

Date: June 13, 2022
To: Enhancement Grant Recipient
From: Lori Brown, CTE Coordinator
Subject: Fiscal Year 2023 Enhancement Grant Announcement

On behalf of the Office of College and Career Readiness it is my pleasure to inform you that the Vocational-Technical Education Enhancement Grant proposal submitted has been approved for Fiscal Year 2023 (FY23). This one-year grant begins July 1, 2022, and all funds must be obligated and expended by May 31, 2023. Please read this memo thoroughly as following these directions will help assure compliance with this grant.

Attached you will find your Enhancement Grant Excel-based file (note there are four tabs). All grants received a 38% reduction this year. All cuts were made against the final approved grant as determined by this office and not on the LEA's initial request.

Some grant budgets did undergo changes during the review process which did lower the amount from what the LEA may have anticipated as an award. Those changes were the result of one or more of the following budgetary issues:

- Inclusion of ineligible costs in the funding request;
- Misclassification of items, most commonly categorization of items with a cost under \$1,000 as equipment;
- Funding requests for items that had no direct relationship or bearing on instruction;
- Requested funding for items to be provided to students on or near a 1:1 basis that did not comply with FY23 guidelines resulting in a reduced amount of funding being approved for that line item(s);
- Requests based on programs or courses not on the high-demand list;
- Requests for funds for programs not approved by DESE as a CTE program; and
- Request for funds where a program code, CIP code, and/or course description were not identified or the identification of a course not on the high-demand list.

Once the budget has been reviewed by the LEA, please immediately input the grant capital outlay and budget allocations into the ePeGS system. This will indicate your institution's acceptance, reduction, or rejection of the grant.

Beginning July 1, 2022, ePeGS will be open for this process. All grants must be in the ePeGS system by September 30, 2022. Grant revisions and requests for reimbursement will be conducted through ePeGS. Information on entering data in the ePeGS system can be found in the FY23 Planning Guide and Administrative Manual beginning on page 36. The guide can be [found here](#).

Schools are to document any 10% variance between the approved budget found in the attached spreadsheet and that entered into ePeGS. Documentation of this variance, along with any substitutions of items, must be dated and entered into the text box as narrative in ePeGS.

LEAs are encouraged to regularly review their budgets and request funding throughout the year. All grant records must be retained by the LEA for five years. Final budget revisions must be made by March 31, 2023, by 11:59 p.m. All recipients must submit a final expenditure report (FER) between April 15 and May 31, 2023. Grant recipients not complying with the FER requirement will not be eligible for Enhancement Grant funds in FY24.

Thank you for your interest in improving career and technical education in Missouri. If you have questions or need assistance with the Enhancement Grant process, please contact me, Lori Brown, at (573) 526-4900. You may also email lori.brown@dese.mo.gov. Please email required paperwork to enhancement@dese.mo.gov. Please put LEA name and FY23 Enhancement Grant in the subject line.

FY23 Enhancement Grant Reminders

- LEA submitted the project summary from their previous Enhancement Grant. The FY22 report was due May 15, 2022. (See the last page of the Enhancement Grant Planning Guide for details.)
 - LEA will have access to \$1.00 in grant funds until the report is submitted. Access to the actual, approved grant allocation will be available to the LEA once the report is received.
- Please make sure to update the contact person in ePeGS, if needed.
- LEA entered the grant into the ePeGS payment system by September 30, 2022.
 - **DEADLINE: September 30-Enter grant into ePeGS**
 - Not entering the grant into ePeGS by the deadline indicates the LEA does not wish to utilize the grant funds and funds can be released to other schools.
- Make all final revisions to the grant by the **preferred deadline of December 31, 2022**.
- **DEADLINE: March 31-Payment request window closes**
 - The FER also serves as a final payment request.
- Schools are highly encouraged to have grant funds obligated and expended prior to April 1, 2023.
 - All funds must be obligated and expended prior to submission of the Final Expenditure Report (FER).
 - Funds obligated or expended after May 31, 2023, will not be reimbursed.
- Email Project Summary to enhancement@dese.mo.gov. See last page of Enhancement Grant Planning Guide for additional details.
 - **DEADLINE: MAY 15-Project Summary due**
- LEA submitted the FER in ePeGS between April 15 and May 31, 2023. Not submitting the FER will deem the LEA ineligible for FY23 Enhancement Grant funds.
 - **DEADLINE: May 31-FER due**

Enhancement Grant Resources

- [Enhancement Grant Planning Guide](#): Please bookmark this site!
- [Finance Calendar](#)