

Perkins V

Academic Year 2023-2024

#2 Claim Submissions

October 9, 2023

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Bureau of Community Colleges and Postsecondary Readiness.
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Claim Submission Due Dates for Academic Year 2023- 2024

Quarter	Dates of Purchase/Service/Activity	Claims Due	Warrant/Paid Date
1	July 1 - September 30	October 16, 2023	November 2, 2023
2	October 1 - December 31	January 15, 2024	February 1, 2024
3	January 1 - March 31	April 12, 2024	May 2, 2024
4	April 1 - June 30	July 12, 2024	August 1, 2024

1. [Perkins Claim Resources](#)
2. Claim Submission Sequence and Process – **Documentation Requirements**
3. [Perkins Claim Template](#)
4. [Allowable and Unallowable Costs](#)
5. Memos & Checklists
 - a. CTSO Memberships - Memo
 - b. Middle School Requirements

Upcoming Webinars

- Wednesday, November 8, 2023: 10:00 a.m. – 10:55 a.m. Federal and State Inventory Requirements

Perkins V Claim Resources

Templates and Resources

- a. [Perkins Claim Template FY 24](#)
 - **Complete and upload into Iowa Grants**
- b. [Inventory Template](#)
- c. [Checkout Template](#)
- d. [Allowable and Unallowable Costs](#)

Topic, Description and Webinar Recording (if applicable) Click on the title to play the webinar recording.	Documents and Links
Allowable and Unallowable Expenditures	Perkins V Allowable and Unallowable Expenditures - AY 2023-24 - Document includes links to the required approval forms or contact responsible for reviewing and granting the prior approval.
Timelines and Due Dates FY24 Webinar Recording (9-27-23 Claims Webinar Series) [†]	Timelines and Due Dates FY 24 Webinar PowerPoint (9-27-23)
Claim Submissions	Perkins Claim Template - FY24
Inventory Requirements [†]	Equipment Inventory Template Equipment and Supply Checkout Template

Perkins Claim Resources

Prior Approval and Memos

- a. [Special Populations](#) (Advertising only)
- b. [Middle School](#) Expenses

Memos

- a. [CTSO Memberships](#)
- b. [Career Information Systems](#) (ineligible)
- c. [CTSO Use of Funds](#) - Competitions
- d. [Supplanting and Reimbursement](#)

Topic, Description and Webinar Recording (if applicable) Click on the title to play the webinar recording.	Documents and Links
Prior Approval Forms	Advertising for Special Populations Middle School Prior Approval Form
Memos	CTSO Memberships CIS Platform Perkins Eligibility CTSO Student Competition Funding Supplanting and Reimbursement Memo 10-25-2017
Instructions	Embed a CTSO Invoice Instructions

Claim Documentation Requirements

Invoices or Receipts only (GL for Salaries)

Sufficient Documentation Includes the following:

1. Date of **Purchase** (- Period of Performance is July 1 through June 30).
2. Item (eligibility)
3. Cost

Insufficient Documentation (excludes one or more of the requirements listed above)

- Purchase orders
- Requisitions
- Credit card or bank statements
- General ledgers (salaries only)
- *Never claim items that haven't been received - see notes at end of presentation.*

Claim Submission Sequence

1. Create the [Perkins Claim Template](#)
 - Scan CTSO affiliate/institutional memberships invoices to file
 - [Embed](#) or copy and paste the invoice next to the cell with the amount into the template.
 - Enter all purchases into the claim template
 - Travel, Salaries, Purchases, Assurances
2. Create a claim in [Iowa Grants](#) (Use any claims in Editing or Correcting prior to creating a new claim)
 - Enter amounts by Perkins Activity
 - Enter into the correct Perkins Activity, not the activity in projected budget.
 - Upload the Perkins Claim Template
3. Submit the claim for review and approval.

Mac/Apple Users - PDF Files (Salaries, Travel, Sec. 135, Assurances, CTSO Affiliate Memberships. Scan to File, Name by Quarter, Upload PDF into Iowa Grants and Submit.

Activity References

Perkins Claim Template

Perkins Activities One through Six and Admin Costs

A Perkins V Activity 1	B Perkins V Activity 2	C Perkins V Activity 3	D Perkins V Activity 4	E Perkins V Activity 5	F Perkins V Activity 6	G CTSO Perkins V, Activity 5, Subsection O	H PV Administrative 5%
(1) provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study, which may include—	(2) provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals, which may include—	(3) provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations;	(4) support integration of academic skills into career and technical education programs and programs of study to support—	(5) plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance established under section 113, which may include—	(6) develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment required under section 134(c) and the local report required under section 113(b)(4)(B).	(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula;	(d) ADMINISTRATIVE COSTS.—Each eligible recipient receiving funds under this part shall not use more than 5 percent of such funds for costs associated with the administration of activities under this section.
(A) introductory courses or activities focused on career exploration and career awareness, including non-traditional fields;	(A) professional development on supporting individualized academic and career and technical education instructional approaches, including the integration of academic and career and technical education standards and curricula;		(A) CTE participants at the secondary school level in meeting the challenging State academic standards adopted under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965 by the State in which the eligible recipient is located; and	(A) a curriculum aligned with the requirements for a program of study;			
(B) readily available career and labor market information, including information on—	(B) professional development on ensuring labor market information is used to inform the programs, guidance, and advisement offered to students, including information provided under		(B) CTE participants at the postsecondary level in achieving academic skills;	(B) sustainable relationships among education, business and industry, and other community stakeholders, including industry or sector partnerships			

Travel In-State and Out of State

In-State travel								
Date	Location	Staff	Registration	Mileage	Meals	Hotel	*Sub-Total	
19-Sep	FFA	Vybiral	\$ 125.00	\$ 18.23	\$ 23.00	\$ 299.00	\$ 465.23	
22-Jul	Oskaloosa	Vybiral		\$ 45.22			\$ 45.22	
							\$ -	
						Total	\$ 510.45	
*May use institutional per diem								

Out-Of-State travel										
Date	Location	Attendee	Registraton Fee	Mileage	Airfare	Baggage	Ground Transportation	Hotel	*Meals	Sub-Total
14-Aug	San Jose	Smith	\$ 400.00	\$ 33.00	\$ 544.00	\$ 60.00	\$ 55.00	\$ 899.00	\$ 334.00	\$ 2,325.00
								Total		\$ 2,325.00

In-State & Out-of-State Travel

- Complete travel totals by attendee/staff member.
- Create additional lines when necessary.
 - e.g. "Parking"
- Subtotals auto populate the claim summary.

Salaries and Substitute Pay

Permanent Staff Salaries and Benefits Summary			
Staff salaries this quarter			
Include Percentage of each salary that is funded by Perkins			
Staff Name	Job Title	Percent of Total Salary Funded by Perkins	Salary+FICA+ IPERS
Jane Smith	WBL Coordinator	10%	\$2,000.00
Matt Black	CTE Recruiting and Retentior	50%	\$10,000.00
Total			\$12,000.00
Substitute Salaries and Benefits Summary			
Substitute Name	Event Covered	Salary+FICA+ IPERS	
Sam Thompson	IACTE	\$160.00	
Rusell Armstrong	WBL Conference	\$160.00	
Total		\$320.00	

- Complete permanent staff and substitute teacher information.
- Create additional lines when necessary.
- Track Percentages for supplanting accountability.

Claim Purchase Summary

Secondary Consortium or Community College

School District Perkins Purchase Summary by Quarter

Perkins V Activity	Perkins V Authority and Extended Description	Budget Code	Items Purchased (Include enough detail for the Department to determine eligibility of	Amount this claim
Documentation Requirements All invoices and receipts must be kept on file and available upon request.				
Sec. 135. [20 u.s.c. 2355] Local Use of Funds	(a) GENERAL AUTHORITY.—Each eligible recipient that receives funds under this part shall use such funds to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive needs assessment described in section 134(c). (b) REQUIREMENTS FOR USES OF FUNDS.—Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope, and quality to be effective and that—			
	Prepopulated - Travel Worksheet	Staff Travel 580		\$ 4,869.00
	Prepopulated - Salaries and Substitute Pay Worksheet	Salaries & Benefits 1xx-2xx		\$ 3,521.00
Perkins V Activity 1	(1) provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study, which may include—	Salaries & Benefits 1xx-2xx	Off-contract stipends - CTE Instructors, counselors, WBL coordinators and related CTE staff review High wage, high demand careers within their offer and teach CTE Programs	\$ 1,400.00
Perkins V Activity 2	(C) providing teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals, as appropriate, with opportunities to advance knowledge, skills, and understanding of all aspects of an industry, including the latest workplace equipment, technologies, standards, and credentials	Purchased Services 3xx	Vendor training for Instructors- Plasma Cutter	\$ 1,200.00
Perkins V Activity 3	(3) Provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations	Rentals Equipment 442	Skid loader - Student Skill Development (not for general purpose use)	\$ 2,800.00

- Enough detail and rationale to avoid negotiation.
 - “Off-contract”
 - Vendor Training is PD”
 - “Student skill training”
- Delete rows and worksheets when necessary..

Claim Purchase Summary

School District Perkins Purchase Summary by Quarter

Perkins V Activity	Perkins V Authority and Extended Description	Budget Code	Items Purchased (Include enough detail for the Department to determine eligibility of	Amount this claim
Documentation Requirements				
All invoices and receipts must be kept on file and available upon request.				
Sec. 135. [20 u.s.c. 2355] Local Use of Funds (a) GENERAL AUTHORITY.—Each eligible recipient that receives funds under this part shall use such funds to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive needs assessment described in section 134(c). (b) REQUIREMENTS FOR USES OF FUNDS.—Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope, and quality to be effective and that—				
Perkins V Activity 4	(A) CTE participants at the secondary school level in meeting the challenging State academic standards adopted under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965 by the State in which the eligible recipient is located	Supplies (No Consumables) 6xx	Math-in-CTE Supplementary Curriculum - Service Area ASTEM	\$ 260.00
Perkins V Activity 5	(5) plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance established under section 113, which may include—	Supplies (No Consumables) 6xx	FCS 10 Kitchen Aid Mixers, IT - 3 bandsaws, Ag - Bovine Uterus	\$ 6,500.00
Perkins V Activity 5	(5) plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance established under section 113, which may include—	Equipment Machinery 731	CNC Plasma Cutter	\$ 9,500.00
Perkins V Activity 6	(6) develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment required under section 134(c) and the local report required under section 113(b)(4)(B).	Salaries & Benefits 1xx-2xx	Off-contract stipends - CTE Instructors, counselors, WBL coordinators and related CTE staff review CTE performance outcomes (ISASP Scores, Graduation Rates, Enrollment and Concentrator Data and year end	\$ 1,400.00

- Activity Three - Rarely if ever. Salares go into other categories
 - Salaries only (Statute is silent)
- Activity Four - Limited to Integrated Academic ELA and Math
- Activity Five - Everything else
- Activity Six - CLNA and Evaluation of Programs

CTSO Expenditures

School District Perkins Purchase Summary by Quarter				
Perkins V Activity	Perkins V Authority and Extended Description	Budget Code	Items Purchased (Include enough detail for Documentation Requirements)	Amount this claim
<p>Sec. 135. [20 u.s.c. 2355] Local Use of Funds</p> <p>(a) GENERAL AUTHORITY.—Each eligible recipient that receives funds under this part shall use such funds to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive needs assessment described in section 134(c).</p> <p>(b) REQUIREMENTS FOR USES OF FUNDS.—Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope, and quality to be effective and that—</p>				
CTSO Perkins V, Activity 5, Subsection O -	(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula;	Institutional Membership 812	FFA Affiliation Dues (See attached Invoice)	\$ 1,345.00
CTSO Perkins V, Activity 5, Subsection O -	(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula;	Institutional Membership 812		
CTSO Perkins V, Activity 5, Subsection O -	(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula;	CTSO Student Competitor Costs 580	Five student competitor costs FCCLA	\$ 5,400.00
CTSO Perkins V, Activity 5, Subsection O -	(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula;	Staff Travel 580	Two CTE endorsed advisors FCCLA	\$ 2,800.00
CTSO Perkins V, Activity 5, Subsection O -	(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula;	Supplies (No Consumables) 6xx	Culinary and Chef Uniforms (Remain with the program)	\$ 1,000.00
PV Administrative 5%	(d) ADMINISTRATIVE COSTS.—Each eligible recipient receiving funds under this part shall not use more than 5 percent of such funds for costs associated with the administration of activities under this section.	Salaries & Benefits 1xx-2xx	Grant Administration	\$ 1,250.00
			Claim Total	\$ 43,245.00

- Enough detail and rationale to avoid negotiation.
 - Attach affiliation invoices.
 - Descriptive of “competitor” costs
 - “Endorsed” CTE instructors and advisors.
 - Items that stay with the program.
 - Admin costs as a safety Net.

CTSO Affiliation Invoices

School District Name (List Alphabetically)	Funds	(b) REQUIREMENTS FOR USES OF FUNDS.—Funds made available to eligible recipients under this part shall be used to support career and technical education programs that are of sufficient size, scope, and quality to be effective and that—				
Bettendorf High	CTSO Perkins V, Activity 5, Subsection O	(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula	Staff Travel 580	Registration FBLA Conference	\$ 85.00	
Bettendorf High	CTSO Perkins V, Activity 5, Subsection O	(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula	Staff Travel 580	Room Charge for FBLA Conference -	\$ 165.00	
North Scott High	CTSO Perkins V, Activity 5, Subsection O	(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula	Institutional Membership 812	National Dues, State Dues, Chapter Dues, District Dues - (Invoice Link)	\$ 2,565.00	 C:\Users\dmeier\top\J. Hunter Due
North Scott High	CTSO Perkins V, Activity 5, Subsection O	(O) supporting career and technical student organizations, including student preparation for and participation in technical skills competitions aligned with career and technical education program standards and curricula	Institutional Membership 812	National Dues, State Dues, Chapter Dues, District Dues - (Invoice Link)	\$ 995.00	 C:\Users\dmeier\op\C. Wiedenmar

- Enough detail and rationale to avoid negotiation.
 - Attach affiliation invoices.
 - Descriptive of “competitor” costs
 - “Endorsed” CTE instructors and advisors.
 - Items that stay with the program.
 - Admin costs as a safety Net.

Insert CTSO Institutional Membership Invoice (FFA)

1. Select Destination Cell (F20)
2. Open Invoice PDF and click once to highlight
3. Right mouse click to "Copy Image".
4. Return to Destination Cell (F20).
5. Right mouse click to "paste".

Copy and Paste FFA Invoice



Iowa FFA Association

Attn: Scott Johnson
1055 SW Prairie Trail Pkwy
Ankeny, IA 50023
Phone: (515) 965-7376

INVOICE	
Invoice Date	10/21/2020
Invoice ID	24060
Amount Due: \$1,345.00	Page 1

CUSTOMER

SHIP TO

MFL Mar-Mac FFA Chapter 0146 2146
Box 1040
700 South Page Street
Monona, IA 52159

Please detach and return this portion with your remittance.

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
2146		10/21/2020		
Terms	Due Date	If Paid By	Deduct	Sold By
Net 30	11/20/2020		\$0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
13368	IFFA_A - National Dues	1.00	Chapter	\$405.00		\$405.00
13369	IFFA_A - State Dues	1.00	Chapter	\$525.00		\$525.00
13370	IFFA_A - Chapter Fee	1.00	Chapter	\$165.00		\$165.00
13371	IFFA_A - District Dues - NE	1.00	Chapter	\$250.00		\$250.00

Assurances and Certifications (1 of 4)

<p>The undersigned certifies the district, or members of the consortium, 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.</p>			
Instructions			
Indicate Yes, Correct, No or Not Applicable to each of the certifications and/or assurances below related to claim submission.	Yes/Correct	No	Not Applicable
The fiscal year 2024 claims will be submitted quarterly on October 16, January 15, April 12, and July 12 (unless prior approval is obtained for alternate dates.)	X		
The institution provides information to CTE staff for the allowable and unallowable uses of Perkins funds.	X		
Invoices and receipts will be kept on file, and available upon request (by state or federal agencies). Note: The only sufficient documentation for claims are an invoice or receipt (the general ledger may be used only for salaries and benefits).	X		
Purchases intended for student use in the fall semester will be ordered in a timely manner for use in the fall.	X		
Purchases intended for student use in the spring semester will be ordered in a timely manner for student use in the spring.	X		
Instructors are appropriately licensed, certified, or endorsed for the CTE and related courses taught (PLTW, CASE, WBL, etc).	X		
Job descriptions are on file. (Perkins funded positions)			
Time and effort documentation is on file for full and part-time Perkins funded positions.			

Cells highlighted in blue - Responses are dependent upon the institution's practices or circumstances

Assurances and Certifications (2 of 4)

The undersigned certifies the district, or members of the consortium, 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			
Indicate Yes, Correct, No or Not Applicable to each of the certifications and/or assurances below related to claim submission.	Yes/Correct	No	Not Applicable
Claims will be made available for review upon request and during the monitoring cycle.			
Individual student and instructor memberships are ineligible and not been included in the claim for reimbursement.	X		
Supplanting - Salaries			
Salaries for full or part-time Perkins funded positions are funded at the same (or lower) percentages as in previous program years and do not increase. (Yes/Correct - may not increase salary percentages/supplant with Perkins).			
The institution does not use Perkins to fund stipends, extra duty pay, and off-contract pay that have been funded by non-Federal funding sources in prior fiscal years (Yes/Correct - may not supplant with Perkins).			

Cells highlighted in blue - Responses are dependent upon the institution's circumstances or practices.

Assurances and Certifications (3 of 4)

Instructions			
Indicate Yes, Correct, No or Not Applicable to each of the certifications and/or assurances below related to claim submission.	Yes/Correct	No	Not Applicable
Supplanting - Equipment and Supplies			
<p>The institution does not use Perkins funding to purchase items traditionally purchased with local, district, or institutional funds for non-CTE purposes. The institution purchases the same items for CTE students and programs that the institution purchases for non-CTE students and programs including transportation, food, consumables (including consumable "kits" and workbooks), promotional and marketing materials, TVs, smart TVs, whiteboards, furniture, storage, capital expenditures, basic computer purchases (including peripherals, e.g., ink-jet and laser printers, keyboards, mice, USB, cloud, and digital storage), desks, tables and chairs. Note: This list is not exhaustive. Email amy.vybiral@iowa.gov with questions or for prior approval.</p>	X		
Inventory Requirements			
<p>The recipient, consortium, or community college has a federally compliant inventory form on file that is accurate with three years of inventory and is available upon request and during the monitoring cycle.</p>	X		

Assurances and Certifications (4 of 4)

Instructions			
Indicate Yes, Correct, No or Not Applicable to each of the certifications and/or assurances below related to claim submission.	Yes/Correct	No	Not Applicable
Secondary inventory purchases, at a threshold of a \$500 per acquisition cost, will be inventoried and are labeled as a Perkins purchase.			
Postsecondary purchases, at a threshold of a \$5,000 per acquisition cost, will be inventoried and are labeled as a Perkins purchase.			
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.	X		
All proceeds from the sales of Perkins funded equipment and supplies are reinvested in career and technical education programs.	X		
Marketable credentials (College credit, graduate credit, Continuing Education Units (CEU), CASE, PLTW, & CTE endorsements or certifications, MOC, OSHA train-the-trainer courses, etc.) are not reimbursed to Perkins instructors, staff, or advisors with Perkins federal funding.	X		
Purchases are for programs or programs of study in the comprehensive local needs assessment (CLNA), Perkins application, and supported by labor market information.	X		
The school district affirms the use of the state board approved middle school CTE service area standards, meets the minimum middle school requirements and has completed the Middle School Prior Approval Form before using Perkins funds in grades five, six, seven and eight.			

Cells highlighted in blue - Responses are dependent upon the institution's status or practices.



Create the claim in Iowa Grants

New Users need to Register.

iowagrants.gov

Any person in the organization **submitting claims** needs to be assigned to the grant.



HOW TO LOG INTO IOWAGRANTS.GOV (ALL USERS)

If you are logging into IowaGrants.gov for the first time after December 12, 2022, or are new and registering for the first time, this document provides detailed instructions on the new method for logging into IowaGrants.gov. See also [instructional video for logging into IowaGrants.gov](#). This document is intended

A screenshot of a document titled 'lowagrants.gov Login Instructions'. The text is centered on a white background. It contains two numbered questions, a note, and a section for instructions. The first question asks if the user is a first-time user. The second question asks if the user is a current user logging in for the first time after December 11, 2022, with a note that their @iowaid login and password are no longer valid and they should clear their browsing history. Below the questions is a section titled 'Follow these instructions:' followed by a yellow box containing the text 'SCREEN #1'.

lowagrants.gov Login Instructions

1. Are you a first-time IowaGrants User?
2. Are you a current IowaGrants user **BUT** are logging in for the first time after **December 11, 2022?** (Note: your @iowaid login and password are no longer valid; clear your browsing history so those credentials are not saved in the background)

Follow these instructions:

SCREEN #1

The first step is getting you an account in IowaGrants.
www.iowagrants.gov

Please follow these instructions closely to register:
<https://dom.iowa.gov/resource/grant-management-instructions/how-log-iowagrantsgov-all-users>

The following grants management website has a wealth of guides for internal and external users:
<https://dom.iowa.gov/grants>

Contact:
Jeffrey.fletcher@iowa.gov

Log in to Iowa Grants

← ↻ 🔒 https://iowagrants.gov/index.do 🔍 ☆ 📄 🌟 🗄️ 🌱 ⋮

 **IOWA GRANTS** *Welcome to IowaGrants.gov*

 Login

 IowaGrants Users Click Here To Login

[Click Here to Access Single Sign On Tool](#)

 Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

 **Announcements**

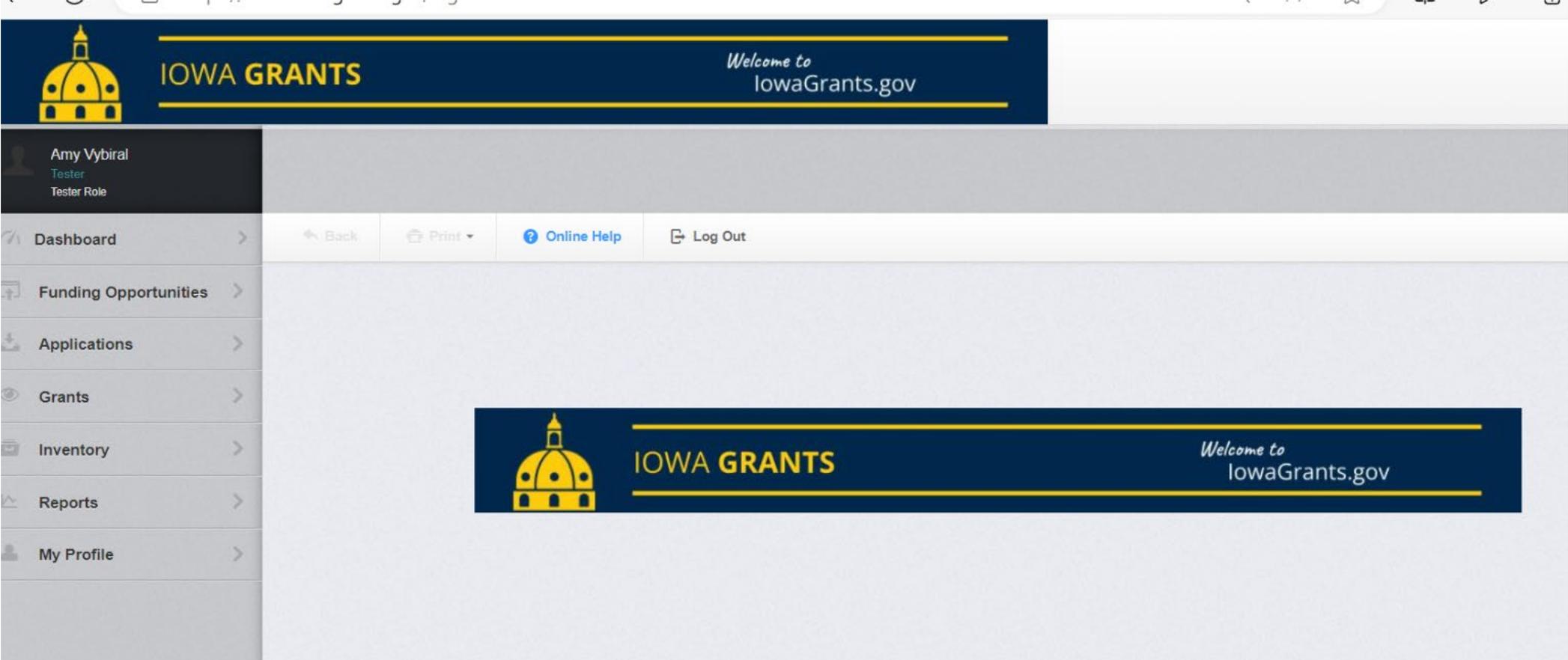
***** NEW SYSTEM LOGIN PROCESS FOR ALL USERS *****

All IowaGrants Users **MUST** always utilize the Single Sign On Tool to sign into IowaGrants. (It is the first option under "login" at the top of the page with the blue background.) *You will not use the "Disabled" section on this page.

Login instructions and a short video are available here, <https://dom.iowa.gov/iowa-grants-login>

Contact your program manager should you have questions.

Log in to Iowa Grants

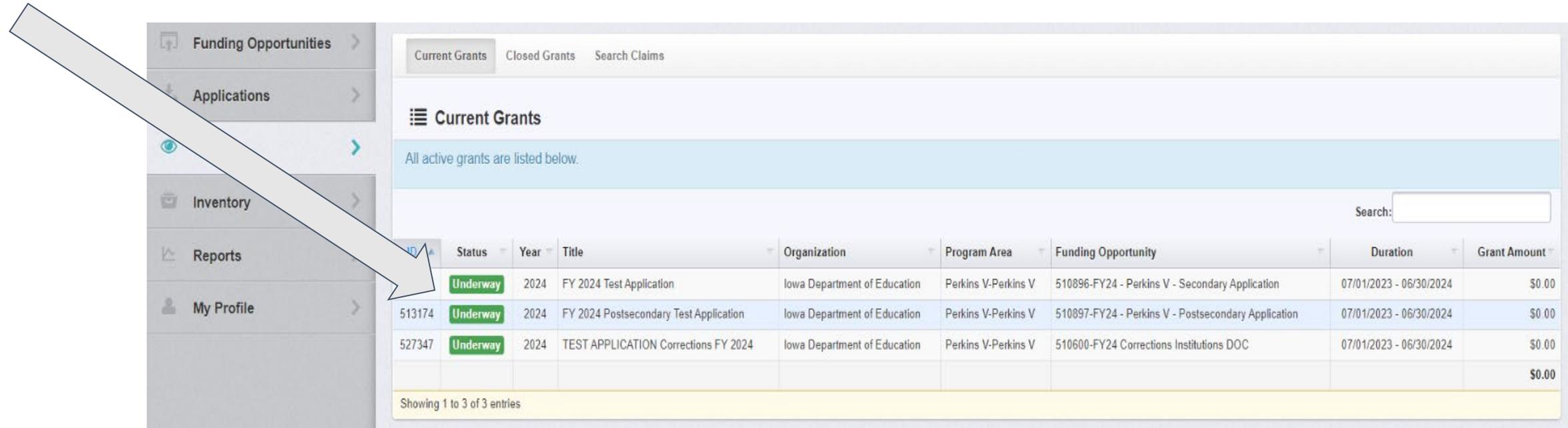


The screenshot shows the Iowa Grants website interface. At the top, there is a dark blue header with the Iowa state capitol dome logo on the left, the text "IOWA GRANTS" in the center, and "Welcome to IowaGrants.gov" on the right. Below the header, a user profile is visible for "Amy Vybiral" with the role "Tester". A navigation menu on the left lists several options: Dashboard, Funding Opportunities, Applications, Grants, Inventory, Reports, and My Profile. The "Grants" option is highlighted with a grey background. To the right of the menu, there are buttons for "Back", "Print", "Online Help", and "Log Out". At the bottom of the page, there is a smaller version of the header with the logo and text.

Select
"Grants"



Select the application

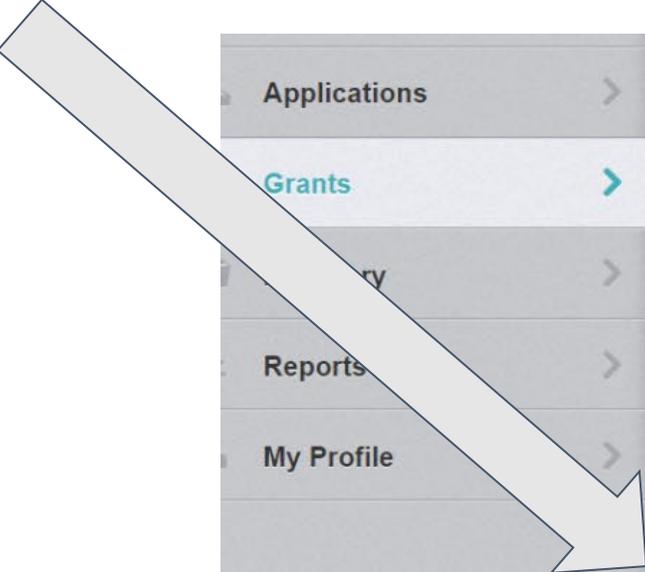


The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains menu items: Funding Opportunities, Applications, Inventory, Reports, and My Profile. The main content area is titled 'Current Grants' and shows a list of active grants. A search bar is located at the top right of the main content area. The grants are listed in a table with columns for ID, Status, Year, Title, Organization, Program Area, Funding Opportunity, Duration, and Grant Amount. Three grants are listed, all with a status of 'Underway' and a grant amount of '\$0.00'. A footer note indicates 'Showing 1 to 3 of 3 entries'.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
	Underway	2024	FY 2024 Test Application	Iowa Department of Education	Perkins V-Perkins V	510896-FY24 - Perkins V - Secondary Application	07/01/2023 - 06/30/2024	\$0.00
513174	Underway	2024	FY 2024 Postsecondary Test Application	Iowa Department of Education	Perkins V-Perkins V	510897-FY24 - Perkins V - Postsecondary Application	07/01/2023 - 06/30/2024	\$0.00
527347	Underway	2024	TEST APPLICATION Corrections FY 2024	Iowa Department of Education	Perkins V-Perkins V	510600-FY24 Corrections Institutions DOC	07/01/2023 - 06/30/2024	\$0.00
								\$0.00

Showing 1 to 3 of 3 entries

Claims



- Applications >
- Grants >
- My Profile >
- Reports >
- My Profile >

Organization: Iowa Department of Education
Grantee Contact: Amy Vybiral
Program Officer: Dennis Harden
Awarded Amount: \$0.00

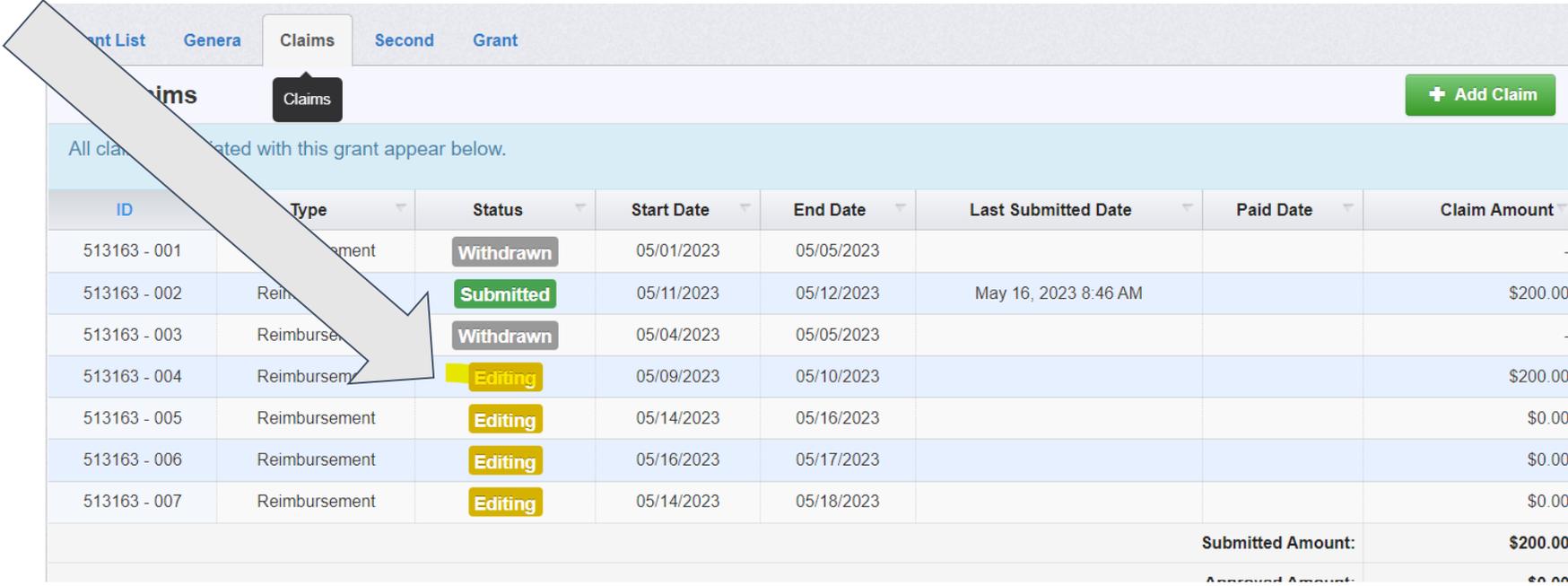
Grant Components

The grant forms appear below.

Component	Last Edited
General Information	May 4, 2023 9:43 AM - Jeffrey Fletcher
Claims	

Complete a claim
in Editing before
adding a new claim

Do not withdraw claims.
Complete every claim before adding a new claim.



The screenshot shows a web interface for managing claims. At the top, there are tabs for 'Grant List', 'General', 'Claims', 'Second', and 'Grant'. Below the tabs, there is a 'Claims' dropdown menu and a '+ Add Claim' button. A message states 'All claims associated with this grant appear below.' Below this is a table with the following columns: ID, Type, Status, Start Date, End Date, Last Submitted Date, Paid Date, and Claim Amount. The table contains seven rows of claims. The status of each claim is indicated by a button: 'Withdrawn' (grey), 'Submitted' (green), or 'Editing' (yellow). A large grey arrow points from the top-left text towards the 'Editing' status of the claim with ID 513163-004.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
513163 - 001	Reimbursement	Withdrawn	05/01/2023	05/05/2023			\$0.00
513163 - 002	Reimbursement	Submitted	05/11/2023	05/12/2023	May 16, 2023 8:46 AM		\$200.00
513163 - 003	Reimbursement	Withdrawn	05/04/2023	05/05/2023			\$0.00
513163 - 004	Reimbursement	Editing	05/09/2023	05/10/2023			\$200.00
513163 - 005	Reimbursement	Editing	05/14/2023	05/16/2023			\$0.00
513163 - 006	Reimbursement	Editing	05/16/2023	05/17/2023			\$0.00
513163 - 007	Reimbursement	Editing	05/14/2023	05/18/2023			\$0.00
Submitted Amount:							\$200.00
Approved Amount:							\$0.00

Edit Claim

Claim Preview Alert History Map

Claim Details ✕ Withdraw ✍ Edit Claim

513163 - FY 2024 Test Application - 2024

Claim Details

Funding Opportunity:	510896-FY24 - Perkins V - Secondary Application	Initial Submit Date:	
Program Area:	Perkins V	Initially Submitted By:	
Status:	Editing	Last Submit Date:	
Claim Number:	004	Last Submitted By:	
Claim Type:	Reimbursement	Approved Date:	
Reporting Period:	05/09/2023 - 05/10/2023		
Final Request:	No		
Funded:			
Batch Name:			
Vendor Number:			

Complete Three Claim Components

Funding Opportunity: 510896-FY24 - Perkins V - Secondary Application
Reporting Period: 05/09/2023 - 05/10/2023
Claim Type: Reimbursement
Submitted By: -

[Claim Preview](#) [Alert History](#) [Map](#)

Claim Details [Withdraw](#) [Preview Claim](#)

Claim cannot be Submitted Currently

- Claim is over budget and cannot be submitted

Component	Complete?	Last Edited
General Information		May 10, 2023 4:21 PM - Jeffrey Fletcher
Reimbursement		May 16, 2023 8:56 AM - Amy Vybiral
Perkins Basic - Reimbursement Documentation		May 16, 2023 8:57 AM - Amy Vybiral

Select General Information

Edit Form

Enter the Reporting Period,
Final Request = No
Save Form

General Information - Claim

Edit Form

This form displays the high level information about the claim.

Claim Number: 004
Status*: Editing
Type*: Reimbursement
Report Period: 05/09/2023 05/10/2023
Start Date End Date
Final Request?*: No
On Hold: No

Last Edited By: Jeffrey Fletcher - May 10, 2023 4:21 PM

General Information - Claim - Edit

Save Form

In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for this grant, then the Final Request checkbox should be checked.

Examples Quarterly Reporting Period: 1/1 - 3/31, 4/1 - 6/30, 7/1 - 9/30, and 10/1 - 12/31

Status*: Editing
Type*: Reimbursement
Report Period: 07/01/2023 09/29/2023
Start Date End Date
Final Request?*: Yes No

Select Reimbursement

Claim Preview Alert History Map

Claim Details 🔍 Preview Claim

Claim cannot be Submitted Currently

- Claim is over budget and cannot be submitted

Component	Complete?	Last Edited
General Information	✓	Oct 9, 2023 7:05 AM - Amy Vybiral
Reimbursement	✓	May 16, 2023 8:56 AM - Amy Vybiral
Perkins Basic - Reimbursement Documentation	✓	May 16, 2023 8:57 AM - Amy Vybiral

Edit Reimbursement

 Reimbursement - Current Version									
									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)	
State Allocation to Recipient									
Perkins Activity 1: Career Exploration and Development									
Salaries & Benefits 1XX-2XX	\$0.00	\$200.00	\$0.00	\$200.00	(\$200.00)	\$200.00	\$400.00	(\$400.00)	
Purchased Services 3XX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Staff Travel 580 (Non-CTSO)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies 6xx (No Consumables) <\$500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Enter Amounts From Claim Template into the open fields.
Save Reimbursement and Select "Next"

Purchased Services 3XX	\$0.00	<input type="text" value="0.00"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CTSO Student Competitor Costs 580	\$0.00	<input type="text" value="5400.00"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel 580 (CTSO related events only)	\$0.00	<input type="text" value="3265.23"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies 6xx (No Consumables) <\$500	\$0.00	<input type="text" value="1000.00"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Institutional Dues for Membership 812	\$0.00	<input type="text" value="1345.00"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Costs - 5%								
Total	\$0.00	<input type="text" value="1250.00"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Allocation								
	\$0.00	\$200.00	\$0.00	\$200.00	(\$200.00)	\$200.00	\$400.00	(\$400.00)

Last Edited By: Amy Vybiral - May 16, 2023 8:56 AM [Save Reimbursement](#)

Ensure that the Iowa Grants Total and the Template Total Match

Supporting Documents - Upload Claim Template.

1. Select - Edit Form
2. Select File - Find the Claim Template
3. Save Form

After the document has been attached, select the "Mark as Complete" link in the Perkins Basic - Reimbursement Documentation" bar above.

Supporting Documents

 Save Form

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.:

Secondary Consortium First Quarter.xlsx

 Save Form

Submit Claim

Claim Type: Reimbursement
Submitted By: -

Claim Preview

Alert History

Map

Claim Details

 Submit Claim

 Withdraw

 Preview Claim

- Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Oct 9, 2023 6:08 AM - Amy Vybiral
Reimbursement	✓	May 4, 2023 3:12 PM - Jeff Fletcher
Perkins Basic - Reimbursement Documentation	✓	May 4, 2023 3:17 PM - Jeff Fletcher

Clean Up Iowa Grants

2nd Quarter - Revise the claim in Editing mode before creating a new claim

Do NOT withdraw claims - amy.vybiral@iowa.gov or jeffrey.fletcher@iowa.gov

Reporting Period: -
Claim Type:
Submitted By: -

Claim List Genera **Claims** Postse Grant

 **Claims** + Add Claim

All claims associated with this grant appear below.

ID ▲	Type ▼	Status ▼	Start Date ▼	End Date ▼	Last Submitted Date ▼	Paid Date ▼	Claim Amount
513174 - 001	Reimbursement	Submitted	07/03/2023	09/29/2023	Oct 9, 2023 7:34 AM		
513174 - 002	Reimbursement	Editing	05/04/2023	05/05/2023			

Submitted Amount:
Approved Amount:
Awaiting Payment Amount:

- ***Never claim items that haven't been received***

- *School districts cannot complete the end of year Certified Annual Report if Perkins items are claimed but not received.*
- *If you find an error - contact [CTE Bureau](#) immediately.*
- *Required to reimburse the state.*
- *School District must refund Perkins carry forward*
- *Consortium - Complexity increases*

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Division of Higher Education
Bureau of Community Colleges and Postsecondary Readiness.



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