

BUDGETS - The Contractor may rebudget up to 10% of the total budget between object class categories of the budget without obtaining prior approval.

PRIOR APPROVALS ON ALLOWABLES COSTS- Based on CDC guidance, some allowable costs require prior approval to be obtained before the LPHA can expend the funds. All prior approval requests should be submitted via email to jennifer.harrison@health.mo.gov on official letterhead and MUST include the following:

- detailed justification to support the purchase/renovation, the request must include the following;
 - how the purchase/renovation relates to COVID-19 activities/mitigation efforts: ***justify how the purchase will mitigate future communicable disease outbreaks/pandemics**
 - the contract deliverable the justification supports;
- detailed quote from contractor/company;
- total square footage of health department and the square footage of the renovation (if applicable);
- current layout of health department and updated layout of health department after renovation (if applicable);
- estimated timeframe of completion/installation.

Expense	Allowable/Non-Allowable	Is Prior Approval Required?	CDC Guidelines (all costs must be reasonable, allowable, allocable, and necessary in order to be covered by the contract.	Retention Documents for Monitoring
Personnel & Fringe	Allowable	NO	Ensure only hours related to ELC-ED Expansion are billed to this contract. Overtime is also allowed as long as it is related to COVID-19 response efforts.	- signed timesheets for each employee billed - hourly salary information for each employee billed
Digital Sign/Billboard Request	Allowable	YES	Health communications materials and health education services to inform and protect communities are allowable, if they do not duplicate activities covered by other CDC funding mechanisms (e.g., IP21-2106, IP21-2107). Recipients are reminded to be cognizant of the statutory and policy requirements for acknowledging the HHS/CDC funding when issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Vehicle - car - suv - van - truck - trailer - mobile unit	Non-Allowable (1-11-24)	NA	NA	NA
Software	Allowable	Yes	Hardware and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, jurisdictional public health and CDC. Tools that assist in the rapid identification, electronic reporting, monitoring, surveillance, analysis, and evaluation of control measures to reduce the spread of disease (e.g. GIS software, visualization dashboards, cloud services).	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Internet Upgrades	Allowable	YES	Hardware and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, jurisdictional public health and CDC. Tools that assist in the rapid identification, electronic reporting, monitoring, analysis, and evaluation of control measures to reduce the spread of disease (e.g. GIS software, visualization dashboards, cloud services).	- Official request email - Quote/Final Bill - DHSS approval email
Servers	Allowable	YES	Hardware and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, jurisdictional public health and CDC. Tools that assist in the rapid identification, electronic reporting, monitoring, analysis, and evaluation of control measures to reduce the spread of disease (e.g. GIS software, visualization dashboards, cloud services).	- Official request email - Quote/Final Bill - DHSS approval email

Missouri's Local Public Health Agency ELC-ED Expansion Allowable Cost Guide

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COVID-19 Testing Kits	Allowable	NO , However, funding should not be used for this LPHA's should be utilizing ACON Flow flex, the website address for this program. https://www.arcgis.com/apps/dashboards/52138a04a74e448284e6280770d722ad	Collection supplies, test kits, reagents, consumables and other necessary supplies for existing testing or onboarding new platforms.	- invoices/bill/receipts
Communication Company	Allowable	NO	Health communications materials and health education services to inform and protect communities are allowable, if they do not duplicate activities covered by other CDC funding mechanisms (e.g., IP21-2106, IP21-2107). Recipients are reminded to be cognizant of the statutory and policy requirements for acknowledging the HHS/CDC funding when issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents. In accordance with CDC General Terms and Conditions for Non-research Awards - Acknowledgement of Federal Funding, in your base award.	- Billed invoices from the company
HEPA filtration system and HVAC (air conditioning/heating) system	Allowable	YES	Equipment necessary to ensure safety of laboratory workers (e.g. BSCs, HVAC, etc.)	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Medical Director	Allowable	NO	Infection Prevention & control staff Contracting with a Medical Director for communicable disease consultation is an allowable expense.	- signed timesheets for each employee billed - hourly salary information for each employee billed
Freezer & Refrigerators (ultra-low freezers are non-allowable)	Allowable	YES	General equipment (generators, freezers, refrigerators) NOTE-this is also covered under Adult Immunizations. If this funding is still available for the LPHA it will need to be requested through that funding before being requested through ELC-ED Expansion funding.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Phone System Upgrade	Allowable	YES	Tools that assist in the rapid identification, electronic reporting, monitoring, analysis, and evaluation of control measures to reduce the spread of disease (e.g. GIS software, visualization dashboards, cloud services).	- Official request - Quote/Final Bill - DHSS approval email
Generator	Allowable	YES	General equipment (generators, freezers, refrigerators)	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Testing Kits through a clinic or pharmacy	Allowable	NO	- Contracts to support testing at non-traditional testing sites or POC tests Contracts to support testing at clinical, private, or academic institutions	- invoices/bill/receipts
Mobile Apps	Allowable	YES	Hardware and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, jurisdictional public health and CDC.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable

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Computer Hardware & Software -computers -laptops -tablets	Allowable	NO	Hardware and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, jurisdictional public health and CDC.	- invoices/bill/receipts
Portable Vaccine Cooler	Allowable	YES	General equipment (generators, freezers, computers)	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Tent	Allowable	YES	Ancillary supplies & consumables necessary to perform testing for SARS-CoV-2 within or outside of traditional PHL setting.	- Official request - Quote/Final Bill - DHSS approval email
Poster Machine	Allowable	YES	Health communications materials and health education services to inform and protect communities are allowable, if they do not duplicate activities covered by other CDC funding mechanisms (e.g., IP21-2106, IP21-2107). Recipients are reminded to be cognizant of the statutory and policy requirements for acknowledging the HHS/CDC funding when issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents. In accordance with CDC General Terms and Conditions for Non-research Awards - Acknowledgement of Federal Funding, in your base award.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Concrete slab for modular testing	Allowable	YES	Minor construction such as installation of a concrete slab for modular laboratory units; etc. is allowable. Must be less than \$150,000.00.	- Official request - Quote/Final Bill - DHSS approval email
Office Supplies (to support COVID-19 staff) - paper, pens etc. - toner, ink cartridges - desk - desk chair - computers - printers - office phone - cell phone - file cabinets - storage containers	Allowable	NO	Supplies need to support COVID-19 staff functions.	- invoices/bill/receipts
Indirect Costs	Allowable	NO	Costs associated with the management and oversight of any organization's activities and are a result of all activities of the contractor. Indirect cost may include such things as utilities, rent, administrative salaries, financial staff salaries, and building maintenance. This cost excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs or the portion of each contractual costs in excess of \$25,000.	N/A
Influenza Tests RSV Tests COVID-19, Influenza & RSV Combo Tests	Allowable	NO	ELC-EDE funds can support the purchase of RSV and Influenza tests <u>IF</u> these tests are given in conjunction with COVID-19 tests.	- invoices/bill/receipts

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Advertising - social media - radio - TV - news paper	Allowable	NO	Health communications materials and health education services to inform and protect communities are allowable, if they do not duplicate activities covered by other CDC funding mechanisms (e.g., IP21-2106, IP21-2107). Recipients are reminded to be cognizant of the statutory and policy requirements for acknowledging the HHS/CDC funding when issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents.	- invoices/bill/receipts
On-Site Waste Incinerator	Allowable	YES	Laboratory Equipment - equipment necessary to ensure safety of laboratory workers.	- Official request - Quote/Final Bill - DHSS approval email
Sterilization Device	Allowable	YES	Laboratory Equipment - equipment necessary to ensure safety of laboratory workers.	- Official request - Quote/Final Bill - DHSS approval email
Renovation (this includes installation of permanent safety glass barriers and carpet removal/flooring replacement of 100% square footage of health department,)	Allowable	YES	Renovations and minor construction (e.g., modification of less than 50% total square footage of an existing structure, concrete slabs for modular labs/generators, etc.) are allowable.	- Official request - Quote/Final Bill - DHSS approval email
New Construction/Expansion/Major Renovation	Non-Allowable	N/A	NOT within the scope of the grant Major construction (e.g., new building, modification of more than 50% of structure, etc.) are not allowed.	N/A
Continuing Education - college courses	Non-Allowable	N/A	NOT within the scope of the grant	N/A
Medical Clearance for fit testing	Non-Allowable	N/A	NOT within the scope of the grant (clinical)	N/A
Security Cameras/Surveillance Cameras	Non-Allowable	N/A	NOT within the scope of the grant	N/A
Retention Pay	Non-Allowable	N/A	NOT within the scope of the grant	N/A
COVID-19 Hazard Pay	Non-Allowable	N/A	NOT within the scope of the grant	N/A
Clothing	Non-Allowable	N/A	NOT within the scope of the grant	N/A
EPI Pens	Non-Allowable	N/A	NOT within the scope of the grant (clinical)	N/A
Legal Fees	Non-Allowable	N/A	NOT within the scope of the grant.	N/A
Driveway Extension/Parking lot repair	Non-Allowable	N/A	NOT within the scope of the grant Major construction (e.g., new building, modification of more than 50% of structure, etc.) are not allowed.	N/A
ADDITIONAL ALLOWABLE EXPENDITURES				
Expense	Allowable/Non-Allowable	Is Prior Approval Required?	CDC Guidelines (all costs must be reasonable, allowable, allocable, and necessary in order to be covered by the contract.	Retention Documents for Monitoring
Meeting room upgrades for virtual events (OWL, Smartboard, speakers, TV, Zoom subscription)	Allowable	Yes	Tools that assist in the rapid identification, electronic reporting, monitoring, surveillance, analysis, and evaluation of control measures to reduce the spread of disease (e.g. GIS software, visualization dashboards, cloud services).	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Floor cleaning machine	Allowable	Yes	Equipment necessary to ensure safety of health department employees and clients.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable

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Website upgrades	Allowable	Yes	Hardware and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, jurisdictional public health and CDC.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Cooling fans for outside mitigation and vaccination events	Allowable	Yes	Equipment necessary to ensure safety of health department employees and clients.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Roof repair, replacement, or upgrade	Allowable	Yes	Equipment necessary to ensure safety of health department employees and clients.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Touch free water bottle filler and touch free faucets	Allowable	Yes	Equipment necessary to ensure safety of health department employees and clients.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Exhaust system for drive through emissions	Allowable	Yes	Equipment necessary to ensure safety of health department employees and clients.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
COVID-19 training	Allowable	NO	Professional development or activities aimed at building infection prevention and control and outbreak response expertise.	- Quote/Final Bill
Signature pad to use to testing and vaccination clinics	Allowable	Yes	Equipment necessary to ensure safety of health department employees and clients.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Picnic table outside of LPHA building for overflow of clients during COVID-19 testing and vaccination	Allowable	Yes	Ancillary supplies & consumables necessary to perform testing for SARS-	- Official request if applicable
Door upgrade for badge access to building (electronic badge swipe)	Allowable	Yes	Equipment necessary to ensure safety of health department employees and clients.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Ramp for easier access to building	Allowable	Yes	Renovations and minor construction (e.g., modification of less than 50% total square footage of an existing structure, concrete slabs for modular labs/generators, etc.) are allowable.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Lighting upgrade for safer mobility and seeing	Allowable	Yes	Equipment necessary to ensure safety of health department employees and clients.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Clinic and office furniture	Allowable	Yes	Supplies need to support COVID-19 staff functions.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable

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Electronic Health Records (EHRs)/Electronic Medical Records (EMRs)	Allowable	Yes	Hardware and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, jurisdictional public health and CDC.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Cyber security	Allowable	Yes	Hardware and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, jurisdictional public health and CDC. Tools that assist in the rapid identification, electronic reporting, monitoring, analysis, and evaluation of control measures to reduce the spread of disease (e.g. GIS software, visualization dashboards, cloud services).	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Vaccine schedulers	Allowable	Yes	Hardware and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, jurisdictional public health and CDC.	- Official request if applicable - Quote/Final Bill - DHSS approval email if applicable
Moveable structure that can be put up/taken and is not permanent for drive-thru COVID-19 testing and vaccination (i.e. carport)	Allowable	Yes	Ancillary supplies & consumables necessary to perform testing for SARS-CoV-2 within or outside of traditional PHL setting.	- Official request if applicable
ADDITIONAL NON-ALLOWABLE EXPENDITURES				
Expense	Allowable/Non-Allowable	Is Prior Approval Required?	CDC Guidelines (all costs must be reasonable, allowable, allocable, and necessary in order to be covered by the contract.)	Retention Documents for Monitoring
Waiting room furniture	Non-allowable	N/A	NOT within the scope of the grant	N/A
Permanent exterior structure (i.e. awning, etc)	Non-allowable	N/A	NOT within the scope of the grant Major construction (e.g., new building, modification of more than 50% of structure, etc.) are not allowed.	N/A