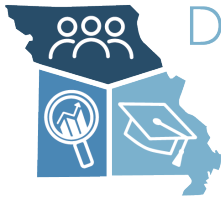


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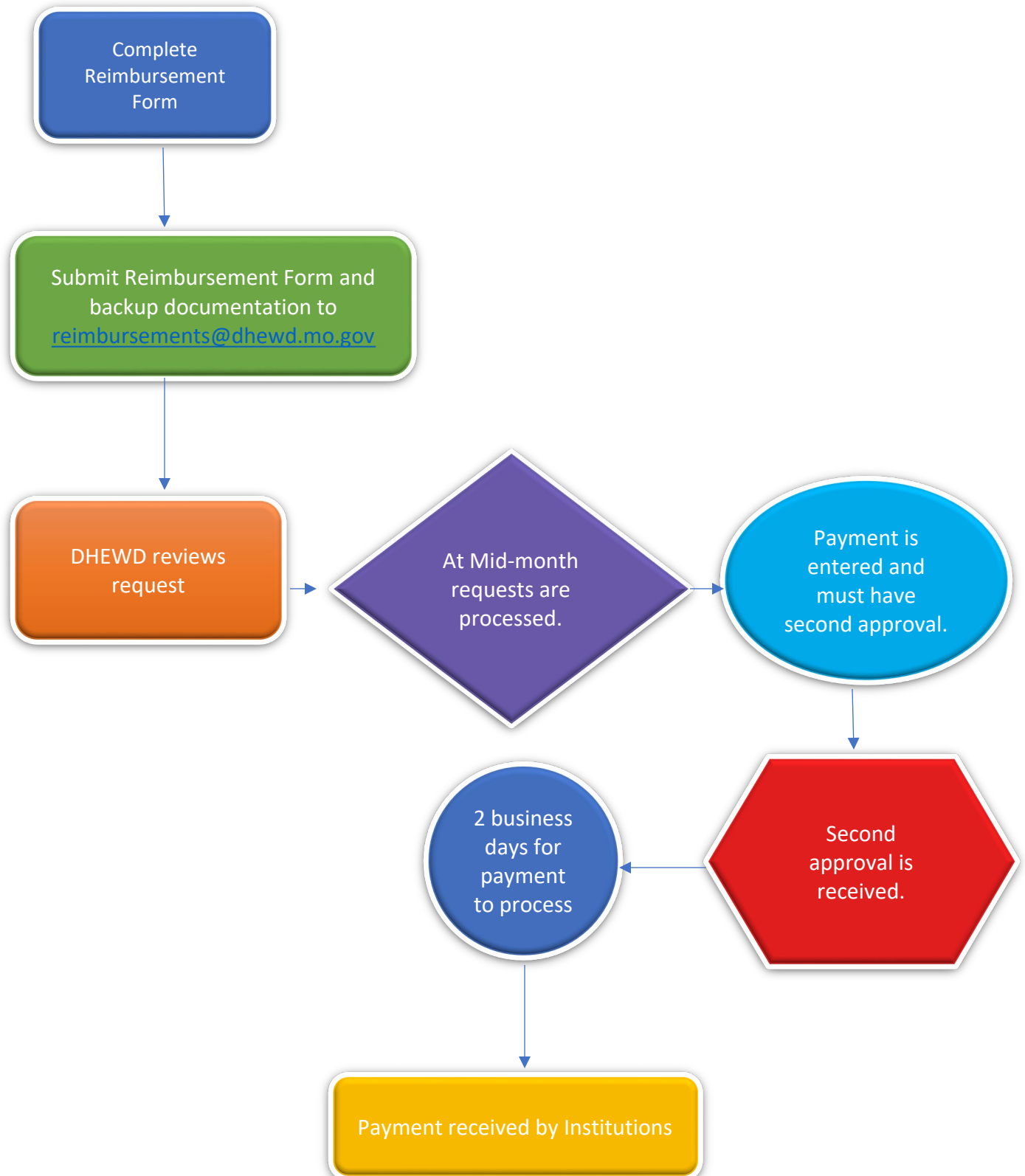
Maintenance & Repair Application Submissions Process

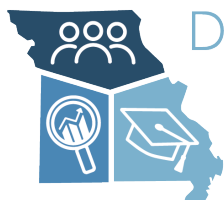
When submitting any Maintenance & Repair reimbursement request, a reimbursement form must be completed. You can find the form and guidelines at: <https://dhewd.mo.gov/policies/MaintenanceandRepairGuidelines.php>. For a summary of guidelines on allowable and unallowable expenses, see page 3. Steps are below on how to submit your reimbursement request.

- Complete reimbursement form.
- 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.
- Once the form is complete and all backup documentation is available, showing proof of payment, send request and documentation to reimbursements@dhewd.mo.gov.
- Only one twelfth of the annual amount your college is allotted can be reimbursed each month. However, if money is not requested on a monthly basis it will accrue and can be reimbursed up through the current month.
- The requests for reimbursement should be for expenses that occurred and were paid for on or after **July 1st** of the fiscal year and prior to **June 30th** of the same fiscal year.
- Maintenance & Repair requests are typically processed once a month, mid-month. When the form and documentation is received, they will be reviewed. Once reviewed and documentation is sufficient, the reimbursement request will be processed and submitted for payment. 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 made on the 25th of the month or the next working day.
- Once payment is submitted into the system, it takes up to two business days before the funds are received.



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MAINTENANCE AND REPAIR GUIDELINES

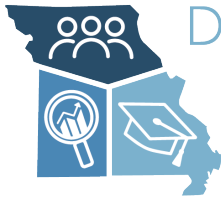
Section 163.191.2, RSMo, allows for operating appropriations to be made available to community colleges “for the cost of maintenance and repair of facilities and grounds, including surface parking areas, and purchases of equipment and furniture.” Statute also directs CBHE to provide reimbursement “for 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 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

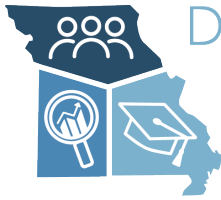


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MAINTENANCE AND REPAIR GUIDELINES (CONT'D)

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.



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Questions or Concerns:

For any questions or concerns, please direct them to reimbursements@dhewd.mo.gov or call 573-751-2361. Questions pertaining to possible reimbursable expenses will be reviewed on a case by case basis by the Department of Higher Education and Workforce Development. If possible, the Department should be contacted in advance of submitting any uncertain maintenance and repair expenses so a determination can be made whether the expense is allowable.