Computer Science Professional Development Incentive Fund (CSPDIF)

2020-21 Grant Application and Implementation Guidance

Iowa Department of Education

Purpose

The purpose of this guidance is to assist grantees in understanding, administering, and implementing the provisions of this grant. Please review this document in its entirety before beginning your application.

General Provisions

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

Computer Science is – Iowa's Definition of Computer Science

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

Computer Science is not keyboarding, using a computer for everyday activities, such as browsing the internet; use of tools like word processing or presentation software; or using computers in the study and exploration of other subjects, and it is more than computer literacy and digital citizenship. Computer science is more than "coding."

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

Eligible Applicants – all Iowa school districts, all Iowa accredited nonpublic school systems, and collaboratives consisting of one or more school districts, accredited nonpublic schools, and/or area education agencies.

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 two purposes:

- A school district or accredited nonpublic school, or a collaborative of one or more school districts, accredited nonpublic schools, and area education agencies, may apply to the department to receive moneys from the fund to provide proven professional development activities for Iowa teachers in the area of computer science education.
- A school district or accredited nonpublic school may apply to the department to receive moneys from the fund to provide tuition reimbursement for Iowa teachers seeking endorsements or authorizations for computer science 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

Wren Hoffman, Consultant (wren.hoffman@iowa.gov, 515-981-3306)

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 Applications

Use this page to access applications that have been either not "submitted" or not "approved."

My Grants

Use this page to access reporting forms for your approved grant project(s). 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.

CSPDIF 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 Professional Development Incentive Fund (2020-21 Grants)**.

> **ID**: 352491
> **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 school or collaborative in your Project Title.

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

Click the **Edit** button. 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** 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 📝 **Edit** button at the top of the screen. Select from the drop-down box. Click the 💾 **Save** button at the top of the screen

Click the "**Add**" button located on the right side of the screen to enter the requested information for the primary applicant. Click the 💾 **Save** button at the top of the screen.

If applying as a collaborative, repeat the "**Add**" and 💾 **Save** process to provide the requested information for each school district, nonpublic school system, and/or AEA partner included in the collaborative.

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.

Project 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).

2020-21 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) list the specific intended outcomes of the proposal including why you need the funding in order to accomplish this, and 3) tell us whether you have previously been awarded funding from this grant.

Project Proposal section, 1) describe the proposal for use of the requested funds. including how the proposed activities will meet your identified outcomes and the measurements you will use to indicate whether the outcomes were or were not met and 2) explain how will the CSTA standards will be integrated into computer science instruction.

Impact section, tell us 1) when identified teachers will be ready to teach computer science, as a result of this proposal, 2) how many students you predict will be directly impacted by this professional development proposal and how you will know/measure the impact, 3) 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, and 4) how many teachers will be impacted by this professional development proposal, by grade level or area.

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

All funds must be spent on professional development or coursework leading to teacher qualification, endorsement, or certification in computer science.

The Project Budget serves as your spending plan and should cover all anticipated project costs. Describe in detail the coursework or professional development you intend to engage in and how each respective cost relates to your proposed project goals and outcomes.

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.

Statement of Assurances

From the Application Forms screen select Statement of Assurances.

The Statement of Assurance is the agreement between the Department and the grantee that binds the grantee to comply with all applicable State and Federal regulations governing the financial assistance award granted to them.

All applicants will sign a statement of assurance that funds awarded will be used for professional development and tuition reimbursement to increase high-quality computer science instruction based on the Iowa Computer Science Standards.

An authorized official must sign and date your application by providing the information requested.

After signing, 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.

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**.

Due Date: November 9, 2020

Project Amendment Process

Revisions may be necessary to meet the changing needs or circumstances of your project. Applicants will submit a contract amendment request: 1) to propose a general change in program activity or design and/or 2) to amend the budget when the proposed change in a budget category amount exceeds 10 percent of the total budget or $2,500, whichever is less.

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

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

From the Grant/Project Components screen select: Contract Amendments.

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

GENERAL INFORMATION SCREEN:

Title: Provide a descriptive title for your request

Contract Amendment Type: Select **Project Revision**

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

Click the **Return to Components** link.

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

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

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

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

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

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

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

Transfer **Budget Amounts** to:

- Select the budget category you want to transfer money <u>to</u> (add) in the first field.
- Enter the amount of money you want to transfer <u>to</u> (add) this category in the second field.

Transfer **Budget Amounts** from:

- Select the budget category you want to transfer money <u>from</u> (reduce) in the third field.
- Enter the amount of money you want to transfer <u>from</u> (reduce) this category in the fourth field.

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

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

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

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

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

Due Date: April 14

Project Evaluation

Project Evaluation

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

Evaluative reports have the following purposes: 1) to determine if the grantee has implemented the project as agreed; 2) to determine if the grantee is making progress towards meeting its goals; 3) to determine if the activities performed by the grantee are linked to the specific outcomes of the project; and 4) to allow the grantee to present information on any problems encountered in implementing the project.

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

End-of-Year Assessment and Evaluation

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

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

From the Grant/Project Components screen select: Status Reports.

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

GENERAL INFORMATION SCREEN:

Status Report Type: Select "**Final Report**" from the pull-down menu.
Title: "2020-21 End-of-Year Assessment and Evaluation Report"
Reporting Period: Dates should coincide with the respective semi-annual period of your report.

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

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

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

Grant $ Spent-to-Date: Enter the total amount of grant dollars you've spent so far this year, as reported on your July 31st claim.

Staff Data: Provide data for each respective question.

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

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

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

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

Due Date: July 1st for the period ending June 30th

Expenditure Reimbursement Claim

This grant operates on the accrual basis of accounting, i.e. any expense you incur on or before June 30, 2021, irrespective of the date of payment, can be submitted for reimbursement for the grant year.

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.

Reports should be filed two times per year (i.e. as of December 31 and June 30) unless otherwise mutually agreed upon. Grantees must submit a report even if no costs were incurred (zero claim) or no activities took place during that time period.

Refer to **Appendix A** for additional guidance.

Semi-Annual 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: Dates should coincide with the respective semi-annual period of your report.

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 detail 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 Detailed Explanation - Specific Expenditure Items.

Use this screen to provide additional information with respect to expenditure items not clearly identified or defined in your initial project budget. Provide a detailed description of the item(s) purchased (i.e. item name, vendor, etc.) and describe how the expenditure relates to and supports the referenced outcome/goal of the approved project.

Click the 📝 **Edit** button at the top of the screen to access the form.

Additional explanation. Include as much information as necessary for Department staff to understand what it was you purchased and how the purchase relates to and supports your project goals.

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 detail general ledger <u>must</u> 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 Payroll and Invoice Detail.

Supporting detail payroll and invoice documents <u>must</u> be attached to your claim. Attach detail payroll reports, by employee, for all salaries/wages and benefits paid and detail invoice copies for all non-wage expenditures paid for the reporting period. 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 Date: July 22nd for the period ending June 30th

Appendix A: Fiscal Responsibilities

When you accept a grant award you accept responsibilities involving the management and administration of programmatic, financial, and reporting aspects of the grant project. This section provides applicants and grantees with general recommendations for planning and managing categorical grants.

Fiscal Management

The Grant Manager, in coordination with the business office, is responsible for monitoring all project expenditures to ensure that funds are expended in accordance with the approved budget and the grant project timeline.

Each annual award has a life-cycle of twelve months and must be fully expended by June 30 of the respective fiscal year of the award. The Grant Manager, in coordination with the business office, should review grant activity on a monthly basis to ensure that expenses are appropriately charged to the budget and that no costs have been erroneously posted to the grant account. Avoid making unusual expenditures at the end of the project as this can bring to question the legitimate need of the purchase for achieving project activities.

Awards funded under this program must adhere to applicable accounting principles and governmental auditing standards and must be used solely for the approved project and not for any other purpose.

A grantee must maintain effective control and accountability for all funds, property, and other assets and must adequately safeguard all assets and ensure they are used only for grant-authorized purposes. The local board of education is responsible for the proper disbursement of, and accounting for, project funds. Written district policy concerning wages, mileage and travel allowances, overtime compensation, or fringe benefits, as well as State rules pertaining to competitive bidding, safety regulations, inventory control, and out-of-state travel must be followed. Supporting or source documents are required for all grant related transactions entered into the district's recordkeeping system. Source documents that authorize the disbursement of grant funds consist of purchase orders, contracts, time and effort records, delivery receipts, vendor invoices, travel documentation, and payment documents, including check stubs.

To be considered allowable for reimbursement, costs must meet the following general criteria: 1) be necessary and reasonable for proper and efficient operation of the project; 2) be permissible under applicable state and/or federal laws and regulations; 3) conform to any limitations or exclusions set forth in these guidelines, laws or regulations, or other governing limitations as to types or amounts of cost items; 4) be net after applying all applicable credits, such as purchase discounts, project-generated income, and adjustments of overpayments; 5) must not be included as a cost in any other project or grant; and 6) be supported by appropriate documentation.

Records Retention: Supporting documentation for this grant must be kept for at least six years after the last payment was made unless otherwise specified by program requirements. Additionally, audit or litigation will "freeze the clock" for records retention purposes until the issue is resolved. All records and documentation must be available for inspection by Department officials or its representatives.

Budget and Expenditure Guidelines

The Computer Science Professional Development Incentive grant is considered a categorical grant as defined by 281 IAC 98. Project budgets are subject to approval by the Department and based on availability of funding.

Expenditures must integrate with and support the school's project and have a direct impact on building teacher capacity. All anticipated expenditures should be accounted for on the grant application budget page.

Funds must be used to supplement, not supplant, funds that would otherwise be used for the activities supported by the program.

Moneys received for this grant are subject to the General Provisions (Division I) of 281 IAC 98, Financial Management of Categorical Funding, and shall only be used for to pay the direct costs of providing the

school's project. Grant award moneys may not be used to pay for costs that are allocated costs or that are considered indirect costs or overhead.

Budget Categories

Off-Site Professional Development

Off-site professional development includes workshops and trainings that take place outside the district locality. Include the name of the event, the number of teachers attending, and the cost for registration fees, participant travel expenses, and substitute teachers.

District-Hosted Professional Development

District-hosted professional development includes any event that takes places in the district locality. This may include workshops, speakers, and training costs. Include the name of workshops, trainings, or speakers, date of the events, number of participants, and any associated costs.

College Credit Courses

College credit courses should lead to the Computer Science Endorsement. Reimbursement for tuition and fees occurs in the fiscal year coinciding with the beginning date of the course; reimbursement for textbooks and supplies occurs in the fiscal year coinciding with the date of purchase. Include the provider of the coursework, the courses, and how many teachers will participate.

Fiscal Definitions

Fiscal Year

Grant funds are allocated based on the year July 1 through June 30 of the following year. Funds not fully expended by June 30 of the grant year do not carry over to the next grant year.

Uniform Financial Accounting

Grant expenditures shall be classified in accordance with [Iowa Uniform Financial Accounting](#).

The Source and Project code for this Award is **3379**.

Unallowed Costs

Expenditures for activities that do not meet the legislative goals of this grant are not reimbursable. Examples include conferences, site licenses or participation costs, curriculum or course development including the development of lesson activities and creating student materials, teacher staffing, instructional materials, software, hardware, and/or other resources for classrooms/students, late and service fees, costs to obtain endorsement from Board of Educational Examiners, and Makerspace activities. The guidelines for reimbursement have been updated – some budget items that were allowed in the past may no longer be allowed.

Grant funds may not be used for facility construction, remodeling, or renovation; upgrades to or maintenance of buildings; incidental or non-instructional supplies or materials; computer hardware or software for staff; technology infrastructure; technology set-up fees, service charge fees or late fees; gifts or monetary awards of any kind; the cost of office furniture; salaries and employee benefits for any staff that do not directly support grant activities as described in the school's approved plan; professional dues, memberships, or contributions; legal or audit expenses; instructional or other services the district is otherwise required to provide; indirect costs; or any other costs not directly related to project activities, functions, or anticipated outcomes.

Supplement Not Supplant

Supplement, not supplant" means that the categorical funding shall be in addition to general purpose revenues; that categorical funding shall not be used to provide services required by federal or state law, administrative rule, or local policy; and that general purpose revenues shall not be diverted for other purposes because of the availability of categorical funding. Supplanting is presumed to have occurred if the school district or area education agency uses categorical funding to provide services that it was required to make available under other categorical funding or law, or uses categorical funding to provide services that it provided in prior years from general purpose revenues, or uses categorical funding to provide services to a particular group of children or programs for which it uses general purpose revenues to provide the same or similar services to other groups of children or programs. These presumptions are rebuttable if the school district or area education agency can demonstrate that

it would not have provided the services in question with general purpose revenues if the categorical funding had not been available" (281 IAC 98.1).