

## Administrative Memo

**Date:** October 16, 2015  
**To:** Superintendents, High School Principals, Area Career Center Directors, and Postsecondary Deans and Directors  
**From:** Doug Sutton, Director  
**Subject:** CCR-15-017 – Fiscal Year 2017 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 for state-approved 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) posts a request for grant awards through the [Vocational-Technical Education Enhancement Grant Planning Guide and Administrative Manual](#). This guide outlines the grant award process, as well as establishes allowable and non-allowable expenditures.

The fiscal year 2017 (FY17) Vocational-Technical Education Enhancement Grant application process will be the same for the current cycle.

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### Implementation Process

1. Districts will submit electronic, online requests for Vocational-Technical Education Enhancement Grant funds through the Department's online Compliance Plan (federal and state) web application no later than February 6, 2016.
2. The narrative component of the application consists of responses to writing prompts. It requires a detailed improvement plan for each program that includes eligible courses during the 2016-2017 school year and for which the applicant district or institution seeks grant funding. Planned improvements will continue to provide a focus on identified needs and solutions but must include measurable objectives which enable both grantees and DESE to gauge the impact of the funding on improved instruction and student performance.
3. The budget component of the application will be submitted using a tailored Excel file (EGFV4) which is available through the same web link provided for the planning guide and administrative manual. Regardless the number of programs for which funding is sought, only one EGFV4 is to be submitted for each eligible local education agency or postsecondary institution. The budget is to be uploaded as an attachment to one narrative application submitted through the Compliance Plan web application.

4. DESE will review each narrative component describing the program improvement plan through the responses to the writing prompts. Any applicant with a plan failing to meet minimum qualification for funding will be notified by both email and the Compliance Plan web application that they have thirty (30) calendar days from the point of notification to make necessary changes in order to become eligible for funding.
5. Once DESE has reviewed all qualifying applications and the cumulative sum of all preliminary grant awards, a determination will be made whether reductions will be required due to a lack of available funds. Due to administrative changes detailed below, the potential will exist at this point in the implementation period for a grantee to propose an alternative budget.
6. Once grant award notification has been made, the district will be allowed to expend funds beginning July 1, 2016. Award notification will include transmission of an Approved EGFV4 which will provide budget detail in a manner enabling the grantee to enter the award into ePeGS for financial administration during the fiscal year.
7. The district will submit reimbursement requests using ePeGS. Requests can be made monthly or quarterly or at the end of a trimester, semester or school year.

#### **Minimum Expenditure Expectations**

In some past years, inflated funding level requests, coupled with under expenditure of some grant awards contributed to significant reimbursement reductions being levied to all grantees. In an effort to bring funding requests more in line with actual expenditures, over a two-grant cycle period, grantees will be expected to expend no less than 80% of awarded funds. Failure to comply over two grant periods will result in an applied penalty for the next funding request.

It is for this reason that a 30 calendar day allowance will be in place for grantees to prepare a secondary budget for which they are responsible for expenditure at the expected rate.

#### **Funding for Equipment or Non-Consumable Supplies for Student Use on a 1:1 Basis**

For eligible programs that have been in place for three years or more, grantees will be allowed to approach or meet the goal of funding to provide instructional equipment and non-consumable supplies for students on or near a 1:1 basis dependent on a formulaic application based upon the three-year average of program concentrators.

Programs with less than three years' data will negotiate the number of allowable units with DESE on a case-by-case basis.

Please contact Doug Sutton at (573) 526-2466 or [doug.sutton@dese.mo.gov](mailto:doug.sutton@dese.mo.gov) for more information if you have any questions regarding the Enhancement Grant or modifications noted within this memo.