



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

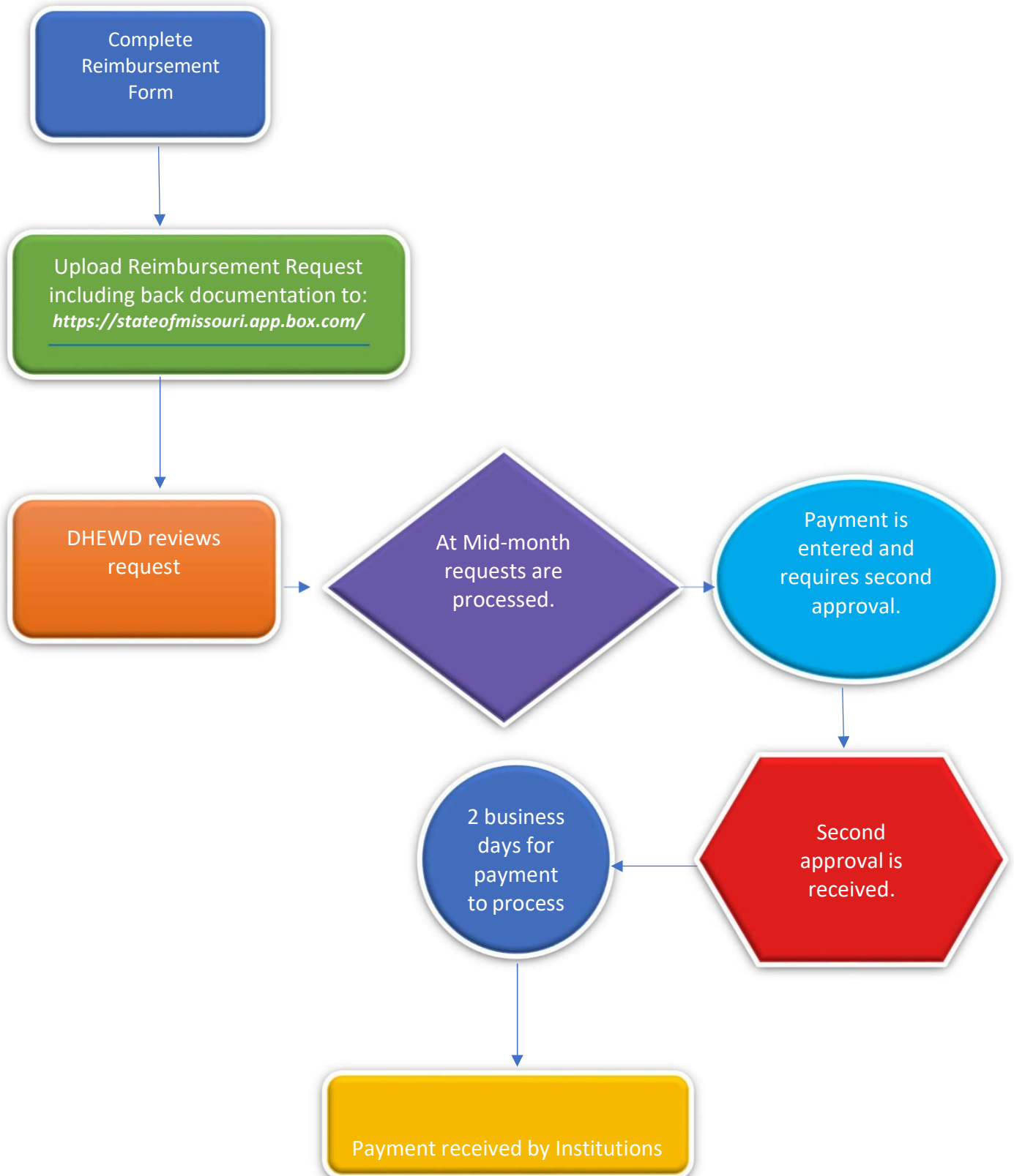
MAINTENANCE & REPAIR APPLICATION SUBMISSION PROCESS:

A reimbursement form and expense summary sheet must be completed when submitting a reimbursement request. The forms and guidelines are available on the DHEWD website at: <https://dhewd.mo.gov/policies/MaintenanceandRepairGuidelines.php>. A summary of guidelines for allowable and unallowable expenses can be found on pages three and four. Below, are the steps to submit a reimbursement request:

- Complete the reimbursement form and expense summary sheet.
 - Compile 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.
 - Name the files, and/or folders, according to the following format:
FY23_InstitutionName_3MR_Req#X_DateUploaded (2023XXxx)
 - Upload the reimbursement form, expense summary sheet and all backup documentation to the DHEWD Box Account: <https://stateofmissouri.app.box.com/>
 - Send an email notification of the uploaded request to the Reimbursements inbox: reimbursements@dhewd.mo.gov . The email notification provides DHEWD with a point of contact (POC) for the request. The POC is necessary in the event we have questions.
 - One twelfth of the annual allocation for each college is the maximum reimbursement each month. If a request is in excess of the maximum, DHEWD will provide a distribution chart. If a reimbursement request is not submitted each month, the funds will accrue and can be reimbursed through the current month.
 - Reimbursement expenses must occur in the same fiscal year as the reimbursement request. The fiscal year runs from July 1st – June 30th.
 - Reimbursement requests are reviewed in the order received. If documentation is missing, we will notify you by email. Your request will not be processed until all proper backup documentation has been received.
 - Submissions for reimbursements that are received by the 15th of the month will be processed and funds made available on the 25th of the month or the next working day.
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MAINTENANCE AND REPAIR GUIDELINES:

Section 163.191.2, 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 CBHE 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 which are directly related to the 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.

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

- ✓ Equipment purchases or repairs
- ✓ Furniture purchases or repairs
- ✓ Carpeting and flooring
- ✓ Paint
- ✓ Sidewalks
- ✓ Surface parking lot repairs
- ✓ ADA improvements
- ✓ Maintenance worker salaries related to specific projects
- ✓ Building Security
- ✓ Electrical
- ✓ Elevators
- ✓ Fire alarm-monitoring-sprinkler systems
- ✓ HVAC
- ✓ Mechanical equipment
- ✓ Plumbing



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MAINTENANCE AND REPAIR GUIDELINES (CONT'D)

Non-allowable expenses include:

- Business operations software
- Software license or software maintenance contracts
- Any other operational software related expense that does not directly support maintaining facilities and grounds.
- Facilities strictly used for recreation or for which a fee is charged.
- Utilities
- Landscaping activities that are purely aesthetic in nature.
- Auxiliary entities including bookstores, dorms, cafeterias.
- Sports signage
- Expendable supply items not related to maintaining and repairing facilities and grounds, such as housekeeping supplies, paper products, and ink cartridges for printers, classroom supplies, etc.

INSTITUTION ALLOCATIONS

Note: The total appropriation available is dependent upon Governor Restrictions, or release from restrictions, that may occur throughout the fiscal year.

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FY 2024 MAINTENANCE AND REPAIR, HB 3.140					
	Appropriated	Approp after 3% Reserve	Expensed	Remaining	% Remaining
Crowder College	197,197.00	191,281	-	191,281.00	100%
East Central Community College	143,895.00	139,578	-	139,578.00	100%
Jefferson College	343,343.00	333,043	-	333,043.00	100%
Metropolitan Area Community College	1,186,906.00	1,151,299	-	1,151,299.00	100%
Mineral Area Community College (MAC)	206,159.00	199,974	-	199,974.00	100%
Moberly Area Community College (MACC)	136,555.00	132,458	-	132,458.00	100%
North Central Missouri College	49,818.00	48,323	-	48,323.00	100%
Ozarks Technical Community College	204,347.00	198,217	-	198,217.00	100%
St. Charles Community College	191,680.00	185,930	-	185,930.00	100%
St. Louis Community College	1,421,467.00	1,378,823	-	1,378,823.00	100%
State Fair Community College	192,306.00	186,537	-	186,537.00	100%
Three Rivers Community College	123,045.00	119,354	-	119,354.00	100%
	4,396,718.00	4,264,817	-	4,264,817.00	100%



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HB 3, SECTION 3.140 MAINTENANCE & REPAIR REIMBURSEMENT FORM:



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

COMMUNITY COLLEGE MAINTENANCE AND REPAIR REQUEST FOR REIMBURSEMENT

FY 2024 HB 3, Section 3.140

As an authorized representative of _____,
I request reimbursement in the amount of \$_____. A description of
the maintenance or repair items, as well as copies of receipts or invoices, are attached for verification.

I hereby provide assurances to the Coordinating Board for Higher Education the expenditures were
matched by \$_____ from local (non-state appropriated) funds and that the provisions
of Section 163.191, RSMo, relating to state aid to community colleges have been met.

Signature

Date

Name (printed or typed)

Title

Reimbursement forms can be found on our website: <https://dhewd.mo.gov/reimbursements.php>

Please upload requests to the DHEWD Box Account: <https://stateofmissouri.account.box.com>

If you have any questions, please email us at: reimbursements@dhewd.mo.gov

