

# Transportation for Meal Delivery Grant Guidance

August 21, 2020



<https://dese.mo.gov/cares-act>

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## **Introduction**

On March 27, 2020, President Trump signed the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, into law. The CARES Act is a \$2 trillion relief package to address the economic fallout related to the COVID-19 public health emergency.

This guidance is intended to be a summary of the education-related provisions of the CARES Act, including the Coronavirus Relief Fund, as it relates to COVID-19 transportation meal delivery costs.

The Department of Elementary and Secondary Education (DESE) wishes to express our thanks to Governor Mike Parson and his staff for recognizing the importance of providing local education agencies (LEAs) with funds to support transportation meal delivery costs related to COVID-19.

## **Transportation for Meal Delivery Grant**

The purpose of the Transportation for Meal Delivery Grant of \$7,473,210 is to support direct transportation costs related to delivering meals to students during COVID-19-related school building closures.

- Reimbursements may be prorated, as needed, based on total expenses reported statewide for meal delivery.
- Allowable expenses were incurred from March 13, 2020 – June 30, 2020, and include the following transportation costs related to meal delivery during the COVID-19 pandemic:
  - Salary and benefits for transportation staff only;
  - Contracted meal delivery transportation expenses;
  - Fuel for school buses and other vehicles used for meal delivery;
  - Mileage reimbursement for use of personal vehicles; or
  - Medical and cleaning supplies, such as personal protective equipment and equipment used to sanitize school buses.
- LEAs must report the type of equipment purchased for any individual purchases of \$1,000 or more.
- Reimbursements must be claimed by September 15, 2020.
- School bus miles traveled from March 13, 2020 – June 30, 2020, being reimbursed through this Grant, must be reported on the Annual Secretary of the Board Report (ASBR) Application for State Transportation Aid as Ineligible, Disapproved Route Miles via a revised ASBR.
- Funding source: Coronavirus Relief Fund
  - Equitable Services does not apply to this Transportation for Meal Delivery Grant.
  - Cash Management Improvement Act (CMIA) applies to this project.

## **Application Process for LEAs**

To receive funds under the Transportation for Meal Delivery Grant, LEAs must complete the Application and Assurance for Funds Received under the CARES Act – Elementary and Secondary School Emergency Relief (ESSER) Funds for the 2019-20 school year in Tiered Monitoring. Previously completed Assurances for ESSER funds apply to the Transportation for Meal Delivery Grant and do not need to be duplicated.

The following expenditure information will be collected via the online application linked on the [DESE CARES Act webpage](#):

	<b>Transportation for Meal Delivery Expenses</b>
Transportation Staff Salaries	\$
Transportation Staff Benefits	\$
Contracted Services for Transportation of Meal Delivery	\$
Transportation Meal Delivery Supply Expenses (such as fuel and sanitation supplies)	\$
Total of Meal Delivery Equipment Purchase(s) of \$1,000 or more	\$
<b>TOTAL TRANSPORTATION FOR MEAL DELIVERY EXPENSES</b>	<b>\$</b>
Number of Miles Traveled to Deliver Meals from March 13, 2020 – June 30, 2020	
Estimated Number of Meals Delivered from March 13, 2020 – June 30, 2020	
Detail of Equipment Purchase(s) of \$1,000 or more (number and type of items)	

### **Assurances**

The following assurances will be collected via the online application:

I acknowledge and agree that the failure to comply with all assurances and certifications in this agreement, all relevant provisions and requirements of the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, P. L. 116-136 (March 27, 2020), or any other applicable law or regulation may result in liability under the False Claims Act, 31 USC § 3729, *et seq.*; OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement) in 2 CFR part 180, as adopted and amended as regulations of the U. S. Department of Education in 2 CFR part 3485; and 18 USC § 1001, as appropriate.

1. The LEA will accept funds in accordance with applicable federal and state statutes, regulations and applications, and the program will be administered in compliance with all provisions of such statutes, regulations, applications, policies and amendments thereto.
2. The LEA assures that it will comply with all assurances and certifications that were agreed to in the ***APPLICATION AND ASSURANCE FOR FUNDS RECEIVED UNDER THE CARES ACT, ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF (ESSER) FUND***. The LEA must have an approved ESSER Fund application and assurance filed with DESE to access the Transportation Meal Delivery Grant funds.
3. The LEA assures that it will comply with all applicable provisions of the Cash Management Improvement Act of 1990.

4. The LEA assures that meal delivery expenses claimed are only for March 13, 2020 – June 30, 2020, are only for direct transportation expenses incurred because of meal delivery to students, and have not been, nor will they be, reimbursed through another funding source.
5. The LEA assures that reimbursement is not being claimed for services not rendered.
6. The LEA assures that the school bus miles traveled from March 13, 2020 – June 30, 2020, being reimbursed through the Meal Delivery Grant, are reported on the ASBR’s Application for State Transportation Aid as Ineligible, Disapproved Route Miles via a revised ASBR.
7. The LEA assures that if vehicles other than school buses were used for meal delivery, only the operational expenses and applicable transportation department staff’s salary and benefits are claimed. No salary expenses outside the transportation department can be claimed unless they were additional expenses that would not have occurred otherwise and are directly associated with the meal delivery.

### **Cash Management Improvement Act**

The Cash Management Improvement Act (CMIA) was created to prevent interest earnings on Federal funds. Section 31 CFR part 205, “Rules and Procedures for Efficient Federal-State Funds Transfers” states that methods and procedures for payment must minimize the time elapsing between the transfer of funds from the United States Treasury to the state, and ultimately, to the pass-through entity. Therefore, DESE must ensure that payments to the pass-through entity are for reimbursements only. DESE must monitor payments to assure that they conform to the federal regulations.

More information on the CMIA can be found in the [Fiscal Guidance for Federal Grant Programs](#) document.

### **Payment Process for LEAs**

Funds received under the Transportation for Meal Delivery Grant must be reimbursements for expenditures. The application will serve as the request for payment and can be accessed at [DESE CARES Act webpage](#).

### **LEA Reporting Requirements**

The CARES Act requires the State to report spending quarterly. LEAs receiving funds under the Transportation for Meal Delivery Grant must report the amount received from this grant. The U.S. Department of Education may impose additional reporting requirements. More information about these requirements will be provided as needed.

### **Revenue and Project Codes**

The revenue and project code associated with the Transportation Supplement Grant follow.

Grant/Funding Source	Revenue Code	Project Code
Transportation for Meal Delivery (CRF)	5428	42803

## **Documentation of Expenditures**

LEAs will be required to keep documentation of expenditures (receipts, purchase orders, etc.) for monitoring purposes.

## **General Education Provisions Act**

Each application must include, as required by Section 427 of the General Education Provisions Act (GEPA) (P.L. 103-382), a description of how the LEA will ensure equitable access to and participation in its federally-assisted program for students, teachers and other program beneficiaries with special needs, as well as any barriers that impede equitable access or participation, including gender, race, national origin, color, disability or age. The description of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. Sample statements may be found at:

<https://oese.ed.gov/gepa/>.

## **Additional Resources**

Additional information and guidance about COVID-19 and its impact on DESE and/or LEA operations can be found on the [DESE CARES Act webpage](#).

## **General Contact Information**

### **General Questions, Payment, and Reporting**

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### **ESSER Assurances**

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