Vocational-Technical Education Enhancement Grant Award Program

Planning Guide and Administrative Manual

Fiscal Year 2020

Missouri Department of Elementary and Secondary Education
205 Jefferson St., P.O. Box 480
Jefferson City, MO 65102-0480

This document, in its entirety, may be accessed through the Department's website at the following address:
http://dese.mo.gov/college-career-readiness/career-education/program-management-account-finance/grants

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Enhancement Grant FY20 Checklist

☐ LEA has uploaded the **FY20** EGFV4 into the DESE Web Applications System by 11:59 PM, February 28, 2019. LEAs must use the appropriate EG-FV4 Excel spreadsheet.

☐ LEA has included or uploaded all supporting information required

   ☐ Details on any facility renovations
   ☐ DESE program approval letter for any new programs, including PLTW or similar programs, approved after July 1, 2018 for which funds are requested
   ☐ Details for cloud or similar computing systems
   ☐ Details and cost sharing ratios for any items to be used by other than students or staff not affiliated with the high-demand occupation for which funds are requested
   ☐ Data substantiating any requests for funds for occupations not on the annual statewide or regional listings of high demand occupations (see page 15 of Administrative Manual).
   ☐ Other information

☐ LEA has submitted the project summary from their previous Enhancement Grant. [Note: LEAs will have access to $1 in grant funds until the report is submitted. Access to the actual, approved grant allocation will be available to the LEA once the report is received]

☐ LEA has updated grant contact person information if changes have occurred after FY20 grant submission

☐ LEA has entered the grant into the ePeGS payment system by September 30, 2019. [Note: This indicates the LEA wishes to accept the grant funds; not entering the grant into ePeGS by the deadline indicates the LEA does not wish to utilize the grant funds and funds can be released to other schools]

☐ LEA has reviewed and made all final revisions to the grant by December 31, 2019

☐ LEA has reviewed grant and requested funds as appropriate after July, 2019. Schools are highly encouraged to have grant funds obligated and expended prior to April 1, 2020.

   o Note: All funds must be obligated and expended prior to submission of the Final Expenditure Report (FER)
   o Note: **Funds obligated or expended after May 31, 2020 will not be reimbursed**.

☐ LEA has submitted a Final Expenditure Report (FER) in ePeGS between April 1-May 31, 2020

   o Note: A final request for funds may be made via the FER

☐ LEA has submitted by email the FY20 project report as a PDF or Word Document by May 15, 2020

Request for Grant Award

ELIGIBLE ENTITIES:
Missouri public high schools, area career centers and community colleges currently operating Department-approved occupational preparatory (long-term) career education programs offering courses eligible for grant funding.   School Districts with an area career center must submit one grant that includes requests for that center as well as all district high schools.

GOAL:
To expand and enhance the quality of Missouri's occupational preparatory (long-term) career education programs through improved alignment with business and industry occupational training needs, and increased emphasis on training in high-demand occupations that have been determined to be in critical shortage.

RATIONALE:
The Outstanding Schools Act of 1993 established provisions for the implementation of a grant award program to enhance career education in public high schools, area career schools, and community colleges. The funds made available through the program focus on the initiation of new, and the improvement of, existing occupational preparatory (long-term) career education training programs, curriculum enhancement, instructional equipment and facility improvement, particularly in high demand occupations.

MINIMUM REQUIREMENTS:
DESE-approved CTE programs and courses that are identified with high-demand occupations are eligible for funding. Requests for Vocational-Technical Education Enhancement Grant funding shall minimally consist of the following components:

A. A properly submitted budget for each occupational career education program by CIP code for which grant funds are being requested.

B. The budget shall be developed which details all major expenditure categories and itemizes all equipment purchases. Equipment purchases with grant funds shall:
   a. have prior approval of the Office of College and Career Readiness and
   b. be appropriate to the instructional content of the career education course or program.

C. Grant funds may also be requested for new occupational preparatory (long-term) career education programs. Any budget requests for a new program must include documentation of department approval of the new program. Documentation indicating program approval after July 1, 2018 must be uploaded into the DESE web applications system along with the grant application.

D. The budget must be developed using the **current** FY20 EG-FV4 spreadsheet found on the DESE website to be eligible for funding. This spreadsheet, along with supporting documentation when required, must be submitted as a state compliance plan into the DESE Web Applications system. Required documentation includes specific details for any type of facilities renovation, requests for cloud or similar computing systems, cost-sharing data for items to be used by non-CTE students or staff, and requests for consideration of funds to be used for programs not on the high-demand list based on local or regional data,. Requests for funds for new programs requires DESE program approval and the approval documentation must be uploaded.

E.	A plan, developed by an advisory committee with no fewer than twelve (12) members, that is composed of at least two (2) members representing each of the following groups: business persons, labor leaders, parents, senior citizens, community leaders and teachers. The committee shall assist the grant recipient with the development of a plan which will ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities. This plan shall be developed prior to the close of the fiscal year that the grant recipient received an initial grant under this grant award program.

F.	Eligible institutions that apply for grant funds after receiving an initial grant award shall submit a description of the accomplishments made toward the implementation of their initial plan and any modifications to their initial plan. It is **not** required that the school district or LEA submit this plan; it is required that the plan is available for review when requested.

ASSURANCES
The applicant must assure that:
A.	Fiscal and property management control, and fund accounting procedures are in place and operational.

B.	Funds from local sources will be allocated and expended for instructional equipment for occupational career education programs as described in the grant proposal in an amount equal to or greater than twenty-five percent (25%) of the grant expenditure for this purpose.

C.	Funds from local sources will be allocated and expended for allowable purposes other than instructional equipment as delineated in the grant proposal in an amount equal to or greater than fifty percent (50%) of the grant expenditure for these purposes.

D.	Expenditure of grant funding shall align with the budget approved by the Department of Elementary and Secondary Education, or subsequent state-approved budget revisions.

E.	An advisory committee meeting the requirements of 5 CSR 20-200 (2)(B) has been established and the names and affiliation of each member is available for review at the local level.

F.	The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.

G.	Secondary student performance standards have been, or will be, established within the district that lead to or qualify students for graduation. These standards will be revised to meet or exceed the Missouri Learning Standards adopted by the State Board of Education.

H.	Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities *(applies only to local education agencies and/or institutions of postsecondary education that have not previously received grant funds)*.

I.	Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan *(applies only to local education agencies that have previously received grant funds)*.

J.	Funds for facility improvement must be detailed in the request for grant funding and approved by appropriate personnel at the Department. Any facility improvement or renovation expenditure charged

to grant funds, in total or in part, must be directly tied to improved instruction and learning, and must comply with grant guidelines for allowed and disallowed costs, as detailed on page eight (8) of this guide, and all federal, state, and local building codes, and with the accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

K.   All equipment and non-consumable supply purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained from appropriate Department personnel, or disposed of under Department regulations regarding equipment disposition.

L.   Records for this grant should be kept for a period of three years and provide such information as may be necessary for the fiscal program audit and for program evaluation. The grantee shall provide the Department, or its designee, any information it may need to carry out monitoring, auditing, or evaluative responsibilities under the programs.

M.   All expenditure of funds awarded through this grant shall be in accordance with fiscal allowances and limitations identified within this document.

N.   Electronic, online submission of an application for Vocational-Technical Education Enhancement Grant funding shall be considered as bearing the electronic signature of chief administrator of the school or community college district, and such action indicates full acceptance of all assurances by the applicant.

O.   All grant funds must be **incurred and expended**, not merely encumbered, prior to submission of the Final Expenditure Report, and all requests for reimbursement of expenditures with grant funding shall be submitted by the grantee no later than that same date. Schools are highly encouraged to have all funds obligated and expended by April 1, 2020.

P.   All grant awardees must submit a Final Expenditure Report (FER) before May 31 2020. **Failure to do so may cause that grant recipient to be ineligible for a grant award the following year**.

FUNDING AND EXPENDITURE LEVELS:
There is no maximum amount for a grant award. Local education agencies must match the requested grant funds for instructional equipment/capital outlay expenditures on at least a 25% local/75% state basis and for other expenditures on at least a 50% local/50% state basis.

Grants will be limited by the funds appropriated annually by the Missouri General Assembly, by annual funding priorities, and by amount of demand for funding. Therefore, the Department reserves the right to reduce the amount requested due to the availability of funds.

Beginning with awards made for fiscal year 2016, grantees are expected to expend an average of no less than 80% of awarded funds over the two most recent Vocational-Technical Education Enhancement Grant awards. Failure to expend 80% of two consecutive Vocational-Technical Education Enhancement Grant awards may result in a penalty administered to the grantee's next funding request. Such a penalty may result in a reduction in the subsequent funding award, determined by formula, and imposed in addition to any overall funding reduction imposed on all grantees due to a lack of available funds.

The penalty formula for reduced funding may result in a preliminary award level which is the lesser of:
A. 80% of the grantee's average expenditure level for the two most recent Vocational-Technical Education Enhancement Grant awards; or
B. 80% of the allowable costs from the grantee's application.
Since grant award reductions can necessitate the prioritization of planned purchases, any grantee receiving less than 90% of anticipated level will have 30 calendar days to submit a revised budget with a new total

funding level for which they propose being responsible for expending no less than 80%. Such a resubmitted budget shall be subject to negotiation with, and approval by the Department of Elementary and Secondary Education.

PROPOSAL FORMAT:
In summary, applications will consist of a two-step electronic submission. Financial information will be submitted using the Excel-based EGFV4, available online at https://dese.mo.gov/college-career-readiness/career-education/program-management-account-finance/grants. The narrative information will be submitted through the compliance plan component of the Department's secured web application system, available online at https://apps.dese.mo.gov/webLogin/login.aspx.

As noted above, the Excel-based EGFV4 will be the format used for applicant submission of the grant's budget. The EGFV4 will continue to be used for state review of the budget, along with any changes as deemed necessary by either the Department or the applicant college or LEA before the final grant award is determined. The EGFV4 shall be uploaded as an attachment to the compliance plan web application narrative responses and formatted as follows: County-District Code, EGFV4, two-digit year (Example: 115115 EGFV4 20).

Only one grant award is available per eligible school district or LEA, and is to include all programs for which funding is sought included in the same EGFV4-based budget. Eligible applicants consist of Missouri public school districts and Missouri community colleges.

Once the final grant award is established, the grantee will enter the approved budget detail into the ePeGS web application for use throughout the grant cycle. Grantees will be provided with an "Approved EGFV4" that includes worksheets which display the grant budget in a format consistent with the ePeGS "Capital Outlays" screen and for that system's "Budget Grid" screen. Grants must be entered into the ePeGS system not later than midnight, September 30, 2019.

DUE DATES:
The EG-FV4 application spreadsheet/budget and all required documentation must be submitted through the Department's online Compliance Plan web application no later than **February 28, 2019**. Grant applications will not be accepted after that date.

GRANT AWARD
July 1, 2019 through April 1, 2020. [Note: The fiscal year for the Enhancement Grant is July 1, 2019-June 30, 2020; however grant funds should be obligated and expended by April 1 in order to assure payments made to the grantee occur after they have expended the funds.]

DELIVERABLES:
Approved grant recipients must submit all requests for reimbursement of expenditures to the Department through the online ePeGS payment system on or before **April 30, 2020**. LEAs may use the Final Expenditure Report as a final expenditure request.

Approved grant recipients must submit a Final Expenditure Report as instructed in Appendix VII, Part D of this document between **April 1 and May 31, 2020**.

A grant-year progress report describing gains made in the roll out of each funded program's plan to improve instruction, student achievement, and career preparedness must be submitted to the Department on or before **May 15, 2020** . The report must include an accounting of those measurable objectives which were met, along with those either not met during the grant period or determined as no longer applicable to the improvement plan. The report should provide a description as to the extent grant funding contributes to

program improvement and/or continued viability. Grant-year progress reports should be submitted to enhancement@dese.mo.gov. Place "FY20 Progress Report" in the subject line. See Appendix VIII for additional information and writing prompts.

Guidance on Financial Allowances and Limitations

Grant funds must be appropriate to the instructional content of the occupational preparatory (long-term) career education program(s) operated, or proposed to be operated, by the applying institution. The final determination of said appropriateness shall be determined by the Department's designated director(s) for the state-approved career-technical education program(s) for which funding is requested.

Grant funds shall only be expended during the fiscal year awarded. Grant funds must be matched with local education agency funds in an amount equal to or greater than twenty-five percent (25%) for instructional equipment expenditures and fifty percent (50%) for all other expenditures.

Funds paid for unauthorized or disallowed reimbursement will be subject to repayment to the State of Missouri, with the potential addition of interest.

ALLOWED COSTS
A. <u>Instructional Equipment</u> (reimbursement not to exceed 75% of purchase price) which may be replaced no more frequently than after being in use for three years, and must meet both of the following definitions:
   a. Be directly related to the occupational career education instructional program;
   b. Be tangible, nonexpendable property having a useful life of more than one year and an acquisition cost of $1,000 or more per unit.
   c. Shipping costs for items with a unit cost of over $1000 is allowed. Shipping shall not be used to calculate the unit cost of an item; it is in excess of the unit cost.
B. <u>Non-Consumable Instructional Supplies</u> (reimbursement not to exceed 50% of purchase price) which may be replaced no more frequently than after being in use for three years, and must meet both of the following definitions:
   a. Be directly related to the occupational career education instructional program;
   b. Be tangible and nonexpendable having a useful life of more than one year and an acquisition cost of $200 to $999.99 per unit.
C. <u>Other Allowable Costs</u> (reimbursement not to exceed 50% of purchase price) include
   a. Computer software, including annual site license fees (no minimum unit cost). Such purchases must comply with the limitations placed on 1:1 or near 1:1 equipment and/or non-consumable supplies purchases.
   b. Wired and wireless network or internet connections (no minimum unit cost). LEA must be able to provide assurance that such connections will be used primarily for students in high-demand courses or programs the request has been connected to. Cloud systems are allowable under the following conditions:
   c. The system is used exclusively for the high-demand occupation under which the request was made
   d. The system is used primarily by CTE students enrolled in the high-demand occupations
   e. LEAs may prorate such systems based on a ratio of the attendance of CTE students enrolled in the high-demand occupation for which the request has been made and attendance of non-CTE students enrolled and accessing the system. The LEA must submit a detailed explanation for such expenditure along with the grant application.
D. Installation costs (no minimum unit cost)
E. Service contracts/maintenance agreements for program specific software (no minimum unit cost). Such contracts shall not exceed the fiscal year of the grant of July 1, 2019-June 30, 2020.
F. Instructor training (no minimum unit cost) and not more that 25% of the requested grant funding
G. Storage cabinets for program specific equipment ($200 minimum unit cost)
H. Curriculum enhancement consisting of purchased curriculum materials, videos, DVDs, reference sets, etc. ($200 minimum unit cost).

I. Certain facility modifications necessary for enhanced instructional delivery ($200 minimum unit cost). **The LEA must submit a detailed explanation for such expenditure along with the grant application.**

J. Shipping is allowable on items with a minimum unit cost of $200. Shipping costs shall not be used to calculate the unit cost of an item; it is in excess of the unit cost.

K. **Desktop, desktop computer, and computer station are all assumed to be one computer unit consisting of a computer, monitor, keyboard, mouse, and other necessary items.**
   a. **Workstations and computer workstations are considered to be the furniture where the desktop computer is located. Furniture is not an allowed expenditure.**

LIMITATIONS ON ALLOWABLE COSTS

A. <u>Provision of equipment and/or non-consumable supplies for student use on an actual or near 1:1 basis is</u> eligible for reimbursement from grant funding with the following limitations:
   1. For occupational preparatory career education programs that have been state-approved and in place for three or more years, such purchases may be subject for grant approval based on one of two scenarios related to the grantee's number of CTE concentrators in the appropriate career cluster:
      a. In instances where the three-year average number of CTE concentrators for the course offering for which funding is sought is at or below the Department of Elementary and Secondary Education's maximum recommended standard for students per teacher (33 students), eligible reimbursement for the class shall be limited to a number of units not to exceed the three-year concentrator average; or
      b. In instances where a grantee's overall three-year average for any of the 16 CTE career cluster concentrations is above the Department's maximum recommended standard for students per teacher, expenditure of grant funding shall be available for 1:1 student to equipment or non-consumable supply or material for any cluster-aligned course. Per eligible course, the total number of allowable units shall be the lesser of the peak number of students enrolled at a given time or the Department's maximum recommended enrollment for a class (33).
      (Note: When determining the level of line item funding to approve for a grantee for equipment and/or non-consumable supplies to be provided for student use at or near a 1:1 basis, the Department will use a projected level of concentrators based upon actual numbers from 2016-2018, and which may factor increasing or declining trends. However, the grantee will be responsible for using the data from 2017-2019 to determine the actual three-year average of concentrators.
   2. Exceptions to these limitations will require written authorization from the Department of Elementary and Secondary Education and will be subject to close scrutiny prior to such approval. The burden of supporting evidence to demonstrate that the above formulaic options present undue challenges for any portion of an application shall rest entirely on the grantee.
   3. Applications submitted for eligible courses in programs that have been state-approved and in place for less than three years, or new for the upcoming school year, will be subject to negotiated numbers of units for which eligible reimbursement will be authorized.

B. <u>The limit on instructor training</u> (as a stand-alone expenditure, or in combination with eligible physical improvements or renovation to existing facilities) shall be twenty-five percent (25%) of requested grant funding, and shall be restricted to professional development linked to certification in a specific career occupational field. For example, a school requesting $7,500 in equipment could request a maximum of $2,500 for instructor certification, for a total grant request of $10,000.
   1. A detailed summary of instructor training funded with this grant must be included in the required end-of-year description of accomplishments made toward the implementation of the LEA's initial plan.

2. Reimbursable expenses for instructor training shall be limited to registration and must directly relate to training costs. Travel, lodging and per diem costs associated with the training are not eligible for enhancement grant reimbursement.
3. Actual reimbursed costs for instructor training shall be the lesser of the budgeted amount for this allowable expenditure or twenty-five percent (25%) of total funds actually expended.

C. Physical improvement(s) of existing facilities must have a direct relationship to, and effect on, instruction in grant-eligible courses in specific occupational career education programs as identified in the affected program improvement plan(s). **The LEA must submit a detailed explanation for such expenditure along with supporting documentation such as bids, schematics, or other information with the grant application.**
1. General modifications to the overall facility, administrative or general student service areas are not allowable.
2. Approvable expenditures are limited to materials or related items that are commonly used to make physical improvements to an existing facility.
3. Grant proposals must include a complete description of the facility improvements that are anticipated and how these changes will enable or enhance instruction and better allow achievement of objectives as identified in the program improvement plan.
4. Grant funds expended for facility improvements are restricted to a maximum of twenty-five percent (25%; as a stand-alone expenditure, or in combination with eligible instructor training) of the grant award. All facility improvements must be completed in accordance with local, state and federal building codes and meet accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

DISALLOWED COSTS
A. Items under a $200 unit cost unless specifically exempted
B. Consumable supplies or materials having a useful life no more than one year
C. Student textbooks, workbooks, and guides; student testing costs
D. Monthly/annual usage charges (unless specifically allowed above, or approved by appropriate Department personnel)
E. Monthly/annual membership charges
F. New construction (i.e. building additions, annexes, storage sheds, concrete/foundations, flatwork, etc.)
G. Security fencing, security lighting and parking area development/renovations
H. Curriculum development
I. Consultant services/stipends
J. Photocopying costs
K. Installation or labor costs to modify facilities
L. Furniture, including computer work stations.
M. Travel, lodging and per diem costs associated with instructor training
N. Registrations, travel, lodging and per diem costs associated with conferences, workshops, etc.
O. Expenditures exceeding specific limitations to allowed costs as noted above.
P. Multi-year service contracts
Q. Cloud computing systems that are not used exclusively by CTE students in high-demand occupations as defined for the current fiscal year.

APPENDIX I
IMPLEMENTATION PROCESS

1. Districts will submit requests for enhancement grant funds through the following process:
   A. Grant budgets will be submitted electronically through use of the FY20 Excel-based EGFV4 with actual grant financial administration occurring through ePeGS as an uploaded file. Supporting documentation must also be uploaded along with the EGFV4. This may include
      a. Complete details on any renovation projects
      b. Documentation of DESE approval for programs approved after July 1, 2018. [Note: Project Lead the Way (PLTW) and other such programs **must** be approved by DESE and may also require vendor approval]
      c. Complete detailed information on any cloud of similar computing systems as well as documentation on any pro-rated costs of such a system.
      d. Data to support alternate consideration of occupations not on the annual statewide high-demand list
      e. Other information may be requested by DESE to further clarify an expenditure request.

2. Once the Department has reviewed all qualifying applications and the resulting cumulative budgetary sum of all preliminary grant awards, a determination will be made whether reductions will be required due to a lack of available funds. If reductions cause awards to be less than 90% of requested funding levels, applicants will have thirty (30) calendar days to submit a revised budget for Department consideration. Initial budgets and budget revisions must be submitted in ePeGS. LEAs are to explain changes in the *comments* textbox prior to submitting.

3. Once the grant award notification has been made, the grantee will be allowed to expend funds on and after July 1, 2019.
   A. Expenditures will be restricted to those budgetary line items approved by the Department
   B. Budgets must be entered into the ePeGS system not later than midnight, September 30, 2019. Not entering budgets into ePeGS indicates the LEA is not interested in accepting the grant award and wishes to release the funds to other schools or statewide CTE programs.
   C. Between July 1 – December 31, 2019 each grantee is allowed to submit up to five requests for budgetary revisions. Revision Requests exceeding the limit of five requests or occurring outside these dates may not be considered for approval.

4. The district will submit reimbursement requests using ePeGS. Payments are generated two times per month. Requests should be made by the first (1) or twentieth (20) of each month, July – May, 2020. [Note: ePeGS is a reimbursement system and will **<u>not</u>** calculate the actual reimbursement the LEA is entitled to. The LEA must do this calculation locally based on actual unit costs of items purchased with these grant funds.]

5. LEAs may make a final funds request via their Final Expenditure Report (FER). All funds must be obligated and expended before the FER is submitted. The window for submitting the FER is April 1-May 31, 2020. This is done through the ePeGS system.

APPENDIX II
MONITORING: DESK AUDIT TIMELINE

Invoices *do not* need to be submitted with ePeGS-based requests for reimbursement. However, invoices will need to be kept for a period of three years for fiscal program auditing and for program evaluation. Desk audits will be implemented on a *percentage* of districts within the defined Cohort Groups as listed in the Department's Tiered Monitoring Process. Each of the districts has been assigned to one of three cohort groups. Districts receiving desk audits will be notified and given specific reporting instructions in April of the grant award year. Districts will be required to submit invoices and other documents as requested for items reimbursed within the three-year time period.

Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
Cohort Group 3	Cohort Group 1	Cohort Group 2

APPENDIX III
High Demand Occupations

The Vocational-Technical Education Enhancement Grant Award Program provides funding to improve existing and establish new occupational career education programs. Funded courses within those state-approved programs must be designated by the Department as being aligned with, and minimally provide instruction that directly prepares individuals for entry level employment in what has been determined to be a high-demand occupation.

In developing the list of courses eligible for Vocational-Technical Education Enhancement Grant funding, the Department of Elementary and Secondary Education uses a list of qualifying high-demand occupations as determined by the Director of the Department of Economic Development's Division of Workforce Development. That list focuses on those occupations developed through a process which is predominately weighted by statewide projections by the Missouri Economic Research and Information Center (MERIC) of newly created jobs for the selected occupational title during the ten-year span of 2016-2026.

Occupational qualification of high demand on a regional basis will be determined through the use of the long-term projection data (2016-2026) from MERIC for the second of the above option, available online in spreadsheet format at https://www.missourieconomy.org/occupations/occ_proj.stm but on a regional labor market area basis. Any applying school may use this approach in an attempt to qualify a course for funding, but acceptance of such a request will be dependent upon Department review and approval.

Only occupations receiving a MERIC grade of "A" or "B" will be considered for eligibility approval, but regardless of grade, any occupation listed as requiring less than high school diploma AND only short-term on-the-job training will not be eligible.

Additionally, any occupation for which a LEA or postsecondary institution seeks to qualify as being of high demand must meet a minimum threshold of the number of newly created jobs, as projected by MERIC for 2016-2026. For schools located in either the St. Louis or Kansas City metropolitan area, that minimum threshold will be 50 newly created jobs per year, with the balance of Missouri labor market areas having a qualifying number of annual newly created jobs no less than 30.

The level of formal educational attainment required for the occupation, as identified through MERIC data, may not exceed an associate degree for regionally-based qualification as "high demand".

Finally, the grantee must also list the course title and CIP Code that will be offered and which must directly prepare individuals for at least entry-level employment for the specific occupation.

ALTERNATECONSIDERATION OF OCCUPATIONS NOT ON THE ANNUAL STATEWIDE OR REGIONAL LISTINGS OF HIGH DEMAND OCCUPATIONS
For consideration of occupations not determined as eligible by the Director of Workforce Development, or included on the annual MERIC listings of regionally based high-demand occupations, the LEA or institution must provide the Department with documentation relating to existing occupational career education programs that have at least ten (10) career education exiters or completers per year who were employed in a related job at a rate of 80% or higher for the previous two (2) years. Secondary education grantees are also allowed to submit occupations for consideration as meeting the high-demand classification if positive placement of at least ten (10) career education exiters or completers per year who enrolled into related postsecondary education programs at a rate of 80% or higher for the previous two (2) years. Consideration of such alternative classification of occupations shall be dependent upon corroborating data available to the Department of Elementary and Secondary Education.

SECONDARY PROGRAMS		POSTSECONDARY/ADULT PROGRAMS	
CIP CODE	**COURSE TITLE**	**CIP CODE**	**PROGRAM TITLE**
AGRICULTURE, FOOD & NATURAL RESOURCES **HIGH DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT** **HIGH DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT**			
OCCUPATIONS: Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products; Sales Representatives, Services, all others			
1.0101	Agribusiness Sales & Marketing	1.0105	Agricultural/Farm Supplies Retailing and Wholesaling
		1.0101	Agricultural Business and Management, General
		1.0105	Agricultural/Farm Supplies Retailing and Wholesaling
OCCUPATIONS: Maintenance and Repair Workers, General; Operating Engineers and Other Construction Equipment Operators			
1.0201	Ag Construction	1.0201	Agricultural Mechanization
1.0201	Ag Machinery		
1.0201	Ag Power 1		
1.0201	Ag Power 2		
1.0201	Ag Structures		
1.9999	Agricultural Technology and Systems (CASE)		Not at postsecondary/adult level
OCCUPATIONS: Agricultural and Food Science Technicians			
1.0401	Food Science & Technology	26.1201	Biotechnology
1.0601	Crop Science	1.0401	Agricultural and Food Products Processing
1.0901	Biotechnology		
1.9999	Animal and Plant Biotechnology (CASE)		
1.9999	Principles of Agricultural Science-Plant (CASE)		
1.9999	Food Science and Safety (CASE)		
OCCUPATIONS: First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers			
1.0601	Floriculture	1.0601	Applied Horticulture/Horticulture Operations, General
1.0601	Landscaping		
1.0601	Nursery Operation and Management		
1.0601	Turf Management		
OCCUPATIONS: Nonfarm Animal Caretakers; Veterinary Assistants and Laboratory Animal Caretakers; Animal Breeders; Veterinary Technologists and Technicians			
1.0901	Animal Science	51.0808	Veterinary/Animal Health Technology/Technician & Veterinary Assistant
1.0901	Equine Science		
1.0999	Principles of Agricultural Science Animal (CASE)		
1.0901	Veterinary Science		
BUSINESS AND INFORMATION TECHNOLOGY **HIGH DEMAND OCCUPATIONS WITH INSTRUCTIONAL CONTENT**			
OCCUPATION: Computer User Support Specialists			
11.0103	Business Technology	11.0101	Computer & Information Sciences
OCCUPATION: Computer Network Support Specialists			
11.0103	Network Administration	11.0901	Computer Systems Networking & Telecommunications
OCCUPATIONS: Computer User Support Specialists; Web Developers			
11.0103	Computer Programming	11.0201	Computer Programming
11.0103	Web Design		
OCCUPATIONS: Computer Network Support Specialists; Computer User Support Specialists			
11.0103	Network Administration	11.0501	Computer Systems Analysis/Analyst

OCCUPATIONS: Sales Representatives, Services, All Other; Sales Representatives Wholesale & Manufacturing, except Technical and Scientific Products; Stock Clerks and Order Fillers; First-Line Supervisors of Office and Administrative Support Workers; Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; First-Line Supervisors of Production and Operating Workers; Paralegals and Legal Assistants; Interviewers, Except Eligibility and Loan			
52.0101	Business Management	52.0408	Legal Administrative Assistant/Secretary
11.0103	Business Technology	52.0201	Business Administration & Management, General
		52.0204	Office Supervision & Management
		52.0401	Administrative Assistants & Secretarial Science

OCCUPATIONS: First-Line Supervisors of Office and Administrative Support Workers; Medical Secretaries			
52.0101	Medical Administrative Assistant	52.0402	Medical Administrative/Executive Assistant & Medical

OCCUPATIONS: Billing & Posting Clerks; Brokerage Clerks; Claims Adjusters, Examiners, and Investigators; Insurance Claims and Policy Processing Clerks; Paralegals and Legal Assistants			
52.0803	Business Economics		Not at postsecondary/adult level
52.0803	Accounting	52.0302	Accounting Technology/Technician & Bookkeeping
52.0803	Banking & Financial Services	52.0803	Banking & Financial Support Services

MARKETING EDUCATION
HIGH DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT

OCCUPATIONS: Customer Service Representatives; First-line Supervisors of Non-Retail Sales Workers; First-Line Supervisors of Retail Sales Workers; Property, Real Estate, and Community Association Managers			
52.0701	Management	52.1301	Management Science
52.0701	Leadership in the Workplace		

OCCUPATIONS: Cargo and Freight Agents; First-Line Supervisors of Retail Sales Workers; Insurance Sales Agents; Real Estate Agents; Sales Representatives, Services, All Other; Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products			
52.1401	Fundamentals of Marketing	52.1401	Marketing/Marketing Management
52.1401	Advertising	52.1801	Sales, Distribution, and Marketing Operations, General
52.1402	Advanced Marketing	52.1804	Selling Skills and Sales Operations
52.1402	Marketing Research		

OCCUPATIONS: Insurance Sales Agents; Billing and Posting Clerks; Brokerage Clerks; Interviewers, Except Eligibility and Loan; Production, Planning, and Expediting Clerks			
52.0803	Accounting I	52.0804	Financial Planning and Services
52.0803	Accounting II	52.0807	Investments and Securities
52.0803	Banking and Financial Services		

OCCUPATIONS: Insurance Claims and Policy Processing Clerks; Insurance Sales Agents			
	Not at secondary level	52.1304	Actuarial Science

OCCUPATIONS: First-Line Supervisors of Non-Retail Sales Workers; First-Line Supervisor of Office and Administrative Support Workers			
	Not at secondary level	52.0205	Operations Management & Supervision

OCCUPATIONS: Insurance Claims and Policy Processing Clerks; Insurance Sales Agents			
	Not at secondary level	52.1701	Insurance

OCCUPATIONS: Real Estate Brokers; Real Estate Agents			
	Not at secondary level	52.1501	Real Estate

FAMILY CONSUMER SCIENCES AND HUMAN RESOURCES
HIGH DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT

OCCUPATION: Child Care Workers			
19.0709	Early Childhood Professions	19.0708	Child Care & Support Services Management
		19.0709	Child Care Provider/Assistant

OCCUPATIONS: Hairdressers, Hairstylists, and Cosmetologists			
12.0401	Cosmetology		Not at postsecondary/adult level

OCCUPATIONS: First-Line Supervisors of Food Preparation and Serving Workers; Food Service Managers			
12.0500	Culinary Arts (Career Centers only)	12.0503	Culinary Arts/Chef Training

12.0500	ProStart I		
12.0500	ProStart II		
OCCUPATIONS: First-Line Supervisors of Housekeeping and Janitorial Workers			
52.0901	HTMP I HTMP II	19.0601	Housing and Human Environments, General

HEALTH SCIENCES
EDUCATION INSTRUCTIONAL CONTENT
HIGH DEMAND OCCUPATIONS WITH ALIGNED INSTRUCTIONAL CONTENT

OCCUPATION: Community Health Workers			
	Not at secondary level	51.1504	Community Health Worker; Behavioral Health
OCCUPATIONS: Health Technologists and Technicians, All Other; Healthcare practitioners and Technical Workers, All Other; Licensed Practical and Licensed Vocational Nurses; Medical Assistants; Nuclear Medicine Technologists; Nursing Assistants; Opticians, Dispensing; Physical Therapy Assistants; Respiratory Therapists			
51.0001	PLTW Biomedical Science: Human Body Systems Principles of Human Body Systems Medical Interventions Biomedical Innovations		Not at postsecondary/adult level
OCCUPATION: Dental Assistant			
51.0601	Dental Assisting	51.0601	Dental Assisting/Assistant
OCCUPATIONS: Insurance Claims and Policy Processing Clerks; Healthcare Support Workers, All Other			
51.0706	Medical Transcription/Medical Records	51.0707	Health Information/Medical Records Technology/Technician
OCCUPATION: Medical Assistant			
51.0801	Medical Assistant	51.0801	Medical/Clinical Assistant
OCCUPATION: Pharmacy Technicians			
51.0805	Pharmacy Technician	51.0805	Pharmacy Technician/Assistant
OCCUPATION: Occupational Therapy Assistant			
	Not at secondary level	51.0803	Occupational Therapy Assistant
OCCUPATIONS: Emergency Medical Technicians and Paramedics			
51.0904	Emergency Medical Technician	51.0904	Emergency Medical Technology/Technician (EMT Paramedic)
OCCUPATIONS: Radiation Therapists; Nuclear Medicine Technologists			
	Not at secondary level	51.0907	Medical Radiologic Technology/Science-Radiation Therapist
OCCUPATION: Diagnostic Medical Sonographers			
	Not at secondary level	51.0910	Diagnostic Medical Sonography
OCCUPATION: Massage Therapists			
	Not at secondary level	51.3501	Massage Therapy
OCCUPATIONS: Health Technologists and Technicians, All Other; Healthcare Practitioners and Technical Workers, All Other; Healthcare Support Workers, All Other			
	Not at secondary level	51.1004	Clinical/Medical Laboratory Technician
OCCUPATIONS: Licensed Practical/Vocational Nurses			
51.3901	Practical Nursing	51.3901	Licensed Practical/Vocational Nurse Training
OCCUPATIONS: Nursing Assistant; Home Health Aides; Personal Care Aides			
51.2601	Health Service Aide	51.3902	Nursing Assistant/Aide & Patient Care Assistant/Aide
OCCUPATION: Dental Hygienist			
	Not at secondary level	51.0602	Dental Hygiene/Hygienist
OCCUPATION: Hearing Aid Specialists			
	Not at secondary level	51.0908	Hearing Instrument Specialist
OCCUPATION: Radiation Therapists			
	Not at secondary level	51.0907	Radiation Therapist

OCCUPATION: Respiratory Therapists			
	Not at secondary level	51.0908	Respiratory Care Therapy/Therapist
OCCUPATION: Physical Therapist Assistants			
51.0806	Physical Therapy Assistant	51.0806	Physical Therapy Technician/Assistant

<table>
<tr><td colspan="4" align="center">Skilled Technical Sciences
High Demand Occupations with Aligned Instructional Content</td></tr>
<tr><td colspan="4">OCCUPATIONS: Air Traffic Controller; Commercial Pilots</td></tr>
<tr><td>49.0104</td><td>Aviation Management</td><td>49.0104
49.0101</td><td>Aviation/Airway Management and Operations
Aeronautics/Aviation/Aerospace Science and Technology, General</td></tr>
<tr><td colspan="4">OCCUPATION: Chemical Technician</td></tr>
<tr><td colspan="2" align="center">Not at secondary level</td><td>41.0301</td><td>Chemical Technology/Technician</td></tr>
<tr><td colspan="4">OCCUPATIONS: Industrial Machinery Mechanics; Maintenance and Repair Workers, General; Millwrights; Glaziers; Helpers—Production Workers</td></tr>
<tr><td>15.0613
48.0703</td><td>Industrial/Manufacturing Technology/Technician
Cabinet Making and Millwork</td><td>15.0613
48.0703</td><td>Manufacturing Engineering Technology/Technician
Cabinetmaking and Millwork</td></tr>
<tr><td colspan="4">OCCUPATION: Computer User Support Specialists</td></tr>
<tr><td>15.1202</td><td>Computer Servicing Technology</td><td>15.1202</td><td>Computer Technology/Computer Systems Technology</td></tr>
<tr><td colspan="4">OCCUPATION: Paralegals and Legal Assistants</td></tr>
<tr><td colspan="2" align="center">Not at secondary level</td><td>22.0302</td><td>Legal Assistant/Paralegal</td></tr>
<tr><td colspan="4">OCCUPATIONS: First-Line Supervisors of Housekeeping and Janitorial Workers</td></tr>
<tr><td>46.0401</td><td>Custodial Services</td><td></td><td></td></tr>
<tr><td colspan="4">OCCUPATION: First-Line Supervisors of Police and Detectives; Police & Sheriff's Patrol Officers; Security Guards; Commercial Divers</td></tr>
<tr><td>43.0107</td><td>Criminal Justice Technology</td><td>43.0107</td><td>Criminal Justice/Police Science</td></tr>
<tr><td colspan="4">OCCUPATION: Carpenter; Construction and Building Inspectors; Millwrights; Glaziers</td></tr>
<tr><td>46.0000
46.0201
48.0703</td><td>Construction Technology
Carpentry
Cabinet Making and Millwork</td><td>46.0000
46.0201
48.0703</td><td>Construction Trades, General
Carpentry/Carpenter
Cabinet Making and Millwork</td></tr>
<tr><td colspan="4">OCCUPATION: Brick masons & Block masons</td></tr>
<tr><td>46.0101</td><td>Masonry</td><td>46.0101</td><td>Mason/Masonry</td></tr>
<tr><td colspan="4">OCCUPATION: Electricians; Security and Fire Alarm Systems Installers</td></tr>
<tr><td>46.0302
43.0201</td><td>Res. Wiring
Fire Control and Safety Technology</td><td>46.0302
43.0201</td><td>Electrician
Fire Control and Safety Technology</td></tr>
<tr><td colspan="4">OCCUPATION: Plumbers, Pipefitters, and Steamfitters; Helpers—Pipelayers, Plumbers, Pipefitters, and Steamfitters</td></tr>
<tr><td>46.0503</td><td>Plumbing</td><td>46.0503
46.0502</td><td>Plumbing Technology/Plumber
Pipefitting/Pipefitter and Sprinkler Fitter</td></tr>
<tr><td colspan="4">OCCUPATION: Media and Communication Equipment Workers, All Other</td></tr>
<tr><td>47.0105</td><td>Industrial Electronics Technology</td><td>47.0105
47.0103</td><td>Industrial Electronics Technology/Technician
Communications Systems Installation and Repair Technology/Technician</td></tr>
<tr><td colspan="4">OCCUPATION: Maintenance & Repair Workers General</td></tr>
<tr><td>46.0401</td><td>Building Maintenance</td><td>46.0401</td><td>Building/Property Maintenance</td></tr>
<tr><td colspan="4">OCCUPATION: Heating, A/C, Refrigeration Mechanics/Installers</td></tr>
<tr><td>47.0201</td><td>Air Conditioning, Heating, Refrigeration</td><td>47.0201</td><td>Air Conditioning, Heating, Refrigeration</td></tr>
<tr><td colspan="4">OCCUPATION: Industrial Machinery Mechanics; First-Line Supervisors of Mechanics, Installers, and Repairers; Elevator Installers and Repairers; Solar Photovoltaic Installers</td></tr>
<tr><td>47.0303</td><td>Industrial Equipment Maintenance Repair</td><td>47.0303</td><td>Industrial Mechanics and Maintenance Technology</td></tr>
<tr><td colspan="4">OCCUPATION: Automotive Body and Related Repairers</td></tr>
<tr><td>47.0603</td><td>Auto Body Repair</td><td>47.0603</td><td>Autobody/Collision and Repair Technology/Technician</td></tr>
<tr><td colspan="4">OCCUPATION: Auto Service Technicians and Mechanics</td></tr>
</table>

47.0604	Auto Mechanics	47.0604	Automobile/Automotive Mechanics Technology/Technician

OCCUPATION: Bus and Truck Mechanics and Diesel Engine Specialists			
47.0605	Diesel Mechanics	47.0605	Diesel Mechanics Technology/Technician

OCCUPATION: Electricians			
46.0301	Electrical and Power Transmission Installation Installer	46.0301	Electrical and Power Transmission Installation Installer

OCCUPATION: Firefighters; First-Line Supervisors of Fire Fighting and Prevention Workers			
43.0201	Fire Control and Safety Technology	43.0201	Fire Prevention and Safety Technology/Technician
43.0203	Fire Science and Firefighting	43.0203	Fire Science/Fire-Fighting

OCCUPATION: Machinists; Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic			
48.0501	Machinists	48.0501	Machine Tool Technology/Machinist
		48.0501	Computer Numerically Controlled (CNC) Machinist Technology/CNC Machinist

OCCUPATION: Welders, Cutters, Solderers, and Brazers			
48.0508	Welding Technology	48.0508	Welding Technology/Welder

OCCUPATION: Reinforcing Iron and Rebar Workers; Structural Iron and Steel Workers			
48.0509	Ironworking/Iron-worker	48.0509	Ironworking/Ironworker

OCCUPATION: Front-Line Supervisors of Construction Trades and Extraction Workers; Operating Engineers and Other Construction Equipment Operators; Dredge Operators			
	Not at secondary level	49.0202	Construction/Heavy Equipment/Earthmoving Equipment Operation

OCCUPATION: Heavy and Tractor Trailer Truck Drivers; Light truck or Delivery Services Drivers; Commercial Divers			
	Not at secondary level	49.0205	Truck & Bus Driver/Commercial Vehicle Operator & Instructor
		49.0202	Commercial Drivers

Technology & Engineering
High Demand Occupations with Aligned Instructional Content

OCCUPATION: Computer Network Support Specialists; Computer User Support Specialists; Web Developers			
21.0104	PLTW Computer Science:	15.1202	Computer Technology/Computer Systems Technology
	Computer Science Applications	11.0101	Computer and Information Sciences, General
	Computer Science and Software Engineering	11.0501	Computer Systems Analysis/Analyst
	Computer Science Essentials		
	Computer Science Principles		
	Cybersecurity		

OCCUPATION: Computer Numerically Controlled Machine Tool Operators, Metal and Plastic			
21.0104	Computer Integrated Manufacturing	15.0613	Manufacturing Engineering Technology/Technician

OCCUPATION: Civil Engineering Technicians; Geological and Petroleum Technicians; Nuclear Technician			
21.0104	PLTW Engineering: Civil Engineering & Architecture Engineering Design & Development Introduction to Engineering Design Principals of Engineering	15.9999	Engineering Technologies/Technicians, Other

APPENDIX IV
Criteria to Avoid Duplication
Of Career Education Programming

The following criteria will be utilized by the Department of Elementary and Secondary Education, Office of College and Career Readiness, to avoid duplication of career education programming. New career education program applications will be considered duplicated when the following six (6) test situations occur among career education and/or Workforce Investment Act (WIA) programs in the same local workforce investment area.

1. The Classification of Instructional Programs (CIP) codes are identical.

2. The instructional objectives of the programs are identical.

3. The population for which the programs are intended is identical.

4. The sum of the number of individuals proposed to be trained and the number of individuals currently being trained exceeds the number of individuals available for training within a specific population.

5. The access to the programs is identical or in close geographic proximity.

6. The combined total number of potentially trained individuals available for related job placement exceeds the labor market demand within the geographic area.

APPENDIX V
Application for Authorization of
Enhancement Grant Expenditures

EGFV4 INSTRUCTIONS

Please Note: It is very important to use the file that is listed as the FY20 EGFV4. Use of an earlier version of the file may cause inaccurate results. Applications not completed in full and not on the correct format will be considered nonresponsive and will not be funded.

Contact Name - The first and last name of the individual to contact regarding Enhancement Grant questions. This is the contact name the State will use to send correspondence.   LEAs may list more than one person and should do so if the listed contact person will change before June 1, 2019 as the Department will be sending the contact person important grant information including the approved/unapproved notices.

Local Education Agency (LEA) Name - The official name of the school district or college submitting the Enhancement Grant request.

Contact Phone – The 10-digit telephone number of the individual to contact regarding the Enhancement Grant. The telephone number should correspond to the contact name. Please list extension number if applicable. LEAs may list more than one phone number.

County District Code – Six-digit code assigned to the district or college. This code needs to correspond to the LEA name on the grant application.

Contact E-mail - The e-mail of the individual to contact for the Enhancement Grant. This is the contact name the State will use to send correspondence and direct questions. The contact e-mail should correspond with the contact name and the contact phone. LEAs may list more than one email address if an additional contact person is identified.

School Code –The Department assigned school numbers.   (**Selected from a drop-down menu**)
> 0000-Colleges
> 1050- High Schools
> 1100-Area Career Centers

Fiscal Year Ending – The four digit year the fiscal year ends.

Building or Campus Name - The name of the high school, career center, or campus requesting Enhancement Grant funds. District with multiple schools or institutions with multiple campus locations requesting Enhancement Grant funds will need to identify the school or campus receiving funds.

Instructor Name - The name of the instructor that will utilize the requested item(s). The instructor's name should correspond with the room/lab number of the requested item(s)

Room/Lab Number - The room number of the instructor where the item(s) will be located. The room/lab number should correspond to with the instructor's name requesting the item(s).

Applicants MUST use the drop-down menu for the following. NOT using the drop-down menu risks the approval status of the requested items.

<u>CTE Program Code</u> - The CTE Program Codes used for College and Career Readiness are (select from a dropdown menu)

> 01-Agricultural Education
> 02-Business Education
> 04-Marketing Education
> 05-Health Sciences
> 07-Occupational Family Consumer Sciences and Human Services
> 08-Skilled Technical Sciences
> 10-Technology and Engineering Education

<u>CTE Type</u> - The CTE entity requesting Enhancement Grant funds: (Select from a dropdown menu)
> 04, Secondary
> 07, Post-Secondary
> 10, Adult

<u>CIP Code</u> - The CIP codes used within the career education programs that are on the high-demand list. Only the CIP Codes that are on the high-demand list will be visible on the drop down menu. The drop down menu is generated based on the selection of CTE program code and CTE type identified. Select from a dropdown menu ONLY.

<u>Course Description</u> - The drop down menu is generated based on the selection of CTE program code and CTE Type identified. Select from a dropdown menu ONLY. Writing on this line will invalidate the request.

<u>State Code</u> -The state code used in to identify the item and category it will be funded. ***Only one item can be requested per line.*** Select from a dropdown menu ONLY.
> Instructional Equipment (minimum cost threshold of $1,000)
> Non-Consumable Instructional Supplies (as defined on page 12 of this guide)
> Other-Software and/or Curriculum
> Other-Network or Internet/Installation/Service Contracts/Maintenance Agreement
> Other-Instructor Training
> Other-Storage Cabinets
> Other-Renovations

It is very important that you select the correct state code for the item. The reimbursement percentage will be based on the selection of the state code. The maximum reimbursement for equipment purchases from the Enhancement Grant will be at 75% of the approved cost. The maximum reimbursement for other costs, curriculum and renovations will be 50% of the approved cost. Note: All Vocational-Technical Education Enhancement Grants are subject to approval at a reimbursement rate lower than the stated maximums dependent upon availability of funds.

APPLICANTS MUST COMPLETE THE FOLLOWING:
<u>Description of Item -</u> This should be a concise identifying statement of the item, service, activity, etc. ***Only one item can be requested per line.*** *Do not group separate equipment items together. Installation of equipment will need to be itemized out and on a separate line from the equipment.*

<u>Quantity</u> - The number of items requesting to be purchased. [Note: Approval of requests for grant funding of a volume of items intended to provide a 1:1 per student will be dependent upon the applicant's three-year average

number of program concentrators in the most appropriate Career Cluster, as detailed on pages 10-12 of this guide. Data reported by the LEA is used to make this determination. Such information can be found on DESE's Comprehensive Data System under secondary and postsecondary concentrators by career clusters.]

Estimated Unit Cost - The estimated cost per unit.

Estimated Total Cost - The total estimated cost of the items based on the quantity and unit cost. (Calculated Automatically)

Estimated Reimbursement- The estimated amount that will be reimbursed based on the estimated cost of the items and state code selected for that item. Please note that this is not the Approved Grant Amount. (Calculated Automatically)

Notes - Available to add any comments.

Only one EGFV4 is to be submitted per LEA or postsecondary institution. Instructions for submitting the EGFV4 as an uploaded attachment are included in Appendix VI.   Schools submitting multiple EGFV4s will be required to choose one to be reviewed. **Schools will not be given the opportunity to resubmit their EGFV4s**.

APPENDIX VI
Instructions for Submission of Information of the FY20 EG-FV4 into the Compliance Plan System

The Compliance Plans System (CPS) through the Department Web Applications will be used to submit the Enhancement Grant Application.

The CPS has two security levels for accessing the system (Administrator and User), with additional security that is established by the Administrator within the system itself. Some district staff have been granted access to the CPS as follows:
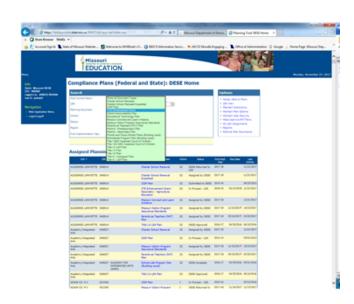
- Compliance Plan Administrator: District staff with user manager access, as well as superintendents in districts with no user manager, have been granted access to CPS at the Administrator level. The CPS Administrator has full access (view, data entry and authorized representative) to all plans available to the district. In addition, the CPS Administrator must grant access rights to other district staff with CPS user access. Granting access to CPS users is done through the "maintain user security" option on the CPS home page.

- Compliance Plans User: District staff with access to the ePeGS planning tool have been granted access to CPS at the user level. CPS users will not have access to any plans within CPS until rights have been granted by the compliance plans administrator. Please note that in order for CPS users to be available for assignment by the administrator, they must first log in to the CPS.

  ➢ Step 1: User logs into CPS and has no access to any plans
  ➢ Step 2: Administrator logs into CPS, goes to "maintain user security," selects the user and assigns plans and security levels (view, data entry and authorized representative) for the user
  ➢ Step 3: User logs into CPS and is able to access the plans for which the administrator has assigned rights

To access, go to the Department's web apps (https://apps.dese.mo.gov/webLogin/login.aspx) login site, and select *Compliance Plans (Federal and State)* as shown in Figure 1 below.
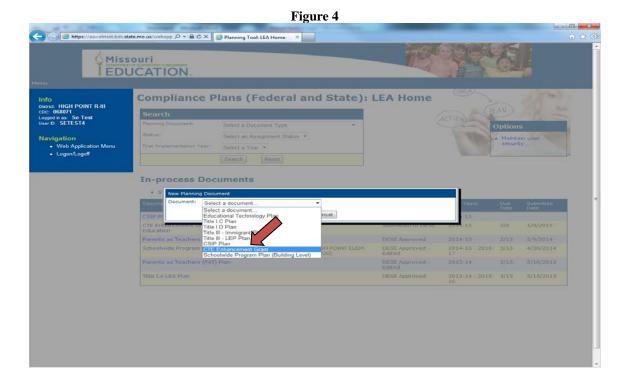
Figure 1

Figure 2

Once the Compliance Plans option has been selected, the next screen will offer a series of options in a drop-down box as shown in Figure 2. Scroll down and select CTE Enhancement Grant.
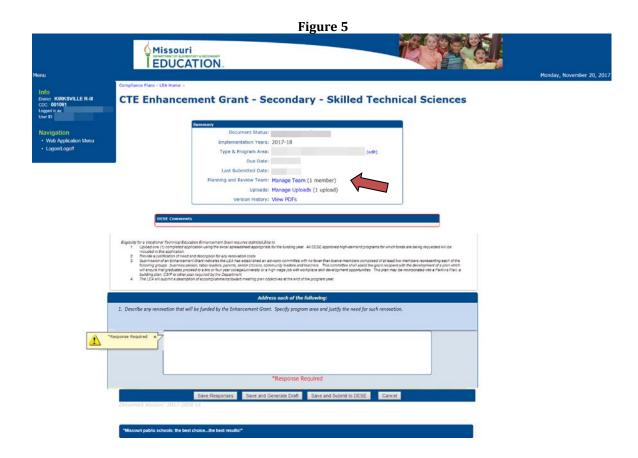

The next step is to start a new planning document as shown in Figure 3 and then using the drop-down box option as shown in Figure 4, again select CTE Enhancement Grant.
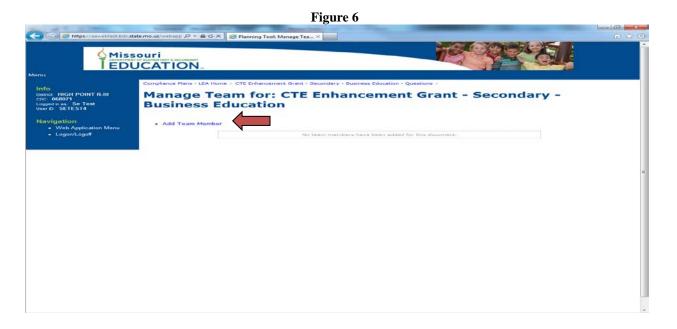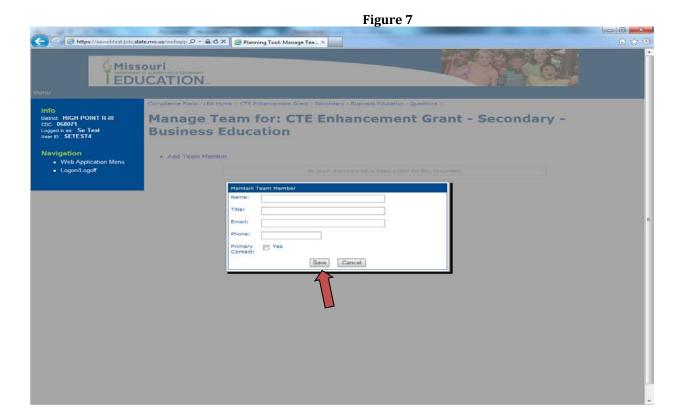
Figure 3

Schools will not be required to submit a plan for each program area beginning with the FY19 Enhancement Grant application. However, schools will be required to submit a detailed description of any facilities improvements for which funds have been requested.
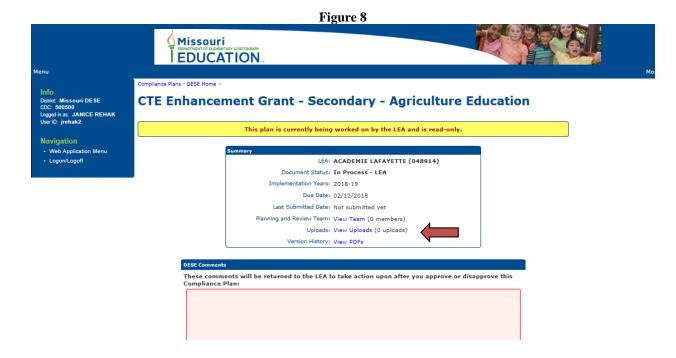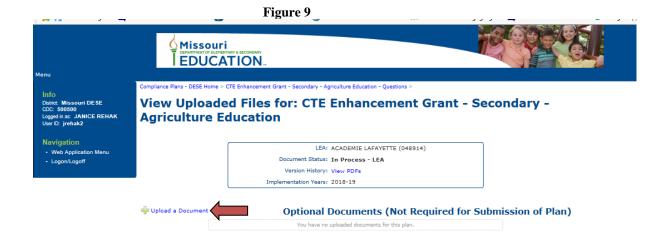
Figure 4

Figure 5

The name of at least one contact person must be provided before a plan may be submitted. That individual, who can be designated as the principal point of contact for the applying program in cases where multiple members of the planning team are listed. To provide this information, first click on the web link "Manage Team" as seen in Figure 5. Then click on "Add Team Member" per Figure 6; then click "Save" once the information is entered (Figure 7).

Figure 6

Figure 7

To upload the FY20-EGFV4, click on "View Uploads" shown in Figure 8. Then click on "Upload a Document" shown in Figure 9.

Figure 8

Figure 9

LEAs are to use the text box to describe all renovation projects. This includes the program area(s) where funds for renovation are requested and a justification for the need of such renovation. LEAs should also upload any documents supporting facility renovation such as bids, schematics, or other pertinent documents. Other documents that shall be uploaded include:

- Documentation of DESE approval for programs approved after July 1, 2018. [Note: Project Lead The Way (PLTW) and other such programs must be approved by DESE and may also require vendor approval]
- Complete detailed information on any cloud or similar computing systems as well as documentation on any pro-rated costs of such a system.
- Data to support alternate consideration of occupations not on the annual statewide high-demand list
- Other information to further clarify an expenditure

The final step is to upload the FY20-EGFV4. **Uploading your FY20-EGFV4 is the most critical step of this process.** The grant is not submitted, and the LEA will not be eligible for funds, unless the FY20-EGFV4 is uploaded by February 28, 2019. This document must be uploaded as an Excel spreadsheet. Other formats, such as a PDF, are not acceptable and will not be reviewed.

Finally, "Save and Submit to DESE" does just as it implies. Once the option is selected, the application is officially submitted through the web application and available for Department review and consideration for approval.

APPENDIX VII
Fiscal Administration

Part A-Entering the Budget into ePeGS

It is the Department's intent to have complete ePeGS functionality by FY20 for enhancement grants. For FY20, the Excel-based EGFV4 (see Appendix VII) will be used by eligible LEAs and postsecondary institutions to submit budget requests as an upload to the online Compliance Plan web application as described in Appendix VIII.

Once budgets have completed the Department's approval process, fiscal information will be transmitted to grantees using the "Approved EGFV4" file as done the past few years. However, a key difference will be the inclusion of two new worksheets which will present the budget in a manner consistent with ePeGS, so that actual grant administration during the fiscal year can occur through use of an "overlay" of the system in use for federal Perkins funds.

As shown in Figure 1, the worksheet entitled "ePeGS Budget Grid" provides categorical sub-totals and totals, overall and by program for awarded grant funding.
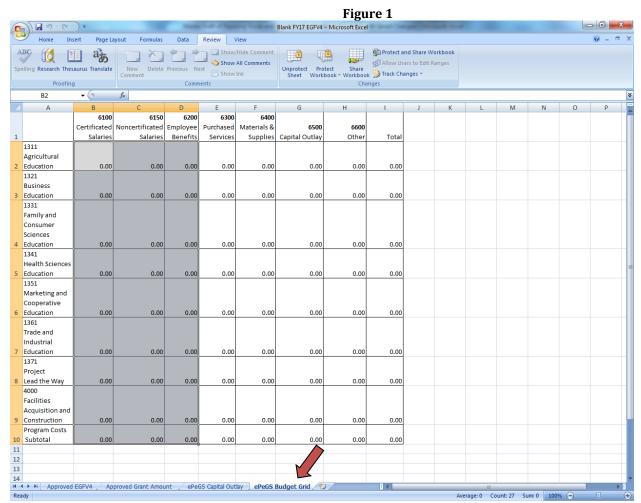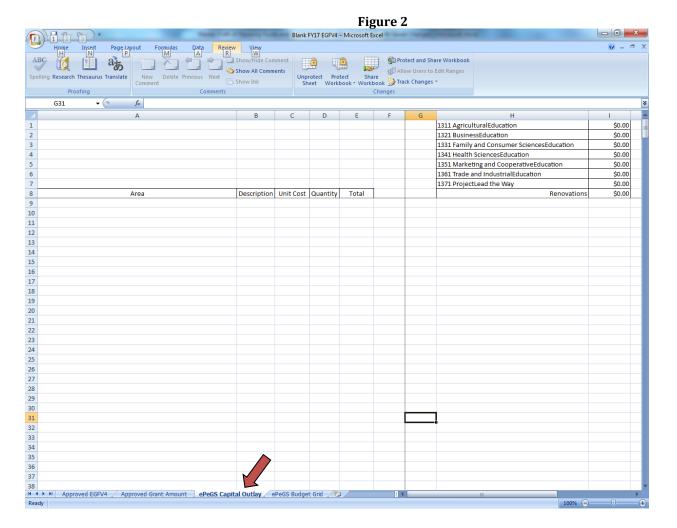
Figure 1

Figure 2 offers an additional break out of those authorized costs which are categorized as "ePeGS Capital Outlay".

Figure 2

Both of these Excel-based worksheets were included in the Approved EGFV4 file. Grantees will be responsible for entering the information provided through these two worksheets into ePeGS.

Important Note: The information provided in the Excel-based worksheets replicated in Figures 1 and 2 is focused only on funding provided by the Vocational-Technical Education Enhancement Grant, not the combined cost of grant funding and local match. This is a point that will be revisited in this appendix due to its difference from past years' fiscal administration through the Excel-based Approved EGFV4 that listed both the total cost of an item and the amount of reimbursement. The former system also calculated reimbursement based on the categorical classification and the cost of the purchased item, but when entering a unit cost or an amount of requested reimbursement in FY20, grantees will only focus on those dollars contributed by the grant to the total project cost. Enter only the dollars the LEA is entitled to for reimbursement; DO NOT enter the actual costs as this grant does not pay for the full cost of an item. This grant pays at either a 75% or 50% rate.

Awards for those grant applications that have been fully approved have been loaded into ePeGS as allocations and are ready for entry of budget breakouts on the Capital Outlay and Budget Grid screens. Grants that have been conditionally approved will not have their full award uploaded into ePeGS until they have been categorized as being fully approved.

Staff tasked with entry of data, and grant administration must get permission from their district to access the "CTE Enhancement Grant" portal that has been established in ePeGS. Staff from postsecondary education institutions with these responsibilities will need to complete and submit a User-Id Request form for the Enhancement Grant, which is available online at:
http://dese.mo.gov/sites/default/files/dac_forms/MO5002377.pdf

Once logged into the Department's web applications, follow the available options to ePeGS, as shown in Figure 3, use the drop down box to select the district or institution of choice, and then opening the Funding Application Menu as shown in Figure 4.

Figure 3

Figure 4

Open the Career Education funding stream information by clicking "Show" as demonstrated in Figure 5, then select Career Education Enhancement Grant as shown in Figure 6.

Figure 5

Figure 6

Funding Application: Menu

▷ ePeGS Homepage
▶ Planning Tool
▼ **Funding Application Menu**
   ▷ Current Funds Available
   ▷ Career Education
   ▷ School Improvement
   ▷ Special Education
   ▷ Teacher Quality & Urban Education
   ▷ DESE Supervisor Approval
   ▷ Awaiting Approval

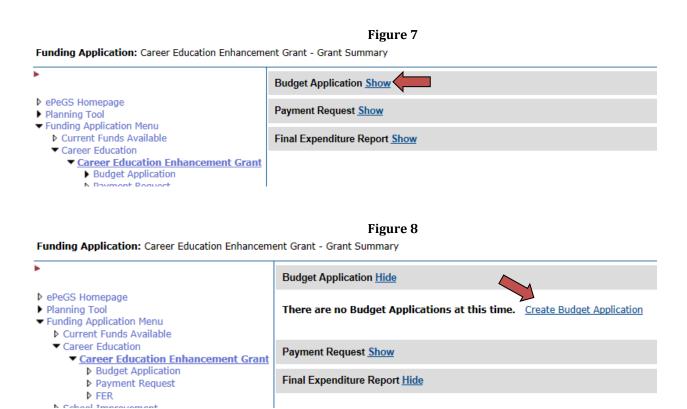| **Career Education** Hide |
| Career Education Enhancement Grant ⬅ |
| Perkins Basic Grant - Secondary |
| **School Improvement** Show |
| **Special Education** Show |
| **Teacher Quality & Urban Education** Show |

Select Budget Application (see Figure 7), then Create Budget Application (see Figure 8).

Figure 7

Funding Application: Career Education Enhancement Grant - Grant Summary

▷ ePeGS Homepage
▶ Planning Tool
▼ Funding Application Menu
   ▷ Current Funds Available
   ▼ Career Education
     ▼ **Career Education Enhancement Grant**
       ▶ Budget Application
       ▷ Payment Request

| **Budget Application** Show ⬅ |
| **Payment Request** Show |
| **Final Expenditure Report** Show |

Figure 8

Funding Application: Career Education Enhancement Grant - Grant Summary

▷ ePeGS Homepage
▶ Planning Tool
▼ Funding Application Menu
   ▷ Current Funds Available
   ▼ Career Education
     ▼ **Career Education Enhancement Grant**
       ▷ Budget Application
       ▷ Payment Request
       ▷ FER
     ▷ School Improvement

| **Budget Application** Hide |
| There are no Budget Applications at this time.   Create Budget Application ⬅ |
| **Payment Request** Show |
| **Final Expenditure Report** Hide |

This will open the Capital Outlay screen (Figure 9) which is to be populated with budget figures provided on the "ePeGS Capital Outlay" worksheet that was included in the Excel-based Approved EGFV4 file sent to each grantee at an earlier date, and described in Figure 2 of this appendix.
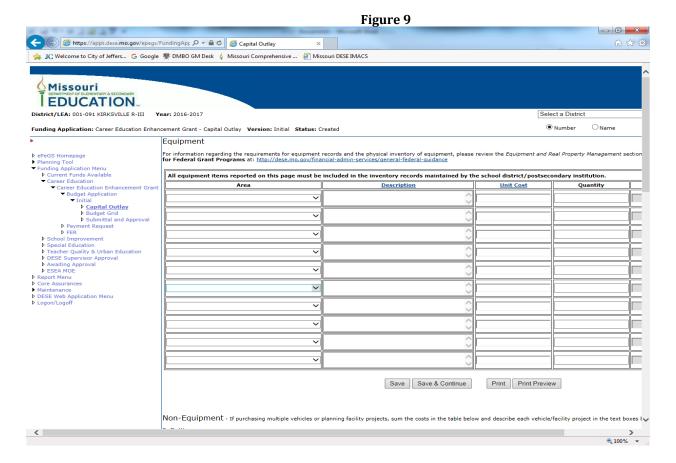
Important Note: As was a highlighted point earlier in this appendix, only the funds the grantee will receive from the Vocational-Technical Education Grant will be entered into, and managed through ePeGS. The Excel-based ePeGS Capital Outlay worksheet provides those figures for the grantee, but it is worth noting that since grant guidelines define Instructional Equipment as a three-dimensional item with a minimum cost of $1,000 and a useable life of more than one year, all items meeting that definition and categorized as such will qualify for reimbursement at 75% of cost, but not all will be classified as Capital Outlay. Since the focus is on grant funding and level of reimbursement, from the perspective of ePeGS the unit cost of an item priced at the minimum qualifying price of $1,000 to be considered as equipment would be $750, which would not be considered as Capital Outlay. The actual minimum unit cost of equipment necessary to qualify as Capital Outlay is $1,333.33, 75 percent of which is $1,000.

As such, it will not be unusual for a grant to have some equipment categorized in ePeGS as Capital Outlay and some as a Material and Supply, but every piece of equipment will qualify for reimbursement at 75%, and each unit is subject to Department guidelines regarding inventoried property.

The figures in the Excel-based worksheets included with the Approved EGFV4 file provide grantees with the correct division of costs that fit into Capital Outlay and other ePeGS-based cost categories, but since grantees will be entering figures in a column entitled "Unit Cost" in the Capital Outlay screen seems worthwhile to note that only is focused on grant money, not total cost.

This is a point anticipated to be rectified by FY20 when the dedicated Vocational-Technical Enhancement Grant ePeGS system is likely to be rolled out for grant administration.

The ePeGS screen in Figure 9 is confined to that portion of capital outlay that is equipment, and is provided as disaggregated information on the left half of the Excel-based "ePeGS Capital Outlay" worksheet.

Figure 9

Any portion of an enhancement grant budget meeting the definition of capital outlay, but that is not equipment is part of a renovation project, with the total tally of all renovation costs in the budget provided to you in the upper right hand corner of the Excel-based "ePeGS Capital Outlay" worksheet and shown below as Figure 10.

Figure 10

1311 Agricultural Education	$27,000.00
1321 Business Education	$0.00
1331 Family and Consumer Sciences Education	$0.00
1341 Health Sciences Education	$0.00
1351 Marketing and Cooperative Education	$0.00
1361 Trade and Industrial Education	$0.00
1371 Project Lead the Way	$0.00
Renovations	$0.00

On the ePeGS Capital Outlay screen the same renovation budget tally as shown on the Excel file should be entered into that portion of the screen dedicated to record all non-equipment capital outlay, and as shown in Figure 11.

Figure 11

Non-Equipment - If purchasing multiple vehicles or planning facility projects, sum the costs in the table below and describe each vehicle/facility project in the text boxes below.

Definitions:
Construction: The building of a new structure.
Alteration: The modification of an existing structure. Alterations are only allowed on LEA-owned property.
Renovation: The modification of an existing structure. Renovations are only allowed on LEA-owned property.
Real Estate: The purchase of a structure or land.

Area		Buses/Vehicle Cost	Construction Cost	Alteration/Renovation Cost	Real Estate Cost	Total Cost
2500	Transportation and Maintenance	0.00	0.00	0.00	0.00	0.00
4000	Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00

NOTE: Do Not enter any monetary amount into the box provided for Transportation and Maintenance. Even if an enhancement grant's budget includes funding for a vehicle, its purpose is as a piece of instructional equipment, not transportation.

Enhancement grant recipients with a portion of their grant dedicated for renovation can simply refer to the project description that was included in the narrative component of the application rather than providing a justification statement in ePeGS (Figure 12). However, the estimated project start date, finish date and final invoice submission date are to be included. If any date is outside the perimeters of the grant period, the use of Enhancement Grant funds for that portion of the project will not be allowed.

Figure 12

Construction/Alteration/Renovation/Real Estate:
For construction/alteration/renovation/real estate, briefly describe the project and what specific LEA building or space will be affected (if applicable) and why this project is neces
purpose the real estate purchase will serve. If the costs are prorated, explain the specific cost allocation method used by the LEA to allocate costs. The proration method shall be
the facility/item, not on the LEA's incidence rate.
Details specific to Title I in the Administrative Manual located at: http://dese.mo.gov/quality-schools/federal-programs/federal-legislation-guidance
More details specific to Special Education Part B are located at: http://dese.mo.gov/financial-admin-services/special-education-finance
More details specific to Missouri Preschool Project are located at: http://dese.mo.gov/early-extended-learning/early-learning/missouri-preschool-program
More details specific to Child Care Development Fund Grant are located at: http://dese.mo.gov/early-extended-learning/early-learning/missouri-preschool-program
For Enhancement Grants physical improvement(s) of existing facilities must have a direct relationship to, and effect on instruction in grant-eligible courses in specific occupationa
detailed limitations on this, and other allowable expenditures can be found in the Vocational-Technical Education Enhancement Grant Administrative Planning Guide, beginning on
account-finance/grants.

Provide an estimated project start date: [   ] mm/dd/yyyy

Provide an estimated project finish date: [   ] mm/dd/yyyy

Provide an estimated final invoice submission date: [   ] mm/dd/yyyy

* Please note: If the purchase date is prior to the substantially approval date, the use of funds for this project will not be approved.

The compliance statement check box must be checked in order for the page to save. Check the box, click Save, then continue to the next page.

Figure 13

[ ] I certify to the best of my knowledge, I agree to comply with specific requirements stated above relating to any construction, alteration/renovation, real estate, or bus/vehicle purchases.

The total dollar amounts saved on the Capital Outlay page (Figures 14a and 14b) will automatically populate to the appropriate function/object code area of the Budget Grid page.

Figure 14a

	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
Administration Costs								
Administration Costs Subtotal								0.00
ESEA Total Distributed From Schoolwide Pool								0.00
Total Distributed to Schoolwide Pool			Maximum Allowed for Schoolwide Pool					0.00
GRAND TOTAL	0.00	0.00	0.00	0.00	0.00	25462.50	0.00	25462.50

Figure 14b

Accounting Manual	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
Family and Consumer Sciences Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1341 Health Sciences Education	0.00	0.00	0.00	0.00	0.00	10125.00	0.00	10125.00
1351 Marketing and Cooperative Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1361 Trade and Industrial Education	0.00	0.00	0.00	0.00	0.00	15337.50	0.00	15337.50
1371 Project Lead the Way	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1390 Other - Career Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Costs Subtotal	0.00	0.00	0.00	0.00	0.00	25462.50	0.00	25462.50

The balance of the Budget Grid (Figure 14c) will consist of items assigned to no more than two general cost categories: Purchased Services and/or Materials & Supplies. The grantee will use the budgetary figures provided in the Excel-based Budget Grid (see Figure 1) to complete this portion of the task. Once this step is complete, the grantee is ready to return to the menu option on the left side of the screen and choose Submittal and Approval.

Figure 14c

Accounting Manual	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
Family and Consumer Sciences Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1341 Health Sciences Education	0.00	0.00	0.00	0.00	0.00	10125.00	0.00	10125.00
1351 Marketing and Cooperative Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1361 Trade and Industrial Education	0.00	0.00	0.00	0.00	0.00	15337.50	0.00	15337.50
1371 Project Lead the Way	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1390 Other - Career Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Costs Subtotal	0.00	0.00	0.00	0.00	0.00	25462.50	0.00	25462.50

Before the budget application can be submitted, the grantee must read the Core Assurances and Grant Specific Assurances and agree to both of them by clicking on the link and then clicking on the Agree to Assurances button. Click Close to return to the Submittal/Approval (Figure 15).

Figure 15

Core Assurances	Click link to view and agree to assurances.
Grant Specific Assurances	Click link to view and agree to assurances
Substantially Approved	

Substantially Approved Date: mm/dd/yyyy   [Update]

[Submit]   [Budget Grid Print]   [Save Comments]

The grantee can only submit the budget application if hard errors do not exist.

Click the Edits button (if applicable) to see if changes are necessary. If hard errors exist, the user will need to return to the appropriate page to correct the errors before they can submit the budget. Hard errors are indicated with an "E" in the Edit Message. The budget application can be submitted if warnings indicated with a "W" are only displaying as edits.

Figure 16

	Edit Message	Return Code	Reason Code
1 E	Grand Total cannot exceed Total Funds Available	-10	307
2 E	The total budgeted exceeds the total available for budgeting. Special Educati Budget	-10	327

After all hard errors have been corrected click the Submit button (as shown in Figure 15).

If the submit date is before July 1, the substantially approved date automatically sets to July 1. The grantee may not begin obligating Enhancement Grant funds prior to the substantially approved date.

The grantee will receive an automated email from DESE indicating if the application was approved or disapproved. The email will be sent to the Enhancement Grant contact listed on Core Data Screen 3. Please note that DESE cannot change to whom this information is sent. **Grantees must ensure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to-date.**

Although FY20 grants have either been approved, fully or conditionally approved, this step is a requirement of the ePeGS system to allow financial administration to be run through the online system.

If for any reason the budget application is disapproved, log back in to make necessary corrections and resubmit.

Part B-Budget Revisions

Grantees have the opportunity to request budget revisions from July 1-December 31, 2019. Movement of money can be from one program area to another, provided that the recipient program was included in the original grant request for FY20. Grantees must comply with allowable and unallowable costs as described under Guidance on Financial Allowances and Limitations, pages 10-12 of this manual.
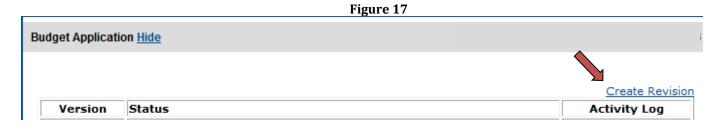
Department approval of the proposed revision will require the grantee to demonstrate how the revised expenditure of funding will better enable one or more programs to meet their short- or long-term improvement

plans. Likewise, if the revised budget will include items not yet authorized by the Department, but intended for partial payment by grant funding, the grantee must provide a description which includes:

- The building (or campus) and classroom where the item(s) will be housed;
- The name of the teacher who will be teaching the grant-eligible content, the program area, education level, CIP Code and course title for which the item(s) is intended for use;
- Whether the item is categorized as instructional equipment; non-consumable instructional supply or material; software/curriculum; network or Internet installation/service contract/maintenance agreement; instructor training; storage cabinets; or renovations; and
- A description of the item(s) including the number of units, the estimated unit cost and total cost; and the estimated reimbursement, per unit and per line item if multiple units are proposed for purchase.

Grantees should provide all narrative information related to revisions in the School/LEA text box located on the ePeGS system. Capital outlay and budget revisions will also be placed in ePeGS. [Note: this must be sufficient in detail as approval/disapproval decisions will be made based upon this information. This is an auditable record of your grant activity.]

To revise the budget application, access the budget application as described in Part A of this appendix. To begin the revision process, click the Create Revision link under Budget Application on the Grant Summary page (see Figure 17).

Figure 17

Update the budget application pages where needed using the steps in Part A of this appendix, then compare changes made in revised budget grid to the last approved budget grid by clicking on the Compare Budget Grids button. This will bring up the grid comparison report which displays both the **unapproved** budget revision and the last approved budget. **Cells marked with an * denote changes made to the budget as a result of the proposed revision**.

After eliminating any errors, click the Submit button.

Part C-Payment Requests

All grant funds must be **incurred and expended**, not merely encumbered, prior to submitting the Final Expenditure Report (FER) and all requests for reimbursement of expenditures with grant funding shall be submitted by the grantee no later than that same date. LEAs are highly encouraged to have all funds incurred, products received, and funds expended by April 1, 2020 to assure that the FER can be submitted not later than May 31, 2020. To request payment/reimbursement of authorized expenditures, access the budget application as described in Part A of this appendix.

Important Note: As addressed elsewhere in this appendix, the grantee will compute the amount of funding that is due for reimbursement and enter that amount, **not a unit cost,** for an item or a tally of unit costs for a series of items. Those items that have been approved by the Department as authorized Instructional Equipment purchases shall be entered into ePeGS and reimbursed at 75 percent of the actual purchase price while all other authorized costs will be reimbursed at 50 percent of the actual purchase price.

Unit costs are authorized by the Department during the grant application review process. Grantees may not exceed that purchase price and/or the total amount budgeted for the respective line item on the Approved EGFV4 by more than ten percent of the approved amount without prior Departmental authorization. Purchases for an amount lower than that authorized may be submitted for line item reimbursement without prior consultation or consent by the Department.

Following are general guidelines pertaining to enhancement grant budget management and requests for reimbursement:

- Payment requests cannot be completed until an initial budget application for the corresponding fiscal year has been approved through the ePeGS system.
- Enhancement grant funds may be requested as frequently as each month based on the approved budget. Schools are encouraged to regularly review local grant expenditures and request reimbursements as appropriate.
- Expenditures in the payment request can only be requested where funds have been budgeted and expended for that fiscal year, based on the current iteration of the approved budget application.
- Actual cumulative year-to-date expenditures must be entered in the payment request grid, as payments requested must be for reimbursement of expenditures already incurred by the LEA.
- The ePeGS system will automatically calculate the payment request amount based on the actual cumulative year-to-date expenditures minus the amount paid to date.
- A ten percent variance in the payment request amount compared to the budgeted amount is allowed for each object code (column) total. To calculate the ten percent variance, take the total amount budgeted in the budget grid and multiply by ten percent. This is the calculated amount that each object code (column) total on the payment request can be increased from the original budgeted column total without exceeding the total funds available. If any object code (column) totals being requested exceed the calculated ten percent variance, a budget revision must be created and approved prior to the payment request.
- Payments may be requested once a month, and are due by 11:59 p.m. on the first day of each month regardless on which day of the week the first falls.
- Payment requests cannot be submitted if a corresponding fiscal year budget application is in submitted status.
  - All payments must be requested by May 31, 2020 as the system will not accept requests after that date.
  - Submitting a Final Expenditure Report (FER) is required. Payments will be held from processing if the prior year FER has not been submitted and is past the due date.

In order to request a payment, from within the ePeGS system the grantee should first select the web link Payment Request (Figure 18) and then the web link for Create Payment Request (Figure 19).

Figure 18 (disregard dates shown in this example)

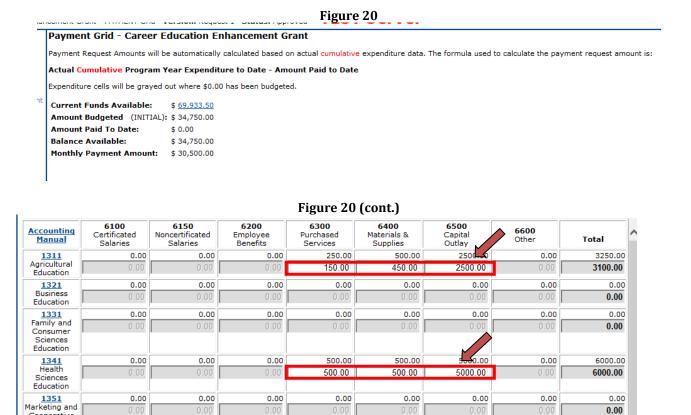**Figure 19**

Expenditures can only be entered in the payment grid where funds have been budgeted in the last approved budget application.

Figure 20

Payment Grid – Career Education Enhancement Grant

Payment Request Amounts will be automatically calculated based on actual cumulative expenditure data. The formula used to calculate the payment request amount is:

Actual Cumulative Program Year Expenditure to Date – Amount Paid to Date

Expenditure cells will be grayed out where $0.00 has been budgeted.

Current Funds Available:	$ 69,933.50
Amount Budgeted (INITIAL):	$ 34,750.00
Amount Paid To Date:	$ 0.00
Balance Available:	$ 34,750.00
Monthly Payment Amount:	$ 30,500.00

Figure 20 (cont.)

Accounting Manual	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
1311 Agricultural Education	0.00	0.00	0.00	250.00	500.00	2500.00	0.00	3250.00
	0.00	0.00	0.00	150.00	450.00	2500.00	0.00	**3100.00**
1321 Business Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
1331 Family and Consumer Sciences Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
1341 Health Sciences Education	0.00	0.00	0.00	500.00	500.00	5000.00	0.00	6000.00
	0.00	0.00	0.00	500.00	500.00	5000.00	0.00	**6000.00**
1351 Marketing and Cooperative Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
1361 Trade and Industrial Education	0.00	0.00	0.00	0.00	0.00	20000.00	0.00	20000.00
	0.00	0.00	0.00	0.00	0.00	15900.00	0.00	**15900.00**
1371 Project Lead the Way	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
4000 Facilities	0.00	0.00	0.00	0.00	0.00	5500.00	0.00	5500.00

Administration Costs

Administration Costs Subtotal								0.00
								0.00

Grand Total	0.00	0.00	0.00	750.00	1000.00	33000.00	0.00	34750.00
	0.00	0.00	0.00	650.00	950.00	28900.00	0.00	30500.00

	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total

Payment Request Amount | 30500.00
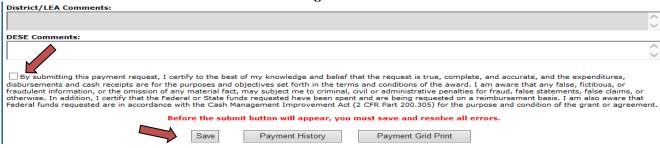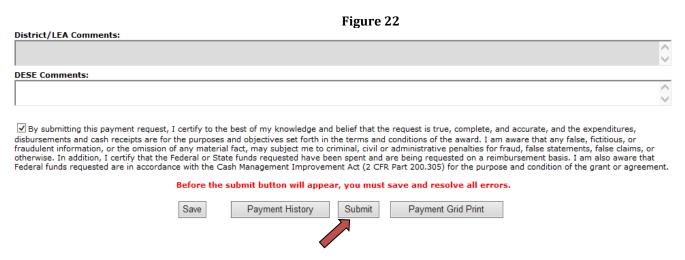
Once the grantee has entered the amounts for which reimbursement will be requested, the process should progress to the certification box. At this step, the grantee should enter any comments pertinent and necessary to expedite payment by the Department, check the assurance box and save the request (see Figure 21). These comments are auditable records and should explain any significant variances between the currently approved budget and the payment request. Generally, a ten percent (10%) variance is considered significant.

Figure 21

If the Edit button appears, view the edits by clicking the button and fix all hard errors (hard errors will be indicated with an (E) before resaving and submitting.

Figure 22

The grantee will receive an automated email from DESE indicating if the payment was approved or disapproved. The email will be sent to the Enhancement Grant contact listed on Core Data Screen 3. Please note that DESE cannot change to whom this information is sent. **The grantee must ensure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to-date.** If the payment request is disapproved, log back in to make necessary corrections and resubmit.

If a payment request is in a submitted status, the grantee may revise the payment request if necessary. Revising a payment request will put the payment back in created status and it will not be processed until it is resubmitted and approved. If the grantee needs to revise a payment request while it is in approved status, the grantee will need to contact the DESE fiscal contact for assistance.

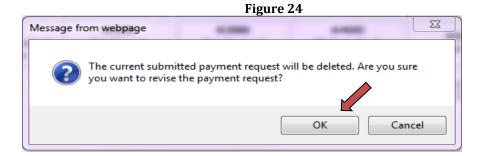**Figure 23 (disregard the date shown in this example)**

To revise a payment request the grantee should go to the Grant Summary screen under Payment Request and click on Revise Payment Request (Figure 23). Then click OK to delete the current payment request (Figure 24). This will pull the request as initially submitted out of the monthly payment. The payment will need to be resubmitted by the payment deadline in order for the payment to be processed in the monthly school payment.

Figure 24

The payment request will be in created status once the OK button has been selected (Figure 25).

Figure 25 (disregard the date shown in this example)

Version	Status	Activity Log
Request 1	CREATED on 6/9/2015 9:18:15 AM by SETEST30	view

Update the payment request where needed using the steps in Part C of this appendix of this guide. Then once all hard errors have been corrected click the Submit button.

Follow the same process to submit subsequent requests, which can only be done after the most recent request has been processed. A record of payment requests and related action will be displayed in Payment Request screen (Figure 26).

Figure 26 (disregard the date shown in this example)

Version	Status	Activity Log
Request 6	PAYMENT PROCESSED on 5/12/2015 4:30:28 PM by FTPPROCESS	view
Request 5	PAYMENT PROCESSED on 4/14/2015 1:00:43 PM by RBURKHAR	view
Request 4	PAYMENT PROCESSED on 3/9/2015 2:41:58 PM by RBURKHAR	view
Request 3	PAYMENT PROCESSED on 2/11/2015 8:00:31 AM by RBURKHAR	view
Request 2	PAYMENT PROCESSED on 1/13/2015 2:02:05 PM by RBURKHAR	view
Request 1	PAYMENT PROCESSED on 12/11/2014 10:38:35 AM by RBURKHAR	view

Part D-Final Expenditure Report

The Enhancement Grant Final Expenditure Report (FER) is to be submitted between April 1-May 31, 2020. The FER can be used to request final reimbursement of Enhancement Grant funds that have not already been requested by the LEA or postsecondary institution. The final payment will be paid in the next monthly school payment after DESE approval of the FER. The Department is under no obligation to approve payment requests submitted after the deadline, or to award another enhancement grant to the grantee for the subsequent fiscal year.

Figure 27

Access the FER by clicking on "Show" (Figure 27) and then "Create FER" (Figure 28).

Figure 28

The FER can be accessed by grantees between April 1 through May 31, 2020 and should be reported in the FER grid. The total amount entered in the FER grid may not exceed the total funds available amount.

A ten percent variance in the FER grid amount compared to the budgeted amount for FY20 is allowed for each object code (column) total. To calculate the ten percent variance, take the total amount budgeted in the budget grid and multiply by ten percent. This is the calculated amount that each object code (column) total on the FER grid can be increased from the original budgeted column total. If any object code (column) totals being reported exceed the calculated ten percent variance, a budget revision must be created and approved prior to submitting the FER.

Expenditures reported in each function code in the grid must match or be cross-walked to the LEA's general ledger. Do not round expenditures reported in the FER grid. Expenditures can only be entered on the FER grid

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where funds have been budgeted in the last approved budget application for the same fiscal year. These amounts will appear in the top portion of each cell on the FER grid. Enter the <u>actual amount</u> of Enhancement Grant funds expended in the lower portion of each cell.

Click the Assurances check box and Save button to total and save the FER grid. This will calculate the Final Payment Amount, if any, for Enhancement Grant funds. Click *Continue* or *Save and Continue* to be directed to the next page.

The summary table at the top of the page will display the LEA's 2019-20 Enhancement Grant expenditures and the FER payment amount the LEA can expect to receive. An assurance statement displays at the bottom of the page.

If the red edits button is visible, view the edits by clicking the button (make sure your pop-up blocker is not on). Hard Errors (E) must be fixed before the LEA is allowed to submit. The FER can be submitted if only Warnings (W) exist. Click the Submit button to submit the FER.

<u>FER Submitted Status</u>:
1. Submitted Zero Payment – LEA has already requested their Enhancement Grant funds and will not receive another payment.
2. Submitted –LEA has not requested all of their Enhancement Grant funds and will receive their final payment once the FER is approved.
3. Submitted Overpayment – LEA has requested more Enhancement Grant funds than what was actually expended. LEA will need to submit a refund check for the overage.

The LEA will receive an automated email from DESE indicating if the FER was approved or disapproved. The email will be sent to the Enhancement Grant contact listed on Core Data Screen 3. Please note that DESE cannot change to whom this information is sent. **The LEA must insure that contact information as reported in August Cycle Core Data Screen 3 is accurate and up-to-date.** If disapproved, log back in to make necessary corrections and resubmit.

APPENDIX VIII
FY20 Grant-Year Progress Report

All LEAs are required to submit a progress report that describes the accomplishments made toward the implementation of their current plan for Career and Technical Education (CTE). An advisory committee with no fewer than twelve (12) members shall be established by each eligible institution prior to a grant award. This committee shall be composed of at least two (2) members representing each of the following groups: business persons, labor leaders, parents, senior citizens, community leaders and teachers. The committee shall assist the grant recipient with the development of a plan which will ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high-wage job with workplace skill development opportunities. This plan shall be developed prior to the close of the fiscal year that the grant recipient receives an initial grant under the grant award program. It is anticipated that most FY20 Enhancement Grant recipients will have had previous grants and already have a CTE program improvement, and/or short- or long- term plans in place. This plan is usually aligned to the building and CSIP plans already in place in school districts. Post-secondary institutions should also have program plans in place that drive decision-making for CTE.

Schools may wish to address the following when writing their progress report:
   A. Identify the programs that were impacted with FY20 Enhancement Grant Funds
   B. How many students were impacted by the grant funds for each program funded?
   C. Discuss major accomplishments for each program that directly relates to Enhancement Grant funding
   D. Discuss objectives that were not met during the FY20 Enhancement Grant cycle and reasons for their not being met
   E. Describe the extent to which Enhancement Grant funding contributes to program improvement and/or continued program viability
   F. Both quantitative and qualitative data, when available, should be included in the report

Progress reports should be submitted via email to Janice.rehak@dese.mo.gov or to enhancement@dese.mo.gov not later than May 15, 2020. Please place Enhancement Grant FY20 Progress Report in the subject line of your email.