

## APPENDIX B: ALLOWABLE USE OF GRANT FUNDS

### CMSP COVID-19 EMERGENCY RESPONSE GRANT (CERG) PROGRAM

All COVID-19 Emergency Response Grant Program Funds *must* be used to support one or more of the following items in CMSP counties:

1. Personal Protection Equipment (PPE) and Supplies
2. Supportive Quarantine Services
3. Public Employees Needed for Emergency Response
4. Non-Profit Human Services Providers Needed for Emergency Response
5. Public Information and Outreach

**Allowable Expenses.** Grant Funds may be used to fund allowable expenses in CMSP counties. Allowable expenses must be *appropriate, necessary, reasonable and applicable to the COVID-19 Emergency Response Grant Program* and may include but are not limited to:

- Costs that comply with the limitations of the RFA as well as other applicable federal, state, and county laws and regulations
- Costs that are accounted for consistently and in accordance with generally accepted accounting principles
- Rental or purchase of necessary emergency response equipment
- Purchase of supplies for scheduled training if the supplies are received and used during the budget period
- Food and non-alcoholic refreshments for scheduled training events up to \$15 per individual total for the duration of the Project when justified as an integral and necessary part of a training event (i.e., a working meal where business is transacted)
- Food and non-alcoholic refreshments for client incentives up to \$15 per individual total for the duration of the Project when justified as an integral and necessary part of the Project
- Gift Cards and Gas Cards or Vouchers up to \$30 per client total for the duration of the Project when justified as an integral and necessary part of the Project
- Stipends for non-salary employees\*\*
- Travel costs for both patients and staff. Travel shall be limited to the relevant

days plus the actual travel time to reach the destination location by the most direct route and shall not include first class travel. Local mileage costs only may be paid for local participants. No per diems for meals or lodging shall be included.

- All or part of the reasonable and appropriate salaries and benefits of professional personnel, clerical assistants, editorial assistants, and other non-professional staff in proportion to the time or effort directly related to the Project
- Medical Supplies
- Trainings, including necessary recording of proceedings, simultaneous translation, and subsequent transcriptions
- IT Expenses

*\*\*Common stipend recipients include Clinical Interns, Volunteers or Community Partners.*

**Unallowable Expenses.** Grant Funds shall not be used to fund unallowable expenses. Grantee shall refund to the Board any Grant Funds expended for unallowable expenses. Unallowable expenses include but are not limited to:

- Alcohol
- Bad debt expenses
- Vehicle purchases or expenses
- Remodeling or new construction
- Defense and prosecution expenses, including but not limited to prosecuting claims against the Board or defending or prosecuting certain criminal, civil or administrative proceedings and related legal fees and costs
- Entertainment costs (unless specifically written into the budget and approved by the Board), including costs of amusement, diversion, social activities, ceremonials, and related incidental costs, such as bar charges, tips, personal telephone calls, and laundry charges of participants or guests
- Fines and penalties
- Traffic citations, including but not limited to parking citations
- Fundraising or lobbying costs
- Advertising (unless specifically written into the budget and approved by the Board)

## CMSP COVID-19 Emergency Response Grant (CERG) Program

- Memorabilia or promotional materials
- Honoraria or other payments given for the purpose of conferring distinction or to symbolize respect, esteem, or admiration
- Goods or services for personal use, including automobiles, housing and personal living expenses or services
- Per diem or expenses for participants in a scheduled training event
- Investment management fees
- Losses on other sponsored projects
- Lease/purchase of land, buildings, or new construction
- Firearms
- Signing and retention bonuses
- Membership dues, including but not limited to memberships in civic, community or social organizations, or dining or country clubs
- Direct legal fees and costs incurred in development and implementation of the Project provided by individuals who are not employees of Grantee.