



# IOWA

## Department of Education

Ann Lebo, Director

Kim Reynolds, Governor  
Adam Gregg, Lt. Governor

Date: October 15, 2020  
To: Perkins Contacts, Fiscal Agents, and Business Managers  
RE: Perkins FY2021 Claim Submissions, Timelines, and General Guidance.  
Links: [Allowable Use of Funds](#) and [Membership Guidance](#)

The CTE Bureau has received requests to submit FY 2021 claims. This memo provides upcoming Perkins timelines and objectives to be met prior to opening claims for 2021 and addresses required due dates after November 3rd, 2020. Please review the documents "Allowable Use of Funds" and "Membership Guidance" (Links are provided above).

- Sept. 30 All Perkins applications submitted.
- October 15 Perkins applications approved or negotiated.  
Negotiated applications will be returned to recipients for edits and due two weeks from the negotiated date or October 31, whichever date is the earliest.
- October 28 First Claim Webinar (Notification will be emailed October 21)  
Claim submission basics and Allowable use of funds  
Simplified Sec. 135 (Revised for 2021) available on the Department website
- November 3 Second Claim Webinar (Notification will be emailed October 27)  
Claim submission basics and Allowable use of funds  
Perkins V FY 2021 claims will be open in Iowa Grants for submission
- January 15 Required quarterly claim submission Dates: January 15, April 15, and July 15, 2021.

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### **Simplified Process for Claim Submission**

Please note: in FY 2020-2021 Claims will be submitted with CTSO invoices only. Additional invoices, receipts, and general ledgers will be filed locally with the Sec. 135 summary sheet and **no longer required** with claim submission.

1. Create a new claim in Iowa Grants and enter amounts in each category.
2. Complete revised (reduced) Sec. 135 Summary
3. Upload Sec. 135 Summary, CTSO invoices, and submit claim in Iowa Grants.
4. File the Sec. 135 summary with invoices and receipts and ensure availability upon request.

### **Budget Amendments**

Amendments that align with the CLNA will be approved. Email Amy Vybiral [amy.vybiral@iowa.gov](mailto:amy.vybiral@iowa.gov) to adjust the Perkins budget to align negative balances after a claim has been submitted.

### **Supplanting Guidance**

Perkins V allows the flexibility to pay the off-contract work of new CTSO instructors and for CLNA staff working on off contract. If the extra-duty salaries are not paid for with Perkins funds in the first eligible year (FY 2020-2021), then salaries may not be moved to Perkins in subsequent years (**supplanting**).

For questions about claims or allowable uses of funds, contact Amy Vybiral, [amy.vybiral@iowa.gov](mailto:amy.vybiral@iowa.gov), 515-339-4520. For questions related to CTSOs, contact to Chris Dzurick [chris.dzurick@iowa.gov](mailto:chris.dzurick@iowa.gov) or 515-419-4792. For all other questions please contact Dennis Harden at [dennis.harden@iowa.gov](mailto:dennis.harden@iowa.gov) or 515-281-4716.