

January 7, 2022

Ann McCoy, Dean  
University of Central Missouri  
116 W. South St.  
Warrensburg, MO 64093

Dear Ann McCoy:

Congratulations. University of Central Missouri has been awarded a grant for the purpose of addressing teacher recruitment. Teacher recruitment and retention are two critical goals of DESE's strategic plan. DESE established these goals in direct response to the challenges in the teacher workforce in Missouri. Teacher recruitment grants are a specific investment in accomplishing these goals and rely on partnership and collaboration between educator preparation programs, community colleges and LEAs across the state.

**Teacher Recruitment Grant Amount: \$40,000**

**Grant Outcomes:** The Department directs that these funds be used for the purpose of positively impacting recruitment into teacher education programs by developing stronger partnerships and improving collaboration, by implementing recruitment and selection activities, providing preparation and support to those interested in the teaching profession, and by evaluating any and all recruitment strategies. The Department will require evaluation information from your EPP or community college on activities/strategies implemented and evidence of success of the strategies funded by the Teacher Recruitment Grants. The Department also invites your institution to participate in our statewide, comprehensive recruitment initiative, TEACH Missouri. You will be contacted with additional information.

Invoices may be submitted by email to [Stephanie.berndt@dese.mo.gov](mailto:Stephanie.berndt@dese.mo.gov) or by mail to:

Missouri Department of Elementary and Secondary Education  
Office of Educator Quality – ATTN: Stephanie Berndt  
P.O. Box 480  
Jefferson City, MO 65102-0480

**A final invoice for this grant should be received by the Office of Educator Quality at DESE no later than April 30, 2022. A template of the invoice document is provided for your use on page 4 of this document.**

In order to receive the funding of this grant, the institution must be registered in Missouri Buys. Additional directions on how to register in Missouri Buys is found on page 3.

**Grant Award Information:** Teacher Recruitment Grants are supported with the following federal grant awards. Per the Uniform Grant Guidance, these grants must be identified in the institutions financial accounts.

FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	S425D210021
FEDERAL AWARD DATE	01/05/2021 - 09/30/2022
SUBAWARD PERIOD OF PERFORMANCE	03/13/2020 - 09/30/2022
FEDERAL AWARD PROJECT DESCRIPTION	Elementary and Secondary School Emergency Relief Fund
NAME OF FEDERAL AWARING AGENCY	U.S. Department of Education
NAME OF PASS-THROUGH ENTITY	Missouri Department of Elementary & Secondary Education
CONTACT INFORMATION OF AWARING OFFICIAL OF THE PASS-THROUGH ENTITY	Amber Riley, <a href="mailto:amber.riley@dese.mo.gov">amber.riley@dese.mo.gov</a> , 573-526-9945
CFDA NUMBER AND NAME	84.425D Elementary and Secondary School Emergency Relief Fund
RESEARCH AND DEVELOPMENT AWARD	No
INDIRECT COST RATE FOR THE FEDERAL AWARD	4.9% Restricted
FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	S425U210021
FEDERAL AWARD DATE	03/24/2021 - 09/30/2023
SUBAWARD PERIOD OF PERFORMANCE	03/13/2020 - 09/30/2023
FEDERAL AWARD PROJECT DESCRIPTION	Elementary and Secondary School Emergency Relief Fund
NAME OF FEDERAL AWARING AGENCY	U.S. Department of Education
NAME OF PASS-THROUGH ENTITY	Missouri Department of Elementary & Secondary Education
CONTACT INFORMATION OF AWARING OFFICIAL OF THE PASS-THROUGH ENTITY	Amber Riley, <a href="mailto:amber.riley@dese.mo.gov">amber.riley@dese.mo.gov</a> , 573-526-9945
CFDA NUMBER AND NAME	84.425U American Rescue Plan - Elementary and Secondary Schools Emergency Relief Fund
RESEARCH AND DEVELOPMENT AWARD	No
INDIRECT COST RATE FOR THE FEDERAL AWARD	4.9% Restricted

FOR INFORMATION REGARDING THE REQUIREMENTS SO THAT THE FEDERAL AWARD IS USED IN ACCORDANCE WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD, PLEASE REVIEW THE FISCAL GUIDANCE FOR FEDERAL GRANT PROGRAMS AT: [HTTP://DESE.MO.GOV/FINANCIAL-ADMIN-SERVICES/GENERAL-FEDERAL-GUIDANCE](http://dese.mo.gov/financial-admin-services/general-federal-guidance). THE SUBRECIPIENT MUST PERMIT THE PASS-THROUGH ENTITY AND AUDITORS TO HAVE ACCESS TO THE SUBRECIPIENT'S RECORDS AND FINANCIAL STATEMENTS AS NECESSARY.

If you have questions, please contact me at 573-751-2931.

Sincerely,



Paul Katnik, Assistant Commissioner  
Office of Educator Quality

**All vendors MUST register in the MissouriBUYS system. No payment can be made to a vendor until the registration has been completed.**

MissouriBUYS is a web-based statewide eProcurement system implemented by the State of Missouri. Vendors will need to register through the MissouriBUYS system. If a vendor is a business or individual providing a product/service (including honorarium payment) and/or attending a meeting (including committee meetings' travel), they will need to register thru MissouriBUYS. The link to the MissouriBUYS website is: <https://missouribuys.mo.gov/>

Attached are instructions for individuals (whom our Office is contracting with for services) to follow when registering in the MissouriBUYS system and the step-by-step directions are as follows:

1. Go to the MissouriBUYS website (<https://MissouriBUYS.mo.gov>) and click on Register.
2. An informational screen will display and the individual just needs to click on the Yes, I agree box and then click Next.
3. On the Organization Information screen, the individual must leave the Parent/Holding Company button selected. The individual then must enter their Social Security Number, Legal Name, Address, City, State, and Zip Code. Under Type of Business, the individual must select Individual/Sole Proprietor from the dropdown menu. Lastly, the individual must click on Now under Internal Revenue Service W-9 Form and ACH-EFT Payment Information and upload a signed and completed W-9 form to become an approved vendor. The last three sections on this screen are optional and do not have to be completed during registration. Click Next at the bottom of the screen.
4. On the Organization Contact Information screen, the individual must enter their First Name, Last Name, Phone Number or Fax Number, Email Address, and Password. Click Next at the bottom of the screen.
5. On the Select Commodity/Service Codes screen, the individual must select the (00000000) Unknown code. Once the code is selected, it will appear at the bottom of the screen under Selected Categories. To complete the registration process, click on Process My Registration. The individual will receive an email from Perfect Commerce/WebProcure confirming submission of their registration in MissouriBUYS.

# INVOICE

(Insert letterhead above)

INVOICE # \_\_\_\_\_  
DATE: \_\_\_\_\_

**TO: DESE**

Attn: Stephanie Berndt

**FOR:**

Teacher Recruitment Grant

DESCRIPTION	AMOUNT
Teacher Recruitment Grant funds will be used for the purpose of positively impacting recruitment into teacher education programs by developing stronger partnerships and improving collaboration, by implementing recruitment and selection activities, providing preparation and support to those interested in the teaching profession, and by evaluating any all recruitment strategies.	\$ _____
TOTAL	\$ _____

Please make all checks payable to: \_\_\_\_\_  
Institution Name: \_\_\_\_\_  
Institution Address: \_\_\_\_\_

If you have any questions regarding this invoice, please contact