

Date: June 21, 2018
From: Janice Rehak, Coordinator CTE Curriculum
Subject: Fiscal Year 2019 Enhancement Grant-Preliminary Award Announcement

On behalf of the Office of College and Career Readiness (OCCR) it is my pleasure to inform you that the Vocational-Technical Education Enhancement Grant proposal you submitted has been approved for Fiscal Year 2019 (FY19). This one-year grant begins July 1, 2018, and all funds must be obligated and expended by April 30, 2019. Please read this memo thoroughly as following these directions will assure your compliance with this grant process.

Attached you will find your award's enhancement grant Excel-based fiscal file with the following tabs:

- Approved EGFV4
- Approved Grant Amount
- ePeGS Capital Outlay
- ePeGS Budget Grid

All grants received a 10.5% reduction this year due to the high demand for these funds. 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/postsecondary institution 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 FY19 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; and
- Requests for funds for programs not approved by DESE as CTE program.

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.

ePeGS will be open for this process beginning July 1, 2018. All grants must be in the ePeGS system by September 30, 2018. Grant revisions and requests for reimbursement will be conducted through ePeGS. Information on entering data in the ePeGS system can be found in the [FY19 Enhancement Grant Administrative Planning Guide](#) beginning on page 47.

LEAs are encouraged to request funding throughout the year and to keep all grant records for five years. Final budget revisions must be made by February 28, 2019. All recipients must submit a final expenditure report (FER) between April 1-May 31, 2019. Grant recipients not complying with the FER requirement will not be eligible for Enhancement Grant funds in FY20.

A one-page summary of the information contained in this memo is also attached for your reference.

Thank you for your interest in improving career education in Missouri. If you have questions or need assistance with the Enhancement Grant process, please contact me at (573) 526-4900.

Please put the name of your district or college and *FY19 Enhancement Grant* in the subject line when emailing me at Janice.rehak@dese.mo.gov

General Information for FY19 Enhancement Grants

1. Keep grant approval letter with your grant records. All grant records must be kept by the recipient for five years.
2. Review your grant immediately as some budgets were reduced from the initial requested funding levels in order to be compliant with grant policies. All grants received a 10.5% reduction this year due to the high demand for these funds. These across-the-board cuts were made against the final approved grant as determined by this office and not on the LEA's initial request. You do have the flexibility to use the funds for the highest priority items on your grant and eliminate those items which are a lower priority. However, funds may only be used for the high demand courses or programs identified in the original grant.
3. Schools are encouraged to consider applying for [50/50 funding](#) to mitigate the reduction in the Enhancement Grant. Those grants are due July 1, 2018.
4. The Department has determined the preliminary funding level for grants being awarded to all LEAs and postsecondary institutions so they can either accept the award as offered or request to lower the awarded amount.

Schools indicate their acceptance of the award by submitting all capital outlay and budget information into ePeGS not later than September 30, 2018. Not submitting data into ePeGS indicates the LEA is rejecting the grant. The window for submitting this information will open July 1, 2018.

Timelines

June 2018	Schools notified of grant status
July 1-September 30, 2018	Schools must enter capital outlay items and grant budget into ePeGS system. This indicates whether or not the school wishes to accept the award
July 1, 2018-February 28, 2019	All budget revisions are to be made during this timeframe using ePeGS. NOTE: This has been extended from December 31, 2018
July 1, 2018-April 30, 2019	All payment requests must be made during this timeframe using ePeGS. It is highly encouraged that schools review their grants regularly and request funds for those items purchased as soon as possible after payment is made. NOTE: This has been extended from March 31, 2019
April 1-May 31, 2019	Final Expenditure Report (FER) must be submitted using ePeGS. Schools can request a final payment using the FER. NOTE: This has been extended from March 31, 2019
June 15, 2019	Final program summary is due

Please insert your school/LEA name and FY19 Enhancement Grant in the subject line for any email correspondence.