



# DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

## Allowable Expenses and Fund Match Guidance

### Allowable Expenses

#### HB 3020: American Rescue Plan

- Language in HB 3020: For construction and/or renovation needs, including related planning, design, acquisitions, project management, equipment and start-up costs.

Yes (Allowable Expenses)	No
Design and architectural services	College/university staff time
Land acquisition	College/university overhead expenses
Site preparation	General furnishings and equipment (i.e., tables and chairs)
Demolition	Supplies
Construction	General-use computer lab equipment and furnishings
HVAC, mechanical, and other systems	Curriculum development
Equipment that is uniquely required for the project (i.e., simulators for nursing programs, oral health equipment for dental programs, lab equipment, semi-trucks and semi driving simulators, etc.)	Tuition
IT infrastructure	Moving expenses
	Storage expenses
	Costs associated with borrowing

#### MoExcels Workforce Incentive Grant

- Language from Request for Proposals:

*Allowable Activities.* Funds appropriated through MoExcels may be used for outreach and recruitment efforts, student support services, professional and curriculum development, renovation of classroom space, the purchase of equipment, and other purposes approved in writing by the Missouri Department of Higher Education and

Workforce Development. Funds may not be used to pay students’ tuition, fees, or other expenses.

## Allowable Match

### HB 3020: American Rescue Plan

- Language in HB 3020: Any grant awards disbursed from this appropriation shall be matched on a 50/50 basis by the recipient for project costs up to sixty million (\$60,000,000); and further provided project costs over sixty million (\$60,000,000) shall be matched on a 25 (state-supported) / 75 (institution-supported) basis by the recipient.

Allowable Funding Sources for 50/50 and 25/75 Match\*

Yes (Allowable)	No
Federal funds State appropriations (operational or CI), exclusive of MoExcels funding Institution funds Private gifts Actual cost of or, if donated, documented fair market value of any item listed as an allowable expense General furnishings and equipment (i.e., tables and chairs)	MoExcels Funding ( <i>MoExcels institution funding is already matched with state funding and vice versa; even if the MoExcels project is the same as the transformation project, it cannot be used as a match twice</i> )

\*Information above also apply to other capital improvement projects that require a match, unless otherwise stated.

### General Capital Improvement:

- When using any allowable funding source, the matching dollars must be used on allowable expenses that support the goal of the identified project. For example, if an institution received HB 19 (2021) funds for “renovating a teaching facility” and the institution wishes to use those appropriated funds towards their transformational capital improvement project:
- These HB 19 funds must be used on the part of the transformational project that renovates a teaching facility.

- If the HB 19 language provides more specifics (i.e. for renovating the John Doe Center of Education rather than just “renovating a teaching facility), the institution must only use appropriated funds towards that building.
- No House Bill appropriated state funds that requires a local/institution funding match (ex. MoExcels, institution transformational projects under HB 3020) may be used to satisfy a local/institution match requirement for another House Bill appropriation that also carries a similar requirement.

### **MoExcels Workforce Incentive Grant**

- Language from Request for Proposals:

*Match.* All proposals must include a match to cover a substantial portion of the cost of the new or expanded program, with a match of at least half being strongly preferred. Matching funds may be in-kind contributions but may not include the cost of staff time from the institution(s) proposing the project. The match can be provided by the institution; an organization; an individual; a local, state, or federal agency; or a grant. Institutions may not use special project appropriations from the General Assembly, such as capital appropriations. While the match does not have to be in-hand, it must be firmly committed and documented.

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## **Match Timing:**

### **General Capital Improvement and MoExcels Workforce Incentive Grant:**

- Currently, DHEWD can advance up to 5% of state funds to cover project cost before receiving confirmation of the expenditure of matching funds. Once the match has been confirmed, then DHEWD can advance an additional 5%, following the same process until 100% of funds have been disbursed.
- DHEWD has the flexibility to advance a higher percent of funds if sufficiently justified, supported by a credible plan to raise the matching funds, and approved by OA.
- Assuming appropriations are approved by the general assembly on a particular capital project, institutions may use institution/local funds spent in the prior fiscal year as a match. However, an institution is not allowed to spend match beyond one fiscal year prior to the award. Documentation and receipts must be provided for verification.