

**MISSOURI DEPARTMENT OF HIGHER EDUCATION
IMPROVING TEACHER QUALITY GRANT (ITQG)**

CERTIFICATION FOR 50% RULE

THE 50% RULE CERTIFICATION FORM (BELOW) SHALL BE SUBMITTED WITH THE FINAL REIMBURSEMENT REQUEST. NO ADDITIONAL GRANT FUNDS WILL BE RELEASED UNTIL THIS FORM IS RECEIVED BY THE MISSOURI DEPARTMENT OF HIGHER EDUCATION.

* F-27 Subgrantees must keep records that fully show:

- The amount of funds under the subgrant;
- How the subgrantee uses the funds;
- The total cost of project activities;
- The share of the cost provided from other sources; and
- Other records to facilitate an effective audit.

* F-29 through F-34. Section 2132(c) of the Higher Education Act requires that “no single partner in an eligible partnership (i.e., no single high need local education agency (LEA), no single institution of higher education (IHE) and its division that prepares teachers and principals, no single school of arts and sciences, and no single other partner) may “use” more than 50% of the subgrant. The provision focuses not on which partner receives the funds, but on which partner directly benefits from them. Examples are listed below:

- Grant funds that pay for books, materials, and supplies, and other participant support costs are considered to be used by the LEA.
- IHE faculty time paid by the grant, costs to develop professional development materials, expenses incurred to conduct the professional development may be treated as funds used by the division of the IHE that bears these costs.
- Grant funds paid as salaries to mentor teachers or adjunct teachers who are employed by a school district may be considered as “used” by the LEA.
- Grant funds paid as contract to IHE employees to mentor teachers or provide other services in the grant are considered to be used by the division of the IHE that bears these costs.
- Indirect costs are attributable to the partner that “uses” the corresponding funds as direct costs. In most cases, this would be the IHE.

Please refer all questions to Elizabeth Valentine at elizabeth.valentine@dhe.mo.gov.

* This information is found in the “Improving Teacher Quality State Grants, Title II, Part A, Non-Regulatory Guidance”, revised October 5, 2006, Academic Improvement and Teacher Quality Programs, Office of Elementary and Secondary Education, U.S. Department of Education.

The guidance can be found at <http://www.ed.gov/programs/teacherqual/guidif.html>

50% RULE CERTIFICATION FORM

Please list the grant partners separately in the chart below to identify the total amount of funds used by each partner and the percent of the total grant funds used by each partner.

Note: Each LEA that participated is considered a partner.

Institution:		
Project Title:		
Project Director:		
Total grant funds awarded:		
Total grant funds used:		
Partners	Total of grant funds used	Percent of grant funds used
Date prepared:		
Fiscal agent's signature:	Phone:	
Fiscal agent's email:		
Project Director's signature:	Phone:	
Project Director's email:		