

Guidance for the Extended Employment Sheltered Workshop Grant Program Awarded in Fiscal Year 2025

Department of Elementary and
Secondary Education

November 4, 2024



The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

TABLE OF CONTENTS

INTRODUCTION AND PURPOSE	3
GRANT APPLICATION AND AWARD	3
ALLOWABLE USE OF FUNDS	3
GRANT TIMELINE	4
INVOICE AND PAYMENT	4
CONTACT INFORMATION	4
APPENDIX A: SAMPLE APPLICATION	5
APPENDIX B: SAMPLE INVOICE	7
APPENDIX C: EESW COUNTS	8

INTRODUCTION AND PURPOSE

On June 28, 2024, Governor Mike Parson signed House Bill 2 that appropriated \$2 million in grant funding in Fiscal Year 2025 (FY25) to support Extended Employment Sheltered Workshops (EESWs) across the state. The grant funding is in addition to the appropriated monthly state aid.

This guidance has been developed by the Department of Elementary and Secondary Education (DESE) to assist EESWs in accessing grant funds available for the program. The guidance contains the purpose of the grant funds, potential award amounts, allowable use of funds, program structure, timeline, documentation requirements for expenditures, and contact information.

The purpose of this grant is to provide financial support to EESWs for skills training, infrastructure, and equipment. See the following sections within the guidance document for more information.

GRANT APPLICATION AND AWARD

EXTENDED EMPLOYMENT SHELTERED WORKSHOP GRANT

The maximum grant award per EESW is based on the September 2024 employee working State Aid Data at the increments (up to and not to exceed) listed below. DESE reserves the right to reallocate any remaining funding that is not requested by EESWs after the application closes.

September 2024 Employee Working Count	Grant Award Amount
29 or less	\$25,000
30 to 79	\$23,000
80 or more	\$20,000

APPLICATION

EESWs applications open November 4, 2024, and are due on or before December 2, 2024. EESWs must submit applications to lisa.percival@dese.mo.gov. A sample of the application is included in Appendix A.

AWARD AND AMENDMENTS

Award notifications will be issued December 13, 2024. To request an amendment to an award, EESWs must resubmit a revised application.

EESWs may invoice for expenses with supporting documentation between January – June 2025. All final invoices are due June 5, 2025.

ALLOWABLE USE OF FUNDS

EESW Grant funds may only be utilized for the following purposes:

- Skills Training: A certified and approved program that helps certified employee of the EESW develop the skills, knowledge and competencies that result in an elevation of resistibility and possibility of higher compensation within the EESW.
- Infrastructure: Physical structures and facilities or components (e.g. buildings, roads, parking

- lots) including improvements needed for the operation of an EESW.
- Equipment: Necessary items needed for the operation of an EESW that depreciate or have a recognized life span.

GRANT TIMELINE

TIMELINE

November 4, 2024: Applications Open
December 2, 2024: Applications Due
December 13, 2024: Grant Award Notifications
January – May, 2025: Monitoring and Payment of Grant Funds
June 13, 2025: Final Invoices Due

EESWs will receive final payment by June 30, 2025.

EXPENDITURE AND OLBIGATION DATES

EESW Grant funds may be utilized for any purchase from July 1, 2024 through the end of the grant period. EESWs should follow all local procurement requirements.

INVOICE AND PAYMENT

INVOICE

EESW Grant funds are payable upon receipt of an invoice with supporting documentation. The EESW must use the grant invoice form. A sample invoice is shown in Appendix B. Supporting documentation may include a contract agreement, quote, purchase order, cashed check, credit card statement, etc. EESWs have until June 13, 2025, to complete purchases consistent with the approved application and submit a final invoice. Documentation of all expenditures must be maintained by the EESW and is subject to review through monitoring.

PAYMENT

Awarded EESWs will receive payment through June 30, 2025 for invoiced expenses. Payments are not part of the monthly state aid payment request.

DOCUMENTATION OF EXPENDITURES

EESWs s are required to keep documentation of expenditures (receipts, purchase orders, etc.) for monitoring purposes in accordance with record retention policies.

CONTACT INFORMATION

For questions regarding the EESW Grant, application, amendments, and allowable use of funds:

- Dan Gier, EESW Program Director, Office of Special Education
dan.gier@dese.mo.gov
573-751-3547

For questions regarding invoice and payment:

- Lisa Percival, Finance Coordinator, Financial and Administrative Services
Please note Lisa is contracted part-time for assistance with this grant.
lisa.percival@dese.mo.gov



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF LEARNING SERVICES - OFFICE OF SPECIAL EDUCATION

EXTENDED EMPLOYMENT SHELTERED WORKSHOP (EESW) GRANT APPLICATION

INSTRUCTIONS

Complete the fields below and submit application to lisa.percival@dese.mo.gov.

EESW POINT OF CONTACT INFORMATION

EESW CONTACT FIRST NAME	EESW CONTACT LAST NAME	EESW CONTACT TITLE/POSITION
EESW CONTACT EMAIL ADDRESS		EESW CONTACT PHONE NUMBER

If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](#) or visit www.dese.mo.gov/veterans-services.

EESW INFORMATION

EESW NAME	EESW MANAGER NAME
EESW ADDRESS	EESW BOARD PRESIDENT NAME

FUNDING ALLOCATIONS

The maximum grant award allocated per EESW is based on the September 2024 Employee Count from State Aid Data.

EMPLOYEE COUNT	GRANT AWARD ALLOCATED
<input type="checkbox"/> 29 or Less Employees	\$25,000
<input type="checkbox"/> 30 to 79 Employees	\$23,000
<input type="checkbox"/> 80 or More Employees	\$20,000

BUDGET INFORMATION

Enter a description of each item or activity planned for the grant funds. The budget may not exceed the tiered funding allocation amount. Attach a separate sheet with a description of each item if more space is needed.

DESCRIPTION OF ITEM/ACTIVITY	CATEGORY	ESTIMATED AMOUNT
1.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
2.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
3.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
4.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
5.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
6.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
7.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
8.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
9.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$

APPENDIX A – SAMPLE EESW GRANT APPLICATION

10.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
11.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
12.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
13.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
14.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
15.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
16.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
17.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
18.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
19.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
20.	<input type="checkbox"/> Skills Training <input type="checkbox"/> Infrastructure <input type="checkbox"/> Equipment	\$
TOTAL BUDGET		\$
(May not exceed allocation amount based on employee counts)		

ASSURANCES

- EESW agrees to utilize grant funds for allowable purposes.
- EESW agrees to provide supporting documentation for all invoices.
- EESW agrees to meet grant requirements by June 13, 2025.
- EESW agrees to seek prior approval for any budget changes through an application amendment. All changes must be prior approved by DESE.
- EESW agrees to report activities and records to DESE upon request and within 10 business days.
- EESW agrees that all equipment shall be held and used by the EESW for 5 years unless otherwise approved by DESE.

CERTIFICATIONS

I certify that the information provided above is accurate and complete.

POINT OF CONTACT SIGNATURE	DATE
EESW MANAGER SIGNATURE	DATE
EESW BOARD PRESIDENT SIGNATURE	DATE

DESE USE ONLY

TOTAL APPROVED FOR SKILLS TRAINING	TOTAL APPROVED FOR INFRASTRUCTURE	TOTAL APPROVED FOR EQUIPMENT	TOTAL APPROVED
APPROVAL SIGNATURE			DATE

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MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF LEARNING SERVICES - OFFICE OF SPECIAL EDUCATION

EXTENDED EMPLOYMENT SHELTERED WORKSHOP (EESW) GRANT INVOICE

INSTRUCTIONS

Complete the fields below and submit invoice to lisa.percival@dese.mo.gov.

EESW POINT OF CONTACT INFORMATION

EESW CONTACT FIRST NAME	EESW CONTACT LAST NAME	EESW CONTACT TITLE/POSITION
EESW CONTACT EMAIL ADDRESS		EESW CONTACT PHONE NUMBER

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EESW INFORMATION

EESW NAME	EESW MANAGER NAME
EESW ADDRESS	EESW BOARD PRESIDENT NAME

INVOICE AMOUNTS

Enter the invoice amount for each line. Line items should correspond to the same line as the budget application (i.e. expenditures for approved Line 2 from the application should be reported on Line 2 of the invoice).

DESCRIPTION OF ITEM/ACTIVITY	INVOICE AMOUNT	APPROVED/DISAPPROVED (DESE USE ONLY)
1.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
2.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
3.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
4.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
5.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
6.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
7.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
8.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
9.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
10.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
11.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED

APPENDIX B – SAMPLE EESW GRANT INVOICE

12.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
13.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
14.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
15.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
16.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
17.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
18.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
19.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
20.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
TOTAL INVOICE		\$

ASSURANCES

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- EESW agrees to seek prior approval for any budget changes through an application amendment. All changes must be prior approved by DESE.
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EESW MANAGER SIGNATURE	DATE
EESW BOARD PRESIDENT SIGNATURE	DATE

DESE USE ONLY

TOTAL APPROVED FOR SKILLS TRAINING	TOTAL APPROVED FOR INFRASTRUCTURE	TOTAL APPROVED FOR EQUIPMENT	TOTAL APPROVED
APPROVAL SIGNATURE			DATE

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APPENDIX C-SEPTEMBER 2024 EMPLOYEE WORKING COUNT AND ALLOCATION BY EESW

CODE	EESW NAME	EMPLOYEE COUNT	ALLOCATION
777-098	DISCOVERY FARM DBA EPIC	12	\$ 25,000
777-053	2 RIVERS INDUSTRIES	13	\$ 25,000
777-069	ABILITY KC	59	\$ 23,000
777-093	ALPHAPOINTE	58	\$ 23,000
777-095	BATES CO INDUSTRIES	20	\$ 25,000
777-002	BIG SPRINGS SHELTERED WORKSHOP	22	\$ 25,000
777-003	BLUE VALLEY INDUSTRIES	44	\$ 23,000
777-004	BOONE CENTER INC	229	\$ 20,000
777-005	BOONSLICK INDUSTRIES INC	34	\$ 23,000
777-006	CANTERBURY ENTERPRISES	62	\$ 23,000
777-008	CAPITOL PROJECTS INC	68	\$ 23,000
777-009	CASCO AREA WORKSHOP	104	\$ 20,000
777-011	CHARITON CO SHELTERED WORKSHOP	14	\$ 25,000
777-012	CHRISTIAN CO SW	46	\$ 23,000
777-013	CLINCO SHELTERED INDUSTRIES	39	\$ 23,000
777-010	CMSE	80	\$ 20,000
777-015	COMMUNITY SHELTERED WORKSHOP	29	\$ 25,000
777-017	COTTON BOLL SHELTERED WORKSHOP	23	\$ 25,000
777-018	CROWDER INDUSTRIES	57	\$ 23,000
777-019	CURRENT RIVER SW	21	\$ 25,000
777-020	DOCO INC	53	\$ 23,000
777-046	EARTHWISE INDUSTRIES	22	\$ 25,000
777-050	EMPAC INDUSTRIAL RESOURCES	151	\$ 20,000
777-021	ENHANCEMENTS INC	23	\$ 25,000
777-025	GATEWAY INDUSTRIES	41	\$ 23,000
777-026	HANDI-SHOP INC	54	\$ 23,000
777-088	HEARTLAND INDUSTRIES	140	\$ 20,000
777-094	HENRY CO INDUSTRIES	14	\$ 25,000
777-029	HOPE HAVEN INDUSTRIES INC	40	\$ 23,000
777-031	IDEAL INDUSTRIES	71	\$ 23,000
777-032	INDUSTRIAL AID INC	90	\$ 20,000
777-033	INDUSTRIAL OPPORTUNITIES INC	24	\$ 25,000
777-035	INNOVATIVE INDUSTRIES INC	42	\$ 23,000
777-097	IRON COUNTY SHELTERED WORKSHOP	15	\$ 25,000
777-037	JEFFCO SUBCONTRACTING INC	60	\$ 23,000
777-030	JOBONE	39	\$ 23,000
777-038	JOPLIN WORKSHOPS INC	37	\$ 23,000
777-040	KINGDOM PROJECTS INC	18	\$ 25,000
777-041	LACLEDE INDUSTRIES	46	\$ 23,000
777-042	LAFAYETTE CO ENTERPRISES	40	\$ 23,000
777-036	LAFAYETTE INDUSTRIES NORTH	145	\$ 20,000
777-043	LAFAYETTE WORK CENTER	186	\$ 20,000
777-044	LAKE AREA INDUSTRIES	52	\$ 23,000
777-045	LAMAR SHELTERED WORKSHOP	30	\$ 23,000

CODE	EESW NAME	EMPLOYEE COUNT	ALLOCATION
777-047	MACON CO SHELTERED WORKSHOP	18	\$ 25,000
777-001	MADISON CO SHELTERED WORKSHOP	25	\$ 25,000
777-048	MANUFACTURERS ASSISTANCE GROUP	60	\$ 23,000
777-049	MCII	38	\$ 23,000
777-052	MONROE CITY SHELTERED WORKSHOP	33	\$ 23,000
777-055	NOCOMO INDUSTRIES INC	27	\$ 25,000
777-054	NORTHWEST MISSOURI INDUSTRIES	15	\$ 25,000
777-057	OPPORTUNITY ENTERPRISES INC	15	\$ 25,000
777-058	OPPORTUNITY SHELTERED IND	27	\$ 25,000
777-059	OPPORTUNITY WORKSHOP INC	42	\$ 23,000
777-060	OREGON CO SHELTERED WORKSHOP	33	\$ 23,000
777-061	OZARK SHELTERED INDUSTRIES INC	50	\$ 23,000
777-062	PEMISCOT PROGRESSIVE IND	25	\$ 25,000
777-092	PERRY CO SHELTERED WORKSHOP	44	\$ 23,000
777-072	PHELPS CO INDUSTRIAL SOLUTIONS	34	\$ 23,000
777-063	PIKE CO SHELTERED WORKSHOP	22	\$ 25,000
777-064	PROJECT CU	101	\$ 20,000
777-065	PULASKI CO SHELTERED WORKSHOP	29	\$ 25,000
777-066	QUALITY IND OF LAKE OF OZARKS	54	\$ 23,000
777-067	QUALITY PRODUCTS INC	21	\$ 25,000
777-068	RANDOLPH CO SHELTERED WORKSHOP	21	\$ 25,000
777-070	REYNOLDS CO SHELTERED WORKSHOP	23	\$ 25,000
777-096	RISE COMMUNITY SERVICES	48	\$ 23,000
777-071	RIVER BLUFF INDUSTRIES	15	\$ 25,000
077-073	SCENIC RIVERS SHELTERED IND	25	\$ 25,000
077-075	SEED	52	\$ 23,000
777-074	SERVICES FOR EXTENDED EMPLOYMT	20	\$ 25,000
777-077	SOUTHEAST ENTERPRISES	115	\$ 20,000
777-079	SPECIALTY IND OF ST. JOSEPH	89	\$ 20,000
777-080	STE GENEVIEVE CO SW	30	\$ 23,000
777-081	STODDARD CO SHELTERED WORKSHOP	19	\$ 25,000
777-078	SWII	277	\$ 20,000
777-082	TANTONE INDUSTRIES INC	35	\$ 23,000
777-083	TEMCO INC	46	\$ 23,000
777-084	THREE RIVERS SHELTERED IND	15	\$ 25,000
777-027	UNIFIED SERVICES	47	\$ 23,000
777-085	UNIQUE SERVICES INC	25	\$ 25,000
777-023	VALLEY INDUSTRIES INC	155	\$ 20,000
777-007	VIP INDUSTRIES	101	\$ 20,000
777-087	VOCATIONAL SERVICES INC	107	\$ 20,000
777-089	WARREN CO SHELTERED WORKSHOP	69	\$ 23,000
777-091	WORTH INDUSTRIES INC	33	\$ 23,000