

Missouri Higher Education Initiatives

Reimbursement Packet

FY 2023 GEER Excels

Re-Appropriation of FY 2022 Projects - Unspent Funds

Funded by:



In partnership with:

Office of the Governor

Office of Administration

Department of Elementary and Secondary Education

July 2022

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I. Grant Summary

NOTE – this document contains a summary of allowed and disallowed expenses for the Governor’s Emergency Education Relief (GEER) Fund, MO Excels Projects. This information is based on a review of all federal FAQs and guidance as of June 22, 2021. This document is subject to change.

The Office of Administration did not prepare this document and has not reviewed it. This document is not legal advice and may be superseded by later guidance or other interpretations of available guidance for GEER funds.

The following lists are not comprehensive. They were created after reviewing the plain text of the statute (section 18002 of the CARES Act), the GEER Fund cover letter to the Governor, and the U.S. Department of Education FAQs on the GEER Fund.

The standard DHEWD and IHEs should apply to whether an expense is allowable is whether such expense will **“support the ability of such institutions to continue to provide educational services and support the ongoing functionality of the institution.”** (See Section 18002 of the CARES Act).

The Coronavirus Response and Relief Supplemental Appropriations Act was signed into law on December 27, 2020. The act includes additional funds for the Governor’s Emergency Education Relief Fund. Governors may use GEER funds for purposes including providing sub-grants to institutions of higher education that have been most significantly impacted by the coronavirus. Additional information about GEER funds, including the USDE’s [Frequently Asked Questions](#) about the Governor’s Emergency Education Relief Fund, is available on the [U.S. Department of Education website](#).

DHEWD Approved Uses:

- **Any expense that is supportive of the institution’s approved GEER Excels project so long as that expense can be justified as having been incurred or will be incurred to continue to provide educational services and support the ongoing functionality of the institution;**
- **DHEWD will compare submitted expenses to the institution’s approved GEER Excels project to ensure expenses are allowable.**

DHEWD Disallowed Uses:

- **Administrative and executive salaries and benefits;**
- **Payments to faculty unions or associations;**
- **Expenses associated with lobbying efforts.**

II. Institution Projects

Institutions were invited to submit proposals for funding allocations from the GEER funds made available from the CRRSA. The Department reviewed the applications and made awards using criteria designed to determine which institutions were most significantly impacted by Coronavirus and how the proposed projects were designed to support the ability of the institution to continue to provide educational services and support the ongoing functionality of the institution. The Department made fund allocations in FY 2022. The institutions requested a combined re-appropriation total of \$8,000,000, but only \$4,471,209 was unspent at the end of FY 2022. The combined FY 2022 and FY 2023 reimbursement total for each project cannot exceed the original amount awarded.

<u>Institution</u>	<u>Project</u>	Awarded FY 2022	Reimbursed FY 2022	FY 2023 Appropriation (Re-Appropriation of FY 2022 Projects)	Maximum FY 2023 Reimbursement* (FY 2022 Balance)
East Central College	Success navigators and renovation of space to create center	\$ 871,761	\$ 722,925		\$ 148,836
Harris-Stowe State University	Program development, professional development, equipment, and software	\$ 453,118	\$ 118,189		\$ 334,929
Lincoln University	Law enforcement and healthcare	\$ 382,388	\$ 252,039		\$ 130,349
Metropolitan Community College	Vehicles and equipment to expand public safety programs	\$ 893,743	\$ 847,589		\$ 46,154
Missouri State University-West Plains	Design and construction of facility for nursing program	\$ 953,118	\$ 433,318		\$ 519,800
Missouri Western State University	Simulation/skills equipment; furniture; technology, hardware, and software; programming, and education supplies	\$ 442,152	\$ 417,337		\$ 24,815
North Central Missouri College	Equipment costs	\$ 494,893	\$ 282,091		\$ 212,802
Ozarks Technical Community College	Infill/remodeling of facilities, equipment, program supplies, professional development and training	\$ 772,850	\$ 561,206		\$ 211,644
Southeast Missouri State University	Supplies and equipment	\$ 492,940	\$ 370,645		\$ 122,295
St. Charles Community College	Personnel, lease, equipment, and supplies	\$ 953,118	\$ 144,500		\$ 808,619
St. Louis Community College	Equip respiratory care teaching facility	\$ 632,218	\$ 553,384		\$ 78,834
State Fair Community College	Surgical technical program	\$ 428,186	\$ 82,704		\$ 345,482
State Technical College of Missouri	Expanded mental health services	\$ 273,118	\$ 96,314		\$ 176,804
Three Rivers College	Commerical drivers license program, Starfish software, and counseling sessions	\$ 749,118	\$ 479,300		\$ 269,818
University of Central Missouri	Expanded family nurse practitioner program and biotech and gene/cell lab	\$ 491,664	\$ -		\$ 491,664
University of Missouri System	Course development and design, salaries, supplies and outreach	\$ 953,118	\$ 404,754		\$ 548,364
		\$ 12,000,000	\$ 7,528,779	\$ 8,000,000	\$ 4,471,208
<p>*The 'Maximum FY 2023 Reimbursement' column figures are less than the FY 2023 Appropriation total of \$8M due to institutions expending more in FY 2022 than anticipated when requesting the \$8M re-appropriation. The combined FY 2022 and FY 2023 reimbursement total for each project cannot exceed the original amount awarded.</p>					

Each institution should submit a reimbursement request once expenses have been incurred and paid. All backup documentation should support the approved project.

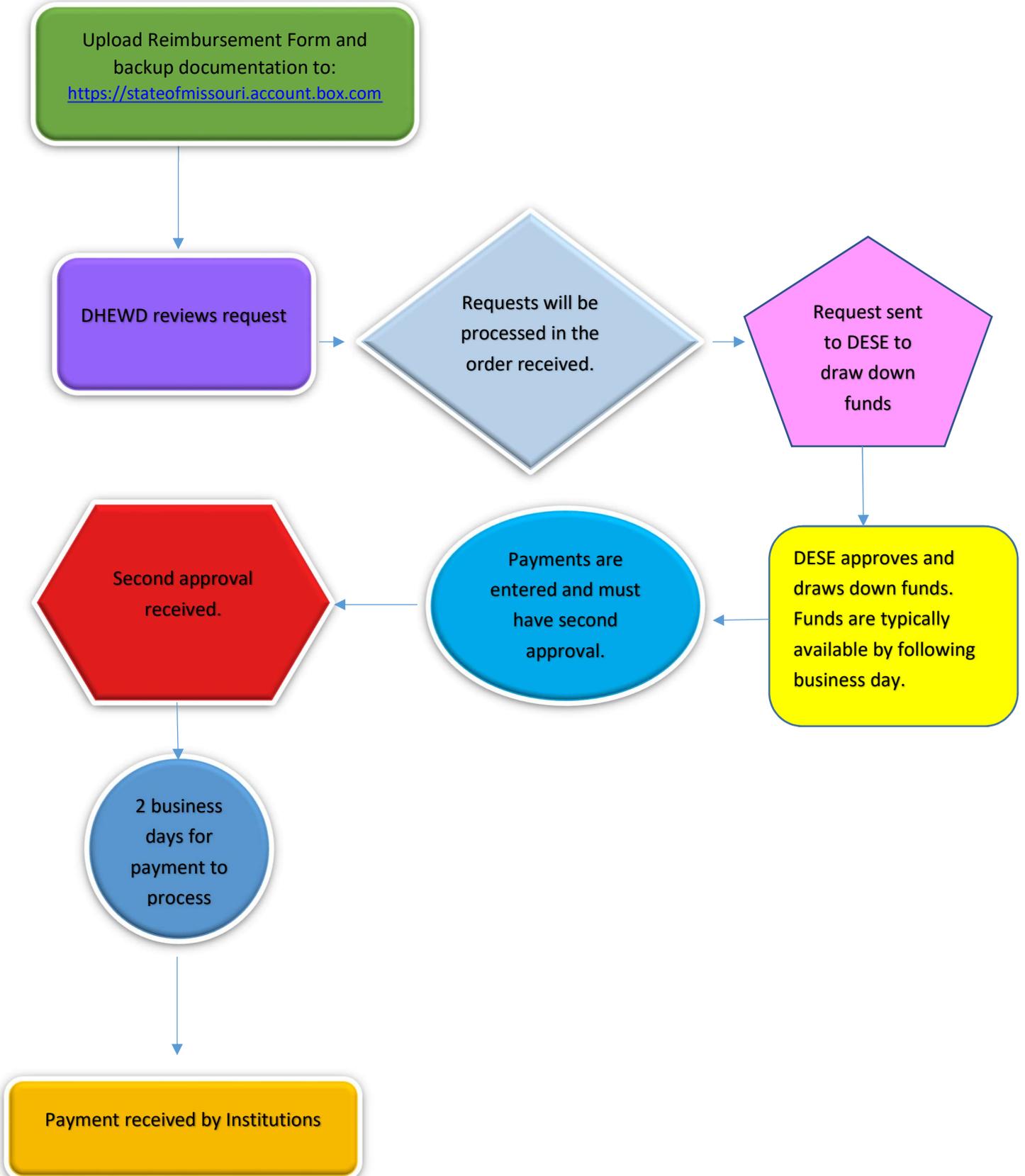
III. Fiscal Reimbursement Process

The required forms can be downloaded from the DHEWD reimbursements website: <https://dhewd.mo.gov/reimbursements.php>

1. Complete the FY 2023 GEER Excels Reimbursement Form and gather supporting documents (invoices, proof of payment, etc.).
2. Submit the form and all supporting documentation to the DHEWD Box Account <https://stateofmissouri.account.box.com> .
 - a. Files and folders must be named using the following format:
FY23_InstitutionName_GEER_Req#X_DateUploaded (2022XXxx)
 - b. We cannot accept purchase orders or packing slips in lieu of invoices.
 - c. Proof of payment is met by either providing a check number and/or a copy of the check.
3. Send an email notification 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 and to receive notification the reimbursement has been processed.
4. Each institution must submit a signed copy of the Federal Funding Certification Form before any reimbursement requests will be processed.

DHEWD's Process:

1. Once we receive the request in the DHEWD Box Account, it will be reviewed in the order it was 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.
2. DHEWD will send a request to DESE for draw down of funds if the request provides sufficient documentation. It may take a couple of days to receive the funds.
3. Once we receive the approval from DESE and DESE has drawn down the funds, we will process the reimbursement request.
4. Once payment has been made in the SAMII Financial System, it takes up to two business days before you will receive the funds. A notification email will be sent when we process the payment so know when to expect the funds.



V. GEER Excels Quarterly Reporting

Funding recipients must report on performance annually until the program has achieved its objectives. Under the CARES Act, each Governor that receives GEER funds must meet the reporting requirements of section 15011 of the CARES Act, which are satisfied through the Federal Funding Accountability and Transparency Act (FFATA) reporting, and other reporting as the Secretary may require (Annual Reporting).

Reports to be submitted by:

- ◆ October 31st
- ◆ January 31st
- ◆ April 30th
- ◆ July 31st

VI. GEER Excels Quarterly Reporting Form



**DEPARTMENT OF
HIGHER EDUCATION &
WORKFORCE DEVELOPMENT**

Performance and Project Reporting for GEER Excels

Funding recipients must report on performance quarterly; October 30, January 30, April 30, and July 31, annually until the program has achieved its objectives. Upload the completed form to <https://stateofmissouri.app.box.com/>.

Institution _____

Project title _____

Award Amount _____

Total Project Costs _____

Reporting Period _____

Institution Contact _____

Email Address _____

Estimated Completion Date _____

Current Status of Project _____

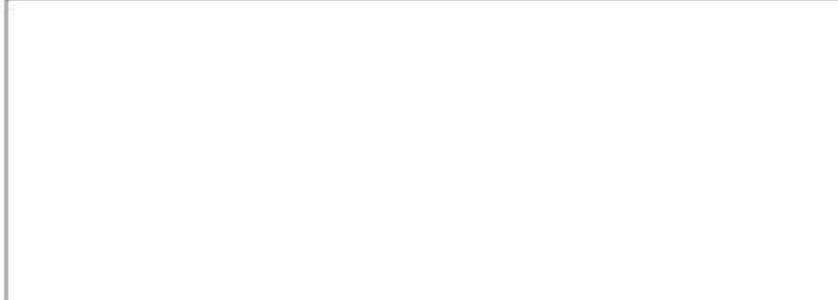
Note: if your project is behind schedule, explain in further in Section 3.

Total Funds Expended to Date

State Funds	% Spent of Total Project Costs
\$	

1. Critical activities and measurable objectives achieved to date, as provided in the Project Plan section of the proposal.

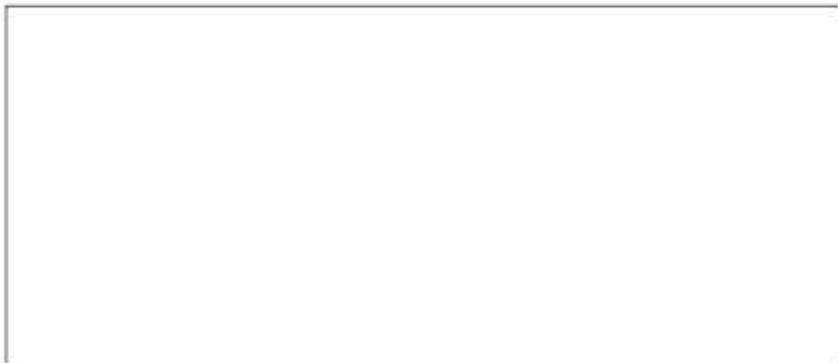
2. Update on project partnerships (donors, employers, consortium members, etc.).

A large, empty rectangular box with a thin black border, intended for providing an update on project partnerships.

3. Project risks, where applicable, and efforts to mitigate risks.

A large, empty rectangular box with a thin black border, intended for detailing project risks and mitigation efforts.

4. Other relevant information.

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VII. DHEWD Contact Information

All questions should be emailed to reimbursements@dhewd.mo.gov.

VIII. Funding Terms & Conditions

The following terms and conditions also apply to sub recipients. Additional information on the GEER fund can be found at: <https://oese.ed.gov/governors-emergency-education-relief-fund/>

- I. The State must comply with the maintenance of effort provision in Section 18008(a) of Division B of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) absent waiver by the Secretary pursuant to Section 18008(b) thereof.
- II. The State must submit to the Department, within 45 days of receiving Governor’s Emergency Education Relief (GEER) funds, an initial report detailing the State’s process for awarding those funds to local educational entities (LEAs), institutions of higher education (IHEs), or other education-related entities, including the criteria for determining those entities that are “most significantly impacted by coronavirus” and/or “essential for carrying out emergency educational services” and a description of the process and deliberations involved in formulating those criteria.
- III. The State must return to the Secretary any GEER funds that the State does not award within 1 year of this Grant Award Notification (GAN).
- IV. To the extent that the State charges, or authorizes eligible entities (i.e., LEAs, IHEs, and education-related entities) to charge, pre-award costs incurred on or after March 13, 2020.
- V. The State must comply with all reporting requirements including those in Section 15011(b)(2) of Division B of the CARES Act, Performance and Financial Monitoring and Reporting in 2 C.F.R. §§ 200.327-329, and submit required quarterly reports to the Secretary, at such time and in such manner and containing such information as the Secretary may reasonably require in the future.
 - a. *REPORTING ON USE OF FUNDS SEC. 15001. (a) In this section – (1) the terms “agency”, “appropriate congressional committees”, “Committee”, “covered funds”, and “Coronavirus response” have the meanings given those terms in section 15010; (2) the term “covered recipient” (A) means any entity that receives large covered funds that amount to more than 150,000... (b)(2) Not later than 10 days after the end of each calendar quarter, each covered recipient shall submit to the agency and the Committee a report that contains (A) the total amount of large covered funds received from the agency; (B) the amount of large covered funds received that were expended or obligated for each project or activity; (C) a detailed list of all projects or activities for which large covered funds were expended or obligated, including – (i) the name of the project or activity; (ii) a description of the project or activity; and (iii) the estimated number of jobs created or retained by the project or activity, where applicable; and (D) detailed information on any level of subcontracts or subgrants awarded by the covered recipient or its subcontractors or subgrantees, to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (31 U.S.C. 6101 note) allowing aggregate reporting on awards below \$50,000 or to individuals, as prescribed by the Director of the Office of Management and Budget. (3) Not later than 30 days after the end of each calendar quarter, the Committee, in consultation with the agency that made large covered funds available to any covered recipient shall make the information in reports submitted under paragraph (2) publicly available by posting the information on the website established under section 15010(g). (4)(A) Each agency, in coordination with the Committee and the Director of the Office of Management and Budget shall provide user-friendly means for covered recipients to meet requirements of this subsection. (B) Federal agencies may use existing mechanisms to ensure that information under*

this subsection is reported accurately. (c)(1) The Director of the Office of Management and Budget, in consultation with the Secretary of the Treasury, the Administrator of the Small Business Administration, and the Chairperson of the Council of Economic Advisors, shall submit to the appropriate congressional committees and publicly release on the website established under section 15010(g) quarterly reports that detail the impact of programs funded through large covered funds on employment, estimated economic growth, and other key economic indicators, including information about impacted industries. (2)(A) The first report submitted under paragraph (1) shall be submitted not later than 45 days after the end of the first full quarter following the date of enactment of this Act. (B) The last report required to be submitted under paragraph (1) shall apply to the quarter in which the Committee terminates.

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. **Additional terms and conditions may be required and are subject to change by the U.S. Department of Education and the State of Missouri.**

IX. Funding Agreement Required

All institutions are required to sign the accompanying Federal Funding Certification (Certification) for GEER Funds before submitting a request for reimbursement using GEER funding. By signing the accompanying Certification, the submitting institution agrees to be bound by all terms and conditions outlined above, all federal guidance and FAQs applicable to the GEER, as outlined above and as amended by the U.S. Department of Education, as well as all terms and conditions contained in the Certification.

X. Additional Information

Please visit the links provided below for additional information.

GEER Excels: <https://dhewd.mo.gov/initiatives/geer.excels.php>

GEER Excels Quarterly Reporting Form: <https://dhewd.mo.gov/reimbursements.php>

GEER Excels and MoExcels Budget Adjustment Template:
<https://dhewd.mo.gov/reimbursements.php>

PR/Award Number: S425C210016

CFDA/Subprogram NO: 84.425C Governors Emergency Education Relief Fund
