

FY12 Strengthening CTE Programs of Study (POS) Grant: Completing the Final Application

- 1) Once the pre-application has been reviewed and released, applicants will receive a system-generated message similar to the one below:

**** Do Not Respond to This Email ****

Dear Thomas Cooley,

The following pre-application has been reviewed and is now released for you to complete and submit a Final Application. Look for further correspondence regarding your work plan eligibility and adjusted budget figure from your Grant Manager:

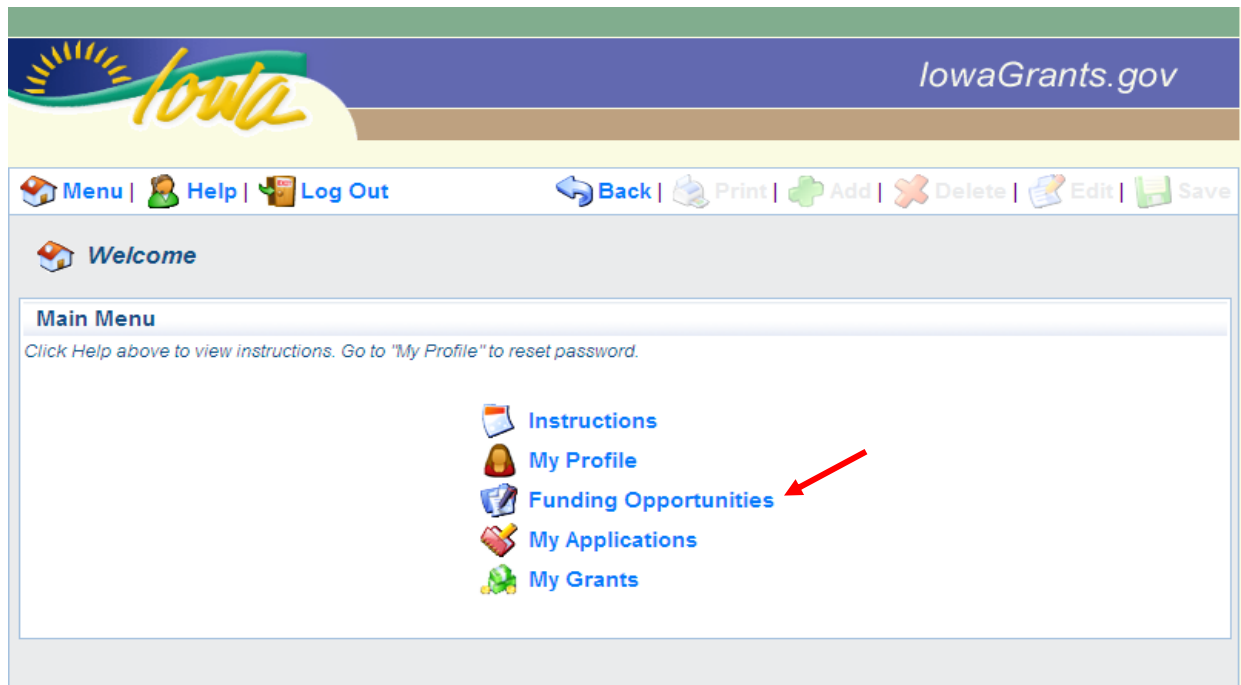
Number: 40598

Name: Test Application for POS Grant - Pre- and Final

Program Area: Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)

You may log into the WebGrants grants management system at the following location: <https://www.iowagrants.gov> to start your final application.

- 2) Log in to the iowagrants.gov site as a returning user and select **Funding Opportunities** from the main menu.



FY12 Strengthening CTE Programs of Study (POS) Grant: Completing the Final Application

- 3) Select the FY12 Strengthening CTE Programs of Study (POS) link.

Current Funding Opportunities					
<i>This screen contains a brief summary of this opportunity. The deadline displays the due date of the application. You will be unable to submit an application after this date.</i>					
<i>Click on the title to open the Funding Opportunity summary.</i>					
ID	Agency	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
17797	Education	Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)	FY12 Increasing Retention and Graduation of Students in Nontraditional Career Areas		02/03/2012
35777	Education	Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)	FY12 Strengthening CTE Programs of Study (POS)	01/25/2012	02/06/2012

- 4) At the top of the page, there will be a list showing the pre-application that was previously submitted. Select the **Apply Final** link located in the far right column.

Current Applications				
<i>Any previously created applications, for this opportunity, appear below</i>				
ID	Round	Application Title	Status	
40598	Pre-Application	Test Application for POS Grant - Pre- and Final	Submitted	Apply Final

- 5) Enter a project title, then select "Save." The Department suggests including the agreed upon Cluster assignment within the project title (e.g., FY12 POS – Agriculture Cluster).

General Information	
<i>This page must be completed and saved before proceeding with the rest of the application process</i>	
Registered Applicant:*	Thomas Cooley
Project Title: (limited to 100 characters) *	FY12 POS - Agriculture Cluster
Organization:*	Iowa Department of Education


[Return to top to save](#)

FY12 Strengthening CTE Programs of Study (POS) Grant: Completing the Final Application

- 6) Once the project title is saved, select “Go to Application Forms”

General Information	Go to Application Forms
System ID: 41151	
Project Title: FY12 POS - Agriculture Cluster	
Registered Applicant: Thomas Cooley	
Additional Contacts:	
Organization: Iowa Department of Education	
<small>Last Edited By: Thomas Cooley, 01/30/2012</small>	

- 7) The application forms will show each of the components comprising the final application. Select Cover Sheet-General Information to start. This form is required of all grants submitted via iowagrants.gov; it is not unique to the POS grant. The same holds true for the Minority Impact Statement.

Application Forms		Preview Submit
Form Name	Complete?	Last Edited
General Information	✓	01/30/2012
Cover Sheet-General Information 		
POS - Cover Page		01/13/2012
POS - Project Plan		
POS - Budget Summary		
POS - Assurances/Agreements		
Minority Impact Statement		

The Cover Sheet-General Information form will, most likely, open in editing mode (entry fields are viewable). If this is not the case, select “Edit” at the top of the page. Please note that all fields with a red asterisk (*) are required; this holds true for other parts of the application as well.

The following are suggested entries for this form:

Authorized Official – community college President/Chancellor


Fiscal Agent – person at the community college who will be submitting claims related to the grant

Congressional Districts – “statewide”

Once all entries are completed, select “Save” at the top of the page, then select “Mark as Complete.”
Note that “Mark as Complete” will be the final step for each of the various application forms.

FY12 Strengthening CTE Programs of Study (POS) Grant: Completing the Final Application

8) Return to the Application Forms, then select POS – Cover Page.

Application Forms		Preview Submit
Form Name	Complete?	Last Edited
General Information	✓	01/30/2012
Cover Sheet-General Information		
POS - Cover Page 		01/13/2012
POS - Project Plan		
POS - Budget Summary		
POS - Assurances/Agreements		
Minority Impact Statement		

All entries required for this form will have copied directly from the pre-application. Unless changes are needed, select Mark as Complete.

Recipient Information		Mark as Complete Go to Application Forms
<i>Once the individual fields are completed, select "Save."</i>		
Eligible Recipient Name	Kirkwood Community College <small>Use the drop down menu to select the community college name.</small>	
Community College No.	9910 <small>This field should fill automatically based on the choice above. If the number listed does not match the community college selected, contact Tom Cooley at 515-281-4700.</small>	
Honorific	Mr.	
Name of President or Chancellor	DE Tester	
Telephone Number	515-281-4700	

FY12 Strengthening CTE Programs of Study (POS) Grant: Completing the Final Application

- 9) Return to the Application Forms to work through the remaining components. When possible, drop down menus are provided. To select multiple items from a drop down list, hold the Ctrl key while making the selections.

General Information
Provide basic information about the project.

Project Title*
Enter the proper name that will be used to identify this project.

Indicate the Career Cluster for this application applies.* Agriculture, Food & Natural Resources
Using the drop down menu, select the Cluster for which this project will apply. This information will be provided by the Department following approval of the college's pre-application.

Project Working Title
Enter the working name or acronym that will be used for the project.

Project Fiscal Agent / Cluster Lead* Des Moines Area Community College
Using the drop down menu, identify the agency completing the grant application.

Community College Partner (s)*
Des Moines Area Community College
Eastern Iowa Community College District
Hawkeye Community College
Indian Hills Community College
Iowa Central Community College
Using the drop down menu, identify a minimum of one community college that will partner with the fiscal agent in completing the project. To select multiple colleges, hold the "Ctrl" key while making the selection. Please press Ctrl + Click to select multiple items

District (secondary school) Partners*
A-H-S-T Community School District
Adair-Casey Community School District
Adel Desoto Minburn Community School District
AEA Consortium Four
AEA XIII Perkins Consortium
Using the drop down menu, identify three districts from the applicant's region that will partner with the community college in completing the project. To select multiple districts, hold the "Ctrl" key while making the selections. Please press Ctrl + Click to select multiple items

This title could be the same as the one entered in Step 5.

- 10) The Budget form reflects the five main objectives of the grant project plan: Community College and District Partnerships, Statewide Technical Management Committee, Work Plan for the POS Model, Continuous Improvement Plan and Dissemination of the POS Model.

The Department has designed *Strengthening CTE Programs of Study (POS)* as a multi-year project (multi-years of grant funding). It is not necessary, nor expected, that an applicant will budget dollars in each area each year. It is likely some objectives will not be addressed during the FY12 grant time period.

The next page shows several parts of the budget form. A "Total Allocation" calculation is provided for the applicant to help ensure the dollar amounts included in the budget section match the amount of the grant allocation (for FY12, the grant allocation to be entered is \$13,133).

FY12 Strengthening CTE Programs of Study (POS) Grant: Completing the Final Application

State Allocation to Recipient
The allocation for this grant is \$13,133. This amount should be entered in this section.

State Allocation to Recipient*
Enter \$13,133.

Community College and District Partnerships

Row	Amount Budgeted
Personnel Services	<input type="text" value="\$0.00"/>
Materials	<input type="text" value="\$0.00"/>
Travel	<input type="text" value="\$0.00"/>
Other*	<input type="text" value="\$0.00"/>

***Other Funds**

Identify how funds budgeted for "Other" will be used.

Total Allocation

Sufficiency of Project Funding

How will the development/strengthening of CTE Programs of Study be sustained with federal (Perkins) and local resources?

Describe additional federal and local resources the college anticipates will be dedicated toward completion of the grant objective(s).

[Return to Top](#)

Total Allocation

Total Allocation	\$13,133.00
Remaining Allocation to be Budgeted	\$0.00

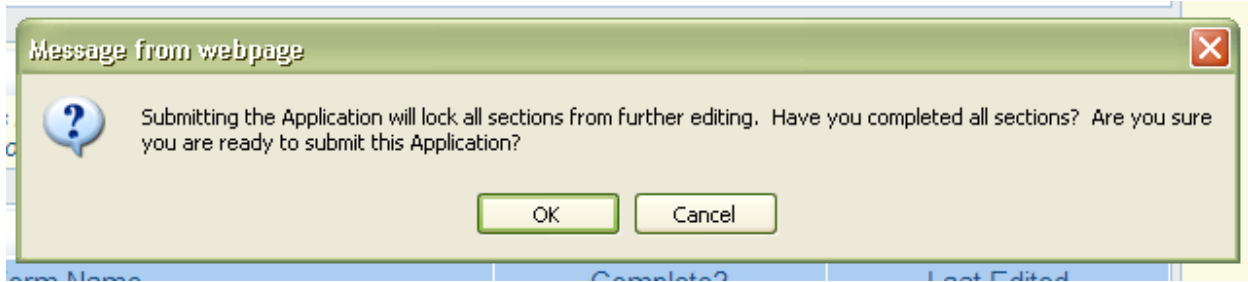
11) Once all forms have been marked as complete, the Application Forms will appear as follows. To review a full copy of the application, select Preview. If everything is correct, return to the Application Forms list and select "Submit."

Application Forms

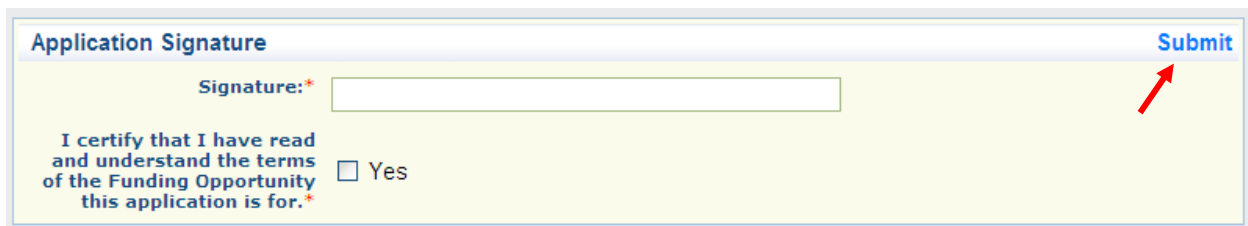
Form Name	Complete?	Last Edited	Preview Submit
General Information	✓	01/30/2012	
Cover Sheet-General Information	✓	01/30/2012	
POS - Cover Page	✓	01/30/2012	
POS - Project Plan	✓	01/30/2012	
POS - Budget Summary	✓	01/30/2012	
POS - Assurances/Agreements	✓	01/30/2012	
Minority Impact Statement	✓	01/30/2012	

FY12 Strengthening CTE Programs of Study (POS) Grant: Completing the Final Application

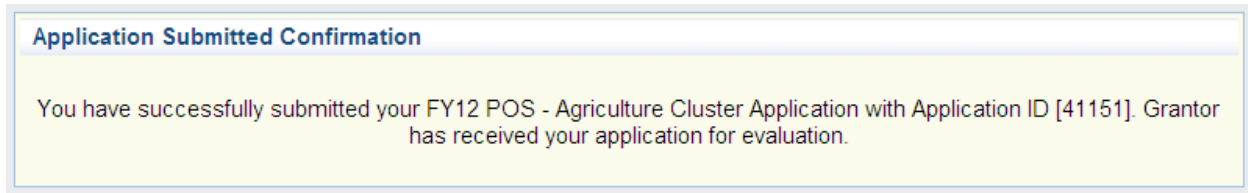
12) After selecting "Submit," you will see a verification message as shown below.



After selecting "OK," you will see an Application Signature screen. Once this is completed, select "Submit."

A screenshot of the "Application Signature" screen. The title bar reads "Application Signature" and the "Submit" button is in the top right corner. Below the title bar, there is a "Signature:*" label followed by a text input field. Underneath the input field, there is a certification statement: "I certify that I have read and understand the terms of the Funding Opportunity this application is for.*" followed by a checkbox labeled "Yes". A red arrow points to the "Submit" button.

After submission, you will see a confirmation similar to the one shown below.

A screenshot of the "Application Submitted Confirmation" screen. The title bar reads "Application Submitted Confirmation". The main text of the confirmation message is: "You have successfully submitted your FY12 POS - Agriculture Cluster Application with Application ID [41151]. Grantor has received your application for evaluation."

Questions regarding the application submission process can be directed to:

Tom Cooley, Administrative Consultant
Bureau of Adult, Career, and Community College Education
(515)281-4700
tom.cooley@iowa.gov