



Application for Vocational-Technical Education Enhancement Grant Award

SCHOOL DISTRICT/COMMUNITY COLLEGE NAME	COUNTY-DISTRICT CODE
DISTRICT/COMMUNITY COLLEGE CONTACT	DISTRICT/COMMUNITY COLLEGE CONTACT PHONE NUMBER
DISTRICT/COMMUNITY COLLEGE CONTACT EMAIL	FORM DUE DATE March 27, 2014 @ 1:00 pm CDT

IMPORTANT DATES

GRANT APPLICATION DUE DATE: Requests for grant awards must be submitted **by EMAIL** on March 27, 2014 @ 1:00 pm CDT to enhancement@dese.mo.gov .
 GRANT AWARD DATES: July 1, 2014 through May 15, 2015
 DELIVERABLES: Reimbursement request (EG FV-2) for approved career education expenditures must be made by March 31, 2015.

ASSURANCES

The applicant assures that if funds are made available through the Vocational-Technical Education Enhancement Grant Award Program:

- A. Fiscal and property management control, and fund accounting procedures are in place and operational.
- B. Funds from local sources will be allocated and expended for instructional equipment for occupational career education programs as described in the grant proposal in an amount equal to or greater than twenty-five percent (25%) of the grant expenditure for this purpose.
- C. Funds from local sources will be allocated and expended for 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.
- 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 high demand occupations.
- E. An advisory committee has been established and the names and affiliation of each member is available for review at the local level.
- F. The grant recipient will comply with all reporting requirements of the Department of Elementary and Secondary Education (Department) relating to this grant award program.
- G. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the standards adopted by the State Board of Education.
- H. Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities (*applies only to local education agencies that have not previously received grant funds*).
- I. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan (*applies only to local education agencies that have previously received grant funds*).
- J. 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.
- K. All equipment purchases will be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.
- L. Records for this grant will be kept 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 programs.
- M. All grant funds will be incurred and expended, **not encumbered**, prior to March 31, 2015.

The applicant requests that the following amount of **state grant funds** be made available from the Department to implement the programs and/or activities described in the attached grant proposal: \$ _____
 By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

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.

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	DATE
SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE EMAIL	PHONE NUMBER

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), 6th 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.

COMPONENTS OF APPLICATION

Enhancement Grant proposals must be submitted **by EMAIL** no later than 4:00 p.m. on March 27, 2014 @ 1:00 pm CDT to 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 FV-4

QUESTIONS: Contact Doug Sutton, Director at 573-526-2466 or by email at enhancement@dese.mo.gov.

APPLICATION ASSURANCES

By submitting the electronic signature on page one of the *Application for Vocational-Technical Education Enhancement Grant Award*, 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, App, two-digit year (Example: 115115 App 14). EMAIL the completed form **by March 27, 2014 @ 1:00 pm CDT** to enhancement@dese.mo.gov.

STATEMENT(S) OF NEED

Describe the need for improving each occupational preparatory (long-term) career 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, SN, two-digit year (Example: 115115 SN 14). EMAIL the completed form **by March 27, 2014 @ 1:00 pm CDT** to enhancement@dese.mo.gov.

DESCRIPTION OF IMPROVEMENTS

Describe the 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. **(Attach as a Word document)**

Save the document in the following format: County-District Code, DI, two-digit year (Example: 115115 DI 14). EMAIL the completed form **by March 27, 2014 @ 1:00 pm CDT** to enhancement@dese.mo.gov.

DESCRIPTION OF EVALUATION SYSTEM

Describe the 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). **(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 @ 1:00 pm CDT** to enhancement@dese.mo.gov.

BUDGET

EG FV-4 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 FV-4 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, EGFV4, two-digit year (Example: 115115 EGFV4 14). EMAIL the completed form **by March 27, 2014 @ 1:00 pm CDT** to enhancement@dese.mo.gov.

EXPENDITURES

EG FV-2 form must be completed to receive reimbursement on all grant approved career education expenditures. Refer to the EG FV-2 Instructions in the Vocational-Technical Education Enhancement Grant Award Program's *Administrative Planning Guide Fiscal Year 2015* to assist in completing the form.

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, 2014** to enhancement@dese.mo.gov.