

## **Administrative Memo**

**Date:** October 14, 2016  
**To:** Superintendents, High School Principals, Area Career Center Directors, and Postsecondary Deans and Directors  
**From:** Blaine Henningsen  
Assistant Commissioner  
**Subject:** CCR-16-013 – Fiscal Year 2018 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) is required to post a request for grant awards through the [Vocational-Technical Education Enhancement Grant Planning Guide and Administrative Manual](#). This guide outlines the grant award process, establishes allowable and non-allowable expenditures, and lists those instructional areas which have been determined to directly align with the qualifying high-demand occupations.

It is worth noting that the list of grant-eligible instruction for FY18 includes some content that was not included for the current cycle, and the omission of some program areas that have been previously eligible. Eligible grantees are strongly encouraged to carefully review the list which can be found on pages 20-26 of the planning guide and administration manual.

The fiscal year 2018 (FY18) Vocational Technical Education Enhancement Grant application process will be the same as for the current cycle as described below.

---

### **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 3, 2017. Initial submission of an application after that date will be determined as non-responsive to the request for grant awards and will not be given consideration for funding.
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 2017-2018 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 the

Department of Elementary and Secondary Education 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-FY18) which is available through the same web link provided for the planning guide and administrative manual. Regardless of 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. The Department of Elementary and Secondary Education (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 30 calendar days from the point of notification to make necessary changes in order to become eligible for funding.
5. Once the Department 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, 2017. Award notification will include transmission of an Approved EGFV4 – FY18 which will provide budget detail in a manner that enables 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**

FY18 grants will continue a practice which was first implemented with FY16 awards and intended 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 revised 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. This information is described in greater detail on pages 12 and 13 of the FY18 planning guide and administrative manual.

Please contact Dennis Harden or Doug Sutton with any questions or for more information. Dennis Harden can be reached at (573) 751-3500 or [dennis.harden@dese.mo.gov](mailto:dennis.harden@dese.mo.gov). Doug Sutton's contact information is (573) 526-2466 or [doug.sutton@dese.mo.gov](mailto:doug.sutton@dese.mo.gov).