

Get the Lead Out of School Drinking Water Reimbursement Funding Opportunity Application and Contract Guidance (Updated 8/30/2023)

What is the Get the Lead Out of School Drinking Water Reimbursement?

In 2022, Missouri's legislature passed and the Governor signed Senate Bill (SB) 681, including the "Get the Lead Out of School Drinking Water Act." The Act requires schools, pre-K through 12, to test drinking water for lead contamination and to take corrective action when the lead content meets or exceeds the established action level five (5) parts per billion (ppb) of lead. Additionally, the State fiscal 2023 budget included \$27 million in American Rescue Plan Act (ARPA) funds to assist schools with this process. Reimbursement funds are available through the Department of Health and Senior Services (DHSS) to cover expenses incurred for sampling, remediation, filtration, and other costs associated with complying with the Act.

What schools are eligible for reimbursement?

Funding is available to public school districts which have incurred eligible expenses to address lead contamination in drinking water outlets in buildings housing early childhood, elementary, and secondary education.

How do I know how much my public school district is eligible to receive in reimbursement through this opportunity?

The total maximum reimbursement award for each public school district is based on the requirements established in state statute, funding authority, and student enrollment reported to the Missouri Department of Elementary and Secondary Education reflecting the 2022-2023 school year. The funding allocation is as follows:

- All public school districts are eligible to receive a minimum of \$5,000.00.
- All public school districts are eligible for \$20.47 per enrolled student.
- Disadvantage school districts are eligible for approximately 3 times more, or \$61.40 per enrolled student.

Details regarding the eligible public school districts' fund allocation is located here –

<https://health.mo.gov/living/environment/get-the-lead-out-of-school/docs/drinking-water-fund-allocation.pdf>.

How do I apply for eligible funding?

Public school districts must submit an application for this funding opportunity and enter into a contract with DHSS to receive the established maximum reimbursement amount. The application for the funding opportunity is located here –

<https://app.smartsheet.com/b/form/78da68380a144e22b3b4ac99c2949349>.

When can I submit an application for this funding opportunity?

Applications for this funding opportunity are currently available and will be **ACCEPTED THROUGH JANUARY 31, 2024.**

What are the next steps after the funding opportunity application is submitted?

- DHSS will review the application and any supporting documentation.
- If the application is not complete or additional information is necessary, DHSS will contact the authorized representative by email provided in the application. Public school districts must adequately respond to DHSS requests for additional information within 14 calendar days or the application processing may be delayed or denied.
- Upon approval, DHSS will process a contract to the public school district for review and signature.
- The public school district will return a signed electronic copy of the contract to procurement@health.mo.gov, or by mail to DHSS Division of Administration, Attention: Procurement Services, PO Box 570, Jefferson City, MO 65102-0570. To avoid processing delays, electronic submission is preferred.
- DHSS will obtain final signature and execute the contract. A copy of the executed contract, including an invoice template, will be mailed to the public school district.
- The public school district will submit the provided invoice(s) with supporting documentation for reimbursement of eligible expenses for review and processing by DHSS.
- Upon approval, DHSS will process the reimbursement for payment to the public school district using the

appropriate vendor number and financial institution registered with the state's financial management system.

Am I required to submit an application for each school owned or operated by a public school district, or one application for all schools owned or operated by the public school district?

The public school district must submit one application on behalf of all schools owned or operated within the public school district.

Will allocation payments be sent out to each public school district automatically?

No. Allocation payments are not automatic. Public school districts must enter into a contract with DHSS, incur eligible expenses, and make submissions for reimbursement.

When can I submit request for reimbursement, as outlined in the contract?

Request for payment may be made after the contract is fully executed and eligible expenses have incurred. All requests for payment must be submitted no later than 30 days after December 31, 2024. DHSS is currently developing a procedure for request for payment.

How many requests for payments can be made?

Public school districts may make up to two (2) requests for payment using the provided invoice and submission of supporting documents for eligible expenses.

What expenses qualify for reimbursement through the Get the Lead Out of School Drinking Water Award?

Public school districts may seek reimbursement for eligible expenses incurred related to testing, filtration, and remediation to address lead contamination in drinking water. Eligible expenses must have been incurred between March 03, 2021 and December 31, 2024.

Examples of eligible expenses include:

- Sampling – inventory and sampling plan development, sample collection, materials and supplies.
- Remediation – supplies, materials, and construction activities to conduct modification or replacement of plumbing pipes, fittings, fixtures, or other similar components.
- Water Filtration –when installed as a permanent component of the water system.
- Indirect Cost – associated oversight, utilities, administrative and financial staff salaries, etc. (Indirect costs are limited to 10% of the Modified Total Direct Costs.)

What documentation is required for reimbursement?

- Pay documentation identifying direct payroll costs of school staff integral to the award, as applicable.
 - Payroll registers (timesheets must be available for review upon request)
 - Time sheets
 - Pay stubs
- Proof of purchase
 - Receipts
 - Paid invoices
- Other supporting documentation considered with pre-approval. Please contact DHSS at HealthyDrinkingWater@health.mo.gov prior to submitting request for payment.

What information should my payroll cost documents include?

Payroll costs are reimbursable for school staff integral to the award including, but not limited to: sample collection, remediation efforts, etc. The payroll reimbursement request must include a statement or other justification documenting how the expense was integral to the award.

What information should my proof of purchase documents include?

- Supplier or vendor's name
- Transaction date

- Amount paid
- Description of purchased items, goods, or services
- Description of additional charges (taxes, fees, delivery, service, etc.)

Are there specific expenses which do not qualify for reimbursement?

- The award cannot be used to reimburse for purified water such as bottled water, water coolers, or other similar water delivery devices.
- The award cannot be used to install new drinking water outlets locations, unless relocation of an existing drinking water outlet is necessary and more cost effective to vacate the use of lead containing plumbing infrastructure such as plumbing pipes.

Are taxes paid reimbursable?

Yes, provided they are incurred through an eligible expense and included in the reimbursement request.

Are there additional funds available if we exceed the established maximum reimbursement award amount?

The \$27 million has been fully obligated in the fund allocation located here -

<https://health.mo.gov/living/environment/get-the-lead-out-of-school/docs/drinking-water-fund-allocation.pdf>. However, DHSS will monitor fund expenditures to identify any unspent funds. Public school districts with eligible expenses exceeding the award amount may request additional funds when submitting request for payment. DHSS may reallocate funds for qualifying expenses until all funds have been dispersed.

Do I have to register as a vendor with the State of Missouri?

All public schools districts have been identified as a vendor with the State of Missouri. However, public school districts should ensure vendor payment information is up-to-date in the state's financial system. To update or review the public school district's information, visit <https://missouribuys.mo.gov/registration>.

Why would my request for payment be delayed and/or denied?

- The request was submitted missing required information.
- The public school district failed to respond to requests for additional information.
- The public school district made submissions after the established deadlines.

Who do I contact if I have questions about eligible expenses or need assistance in completing the application?

Email DHSS at HealthyDrinkingWater@health.mo.gov or call 573-751-6102.