

# Missouri Higher Education Initiatives Reimbursement Packet

## COVID-19 Response & Reopening for **Private Higher Education Institutions**

Funded by:



In partnership with:  
Office of the Governor  
&  
The Missouri Office of Administration

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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 September, 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. This document is not legal advice and may be superseded by later guidance or other interpretations of available guidance.*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 \$10 million dollars from the CRF to private higher education institutions for general COVID-19 response/reopening and distance learning.

The following list is not comprehensive. It was 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 1, 2020. The state of Missouri has elected to set the deadline for submission of reimbursable expenses as December 1, 2020. All final paid invoices and other documentation must be submitted to [reimbursements@DHEWD.mo.gov](mailto:reimbursements@DHEWD.mo.gov) by that date to ensure reimbursement.**

**Private College and University  
Reimbursable COVID-19 Expenses through CARES Act Funds**

**Note:** DHEWD will review individual requests for reimbursement; the Office of Administration provides final approval. Guidance may be updated based on new information from the U.S. Department of the Treasury or the Office of Administration.

**General COVID-19 Response/Reopening Costs**

- **College and university reopening costs related to COVID-19**
  - PPE for students, faculty, and staff
  - Disinfection of public areas
  - Expenses associated with quarantine and isolation
  - Costs to comply with local health orders
  - Costs of facility modifications required because of COVID-19
- **College and university hospital and campus 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-19 testing
  - Telemedicine costs related to COVID-19
- 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, but for COVID-19, would have been decommissioned or not renewed
- Increases in solid waste disposal costs as a result of COVID-19
- Some salaries may, in limited circumstances, be eligible for reimbursement

**Remote Learning**

- Expenses to facilitate distance learning
- Expenses to improve telework capabilities for employees
- 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 the quality of online education
  - Solutions to the need for hands-on components of courses moved online

## Ineligible Expenditures

- Damages covered by insurance
- 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
- Running broadband lines to individual student homes
- Paying student internet bills
- Prepaying for goods or services past **December 1, 2020** is ineligible. **Note: The state of Missouri has elected to set the deadline for submission of reimbursable expenses as December 1, 2020. All final paid invoices and other documentation must be submitted to [reimbursements@DHEWD.mo.gov](mailto:reimbursements@DHEWD.mo.gov) by that date to ensure reimbursement.**

## II. Funding Allocations by Institution

The following funding allocations includes the amount each institution is authorized to request reimbursement for eligible expenses. The allocation model used represents 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 with additional weight for Pell recipients. Please note that this initiative is a reimbursement program and the amounts included here are the maximum for which you may be reimbursed.

Institution	Dollars Allocated
Aquinas Institute of Theology	\$10,490
Avila University	\$136,379
Baptist Bible College	\$24,480
Cox College	\$66,310
Calvary University	\$30,551
Central Christian College of the Bible	\$18,555
Central Methodist University-College of Liberal Arts and Sciences	\$110,110
Central Methodist University-College of Graduate and Extended Studies	\$180,392
Columbia College	\$522,271
Conception Seminary College	\$4,659
Concordia Seminary	\$37,917
Cottey College	\$32,414
Covenant Theological Seminary	\$31,408
Culver-Stockton College	\$88,889
Drury University	\$142,020
Drury University-College of Continuing Professional Studies	\$95,879

Eden Theological Seminary	\$8,825
Evangel University	\$176,860
Fontbonne University	\$102,429
Hannibal-LaGrange University	\$67,478
Barnes-Jewish College Goldfarb School of Nursing	\$56,821
Kansas City Art Institute	\$71,148
Kansas City University of Medicine and Biosciences	\$114,801
Kansas City University of Medicine and Biosciences-Joplin	\$30,883
Kenrick Glennon Seminary	\$9,643
A T Still University of Health Sciences	\$238,728
Lindenwood University	\$634,595
Logan University	\$79,483
Maryville University of Saint Louis	\$375,421
Midwestern Baptist Theological Seminary	\$152,033
Missouri Baptist University	\$369,749
Missouri Valley College	\$145,774
Nazarene Theological Seminary	\$9,421
Ozark Christian College	\$57,335
College of the Ozarks	\$155,816
Park University	\$509,503
Ranken Technical College	\$153,147
Rockhurst University	\$233,068
Saint Louis University	\$1,153,522
Saint Louis Christian College	\$8,987
St. Louis College of Pharmacy	\$90,466
Southwest Baptist University	\$258,529
Saint Luke's College of Health Sciences	\$42,591
Stephens College	\$65,042
Washington University in St Louis	\$2,173,747
Webster University	\$599,422
Westminster College	\$63,199
William Jewell College	\$70,953
William Woods University	\$141,624
Southeast Missouri Hospital College of Nursing and Health Sciences	\$15,474
Urshan Graduate School of Theology	\$7,066
City Vision University	\$3,388
Urshan College	\$20,305
<b>Total</b>	<b>\$10,000,000</b>

### III. Fiscal Reimbursement Process

When submitting any CRF reimbursement requests, a reimbursement form must be completed. You can find the forms at: <https://dhewd.mo.gov/reimbursements>

Steps are below on how to submit your reimbursement request.

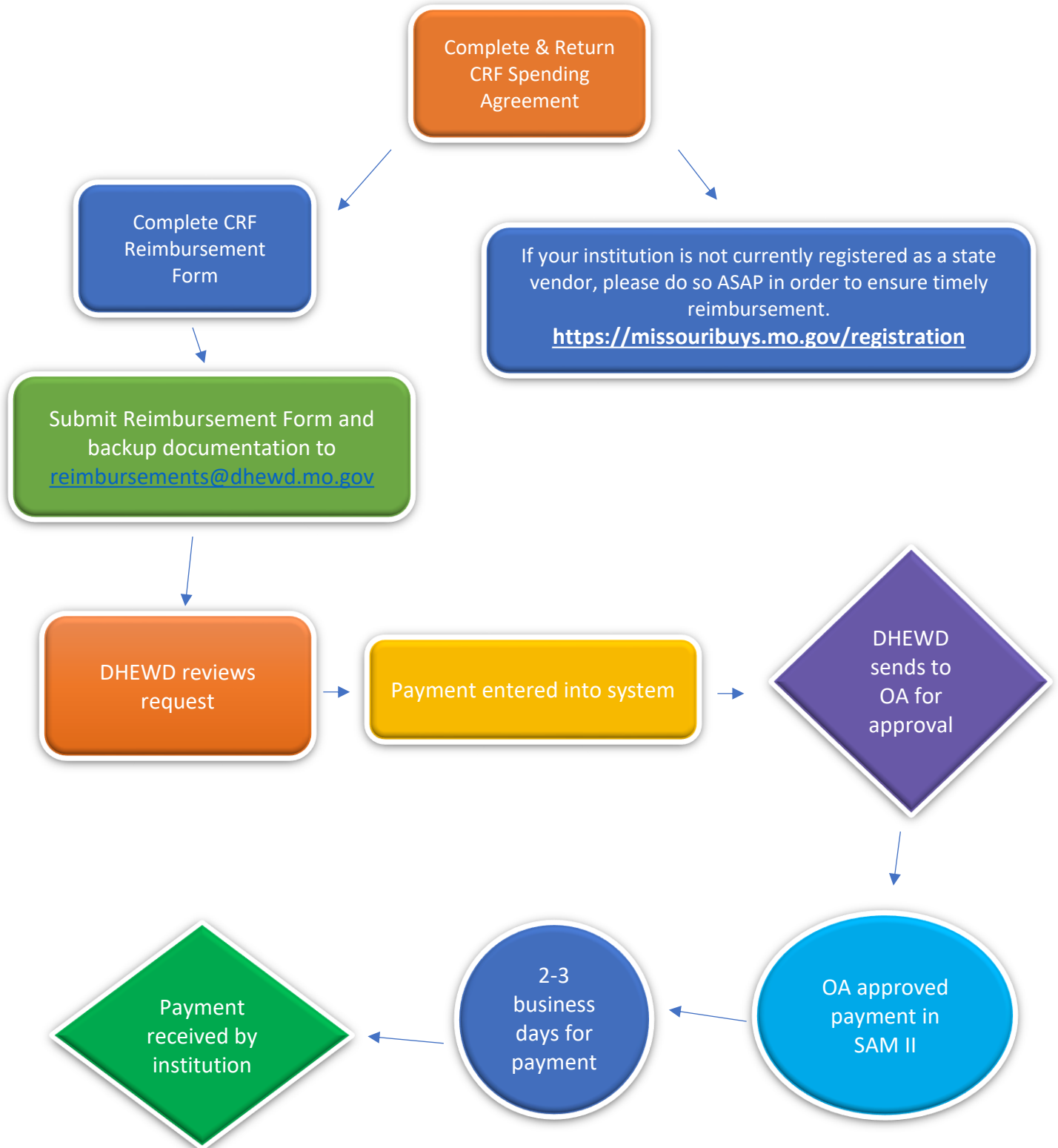
- Complete the correct reimbursement form for your initiative area. Each form is labeled at the top on which initiative it is for.
- Have all backup documentation to support your reimbursement request. The backup documentation must show proof of payment. **Purchase orders or packing slips will not be 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 (invoices, etc.) is available, send request and documentation to [reimbursements@dhewd.mo.gov](mailto: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, it 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.

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 December 1, 2020. Any remaining funds will be subject to re-allocation by the State of Missouri.**

## Processing Reimbursements for CRF





## IV. DHEWD Contact Information

All questions can be emailed to [reimbursements@DHEWD.mo.gov](mailto:reimbursements@DHEWD.mo.gov) or call either of the following staff listed below. Please include in the subject of your emails "Private Institution – CRF Request."

Jeff Barlow, Director of Fiscal & Budget	(573) 526-6693
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 1, 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 1, 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 1, 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 \_\_\_\_\_