



## Vocational-Technical Education Enhancement Grant Award Program

Administrative  
Planning Guide  
Fiscal Year 2015

*Missouri Department of Elementary and Secondary Education  
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This document, in its entirety, may be accessed through the Department's website at the following address:  
<http://dese.mo.gov/divcareered/grants.htm>

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Inquiries Regarding:	Contact Information:
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Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities:	Missouri Department of Elementary and Secondary Education Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act) 205 Jefferson Street Jefferson City, MO 65102-0480 (573) 526-4757 or TTY (800) 735-2966 <a href="mailto:civilrights@dese.mo.gov">civilrights@dese.mo.gov</a>
Anyone attending a meeting of the State Board of Education who requires auxiliary aids or services should request such services by contacting:	Missouri Department of Elementary and Secondary Education Executive Assistant to the State Board of Education, 205 Jefferson Street Jefferson City, MO 65102-0480 (573) 751-4446 or TTY: (800) 735-2966
Inquiries, concerns, or complaints regarding civil rights compliance by school districts or charter schools should be directed to the local school district or charter school Title IX/non-discrimination coordinator:	U.S. Department of Education Office for Civil Rights, Kansas City Office 1010 Walnut Street, 3rd floor, Suite 320 Kansas City, MO 64106 (816) 268-0550; FAX: (816) 823-1404; TDD: (877) 521-2172.

## Table of Contents

Policy of Nondiscrimination .....	2
Rule 5 CSR 20-200.190 .....	4
Request for Grant Award .....	6
Allowable Expenditures .....	9
Non Allowable Expenditures.....	9
Appendices .....	10
Implementation Process/Payment Schedule/Monitoring Process.....	11
Important Q & A Fact Sheet.....	12
Application for Vocational-Technical Education Enhancement Grant Award (Sample) .....	13
High Demand Occupations .....	15
Annual Funding Priorities .....	21
EG FV4 Instructions.....	22
Revision Request Instructions .....	23
EG FV2 Instructions.....	26
Criteria to Avoid Duplication of Career Education Programming .....	28
Standard Complaint Resolution Procedure .....	29

# TITLE 5 - DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

## Division 20 – Division of Learning Services

### Chapter 200 – Office of College and Career Readiness

#### ORDER OF RULEMAKING

#### 5 CSR 20-200 Vocational-Technical Education Enhancement Grant Award Program.

*PURPOSE: This rule establishes minimum requirements for the administration of the Vocational-Technical Education Enhancement Grant Award Program.*

1. The Vocational-Technical Education Enhancement Grant Award Program shall be administered by the Division of Vocational and Adult Education, Department of Elementary and Secondary Education, which has the authority to determine grant award criteria and annual grant amounts.
2. Eligible institutions shall include public high schools, area career-technical schools and community colleges that operate department-approved occupational preparatory (long-term) career education programs. Grant awards shall be made under the following conditions:
  - a. Seventy-five percent (75%) of grant funds shall be expended for new programs, curriculum enhancement or instructional equipment that address demand occupations that have been determined to be in critical shortage, as published by the Division of Vocational and Adult Education. The remaining twenty-five percent (25%) or less of the grant may be used for these purposes, as well as facility improvement without regard for demand occupations. A grant recipient shall expend at least twenty-five percent (25%) matching funds from local sources for all grant funds expended for instructional equipment. A grant recipient shall expend at least fifty percent (50%) matching funds from local sources for all other grant fund expenditures;
  - b. 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 this grant award program. 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; and
  - c. A budget shall be developed which details all major expenditure categories and itemizes all equipment purchases. Equipment purchases with grant funds shall-
    - i. Have prior approval of the Division of Vocational and Adult Education; and
    - ii. Be appropriate to the instructional content of the career education course or program.
3. A request for grant award will be made available to eligible institutions by the Division of Vocational and Adult Education for each fiscal year. Applicants must complete the request for grant award and forward it to the division no later than the published date in order to receive consideration. Grant awards will be effective July 1 of each year.
4. The request for grant award must contain at least the following:
  - a. The name and address of the institution and school or community college district applying for a grant award;
  - b. A statement of commitment to implement the content of the request bearing the signature of the chief administrator of the school or community college district submitting the grant request;
  - c. A description of how the funds made available by this grant award program will be used to enhance the career education offerings at the institution and address demand occupations;
  - d. A detailed, line item budget of anticipated local and grant fund expenditures;
  - e. An assurance that fiscal control, property management control and fund accounting procedures are provided;
  - f. An assurance that funds from local sources will be allocated and expended for the purposes delineated in the grant proposal in an amount equal to or greater than twenty-five percent (25%) for all instructional equipment and equal to or greater than fifty percent (50%) for all other grant award expenditure;
  - g. An assurance that seventy-five percent (75%) of grant funds will be expended for new programs, curriculum enhancement or instructional equipment that addresses demand occupations;
  - h. An assurance that the grant recipient will comply with all reporting requirements of the department relating to this grant award program;

- i. An assurance by secondary school districts that student performance standards will be established within the district that lead to or qualify students for graduation, and that these standards meet or exceed the Show-Me Standards;
  - j. An assurance that 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 two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities;
  - k. A listing of the advisory committee members and the category that they represent;
  - l. The title and classification of instructional programs (CIP) code of any occupational preparatory (long-term) career education program for which grant funds will be expended; and
  - m. A complete application for new or expanding regular vocational programs, if an occupational preparatory (long-term) vocational education program is being established or expanded with grant funds.
5. The Division of Vocational and Adult Education will review all grant request submitted by eligible institutions based upon the extent to which-
    - a. The proposed programs, services and activities enhance Career education;
    - b. The proposed programs, services and activities address demand occupations, and
    - c. A complete request for grant award is received prior to the deadline.
  6. The Division of Vocational and Adult Education will give priority to eligible institutions that have not previously received a grant award.
  7. Beginning July 1, 1994, the commissioner of education shall request from the director of the Division of Workforce Development, Department of Economic Development, an annual listing of demand occupations in the state, including substate projections. The listing shall include those occupations for which, in the judgment of the director of the Division of Workforce Development, there are critical shortages to meet present and future employment needs necessary to the economic growth and competitiveness of the state. The Division of Vocational and Adult Education will publish the list of demand occupations annually in its request for proposals.

AUTHORITY: section 161-092 and 178.585, RSMo 2000.\* This rule previously filed as 5 CSR 60-120.070. Original rule filed Nov. 10, 1993, effective June 6, 1994. Amended: Filed Nov. 22, 1994, effective June 30, 1995. Amended: Filed July 7, 2000, effective February 28, 2001. Rescinded and readopted: Filed Oct. 19, 2001, effective May 30, 2002.Moved to 5 CSR 20-200.190, effective Aug.16, 2011.

\*Original authority: 161.092, RSMo 1963, amended 1973; and 178.585, RSMo 1993, amended 1995.

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
**Office of College & Career Readiness**

**Request for Grant Award**

- RFP: Vocational-Technical Education Enhancement Grant Award Program
- ID CODE: 20-200.190
- ELIGIBLE ENTITIES: Missouri public high schools, area career centers and community colleges currently operating Department-approved occupational preparatory (long-term) career education programs.
- 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 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: Requests for grant award shall include, but not be limited to:
1. The completion and inclusion of the "Application for Vocational-Technical Education Enhancement Grant Award" Form, pages 17-18 in the appendices.
  2. Statement(s) of need for improving each occupational preparatory (long-term) career education program operated by the institution for which grant funds are being requested.
  3. A description of planned improvements to each existing and/or new occupational career education program operated by the institution that will be accomplished through the expenditure of grant funds. These descriptions must include an explanation of how the proposed improvements will satisfy the needs identified in the statement(s) of need. If facility improvements are anticipated, a detailed description of the anticipated renovation project(s) must be provided, including statements regarding the instructional impact of the project(s). The total amount of grant funds anticipated for facility improvement cannot be more than twenty-five percent (25%) of the total grant funds requested.
  4. A description of a local evaluation system that will determine whether the improvements implemented through the use of grant funds had a positive influence upon the identified need(s).
  5. Grant funds may be requested for new occupational preparatory (long-term) career education programs. A copy of the *Application for Approval of Career Education Programs*, if an occupational (long term) career education programs is being established or expanded with grant funds. A copy of the application must accompany the Vocational-Technical Enhancement Grant Request for Proposal (RFP). The original copy of the *Application for Approval of Career Education Programs* must be submitted to the appropriate program director.
  6. A FV4 must be completed for each occupational career education program by CIP code for which grant funds are being requested. The detailed, line-item budget of anticipated expenditures must be grouped in four major categories (equipment, software/other, curriculum, and renovations).

ASSURANCES:

The applicant must assure that:

1. Fiscal and property management control, and fund accounting procedures are in place and operational.
2. 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.
3. Funds from local sources will be allocated and expended for other allowable purposes 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.
4. Seventy-five percent (75%) of grant funds will be expended for new or existing occupational career education programs, curriculum enhancement, or instructional equipment that address high demand occupations.
5. An advisory committee has been established and the names and affiliation of each member is available for review at the local level.
6. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
7. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
8. 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 that have not previously received grant funds*).
9. 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*).
10. Any facility improvement made available through the expenditure of grant funds will comply with 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.
11. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.
12. 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 auditing and for program evaluation; provide the Department of Elementary and Secondary Education any information it may need to carry out its responsibilities under the programs.

All grant funds must be incurred and expended, **not merely encumbered**, prior to March 31, 2015.

AMOUNT:

No maximum amount of grant funds is established. Local education agencies must match the requested grant funds for instructional equipment 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 and by the annual funding priorities on page 27 in the appendices. Therefore, the Department reserves the right to reduce the amount requested due to the availability of funds.

PROPOSAL FORMAT:

Grant proposals must be submitted electronically to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov). The following documents will need to be attached in the email for grant award consideration:

1. **Application** (Sample pages 17-18), Attach and save as: County-District Code, App, two-digit year (Example: 115115 App 14)

- a. **Statement(s) of Need**| Attach as a Word document saved as: County-District Code, SN, two-digit year (Example: 115115 SN 14)
  - b. **Description(s) of Improvements**| Attach as a Word document saved as: County-District Code, DI, two-digit year (Example: 115115 DI 14)
  - c. **Description of Evaluation System**| Attach as a Word document saved as: County-District Code, EVL, two-digit year (Example: 115115 EVL 14)
  - d. **Copy of New or Expanding Program Proposal(s)** - if applicable
2. **EG FV4**| Attach as an Excel document saved as: County-District Code, EGFV4, two-digit year (Example: 115115 EGFV4 14)

**All program areas will be listed on the same Excel document. Only one grant award request is allowed per district.**

DUE DATES: Requests for grant awards must be submitted by email no later than 1:00 p.m. on March 27, 2014 to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).

GRANT AWARD DATES: July 1, 2014 through May 15, 2015

DELIVERABLES: Approved grant recipients must submit the following to the Department **on or before March 31, 2015:**

1. An EG FV2 for each occupational career education program for which grant funds were expended:
  - a. Save the document in the following format: County-District Code, EGFV2, two-digit year (Example: 115115 EGFV2 14). E-MAIL the completed form **by March 31, 2015** to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).
  - b. A report describing the accomplishments made toward the implementation of the LEA's plan to ensure graduates proceed to college or a high wage job with work place skill development opportunities (for all but first time grant recipients) must be submitted with the final EG FV2.
  - c. Save the document in the following format: County-District Code, EGFV2, two-digit year (Example: 115115 EGFV2 14). Email the completed form **by March 31, 2015** to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).

DELIVER TO: Requests for grant awards should be submitted to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov); subject line "Reimbursement Request".

### **Allowable Expenditures**

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. Grant funds must 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.

Grant funds may be expended for the following:

1. Instructional Equipment (Reimbursed at 75%)
  - a. Instructional equipment may only be replaced once every three years, and must meet BOTH of the following definitions:
    - i. Be directly related to the occupational career education instructional program;
    - ii. Be tangible, nonexpendable property having a useful life of more than one year and an acquisition cost of \$200 or more per unit.
  - b. Equipment may only be replaced once every three years.
2. Other (Reimbursed at 50%)
  - a. Computer software (no min. unit cost).
  - b. Network or internet connections (no min. unit cost).
  - c. Installation costs (no min. unit cost).
  - d. Student and Instructor instructional furniture [workstations] (\$200 min. unit cost).
  - e. Service contracts/maintenance agreements for program specific software (no min. unit cost).
  - f. Instructor Training Note: Up to 25% of requested grant funds can be used for instructor certification in a specific career occupational field. For example, a school requesting \$10,000 in equipment could request a maximum of \$2,500 for instructor certification. A detailed request for instructor certification funds must be included within the grant's Statement of Need. Information provided within the Statement of Need will determine if the request is granted. Instructor training will be reimbursed at 50% (no min. unit cost), and shall be limited to registration and directly-related training costs. Travel, lodging and per diem costs associated with the training are not eligible for enhancement grant reimbursement.
  - g. Storage cabinets for program specific equipment (\$200 min. unit cost).
3. Curriculum Enhancement (Reimbursed at 50%)
  - a. Purchased curriculum materials, videos, DVDs, reference sets, etc. (\$200 min. unit cost)
4. Facility Improvement (Reimbursed at 50%)
  - a. Renovation or modification of existing facilities must have a direct effect on instruction in specific occupational career education programs. Renovations to the overall facility, administrative or general student service areas are not allowable. Approvable expenditures are limited to materials or related items that are commonly used to renovate or modify an existing facility. Grant proposals must include a complete description of the facility improvements that are anticipated and how these changes will enable or enhance instruction. Grant funds expended for facility improvements are restricted to a maximum of twenty-five percent (25%) 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 (no min. unit cost).

### **Non-Allowable Expenditures**

- A. Items under a \$200 unit cost unless specifically exempted
- B. Consumables - supplies, etc.
- C. Student textbooks, workbooks, and guides
- D. Monthly/annual usage charges
- 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 areas
- H. Curriculum Development
- I. Consultant services/stipends
- J. Photocopying costs
- K. Installation or labor costs to renovate facilities
- L. Non-instructional furniture including teacher and students chairs and desks
- M. Travel, lodging and per diem costs associated with instructor training.

# APPENDICES

## IMPLEMENTATION PROCESS

1. Districts will submit requests for enhancement grant funds to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov) (Application, Statement of Need, Description of Planned Improvements, Description of Evaluation System, and EG FV4).
  2. The Department of Elementary and Secondary Education (DESE) will review and approve/deny requests and send a notification email to the district contact person (as designated on the EG FV4). Attached with the notification, DESE will also send the Revision Request Form and the EG FV2 form.
  3. Once grant award notification has been made, the district will be allowed to expend funds after July 1, 2014.
    - a. The grantee will be allowed to submit a limited number of revisions to the approved grant on the Revision Request form (emailed with the original grant award notification) until December 31st of the current grant award year. Revisions will be emailed to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov). The subject line of the email will read "Revision Request."
    - b. Between July 1 through November 15, 2014 each grantee is allowed to submit up to three revisions, and then up to two revisions from November 16 through December 31. Revision requests exceeding these limitations will not be considered for approval.
    - c. DESE will review and approve/deny the revised request and send notification to the district contact person.
  4. The district will submit a reimbursement request using the EG FV2 form that was attached to the original grant award notification.
 

NOTE: The district **will not** need to send invoices with the EG FV2 unless notified by DESE.
  5. DESE will review the EG FV2 and process the payment.
  6. DESE will send an email payment notification to the district contact person.
 

NOTE: If the district has remaining funds, DESE will email another EG FV2 form with that payment notification.
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## 2015 PAYMENT SCHEDULE

Payment requests (EG FV2) may be submitted at any time from July 1, 2014 through March 31, 2015. Payment will be made based on the following payment schedule:

EG FV2 SUBMITTED	PAYMENT MADE
July 1 - November 15, 2014	On or about December 20, 2014
November 16, 2014 - January 15, 2015	On or about February 20, 2015
January 16 - March 31, 2015	On or about April 20, 2015

➤ Note: Payments will not be made until the district has completed their MOSIS core data screens.

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## MONITORING: DESK AUDIT TIMELINE

Invoices **do not** need to be submitted with the EG FV2. 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 Departments [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 2015	Fiscal Year 2016	Fiscal Year 2017
<a href="#">Cohort Group 2</a>	<a href="#">Cohort Group 3</a>	<a href="#">Cohort Group 1</a>

FREQUENTLY ASKED QUESTIONS

- Q. How do I submit an Enhancement Grant and what needs to be included?  
 A. Grant information can be found in the Vocational-Technical Enhancement Grant Administrative Planning Guide. Grant proposals must be submitted electronically to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov). The following documents will need to be attached in the email for grant award consideration:
1. **Application**| (Sample pages 17-18), Save and attach as: County-District Code, App, two-digit year (Example: 115115 App 14)
  2. **Statement(s) of Need**| Attach as a Word document saved as: County-District Code, SN, two-digit year (Example: 115115 SN 14)
  3. **Description(s) of Improvements**| Attach as a Word document saved as: County-District Code, DI, two-digit year (Example: 115115 DI 14)
  4. **Description of Evaluation System**| Attach as a Word document saved as: County-District Code, EVL, two-digit year (Example: 115115 EVL 14)
  5. **Copy of New or Expanding Program Proposal(s)** - if applicable
  6. **EG FV-4**| Attach as an Excel document saved as: County-District Code, EG FV4, two-digit year. **All program areas will be listed on the same Excel document** (Example: 115115 EGFV4 14)

- Q. Do I need to fill-in every field on the EG FV4 and EG FV2?  
 A. Yes, all fields will need to be completed. The copy and paste function can be used on fields without drop-down menus (i.e. Building or Campus Name, Instructor Name, and Room number).
- **Note: Only one equipment/unit item per line. Do not group multiple equipment/unit items.**
  - **Note: Installation will need to be itemized out from the equipment items.**

- Q. When can I send in an EG FV2 for reimbursement and when can we expect payment?  
 A. EG FV2 can be submitted July 1, 2014 through March 31, 2015. Payment will be made on a based on the following payment schedule:

EG FV2 SUBMITTED	PAYMENT MADE
July 1 - November 15, 2014	On or about December 20, 2014
November 16, 2014 - January 15, 2015	On or about February 20, 2015
January 16 - March 31, 2015	On or about April 20, 2015

- **Note: Payments will not be made until the district has completed MOSIS core data screens.**

- Q. Do we need to submit invoices with our EG FV2?  
 A. Invoices **do not** need to be submitted with the EG FV2. 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 period. Districts will be required to submit invoices for items reimbursed within the three year time period.

School Year 2014-2015	School Year 2015-2016	School Year 2016-2017
<a href="#">Cohort Group 2</a>	<a href="#">Cohort Group 3</a>	<a href="#">Cohort Group 1</a>

- Q. What if the course/program I am teaching does not appear in the Course Description drop-down menu?  
 A. Only courses on the high demand list will appear on the Course Description drop-down menu. If your course/program is not listed, it is likely not high demand and will not qualify for enhancement grant funds. Questions regarding courses/programs on the Course Description can be e-mailed to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).



**Application for Vocational-Technical Education Enhancement Grant Award**

SCHOOL DISTRICT/COMMUNITY COLLEGE NAME ABC High School	COUNTY-DISTRICT CODE 000-123
DISTRICT/COMMUNITY COLLEGE CONTACT Sally Fields	DISTRICT/COMMUNITY COLLEGE CONTACT PHONE NUMBER <b>888-555-1234</b>
DISTRICT/COMMUNITY COLLEGE CONTACT EMAIL Salleyfields@abchighschool.k12.mo.us	FORM DUE DATE <b>March 29, 2013</b>
<b>IMPORTANT DATES</b>	
<p>GRANT APPLICATION DUE DATE: Requests for grant awards must be submitted <b>by EMAIL</b> no later than 4:00 p.m. on <b>March 29, 2013</b> to <a href="mailto:enhancement@dese.mo.gov">enhancement@dese.mo.gov</a>.</p> <p>GRANT AWARD DATES: July 1, 2013 through May 15, 2014</p> <p>DELIVERABLES: Reimbursement request (EG FV2) for approved career education expenditures must be made by <b>March 31, 2014</b>.</p>	
<b>ASSURANCES</b>	
<p>The applicant assures that if funds are made available through the Vocational-Technical Education Enhancement Grant Award program:</p> <ul style="list-style-type: none"> <li>A. Fiscal and property management control, and fund accounting procedures are in place and operational.</li> <li>B. Funds from local sources will be allocated and expended for instructional materials 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.</li> <li>C. Funds from local sources will be allocated and expended for other allowable purposes 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 this purpose.</li> <li>D. Seventy-five percent (75%) of grant funds will be expended for new or existing occupational career education programs, curriculum enhancement, or instructional equipment that address current and future occupational demands.</li> <li>E. An advisory committee has been established and the name and affiliation of a member is available for review at the local level.</li> <li>F. The grant recipient will comply with all reporting requirements of the Department of Elementary and Secondary Education (Department) relating to this grant award program.</li> <li>G. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet the standards adopted by the State Board of Education.</li> <li>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 (<i>applies only to local education agencies that have not previously received grant funds</i>).</li> <li>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 (<i>applies only to local education agencies that have previously received grant funds</i>).</li> <li>J. Any facility improvement made available through the expenditure of grant funds will comply with 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.</li> <li>K. All purchases will be physically inventoried in the instructional area approved in the grant application unless explicit approval is obtained from the Department regarding equipment disposition.</li> <li>L. Records for this grant will be maintained for a period of three (3) years and provide such information as may be necessary for the fiscal program auditing and for program evaluation; the Department will be provided any information it may need to carry out its responsibilities under the program.</li> <li>M. No grant funds will be expended (<b>not encumbered</b>) prior to March 31, 2014.</li> </ul> <p>The applicant requests that the following amount of <b>state grant funds</b> be made available from the Department to implement the programs and/or activities described in the attached grant proposal: \$ _____</p> <p>By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.</p> <p>The board-authorized representative understands the assurances and the responsibility for compliance placed upon the applicant. The applicant will refund directly to the Department the amount of any funds made available to the applicant that may be determined by the Department, or an Auditor representing the Department, to have been misspent or otherwise misapplied.</p>	
SIGNATURE OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE  Jane Smith	DATE 01/20/2013
SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE EMAIL janesmith@abchighschool.k12.mo.us	PHONE NUMBER  888-555-1234

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

## COMPONENTS OF APPLICATION

Enhancement Grant proposals must be submitted **by EMAIL** no later than 1:00 p.m. on March 27, 2014 to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov) and include the following components:

1. Signature of the Application for Vocational-Technical Education Enhancement Grant Award Assurances (page 1).
2. Statement(s) of Need
3. Description of Improvements
4. Description of Evaluation System
5. Copy of New or Expanding Program Proposal(s) – if applicable
6. EG FV4

QUESTIONS: Contact Assistant Director, Administration and Accountability at 573-526-4987 or by email at [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).

## APPLICATION ASSURANCES

By submitting the electronic signature on page one of the *Application for Vocational-Technical Education Enhancement Grant Award Assurances*, the LEA understands and agrees to the assurances and responsibility of the grant.

Save the Vocational-Technical Education Enhancement Grant Award document in the following format: County-District Code, two-digit year (Example: 115115 App 14). EMAIL the completed form **by March 27, 2014** to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).

## STATEMENT(S) OF NEED

Describe the need for improving each occupational preparatory (long-term) education program operated by the institution for which grant funds are being requested. **(Attach as a Word document)**

Save the document in the following format: County-District Code, two-digit year (Example: 115115 SN 14). EMAIL the completed form **by March 27, 2014** to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).

## DESCRIPTION OF IMPROVEMENTS

Describe the planned improvements to each existing or new occupational career education program operated by the institution that will be accomplished through the expenditure of grant funds. Descriptions must include an explanation of how the proposed improvements will satisfy the needs identified in the statement(s) of need. If facility renovations are anticipated, a detailed description of the anticipated renovation project(s) must be provided, including statements regarding the instructional impact of project(s). The total amount of grant funds anticipated for facility improvement cannot be more than twenty-five percent (25%) of the total grant funds requested. **(Attach as a Word document)**

Save the document in the following format: County-District Code, two-digit year (Example: 115115 DI 14). EMAIL the completed form **by March 27, 2014** to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).

## DESCRIPTION OF EVALUATION SYSTEM

Describe the evaluation system that will determine whether the improvements implemented through the use of grant funds had a positive influence upon the identified need(s). **(Attach as a Word document)**

Save the document in the following format: County-District Code, EV, two-digit year (Example: 115115 EVL 14). EMAIL the completed form **by March 27, 2014** to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).

## BUDGET

EG FV4 form must be completed for each occupational career education program by CIP code for which grant funds are being requested. The detailed, line-item budget of anticipated expenditures must be grouped in four major categories (equipment, software/other, curriculum, and renovations). Refer to the EG FV4 Instructions in the Vocational-Technical Education Enhancement Grant Award Program's *Administrative Planning Guide Fiscal Year 2014* to assist in completing the form.

Save the document in the following format: County-District Code, FV4, two-digit year (Example: 115115 EGFV4 14). EMAIL the completed form **by March 27, 2014** to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).

## EXPENDITURES

EG FV2 form must be completed to receive reimbursement on all grant approved career education expenditures. Refer to the EG FV2 Instructions in the Vocational-Technical Education Enhancement Grant Award Program's *Administrative Planning Guide Fiscal Year 2014* to assist in completing the form.

Save the document in the following format: County-District Code, FV2, two-digit year (Example: 115115 EGFV2 14). EMAIL the completed form **by March 31, 2014** to [enhancement@dese.mo.gov](mailto:enhancement@dese.mo.gov).

## **High Demand Occupations**

The Vocational-Technical Education Enhancement Grant Award Program provides funding to improve existing and establish new occupational career education programs. New occupational career education programs must be approved by the Department. Grant funds may not be expended for programs that (1) do not directly prepare individuals for at least entry level employment in a specific occupation and (2) prepare individuals for occupations that require at least a baccalaureate degree.

### **High Demand Occupations as Determined by Missouri Department of Economic Development, Division of Workforce Development**

In developing the list of courses eligible for Vocational-Technical Education Enhancement Grant funding, the Department of Elementary and Secondary Education occupational employment projections prepared by the Department of Economic Development's Missouri Economic Research and Information Center (MERIC). Instructional content provided through a course in a state-approved career education program determined to be aligned with one or more of those occupations have been listed by general program area with its assigned Classification of Instructional Program (CIP) Code. All occupations selected are expected to have at least 50 job openings annually on a statewide basis or either of the Kansas City and St. Louis Metropolitan Statistical Area), or at least 15 job openings annually for the remainder of the sub-state areas over the ten (10) year projection of 2010 through 2020.

This is a slightly different process of occupational projection than used in the past, but should result in a more accurate assignment of A and B rating classifications.

Occupational qualification of high demand on a regional basis will likewise be determined through use of long-term projection data (2010-2020) from MERIC, available online in spreadsheet format at [http://www.missourieconomy.org/occupations/occ\\_proj.stm](http://www.missourieconomy.org/occupations/occ_proj.stm). 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.

All such requests will be subject to the same eligibility qualifications including in the opening definition statement at the opening of this section of the Administrative Planning Guide.

### **Consideration of Occupations not on the Annual Listing of High Demand Occupations**

For consideration of occupations not on the annual listings, the LEA must provide the Department with documentation relating to existing occupational career education programs that have at least 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. Screens 26, 27, 29, from core data will serve as proper documentation.



**Northwest Region**

Andrew  
 Atchison  
 Buchanan  
 Caldwell  
 Clinton  
 Daviess  
 DeKalb  
 Gentry  
 Grundy  
 Harrison  
 Holt  
 Linn  
 Livingston  
 Mercer  
 Nodaway  
 Putnam  
 Sullivan  
 Worth

**Northeast Region**

Adair  
 Clark  
 Knox  
 Lewis  
 Lincoln  
 Macon  
 Marion  
 Monroe  
 Montgomery  
 Pike  
 Ralls  
 Randolph  
 Schuyler  
 Scotland  
 Shelby  
 Warren

**Kansas City**

Cass  
 Clay  
 Jackson  
 Platte  
 Ray

**Central Region**

Audrain  
 Boone  
 Callaway  
 Camden  
 Cole  
 Cooper  
 Crawford  
 Dent  
 Gasconade  
 Howard  
 Laclede  
 Maries  
 Miller  
 Moniteau  
 Morgan  
 Osage  
 Phelps  
 Pulaski  
 Washington

**West Central Region**

Bates  
 Benton  
 Carroll  
 Cedar  
 Chariton  
 Henry  
 Hickory  
 Johnson  
 Lafayette  
 Pettis  
 Saline  
 St. Clair  
 Vernon  
 Vernon

**St. Louis**

Franklin  
 Jefferson  
 St. Charles  
 St. Louis

**Southwest Region**

Barry  
 Barton  
 Dade  
 Jasper  
 Lawrence  
 McDonald  
 Newton

**Ozark Region**

Christian  
 Dallas  
 Greene  
 Polk  
 Stone  
 Taney  
 Webster

**South Central Region**

Butler  
 Carter  
 Douglas  
 Howell  
 Oregon  
 Ozark  
 Reynolds  
 Ripley  
 Shannon  
 Texas  
 Wayne  
 Wright

**Southeast Region**

Bollinger  
 Cape Girardeau  
 Dunklin  
 Iron  
 Madison  
 Mississippi  
 New Madrid  
 Pemiscot  
 Perry  
 Scott  
 St. Francois  
 Ste. Genevieve  
 Stoddard

The following crosswalk of CIP codes and high demand occupations from the [statewide list](#) should be used when completing the grant application. There may be additional CIP codes and demand occupations in Local Workforce Investment Areas (LWIA's).

<b>High Demand Agriculture Occupations</b>				
<b>Occupations</b>	<b>CIP Code - Secondary</b>	<b>Secondary Course Title</b>	<b>CIP Code - PS/Adult</b>	<b>PS/Adult Program Titles</b>
<i>Retail Salespersons</i>	01.0101	Agri. Business Sales & Marketing	01.0101	Agricultural Business & Mgmt.
<i>Farm Equipment Mechanics and Service Technicians; Maintenance &amp; Repair Workers Helpers (Installation, Maintenance &amp; Repair Workers)</i>	01.0201	Ag Construction, Ag Machinery, Ag Power 1, Ag Power 2, Ag Structures	01.0201	Agricultural Mechanization
<i>Landscaping &amp; Grounds keeping Workers; Tree Trimmers and Pruners</i>	01.0601	Floriculture, Greenhouse Operations & Mgmt., Landscaping, Nursery Operations & Mgmt., Turf Mgmt.	01.0601	Applied Horticulture/ Horticulture Operations
<i>Veterinary Technologist &amp; Technicians</i>	01.0901	Veterinary Science	51.0808	Veterinarian Asst./ Animal Health Technician
<b>High Demand Business Occupations</b>				
<b>Occupations</b>	<b>CIP Code - Secondary</b>	<b>Secondary Course Title</b>	<b>CIP Code - PS/Adult</b>	<b>PS/Adult Program Titles</b>
<i>Computer Support Specialists</i>	11.0103	Business Technology	52.0407	Business/Office Automation/ Technology/ Data Entry
		Computer Applications	11.0601	Data Entry/Microcomputer Applications
		Graphic Arts/ Desktop Publishing	11.0803	Computer Graphics
		Multimedia	11.0801	Web Page, Digital/ Multimedia & Information Resources Design
		Network Administration	11.0901	Computer Systems Networking & Telecommunications
		Web Design	11.1004	Web/Multimedia Mgmt. & Webmaster
<b>Not at Secondary Level</b>			<b>11.0101</b>	<b>Computer &amp; Information Sciences</b>
<i>Office Clerks/Order Clerks, Bookkeeping, Accounting, &amp; Auditing Clerks,</i>	52.0101	Business Law	52.0408	Legal Administrative Asst./Secretary
<i>Executive Secretaries &amp; Administrative Assistants, First Line Supervisors/ Managers of Office/ Administrative Support, Secretaries; Administrative Services Managers; Receptionists and Information Clerks; Business Operations Specialists, All Other Loan Officers; Purchasing Agents, Except Wholesale, Retail, and Farm Products</i>	52.0101	Business Mgmt.	52.0201	Business Administration & Mgmt.
		Entrepreneurship	<i>Not at PS/Adult Level</i>	
	<b>Not at Secondary Level</b>			52.0204
<b>Not at Secondary Level</b>			<b>52.0401</b>	<b>Administrative Asst. &amp; Secretarial Science</b>

<i>Medical Secretaries</i>	52.0402	Medical Administrative Asst.	52.0402	Medical Administrative/Executive Asst. & Medical
<i>Billing &amp; Posting Clerks &amp; Machine Operators, Bill &amp; Account Collectors; Purchasing Agents, Except Wholesale, Retail, and Farm Products; Dispatchers, Except Police, Fire, and Ambulance</i>	52.0803	Business Economics	<i>Not at PS/Adult Level</i>	
		Accounting	52.0302	Accounting Technology/ Technician & Bookkeeping
		Banking & Financial Services	52.0803	Banking & Financial Support Services
<b>High Demand Marketing Occupations</b>				
<b>Occupations</b>	<b>CIP Code - Secondary</b>	<b>Secondary Course Title</b>	<b>CIP Code - PS/Adult</b>	<b>PS/Adult Program Titles</b>
<i>Retail Salespersons; Customer Service Representatives</i>	52.1401	Marketing I Marketing II	52.1401	Marketing/Marketing Mgmt.
		Retailing	52.1803	Retailing & Retail Operations
<b>High Demand FCS</b>				
<b>Occupations</b>	<b>CIP Code - Secondary</b>	<b>Secondary Course Title</b>	<b>CIP Code - PS/Adult</b>	<b>PS/Adult Program Titles</b>
<i>Cooks, Food Preparation Workers, Managers</i>	12.0500	ProStart I ProStart II	<i>Not at PS/Adult Level</i>	
<b>High Demand Occupational FCS</b>				
<b>Occupations</b>	<b>CIP Code - Secondary</b>	<b>Secondary Course Title</b>	<b>CIP Code - PS/Adult</b>	<b>PS/Adult Program Titles</b>
<i>Child Care Workers</i>	19.0709	Child Care	19.0708	Child Care & Support Services Mgmt.
			19.0709	Child Care Provider/ Asst.
<i>Cooks, Food Preparation Workers</i>	12.0500	Culinary Arts	12.0503	Culinary Arts/Chef Training
<i>Preschool Teachers Except Special Ed</i>	13.0101	Career Pathways for Teaching Profession	13.0101	Career Pathways for Teaching Profession
<b>High Demand Health Science Occupations</b>				
<b>Occupations</b>	<b>CIP Code - Secondary</b>	<b>Secondary Course Title</b>	<b>CIP Code - PS/Adult</b>	<b>PS/Adult Program Titles</b>
<i>PLTW - Biomedical</i>	51.0001	Prim Bio Sic, Human Body Sys, Med Intern, Biomed Innov	<i>Not at PS/Adult Level</i>	
<i>Dental Asst.</i>	51.0601	Dental Assisting	51.0601	Dental Assisting/ Asst.
<i>Medical Records</i>	51.0706	Medical Transcription, Medical Records	51.0707	Health Information/Medical Records Technology/ Technician
<i>Medical Asst.</i>	51.0801	Medical Asst.	51.0801	Medical/Clinical Asst.
<i>Pharmacy Technicians</i>	51.0805	Pharmacy Technician	51.0805	Pharmacy Technician/Asst.
<i>EMT's/Paramedics</i>	51.0904	EMT, Paramedic	51.0904	Emergency Medical Technology/Technician (EMT Paramedic)
<i>Radiologic Technicians/ Technologists</i>	51.0907	Radiology, Radiology Tech.	51.0907	Medical Radiologic Technology/Science-Radiation Therapist
<i>Registered Nurses</i>	<i>Not at Secondary Level</i>		51.3801	Registered Nursing/ Registered Nurse

<i>Licensed Pract./Voc. Nurses</i>	<i>Not at Secondary Level</i>		51.3901	Licensed Practical/ Vocational Nurse Training
<i>Nursing Aides/ Orderlies/Attendants</i>	<i>Not at Secondary Level</i>		51.3902	Nursing Asst./Aide & Patient Care Asst./Aide
<i>Dental Hygienist</i>	<i>Not at Secondary Level</i>		51.0602	Dental Hygiene/Hygienist
<i>Respiratory Therapist</i>	<i>Not at Secondary Level</i>		51.0908	Respiratory Care Therapy/ Therapist
<i>Physical Therapy Asst.</i>	51.0806	Physical Therapy Asst.	51.0806	Physical Therapy Technician/Asst.
<i>Home Health Aide/ Personal/ Home Care Aide</i>	51.2601	Health Aide	51.0000	Health Services/Allied Health/Health Sciences
<b>High Demand Skilled Technical Sciences</b>				
<b>Occupations</b>	<b>CIP Code - Secondary</b>	<b>Secondary Course Title</b>	<b>CIP Code - PS/Adult</b>	<b>PS/Adult Program Titles</b>
<i>Industrial Machinery Mechanics</i>	15.0613	Industrial Manufacturing	15.0613	Manufacturing Engineering Technology/Technician
<i>Computer Support Specialists</i>	15.1202	Computer Maint. CISCO	15.1202	Computer Technology/ Computer Systems Technology
<i>Paralegals &amp; Legal Assistants</i>	22.0302	Paralegal Practices	22.0302	Legal Asst./Paralegal
<i>Police &amp; Sheriff's Patrol Officers; Security Guards</i>	43.0107	Law Enforcement	43.0107	Criminal Justice/Police Science
<i>Brickmasons &amp; Blockmasons</i>	46.0000	Masonry	46.0101	Mason/Masonry
<i>Carpenters</i>	46.0000	Carpentry	46.0201	Carpentry/Carpenter
<i>Painters, Construction and Maintenance</i>	46.0000	Construction Technology, Painting/Painter and Wall Coverer	46.0000	Building Trades, Painting/Painter and Wall Coverer
<i>Electricians</i>	46.0000	Construction Technology, Res. Wiring	46.0302	Electrician
<i>Insulation Workers, Mechanical</i>	46.0000	Construction Technology, General	46.0000	Insulator
<i>Structural Iron and Steel Workers</i>	46.0000	Ironworking/Ironworker	46.0000	
<i>Maintenance Repair Workers; Mechanics, Installers, and Repairers</i>	46.0401	Building Maintenance	46.0401	Building/Property Maintenance
<i>Cement Masons &amp; Concrete Finishers</i>	<i>Not at Secondary Level</i>		46.0402	Concrete Finishing/Concrete Finisher
<i>Heat, A/C, Refrig. Mechanics/Installers</i>	46.0401	Heating & A/C, HVAC	47.0201	Heating, Air Conditioning, Ventilation & Refrigeration Maintenance Technology/ Technician
<i>Electrical and Electronics Repairers, Commercial and Industrial Equipment; Telecommunications Equipment Installers and Repairers,</i>	47.0300	Industrial Electronics Technology	47.0300	Industrial Electronics Technology
<i>Electrical/Powerline Installation &amp; Repairs</i>	47.0300	Electrical & Power Transmission Installation	46.0301	Electrical & Power Transmission Installation/ Installer
<i>Industrial Machinery Mechanics</i>	47.0303	Industrial Equipment Maintenance Repair	47.0303	Industrial Equipment Maintenance Repair
<i>Auto Mech. Service Technicians/ Mechanics</i>	47.0604	Auto Mechanics	47.0604	Automobile/Automotive Mechanics Technology/ Technician
<i>Mobile Heavy Equipment Mechanics, Except Engines</i>	47.0605	Diesel Mechanics, Heavy Equip. Repair	47.0605	Diesel Mechanics Technology/Technician
<i>Machinists; Computer- Controlled Machine Tool</i>	48.0501	Machinists	48.0501	Machine Tool Technology/ Machinist

<i>Operators, Metal and Plastic</i>			48.0510	Computer Numerically Controlled (CNC) Machinist Technology/CNC Machinist
<i>Welders, Cutters, Solders, Braziers; Assemblers &amp; Fabricators</i>	48.0508	Welding, Metal Fabrication	48.0508	Welding Technology/Welder
<i>Operating Engineers, other Construction Equipment Operators</i>	49.0202	Heavy Equipment Operator	49.0202	Construction/Heavy Equipment/Earthmoving Equipment Operation
<i>Truck Drivers</i>	49.0205	Truck Driving	49.0205	Truck & Bus Driver/Commercial Vehicle Operator & Instructor
<b>High Demand Technology &amp; Engineering</b>				
<b>Occupations</b>	<b>CIP Code - Secondary</b>	<b>Secondary Course Title</b>	<b>CIP Code - PS/Adult</b>	<b>PS/Adult Program Titles</b>
<i>PLTW - Engineering</i>	21.0104	Prin Eng, Int. Eng Des, Dig Elect, Comp Int. Mfg., Cvl. Eng. Arch, Bio Eng, Aero Eng, Eng Des Dev	<i>Not at PS/Adult Level</i>	

### Annual Funding Priorities

#### FY15 Vocational-Technical Education Enhancement Grant

The Department of Elementary and Secondary Education has established the following funding priorities for the Vocational-Technical Education Enhancement Grant Program for Fiscal Year 2015. In the event that there are more requests for funds than the amount appropriated, the Department will utilize these criteria, in this order.

1. Occupational career education programs that address high demand occupations in Local Workforce Investment Areas.
2. Occupational career education programs that address high demand occupations statewide.
3. Occupational career education programs that are documented to have at least 10 exiters/completers per year in an employment related area at a rate of 80% or higher for the two previous years.

## Application for Authorization of Enhancement Grant Expenditures

### EG FV4 INSTRUCTIONS

**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 (EG FV4, EG FV2, etc.) and direct questions.

**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

**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 (EG FV4, EG FV2, etc.) and direct questions. The contact e-mail should correspond with the Contact Name and the Contact Phone.

**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 be identified

**Instructor Name** - The name of the instructor that will utilize the requested item. The instructor name should correspond with the Room/Lab Number of the requested item(s)

**Room/Lab Number** - The room number of the instructor the item will be located. The Room/Lab Number should correspond to with the Instructors Name requesting the item(s).

**CTE Program Code** - The CTE Program Codes used for College and Career Readiness are (select from a dropdown menu):

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

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

**CIP Code** - 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)

**Course Description** - The Course Description used within the different career education programs that are on the High Demand List. Only the Course Descriptions 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)

**State Code** -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)

- 11-Equipment
- 12-Other
- 62-Curriculum
- 79-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.***

**Description of Item** - This should be a short 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.***

**Quantity** - The number of items requesting to be purchased. ***Note: Requests for grant funding of a volume of items intended to provide a 1:1 per student, or a number deemed to be approaching a similar ratio are subject to approval with the caveat that reimbursement is "enrollment dependent." In such a scenario, the number of such units for which the school is eligible for reimbursement shall be both dependent upon the number approved for the grant AND the number of students in the class for which the items in question were approved.***

***(Example: A district requests and is granted funding to provide 15 computers in a class, with the approval indicating that reimbursement is enrollment dependent. If the district purchases all units and requests reimbursement for all, but locally entered data into the state student information system indicates only eight students have been enrolled into that class, reimbursement will be limited to eight computers.)***

**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.

## Revision Request Instructions

### **The following fields will be pre-populated:**

Contact Name, LEA, County District Code, Contact Phone, Fiscal Year Ending, School Code, Contact E-mail

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**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 be identified

**Instructor Name** - The name of the instructor that will utilize the requested item. The instructor name should correspond with the Room/Lab Number of the requested item(s)

**Room/Lab Number** - The room number of the instructor the item will be located. The Room/Lab Number should correspond to with the Instructors Name requesting the item(s).

**CTE Program Code** - The CTE Program Codes used for College and Career Readiness are (select from a dropdown menu):

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

**CTE Type** - The CTE entity requesting Enhancement Grant funds: (Select from a dropdown menu)

- 04, Secondary
- 07, Post-Secondary
- 10, Adult

**CIP Code** - 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)

**Course Description** - The Course Description used within the different career education programs that are on the High Demand List. Only the Course Descriptions 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)

**State Code** -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)

- 11-Equipment
- 12-Other
- 62-Curriculum
- 79-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.***

**Description of Item** - This should be a short 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.***

**Revision Request Quantity**- The number of items wanting to be purchased. . ***Note: Requests for grant funding of a volume of items intended to provide a 1:1 per student, or a number deemed to be approaching a similar ratio are subject to approval with the caveat that reimbursement is "enrollment dependent." In such a scenario, the number***

*of such units for which the school is eligible for reimbursement shall be both dependent upon the number approved for the grant AND the number of students in the class for which the items in question were approved.*

*(Example: A district requests and is granted funding to provide 15 computers in a class, with the approval indicating that reimbursement is enrollment dependent. If the district purchases all units and requests reimbursement for all, but locally entered data into the state student information system indicates only eight students have been enrolled into that class, reimbursement will be limited to eight computers.)*

**Revision Request Estimated Unit Cost** -The estimated cost per unit.

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

**Revision Request Estimated Reimbursement**- (Calculated Automatically) 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.

**Revision Request Notes**- Available to add any comments.

## Reimbursement Request for Approved Career Education Enhancement Grant Expenditures

### EG FV2 INSTRUCTIONS

#### **The following fields will be pre-populated:**

Contact Name, LEA, County District Code, Contact Phone, Fiscal Year Ending, School Code, Contact E-mail, Building or Campus Name, Instructor Name, Room/Lab Number, CTE Program Code, CIP Code, Course Description, Description of Item

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#### **Payment 1**

**Payment 1 Date Purchased** - This is the date of obligation by written purchase agreement (purchase order, letter, or contract). Expenditures will be considered expenditure in the fiscal year in which the funds were obligated by a purchase agreement or legal contract.

**Payment 1 From Whom Purchased** - This is the vendor or person with whom the agreement is made.

**Payment 1 Quantity Purchased** - The number of items purchased

**Payment 1 Unit Cost** - This is the cost per unit for the item.

**Payment 1 Expenditure** - (*Calculated automatically*) This is the amount paid for each item described. Freight costs are considered as part of the equipment expenditure and can be added to the unit cost. Only items approved on the EG FV4 may be reimbursed. Instructional equipment must be directly related to the occupational career education instructional program (\$200 minimum unit cost). Equipment may only be replaced once every three years. ***The expenditure will be used to calculate reimbursement.***

**Payment 1 Notes:** Available to add any comments such as deductions on invoices for discounts, credits, and other memos.

#### **Payment 2**

#### **The following fields will be pre-populated:**

Contact Name, LEA, County District Code, Contact Phone, Fiscal Year Ending, School Code, Contact E-mail, Building or Campus Name, Instructor Name, Room/Lab Number, CTE Program Code, CIP Code, Course Description, Description of Item

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**Payment 2 Date Purchased**- This is the date of obligation by written purchase agreement (purchase order, letter, or contract). Expenditures will be considered as an expenditure in the fiscal year in which the funds were obligated by a purchase agreement or legal contract.

**Payment 2 From Whom Purchased**- This is the vendor or person with whom the agreement is made.

**Payment 2 Quantity Purchased**- The number of items purchased.

**Payment 2 Unit Cost** - This is the cost per unit for the item.

**Payment 2 Expenditure** - (*Calculated automatically*) This is the amount paid for each item described. Freight costs are considered as part of the equipment expenditure and can be added to the unit cost. Only items approved on the EG FV4 may be reimbursed. Instructional equipment must be directly related to the occupational career education instructional program (\$200 minimum unit cost). Equipment can only be replaced once every three years. ***The expenditure will be used to calculate reimbursement.***

**Payment 2 Notes:** Available to add any comments such as deductions on invoices for discounts, credits, and other memos.

#### **Payment 3**

#### **The following fields will be pre-populated:**

Contact Name, LEA, County District Code, Contact Phone, Fiscal Year Ending, School Code, Contact E-mail, Building or Campus Name, Instructor Name, Room/Lab Number, CTE Program Code, CIP Code, Course Description, Description of Item

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**Payment 3 Date Purchased**- This is the date of obligation by written purchase agreement (purchase order, letter, or contract). Expenditures will be considered as an expenditure in the fiscal year in which the funds were obligated by a purchase agreement or legal contract.

**Payment 3 From Whom Purchased**- This is the vendor or person with whom the agreement is made.

**Payment 3 Quantity Purchased**- The number of items purchased

**Payment 3 Unit Cost**- This is the cost per unit for the item.

**Payment 3 Expenditure - (Calculated automatically)** This is the amount paid for each item described. Freight costs are considered as part of the equipment expenditure and can be added to the unit cost. Only items approved on the EG FV4 may be reimbursed. Instructional equipment must be directly related to the occupational career education instructional program (\$200 minimum unit cost). Equipment can only be replaced once every three years. ***The expenditure will be used to calculate reimbursement.***

**Payment 3 Notes:** Available to add any comments such as deductions on invoices for discounts, credits, and other memos.

### **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 a duplication 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.

## **Department of Elementary and Secondary Education**

### **Standard Complaint Resolution Procedure**

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education. The Department has promulgated regulations except those that have authorizing statutes or implementing regulations prescribing a separate procedure.

#### **What is a complaint for purposes of this policy?**

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

#### **Who may file a complaint?**

Any parent or guardian, surrogate parent, teacher, administrator, school board or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

#### **What types of complaints are recognized?**

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education; and
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

#### **How are complaints filed?**

1. Complaints against local school districts.

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation, must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. A question about local school district policies, rules, or practices which are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local school district level.

2. Complaints against the Department of Elementary and Secondary Education.

A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

### How does the Department hear and resolve complaints?

1. Any formal complaint against the Department or an unresolved complaint against a local school district is to be addressed to the director of the section of the Department that administers the activity, project, or program under which a law or rule application or interpretation is being questioned.
2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing. The decision of the Deputy Commissioner of Education is not appealable when the issue relates to state law or regulation.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CFR Part 76, Section 76.781.

### What other recourse is available in resolving complaints?

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission.