

# Show Me Strong Personal Protective Equipment (PPE) Retooling Program Guidelines

July 2020

## Purpose

The purpose of the Show Me Strong Personal Protective Equipment (PPE) Retooling Program under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) is to provide grant funding to manufacturers, nonprofit organizations, and other entities to reimburse certain costs for retooling existing facilities by purchasing necessary equipment and services to manufacture critically needed PPE for use in Missouri. This grant funding will be administered by the Department of Economic Development (DED) and will assist entities with creating new business while contributing to the fight against the current COVID-19 public health emergency.

## Grant Program Parameters

- The grant program is statewide.
- The number of grants per applicant is limited to one.
- Total grant funds is \$20 million.
- Must incur/have incurred costs between March 1, 2020, and December 1, 2020.
- DED will require a project impact report by July 1, 2021.
- Grant amount up to \$500,000 per facility for the production of PPE in the Tier 1 category and up to \$300,000 per facility for the production of PPE in the Tier 2 category.
- Application review will consider eligibility of costs, proposed plan to produce PPE and manufacturing capacity, adherence to PPE specifications and ability to use the funds timely, and availability of funds.
- Up to 20% of available funding may be reserved for manufacturers with fewer than 25 employees and registered nonprofits.
- Upon notification of award, the applicant must enter into a program agreement with DED outlining program details, requirements, and state and federal terms and conditions; and execute a company certification.

### **TIER 1: (Up to \$500,000 reimbursement)**

N95 Respirators  
Medical Examination Gloves  
Disinfectant Wipes  
Isolation Gowns  
Testing Swabs

Other, as approved by DED

### **TIER 2: (Up to \$300,000 reimbursement)**

Face Shields  
Gel Hand Sanitizer  
Surgical Masks | Procedure Masks  
Infrared Thermometers  
Temporal  
Human Remains Pouches (HRPs)  
Eye Protection/Goggles  
Boot Covers  
Medical Aprons  
Powered Air Purifying Respirator (PARP)  
Chemical and Biohazard Resistant Suits  
Biohazard Bags

Other, as approved by DED

## Eligible Applicants

Applicants must meet the following requirements to be eligible for a grant award:

1. The applicant can be for-profit or not-for-profit.
2. The applicant must have 500 full-time employees or fewer and have been operating in Missouri for at least three years. Full-time employee means a person who is scheduled to work 35 or more hours per week.
3. The applicant's PPE end product must be produced at a Missouri facility.
4. The applicant must be:
  - An existing manufacturer that either has retooled or is planning to retool its facility or otherwise modify its manufacturing operation to produce at least one type of PPE identified in these guidelines; or
  - An existing or new manufacturer with a new line established for the purpose of producing at least one type of PPE identified in these guidelines; or
  - A nonprofit corporation that has undertaken or will undertake activities necessary to manufacture at least one type of PPE identified in these guidelines.
5. The applicant must be registered and in good standing with the Missouri Secretary of State and receive tax clearance from the Missouri Department of Revenue.
6. The applicant must register as a vendor with the State of Missouri through the [MissouriBUYS](#) web portal.
7. The applicant must agree to make good faith efforts to sell in Missouri the PPE produced as a result of this grant program. At a minimum, the applicant must register and post its product on [Missouri's PPE Marketplace](#), an online platform designed to match healthcare providers to suppliers of PPE and other medical supplies, before seeking buyers outside of the state.
8. The applicant must complete and submit Form 943 to obtain a tax clearance certificate (valid for 90 days) from the Missouri Department of Revenue for each owner and the business. Form 943 is at <http://dor.mo.gov/forms/943.pdf>.
9. The applicant must not employ illegal workers and must provide proof of enrollment in E-Verify.
10. Applicants must share their production plan and product specifications with DED and authorize DED to share it with other agencies or entities as indicated to be considered for funding under this program.
11. The applicant must produce PPE item(s) approved as part of the project through June 30, 2021.
12. The applicant will be required to submit a project impact report due to DED on July 1, 2021.

## Uses of Grant Funds

DED will review applications for eligibility of costs based on the CARES Act/Coronavirus and related guidance from the U.S. Treasury. Under the CARES Act, the program is limited to reimbursing necessary expenditures made due to the current COVID-19 public health emergency and expended within the date range established by the program guidelines. The U.S. Treasury guidance on eligible costs is updated regularly; therefore, eligible costs are subject to change. DED reserves the right to make changes to, and final determination of, eligible program costs.

## **Eligible Expenses**

Eligible expenses include necessary costs incurred for PPE manufacturing to respond to the current COVID-19 public health emergency, including:

- retooling a facility;
- purchasing equipment;
- constructing facilities;
- complying with U.S. Food and Drug Administration (FDA) requirements;
- building costs;
- design/engineering costs;
- technological upgrades for machinery; and
- other costs as approved by DED and as reasonably necessary to increase production of needed PPE.
- Only reasonable costs for professional services will be accepted under the program with the reimbursement of such services at DED's discretion.
- Expenses that have been or will be reimbursed by insurance or under any other federal, state, or local government-funding program will be ineligible.

## **Required Documentation**

### MissouriBUYS

1. The State of Missouri has implemented a secure, web-based statewide eProcurement system, MissouriBUYS.
2. As a recipient who will be reimbursed by the State, you will be required to register your business with the Office of Administration through MissouriBUYS. The vendor registration portal is available on the MissouriBUYS website.
3. Clicking on the 'register' link will allow you to get a username and password. There are links to informational documents and a training video if you need help with the process. Prior to starting registration, please make sure you have the following information available:
  - Organization's Taxpayer ID Number (TIN);
  - Business Type (Corporation, LLC, Sole Proprietorship, etc.);
  - Email Address;
  - ACH-EFT Payment Information;
  - Internal Revenue Service W-9, Request for Taxpayer Identification Number (TIN); and Certification.

### E-Verify MOU

1. In addition to certifying that your organization does not employ illegal aliens, all applicants must: (1) enroll in E-Verify, (2) check the box on the Certification confirming enrollment and participation in E-Verify, and (3) provide supporting documentation. All applicants must complete this form and attach a copy of the E-Verify memorandum.
2. The E-Verify Program, conducted jointly by the U.S. Citizenship and Immigration Services (USCIS) Verification Division and the Social Security Administration (SSA), is designed to provide employment status information to determine the eligibility of applicants for employment. E-Verify requires that participating commercial employers use the automated Verification Information System (VIS) to check the SSA and the

USCIS databases to verify the employment authorization of ALL newly hired employees. An employer's participation in E-Verify is currently free. To access the E-Verify website, go to <https://e-verify.uscis.gov/enroll/>.

3. To access the 'electronically signed MOU' – the following must already be completed:
  - Must have successfully enrolled in the E-Verify program,
  - Must have successfully completed the tutorial. To retrieve a copy of your electronically signed MOU:
    - Wait until you have received a Confirmation email from E-Verify / USCIS that the company is successfully enrolled in the program
    - Log back into the Account
    - Click on “Edit Company Profile” in the left menu
    - Scroll about halfway down and click on the green “View MOU” button. (Make sure all pop-up blockers have been disabled – the electronically signed version pop-ups in a separate screen)
  - ONLY the Program Administrator can access the electronically signed MOU
4. For additional assistance, you can contact E-Verify using the toll free Help line number, 888-464-4218.

## **Application and Reimbursement Process**

### Grant Schedule

- July 14, 2020 | Announcement of Program, Guidelines and Application made available
- July 14 – December 1, 2020 | Application submission period
- December 1, 2020 | Date by which all expenditure and reimbursement documentation must be submitted to DED
- July 1, 2021 | Project impact report due to DED

### Grant Application Process

- Grant applications must be submitted via email from the form available at the [Show Me Recovery PPE Retooling Grant Program](#) website.
- DED receives and reviews applications.
- Upon receipt of a complete application, information submitted may be shared with the agencies identified in these guidelines. DED will evaluate the proposed plan to produce PPE for feasibility, confirm manufacturing capacity, and ensure proposed product specifications meet the requirements of the Missouri Office of Administration (OA), Missouri Department of Health and Senior Services (DHSS), Missouri Hospital Association (MHA), and, as applicable, the U.S. Food and Drug Administration (FDA).
- Applicants must share their production plan and product specifications with DED and authorize DED to share it with other agencies or entities as indicated to be considered for funding under this program.
- Applicant receives written approval from DED once review process is complete.
- Upon notification of award, applicant must enter into a program agreement with DED outlining program details, requirements, and state and federal terms and conditions; and execute a company certification.
- Applicant proceeds with the PPE production plan.

- Applicants must submit to DED original receipts of eligible expenses and payment documentation in order to receive 100% of the reimbursement. To request reimbursement, applicants will be required to submit invoices, contracts, purchase orders, and other receipts and documents from vendors to DED by December 1, 2020. Proof of payment documentation must be dated March 1, 2020, or later.
- Receive reimbursement for eligible expenses from DED.
- Applicant awards will be determined at the discretion of DED based on the applicant's eligibility, eligible costs, and overall availability of program funds.
- Applications will be processed in the order received and on an ongoing basis until funds are completely expended.
- Applicants will be required to submit a project impact report due to DED on July 1, 2021. The report will identify the results of the project, such as PPE production information, any jobs/payroll created or maintained, and any additional information requested by DED. DED will provide the report template to the applicant at the time of the executed program agreement.

### **Additional Requirements and Information**

- DED reserves the right to inspect and audit the project site up to one year following the final retooling reimbursement payment received by the applicant.
- If project costs exceed the budget included with the application, grantees will be required to finish the proposed project without an increase in the grant award.
- Applicants who commit fraud or misrepresentation, or who do not adequately document or retain sufficient documentation, shall be subject to state and federal civil and criminal recourse to the extent permitted by law.
- The applicant must retain records relating to the grant for a period of at least five years from the date of the final reimbursement payment received by the applicant for this grant, and must agree that such records will be submitted to DED or its designees or representatives upon request or upon audit of the completed project by DED, the State Auditor's Office, OA, the U.S. Treasury, or other authorized state or federal authorities.
- In awarding funds under this program, DED may coordinate with OA, DHSS, MHA, the Missouri Department of Public Safety, the State Emergency Management Agency, and other agencies or entities that DED deems necessary.