

Administrative Memo

DATE: June 12, 2018
TO: School Administrators, CTE Directors/Administrators, High School Principals, School Counselors, and Community College/University CTE Deans/Directors
FROM: Blaine Henningsen, assistant commissioner
SUBJECT: CCR-18-007 – New Career and Technical Education (CTE) Grant

Over the past year, the Office of College and Career Readiness (OCCR) has revised and updated the state career and technical education (CTE) funding with the assistance of an outside ad hoc funding committee. The changes made to the funding impact the current state CTE funding called Salary Reimbursement (also includes Career Education Student Services Reimbursement) and Effectiveness Index Formula (EIF). Moving forward, the Department of Elementary and Secondary Education (DESE) will make the following changes:

- "Salary Reimbursement" will be labeled "CTE Base Funding"
- "EIF" will now be labeled "CTE Performance Funding"

Both will be included under Revenue Code 5332 State Career and Technical Education (CTE) and Project Code 33200 CTE Base and Performance Grant.

Local education agencies (LEAs) with DESE-approved CTE programs (agricultural education; business, marketing, and information technology education; family consumer sciences and human services education; health sciences education; skilled technical sciences education; and technology and engineering education) are eligible to receive the new CTE Base and Performance Grant. This grant will include funding for secondary, postsecondary and adult CTE programs. There is a base component and performance component within the grant. This new funding will continue to assist with the costs of implementing and supporting DESE-approved CTE programs.

CTE Base and Performance Grant

The FY19 CTE Base and Performance Grant allocations can be located on the CTE Finance page at <https://dese.mo.gov/financial-admin-services/career-and-technical-education-cte-finance/state-cte-finance>. The CTE Base and Performance allocations for LEAs are calculated using the 2016-17 CTE data (secondary) and 2017-18 CTE data (adult and postsecondary) submitted in MOSIS.

The CTE Base and Performance Grant budget for FY19 is due in ePeGS by July 1, 2018. The budget must be submitted on or before July 1, 2018, in order for the LEA to have the authority to obligate and expend CTE Base and Performance Grant funds at the start of the fiscal year. Once the status for the budget indicates "submitted" in ePeGS, DESE considers the LEA's budget substantially approved. If the budget is not submitted by this date, the LEA may not obligate and expend CTE grant funds at the start of the fiscal year.

Once the budget is substantially approved (the date on which the budget is submitted to DESE or July 1, whichever is later), the LEA may begin to obligate and expend CTE Base and Performance Grant funds.

Permissive Uses of CTE Base and Performance Grant

The CTE Base and Performance Grant must only be used to support DESE-approved CTE programs. The funds must assist with the costs of implementing and supporting CTE programs. Funding can be used as follows:

- Salaries/benefits of CTE teachers, CTE counselors, and CTE administrators
- Equipment
- Instructional supplies
- Professional development
- Other expenditures that the LEA deems appropriate to support CTE programs

However, the expenditures must adhere to the funding guidelines established by OCCR. The list of Allowable and Unallowable Costs for the CTE Base and Performance Grant may be found at <https://dese.mo.gov/financial-admin-services/career-and-technical-education-cte-finance/state-cte-finance>.

Access to ePeGS—CTE Base and Performance Grant

School Districts—User Manager (UM) at the district provides access to ePeGs. The designated UM can add/delete/modify users or user access levels (View Only, Data Entry, or Authorized Representative). The user must have Authorized Representative permission to be able to submit on behalf of the LEA.

Institutions of Higher Education—DESE provides access to ePeGS upon the completion and submission of the *Web Systems User ID Request Form-Public* (click on the *Login Request Forms* link in the left navigation of the DESE Web Applications page). The request form will explain the various user access levels (View Only, Data Entry, or Authorized Representative). The user must have Authorized Representative permission to be able to submit on behalf of the LEA.

Contact Info for CTE Base and Performance Grant

The LEA contact will receive automated emails from DESE regarding the status of the grant in ePeGS. The LEA contact information is populated from the Data Collection System which is accessed through Web Applications—Data Collection. LEAs must ensure that the contact information reported in the August Cycle under Screen 3 District Contact Personnel is accurate and up-to-date. The system emails will be sent to the contact listed on this screen.

Any questions regarding this new grant should be addressed to the following:

Program	Dennis Harden	dennis.harden@dese.mo.gov
Financial	Andy Martin	andy.martin@dese.mo.gov
Data	Mike Griggs	mike.griggs@dese.mo.gov