

# CAREER AND TECHNICAL EDUCATION (CTE) GRANTS EPEGS GUIDE

The purpose of this document is to provide guidance and step-by-step instructions for the web-based electronic Planning and electronic Grants System (ePeGS). Each section in this document will include information to assist LEAs in completing the Career and Technical Education (CTE) grant applications.

## SECTION I: ACCESSING EPEGS AND CTE GRANTS

### **Guidance:**

#### **School Districts**

Access to ePeGS is provided by the User Manager (UM) at the district. The designated UM can add/delete/modify users or user access levels (View Only, Data Entry, or Authorized Representative). The user must have Authorized Representative permission to be able to submit on behalf of the LEA.

#### **Institutions of Higher Education**

Access to ePeGS is provided by DESE upon the completion and submission of the *Web Systems User ID Request Form-Public* (click on the Login Request Forms link in the left navigation of the DESE Web Applications page). The request form will explain the various user access levels (View Only, Data Entry, or Authorized Representative). The user must have Authorized Representative permission to be able to submit on behalf of the LEA.

### **Instructions:**

#### **Step 1: Log into DESE Web Applications**

DESE Web Applications URL: <https://apps.dese.mo.gov/webLogin/login.aspx>

Enter User Name and Password, then click Login button.

#### **Step 2: Select ePeGS**

#### **Step 3: Select Funding Application Menu**

#### **Step 4: Select College and Career Readiness**

#### **Step 5: Select Applicable Grant (i.e. Perkins Grant, CTE Enhancement Grant, CTE Base and Performance Grant)**

#### **Step 6: Select Year from Dropdown Box**

- The LEA may access the Budget Application, Payment Request, and Final Expenditure Report (FER) from the Grant Summary screen.

## SECTION II: BUDGET APPLICATION

### Creating and Submitting a Budget

#### Guidance:

- Budget applications are due July 1 each year.
- LEAs may not obligate grant funds until after substantial approval of the budget application or July 1, whichever is later. The substantially approved date can be found on the budget application Submittal and Approval page.
- The budgeted amounts on the budget grid should only include expenditures that will be obligated from the substantially approved application date to June 30 and paid with grant funds.
- Budgeted expenditures may not exceed the total funds available amount.
- Items costing less than \$1,000 per unit are considered supplies (including computing devices) and must be budgeted under object code 6400.
- Capital outlay costs (equipment costing \$1,000 or more per unit) need to be entered on the Capital Outlay page. Once entered and saved on the Capital Outlay page, the costs will display on the budget grid in object code 6500.
- The Capital Outlay page is for equipment expenditures only. Equipment is defined as tangible, personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit. Acquisition cost for equipment means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories or auxiliary apparatus necessary to make it usable for the purpose for which it was acquired. **Note: The Capital Outlay page only needs to be filled out if applicable.**
- All capital outlay costs must have prior approval by DESE through the budget application process.

#### Instructions:

##### **Step 1: Select Budget Application**

##### **Step 2: Click Create Budget Application**

##### **Step 3: Complete Budget Grid Page**

- **Enter Purchased Services**—Enter the total cost of any purchased services in the Purchased Services column.
- **Enter Materials & Supplies**—Enter the total cost of any materials and supplies in the Materials & Supplies column.
- **Add Comments**—Enter comments (if necessary) in the District/LEA Comments box.
- **Click Save**—The Total column will automatically calculate the total cost for each line once the Save button is clicked.

##### **Step 4: Complete Capital Outlay Page (if applicable)**

- **Select Area**—Select the appropriate career education program for the equipment purchase in the Area column.
- **Provide Description of Equipment**—Enter a detailed description of the equipment to be purchased in the Description column.
- **Enter Unit Cost**—Enter the total cost of one unit of the equipment to be purchased in the Unit Cost column.

- **Enter Quantity**—Enter the number of units of equipment to be purchased in the Quantity column.
- **Click Save**—The Total column will automatically calculate the total cost for each line once the Save button is clicked. And, the total dollar amounts saved on the Capital Outlay page will automatically populate to the appropriate function/object code area of the Budget Grid page.

#### **Step 5: Complete Salaries & Benefits Page (if applicable)**

- **Enter FTE**—Enter the FTE (percentage of the employee’s salary to be paid from the grant funds) in the FTE Paid column.
- **Enter Salaries and Benefits**—Enter the salary and benefits (amount of the employee’s salary to be paid from the grant funds) in the FTE Salaries and Benefits column.
- **Enter Stipends/Extra-Duty Pay**—Enter the total cost of stipends/extra-duty pay in the Stipends/Extra-Duty Pay column.
- **Enter Substitute Pay**—Enter the total cost of substitute pay in the Substitute Pay column.
- **Add Comments**—Enter comments (if necessary) in the District/LEA Comments box.
- **Click Save**—The Total column will automatically calculate the total cost for each line once the Save button is clicked. And, the total dollar amounts saved on the Salaries & Benefits page will automatically populate to the appropriate function/object code area of the Budget Grid page.

#### **Step 6: Review Budget Grid Page**

- **Data Review**—After all pages have been saved, ensure the budget grid has been completed accurately based on the data populated from the supporting pages.
- **Check for Edits**—The LEA can only submit the budget application if Errors do not exist. Click the Edits button (if applicable) to see if changes are necessary. If Errors exist, the LEA must correct them before the budget application can be submitted. Errors are indicated with an “E” in the Edit Message. The budget application can be submitted if only Warnings indicated with a “W” are displayed in the Edit Message.
- **Click Save**—The Total column will automatically calculate the total cost for each line once the Save button is clicked.

#### **Step 7: Complete Submittal and Approval Page**

- **Agree to Assurances**—Before the budget application can be submitted, the LEA must read and agree to both the Core Assurances and Grant Specific Assurances by clicking on the link and then clicking on the Agree to Assurances button. Click Close to return to the Submittal and Approval page.
- **Check for Edits**—The LEA can only submit the budget application if Errors do not exist. Click the Edits button (if applicable) to see if changes are necessary. If Errors exist, the LEA must correct them before the budget application can be submitted. Errors are indicated with an “E” in the Edit Message. The budget application can be submitted if only Warnings indicated with a “W” are displayed in the Edit Message.
- **Submit Budget Application**—After all Errors have been corrected, then click the Submit button.  
*Note: If the submit date is before July 1, the substantially approved date automatically sets to July 1. The LEA may not begin obligating grant funds prior to the substantially approved date.*

### **Step 8: Receive Approval/Disapproval Notification**

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

### **Revising a Budget**

#### **Guidance:**

- Budget revisions for the Federal Perkins grant must be completed by April 30 each year (the deadline for the State CTE grants will be sometime between February 28 and March 31 depending on the grant).

#### **Instructions:**

##### **Step 1: Select Create Revision**

- If a budget revision is necessary, click the Create Revision link under Budget Application on the Grant Summary page.

##### **Step 2: Revise the Budget Application**

- Update the budget application pages where needed using the steps in Section II of this guide.

##### **Step 3: Compare Budget Grids**

- 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.**

##### **Step 4: Submit Application**

- After all Errors have been corrected, click the Submit button.

## SECTION III: PAYMENT REQUEST

### Creating and Submitting a Payment Request

#### Guidance:

- Payment requests cannot be completed until an initial budget application for the corresponding fiscal year has been approved.
- Payment requests must be on a reimbursement basis only.
- Expenditures in the payment request can only be submitted where funds have been budgeted and expended for that fiscal year, based on the last 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 paid 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 10% variance in the payment request amount compared to the budgeted amount is allowed for each object code (column) total.
- Payments may be requested twice a month. Payment requests are due on the 1<sup>st</sup> and/or the 20<sup>th</sup> of each month by 11:59 p.m. regardless of the day of the week.
- Payment requests cannot be submitted if a corresponding fiscal year budget application is in Submitted status.

#### Instructions:

##### **Step 1: Select Payment Request**

##### **Step 2: Click Create Payment Request**

##### **Step 3: Enter Year-to-Date Grant Expenditures**

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

##### **Step 4: Click Save to Calculate Payment Amount**

##### **Step 5: Check Certification Box and Save**

- Enter any comments in the District/LEA Comments box, check the certification box, and then click Save for the Submit button to appear.

##### **Step 6: Submit Payment Request**

- If the red Edits button appears, view the edits by clicking the button. Errors (E) must be fixed before the LEA is allowed to submit. The Payment Request can be submitted if only Warnings (W) exist. Click the Submit button to submit the Payment Request.

##### **Step 7: Receive Approval/Disapproval Notification**

- The LEA will receive an automated email from DESE indicating if the payment was approved or disapproved. The email will be sent to the grant contact listed on Core Data Screen 3. Please note that DESE cannot change to whom this information is sent. **LEAs 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.

### **Revising a Payment Request**

#### **Guidance:**

- If a payment request is in Submitted status, the LEA may revise the payment request if needed.
- 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 LEA needs to revise a payment request while it is in Approved status, the LEA will need to contact the DESE fiscal contact for assistance.

#### **Instructions:**

##### **Step 1: Select Revise Payment Request**

- On the Grant Summary page under Payment Request, click Revise Payment Request.

##### **Step 2: Click OK to Delete the Current Payment Request**

- This will pull the payment 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.
- The payment request will be in Created status once the OK button has been selected.

##### **Step 3: Revise the Payment Request**

- Update the payment request grid where needed using the steps in Section III of this guide.

##### **Step 4: Submit Payment Request**

- After all Errors have been corrected, click the Submit button.

### **Requesting Additional Payments**

#### **Instructions:**

##### **Step 1: Select Payment Request**

##### **Step 2: Create Payment Request**

- Click Create Payment Request to open a new request. This can only be done after the last payment has been processed.

##### **Step 3: Complete Payment Request**

- Complete the payment request using the steps in Section III of this guide.

##### **Step 4: Submit Payment Request**

- After all Errors have been corrected, click the Submit button.

## SECTION IV: FINAL EXPENDITURE REPORT (FER)

### Creating and Submitting a FER

#### Guidance:

- The FER for the Federal Perkins grant is due September 30 each year (the deadline for the State CTE grants will be May 31).
- LEAs may not complete the FER unless they have an approved grant budget application for the same fiscal year.
- The FER can be used to request final payment of grant funds that have not already been requested by the LEA. The final payment will be paid in the next monthly school payment after DESE approval of the FER.
- If the FER is not submitted by the due date, the LEA's current year grant funding will be placed on hold.
- Only expenditures paid with Federal grant funds from the time the budget application was substantially approved to September 30 should be reported in the FER grid (State grant funds will be through June 30).
- The total amount entered in the FER grid may not exceed the total funds available amount.
- A 10% variance in the FER grid amount compared to the budgeted amount for is allowed for each object code (column) total.
- 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.

#### Instructions:

##### **Step 1: Select Final Expenditure Report**

##### **Step 2: Click Create FER**

##### **Step 3: Complete the FER Grid**

- Expenditures can only be entered on the FER grid 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 actual amount of grant funds expended in the lower portion of each cell.

##### **Step 4: Click Save to Calculate the Final Payment Amount**

- This will calculate the Final Payment Amount, if any, for the grant funds.

##### **Step 5: Check Certification Box and Save**

- Enter any comments in the District/LEA Comments box, check the certification box, and then click Save for the Submit button to appear.

##### **Step 6: Submit FER**

- If the red Edits button appears, view the edits by clicking the button. 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.

### **Step 7: Receive Approval/Disapproval Notification**

The LEA will receive an automated email from DESE indicating if the FER was approved or disapproved. The email will be sent to the grant contact listed on Core Data Screen 3. Please note that DESE cannot change to whom this information is sent. **LEAs must ensure 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.

### **FER Submitted Status:**

Submitted Zero Payment – LEA has already requested their grant funds and will not receive another payment.

Submitted – LEA has not requested all of their grant funds and will receive their final payment once the FER is approved.

Submitted Overpayment – LEA has requested more grant funds than what was actually expended. LEA will need to submit a refund check for the overage.