

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
COVID-19 RELIEF FUNDS FOR EXTENDED EMPLOYMENT
SHELTERED WORKSHOPS
(Round II)
GRANT INSTRUCTIONS**

These are the instructions for filling out and applying for the COVID-19 Relief Funds Round II 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 round II grant has a total value of one million one hundred seventy eight thousand four hundred thirty six dollars and will be issued to cover your verifiable reimbursable costs from March 15, 2020 through December 31, 2020, or earlier if the funds are exhausted before December 31. An allotted amount has been determined per workshop but please include all allowed reimbursable in this request.

Part I: One Time Cost for Equipment and Modification or DHSS - Local Public Health Agencies Closer cost

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 DESE CARES Grant Round I, 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)

This part also covers the costs if your workshop that has been ordered to close by DHSS- Local Public Health Agencies 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 payed 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 I of the grant form, enter your itemized costs. Retain all invoices, receipts, contracts, and applicable labor expenses for audit purposes

Part II: 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: DESE CARES Round I , Cares Funds (DNR solid waste, MODOT Section 5311, or a county CARES Act fund).

- Must have occurred after March 15, 2020 but before December 31st, 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 II 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 III: 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 III 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: Fixed Business cost ongoing during the COVID-19 Pandemic

This part is to cover the costs if your workshop has incurred during the pandemic that were fixed and your funds must have been expended to maintain your good standing as a Corporation.

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 DESE CARES Act Sheltered Workshop Funds Round I or DNR solid waste, MODOT Section 5311, and or County CARES Act funds.

Examples of Fixed Cost allowable reimbursements:

Utilities (electricity, water/sewer, gas natural and or propane, communications phone and internet and trash service)

Remember, Utilities were allowed in PPP, no duplicative months may be used.

- Fixed insurance cost (Business, General Liability, Fire, Auto and Workman's Comp)
 - **NOT Applicable:** Health and employee life, retirement plans or annuity contributions.

- Annual business fees:
 - I. Licenses (business city and county, bonds (liquor and or other require specially bonds)
 - II. Certifications (FDA-USDA, CARF, ISO and IPPC for our pallet builders, NAID for your document destruction companies and etc.)
 - **NOT Applicable:** membership's fees or dues. (Chamber of Commerce, MASWM or other trade originations fees or dues).

Time period from March 15 to December 31st.

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