FY25 Perkins Grant Application with Claim Instructions: General Instructions for Submission

This document provides general directions for submission of the FY25 Perkins Grant Application (secondary and postsecondary); it does not provide detailed instructions for each section of the application. Although these directions apply to secondary and postsecondary applications, many of the screenshot examples are from the secondary application. The postsecondary screens will look very similar.

General Information

IowaGrants is an online grant management tool. The platform manages and streamlines the grant process including application submission, review, scoring and awards, and claim submission and approval, report scheduling and approval, and maintains a historical record of grant activity.

- All individuals using the iowagrants.gov system must be registered.
- IowaGrants Login Instructions - first time and returning users
- Watch a video with detailed instructions for logging into the IowaGrants platform.
- External User Guide for New IowaGrants Platform
- IowaGrants Management Resources from the Iowa Department of Management
- Designate one person to create the application, known as the "primary grantee contact" regardless of whether you are applying as a standalone district, Perkins consortium, or community college.
- **Once the application has been started, the "registered applicant" can add "additional contacts" in the "General Information" screen (see page 4).**
- All individuals tied to an application have access to all portions of the application.
- Once all edits and new information have been entered into a form, make sure to click the "Mark as Complete" link. *Note: Even though a form has been marked as complete, it can continue to be edited until the application is officially "submitted."*
- Once the information for any form has been updated and/or completed, 1st click "Save Form" and then 2nd click "Mark as Complete."

📄 Perkins Assurances: Executive Officer Information	💾 Save Form

📄 Perkins Assurances: Executive Officer Information	✓ Mark as Complete

Navigating to Perkins Funding Opportunity

Follow the Iowa Grants Login Instructions for returning users.

Click "Funding Opportunities" from the Main Menu. Note: Once a new application has been started, it will be located within the "Applications" section.

Scroll (or use search tool) until you see the FY25 Perkins V Secondary or Postsecondary Application. Click on the FY25 Perkins V application (either secondary or postsecondary) to open the posting.


Application Forms

The Perkins V FY25 application cycle requires all eligible entities to complete an application by July 1, 2024. The application will close on June 30 @ 11:59 PM.

APPLICATION FORMS CHECKLIST – DUE JUNE 30 @ 11:59 PM

- o Cover Sheet – General Information
- o Cover Page Perkins Basic – Secondary or Postsecondary
- o (secondary only) Consortium Members
- o (bi-annual) FY25 Comprehensive Local Needs Assessment (CLNA) Form
- o Perkins V Budget form
- o Minority Impact Statement
- o Assurances/Agreements – Secondary or Postsecondary

Near the top of the Funding Opportunity description click on "Start a New Application
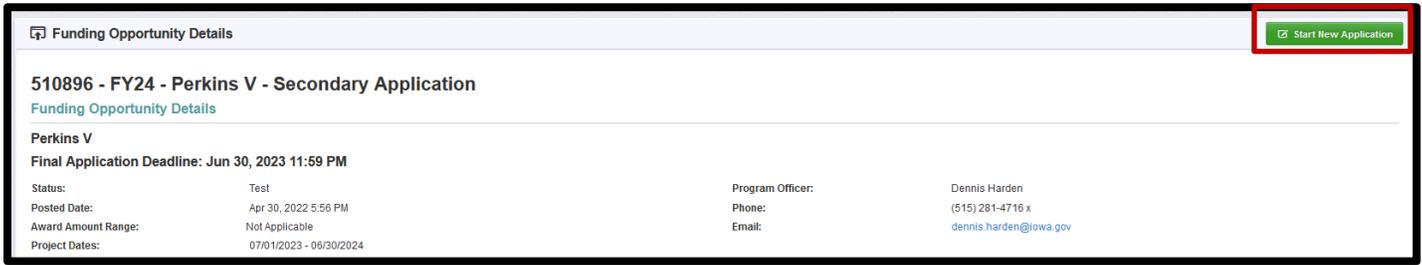
Add your district, consortium or college name in the Project Title (Example: FY24 ABC PERKINS Consortium – Perkins V). Click "Save Form Information."
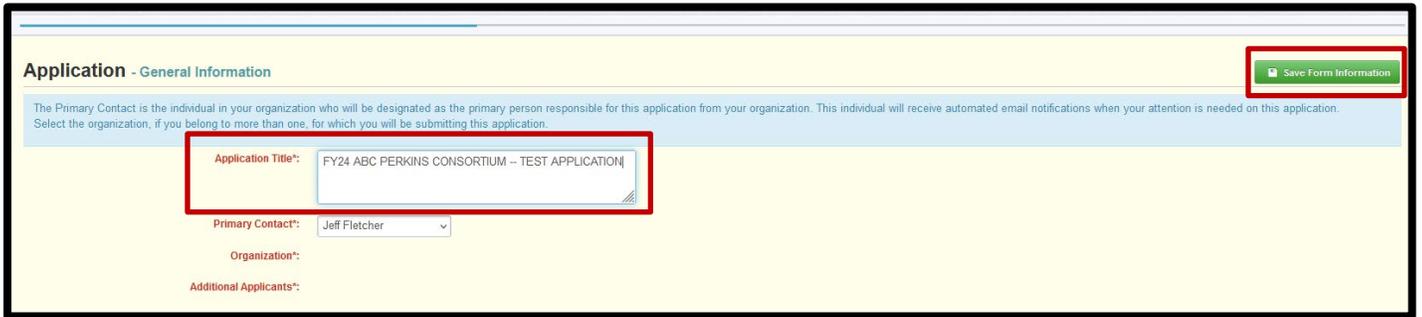
Please review the "Additional Grantee Contacts" list; select and click each additional contact before clicking save.

At a minimum, this should include the contact person for each member district of a consortium and the person who will be submitting claims, if this is not the same as the person submitting the application. For an individual school district or community college, "additional contacts" would be additional IowaGrants users that will need access to the grant associated with their IowaGrants account.
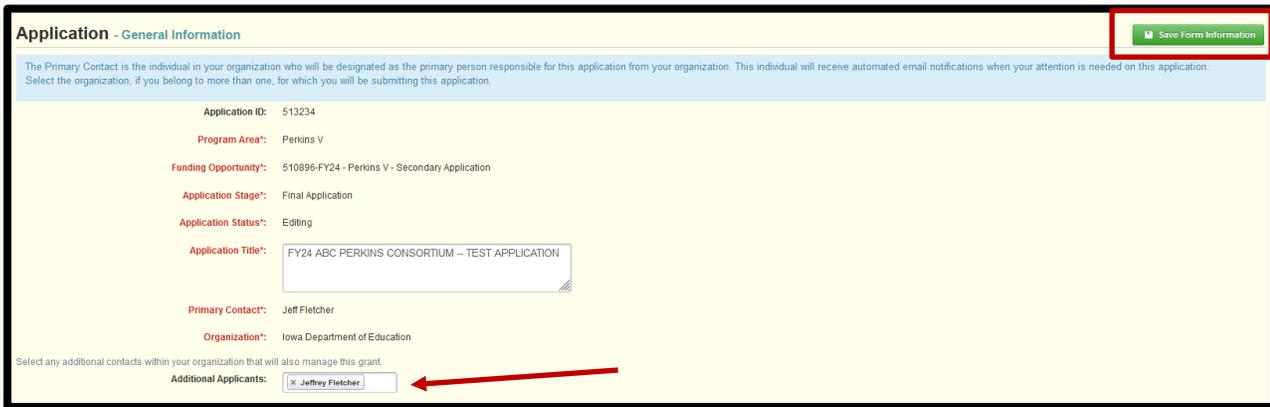
Please note there are TWO different cover pages (one required for IowaGrants and one specific to the Perkins application).

Both of these cover pages must be completed in the application

Cover Page for Perkins

Enter the contact information for the entity submitting this application, i.e., recipient information.

Under "Perkins Contact Information", enter the contact information of the applicant completing the IowaGrants application as well as additional contacts involved in managing this grant.

**Cover Page Perkins Basic - Secondary** - Current Version

Enter the contact information for the entity submitting this application. **Note: This is a two-part form; follow the instructions carefully!**

To complete the Recipient Information, select "Edit" at the top of the screen. Once the individual fields are completed, select "Save."

To add Perkins Contact Information, select the blue "Add" link for that section. Once the individual fields are completed, select "Save." If the entity has multiple Perkins contacts, repeat this process for each individual.

Once all entity contact information is completed, select the "Mark as Complete" link located on the Recipient Information bar below.
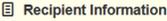
Recipient Information

To complete the Recipient Information, select "Edit" at the top of the screen. Once the individual fields are completed, select "Save."

Individual or Consortium*:	Individual ▼
	Use the drop down menu to indicate whether you are applying as an individual district or as a consortium.
Eligible Recipient/Consortium Name*:	Adair-Casey Community School District ▼
	Use the drop down menu to select the district or consortium name.
Community College Region*:	01 - NICC ▼
	Use the drop down menu to select the community college region in which the district or consortium resides.
AEA Administrator, District Superintendent, or Community College President/Chancellor*:	Administrator ▼
Title:	▼
Name of Administrator or Superintendent*:	
Telephone Number*:	
E-mail Address*:	
Street Address*:	
City*:	
State*:	Iowa ▼
	Use the drop down menu to select the state.
Zip Code*:	

Perkins Contact Information - Multi-List   ✓ Mark as Complete   + Add Row

To add Perkins Contact information, select the blue "Add" link. Once the individual fields are completed, select "Save." If the entity has multiple contacts for its Perkins application, repeat this process for each individual.

Title	Name of Perkins Application Contact	Telephone Number	E-mail Address	Street Address	City	State	Zip Code
			No Data for Table				

Cover Page for IowaGrants System

1. This is an IowaGrants system cover page associated with ALL funding opportunities and grants.
2. For districts or consortia, the "authorized official" is typically the individual managing the application and grant. The fiscal officer/agent is typically the chief financial officer, business officer, etc., depending on the school district.
3. For community colleges, the "authorized official" is typically the individual managing the application and grant. The fiscal officer/agent is typically the chief financial officer, etc.

Consortium Memberf Form (Secondary Only)

1. Enter information indicating whether the applicant is applying as an individual district or as a consortium. If applying as a consortium, list each of the member districts represented by this application. Note: This is a two-part form; follow the instructions carefully!
2. To add Consortium Member information, click the green "Add row" button in the Consortium Members bar. Once the fields are completed, click "Save Form."
3. Repeat this process to add information for each consortium district member.
4. If you need to remove a consortium member from your list, click on a member under the "District" column then select "Delete."
5. Once all necessary information for the form is completed, click "Save Form" then "Mark as Complete."

🗗 **Consortium Members** - *Current Version*

Enter information indicating whether the applicant is applying as an individual district or as a consortium. If applying as a consortium, list each of the member districts represented by this application. **Note: This is a two-part form; follow the instructions carefully!**

To enter information regarding applicant status and changes in consortium membership select "Edit" at the top of the screen. Once the fields are completed, select "Save."

To add Consortium Member information, select the blue "Add" link in the Consortium Members bar. Once the fields are completed, select "Save" at the top of the screen. Repeat this process to add information for each consortium member.

If you need to remove a consortium member from your list, click on member under "District" column then select "Delete" at top of screen.

Once all necessary information for the form is completed, select "Save".

📄 **Applicant Status**

Indicate whether the applicant is an individual district or a consortium.

To enter information regarding applicant status, select "Edit" at the top of the screen, then complete the form. Once all information is entered, select "Save."
Note: If applying as a individual district, you do not need to enter any information in the Consortium Members section.

Are you applying as an individual district?: [Yes] [No]

If "Yes," select "Save", then "Mark as Complete." No further information is needed for the two items below or for the Consortium Members section of this form.

If applying as a consortium, has the membership of the consortium changed since the previous fiscal year?: [Yes] [No]

If "Yes," provide details regarding the changes in the text area below. All consortium changes must be approved by the Department.

Describe any changes in consortium membership since the previous fiscal year.:

[text area   ]

Provide details regarding any consortium changes.

📋 **Consortium Members** - *Multi-List*   [✓ Mark as Complete] [➕ Add Row]

Please update the information for all members of your consortium.

To add a Consortium Member, select the blue "Add" link within the Consortium Member bar above. Once the fields are completed, select "Save." To edit information for an existing member, select the district name located within the "District" column. This will open the entry screen for the district. After updates are completed, select "Save."

To edit information for a Consortium Member once "Save" has been selected, you must click the the "District" name link for that particular member.

District	Title	Contact Name	Position title	E-Mail	Telephone Number
			No Data for Table		

Secondary/Postsecondary CLNA Questions Form

1. The secondary/postsecondary CLNA form encompass a series of questions (Perkins V Act) that must be completed only after the Comprehensive Local Needs Assessment (CLNA) process has been concluded. Each question is structured using the "rich text editor" feature of IowaGrants, which allows text narrative, website links, and hyperlinks to GoogleDocs, DropBox, OneDrive, or other file formats such as Excel, PDF, etc.
2. See an [overview of the CLNA](#).
3. To answer the questions, follow the instructions and information in the form.
4. Question #1 is shown below as an example – there are (9) questions in total.

The Strengthening Career and Technical Education Act for the 21st Century (i.e., Perkins V) introduces the concept of the Comprehensive Local Needs Assessment (CLNA). The needs assessment is to be used by each district, consortium, or community college as a guidepost, informing the development of the local application and, in particular, how the eligible recipient uses its federal Perkins funds. The local needs assessment must be completed by each eligible recipient of federal Perkins funds, which includes individual school districts, school districts that are part of a consortium and community colleges.

For an overview of the CLNA, go HERE

Based on the results of your comprehensive local needs assessment, please answer questions 1 - 9 below. Each question is structured using the "rich text editor" feature of IowaGrants, which allows text narrative, website links, hyperlinks for GoogleDocs, DropBox, OneDrive, or other file formats such as Excel, PDF, etc.

The CLNA focuses on six broad elements:
Element 1 - Student Performance, address the benchmarks from the CLNA worksheet used to evaluate how your district/college's CTE programs support and improve student performance within your CTE programs.

Element 2 - Size, Scope and Quality; and Implementation of CTE Programs/Programs of Study, address the benchmarks from the CLNA worksheet used to evaluate the size, scope, and quality of your district/college and determine how well your district/college CTE programs are implemented with fidelity.

Element 3 - Labor Market Alignment, address the benchmarks from the CLNA worksheet used to determine how well your district/college's CTE programs are aligned to local, regional, and state labor demands.

Element 4 - Recruitment, Retention, and Training of CTE Educators, address the benchmarks from the CLNA worksheet used to analyze your district/college's strategies for attracting and keeping qualified CTE instructors, and its policies and procedures for professional development planning.

Element 5 - Equity and Access, address the benchmarks from the CLNA worksheet used to investigate the steps your district/college is taking toward equitable access and inclusion in CTE programs.

Element 6 - Safety for CTE Program(s)/Building(s)/District(s), address the benchmarks from the CLNA worksheet used to investigate the steps your district/college is taking toward safety for CTE programs/building(s)/District(s).

📋 **CLNA OUTCOMES**   [💾 Save Form]

Based on the completion of the CLNA process, please answer the following questions:

1. Provide a summary of the results of the comprehensive needs assessment. (max. 10000 characters)

Information should include:

List at least the top 3 and up to 5 funding priorities, as identified by your CLNA. For each priority listed address ALL of the following requirements:

A. Describe how you used the CLNA results to determine that your college has an Opportunity or Gap in this area.
B. Identify the specific Student Opportunity or Performance Gap your college will address.
C. Name the program or programs this priority is related to.
D. List the budget requirements that will be required to complete this priority.

Instructions:
"Priority 1" followed by A, B, C, and D;
"Priority 2" followed by A, B, C, and D;
"Priority 3" followed by A, B, C, and D;
"Priority 4" (optional)" followed by A, B, C, and D;
"Priority 5" (optional)" followed by A, B, C, and D

Think of your response to this question as an "executive summary" of your CLNA. This is your opportunity to identify the big takeaways from your CLNA. Additional contextual information that may be helpful to explain can be uploaded as an attachment.

Evidence might include documentation of data reviewed to determine performance gaps, CLNA results/priorities, etc.

Paragraphs: 0, Words: 0, Characters (with HTML): 0

Attachment upload for Question #1; optional, consolidate into one file.:   [   ] [Select file]

Secondary/Postsecondary Budget Form

The FY25 budget form categories align with the Perkins V expenditure categories. Each category has specific budget codes that delineate between secondary and postsecondary expenditures. Invoices and receipts are the only sufficient form of documentation and are not submitted with claims but are kept on file with each claim and available upon request. (Exception: Embed CTSO institutional memberships in the summary sheet for claim approval).

Secondary Budget Codes

Salaries & Benefits 1XX-2XX	Purchased Services 3XX	Supplies (no consumables) 6XX
Rentals Computers & Technology 443	Staff Travel 580	Rentals Equipment 442
Equipment 731	Equipment Hardware 734	Supplies (no consumables) 6XX
CTSO Student Competitor Costs 580	Institutional Membership 812	Equipment Software 735

Postsecondary Budget Codes

101 Personnel Services (Salaries & Wages)	202 In-State Travel (Meals, Lodging, Registration)	205 Out-of-State Travel (Meals, Lodging, Registration)
301 Curriculum & Training Materials	404 Professional Development Contracts	405 Contracts for Services etc.
505 Data Processing (Desktop Software licensing fees)	602 Indirect Costs	701 Equipment

The budget summary form "state allocation to recipient" must be updated to reflect the FY25 dollar amount. To **access** this information, use the **hyperlink** in the **budget summary instruction** section. When the new FY25 allocation amount is entered, select "Save Form" to reset the calculations and then "Edit" to update individual budget line items.

1. Upload your budget document for all Perkins activities.
2. If the approved budget template is uploaded in to the budget form, "see attached" is sufficient for "list purchases in detail" text fields
3. Each budget line item will be connected back to the FY25 CLNA.
4. To do this, select the CLNA Element by clicking on the Element title in the "Connects to CLNA Element(s) column"; repeat process if more than once CLNA element is connected to a budget item.
5. It will be up to the Perkins contact to ensure all expenditures are ==eligible== for reimbursement. Recipients will complete the same process to connect purchases to the FY25 CLNA.
6. Please follow the instructions in the form to complete the entire section.

Upload One Detailed Budget for Perkins Activities One through Six and CTSOs [Save Form]

(REQUIRED) Upload your budget document for all Perkins activities here:

(REQUIRED) Upload your budget document for all Perkins activities here:*   [   ] [Select file]

[Save Form]

State Allocation to Recipient [Save Form]

Secondary Allocations are provided HERE.

State Allocation to Recipient*:   [$0]

[Save Form]

Perkins Activity 1: Career Exploration and Development - Edit   [Save Grid]

Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)
Salaries & Benefits 1XX-2XX	$0				NA ▾	
Purchased Services 3XX	$0				NA ▾	
Staff Travel 580 (Non-CTSO)	$0				NA ▾	
Supplies 6xx (No Consumables) <$500	$0				NA ▾	
Total						

[Save Grid]

See Allowable and Unallowable Expenditures or contact Amy Vybiral at amy.vybiral@iowa.gov.

At the end of the budget form, there are calculation fields built into the budget form that show the maximum amount that can be budgeted for administrative costs, which is still 5.00%, and the amount left to be budgeted anytime new information is entered and after clicking "Save Form."

As before, every dollar must be budgeted so that the "requested total" IowaGrants system calculation equals the State Allocation to Recipient.

Total Allocation

NOTE: The amount budgeted for administrative costs cannot exceed the amount shown above (5% of the State Allocation to Recipient).

Maximum Allowed for Administrative Costs: $500.00

The amount shown is the sum total of the amounts that have been entered for each budget section.

Total Projected Amount to be Expended: $0.00

If the amount shown below is (negative), the sum total of the dollar amounts budgeted for required components and administrative costs exceeds the amount entered in the State Allocation to Recipient section.

Remaining Allocation to be Budgeted: $10,000.00

IOWA GRANTS

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Submitted Applications

List of all current submitted applications

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📁 **513234 - FY24 ABC PERKINS CONSORTIUM -- TEST APPLICATION**

Status:	Editing
Stage:	Final Application
Application Due Date:	Jun 30, 2023 11:59 PM
Program Area:	Perkins V
Funding Opportunity:	510896-FY24 - Perkins V - Secondary Application
Organization:	Iowa Department of Education
Requested Total:	$0.00

Perkins 2024/FY25 Budget Negotiation

- FY 2025 Perkins application approval will occur after the 2025 budget is approved.
- Budget negotiation and approval deadline - July 31, 2024.
- Contact Amy Vybiral with budget approval questions. 515-339-4820 amy.vybiral@iowa.gov

Specific Purchases by Perkins Activity

Secondary Perkins Budget Form

Activity One – Career exploration and development

- Salaries – CTE specific new counselor positions only
  - Supplanting: May decrease the percentage over time but never increase the percentage.
- Purchased Services - Training and facilitators (True Colors trainings with middle school students (Prior approval with middle school Google Form
- Staff Travel (Non-CTSO) – CTE recruiting middle school students to CTE
- Supplies – ONet Teacher Career Cluster Training Materials for CTE -Labor market trainings related to CTE.

Perkins Activity 1: Career Exploration and Development - Grid						✓ Mark as Complete	☑ Edit Grid
Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)	
Salaries & Benefits 1XX-2XX	$5,000.00	$5,000.00	CCTC Salary - New Position in 2024. T & E on File	PROGRESS TOWARD IMPROVING EQUITY AND ACCESS	ALL	All	
Purchased Services 3XX	$2,500.00	$2,500.00	True Colors 7th Grade Two Trainings (1) Career (2) College Readiness	SIZE, SCOPE, AND QUALITY	ALL	ALL CTE Programs Completed Middle School Google Form	
Staff Travel 580 (Non-CTSO)	$1,750.00	$1,750.00	National Career Development Conference	SIZE, SCOPE, AND QUALITY	ALL	All	
Supplies 6xx (No Consumables) <$500	$200.00	$200.00	ONet Teacher Career Cluster &Training Materials for CTE	RECRUITMENT, RETENTION, AND TRAINING OF CTE EDUCATORS	ALL	All	

Activity Two – Professional Development

- Salaries – Substitute teacher pay for CTE Teachers to attend conferences.
- Purchased Services – Pay outside vendors for services rendered. E.g., Vendor leads CTE staff through OSHA 10 or OSHA 30 training that is not train-the-trainer.
- Staff Travel – Five CTE teachers and one business officer attend the IACTE conference. Two staff attend the WBL conference, one administrator attends the ACTE conference, three staff attend the NACTEi conference, five counselors and instructors attend the NACTEi conference and two counselors attend the ISCA conference.
- Supplies – ONet labor market information training materials for the CTE staff in each service area for trainings throughout the year in each service area to review high demand

⊞ Perkins Activity 2: Professional Development - Grid						✓ Mark as Complete	☑ Edit Grid
Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)	
Salaries & Benefits 1XX-2XX	$2,000.00	$2,000.00	Substitute Teacher Pay for CTE	RECRUITMENT, RETENTION, AND TRAINING OF CTE EDUCATORS	ALL	All Subs so CTE Instructors can attend conferences and PD	
Purchased Services 3XX	$500.00	$500.00	OSHA 10 and 30 For Ag and Industrial Tech Instructors-Not train the trainer	SAFETY FOR CTE PROGRAM(S)/BUILDING(S)/DISTRICT(S)	Agricultural, Food, and Natural Resources	Ag and Industrial Tech	
Staff Travel 580 (Non-CTSO)	$4,000.00	$4,000.00	IACTE 5 Instructors WBL 2 Instructors ACTE 1 Admin	RECRUITMENT, RETENTION, AND TRAINING OF CTE EDUCATORS	NA	FCS, MFG	
Supplies 6xx (No Consumables) <$500	$200.00	$200.00	ONet Labor Market Information Training Materials for CTE Staff in each Service Area	EVALUATION OF LABOR MARKET ALIGNMENT	ALL	All CTE Programs - Collaboration with Workforce Development	

Activity Three – CTE Skill Development

- Salaries Only

Activity Four – Integration of Academic Skills

- Salaries – Professional Development. Integration of Math into CTE Curriculum
- Purchased Services – Trainers Math into CTE Grades 9-12
- Equipment Software – Math in CTE Software License (20)

Activity Five – Support for the Implementation of CTE Programs

- Salaries
- Purchased Services – IRC. OSHA 10 & 30, CNA, Scissor Lift, CPR, EMT, ServSafe, CMA
- Rentals Equipment – Skid loader (student skill sets only)
- Rentals Computers & Technology – Cell plan for drones (Ag)
- Supplies (no consumables) ≤ $499 – See attached list for all CTE Programs
- Equipment 731 – ≥ $500 - See attached list for all CTE Programs
- Equipment Software 735

⊞ Perkins Activity 5: Support for CTE Programs - Grid						☑ Edit Grid
Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)
Salaries & Benefits 1XX-2XX						
Purchased Services 3XX						
Rentals Equipment 442						
Rentals Computers & Technology 443						
Supplies (no consumables) 6XX						
Equipment 731 (>$500)						
Equipment Software 735						

Activity Six – Develop and Implement Evaluations

- Salaries – Summer Off Contract, Pre-CLNA data review with CTE teachers and staff.
- Purchased Services – Data consultant to organize and prioritize CLNA outcomes with staff.
- Rentals Equipment – Do not use. Year-end budget adjustments.

- Staff Travel 580 (non-CTSO) – Mileage for off contract data review

Perkins Activity 6: Develop and Implement Evaluations - Grid

Edit Grid

Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Progra (E.g., AG, FCS, MFG, WELD)
Salaries & Benefits 1XX-2XX						
Purchases Services 3XX						
Rentals Equipment 442						
Staff Travel 580 (Professional Development Non-CTSO)						

CTSOs

- Salaries – Salary for CTSO Admin Assistant. New position, time and effort and job description on file.
- Purchased Services – Registrations for instructors CTSO PD conferences.
- CTSO Student Competitor Costs – Student Competitors only
- Staff Travel 580 (CTSO related events only) PD for instructors FCCLA, CTE Endorsed Advisor & Instructor Travel for Student Competitions. Skills USA and FBLA, FFA
- Supplies – Materials for all CTSO
- Institutional memberships – Quantity of one

CTSO: Career and Technical Student Organizations - Grid

Mark as Complete **Edit Grid**

Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)
Salaries, Benefits, Off-Contract Pay 1XX-2XX	$10,000.00	$10,000.00	Salary for CTSO Admin Assistant - New position .25 T & E on file	SIZE, SCOPE, AND QUALITY	NA	All CTSOs
Purchased Services 3XX	$500.00	$500.00	Registrations for all instructors to conferences	EVALUATION OF LABOR MARKET ALIGNMENT	NA	Registrations for al CTE instructors
CTSO Student Competitor Costs 580	$0.00	$0.00			NA	
Staff Travel 580 (CTSO related events only)	$8,000.00	$8,000.00	PD for Instructors FCCLA CTE Endorsed Advisor & Instructor Travel for Student Competition Skills USA, FBLA	STUDENT PERFORMANCE	ALL	Business, Ag, Ind Tech, FCS
Supplies 6xx (No Consumables) <$500	$200.00	$200.00	Materials for all CTSO related WBL opportunities	EVALUATION OF LABOR MARKET ALIGNMENT,PROGRESS TOWARD IMPROVING EQUITY AND ACCESS,SIZE, SCOPE, AND QUALITY	ALL	All
Institutional Dues for Membership 812	$8,000.00	$8,000.00	Institutional memberships - quantity of one in each category	SIZE, SCOPE, AND QUALITY	Business, Finance, Marketing, and Management	All

Administrative Costs

- Contact Amy Vybiral at amy.vybiral@iowa.gov for assistance.

Administrative Costs - 5%

✓ **Mark as Complete**   ☑ **Edit Form**

Enter the projected amount from the State Allocation to be expended on administrative costs.

Administrative costs must not exceed 5% of the total grant award.

Administrative Amount - 5%:	$1,000.00
Total:	$1,000.00

Total Allocation

✓ **Mark as Complete**

NOTE: The amount budgeted for administrative costs cannot exceed the amount shown above (5% of the State Allocation to Recipient).

Maximum Allowed for Administrative Costs: $11,795.45

The amount shown is the sum total of the amounts that have been entered for each budget section.

Total Projected Amount to be Expended: $235,909.00

If the amount shown below is **(negative)**, the sum total of the dollar amounts budgeted for required components and administrative costs exceeds the amount entered in the State Allocation to Recipient section.

Remaining Allocation to be Budgeted: $0.00

Postsecondary Budget Form

Activity One – Career Exploration and Development

- Personnel Services (Salaries and Wages)
  - New and previously funded positions only.
  - Include percentages
  - Supplanting: May decrease the percentage over time but never increase the percentage.
- Curriculum and Training Materials
- Professional Development Contracts
- Contracts for Services
- Software licensing fees
- Equipment

Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)
101 Personnel Services (Salaries and Wages)						
301 Curriculum and Training Materials						
404 Professional Development Contracts						
405 Contracts for Services						
505 Software Licensing Fees						
701 Equipment						

Perkins Activity 1: Career Exploration and Development - Grid — Edit Grid

Activity Two – Professional Development

- Staff Travel - Conference Titles & CTE Programs, LMI, All Aspects of Industry, Equipment & Technology

Row	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)
101 Personnel Services (Salaries and Wages)						
202 In State Travel - Professional Development (Meals, Lodging, Registration)						
205 Out of State Travel - Professional Development (Meals, Lodging, Registration)						
301 Curriculum and Training Materials						
404 Professional Development Contracts						
405 Contracts for Services						
505 Software Licensing Fees						

Perkins Activity 2: Professional Development - Grid — Edit Grid

Activity Three – CTE Skill Development

- Salaries

Perkins Activity 3: CTE Skill Development - Grid						
Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)
101 Personnel Services (Salaries and Wages)	$168,000.00	$168,000.00	EV Auto Prog 100% Radiology Tech Prog 50%	SIZE, SCOPE, AND QUALITY	Applied Science, Technology, Engineering, and Manufacturing	Health Auto provide within CTE the skills necessary for HS, HD, HW careers

Activity Four – Academic Skill integration into CTE

- Contracts for services – Vendor contracts – Math in CTE Professional Development with all CTE Faculty
- Data Processing Software – Math in CTE Software License (20)

Perkins Activity 4: Integration of Academic Skills - Grid						
Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)
101 Personnel Services (Salaries and Wages)						
301 Curriculum and Training Materials						
404 Professional Development Contracts						
405 Contracts for Services						
505 Software Licensing Fees						

Activity Five – Support for the Implementation of CTE Programs

- Personnel Services (Salaries and Wages)
- Curriculum and Training Materials
- Professional Development Contracts
- Contracts for Services
  - IRC. OSHA 10 & 30, CNA, Scissor Lift, CPR, EMT, ServSafe, CMA
- Data Processing (Desktop Software Licensing Fees)
  - T-Mobile iPad – Ag, Snap-On Team works Software
- Equipment
  - See Attached List
- Purchased Services
  - Industry Recognized Credentials – IRC. OSHA 10 & 30, CNA, Scissor Lift, CPR, EMT, ServSafe, CMA

Perkins Activity 5: Support for CTE Programs - Grid [☑ Edit Grid]

Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)
101 Personnel Services (Salaries and Wages)						
301 Curriculum and Training Materials						
404 Professional Development Contracts						
405 Contracts for Services						
505 Software Licensing Fees						
602 Indirect Costs						
701 Equipment						

Activity Six – Develop and Implement Evaluations

- Personnel Services – Institutional Researcher - CLNA
- In-state and out of state travel – Data meetings/conferences
- Contracts for Services
- Software Licensing Fees

Perkins Activity 6: Develop and Implement Evaluations - Grid [☑ Edit Grid]

Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)
101 Personnel Services (Salaries and Wages)						
202 In State Travel - Professional Development (Meals, Lodging, Registration)						
205 Out of State Travel - Professional Development (Meals, Lodging, Registration)						
301 Curriculum and Training Materials						
405 Contracts for Services						
505 Software Licensing Fees						

CTSOs

- Personnel Services – Salaries and benefits/percentages time and effort and job description on file.
- In-state Travel – CTSO related events only
- Out of state Travel – CTSO Related events only
- Curriculum and Training materials – Materials required for Student competition only. Classroom materials - Activity five
- 812 Institutional Dues for Membership in Professional Organizations

CTSO: Career and Technical Student Organizations - Grid

✔ Mark as Complete   ☑ Edit Grid

Description	Budgeted Amount	Total	List Purchases in Detail	Connects to CLNA Element(s)	Connects to Service Area(s)	List state approved CTE Program (E.g., AG, FCS, MFG, WELD)
101 Personnel Services (Salaries and Wages)	$1,500.00	$1,500.00	HOSA Mentor Stipends	STUDENT PERFORMANCE	Health Science	Health
202 In State Travel - CTSO related events only (Meals, Lodging, Registration)	$5,000.00	$5,000.00	Linkage with secondary	STUDENT PERFORMANCE	ALL	All
205 Out of State Travel - CTSO related events only (Meals Lodging, Registration)	$0.00	$0.00				
301 Curriculum and Training Materials	$0.00	$0.00	Include only the materials required for student competition.Classroom materials use activity 5.			
405 Contracts for Services etc.	$0.00	$0.00				
812 Institutional Dues for Membership in Professional Organizations	$9,000.00	$9,000.00	HOSA Institutional Dues (National and State)	SIZE, SCOPE, AND QUALITY	Health Science	Health

Administrative Costs

Administrative Amount - 5%: $20,000.00

Awarded Amount: $20,000.00

Total Allocation

NOTE: The amount budgeted for administrative costs cannot exceed the amount shown above (5% of the State Alloc

Maximum Allowed for Administrative Costs: $44,835.65

The amount shown is the sum total of the amounts that have been entered for each budget section.

Total Projected Amount to be Expended: $896,713.00

If the amount shown below is **(negative)**, the sum total of the dollar amounts budgeted for required components and administ

Remaining Allocation to be Budgeted: $0.00

Wrap-Up

The status of each form will be summarized on the Application Forms list within the "Complete?" column. When all forms have been marked as complete, the application is ready for submission. To submit the application, click the "Submit" link.


After all steps of the submission process have been completed, the person submitting the application will receive a system-generated notification stating the application has been successfully submitted. The notification message, as well as other correspondence generated via iowagrants.gov, will come from the dullestech.com domain. Please make sure your email system is set to allow these messages to be delivered.

If you have questions regarding the FY25 Perkins Grant application forms, please contact Jeffrey Fletcher, Perkins Accountability Consultant, Bureau of Career and Technical Education at jeffrey.fletcher@iowa.gov or 515-321-7309.

Claim Submission Instructions

Contact CTE Bureau if assistance is needed to edit and submit a claim.

Click on the green "+ Add Claim" button to initiate a claim.
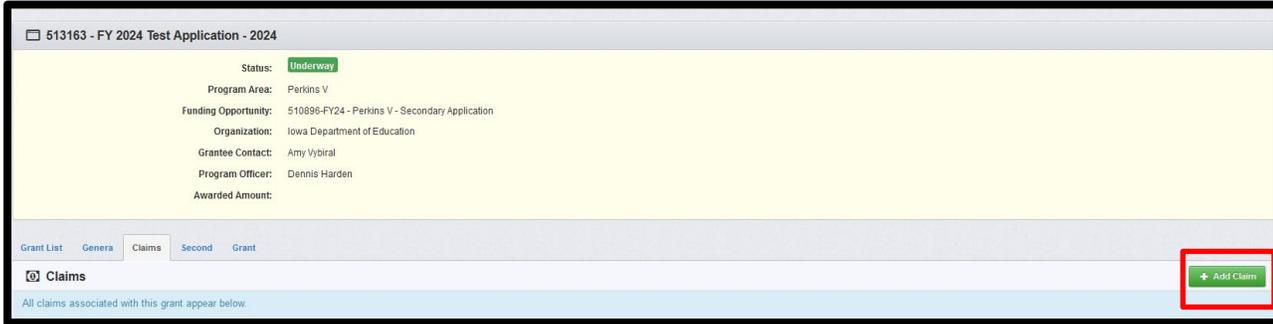
Click on the green "Edit Claim" button.
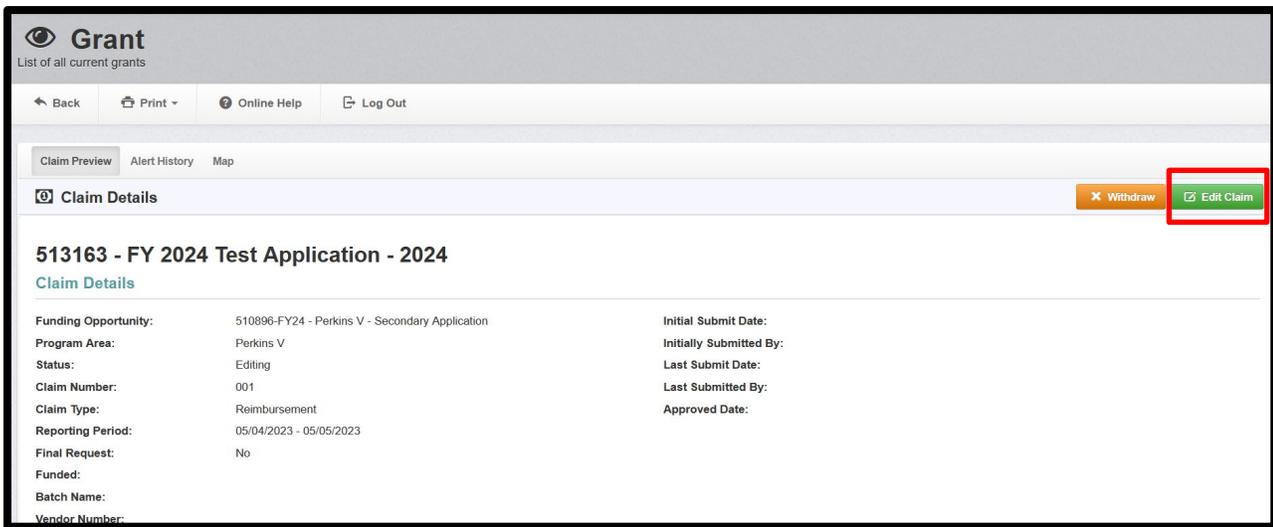
Click on "General Information"
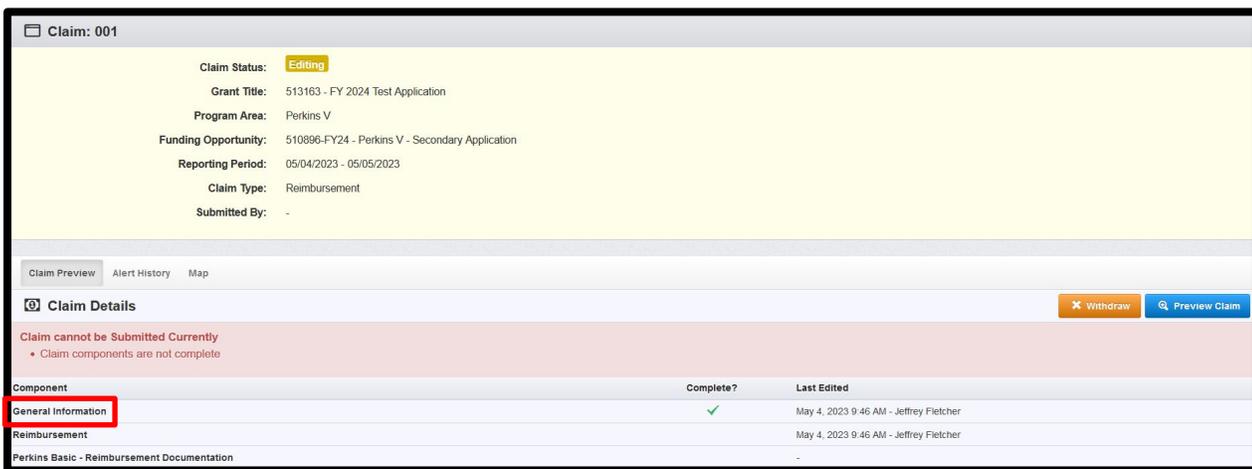
Enter report period – the period-of-time of when the actual expenses occurred.

For "reimbursement" form and "reimbursement documentation form":

1. Click green "Edit Form" button.
2. Enter and complete information.
3. Click green "Save Form" button.
4. Click orange "Mark as Complete" button.
5. Repeat as needed; i.e., saved information can always be edited/worked on later.
   - Do not withdraw claims.
   - Do not begin a new claim until all claims in "editing" and "correcting" have been completed and submitted.
   - Claims cannot be deleted in Iowa Grants. Do NOT "withdraw" claims. Contact the CTE Bureau for technical assistance.
6. Continue to complete and "Mark as Complete" each form until the green banner message "Claim is in compliance and is ready for submission!" and the orange "Submit Claim" button appears.

Contact Amy Vybiral at amy.vybiral@iowa.gov for assistance.