

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION COVID-19 RELIEF FUNDS FOR EXTENDED EMPLOYMENT SHELTERED WORKSHOPS

GRANT INSTRUCTIONS

These are the instructions for filling out and applying for the COVID-19 Relief Funds for the Missouri Extended Employment Sheltered Workshops. This grant is to lessen the impact of COVID-19 on Missouri sheltered workshops (SW) and their employees.

To be eligible, you must be certified under Section 178.900, RSMo. as a Missouri Extended Employment Sheltered Workshop and in good standing with the Missouri Department of Elementary and Secondary Education (DESE). Included in the submittal of the application must be a signed agreement and attestation to the rules governing this grant.

Since the funding for this grant comes from the Coronavirus Aid, Relief and Economic Security (CARES) Act, certain hours and costs are not eligible reimbursable costs. These will be highlighted in the details of each section of the grant.

This grant has a total value of four million dollars and will be issued in phases to cover your verifiable reimbursable costs from March 15, 2020 through December 31, 2020, or earlier if the funds are exhausted before December 31. The first phase covers March 15, 2020 through June 30, 2020; the second will cover July 1, 2020 through September 30, 2020; and the last will cover October 1, 2020 through December 31, 2020.

Part I: Certified Employee Pay Protection

This, in part, is to cover the state of Missouri's Shelter in Place order ("Stay Home Missouri"), which took effect at 12:01 a.m. on Monday, April 6, 2020, and ended at 11:59 p.m. on Sunday, May 3. It will also cover regional orders through July 31, 2020, and includes some workshop closures from Monday, March 15, 2020 until the "Stay Home Missouri" order reflected the Governor's declaration of a state of emergency on March 13.

These hours or payments cannot have been used to satisfy the forgiveness clause of the SBA Paycheck Protection Program (PPP) or later acts such as the Paycheck Protection Program Flexibility Act.

To be a certified reimbursable cost:

The submittal must be itemized by employee and the dates you are covering plus the total hours.

The certified employee must receive a rate of payment equal to or above an equivalent of \$2 per hour, not exceeding the normal hours of work that the employee's work history would dictate previously filed with DESE.

These hours or payments cannot have been reimbursed through the DESE state aid request as either hours worked or trained.

These hours or payments cannot reflect any activities occurring in the month of May 2020.

These costs will be reimbursed at a rate equivalent to the DESE state aid rate of \$21 per six hour day, with a 38 hour per week cap, equaling a rate of \$3.50 per hour for the above.

Example:

A certified employee that normally worked two days a week or approximately 50 hours a month. You may request payment for part of March, all of April and all of June (May is excluded due to funding source). This payment would be reimbursed at the \$21 per six hour day or \$3.50 per hour rate.

The employee would have worked 10 hours in March (after March 15), 50 hours in April, and 50 hours in June (or a total of 110 hours). The workshop may request a maximum of 110 hours at \$3.50 per hour = \$385. The rate of pay the certified employee receives cannot be less than \$2 per hour when using these funds. The employee would receive a minimum of \$220. The in-house check log should denote the month(s), hours, and rate of pay, along with COVID-19 Relief Funds. You will have a maximum of 180 days after receiving these grant funds to make those COVID-19 payments to your certified employee(s) that have not already received any pay for the period.

On Part I of the grant, enter your itemized (by certified employee) proposed payments including the amount of hours requested for payment, the time period covered, and the hours multiplied by \$3.50, for a total in the right column. Please retain the canceled check or EFT's notice that payment was made to the certified employee with the above mentioned notes for audit purposes. After receiving Part I funds payments, payments to your certified employee must be made as quickly as possible and within 100 days of receiving these funds.

Part II: Costs Associated with Off-site Certified Employee Engagement

This part is to cover the additional costs of the workshop's off-site engagement of employees after DESE modified the on-site versus off-site Work and Vocational Training Regulations in the Memo dated March 17, 2020.

Qualifications of a certified reimbursable cost:

These costs have NOT been used for, or been paid partially or in full by, any other funding created by the CARES Act (DNR solid waste, MODOT Section 5311, or a county CARES Act fund).

- Staff time used in creating materials either via print or visual web/internet accessibility
- Copying/printing, along with postage, if applicable
- Travel costs, including mileage at a rate of 0.37 cents per traveled mile
- Staff time collecting and logging off-site results (time/work)

On Part II of the grant form, enter your itemized costs. Use one line for each of the following example costs: postage; copying costs; and staff time (list each employee on a separate line – indicate employee name, salary (hourly pay received, excluding benefits), job performed (i.e., making copies, posting to website/Facebook page, delivery work, or training materials), and the time applied to each task). In the right-hand column, post the total requested for each line item. Retain all invoices, receipts, documented travel times, and staff expenses for audit purposes.

Part III: One Time Cost for Equipment and Modification

This part is to cover the costs of additional COVID-19 sanitizing equipment you have purchased and any modification to your work areas to meet OSHA-CDC and local guidelines.

Qualifications of a certified reimbursable cost:

These costs have NOT been used for, or been paid partially or in full by, any other funding created by the CARES Act (DNR solid waste, MODOT Section 5311, or a county CARES Act fund).

- Must have occurred after March 15, 2020
- Must be directly linked with compliance to COVID-19 guidelines issued by OSHA-CDC, state ordered, local health guidelines, and/or under the advisement of the Sheltered Workshops Insurance of Missouri (SWIM)
- Large single item purchases over \$5,000 could be subject to partial reimbursement

Example A: Our air conditioner went out and we replaced it, so please see our receipt and invoice for \$7,259.00. These funds could pay some, or a very small part, of the invoice if certain anti-virus features were included like UV, HEPA or electronic filtration, but not all.

Example B: With all the extra cleaning and multiple breaks, our hot water heater just could not keep up, so we had to upgrade. These funds will pay over 80 percent, if not 100 percent, of the upgrade.

Example C: With all the increased hand washing, we have found we needed another sink, and added a sink. These funds will pay for the addition of a sink.

On Part III of the grant form, enter your itemized cost of materials per item (i.e., UV or HEPA or electronic filtration item should mirror your supporting invoice and be broken down to parts/material and labor; sink addition should be on its own line supported by your invoice and also broken down by unit/material cost and labor; dividers/employee barriers and other one-time

purchases should be itemized and each have its own line; and staff time shall be documented by employee name, salary (hourly pay received, excluding benefits), job performed (installing dividers, moving lines, etc.), and the amount of time applied to the task). Include all invoices or receipts for specified items over \$5,000. In the right hand column, post the total requested for the employee and items.

Part IV: Ongoing – Reoccurring Cost

This part is to cover your every day or reoccurring costs through the pandemic to meet OSHA-CDC and local guidelines.

Qualification of a certified reimbursable cost:

These costs have NOT been used for, or been paid partially or in full by, any other funding created by the CARES Act (DNR solid waste, MODOT Section 5311, or a county CARES Act fund).

- Must have occurred after March 15, 2020
- Personal Protective Equipment (PPE): masks, gloves, face shields, COVID-19 sanitizers, and both personal and cleaning supplies
- Additional man-hour costs above normal operation (in-house and contracted)

On Part IV of the grant form, enter your itemized cost of materials per item. Example: masks would be listed on one line, gloves on another line, etc. Retain all invoices, receipts, contracts, and applicable staff expenses for audit purposes.

Part V: Technology Updates and Expansions

This part is to cover the costs if your workshop expanded or updated technology to meet the training and communication requirements by WIOA and OSHA–CDC COVID-19 guidelines to reopen your workshop.

This section of the grant is limited to a total expenditure of two thousand five hundred dollars per Workshop Corporation.

The intent is to reimburse your corporation for updating and/or expanding technology to assure distance training and off-site work can occur as this pandemic continues.

Items covered under this part are:

Hardware: personal computers, laptops, tables along with web cameras, scanner printers, and group presentation AV equipment (i.e., monitors (TVs) over 40” or larger and speakers to assure proper group presentations).

Software: programs to modify current hardware to allow processing of current formats (i.e., upgrading to Windows 10 from Windows 7, etc.).

On Part V of the grant form, enter your itemized costs. Retain all invoices, receipts, contracts, and applicable labor expenses for audit purposes. Note this section is limited to \$2,500 per Workshop Corporation. Invoices must be dated after March 15. Upon DESE approval of the line item, the purchase must be completed and invoiced no later than December 31.

Part VI: Reopening after DHSS-Health Department Closure

This part is to cover the costs if your workshop has been ordered to close by DHSS-Health Department due to an active case in your workshop. If this happens to your workshop, additional federal regulations apply to your employees, mainly the Families First Coronavirus Response Act (FFCRA), along with the OSHA-CDC guidelines to reopen your workshop.

FFCRA payments to your employees due to your closure due to COVID-19 case. This has, on average, been running three working days. It will also require you to pay the confirmed infected person until the standard quarantine time has elapsed (80 hours).

OSHA-CDC requires a sanitization of your work place of all hard surfaces and a rest period on “soft” surfaces such as cardboard and other non-washables of 60 to 72 hours.

Qualification of a certified reimbursable cost:

These costs have NOT been used for, or been paid partially or in full by, any other funding created by the CARES Act (DNR solid waste, MODOT Section 5311, or a county CARES Act fund).

- The closure occurred on or after March 15, 2020
- The closure was by order of DHSS or your local health authority in writing
- An itemized payroll made during the dates of the closure period (certified and non-certified employees)
- The payroll(s) that reflects the 80 hours paid to the infected employee(s) (certified or non-certified)
- Any additional costs such as contracted cleaning companies and/or supplies purchased for staff to do an in-house cleaning

On Part VI of the grant form, enter your itemized costs. Retain all invoices, receipts, contracts, and applicable labor expenses for audit purposes