



Perkins V Claims

Frequently Asked Questions

Logistics

- Question: Will the Perkins application become part of the CASA reporting process?
Answer: No
- Question: What should I do if I can't see my grant?
Answer: Contact Jeff Fletcher at jeffrey.fletcher@iowa.gov or 515-321-7309
- Question: What is the due date for claims?
Answer: Claims are due the 15th of the month following the end of each quarter. September 15, January 15, April 15 and July 15.
- Question: Are monthly claims allowable, or are they only quarterly for Perkins?
Answer: Monthly claims are encouraged.
- Question: Iowa Grants dates for reimbursement - what documentation should be included in the date range?
Answer: All invoices that were received and dated during the quarter of submission.
- Question: Consortium entries by district - How do I indicate multiple expenses for each district in the consortium?
Answer: School A - list all purchases by activity; School B - list all purchases by activity and so on. Add additional lines by inserting a row and then copying and pasting the activity needed repeatedly.
- Question: For the person sending in claims for a consortium, who keeps the documentation?
Answer: That is determined at the local level. File documentation in a place that provides easy access for fiscal auditing and monitoring. The local district should always keep a copy of related invoices on file.
- Question: Will the fiscal agent prepare a summary template for each district or one consolidated summary?
Answer: This is determined at the local level. Make certain the local school district has a copy of all related invoices on file. A column may be added to the template indicating "school district."
- Question: Is this a new process so we no longer submit to AEA? - Will school districts need to submit to the AEA?
Answer: Recipients are required to keep documentation on file either internally, with the fiscal agent, or both. The local district should always keep a copy of related invoices on file. Recipients are no longer required to submit documentation (except for CTSO invoices and receipts) when filing a claim.
- Question: Do we use "in-state" travel for virtual conferences?
Answer: Complete the template depending on the condition under which the conference is usually held (IACTE - In-State, ACTE - Out-of-State). Note: If it is a combined national and state conference (e.g., the 2020 Work-Based Learning conference) use either.

Allowable Uses of Funds

Question: May we use Perkins funds to pay for memberships of current CTSO members?

Answer: No. Student and instructor individual memberships are not eligible for reimbursement.

Question: We are beginning a new CTSO in the spring and will pay the CTSO instructor/ advisor with Perkins funds. Will we be able to pay the instructor with Perkins funds after the first year?

Answer: Yes.

Question: Can we claim wiring if it is specific to equipment?

Answer: Capital expenditures are ineligible for reimbursement, however, if wiring is required in order to use the equipment or meet local code requirements, contact the Department prior to purchasing the equipment or the wiring contract. Contact: amy.vybiral@iowa.gov

Inventory Guidelines

Question: Who is responsible for keeping track of inventory for items over \$500.00; the school district or the fiscal agent? Perkins Equipment Guidelines will be updated after January 2021.

Answer:

- Location of items over \$500 (school districts) and \$5,000 (community colleges) is required.
- Responsibility for documenting inventory is determined at the local level.
- School districts that are part of a consortium should have a shared, dynamic, inventory document with the fiscal agent.
- The inventory document is updated each time a school district receives items that have a per unit cost of \$500.00 or more.
- The inventory document is reviewed during monitoring visits.
- All inventory is labeled to indicate it was purchased with Perkins.

Question: How far back should your inventory go?

Answer: Inventory records should be kept for at least five years. A Perkins monitoring finding can require a return of funding for up to the previous five years. If five years worth of inventory does not exist, begin an inventory document this fiscal year and work back as far as is feasible. Inventory Guidelines will be updated after January 2021.

Question: How is unused inventory disposed of?

Answer: Disposition Guidelines will be updated after January 2021.