

# Missouri Higher Education Initiatives

## FY 2024

# Capital Improvement (HB 17 & HB 19)

Funded by:



In partnership with:

Office of the Governor

Office of Administration

July 2023



# DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

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## **Capital Improvement Application Submissions Process**

Guidelines for Capital Reimbursements can be found on page 3 of this document. Additional guidance on allowable expenses and matching fund requirements can be found on the DHEWD Reimbursements Website: <https://dhewd.mo.gov/reimbursements.php>

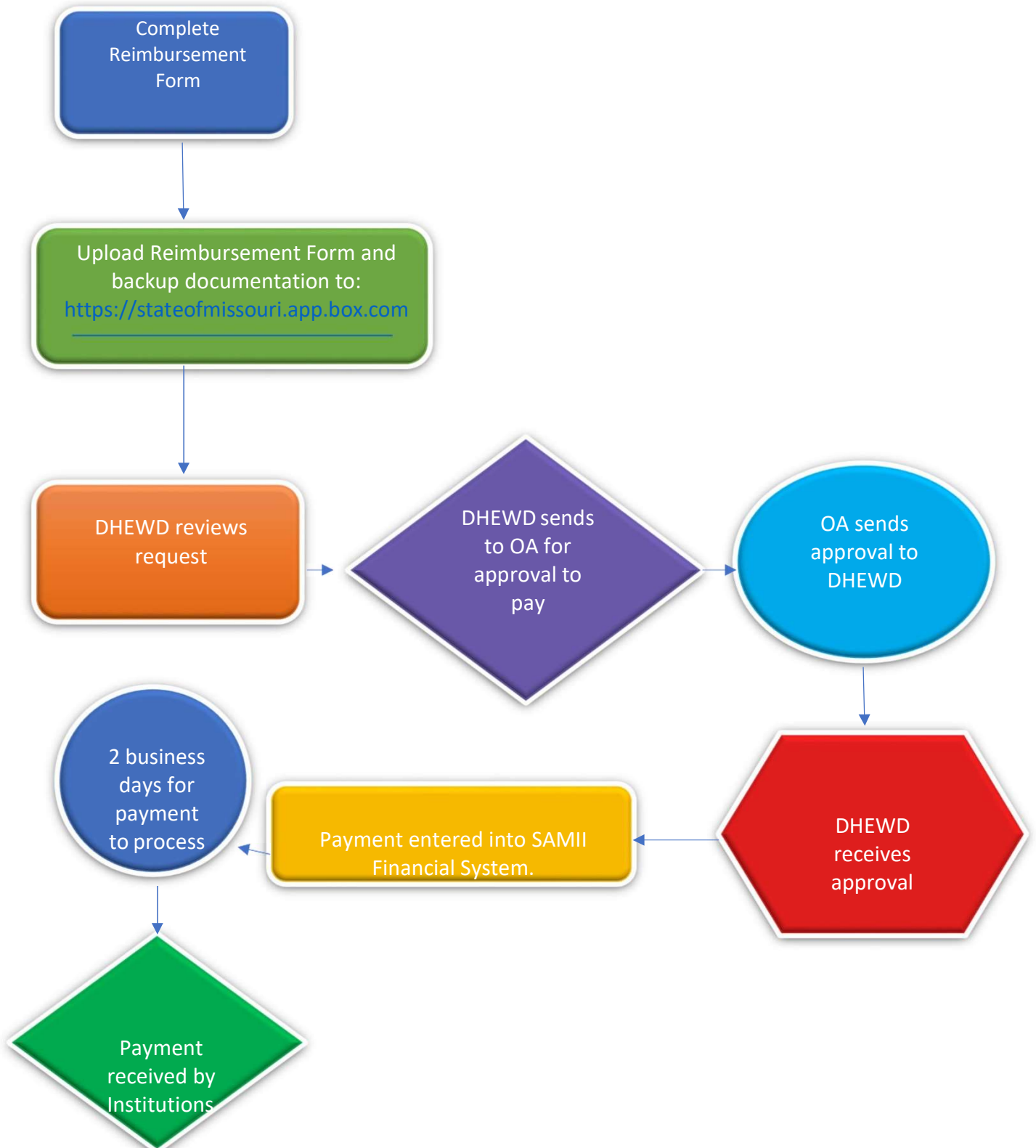
For additional questions, email us at [reimbursements@dhewd.mo.gov](mailto:reimbursements@dhewd.mo.gov)

When submitting a Capital Improvement reimbursement request, a reimbursement form must be completed. Listed below are the steps to submit your reimbursement request:

- Complete reimbursement form.
- Compile backup documentation to support the reimbursement request. All backup documentation must include proof of payment. Purchase orders or packing slips will not be accepted in lieu of invoices. Expenses must meet the guidelines for Capital Improvements approved in the associated House Bill.
- Name the files, and/or folders, according to the following format:  
*FY24\_InstitutionName\_17.XXX(or 19.XXX)\_Req#X\_DateUploaded (2023XXxx)*
- Upload the completed request form and backup documentation, including proof of payment, to the DHEWD Box account: <https://stateofmissouri.app.box.com> and email a notification of upload to: [reimbursements@dhewd.mo.gov](mailto:reimbursements@dhewd.mo.gov).
- The form and documentation will be reviewed in the order received. If the documentation is sufficient, the reimbursement request will be sent to the Office of Administration (OA) for authorization to pay. If documentation is missing, you will be notified by email. The request will not be processed until all proper backup documentation has been received.
- OA will notify DHEWD when the reimbursement is approved and DHEWD will process the payment in the SAMII Financial System. Once payment is submitted into the SAM II Financial System, it may take up to two business days to receive funds.



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## Guidelines for Capital Reimbursement: Allowable and Non-Allowable Expenses

1. No moneys shall be distributed through the fund without a line item appropriation for a specific project. A public college or university may use the funds for new construction, rehabilitation, maintenance, renovation, or reconstruction. A public college or university **shall not** use funds for athletic facilities, parking structures, or student housing.
2. Matching funds may or may not be required per HB 3017 and HB 3109. If required, the matching dollars must be used on allowable expenses that support the goal of the identified project. Additional guidance can be found on the DHEWD Reimbursement Website in the document named: DHEWD\_Guidance\_AllowableExpenses\_FundMatch

## FY 2024 HB 17 Capital Improvement Projects (Re-Appropriation of FY 2023 HB 17):

FY 2024 HB 17	COLLEGE/UNIVERSITY	SAM II - FY 2023 Unused Approp	FY 2024 Expenditures	Remaining
17.020	TRUMAN-GRNWD AUTISM CNTR-0522	\$ 395,471.00	\$ -	\$ 395,471.00
17.025	UMC VETERINARY LAB-0522	\$ 11,672,200.00	\$ -	\$ 11,672,200.00
17.030	MISSOURI STATE DARR AG-0522	\$ 160,968.00	\$ -	\$ 160,968.00
17.035	UCM W.C. MORRIS-0522	\$ 2,461,162.00	\$ -	\$ 2,461,162.00
17.040	SEMO-TUNNELS-0522	\$ 2,205,979.00	\$ -	\$ 2,205,979.00
17.045	NORTHWEST MO-CENTRAL PLNT-0522	\$ 5,000,000.00	\$ -	\$ 5,000,000.00
17.050	MWSU REPAIRS-0522	\$ 289,784.00	\$ -	\$ 289,784.00
17.055	LINCOLN NURSING PROGRAM-0522	\$ 3,998,179.00	\$ -	\$ 3,998,179.00
17.065	MS&T ADVANCED MANU BLDG-0522	\$ 5,000,000.00	\$ -	\$ 5,000,000.00
17.070	UMKC - ST JOSEPH MEDICAL SCHOOL	\$ 800,000.00	\$ -	\$ 800,000.00
Total*		\$ 31,983,743.00	\$ -	\$ 31,983,743.00

## FY 2024 HB 19 Capital Improvement Project: New

FY 2024 HB 19	College/University	Project	Appropriation	Total Expenditures	Remaining
19.261	UMKC	Medical School	\$ 700,000	\$ -	\$ 700,000
19.262	University of Missouri	Fischer Delta Research - Construct & Maint Soil Lab	\$ 2,000,000	\$ -	\$ 2,000,000
19.263	University of Missouri	Fischer Delta Research - Construction & Maint Educ Ctr	\$ 1,000,000	\$ -	\$ 1,000,000
			\$ 18,700,000	\$ -	\$ 18,700,000



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## **Additional Information:**

- Capital Improvement Reimbursement Form: [dhewd.mo.gov/reimbursements.php](https://dhewd.mo.gov/reimbursements.php)
- Upload Reimbursement Requests and Quarterly reports to the DHEWD Box Account: <https://stateofmissouri.app.box.com/>

## **Questions or Concerns:**

Direct questions and concerns to [reimbursements@dhewd.mo.gov](mailto:reimbursements@dhewd.mo.gov) or call Rebecca Jackson at 573-751-1883.

For questions regarding whether or not an expense is allowable, please contact us prior to submitting for reimbursement. Questions will be reviewed on a case-by-case basis by the Department of Higher Education and Workforce Development.

## **Capital Improvement Reimbursement Form: Next Page**





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