

Guidance for Missouri's Area Career Center Opportunity Grant, Funded by the American Rescue Plan Act

Department of Elementary and Secondary Education

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The ARPA program receives 100 percent of its funding through a grant from the U.S. Department of Education. For Federal Fiscal Year 2022, the total amount of grant funds awarded was \$0. There were no remaining costs.

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INTRODUCTION AND PURPOSE OF THE DOCUMENT

The Missouri Department of Elementary and Secondary Education (DESE) is providing preliminary guidance to local education agencies (LEAs) with Career and Technical Education (CTE) area career centers (here after referred to as LEAs) regarding requirements associated with the Missouri Area Career Center Opportunity (MACCO) Grant, funded by the American Rescue Plan Act (ARPA). This grant program will assist the 57 Missouri CTE area career centers in modernizing, updating, and/or expanding infrastructure to provide opportunities for students participating in CTE programs.

The MACCO Grant is a matched grant, requiring LEAs to provide 25% funding to the State's 75% funding.

To assist LEAs with this grant, DESE has prepared this guidance document detailing the purpose, eligibility, uses, deadlines, and requirements for the MACCO grant.

BACKGROUND

In 1965 Missouri developed a network of area career centers (formerly known as area vocational technical schools). In total, 57 area career centers, approved by the Missouri State Board of Education, were constructed from 1965 to 1979. Advancements in technology, recognition of high demand occupational areas, and growing student interest in CTE have led to Missouri's area career centers requiring infrastructure improvements.

GRANT DETAILS

PURPOSE

Governor Mike Parson has determined that it is critical to address modernization and expansion of area career centers. Further, the Missouri legislature and Governor Parson have provided resources to meet these needs. In response, DESE has established the MACCO grant for Missouri's 57 area career centers. MACCO grants will fund needed capital and infrastructure projects to increase student opportunities in CTE. The grant's purpose is to enhance CTE capacity by providing greater opportunities for students participating and engaging in CTE, while also updating and modernizing the facilities, infrastructure, and necessary equipment of CTE area career centers. LEAs shall use grant funds to create new high-demand and emerging programs, enhance current facilities by improving infrastructure, upgrade industry relevant equipment, and to renovate and/or construct facilities. Expenses must be used to enhance or extend area career centers' capacities to increase students' knowledge and skills needed to gain employment in current or emerging fields, continuing their education, or retraining for new business and industry opportunities.

ELIGIBILITY

Missouri's 57 CTE area career centers are eligible to apply for these grant funds. The maximum state award for each grant is \$400,000, which is 75% of the total LEA expenditure. LEAs are required to match the State's 75% grant award with a local 25% match. In the case of a maximum state award of \$400,000, the LEA match would be approximately \$133,333 (for a project total of approximately \$533,333). The grant program will be based on the following criteria:

1. Creating new high-demand and emerging programs, (e.g., geo-spatial, transportation and supply chain logistics, microprocessor research and development, etc.).
2. New construction of area career center buildings or renovation/addition to existing CTE area career centers.
3. Updating and expanding current CTE programs.
4. Improving infrastructure for safety and equipment needs
5. Updating equipment and instructional technology, (e.g., simulators, bandwidth, flexible instructional devices, etc.).

HIGH DEMAND OCCUPATIONS

For the purposes of this grant Appendix IV of the [FY23 Enhancement Grant Planning Guide](#) defines high-demand occupations. Enhancements to programs outside of this definition are not eligible for this MACCO grant.

ALLOWABLE USES OF FUNDS

Funds awarded under this MACCO grant may only support the following allowable costs associated with DESE-approved CTE programs:

- Contracted services
- Modernizing CTE facilities
- Facility infrastructure improvements
- Instructional equipment
- Professional services, (e.g., engineering & design fees, architect fees, environmental survey, etc.).
- Facility renovation and remodeling

UNALLOWABLE USES OF FUNDS

- Materials and supplies
- Salaries
- Curriculum
- Software

LEAs are encouraged to use other sources, (e.g., Perkins V, or State CTE Base and Performance funds, or other DESE matching funds), for unallowable MACCO grant requests.

GRANT APPLICATION

To be eligible for funding, LEAs must submit a grant application through the Office of Administration (OA) portal found at moarpa.mo.gov. The LEA must document the need for:

1. Facility improvements, and/or
2. Equipment, and/or
3. Expansion of current CTE Programs. and/or
4. Creation of new CTE program areas or programs.

LEAs must provide a complete description of the items and improvements requested from the grant funds on the application in the OA portal. The *How to Apply* information can be found at <https://moarpa.mo.gov/apply-for-funding/>.

To receive reimbursement, LEAs must follow procedures established by the OA. Reimbursement guidelines will follow. See Appendix B for more information regarding reimbursement of funds.

GRANT TIMELINE

The following Grant Timeline may encompass multiple fiscal years and should be carefully noted and followed:

July 25, 2022: Application form located on OA portal open for submission

October 28, 2022: Application Due Date (application process closes)

November 14, 2022: Grant awards announced (LEAs may begin to obligate and expend funds upon notification)

November 14, 2022 – December 30, 2024: LEAs may obligate approved funds. LEAs may also expend approved funds, and request reimbursement of actual expenditures of approved.

December 30, 2026: Final expenditures and reimbursement request due

December 30, 2026: LEA MACCO Program Summary is due

PROGRAM SUMMARY

All grant recipients must submit a MACCO Program Summary of their project and its impact on their career center, program(s), industry partners, community, students, and staff. LEAs should address the following when writing their Program Summary:

- A. Name and contact information of CTE area career center director and the ARPA grant lead
- B. Overview of how recipients used the MACCO Grant Funds
- C. Number of students impacted by the grant funds for each program funded
- D. Program major accomplishments and its impact to industry partners, community, and staff
- E. Extent to which MACCO Grant funding contributed to program improvement and/or continued program viability
- F. Both quantitative and qualitative data, when available, should be included in the Program Summary

GENERAL GUIDANCE

PERIOD OF ALLOWABLE USE

Funds under the MACCO Grant Programs are authorized by ARPA. As such these funds are available for obligation November 14, 2022 – December 30, 2024.

BONUSES, STIPENDS, AND EXTRA-DUTY PAY

Several Missouri constitutional provisions prohibit extra compensation to public employees. In addition, the Teacher Tenure Act, case law, and Opinions of the Attorney General provide that in Missouri, it is unlawful to give bonuses to public employees. When an LEA wants to compensate an employee for extra work beyond an employee's regular contract, then the LEA must develop written documentation *beforehand* that indicates the extra work performed, the date(s) of performance, and the amount or rate of pay to the employee. If established, a signed written agreement between a representative of the LEA and the employee, showing acceptance of the term shall exist. If an LEA plans to pay compensation

for work beyond an employee’s regular contract, proper processes must be in place to document the extra work performed.

In addition, if paid with federal funds, the employee must complete time and effort documentation that supports the extra work beyond the employee’s regular contract. This documentation could be a semi-annual time certification or monthly personnel activity reports.

LEAs should consult their legal counsel with any questions about these provisions.

TIME AND EFFORT

The requirements in the Uniform Guidance apply to expenditures of ARPA funds, including the requirements related to documenting personnel expenses in 2 CFR § 200.430(i). Except as described below, this would mean an LEA maintains the records for salaries and wages, including for employees in leave status, as long as payments to employees in leave status are made consistent with grantee policies and procedures that apply to all employees, whether they are paid with federal or other funds. You can find more information on paying employees in leave status at U.S. Department of Education Novel Coronavirus Disease Fact Sheet.

LEAs must maintain time distribution records (sometimes called “time and effort” reporting) only if an individual employee is splitting his or her time between activities that may be funded under ARPA and activities that are not allowable under ARPA. However, there will be very few situations when an employee of an LEA would perform multiple activities where some are not allowable under ARPA, and thus would be required to maintain time distribution records.

EQUITABLE SERVICES UNDER ARPA

LEAs are not required to provide equitable services to non-public schools under ARPA.

LOCAL MATCH REQUIREMENT

LEA grant match cannot use other federal funds.

OBLIGATION OF FUNDS

MACCO funds will remain available for obligation through December 30, 2024 and will be available for expending funds to December 30, 2026.

An obligation is a purchase order, a contract, a service, or similar transaction during a given period that requires payment by the MACCO grant recipient.

The LEA may use MACCO grant funds only for obligations made during the grant period. The following table shows when an obligation is made for various kinds of property and services.

IF THE OBLIGATION IS FOR--	THEN THE OBLIGATION IS MADE--
Personal services by a contractor who is not an employee of the State or LEA	On the date on which the State or LEA makes a binding written commitment to obtain the services
Performance of work other than personal services	On the date on which the State or LEA makes a binding written commitment to obtain the work
Public utility services	When the State or LEA receives the services
A pre-agreement cost that was properly approved by the State under the cost principles	On the first day of the project period

LEAs may obligate funds budgeted in a submitted application, initial or revision, with a substantial approval date. Obligations not approved by DESE or OA from the application or budget must be paid with local funds. Statute requires that matching funds come from local sources. This excludes state and federal funds, including federal relief funding such as ESSER.

CASH MANAGEMENT IMPROVEMENT ACT (CMIA)

The federal government passed the CMIA to prevent interest earnings on federal funds. Section 31 CFR Part 205 “Rules and Procedures for Efficient Federal-State Funds Transfers” states that methods and procedures for payment must minimize the time elapsing between the transfer of funds from the United States Treasury to the State and ultimately to the pass-through entity. Therefore, DESE must ensure payments to the pass-through entity are for reimbursements only. DESE must monitor payments to assure they conform to the federal regulations.

More information on the Cash Management Improvement Act [click here](#).

FINANCE CODING

DESE will pay ARPA revenue under Revenue Code 5497. These funds can be placed in the General (Incidental), Special Revenue (Teachers), or Capital Projects Fund. LEAs must code all expenditures associated with these funds with the following Project Codes.

Code	Source Code	Grant
Revenue – 5497	N/A	ARP – Mo Career Opportunity
Project Code – 13209	1,2	ARP – MO Career Opportunity Local Match
Project Code – 49704	4	ARP – Mo Career Opportunity Federal Grant

Funds received should be directly recorded into the fund for which the qualifying expenditure is paid (165.011, RSMo).

DOCUMENTATION OF EXPENDITURES

LEAs are required to keep documentation of expenditures (receipts, purchase orders, etc.) for monitoring purposes. LEAs must track ARPA funds separately from any other funds.

LEA REPORTING REQUIREMENTS

Copies of invoices that will be submitted for reimbursement must be emailed to Roger Barnes, DESE CTE Coordinator at roger.barnes@dese.mo.gov. Invoices should show the total amount being billed to the school district. LEAs will be reimbursed at a rate 75% of approved invoice amounts.

A program summary will be required to be sent to Roger Barnes, CTE Coordinator, roger.barnes@dese.mo.gov, at the conclusion of the grant on or before December 30, 2026.

Reporting requirements apply to these funds. DESE will require a separate data collection to meet these federal reporting requirements.

FINANCIAL MATCH REQUIREMENT

The MACCO is considered a 75/25 matching grant. The MACCO grant requires a federal funds commitment of 75% of the grant award. The LEA financial match requires a 25% commitment of the grant award.

CONTACT INFORMATION

For questions about Missouri Area Career Center Opportunity (MACCO) grant:
Dr. Roger Barnes
Roger.Barnes@dese.mo.gov
573-751-3500

For questions about federal relief funds:
Dr. Chris Neale, Assistant Commissioner
Chris.Neale@dese.mo.gov
573-751-3501

APPENDIX A

The state of Missouri announced the launch of a public website to help guide access to Missouri's American Rescue Plan Act (ARPA) funds. The website, moarpa.mo.gov, enables visitors to learn about how ARPA State Fiscal Recovery Funds are being spent in Missouri.

Any reporting requirements of the LEA will be explained in the ARPA MACCO grant award letter presented to the LEA.

An ARPA technical support line can be found at: <https://moarpa.mo.gov/contact-us/>.
How to apply for funding can be found at: <https://moarpa.mo.gov/apply-for-funding/>

APPENDIX B

Due to the expedited nature of forwarding the new MACCO Grant Award Program to Missouri's CTE area career center personnel, as well as the additional procedures that are required for ARPA funding through the Missouri Office of Administration, additional details such as the grant's reimbursement procedures and processes will be provided as soon as they are available.

Copies of invoices will be required for reimbursement. Copies of invoices that will be submitted for reimbursement must be emailed to Roger Barnes, DESE CTE Coordinator at roger.barnes@dese.mo.gov. Invoices should show the total amount being billed to the school district. LEAs will be reimbursed at a rate 75% of approved invoice amounts.

Additional Reimbursement Procedures – instructions to follow.