# Endorsement - Computer Science Professional Development Incentive Fund Grant

## *FY26 Grant Application and Implementation Guidance*

## 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 reimburse educators seeking Computer Science or 5-12 CTE Information Technology endorsements (endorsements 277, 278, 279, 2781) for tuition, books and associated fees.

**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 or accredited nonpublic school may apply to the department to receive monies from the fund to provide tuition reimbursement for Iowa teachers seeking endorsements for computer science or 5-12 CTE Information Technology (endorsements 277, 278, 279, 2781) under [Iowa Code] section 272.2, subsection 20.

**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 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. During the grant award period, monitoring may include review of project and fiscal records and communication with project stakeholders, project participants, and/or any staff directly or indirectly involved in the performance of the

project. 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 year of the grant cycle.

## Non-Compliance/Termination

The Department will impose sanctions in the event of noncompliance or violation of any grant provision by the grantee. Appropriate sanctions may include, but are not limited to, withholding payments, suspension, or termination of a portion or the entire grant. The Department will provide 10 days notice to the grantee if the grant is terminated for "convenience," as outlined in the "Statement of Assurances." Grants terminated for "cause" will take effect immediately, per 281 IAC 65. If the grant is terminated, the grantee will be paid only for activities/services allowable under the grant contract that were completed prior to the effective termination date.

## 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 the 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). Fields 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 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 Grants

Use this page to access reporting forms for your approved grant project(s). The page opens to 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 Endorsement 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 Computer Science Incentive Fund ENDORSEMENTS (FY26).

> ID: 618714
> Agency: Education
> Program: Computer Science Professional Development Incentive 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 the various sections of the project application (i.e. application, progress reports, budgets, and claims). Hold down the [Ctrl] button to make multiple selections. New users will need to register 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 form 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 any Other Key Individuals (business managers, etc.) who will be directly involved in the planning, management, or day-to-day operation of this grant.

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 on the Preview button.

## Narrative

From the Application Forms screen select Narrative.

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: Why, Who, What, When, Where, 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 project goals (specific desired results), strategies (specific methodologies), and objectives (measurable achievements).

## FY26 Grant Application Form

From the Application Forms screen select Narrative.

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

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

**Endorsement Proposal** section, 1) How many educators are directly seeking endorsements in either Computer Science of 5-12 CTE Information Technology? 2) At what school/college/university will the classes be taken? 3) Number of K-5 teachers seeking the endorsement. 4) Number of 6-8 teachers seeking the endorsement. 5) Number of 9-12 teachers seeking the endorsement. 6) Are any teachers seeking endorsement outside of their current grade level endorsement? 7) When are classes expected to begin? Funding must be spent in FY26. 8) When are classes expected to be completed? Funding must be spent in FY26.

**Impact** section, tell us 1) how many students you predict will be directly impacted by this proposal and how you will know/measure the impact, 2) 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

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 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.
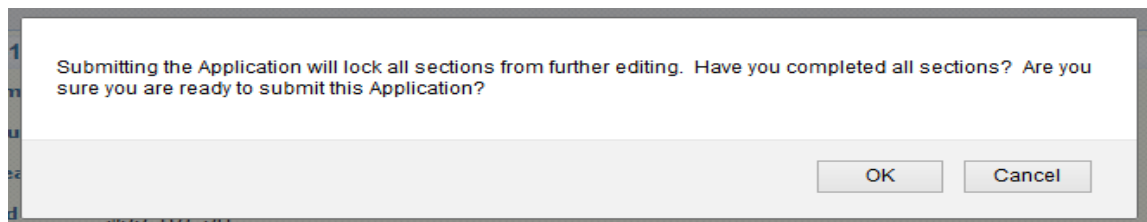
## Submit Your Application

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:



Submitting the Application will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Application?

OK     Cancel

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 Main 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 line item. Only items listed in the approved grant are eligible for reimbursement.

Refer to Appendix A for additional guidance.

## Claim

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

From the Grant Tracking Grant/Project Components screen select: Claims.

Click the Add button at the top of the screen.

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 the 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 back 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 claim must match the expenditures reported in your general ledger. (Only one general ledger may be attached.)

Click on the Detail general ledger link.

Click 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 Invoice Detail.

Supporting detail substitute payroll or stipend invoices must be attached to your claim. All attachments must be legible. Dates and amounts for all supporting documents must match the transaction detail reported in the general ledger.

Click the Add button at the top of the screen.

Click 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. Repeat to upload additional files.

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

From the Components screen select Expenditure Documentation - Other.

Attach other explanatory information here.

Click the Add button at the top of the screen.

Click 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. Repeat to upload additional files.

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 component 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.

**Due Dates:**

July 24, 2026 for all expenses July 1, 2025 through June 30, 2026

October 31, 2026 for all expenses July 1, 2026 through September 30, 2026