

Administrative Memo

Date: January 12, 2012
To: Superintendents, High School Principals, Area Career Center Directors, and Postsecondary Deans and Directors
From: Sharon Hoge, Assistant Commissioner
Subject: CCR-12-001 – Enhancement Grant FY 2013

Established through the Outstanding Schools Act of 1993, the Vocational-Technical Education Enhancement Grant continues to serve as a mainstay in the growth and expansion of quality career education in Missouri. With the focus of funds directed towards curriculum, instructional equipment, and facility improvement of career education programs, the Enhancement Grant is committed to providing students with the tools and experience needed to be successful in a high demand career occupation.

Each year the Department of Elementary and Secondary Education (DESE) is required to post a request for grant awards through the [Enhancement Grant Administrative Planning Guide](#). This guide outlines the grant award process, as well as establishes allowable and non allowable expenditures. The revised list of Allowable and Non Allowable Expenditures for fiscal year (FY) 2013 is below. Please note all new modifications for Allowable and Non Allowable Expenditures are in bold and identified as “Change”.

I. Allowable Expenditures:

A. Instructional Equipment	75% Reimbursement	
	Instructional equipment must be directly related to the occupational career education instructional program. Instructional equipment will be reimbursed at 75% (\$200 minimum unit cost).	No Change
	Student instructional furniture (desks, chairs, workstations, etc.)	Change: Student instructional workstations are moved to Allowable Expenditures “Other” and reimbursed at 50% (\$200 minimum unit cost). Student desk and chairs are no longer allowable expenditures. See Non Allowable table below.

	Non-instructional furniture (storage cabinets, teacher chairs, desks, workstations, etc.)	<p>Change: Storage cabinets are moved to Allowable Expenditures “Other” and reimbursed at 50% (\$200 minimum unit cost).</p> <p>Instructional workstations are moved to Allowable Expenditures “Other” and reimbursed at 50% (\$200 minimum unit cost).</p> <p>Instructor chairs and desks are no longer allowable expenditures. See Non Allowable table below.</p>
B. Other	50% Reimbursement	
	Computer software (no minimum unit cost).	No Change
	Networking or internet connection (no minimum unit cost).	No Change
	Installation Costs (no minimum unit cost).	No Change
	Student and instructor instructional furniture (workstations).	<p>Change: Student and instructor instructional workstations are allowable expenditures and reimbursed at 50% (\$200 minimum unit cost).</p>
	Service Contracts/Maintenance Agreements	<p>Change: Service contracts and maintenance agreements pertaining to program specific software will be considered as allowable expenditures and reimbursed at 50% (no minimum unit cost).</p>

	Instructor Training	Change: 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 minimum unit cost).
	Storage Cabinets	Change: Storage cabinets will be an allowable expenditure and reimbursed at 50% (\$200 minimum unit cost).
C. Curriculum Enhancement	50% Reimbursement	
	Purchased curriculum materials, videos, cassettes, DVD's, etc. (\$200 minimum unit cost).	Change: Cassettes were removed.
D. Facility Improvement	50% Reimbursement	
	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 and existing facility. Grant proposals must include a complete description of the facility improvements that are anticipated and how these changes	No Change

	<p>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 minimum unit cost).</p>	
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II. Non Allowable Expenditures:

Items under a \$200 unit cost unless specifically exempted	No Change
Consumables-supplies, etc.	No Change
Student textbooks, workbooks, guides, and simulations	Change: Simulations are approved as allowable expenditure when it is a piece of instructional equipment directly related to the occupational career education instructional program. Instructional equipment will be reimbursed at 75% (\$200 minimum unit cost).
Service Contracts, maintenance agreements, etc.	Service Contracts and maintenance agreements are considered allowable expenditures. See Allowable Expenditures "Other".
Monthly/annual usage charges	No Change
Monthly/annual membership charges	No Change
New construction (i.e. building additions, annexes, storage sheds, concrete/foundations, flatwork, etc.)	No Change
Fees to attend seminars, workshops, curriculum meetings, etc.	Change: Fees to attend seminars and workshops when directly related to instructor certification will be considered as an allowable expenditure. See Instructor Training under Allowable Expenditures "Other".

Instructor Training	Change: Instructor training, when directly related to instructor certification, will be considered as an allowable expenditure. See Instructor Training under Allowable Expenditures “Other”.
Security fencing, security lighting and parking areas	No Change
Curriculum Development	No Change
Consultant services/stipends	No Change
Photocopying costs	No Change
Installation or labor costs to renovate facilities	No change
Teacher and student chairs and desks	Change: Teacher and student chairs and desks are no longer allowable expenditures.

III. Project Lead The Way (PLTW) Engineering and BioMedical:

- a. Approved PLTW courses that lead to high demand career occupations will qualify for allowable enhancement grant reimbursement. High demand career occupations can be found on pages 39 and 40 of the [Enhancement Grant Administrative Planning Guide](#).

IV. Family Consumer Sciences

- a. Approved ProStart I and ProStart II programs that lead to high demand careers will qualify for allowable enhancement grant reimbursement.

V. FV-4 Change Request:

- a. Beginning FY 2013, all change requests must be made by December 31st.

VI. Enhancement Grant Due Dates for FY 2013 Only:

- a. Request for FY 2013 Grant Awards:
 - Must be received no later than 4:00 p.m. on March 30, 2012
- b. Grant Award Dates:
 - July 1, 2012 through May 15, 2013
- c. FY 2013 Reimbursement Request (FV-2)
 - Must be received on or before March 31, 2013

Please contact Sharon Hoge (Sharon.hoge@dese.mo.gov), Dennis Harden (Dennis.harden@dese.mo.gov), or Kristie Davis (Kristie.davis@dese.mo.gov) if you have any questions regarding the Enhancement Grant or modification noted within this memo.