



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

June 25, 2009

TO: Authorized Representative

CC: Grant Contact
Higher Education Contact

FROM: Craig Rector
Director of Federal Discretionary Grants

SUBJECT: Renewal of Title II, Part B., Mathematics and Science Partnership Program Funds

This memo is to announce the renewal of Title II, Part B., Mathematics and Science Partnership Program Funds for the 2009-2010 year. Your Mathematics and Science Partnership Program award («Project») may be renewed in an amount of not more than \$«Max_Bdgt_for_0910». **The postmarked deadline for this renewal is August 31, 2009.** I intend to announce the 3rd year approvals on or before October 1, 2009. The grant period will run from October 1, 2009 to September 30, 2010. This will be the last grant period for your grant, no extensions will be granted.

Three significant changes have been made to the application in Sections I & V and Appendix C. These changes are needed as we transition the budget and accounting functions to the new ePeGS system. After the application has been approved by DESE, the paper budget in Section I and the supporting data in Section V will migrate to the new system. Once that has occurred, all payment requests, amendments and the Final Expenditure Report will be accessed on the new system. More information will follow.

The third year application includes:

SECTION I – TOTAL BUDGET & GRANT INFORMATION - The total budget for this grant must be completed and shown in the grid. The budget category subtotals from Appendix B will be the same as the Grand Total row in this section. The fiscal agent's Administrative Costs (as detailed on Appendix C) will be the same as the Administrative Costs row in this section. The codes on the left side of the budget grid are function codes. Function code descriptions mean the action or purpose for which a person or thing is used or exists. Function codes include the activities or actions which are performed to accomplish the objective of the school district. For further information on function codes, consult the School Finances' Missouri Financial Accounting Manual. http://www.dese.mo.gov/divadm/finance/acct_manual/index.html

SECTION II – APPLYING INSTITUTION/ORGANIZATION INFORMATION – Provide contact information for the fiscal agent's Authorized Representative, Grant Contact and the Lead Higher Education Institution's Contact.

SECTION III – ASSURANCES AND CERTIFICATION

SECTION IV – PARTNERSHIPS WITH SCHOOL IMPROVEMENT EFFORTS – Briefly describe how your project partners with DESE, RPDCs, and any organized school improvement efforts.

SECTION V – MATHEMATICS AND SCIENCE SUPPORTING DATA PAGE – List the full or partial Full Time Equivalent (FTEs) grant staff paid by the fiscal agent and reported to CORE DATA. Do not include stipends.

SECTION VI – CHANGES OR REVISIONS TO LAST YEAR’S GRANT - Narrative of proposed changes to the original or last year’s grant.

SECTION VII– PROJECT TIMELINE – The Project Timeline will provide a timeline for the implementation of all activities for the 09-10 grant period.

SECTION VIII – BUDGET NARRATIVE – The Budget Narrative will provide a description of the proposed expenditures by the fiscal agent stated in APPENDIX B – TOTAL BUDGET.

SECTION IX– APPENDIX

APPENDIX A – PARTNER IDENTIFICATION FORM – This form is only completed if additional partners have been added since the original application.

APPENDIX B – TOTAL BUDGET – The Total Budget form is used to detail your entire budget. It will detail all proposed expenditures by the fiscal agent including the fiscal agent’s Administrative Costs (as detailed on Appendix C) and all Purchased Services paid to participating partners (as detailed on Appendix D).

APPENDIX C – ADMINISTRATIVE COST BUDGET – Use this form to detail the fiscal agent’s administrative costs (if claimed) that are reported in the Administrative Costs row of SECTION – I.

APPENDIX D – PARTNER FUNDING REQUEST - Partner Funding Request form for all partners

APPENDIX E – STATEMENT OF NONPUBLIC SCHOOL PARTICIPATION - Nonpublic Forms to be completed by ALL non-public schools in the attendance area of participating public schools in the 09-10 grant year.

The renewal packet is available on the DESE web site at:

<http://dese.mo.gov/divimprove/fedprog/discretionarygrants/Math&Science/>

I currently have no information as far as costs to attend the Regional Conferences hosted by the U.S. Department of Education. Please budget for Regional Conferences and use your expenses from the 08-09 Regional Conferences as a guide. This is an event that you will need to budget for the 09-10 grant budget. Up to five team members will be approved. When I receive more information, I will pass it along.

I have reserved Wednesday, August 5th for a day of technical assistance for this application. Since this is the third year of the grant, I will not have a formal presentation. I will be available in the 2nd Floor Small Conference room in the Jefferson Building, 205 Jefferson Street, Jefferson City, MO if you would like to discuss your application face to face. I will have a telephone in the room and would be able to set up a conference call if you would prefer to discuss your application over the phone. Please contact Renee Hasty at 573-526-3232 (renee.hasty@dese.mo.gov) to schedule a one hour slot for that day. Times will be scheduled on a first come first served basis. This is not a mandatory meeting but is provided as an opportunity to review the new features of the grant application.

GRANT APPLICATION QUESTIONS:

Craig Rector, Director
Federal Discretionary Grants
Phone: 573-526-1594 Fax: 573-526-6698
E-mail: Craig.Rector@dese.mo.gov