



Missouri Department of Higher Education Community College Maintenance and Repair Guidelines

Section 163.191.6, RSMo, allows for operating appropriations to be made available to community colleges “for the cost of maintenance and repair of facilities and grounds, including surface parking areas, and purchases of equipment and furniture.” Statute also directs the Coordinating Board for Higher Education to provide reimbursement “for specific maintenance, repair, and equipment projects at specific community college districts ... in an amount of fifty percent of the cost of a given project” as approved by CBHE. In addition, only salaries or portions of salaries paid which are directly related to approved projects may be included as eligible maintenance and repair match.

Maintenance is the routine day-to-day, periodic or scheduled work necessary to preserve a facility or element in such condition that it may be effectively used for its intended purpose. This includes work required to prevent deterioration or damage and to sustain existing components or utility systems.

Repair is the work necessary to reestablish the condition of a damaged, deteriorated or worn facility or element, so that it may be effectively used for its intended purpose. Repair work does *not* include substantial alteration, conversion or increase of size/capacity, except as required to meet current codes and standards.

Equipment is nonexpendable, tangible property necessary for the maintenance and repair of facilities and grounds.

Supplies are materials necessary for the maintenance and repair of facilities and grounds.

Questions pertaining to possible reimbursable expenses will be reviewed on a case-by-case basis by the Missouri Department of Higher Education. The department should be contacted in advance of submitting uncertain maintenance and repair expenses so a determination can be made whether the expense is allowable.

Allowable expenses include expenses directly relating to facilities and grounds maintenance and repairs, and purchases of equipment and furniture, such as:

Equipment purchases or repairs	Preventative maintenance contracts, parts and service repair for:
Furniture purchases or repairs	Building Security
Carpeting and flooring	Electrical
Paint	Elevators
Sidewalks	Fire alarm – monitoring – sprinkler systems
Surface parking lot repair	HVAC
ADA improvements	Mechanical equipment
Maintenance worker salaries related to specified projects	Plumbing

Unallowable expenses inconsistent with the statute’s intent of maintenance and repair to facility and grounds include:

Business operations software, software license or software maintenance contracts (i.e. student information systems, mobile and portal, IT-related, IT-security related, admissions and registrar, HR and Finance, website), and any other operational software-related expense that does not directly support maintaining facilities and grounds
Facilities strictly used for recreation <i>or</i> for which a use fee is charged (i.e. pool, soccer & baseball fields, theater, parking structures, etc.)
Utilities
Landscaping activities that are purely aesthetic in nature
Auxiliary entities including bookstores, dorms, cafeterias
Sports signage
Expendable supply items <i>not</i> related to maintaining and repairing facilities and grounds, such as housekeeping supplies, paper products, ink cartridges for printers, classroom supplies

Substantial maintenance and/or repair projects should be funded through the capital improvement budget as a corrective construction (CC) or renovation and rehabilitation (RR) project.

Timeline for Submissions

Reimbursement takes place monthly during the fiscal year as long as reimbursable maintenance and repair expenses are submitted and funds remain. One-twelfth of the annual appropriation for your college is allotted monthly. If money is not requested on a monthly basis, it will accrue through June. Requests for reimbursement should be for expenses that occurred and were paid for between July 1st and June 30th of the same fiscal year. Due to fiscal year-end cutoff dates in mid-June, any unsubmitted June expenses are eligible for reimbursement in July of the next fiscal year. The department strongly encourages institutions to submit requests no later than quarterly to ease the administrative burden of processing requests covering more than three months of expenses, potentially jeopardizing timely payment of funds due to fiscal year end deadlines.

Proof of Cost

Proof of cost incurred is satisfied by submission of an invoice from the billing entity indicating the cost of work performed, equipment purchased, etc. Each invoice should include the date as well as a description of the nature of the project, the services performed and where relative, equipment and materials purchased. If this information is not contained within the invoice, please provide it either in the expense description column of the Maintenance and Repair Expense Summary form or in a note attached to the invoice.

MDHE staff should be able to tell from this information whether or not this particular item is an allowable expense for maintenance and repair reimbursement. This might include whether or not a building on which work is being performed is associated with any self-supporting or partially supported (auxiliary) service or whether or not a field or building is primarily used for athletics or for physical education purposes. The goal of providing these details in the submission is to minimize exchanges between college staff submitting the request and MDHE staff to facilitate timely payment for reimbursable expenses.

Proof of Payment

Proof of payment by the college may be satisfied by simply providing the check number, check date and amount used to pay the invoiced amount on the Maintenance and Repair Expense Summary. Check copies may also be submitted for this purpose.

Compiling Submissions

Submissions must include the Community College Maintenance and Repair (CC M&R) Request for Reimbursement form that reflects the total amount requested for reimbursement and signed by an authorized official; the Maintenance and Repair (M&R) Personnel Expense Summary form, if applicable; the Maintenance and Repair (M&R) Expense Summary form; and an invoice, check number and check date, or check copy, for each item claimed.

The MDHE DOES NOT need additional institution paperwork utilized for internal approval and payment processing such as requests for proposal, purchase requests, purchase authorizations or payment requests. Please do not submit any paperwork beyond what is required.

Both the M&R Expense and Personnel Expense Summaries should be submitted electronically to the below address. These fillable forms are located online at dhe.mo.gov/policies/MaintenanceandRepairGuidelines.php.

MDHE Processing Time

The department will reimburse institutions on the 25th of each month for submissions received by the 15th.

Contact Information

For electronic submission and questions regarding the forms, requirements, and determinations, please contact Paula Wolken, MDHE at: paula.wolken@dhe.mo.gov or 573-751-2361. Mail paper submissions to:

Paula Wolken, Budget Analyst
Missouri Department of Higher Education
P.O. Box 1469
205 Jefferson Street, 14th floor
Jefferson City, MO 65102