

OE22-2203 LOCAL HEALTH DEPARTMENT COST ALLOWABILITY GUIDE: Local health departments will need to follow the guidance within the NOFO. The appendices also provide activity examples. As a general reminder, LHDs will also have to follow state reporting requirements.

Activity/ Topic/ Expense	NOFO Guidance	CDC Guidelines	Allowable	Exceptions/ Considerations	Additional Information Needed
Incentive pay (i.e. 10% pay bump for getting a master's degree or a one-time bonus of say \$1000 for getting a certification)	This aligns with Key Activity 1 (and possibly Key Activity 2) of Strategy A1 (page 11 of NOFO). This grant can be used to improve hiring incentives for the public health workforce (i.e., tuition reimbursement, scholarships, salary increases) and to create new hiring mechanisms (key activity 1). This grant may also be used to retain public health staff (key activity 2).	45 CFR 75.430(f) Incentive compensation	Yes		Clarification regarding what the incentive is (hiring mechanism or retention incentive) and who will be impacted by the incentive (ensure equity). How will this help strengthen workforce? An SOP should be developed for administering incentives, bonuses, etc. if one has not been established already.
Building Renovations (i.e., leasing space)	Per page 9 of the NOFO, investments can be made to assist with retention and improve health outcomes of the workforce. Working environments impact well being of workforce. Minor renovations will need justification.	Only minor renovations or alterations that do not increase the square footage are allowed by this NOFO. This may include flooring or roofing. Office space can be leased, but justification will be needed. § 75.439 Equipment and other capital expenditures.	Yes		If leasing space, proposal and justification regarding why leasing and how it will impact workforce
Hire an Accreditation Coordinator	The funds are to enable recipients to hire public health workers and strengthen their foundational capabilities. Hiring new staff is indicated on page 10 of the NOFO.	§ 75.430 Compensation - personal services. § 75.413 Direct costs. § 75.400 Policy guide.	Yes		Justification for how the staff will support the NOFO will be needed.
Pay off a nurse's student loan	This aligns with Key Activity 1 (and possibly Key Activity 2) of Strategy A1 (page 11 of NOFO). This grant can be used to improve hiring incentives for the public health workforce (i.e., tuition reimbursement, scholarships, salary increases) and to create new hiring mechanisms (key activity 1). This grant may also be used to retain public health staff (key activity 2).	45 CFR 75.430(f) Incentive compensation	Yes		Clarification regarding what the incentive is (hiring mechanism or retention incentive) and who will be impacted by the incentive (ensure equity). How will this help strengthen workforce? An SOP should be developed for administering incentives, bonuses, etc. if one has not been established already.
Tuition Reimbursement Program	This aligns with Key Activity 1 and Key Activity 2 of Strategy A1 (page 11 of NOFO). This grant can be used to improve hiring incentives for the public health workforce (i.e., tuition reimbursement, scholarships, salary increases) and to create new hiring mechanisms (key activity 1). This grant may also be used to retain public health staff (key activity 2)	45 CFR 75.430(f) Incentive compensation	Yes		Clarification regarding what the incentive is (hiring mechanism or retention incentive) and who will be impacted by the incentive (ensure equity). How will this help strengthen workforce? An SOP should be developed for administering incentives, bonuses, etc. if one has not been established already.
Increase LPHA initiative such as chronic disease prevention	Page 11 of the NOFO provides details about how the funding can be used to strengthen recipients' overall systems, processes, and policies to ensure a strong core infrastructure needed to protect health and provide fair opportunities for all. This investment would help to improve the workforce's capabilities to provide public health services.		Yes		Description of initiative and how it will lead to outcomes of the NOFO.
Office space at home, internet, phones, internet fees	Funding can be used for supplies that will support your workforce. Organizational telecommunication costs are allowable except for circumstances that are explained in 45 CFR Part 75. Funding is restricted on use for furniture or equipment (NOFO page 47).	§ 75.439 Equipment and other capital expenditures.	Yes		The same information as presented within the budget preparation guidelines for supplies and telecommunication fees.
Attorney consultation fees to review policies/ procedures	Organizational costs such as attorney fees are unallowable except with prior approval of the Federal awarding agency (page 47-48 of the NOFO).	Organizational costs such as attorney fees are unallowable except with prior approval of the Federal awarding agency § 75.459 Professional service costs.	Yes	Prior approval needed. Consult with OGS.	More information could be advantageous to determine what outcome the LPHA is wanting to achieve and to explore activities to help guide the LPHA to achieve their desired outcome.
Retention incentives such as a treadmill or exercise bike	Per page 9 of the NOFO, investments can be made to assist with retention and improve health outcomes of the workforce. Working environments impact well being of workforce.	45 CFR 75.430(f) Incentive compensation	Yes		Clarification regarding what the incentive is (hiring mechanism or retention incentive) and who will be impacted by the incentive (ensure equity). How will this help strengthen workforce? An SOP should be developed for administering incentives, bonuses, etc. if one has not been established already.
Cash or gift cards as retention incentives	Per page 9 of the NOFO, investments can be made to assist with retention and improve health outcomes of the workforce. This can be in the form of cash or gift cards.	45 CFR 75.430(f) Incentive compensation	Yes		Clarification regarding what the incentive will consist of and who will be impacted by the incentive (ensure equity). How will this help strengthen workforce? Review retention plan. An SOP should be developed for administering incentives, bonuses, etc. if one has not been established already.

Education/ training incentive	Per the NOFO, incentives for current and new staff which will help to improve workforce engagement and help improve emotional, mental and physical health outcomes of the workforce are allowable. Furthermore, per the NOFO, training for current and new staff which will help to refresh skills or knowledge or to learn new skills, given a dynamic public health work environment are allowable.	45 CFR 75.430(f) Incentive compensation	Yes		Clarification regarding the incentive plan. Eligibility determination. Equitability of plan. How will the incentive help the organization to reach the desired outcomes of the grant? An SOP should be developed for administering incentives, bonuses, etc. if one has not been established already.
Promoting current employees	Per page 10 of the NOFO, hiring, retaining and sustaining public health workforce are allowable activities within this grant.	§ 75.430 Compensation - personal services. § 75.413 Direct costs. § 75.400 Policy guide. 45 CFR 75.430(f) Incentive compensation	Yes		Clarification regarding the promotion plan. Eligibility determination. Equitability of plan. How will promotions help the organization to reach the desired outcomes of the grant? An SOP should be developed for administering incentives, bonuses, etc. if one has not been established already.
Community Health Worker training	Per page 10 of the NOFO, new and existing staff always need training, whether to refresh skills and knowledge or to learn new skills, given a dynamic public work environment.	§ 75.352 Requirements for pass-through entities. § 75.472 Training and education costs.	Yes		How will the training help meet the objectives of the NOFO and meet the needs of the community?
Staffing costs	Per page 10 of the NOFO, hiring, retaining and sustaining public health workforce are allowable activities within this grant. These funds may be used to fund new roles and to retain employees that may be funded by another grant that may be ending soon. PHI funding be used to pick off where the funding ends.	§ 75.430 Compensation - personal services. § 75.413 Direct costs. § 75.400 Policy guide.	Yes		How will the staffing help meet the objectives of the NOFO and meet the needs of the community? Which roles will be funded? Personnel, fringe, etc. will be needed per the budget preparation guidelines.
Brochures about any health education	Page 12 of the NOFO lists 8 public health infrastructure foundational capabilities: 1) Assessment/Surveillance, 2) Emergency Preparedness and Response, 3) Policy Development and Support, 4) Communications, 5) Community Partnership Development, 6) Organizational Competencies, 7) Accountability/Performance Management, and 8) Equity. Activities that will enhance foundational capabilities are allowable which may include enhancing communications, strengthening community partnership development and engagement and improving equity and organizational competencies.	§ 75.461 Publication and printing costs.	Yes		Clarification regarding if the brochures will help enhance foundational capabilities and how that will in turn strengthen workforce, systems and policies.
Overtime costs	Reviewing staff roles and organizational competencies could take place. Overtime costs can occur. Per page 10 of the NOFO, funding can be used to sustain, support and retain staff.	§ 75.430 Compensation - personal service	Yes		Dependent upon state reporting requirements. May need to provide who will receive overtime within your budget, why, and overtime policy for LPHA.
Retirement benefits		Per OGS, CDC funds cannot be used for retirement benefits.	No		
Childcare incentive	This aligns with Key Activity 1 and Key Activity 2 of Strategy A1 (page 11 of NOFO). This grant can be used to improve hiring incentives for the public health workforce (i.e., tuition reimbursement, scholarships, salary increases) and to create new hiring mechanisms (key activity 1). This grant may also be used to retain public health staff (key activity 2)	45 CFR 75.430(f) Incentive compensation	Yes		Clarification regarding what the incentive is (hiring mechanism or retention incentive) and who will be impacted by the incentive (ensure equitability). How will this help strengthen workforce? An SOP should be developed for administering incentives, bonuses, etc. if one has not been established already.
Renovation-awning/ drive thru build	Per page 9 of the NOFO, investments can be made to assist with retention and improve health outcomes of the workforce. Working environments impact well being of workforce. Minor renovations will need justification.	Only minor renovations or alterations that do not increase the square footage are allowed by this NOFO. This may include flooring or roofing. Office space can be leased, but justification will be needed. Awning/ drive thru is considered new construction. § 75.439 Equipment and other capital expenditures.	No	Depending on review of OGS, potential to move request to OGC.	Proposal and estimate provided and reviewed by team lead, OGS, and ASMO