



**For programs funded from CDC’s National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities, 1NH75OT000066:**

Table 1 contains guides on allowable vs. unallowable expenditures under the federal funding source. **Please note that programmatic input may be more restrictive than this list (see “[summary of the funding mechanisms](#)” for programmatic input).**

According to CDC’s Notice of Funding Award, the following funding restrictions apply:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or capitalized equipment. Any such proposed spending must be clearly identified in the budget [and have received prior approval from CDC and CDPHE].\*
- Reimbursement of pre-award costs generally is not allowed, unless CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
  - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body.
  - The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before any legislative body.

\*Equipment can be thought of as any type of “supply” or “material” that is more than \$5,000 individual cost. Equipment needs to have written pre-purchase approval from CDPHE and CDC and should not be granted/allowed up front without documented official approval for the specific line item.

Table 1. Allowable/unallowable guidelines according to source grant funds (OT21-2103, “CDC Health Disparities Grant”).		
Expense category	Allowable	Unallowable
Personnel	Salaries, fringe and benefits, time and overtime dedicated to funding activities and objectives. May include permanent, term-limited, temp, contracted staff, students for data entry, clinic security, etc.	Research, lobbying, clinical care, overtime expenses for law enforcement, case investigation/contact tracing.
Supplies	Allowed so long as they are allowable, allocable, and meet cost reasonableness, as well as needed to perform activities under the statement of work.	Note difference between “supplies” and “equipment” - if a single item cost is \$5,000 or higher, it is classified as equipment and needs specific prior approval.



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<b>Outreach/ Education</b>	Expenses associated with outreach activities, public health communication materials, education services or media campaigns to inform and protect communities.	Expenses used to influence legislation, appropriations, regulation, administrative action, or executive orders proposed to a legislative body.
<b>Incentives</b>	<p>Incentive plans must be reviewed and approved by CDPHE and our federal partners (CDC). Incentive plans must adhere to state and federal regulations. Incentive plans must be reasonable and allowable incentives to encourage participation in educational opportunities and/or reduce barriers.</p> <p>Transportation vouchers to encourage participation in testing and/or vaccination, fuel cards, generic gift cards, etc.</p>	<p>The CFR 200 requires incentives to be reasonable and meet the goals and objectives of the project and strategies outlined in the Notice of Funding Opportunity (NOFO). However, entertainment-related expenses and promotional items are not allowable costs. Cash, lottery tickets or games of chance, alcohol, drugs, food/beverage, commemorative or promotional items, or gift cards that may appear to endorse a vendor are not allowed. Incentives are not and should not be portrayed as an endorsement by CDPHE, HHS, or CDC of any company, or its goods, services, or policies, associated or affiliated with the incentive.</p>
<b>Stipends</b>	Not allowed	Not allowed
<b>Promotional Materials/Items</b>	Not allowed	Not allowed
<b>Contracts</b>	Allowed so long as they support the overall grant/funding activities and objectives.	N/A
<b>Travel</b>	In-state travel costs, including mileage reimbursement, hotel/lodging if overnight stay is justified, and per diem for food and incidentals. Vendor must have a written travel policy that meets or exceeds the State of Colorado's travel guidance/policy.	Out-of-state travel and associated costs, alcohol purchases, entertainment while traveling, food and beverage outside of the per diem rate. A travel policy must be in place and provided to CDPHE.
<b>Indirect</b>	Allowed based upon federally negotiated rate or CDPHE negotiated rate. In the absence of a negotiated rate, a 10% de minimis may be used.	N/A

<b>Equipment</b>	Equipment is typically not allowed under this funding source and requires CDC and CDPHE written prior approval.	Equipment is typically not allowed under this funding source and requires CDC and CDPHE written prior approval.
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**For Immunization Program funding source**

Table 2 summarizes the allowable and unallowable costs for the Health Equity Immunization Program.

Programmatic preferences for spending may be more restrictive than this list and should be discussed with CDPHE prior to approving any applicant for funding (see “[summary of the funding mechanisms](#)” for programmatic input). Backdating costs are not allowed.

Table 2. Allowable/unallowable guidelines according to source grant funds (6NH23IP922600-01-08, “Immunization and Vaccines for Children”).		
Expense category	Allowable	Unallowable
<b>Personnel</b>	Salaries, fringe and benefits, time and overtime dedicated to COVID-19 Vaccine statement of work activities. May include permanent, term-limited, temp, contracted staff, students for data entry, clinic security, etc.	Research, lobbying, clinical care, overtime expenses for law enforcement, case investigation/contact tracing.
<b>Equipment</b>	General equipment, vaccine storage equipment, display monitors, equipment over \$5,000. Prior CDPHE/CDC approval required.	Lab testing equipment, telecommunications equipment produced by Huawei Technologies or ZTE Corp, Hytera Communications, Hangzhou Hikvision Digital Technology, or Dahua Technology, etc.
<b>Supplies</b>	Vaccine administration supplies, vaccine transport units, digital data loggers to monitor vaccine storage temperatures, PPE, Internet services, communication systems, office supplies, postage, shipping and handling, personal and portable computers, ink cartridges, printing of vaccine information.  PPE and sanitizer to hand out after vaccination is allowed.	COVID-19 vaccines, testing supplies, quarantine and isolation support, meals, snacks, alcoholic beverages, advertising (conventions, displays, memorabilia, souvenirs, gifts), entertainment.  Books, crayons, small toys to keep children busy during the waiting period or to hand out after vaccination is not allowed.  Clothing such as hats or T-shirts for staff during clinics is not allowed.  PPE used for testing events.
<b>Training</b>	In-state training for staff to improve clinical skills or training to improve their ability to respond to pandemic is allowed.	Training unrelated to COVID pandemic needed.
<b>Software</b>	Software or systems to assist with vaccination reporting or mass event planning is allowed.	Software for case investigation/contact tracing.
<b>Vehicles</b>	Leasing vehicles for vaccine delivery and administration with prior CDPHE approval.	Purchasing vehicles.
<b>Outreach / education (IMM #4)</b>	Expenses associated with outreach activities, health communication materials, education services or media campaigns to inform and protect communities.	Expenses used to influence legislation, appropriations, regulation, administrative action, or executive orders proposed to a legislative body.
<b>Incentives</b>	Prior approved incentives may be given to individuals in exchange for receiving a	Incentives may not be handed out retroactively. Individuals receiving vaccines



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	COVID-19 primary vaccination, or returning for a COVID-19 booster dose. Incentives may not be purchased without a CBO incentive plan approved and signed by CDPHE. See <a href="#">COVID IMM Incentive Guidance for CBOs</a> . <b>Prior CDPHE/CDC approval required.</b>	prior to May 26 are not eligible for an incentive. Cash, alcohol or drugs, food or beverage, raffles, lotteries, movie tickets, and other games of chance, event tickets, membership dues, commemorative items, sporting events. See full list <a href="#">here</a> .
Stipends	Not allowed	Stipends to encourage participation by individuals (e.g., have testing done) or by a facility (e.g., onboard ELR for timely reporting of results).
Promotional materials	Buttons, pins, water bottles, or stickers that say “I got vaccinated” or something similar (with prior approval from CDPHE).	Items promoting an organization or cause are not allowable.
Contracts	Allowable for temporary administrative or nursing staffing, courier, and translation services.	Contracts to support testing at non-traditional, clinical, private, or academic levels.
Travel	In-state only, mileage, lodging, per diem reimbursement, vehicle rental to travel to vaccine clinics.	Out-of-state travel, meals, alcoholic beverages, conference registration, entertainment costs.
Other costs	Additional costs to clean or sanitize areas after COVID vaccination events.	Regular janitorial services that would be allowed under indirect costs.
Indirect	Indirect costs could include the cost of collecting, managing, sharing, and preserving data, based on their current approved rate (only if a CBO has one; or else, must not exceed 10% de minimis). If vendors, they don’t get indirect costs (sub-awardees do get one).	N/A