

This FAQ was last updated on 7/28/20.

**This document contains both Frequently Asked Questions (FAQs) for CRF and GEER fund requests and includes Frequently Missed Information on claims submitted that can slow down the reimbursement process.**

**This document will be updated as additional questions and answers are identified. Please submit any questions for CRF or GEER to: [reimbursements@DHEWD.mo.gov](mailto:reimbursements@DHEWD.mo.gov)**

## FAQs – GEER Funds

What is the definition of “administrative” and “executive” staff?

- The US Department of Education has not provided definitions of “administrative” or “executive” staff. DHEWD staff are not planning to allow reimbursements for employees that qualify for the administrative or executive exemptions to the Fair Labor Standards Act.

Are the funds subject to reserves like standard appropriations?

- No.

Is there an allowance to charge/recover indirect costs?

- Since this is operating as a reimbursement and not a sub award, indirect and administrative costs for processing these requests are not allowed.

Is there an end date for staff payroll costs?

- DHEWD encourages all institutions to use their GEER allocation as soon as possible; however, according to USDE’s [May 2020 GEER FAQ](#) regarding how long GEER funds are available for obligation by sub recipients, an “An LEA, IHE, or education-related entity receiving a subgrant from the Governor must obligate the funds by **September 30, 2022** which includes the Tydings period (General Education Provisions Act §421(b)(1)). However, the GEER Fund is an emergency appropriation to address the harm to students and the ongoing functionality of LEAs and IHEs caused by COVID-19. As a result, the **Secretary strongly urges LEAs, IHEs and education-related entities to deploy GEER funds quickly.**”
- Recognizing the expedience in which the Secretary and the Governor’s Office wants the GEER Funds to be obligated, DHEWD recommends institutions draw down its allocation under GEER by June 15, 2021 so this fund is closed out with the end of the state fiscal year.

Is it acceptable to use the funds to update learning management systems that struggled to handle remote learning?

- Yes.

Can staff time spent guiding the transition to remote learning qualify as this required allocation?

- Yes

What are the allocations for each institution?

You can find the allocation for each institution in the packets provided at:

<https://dhewd.mo.gov/reimbursements.php>

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### **Governor's Emergency Education Relief Fund**

- [GEER Grant Packet](#)**PDF Document**
- [GEER Reimbursement Form](#)**PDF Document**

## **FAQ – CRF**

What salaries will qualify for reimbursement under CRF?

- Only salaries for positions “substantially dedicated” to mitigating or responding to COVID-19. The Office of Administration, in conjunction with the U.S. Treasury, is interpreting this to mean “direct care staff” and those whose jobs have significantly changed.
- An Office of Administration example that is helpful is that, 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.
- The faculty time required to modify curriculum for online learning would be allowable.

Can CRF funds be used to cover the costs of reimbursing dining and housing fees that institutions had to reimburse to students after they had to move out early?

- At this time, the Office of Administration position is that these costs are not allowable. DHEWD is continuing to seek additional clarification. Do not include these costs at this time.

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### **Coronavirus Relief Fund Programs**

- [CRF Grant Packet](#)**PDF Document**
- [Covid-19 Response and Reopen Reimbursement Form](#)**PDF Document**
- [Building Distance Learning Capacity Reimbursement Form](#)**PDF Document**

## **Frequently Missed Information**

Frequent issues that slow down the processing of requests include the following:

- Request lacks proof that each invoice has been paid
- Dollar amount on request cover sheet does not tie to individual invoices or invoice total
- Invoices submitted have dates outside the reimbursement period timeframe
- Invoices included are for non-approvable items that do not fit within the regulation/requirements/scope/intent of the funding