

Financial Management and Allowability

The New York State of Education Department (NYSED) is sharing information below with sub-grantees as a reminder of requirements under the current RFP and updated [Education Department General Administrative Regulations](#) (EDGAR). The following information should be shared with program, partners and fiscal staff.

Budgeted costs must be in compliance with applicable State and Federal laws and regulations and the Department's Fiscal Guidelines. These guidelines, as well as the FBO form, are available online at the following URL: <http://www.oms.nysed.gov/cafe>

Grant funds must be used to supplement and not supplant existing activities and services.

Information about the categories of expenditures and general information on allowable costs, applicable cost principles and administrative regulations are available in the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/guidelines.html>

Allowable Costs

The term "allowable" refers to a cost, which is permitted within general federal regulations and the terms of a specific award. To be considered allowable for reimbursement, costs must meet the following general criteria:

- Be necessary and reasonable for the performance of the federal award.
- Allocable to the federal award.
- Consistent with policies and procedures that apply uniformly to both federally and non-federally financed other activities of the Agency/District.
- Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.
- Consistent treatment.
- Adequately documented.
- Be determined in accordance with general accepted accounting principles (GAAP), unless provided otherwise in Part 200.
- Not included as a match or cost share, unless the specific federal program authorizes federal costs to be treated as such.

Be the net of all applicable credits. For additional information regarding the above items, sub-grantees can also refer to [the Fiscal Policies and Procedures Template](#)

To be considered allowable for reimbursement, costs must meet all requirements as stated in the RFP (pages 2024) as well as the following general criteria. Allowable and unallowable expenditures include, but are not limited to the:

| Allowable costs | Unallowable costs |
|---|---|
| Transportation costs (i.e. driver salary and benefits, transportation vouchers, student passes) | Daily nutritional services for participants bus |
| Curriculum materials related to afterschool programming | Grant writer fees |
| Programming staff salary and benefits such as teachers and tutors | Purchase of vehicles or facilities |
| Equipment purchases for instructional purposes (refer to local threshold) | Capital expenses (a building or land for a building) |
| Program evaluation | Indirect costs not approved for an indirect cost rate by federal or state government agency |
| Youth Development contractors or Parent/Family Engagement speakers Rent | Major remodeling or new construction |

| Allowable costs | Unallowable costs |
|------------------------|---|
| | Expenses that would supplant already existing activities and services Any expenditures that do not contribute to |

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|---|-----------------|
| Gains and losses on disposition of depreciable assets | 2 CFR § 200.443 |
| General costs of government | 2 CFR § 200.444 |
| Goods and services for personal use | 2 CFR § 200.445 |
| Idle facilities and idle capacity | 2 CFR § 200.446 |
| Insurance and indemnification | 2 CFR § 200.447 |
| Intellectual property | 2 CFR § 200.448 |
| Interest | 2 CFR § 200.449 |
| Lobbying | 2 CFR § 200.450 |