

Exhibit E1

**Infectious Disease Prevention and Control Local Infrastructure
Funds – Standards and General Terms and Conditions**

Appendix

| Allowable Use of Funds | Non-Allowable Use of Funds | Authority |
|--|----------------------------|---|
| Salary/wages/compensation/fringe benefits | | |
| In-State travel costs (State/local/regional conference) | | SCM Vol1:3.172(A)(4) – reimbursement for travel is in accordance with CalHR rates. |
| Local meetings/conferences (excluding meals) | | SCM Vol1:3.172(A)(4) – reimbursement for travel is in accordance with CalHR rates. |
| Conference fees | | |
| Educational materials, brochures, pamphlets, DVDs | | |
| Staff training – only for positions in the budget for this grant | | |
| Printing | | |
| Marketing, public outreach campaigns, promotional media, advertising, (bus ads, media, etc.) | | Contracts and procurements for public relation services that exceed \$100,000 must have written approval by the California Health and Human Services Agency Secretary. Public relation services includes but is not limited to, marketing, advertising, communications, promotional media, public outreach campaigns, media relations, non- |

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| | | technology web development, and graphic design. (Management Memo 12-07) |
| Staff training – only for positions in the budget for this grant | | |
| General office expenses (paper, pencils, pens, envelopes, etc.) | | |
| Subcontracts with CBOs, non-profits | | All subcontracts must follow the requirements for competitive bidding. SCM Vol 1:3.17.2(d), Exhibit D(3) provides guidance on the use of subcontracts |
| Major Equipment – items greater than \$5,000 | | <p>SCM Vol 1:3.172(B)(2) – If purchase of equipment is a reimbursable item, the equipment to be purchased should be specified. The contracting State agency should arrange for purchase of all other major equipment items by the DGS/Procurement Division. All equipment must be reported, tagged, and inventoried annually.</p> <p>Major Equipment is the property of the State and must be returned by the end of the contract. Prior approval for purchases exceeding \$2,500 or more</p> |

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| | | must be secured in writing by the CDPH Program Manager. CDPH may, at its discretion, authorize the continued use of state equipment for performance of work under a different CDPH agreement. |
| RELX - Accurint | | |
| Laptops/Tablets for staff funded with these grant funds. | | |
| | Rental space | |
| | Free items considered "swag" (pens, cups, coasters, etc.) | |
| | Out-of-State travel | |
| | Construction, renovation, alteration, improvement, or repair of privately owned property that enhances the value of the property. | SCM Vol 1: 3.17.2(C) |
| | Purchase of land, construction or permanently improve any building or facility | SCM Vol 1: 3.17.2(C) |
| | Cash payments of any amount to recipients of health services | |
| | Gift cards, taxi vouchers, and meal vouchers to recipients of health services | |

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| | Laptops, tablets, computers, iPads, or cell phones to recipients of health services | |
| | IT Infrastructure | Items cannot directly interface with CDPH's IT infrastructure |
| | Vehicles of any kind | |
| | Medication of any kind | |

Link to Management Memos from the California Department of General Services.

<https://www.dgs.ca.gov/Resources/ManagementMemos>

Link to the State Contracts Manual

[https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-Contracting-Manual-Volume-2-3-FI\\$Cal](https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-Contracting-Manual-Volume-2-3-FI$Cal)