

Tab 4 Coronavirus Relief Funds to Institutions

Coordinating Board for Higher Education
July 21, 2020

BACKGROUND

The State of Missouri received approximately \$2 billion through the Coronavirus Aid, Relief, and Economic Security (CARES) Act's Coronavirus Relief Fund (CRF). The CARES Act specifies that funds provided through the CRF are to be used to cover only those costs that:

“(1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);

(2) were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and

“(3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.”

These funds must be expended before December 30, 2020. Any unused funds must be returned to the U.S. Treasury.

CURRENT STATUS

On Thursday, July 9, Governor Parson announced \$113.6 million in CARES Act funds for public institutions of higher education (IHEs), \$80 million of which will be administered through the CRF for safe return to in-person institution and campus life. In addition, Governor Parson announced that \$10 million in CRF will go to support the expansion of remote learn capabilities for public IHEs. Allocation amounts for each program under the CRF for public IHEs were based on the following models:

- **CRF Response and Reopening:** Each institution can seek reimbursement up to a cap based on its share of the state appropriation for public colleges and universities.
- **CRF Expansion of Remote Learning Capabilities.** Each institution can seek reimbursement for expenses up to a cap based on its share of the total number of students, faculty, and staff at all public colleges and universities.

Per the Office of Administration (OA)'s direction, institutions can draw these funds down on a reimbursement basis. DHEWD will administer the funds and seek approval from OA for each institution's reimbursement request. Any funds that remain unused by an institution after Friday, December 4 will be made available to institutions that have been reimbursed up to their cap.

NEXT STEP

DHEWD will work with institutions in submitting their agreement to the department and begin collecting and processing each institution's reimbursement requests.

ATTACHMENTS

- A. CRF Response and Reopening Allocations to Public IHEs
- B. CRF Remote Learning Allocations to Public IHEs
- C. CRF Agreements and Reimbursement Forms

Tab 4, Attachment A
CRF Response and Reopening Allocations to Public IHEs

Institution	Max Reimbursement
Crowder College	\$505,437
East Central College	\$473,565
Jefferson College	\$690,949
Metropolitan Community College	\$2,775,164
Mineral Area College	\$498,653
Moberly Area Community College	\$553,116
North Central Missouri College	\$234,958
Ozarks Technical Community College	\$1,267,738
St. Louis Community College	\$3,806,884
St. Charles Community College	\$801,165
State Fair Community College	\$544,949
State Technical College of Missouri	\$530,416
Three Rivers College	\$462,227
Harris-Stowe State University	\$921,929
Lincoln University	\$1,548,326
Missouri Southern State University	\$2,116,128
Missouri State University	\$8,278,784
Missouri Western State University	\$1,960,159
Northwest Missouri State University	\$2,747,695
Southeast Missouri State University	\$4,042,420
Truman State University	\$3,671,441
University of Central Missouri	\$4,876,633
University of Missouri (all)	\$36,691,261
TOTAL	\$ 80,000,000

Tab 4, Attachment B
CRF Remote Learning Allocations to Public IHEs

Institution	Max Reimbursement
Crowder College	\$189,896
East Central College	\$113,500
Jefferson College	\$176,005
Metropolitan Community College	\$704,890
Mineral Area College	\$114,179
Moberly Area Community College	\$203,710
North Central Missouri College	\$72,886
Ozarks Technical Community College	\$508,880
St. Louis Community College	\$747,844
St. Charles Community College	\$271,538
State Fair Community College	\$179,516
State Technical College of Missouri	\$73,943
Three Rivers College	\$124,559
Harris-Stowe State University	\$73,754
Lincoln University	\$108,479
Missouri Southern State University	\$239,455
Missouri State University	\$1,079,963
Missouri Western State University	\$234,926
Northwest Missouri State University	\$297,318
Southeast Missouri State University	\$448,110
Truman State University	\$225,489
University of Central Missouri	\$476,192
University of Missouri (all)	\$3,334,969
TOTAL	

Missouri Higher Education Initiatives

Grant Packet

For:

COVID-19 Response & Reopening

and

Building Remote Learning Capacity

Funded by:



DEPARTMENT OF
HIGHER EDUCATION &
WORKFORCE DEVELOPMENT

In partnership with:

Office of the Governor

&

The Missouri Office of Administration

July 2020

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I. Grant Summary and Allowable Expenditures

This document provides guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover certain costs outlined in this document. *More detailed information on each of the areas can be found below and in this link: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>*

This document contains a summary of DHEWD allowed and disallowed expenses for the Coronavirus Relief Fund (CRF). This information is based on a review of all federal FAQs and guidance for both funds as of July 8, 2020. This document is subject to change. Further, all expenses submitted for reimbursement under the CRF are subject to review and approval by the Office of Administration. The Missouri Office of Administration did not prepare this document and has not reviewed it. This document is not legal advice and may be superseded by later guidance or other interpretations of available guidance.

The Missouri Office of Administration committed \$80 million dollars from the CRF to higher education institutions for general COVID-19 response and for reopening costs. The Office of Administration committed another \$10 million dollars from the CRF to higher education institutions for covering costs associated with remote learning. Both are outlined below.

The following lists are not comprehensive. They were created after reviewing the plain text of the statute (section 5001 of the CARES Act), the June 30, 2020 Guidance from the U.S. Treasury, and the June 24, 2020 FAQs from the U.S. Treasury. Please remember that the Office of Administration has final approval of all reimbursed expenses under the CRF.

Currently, the standard the Office of Administration and DHEWD will use to determine if an expense is eligible for reimbursement under the CRF is whether:

1. The costs are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
2. Were not accounted for in the budget most recently approved as of March 27, 2020 for the State; and
3. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

CRF General COVID-19 Response/Reopening Costs

Allowable Costs (\$80M for public IHEs)

DHEWD Suggested Uses (All are Subject to Final Approval by OA)

- College and University Reopening Costs related to COVID-19;
 - PPE for students and staff;
 - Disinfection of public areas;
 - Expenses for quarantining individuals;
 - Costs to comply with local health orders;
 - Costs of facility modifications required because of COVID-19;
 - Etc.
- College and University hospital and student health center costs related to COVID-19:
 - PPE;
 - Increasing treatment capacity (expanding ICUs, etc.);
 - Equipment purchased to respond to COVID-19;
 - Creating new treatment locations;
 - Cost of COVID testing;
 - Telemedicine costs related to COVID-19;
- Payroll and benefits in **limited** circumstances;
 - For public safety, healthcare, human services, public health, and similar employees when their services are “substantially dedicated” to mitigating or responding to COVID-19;
 - Please note that the definition of “substantially dedicated” is unclear between various U.S. Treasury documents;
 - *The Office of Administration is currently interpreting this to mean “direct care staff and those whose jobs have significantly changed.”*
 - *OA Example: A lawyer or accountant or a director working on COVID related items is likely not substantially different – they are still providing legal advice, tracking expenses, or working as a department head to solve problems.*
 - Contact tracing employees;
 - Possibly payroll for staff for food delivery to residents because of necessary closure of dining halls;
 - Paid sick and paid FMLA leave to public employees to enable compliance with COVID-19 public health precautions;
 - Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 emergency;
 - Hazard pay is allowed related to COVID-19 so long as the employee is “substantially dedicated to mitigating or responding” to the COVID-19 health emergency;
 - The cost of diverting educational support staff or faculty to develop online learning capabilities, such as through providing IT support that is not part of the staff or faculty’s ordinary responsibilities. These can be included all the way back to March 1st even though they were arguably in the budget because this was a “substantially different” use than originally intended for the money;
 - But not the cost to pay people to provide the actual online instruction because they are still teaching so it’s not a substantially different cost.

- Unemployment insurance costs related to COVID-19, if not reimbursed by the federal government;
- Increased workers compensation costs due to COVID-19;
- Costs of equipment or leases that, had COVID not happened, would have been decommissioned or not renewed;
- Expenses associated with conducting a recovery planning project or operating a recovery coordination office;
- Increases in solid waste disposal costs as a result of COVID-19;
- Expenditures to prepare an area expected to be highly impacted by COVID-19, such as by reserving PPE or increasing ICU capacity.

Ineligible Expenditures

- State share of Medicaid;
- Damages covered by insurance;
- Payroll or benefit expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency;
- Expenses that have been or will be reimbursed under any federal program;
- Reimbursement to donors for donated items or services;
- Workforce bonuses other than hazard pay or overtime;
- Severance pay;
- Legal settlements.

CRF Remote Learning

Allowable Costs (\$10M for public IHEs)

DHEWD Suggested Uses for Remote Learning (subject to final approval by OA)

- Expenses to facilitate distance learning, including technological improvements in connection with school closings;
- Expenses to improve telework capabilities for employees;
- The cost of diverting educational support staff or faculty to develop online learning capabilities, such as through providing IT support that is not part of the staff or faculty's ordinary responsibilities. These can be included all the way back to March 1st even though they were arguably in the budget because this was a "substantially different" use than originally intended for the money;
 - But not the cost to pay people to provide the actual online instruction because they are still teaching so it's not a substantially different cost.
- Increasing the number of hot spots and Wi-Fi enabled devices available for checkout;
- Upgrading the campus broadband network;
- Enhancing learning management systems;
- Creating public Wi-Fi locations with adequate social distancing available;
- Needs identified in the [After-Action Report on Online Learning](#) such as:
 - Improving limited institutional technical capacity to support online learning;
 - Improving the quality of online education;
 - Solutions to the need for hands-on components of courses moved online;
 - Limited and varying student access to remote education tools like internet connectivity, hardware, software, e-books, e-journals, and e-resources for research purposes;
 - Improving the student experience.

Ineligible Expenditures

- Running broadband lines to individual student homes;
- Paying student internet bills.

II. Funding Allocations by Institution

The following funding allocations includes the amount each institution is authorized to request reimbursement for eligible expenses. The allocation models used represent extensive dialog with the Office of Administration and the Governor’s Office and reflect an approach that considers volume-driven expenses based on the number of students, faculty, and staff on campus. Please note that these initiatives funded will be reimbursement programs and the amounts included here are the maximum for which you may be reimbursed.

Institution	Remote Learning	Response & Reopen
Crowder College	\$ 189,896	\$ 505,437
East Central College	\$ 113,500	\$ 473,565
Jefferson College	\$ 176,005	\$ 690,949
Metropolitan Community College	\$ 704,890	\$ 2,775,164
Mineral Area College	\$ 114,179	\$ 498,653
Moberly Area Community College	\$ 203,710	\$ 553,116
North Central Missouri College	\$ 72,886	\$ 234,958
Ozarks Technical Community College	\$ 508,880	\$ 1,267,738
St. Louis Community College	\$ 747,844	\$ 3,806,884
St. Charles Community College	\$ 271,538	\$ 801,165
State Fair Community College	\$ 179,516	\$ 544,949
State Technical College of Missouri	\$ 73,943	\$ 530,416
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Missouri State University	\$ 1,079,963	\$ 8,278,784

Missouri Western State University	\$ 234,926	\$ 1,960,159
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Southeast Missouri State University	\$ 448,110	\$ 4,042,420
Truman State University	\$ 225,489	\$ 3,671,441
University of Central Missouri	\$ 476,192	\$ 4,876,633
University of Missouri (all)	\$ 3,334,969	\$ 36,691,261
TOTAL	\$ 10,000,000	\$ 80,000,000

*Updated allocations as of 7-14-20

III. Fiscal Reimbursement Process

When submitting any CRF reimbursement requests, a reimbursement form must be completed for each of the two funding areas authorized. Please do not combine or mix the reimbursement request for the Response & Reopen Initiative with the Remote Learning Initiative.

You can find the forms at: <https://dhewd.mo.gov/reimbursements>

Steps are below on how to submit your reimbursement request.

- Complete the correct reimbursement form for your initiative area. Each form is labeled at the top on which initiative it is for.
- Have all backup documentation to support your reimbursement request. The backup documentation must show proof of payment. Purchase orders or packing slips will not be accepted in lieu of invoices. Expenses must meet the guidelines in this document along with any new or additional guidance governing these funds released by either the federal government or the State of Missouri.
- Once the form is complete and all backup documentation is available, showing proof of payment, send request and documentation to reimbursements@dhewd.mo.gov. Include your Institution name and “CRF Claim – Response & Reopen” or “CRF Claim – Remote Learning” in the subject line of the email. Documentation includes the correct reimbursement cover sheet (use multiple copies if needed or add lines if needed) and submit scanned copies of all invoices along with the cover sheet.

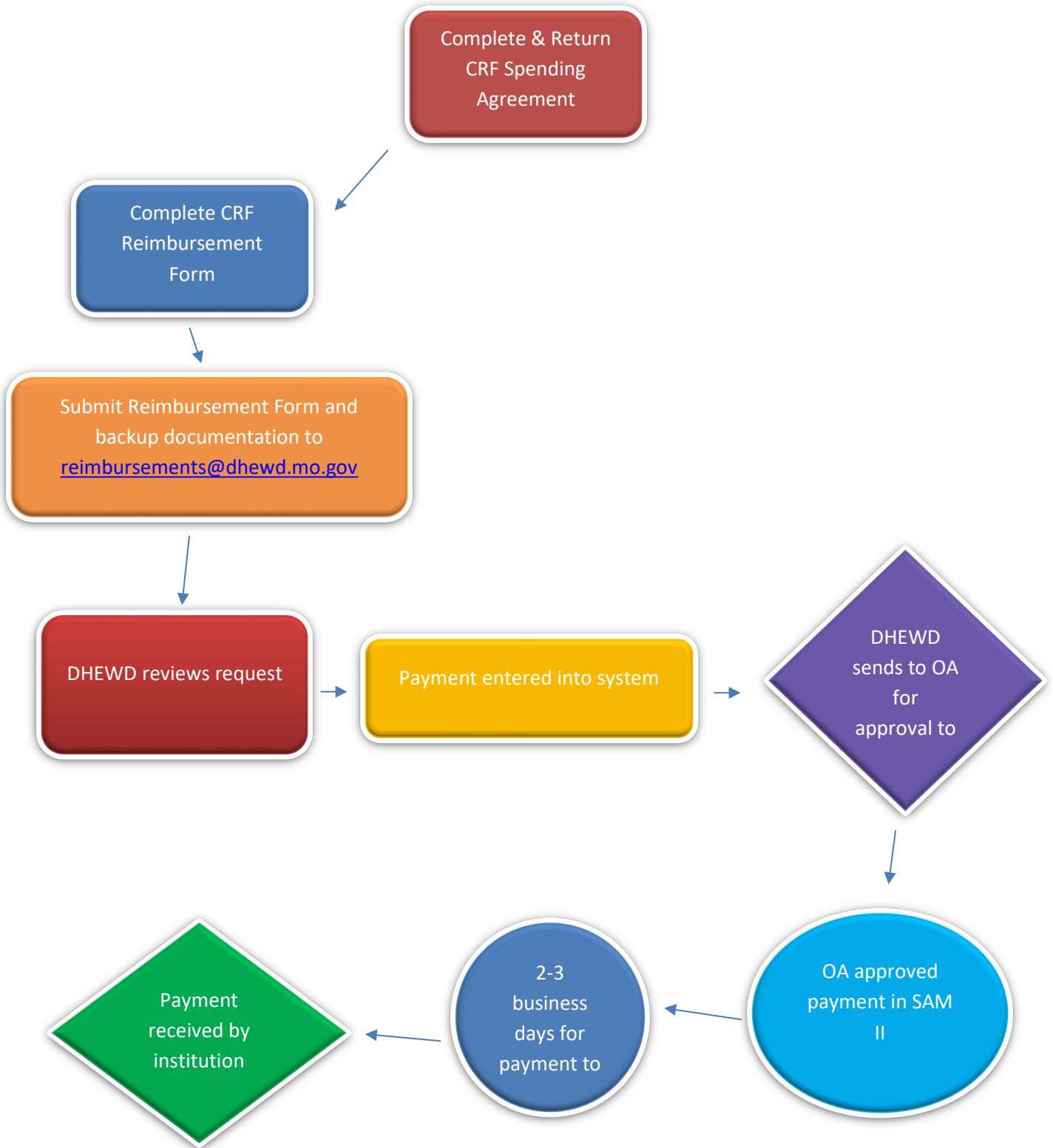
- When the form and documentation is received, they will be reviewed. Once reviewed and documentation is sufficient, the reimbursement request will be sent to Office of Administration (OA) for approval to pay. If documentation is missing, we will notify you by email. Your request will not be processed until all proper backup documentation has been received.

Once OA approves the reimbursement request, they will approve the SAM II payment documents created by DHEWD and notify DHEWD.

Once payment is submitted into the system, it takes approximately two business days before the funds are received. Funds will be deposited into your primary account state aid is received.

All reimbursement requests MUST be received by DHEWD prior to Friday December 4, 2020. Any funds that remain unused by an institution after Friday, December 4 may be made available to institutions with eligible expenditures that exceeded their maximum allocations.

Processing Reimbursements for CRF



IV. DHEWD Contact Information

All questions can be emailed to reimbursements@DHEWD.mo.gov or call either of the following staff listed below.

Pam Victor, Assistant Director for Budget (573) 751-1883

Nikki Wrinkles, Budget Analyst (573) 522-1364

v. Funding Terms & Conditions

Guidance on eligible uses of fund disbursements by governments is available below. This information is subject to change by both the federal government and the State of Missouri. The following link(s) will provide federally available terms and conditions that were available at the time this document was created. Institutions are subject to both federal and state terms and conditions and must certify their compliance with each reimbursement request submitted.

- [The CARES Act: Assistance for State, Local and Tribal Governments](#)
- [Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments \(6/30/2020\)](#)
- [Coronavirus Relief Fund Frequently Asked Questions \(7/8/2020\)](#)
- [Payments to States and Eligible Units of Local Government \(5/11/2020\)](#)

Please note, the aforementioned documents are subject to change.

For further funding terms and conditions, see the attached Federal Funding Certification detailed below and required to be signed by the institution President before reimbursement is allowed.

VI. Funding Agreement Required

All institutions are required to sign the accompanying Federal Funding Certification (Certification) for CRF Funds before submitting a request for reimbursement using CRF funds. By signing the accompanying Certification, the submitting institution agrees to be bound by all federal guidance and FAQs applicable to the CRF, as outlined above and as amended by the U.S. Treasury, as well as all terms and conditions contained in the Certification.

Please submit the attached Certification (see page 11) for the receipt of funding and return prior to submitting a reimbursement request to DHEWD. **No reimbursements for the determined CRF fund will be processed until that signed agreement is received by DHEWD.**

All final invoices must be received by DHEWD no later than December 4, 2020 to ensure time for processing.

FEDERAL FUNDING CERTIFICATION – Coronavirus Relief Funds

Completion of this certification is required before submitting requests for reimbursement for Coronavirus response and recovery costs or costs related to the transition to remote learning, from the State of Missouri allocation of the Coronavirus Relief Funds pursuant to the CARES Act.

I, [Insert name of signatory], am the President [insert name of institution of higher education], and I certify that:

1. I have the authority on behalf of [insert name of institution of higher education] to request reimbursement from the State of Missouri from the allocation of funds to the State of Missouri from the Coronavirus Relief Fund (CRF) as created in the CARES Act.
2. I understand that the State of Missouri will rely on this certification as a material representation in making a reimbursement to [name of institution of higher education].
3. [Insert name of institution of higher education]'s uses of the funds provided as reimbursements will be used only to cover those costs that-
 - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (“necessary expenditures”);
 - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for [insert name county or city not within a county]; and
 - c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. Funds will only be provided as reimbursements from the State of Missouri pursuant to this certification for necessary expenditures that were incurred during the period that begins on March 1, 2020, and ending on December 30, 2020.
5. Funds provided as reimbursement from the State of Missouri pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure.
6. [Insert name of institution of higher education] agrees not to request reimbursement for any expenditure that violates federal law.
7. [Insert name of institution of higher education] agrees that if the federal government determines that any reimbursement it received was in violation of the CARES Act or any other federal law, it will return the amount of the reimbursement to the federal government.
8. [Insert name of institution of higher education] agrees that it shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts for a period of five (5) years from the date of receipt of such reimbursement. Such documentation shall be produced to the State of Missouri and/or the any agency of the federal government upon request.
9. Funds received pursuant to this certification cannot be used for expenditures for which an institution of higher education has received any other emergency COVID-19 supplemental funding (whether state,

federal or private in nature) for that same expense.

10. [Insert name of institution of higher education] agrees to abide by the Uniform Guidance, available a 2 CFR 200, et seq, to the extent applicable to all requests for reimbursement.
11. [Insert name of institution of higher education] agrees to abide by the regulations governing Cash Management, available a 31 CFR 205 subparts A and B, et seq, to the extent applicable to all requests for reimbursement.
12. [Insert name of institution of higher education] agrees to abide by the Requirements for a Drug-Free Workplace, available a 2 CFR 3186 and 2 CFR 182.
13. [Insert name of institution of higher education] agrees to comply with the following nondiscrimination statutes and their implementing regulations in all matters funded or reimbursed with federal dollars:
 - a. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
 - b. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
 - c. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83,1685–86), which prohibits discrimination on the basis of sex in education programs; and
 - d. The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age
14. [Insert name of signatory], on behalf of the [insert name of higher education institution] certifies to the best of their knowledge and belief that the institution is not delinquent in the repayment of any Federal debt.
15. [Insert name of signatory], on behalf of the [insert name of higher education institution] certifies that the institution will comply with Executive Order 13513 prohibiting text messaging and emailing while driving while conducting official grant business.
16. [Insert name of signatory], on behalf of the [insert name of higher education institution] certifies that the institution will comply with Division B, Title V, Section 505 of Public Law 115-245, Consolidated Appropriations Act, 2019 requiring specific disclosures when making public announcements related to the use of the federal funds.
17. [Insert name of signatory], on behalf of the [insert name of higher education institution] certifies to the best of their knowledge and belief that the institution will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the CARES Act. As the duly authorized representative of the institution, I hereby certify that the institution will comply with the above certifications.

I certify under the penalties of perjury set forth in Section 575.040, RSMo, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By signing this Certification, the institution agrees to be bound by all terms and conditions outlined in the accompanying CRF IHE Grant Packet, all federal guidance and FAQs applicable to the CRF, and all terms and conditions contained herein.

By: _____

Signature: _____

Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 2020.

Notary Public

My commission expires _____