



General Guidelines for the Use of Federal Grant Funds

1. Eligible expenses:

- Reference: 2 CFR 200.404(a) requires that the cost is recognized as ordinary and necessary for the operation of the nonfederal entity or the proper and efficient performance of the federal award.
 - Purchasing food for training or professional development activity is not an allowable expense.
 - Purchasing of gifts, gift cards or other “swag” that is not necessary to the operation of the organization is not an allowable expense.
 - If meals are offered at a training or conference, federal funds cannot be used to pay for those same meals offsite of the training or conference.
 - Federal funds cannot be used to purchase alcohol.
 - Federal funds cannot be used for expenses incurred prior to the grant agreement execution date or after the performance end date.

2. Documentation for quarterly reporting:

- Travel and conference attendance:
 - Receipts or per diem (at the state rate) can be used as evidence in quarterly reporting. Choose one to use consistently through the award period.
- Purchasing goods Please refer to the procurement and services with federal funds:
 - Please refer to instructions provided under allowable expenses.
- Use of federal funds for non-allowable expenses will be at the expense of the grantee.

3. Use of administrative fees:

- Documentation must be provided for all expenses associated with the Administrative Fees.
- Refer to the definitions provided for supplementing vs. Supplanting.
- Someone under a 1.0 FT contract is not eligible to be paid additional salary unless the awardee has a written policy associated with supplemental pay.