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Grant Application Process through IowaGrants.gov

Grant application and reporting forms can be found at www.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.

Incentive Fund Professional Development 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 **FY27 Computer Science Incentive Fund PROFESSIONAL DEVELOPMENT.**

ID: 676623
Agency: Education
Program: Computer Science Professional Development Fund

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).

Need for Project

1. Describe the current computer science reality in your district, school system, or collaborative by building, grade level, and/or content area.
2. Describe how this proposal supports your district's established computer science plan.
3. Tell us whether you have previously been awarded funding from this grant.

Project Proposal

1. Describe, in detail, the planned proposal including activities, timelines, and outcomes.
2. Describe how Iowa's computer science standards will be integrated into instruction.
3. Describe how the project will help teachers work towards the CSTA Teacher Standards.
4. If physical computing devices are requested, explain how they are necessary for the implementation of professional learning.

Impact

1. Explain how many teachers you predict will be directly impacted by this proposal and how you will know/measure the impact.
2. Explain by what date the identified teachers will be ready to teach computer science or implement the proposed learning.
3. Describe how many students you predict will be directly impacted.
4. Describe how the proposal will make a difference for CS instruction in the buildings, grade levels, and/or content areas listed in the Need for Project.

Long-term Plan

1. Describe your three-year plan for computer science education in your system.

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 coursework and associated costs you expect to have.

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.

Project Amendment Process

Revisions may be necessary to meet the changing needs or circumstances of your project. Applicants will submit a contract amendment request:

1. To propose a general change in program activity or design.
2. To amend the budget when the proposed change in a budget category amount exceeds ten percent of the total budget or $2,500, whichever is less.

All proposed project or activity revisions must be approved by the Department prior to implementing the change or making a commitment to expend the funds. The date of the receipt of an amendment request is the earliest possible funding date for encumbrances based on that amendment. Amendments may not be submitted after the grant agreement and becomes the agreement between the school and the Department.

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

From the Grant/Project Components screen, select **Contract Amendments**.

Click the **Add** button in the center of the right-hand side of the screen.

General Information Screen:

Title: Provide a descriptive title for your request.

Contract Amendment Type: Select **Project Revision.**

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

Click the **Return to Components** link.

From the Components screen, select **Project Amendment Request Form**.

Click the **Edit** button at the top of the screen. Complete the form as follows:

Project Amendment Narrative (Required): Describe, in detail, the reason for the request.

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

Budget Amendment Request (Optional): If applicable, complete this section to request a transfer to/from categorical budget amounts. Total "Transfer To" and the "Transfer From" amounts must equal.

Click the **Add** button in the center right-hand side of the screen.

Description: Describe, in detail, what expenditures you plan to add and what expenditures you plan to reduce.

Transfer Budget Amounts to:

1. Select the budget category you want to transfer money **to** (add) in the first field.
2. Enter the amount of money you want **to** (add) in this category in the second field.

Transfer Budget Amounts From:

1. Select the budget category you want to transfer money from (reduce) in the third field.
2. Enter the amount of money you want to transfer money from (reduce) in this category in the fourth field.

Click the **Add** button in the center right-hand side of the screen for multiple items.

To edit an entry, click on the **Detail Description** field (indicated in blue), re-enter the applicable information, then click the **Save** button at the top of the screen.

If applicable click the **Save** button at the top of the screen.

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

To preview your request, click the **Preview** button. Click the **Submit** button to submit your request.

Amendment Due Date: June 1, 2027

Project Evaluation

Project evaluation is an important component of an approved project. Not only does the evaluation help determine whether the project is meeting its objectives, but the data gathered in the evaluation process may be important to others who will want to study the project or replicate it.

Evaluative reports have the following purposes:

1. To determine if the grantee has implemented the project as agreed.
2. To determine if the grantee is making progress towards meeting its goals.
3. To determine if the activities performed by the grantee are linked to the specific outcomes of the project.
4. To allow the grantee to present information on any problems encountered in implementing the project.

Grantees must submit a project evaluation report at the end of the grant.

Mid-year Progress Report

The mid-year progress report is used to provide the Department with information about how well your project design is working in achieving the goals laid out in the Application, to let us know what, if any, issues you may have encountered to date, and your plans moving forward.

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

From the Grant/Project Components screen, select **Status Reports**.

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

General Information Screen

Status Report Type: Select Semi-Annual from the pull-down menu
Title: FY27 Mid-year Progress Report
Reporting Period: July 1 - Dec. 31, 2026

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

From the Components screen, select **Mid-year Progress Report.**

- **Assessment and Evaluation Narrative:** Provider a summary of how teacher capacity and instruction was impacted by the funding award; what, if anything, you would do differently next time; and where you are now in reaching your goals.
- **Grant Money Spent-to-Date**: Enter the total amount of grant dollars you've spent so far this year, as reported on your mid-year claim.
- **Staff Data**: Provide data for each respective question.

Click the **Save** button at the top of the screen. Click the **Edit** button at the top of the screen to make changes and then click the **Save** button at the top of the screen again.

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

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

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

Report Due Date: Jan. 30, 2027 for the period ending Dec. 31, 2026

End-of-Year Assessment and Evaluation

The end-of-year assessment and evaluation report is used to provide the Department with details about how the legislative goals of this grant were met in your funding award. It is also an opportunity to reflect on your goals.

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

From the Grant/Project Components screen, select **Status Reports**.

Click the **Add** Button at the top of the screen.

General Information Screen

Status Report Type: Select "**End-of the Year Report**" from the pull-down menu.
Title: "FY26 End-of-Year Assessment and Evaluation Report"
Reporting Period: Jan.1 - Sept. 30, 2027

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

From the Components screen select **End-of-Year Assessment and Evaluation**.

Assessment and Evaluation Narrative: Provide a summary of how teacher capacity and instruction was impacted by the CSPDIF funding award; what, if anything you would do differently next time; and where you are now in reaching your goals.

Grant $ Spent-to-Date: Enter the total amount of grant dollars you've spent so far this year, as reported on your end-of-year claim.

Staff Data: Provide data for each of the respective questions.

Click the **Save** button at the top of the screen. Click the **Edit** button at the top of the screen to make changes and then click the **Save** button at the top of the screen again.

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

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

Report Due Date:Oct. 30, 2027

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 Dates:
July 30, 2027 for all expenses July 1, 2026 through June 30, 2027

October 29, 2027 for all expenses July 1, 2027 through September 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 Sept. 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 Sept. 30, 202 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: 3379

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 cate\gorical 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)