

Email message sent on April 14, 2016 to MPP Authorized Representatives and Contacts
Subject: FY16 MPP End of the Year Report Information (Programs Awarded After FY14)

This message is being sent on behalf of Lana Brooks, Director, DESE-Early Learning Section.

It is that time of year again, when programs must complete end of the year reporting and begin the process of planning for the next year. All Missouri Preschool Program (MPP) sites will need to close the year by submitting a Final Report and Final Expenditure Report. All MPP awardees, who are eligible, will have the opportunity to apply for funding for FY17 through the Renewal Grant Application process. Please review the following information for guidance locating and completing all the necessary reports and applications.

MPP Final Report

The FY16 Missouri Preschool Program (MPP) Final Report must be completed, signed and faxed to us at 573-522-5085 or emailed to Angie.Koetting@dese.mo.gov no later than 1:00 pm on May 15, 2016. The MPP Final Report is available on the following website:

http://dese.mo.gov/sites/default/files/dac_forms/MO5002314.pdf

- To provide guidance in completing the Final Report, the *MPP Final Report Directions* document is available. This document is also located on the Early Learning website:

<http://dese.mo.gov/quality-schools/early-learning/missouri-preschool-program>

MPP Final Expenditure Report (ePeGS)

In addition to the Final Report, all MPP programs must complete the 2015-2016 Final Expenditure Report through the ePeGS system. This must be submitted by the Authorized Representative assigned to MPP in ePeGS no later than 1:00 pm on May 15, 2016. The Final Expenditure Report will determine your program's final payment for FY16 and must include all expenditures made during the contract period of July 1, 2015 through June 30, 2016. You may log into the Web Application System from the following link: <https://apps.dese.mo.gov/webLogin/login.aspx>

MPP Renewal Grant Application

All Renewal Programs, public and private, will apply for funding with the 2016-2017 MPP Renewal Application on the following website:

http://dese.mo.gov/sites/default/files/dac_forms/MO5002288.pdf. The Renewal Application must be faxed to us at 573-522-5085 or emailed to Angie.Koetting@dese.mo.gov no later than 1:00 p.m. on May 15, 2016.

The FY16/17 Administrative Manual is available on the Early Learning website at:

<http://dese.mo.gov/quality-schools/early-learning/missouri-preschool-program>. It will be important to review the Administrative Manual for information regarding requirements and available funding.

If you have any questions regarding the end of the year reports or the renewal application, please do not hesitate to contact the Early Learning Section.