



COLORADO
Department of Education

Colorado Charter School Program (CCSP) – Allowable Costs Guide

This guide is intended to assist Colorado charter schools in the budget development of CSP funds for planning, implementation, and revisions under the CCSP grant. **Planning (Year 0) activities** may include refinement of the desired educational outcomes and the methods for measuring progress toward achieving those results as well as professional development of teachers and other staff who will work in the charter school. **Initial Implementation (Years 1-3) activities** may include: (a) marketing to the community about the school; (b) acquiring necessary equipment and educational materials and supplies; (c) acquiring or developing curriculum materials; and/or (d) other initial operational costs that cannot be met from State or local sources.

Authorizers and schools are required to ensure compliance with [2 CFR Part 200](#), known as the Uniform Grant Guidance (UGG). This **Allowable Costs Guide** is not intended to replace the information contained in the above aforementioned documents.

HOW TO USE THIS GUIDE:

- This guide will outline and define the allowability of expenditures over the life of the CCSP grant. It organizes costs by program (Instructional and Support Services) expenditure categories.
- Some costs are **never** allowable within the CCSP grant program. **A list of unallowable costs is outlined on pages 15-16 of this guide.**
- The Allowable Cost Guide is only a list of commonly used program and object codes to guide charter schools in their budget development. Check with the **Colorado Department of Education (CDE)** [Chart of Accounts](#) for accurate use of program/object codes.
- **Please do not copy and paste descriptions!** This guide is meant to help CCSP recipient schools determine whether a type of cost is allowable. In order to ensure sufficient detail is included when drafting a budget, please be sure to provide the WHO/WHAT/WHEN/WHERE/WHY/HOW MUCH information.
 - **WHO** – This is to identify who will be receiving/utilizing the goods/services being purchased – example: Grades 1, 2, 3 with a projected enrollment of XXX.
 - **WHAT** – Provide description of what is being purchased (goods/services) – Curriculum for ELA/Math/Reading – along with additional information to support the purchase. If contracted services, provide a projected hourly rate and the number of hours being charged to grant.
 - **WHEN** – If the budget covers multiple years, include the year in the grant that the service or goods are being purchased. Providing a month

and year for any travel being requested helps ensure costs are under the correct performance period.

- **WHERE** – Provide description of location of good and/or location of travel being requested.
 - **WHY** – How is the service or good being purchased aligned to the CCSP grant project goals as set forth in the original application.
 - **HOW MUCH** – Projected cost of items broken down into cost per unit/person.
- CDE has created a [sample budget workbook](#) (as a Microsoft Excel spreadsheet) to help guide expectations.
 - The primary source for the development of this guide was taken from the Florida Department of Education. Modifications were made to reflect financial reporting requirements specific to CDE in accordance with Colorado state statute and regulations.
 - Finally, if a proposed budget item or service is not listed in this document, contact the CCSP grant team by sending an email to: SOC@cde.state.co.us and CCSP_GFMU@cde.state.co.us. The team can help determine if the cost is allowable within the program and will help with assignment program/object codes.

IMPORTANT TO NOTE:

- CCSP recipient schools may expend CCSP funds only on goods and services used exclusively by the charter school and the grade levels as outlined within the approved CCSP application.
- All proposed budget line items must be reasonable, necessary, allowable, and allocable.
- Budget requests must align with federal and state laws and corresponding guidance/rule.
- All budget requests must align and be supported by the application submitted.
- CCSP funds are meant to supplement programming and not supplant. Here is a [link](#) to a diagram to help charter schools distinguish between supplementing and supplanting.
- CCSP recipient schools may be required to provide additional documentation and/or justification to CDE at any time.
- CCSP recipient schools are to maintain an asset inventory of all equipment and non-consumable goods purchased with CCSP funds in accordance with [2 CFR 200.313](#).
- **All costs submitted to the authorizing fiscal agent (school district/Charter School Institute) for CCSP reimbursement must be listed in the final approved budget.**

~ CCSP ALLOWABLE SNAPSHOT GUIDE ~

SPECIAL ONE-TIME ALLOWABLE COSTS

THE FOLLOWING ITEMS CAN ONLY BE EXPENSED TO THE CCSP GRANT ONE-TIME THROUGHOUT THE PERFORMANCE PERIOD.

SUPPORT SERVICES

CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0100	Salaries	Salaries which are designed to develop school leadership, aid in developing curriculum, and prepare classrooms for students' first day. Limited cost associated with essential staff salaries paid during the school's planning year. <i>EXAMPLES:</i> <i>Principal to work with Board and legal counsel to establish lease and employee contracts, staff to aid in developing curriculum and opportunities for teachers to attend professional development prior to school opening.</i>	⇒ Scope of services/deliverables and/or expectation of outcomes. ◆ Provide projected # of hours and hourly/monthly rate if applicable ◆ Time and Effort requirements must be met by all staff paid in full or part with these federal funds. ◆ Salaries are allowed to support the opening of the school. All costs must be reasonable, necessary and be supported within the application.	Planning Year 0 – YES Implementation Year 1 – NO Implementation Year 2 – NO Performance Incentive Year – NO
0200	Employee Benefits	Benefits which are the responding benefits tied to the salaries for the essential staff during the school's planning year. <i>EXAMPLES:</i> <i>The FICA associated with the salary of the business manager and executive director.</i>	⇒ Scope of services/deliverables and/or expectation of outcomes. ◆ Provide projected # of hours and hourly/monthly rate if applicable ◆ Time and Effort requirements must be met by all staff paid in full or part with these federal funds. ◆ Salaries are allowed to support the opening of the school. All costs must be reasonable, necessary and be supported within the application.	Planning Year 0 – YES Implementation Year 1 – NO Implementation Year 2 – NO Performance Incentive Year – NO
0300	Professional and Technical Services	Professional Services and Consulting of first year Single Audit.	◆ Cost allowable one-time ONLY during Implementation Year 1. ◆ Expense occurs at the end of the first school year and may be carried over to Implementation Year 2.	Planning Year 0 – NO Implementation Year 1 – YES Implementation Year 2 – YES Performance Incentive Year – NO

SUPPORT SERVICES				
CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0300	Professional and Technical Services	<p>Costs for services related to start-up expenses and organization development.</p> <p>EXAMPLES: <i>Legal costs limited to direct legal services for employee agreements, bylaws, and policies.</i></p> <p><i>Consulting fees to develop organization policies, business plan, internal controls, accounting systems, and financial process/ reporting systems.</i></p>	<p>⇒ Scope of services/deliverables and/or expectation of outcomes.</p> <p>◆ Additional legal costs must be reviewed by CDE to ensure allowability.</p> <p>◆ Cost allowable one-time ONLY during Planning <u>OR</u> Implementation Year 1 (<i>not allowable in both phases</i>).</p> <p>→ Recommended in the Planning year.</p>	<p>Planning Year 0 – YES</p> <p>Implementation Year 1 – YES</p> <p>Implementation Year 2 – NO</p> <p>Performance Incentive Year – NO</p>
0430	Repairs and Maintenance Service	<p>Minor facilities repairs and necessary renovations to comply with applicable local, state, and federal statutes and regulations</p> <p>EXAMPLES: <i>Repairing a leak in the roof, replacing a broken window, and repairing a furnace or an air conditioning unit.</i></p> <p>* Alterations and repair projects (including painting and decorating) totaling \$2,000 or more could potentially require additional oversight by the school to comply with Davis Bacon Act requirements.</p>	<p>⇒ Scope of services/deliverables and/or expectation of outcomes.</p> <p>⇒ Completed CCSP Appendix E and included within the grant budget narrative.</p> <p>◆ Renovation and repairs cannot materially increase the permanent value of the property nor appreciably prolong its intended life.</p> <p>◆ Total expenses on facilities are not to exceed 10 percent of the annual CCSP (3-year) grant award.</p> <p>◆ Cost allowable one-time ONLY during the performance period.</p>	<p>Planning Year 0 – YES</p> <p>Implementation Year 1 – YES</p> <p>Implementation Year 2 – YES</p> <p>Performance Incentive Year – NO</p>

SUPPORT SERVICES				
CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0500	Other Purchased Services – Rental	Facility Rent, Mortgage, or lease payment for school facilities. Moving costs	⇒ School lease must include effective dates, rent, and facility address. ◆ Cost allowable ONLY up to 3 months <u>prior</u> to school opening date. ◆ Copy of lease agreement, documentation that expense cannot be covered by local or state funding sources.	Planning Year 0 – YES Implementation Year 1 – NO Implementation Year 2 – NO Performance Incentive Year – NO
0730	Capitalized Equipment – Transportation	Start-up costs for student transportation. Purchase of a bus for the main purpose of transporting students from home to school and school to home. * Please see: CDE Steps for CCSP Bus Purchases	⇒ Completed CCSP Appendix F and included within the grant budget narrative. ⇒ School bus must meet Colorado school bus specifications . ◆ Product specifications are required for approval and must be submitted to CDE. ◆ Total transportation cost is limited to 25 percent of one-year CCSP grant award. ◆ Cost allowable one-time ONLY during the performance period.	Planning Year 0 – YES Implementation Year 1 – YES Implementation Year 2 – YES Performance Incentive Year – NO

~ CCSP ALLOWABLE SNAPSHOT GUIDE ~

****IMPLEMENTATION ALLOWABLE COSTS****

INSTRUCTIONAL SERVICES

CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0500	Purchased Services – Computer Software	Instructional software/programs (purchased and/or rental) delivered online or via tangible device (software disc). <i>EXAMPLES:</i> <i>Supplemental literacy programs, virtual instruction systems, tutoring programs.</i>	⇒ For all software, product specifications which describe the scope of the services to be delivered by the program. ⇒ Must include duration of subscription/license (if applicable). ◆ For administrative software, use support services. ◆ Renewals are not allowable.	Planning Year 0 – Yes Implementation Year 1 – Yes Implementation Year 2 – Yes Performance Incentive Year – Yes
0600	Supplies – Textbooks/ Curriculum	Textbook costs: Can include textbook binding or repair. If applicable, the proposed cost must include freight charges. <i>EXAMPLES:</i> <i>Textbooks, workbooks, supplemental instructional aids, curriculum packages/programs.</i>	⇒ Include the grade level and number of students being served. ◆ For packages (bundles, kits, etc.) attach <i>example</i> product specifications which must document quantities of items included. ◆ For books to be housed in a central library or media center, use support services. ◆ May include electronic media (e-books). If electronic media takes the form of annual subscription/renewable license, renewals are not allowable. ◆ Electronic media with annual subscriptions may also fall under code 0500 – Purchased Service.	Planning Year 0 – Yes Implementation Year 1 – Yes Implementation Year 2 – Yes Performance Incentive Year – Yes

INSTRUCTIONAL SERVICES				
CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0600	Supplies – Consumable Items	<p>Classroom-level Consumable Supplies: expendable items which are consumed as they are used. May include items with a reasonable life expectancy of less than a year. Proposed cost must include shipping charges.</p> <p>EXAMPLES: <i>Workbooks, testing materials/instruments, paper, pencils, toner, non-scientific/basic calculators, classroom-use periodicals.</i></p>	<p>⇒ Items of an expendable nature that are consumed, worn out or deteriorated in use.</p> <p>⇒ Can be grouped into a single line item a sample list in the description.</p> <p>◆ Supplies or materials beyond reasonable start-up costs may be considered recurring expenses and may be unallowable.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>
0730	Capitalized Equipment – Furniture/ Fixture	<p>Classroom Equipment / non-computer hardware for instructional use. Items that exceed \$5,000 (or \$10,000 for all awards issued after 10/1/2024) inclusive of shipping, professional service and first round of supplies. May also include durable instructional equipment for elective classes.</p> <p>EXAMPLES: <i>Projectors, printers, musical instruments, interactive boards, PA system, simulators.</i></p>	<p>⇒ Description should include product specification of the specific equipment.</p> <p>◆ Elective Classes: provide Course listing which demonstrates specific class is part of daily curriculum.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>
0735	Non-capitalized Equipment – Classroom Furniture	<p>Classroom furniture, fixtures, and equipment used for hand-on-hand contact with students. Durable goods with a reasonable life expectancy of over a year. Proposed cost must include shipping charges.</p> <p>EXAMPLES: <i>Desks, chairs, tables, bookshelves, dry-erase whiteboards, bulletin boards.</i></p>	<p>⇒ For high priced or unusual furnishings attach product specifications for <i>example</i> items.</p> <p>◆ For front office/admin furniture, use support services.</p> <p>◆ For school library, media center, and computer lab furniture, use support services.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>

INSTRUCTIONAL SERVICES				
CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0735	Non-capitalized Equipment – Computer Hardware	<p>Classroom Level Technology/Electronic devices capable of reading, processing, and executing software programs. Includes peripherals and expansions less than \$5,000 (or \$10,000 for all awards issued after 10/1/2024).</p> <p>EXAMPLES: <i>“Highly walkable items” such as Laptops, desktops, tablets, servers, wireless access points, routers, charging carts, classroom-level printers. All Chromebooks, iPads and other electronic items.</i></p>	<p>⇒ High priced or unusual hardware attach product specifications for <i>example</i> items.</p> <p>⇒ Complete Appendix D: Technology Plan</p> <p>◆ Costs may not include monthly service fees.</p> <p>◆ CDE strongly recommends documenting and implementing some form of inventory/check out procedure for these highly walkable items.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>
0735	Non-capitalized Equipment – Furniture/ Fixture	<p>Classroom Equipment / non-computer hardware for instructional use. Durable goods with a reasonable life expectancy of over a year. May also include durable instructional equipment for special classes. Proposed cost must include shipping charges.</p> <p>EXAMPLES: <i>Chairs, desks, tables, projectors, screens, document cameras, audio amplification, interactive boards.</i></p> <p><u>Elective classes:</u> <i>teaching clocks, micro- scopes, scientific-calculators, musical instruments, risers, physical education equipment.</i></p>	<p>⇒ Include estimated cost per unit for each item.</p> <p>⇒ High priced or unusual equipment attach product specifications for items.</p> <p>⇒ Elective Classes: provide Course listing which demonstrates specific class is part of daily curriculum.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>

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****IMPLEMENTATION ALLOWABLE COSTS****

SUPPORT SERVICES

CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0300	Professional and Technical Services	<p>Outreach and Recruitment efforts that include informational materials and intangible items and services to educate the community about the charter school mission, program, contacts, registration process, lottery, performance outcomes and to recruit leadership, instructional and professional personnel.</p> <p>EXAMPLES: <i>Design and printing of brochures and postcards, radio spots, exterior school signage, television ads, website design, newspaper ads, outreach consultant.</i></p> <p>* Promotional items are not allowed (any type of giveaways or efforts for branding the school).</p> <p>* Materials must be fully distributed during the grant period</p>	<p>⇒ Additional justification may be requested.</p> <p>→ Must know targeted area if direct-mail outreach strategy included in outreach plan.</p> <p>→ Must provide supporting documentation & research of intended goal/outcome.</p> <p>⇒ Justification required to support non-typical outreach efforts (billboards, bench ads, etc.)</p> <p>⇒ Consultant (outreach professional, web designer, etc.) costs must be accompanied by documentation including scope of services/deliverables or expectation of outcomes.</p> <p>◆ CDE may require pre-product proof to verify compliance.</p> <p>◆ Outreach materials must be specific to school.</p> <p>◆ School signage may not comprise a capital improvement (i.e. cannot be permanent). <i>Davis Bacon Act</i> requirements may apply to this project.</p> <p>◆ All outreach materials must include registration information and state that the school is a <i>tuition-free public charter school</i>.</p>	<p>Planning Year 0 – Yes, up to \$20,000</p> <p>Implementation Year 1 – Yes, up to \$10,000</p> <p>Implementation Year 2 – Yes, up to \$10,000</p> <p>Performance Incentive Year – No</p>

SUPPORT SERVICES				
CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0500	Purchased Services – Licenses/ Subscriptions	<p>Licenses or subscriptions not used for direct student contact but needed to administer academic program.</p> <p>EXAMPLES: <i>office suite, accounting system, school information systems</i></p>	<p>⇒ For all subscription/license, product specifications which describe the scope of the services to be delivered by the program.</p> <p>◆ Must include duration of subscription/license</p> <p>◆ Renewals are not allowable.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>
0500	Purchased Services – Technology Installation	<p>Costs associated with the technology installation of instructional networks and hardware.</p> <p>EXAMPLES: <i>Installation of classroom interactive systems, wiring computer lab, installation and wiring of school-wide wireless network.</i></p>	<p>⇒ Scope of services/deliverables, including cost breakdown.</p> <p>◆ Capital improvements are not allowable.</p> <p>◆ Alterations and repair projects (including painting and decorating) totaling \$2,000 or more could potentially require additional oversight by the school to comply with Davis Bacon Act requirements.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>
0580	Travel, Registration, and Entrance	<p>Travel, Lodging, and Registration costs for school staff and/or board to attend conferences and training.</p> <p>EXAMPLES: <i>Training and professional development, site visits to other charter schools.</i></p> <p>* The school must have a documented travel policy as outlined in 2 CFR 200.475.</p>	<p>⇒ For travel - Agenda or syllabus.</p> <p>⇒ Scope of services/deliverables, and/or expectation of outcomes for training.</p> <p>⇒ Must include dates and duration, number of staff to receive training.</p> <p>⇒ Additional justification may be requested for out-of-state travel or extraordinary costs.</p> <p>◆ Schools must use the most economical travel arrangements.</p> <p>◆ Travel must be for a new training and/or for new staff/board members from year to year</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>

SUPPORT SERVICES				
CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0600	Supplies – Computer Software	<p>Administrative software/ programs (purchased and/or rental) delivered online or via tangible device (software disc).</p> <p>EXAMPLES: <i>Inventory software, visitor registration software, CD’s, flash or jump drives, parallel cables, and mouses.</i></p>	<p>⇒ Must include examples of product specifications and an estimated cost of student/staff amount.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>
0600	Supplies – Consumable Items	<p>Consumable_Supplies are expendable items which are consumed as they are used and not used for direct student contact. May include items with a reasonable life expectancy of less than a year. Proposed cost must include shipping charges.</p> <p>EXAMPLES: <i>Paper, office supplies, toner, first aid kit, and batteries</i></p>	<p>⇒ Items of an expendable nature that are consumed, worn out or deteriorated in use.</p> <p>⇒ Can be grouped into a single line item with an attached sample list in the description.</p> <p>◆ Supplies or materials beyond reasonable start-up costs may be considered recurring expenses and may be unallowable.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>
0600	Supplies – Library Books	<p>Classroom Library & Reference Books —for use in individual classrooms. May be used as non-circulating reference or for student and teacher check-out.</p> <p>EXAMPLES: <i>Encyclopedia sets, fiction and non-fiction books, novels, book series, book/box sets.</i></p>	<p>⇒ Include the grade level and number of students being served.</p> <p>◆ May include electronic media (e-books). If electronic media takes the form of annual subscription/ renewable license, renewals are not allowable.</p> <p>◆ For books to be housed in a central library or media center, see <u>Instructional Support</u>.</p> <p>◆ Cost of freight for classroom library books must be included.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>

SUPPORT SERVICES				
CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0600	Supplies – Outreach/ Recruitment	<p>Postage for promotional mailing at non-profit rate to promote new school. Mailers, paper, posters to distribute at enrollment fairs.</p> <p>* Must be fully expended during the grant period</p>	<p>⇒ Must provide an outreach plan.</p> <p>* See above <i>Outreach and Recruitment</i> acceptable justification and notes.</p>	<p>Planning Year 0 – Yes, up to \$20,000</p> <p>Implementation Year 1 – Yes, up to \$10,000</p> <p>Implementation Year 2 – Yes, up to \$10,000</p> <p>Performance Incentive Year – No</p>
0730	Capitalized Equipment – Furniture	<p>Administrative front office furniture. Furniture for a school library, media center, computer lab and/or other multi-purpose rooms. Items that exceed \$5,000 (or \$10,000 for all awards issued after 10/1/2024) inclusive of shipping, professional service and first round of supplies.</p> <p>EXAMPLES: <i>Desks, chairs, tables, fireproof filing cabinets. Book displays, podiums, circulation desk, display case.</i></p>	<p>⇒ High priced or unusual furnishings attach the product specifications for <i>example</i> item.</p> <p>⇒ Justification may be required to clarify budget need.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>
0730	Capitalized Equipment – Playground Structures	<p>Playground structures and equipment, or non-permanent equipment/fixtures or structures. The total price of the structure is above \$5,000 (or \$10,000 for new awards after 10/1/2024), inclusive of shipping.</p> <p>EXAMPLES: <i>Play-scapes or play systems</i></p> <p>* <u>Davis Bacon Act</u> requirements may apply to this project.</p>	<p>⇒ Must include product specifications and/or itemized quote for <i>example</i>.</p> <p>⇒ Equipment must be a part of daily student curriculum. Provide justification to support.</p> <p>◆ Capitalized improvements are not allowable.</p> <p>◆ Cannot be permanently affixed to school property (building/facilities).</p> <p>◆ Costs associated with ground cover; enclosures (fencing, landscape border) are not allowable.</p> <p>◆ Costs associated with construction activities (engaging an architect, engineer, landscape architect) are not allowable.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>

SUPPORT SERVICES				
CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0735	Non-capitalized Equipment – Computer Hardware	<p>Classroom Level Technology/Electronic devices capable of reading, processing, and executing software programs. Includes peripherals and expansions less than \$5,000 (or \$10,000 for all awards issued after 10/1/2024). Technology for a school library, media center, computer lab and/or other multi-purpose rooms. Durable goods with a reasonable life expectancy of over a year.</p> <p>EXAMPLES: <i>“Highly walkable items” such as: Laptops, desktops, monitors, tablets, servers, wireless access points, routers, charging carts, classroom-level printers. All Chromebooks, iPads and other electronic items.</i></p>	<p>⇒ High priced or unusual hardware: attach product specifications for example items.</p> <p>⇒ Complete Appendix D: Technology Plan</p> <p>◆ Costs may not include monthly service fees.</p> <p>◆ CDE strongly recommends documenting and implementing some form of inventory/check out procedure for these highly walkable items.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>
0735	Non-capitalized Equipment – Computer Hardware	<p>Administrative Technology including electronic devices capable of reading, processing, and executing software programs. Includes peripherals and expansions.</p> <p>EXAMPLES: <i>Front desk desktop, central printer, central copier, visitor registration hardware, inventory hardware, principal computer, and printer.</i></p>	<p>⇒ High priced or unusual hardware: attach product specifications for items.</p> <p>⇒ Justification may be required to clarify budget needs.</p> <p>◆ Costs may not include monthly service fees.</p> <p>◆ For classroom hardware, use support services</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>
0735	Non-capitalized Equipment – Furniture	<p>Administrative front office furniture. Furniture for a school library, media center, computer lab and/or other multi-purpose rooms.</p> <p>EXAMPLES: <i>Desks, chairs, tables, fireproof filing cabinets. Bookshelves, book return, circulation desk, dictionary stands, book displays, podiums.</i></p>	<p>⇒ High priced or unusual furnishings: attach the product specifications for <i>example</i> item.</p> <p>⇒ Justification may be required to clarify budget need.</p>	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>

SUPPORT SERVICES				
CODE	OBJECT DESCRIPTION	PURPOSE/DESCRIPTION	⇒ ACCEPTABLE JUSTIFICATION EXAMPLES ◆ NOTES	ALLOWABLE FUNDING YEARS
0735	Non-capitalized Equipment – Playground Structures	<p>Playground structures and equipment, or non-permanent equipment/fixtures or structures. For structures with a total price of less than \$5,000 (or \$10,000 for all awards issued after 10/1/2024).</p> <p>EXAMPLES: <i>Tetherball sets, swing sets, portable basketball hoops, music bleachers.</i></p> <p>* <u>Davis Bacon Act</u> requirements may apply to this project.</p>	<p>⇒ Must include product specifications and/or itemized quote for <i>example</i>.</p> <p>⇒ Equipment must be a part of daily student curriculum. Provide justification to support.</p> <ul style="list-style-type: none"> ◆ Capitalized improvements are not allowable. ◆ Cannot be permanently affixed to school property (building/facilities). ◆ Costs associated with ground cover; enclosures (fencing, landscape border) are not allowable. ◆ Costs associated with construction activities (engaging an architect, engineer, landscape architect) are not allowable. 	<p>Planning Year 0 – Yes</p> <p>Implementation Year 1 – Yes</p> <p>Implementation Year 2 – Yes</p> <p>Performance Incentive Year – Yes</p>

- END OF ALLOWABLE SNAPSHOT GUIDE -

~ UNALLOWABLE COSTS ~

Under Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act of 1965, as amended (ESEA), Section 5201 - 5211 (20 U.S.C. 7221-7221)

GENERAL CATEGORY	UNALLOWABLE COSTS WITHIN THE CCSP GRANT AND OTHER CONDITIONS IMPACTING ALLOWABILITY
Activities	<ul style="list-style-type: none"> ● Field trips ● Extracurricular activities, programs, etc. ● Athletic (team/afterschool) equipment
Apparel	<ul style="list-style-type: none"> ● Student uniforms ● Athletic & extracurricular uniforms and costumes ● Staff uniforms
Capital Improvements	<ul style="list-style-type: none"> ● Purchase of land or buildings ● Addition of permanent structural improvement or restoration of some aspect of a property that will either enhance the property's overall value or increase its useful life
Construction	<ul style="list-style-type: none"> ● Construction of new facility ● Construction on existing facility ● Building renovations, refurbishments, and restoration (unless these are required to comply with applicable local, state, and federal statutes and regulations) ● Activities for which an architect and/or engineer must be utilized
Food	<ul style="list-style-type: none"> ● Any type of food ● Any type of beverage ● Equipment and supplies used exclusively for the service of food/beverages (cafeteria equipment)
Fundraising	<ul style="list-style-type: none"> ● Expenses associated with fundraising activities
Incentives	<ul style="list-style-type: none"> ● Gift certificates ● Food and beverage ● Awards and gifts
Lobbying	<ul style="list-style-type: none"> ● Lobbying or related expenses

GENERAL CATEGORY	UNALLOWABLE COSTS WITHIN THE CCSP GRANT AND OTHER CONDITIONS IMPACTING ALLOWABILITY
Promotional items	<ul style="list-style-type: none"> Promotional materials (often imprinted), such as pencils, pens, balloons, and notepads (This includes any items used for outreach and recruitment)
Professional Fees	<ul style="list-style-type: none"> Accounting, auditing, and legal fees not related to organizational start-up and planning
Recruitment	<ul style="list-style-type: none"> Placement fees (employment advertising okay)
Recurring Expenses	<ul style="list-style-type: none"> Rent/leases on or after first day of school Operating expenses and utilities, equipment leases, monthly and annual contracts Recurrent/repeated professional development and training Software license renewals Fees such as monthly insurance and payroll services, management company fees, service contracts, trash disposal, gas/electric/phone/water/utilities, cell phones, etc.
Renovations	<ul style="list-style-type: none"> Structural (roofing, wall repair, electrical wiring/rewiring) Room additions Fixed partitions Security (fences, alarms, cameras) Painting Carpeting Landscaping
Salaries	<ul style="list-style-type: none"> No salaries or related fringe benefits <u>after the school opens with students</u>
Student	<ul style="list-style-type: none"> Student membership fees Student conferences
Supplies	<ul style="list-style-type: none"> Cleaning supplies (consumables). Non-capital equipment for cleaning is okay. Cafeteria/food service supplies
Technology	<ul style="list-style-type: none"> No electrical installation or modification to room dividers or existing walls, floors, ceilings, or structural elements. Installation of computer network cabling is only allowable when not already present and may not comprise capital improvement to the property
Travel	<ul style="list-style-type: none"> Travel costs must comply with the U.S. Department of Education travel regulations, as well as school's internal travel policies.