

Administrative Memo

Date: January 24, 2014
To: Superintendents, CTE Contacts, Area Career Center Directors, and Postsecondary Deans and Directors
From: Sharon Helwig, Ph.D. - Assistant Commissioner
Subject: CCR-14-003 – Fiscal Year 2015 Vocational-Technical Education Enhancement Grants

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 [Vocational-Technical Education Enhancement Grant Administrative Planning Guide](#). This guide outlines the grant award process, as well as establishes allowable and non-allowable expenditures. The application submission process for the Vocational-Technical Education Enhancement Grant during fiscal year 2015 will be electronically submitted to enhancement@dese.mo.gov. The information below outlines the implementation process and some of the administrative and procedural changes for fiscal year 2015.

APPLICATION PROCESS

1. Districts will submit requests for enhancement grant funds to enhancement@dese.mo.gov (Application, Statement of Need, Description of Planned Improvements, Description of Evaluation System, and EG FV4). Requests must be received no later than 1:00 p.m. on March 27, 2014.
 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 with an effective date of July 1, 2014.
 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 the payment notification.
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REVISION LIMITATIONS

Vocational-Technical Enhancement Grant recipients will be allowed to submit a limited number of revisions to the approved grant on the Revision Request worksheet until December 31, 2014. Revisions will be emailed to enhancement@dese.mo.gov. The subject line of the email will read "Revision Request."

DESE will review and approve/deny the request and send notification to the district contact person.

Between July 1 through November 15, 2014 each grantee shall be allowed to submit up to three revisions, and then up to two revisions from November 16 through December 31, 2014. Revision requests exceeding these limitations will not be considered for approval.

FISCAL YEAR 2015 PAYMENT SCHEDULE

As in the past, fiscal year 2015 payment requests (EG FV2) can be submitted July 1, 2014 - March 31, 2015. However, the payment schedule is transitioning from a quarterly basis to three points of time during the fiscal year as illustrated in the following table:

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.**

Please contact Doug Sutton (doug.sutton@dese.mo.gov), Dennis Harden (dennis.harden@dese.mo.gov), or Sharon Helwig (sharon.helwig@dese.mo.gov) if you have any questions regarding the Enhancement Grant or modifications noted within this memo.