

Date: June 17, 2021
From: Janice Rehak, Coordinator CTE Curriculum
Subject: Fiscal Year 2022 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 2022 (FY22). This one-year grant begins July 1, 2021, and all funds must be obligated and expended by May 31, 2022. Please read this memo thoroughly as following these directions will assure your compliance with this grant process.

Attached you will find your 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 21.5% 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 FY21 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.

ePeGS will be open for this process beginning July 1, 2021. All grants must be in the ePeGS system by September 30, 2021. Grant revisions and requests for reimbursement will be conducted through ePeGS. Information on entering data in the ePeGS system can be found in the FY22 Planning Guide and Administrative Manual beginning on page 31. The guide can be found at this link: <https://dese.mo.gov/media/pdf/cte-grants-fy22-planning-guide-administrative-manual> 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 30, 2022 as the system will shut down at 12:00:01 AM the morning of March 31. All recipients must submit a final expenditure report (FER) between April 1- May 31, 2022. Grant recipients not complying with the FER requirement will not be eligible for Enhancement Grant funds in FY22.

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 Janice Rehak at (573) 526-4900. **Please put the name of your district or college and *FY21 Enhancement Grant* in the subject line when emailing me at Janice.rehak@dese.mo.gov**

NOTE: After June 25, 2021 you should contact Lori Brown at lori.brown@dese.mo.gov