

**FY 2022 Program Guide for Allowability of Costs for  
American Rescue Plan Act Supplemental Funds**

		<b>Yes = Y, No = N, Restrictions on use = R</b>	
	<b>Budget Line Item</b>	<b>Allowable for Level I Funding (all UPOPs funding is Level I)</b>	<b>Allowable for Level II Funding</b>
<b>1</b>	<b>PERSONNEL</b>		
	Direct Service Staff	<b>Y</b>	<b>N</b>
	Direct Service Supervisor	<b>Y</b>	<b>N</b>
	Administrative & Support Staff	<b>N</b>	<b>N</b>
	Prevention Service Staff	<b>Y</b>	<b>N</b>
	Community Collaboration Service Staff	<b>Y</b>	<b>N</b>
	Fundraiser/fund development	<b>N</b>	<b>N</b>
	Board/Advisory Council members	<b>N</b>	<b>N</b>
	Stipends/Honorariums	<b>N</b>	<b>N</b>
	Bonuses	<b>N</b>	<b>N</b>
	Overtime pay for grant-funded staff	<b>Y</b>	<b>N</b>
	Hazard pay	<b>Y</b>	<b>N</b>
	Associated payroll taxes	<b>Y</b>	<b>N</b>
	Increased percentage to salaries for grant-funded staff	<b>Y</b>	<b>N</b>
<b>2</b>	<b>PAYROLL TAXES &amp; BENEFITS</b>		
	For Personnel as allowed above	<b>Y</b>	<b>N</b>
	Deferred compensation match	<b>N</b>	<b>N</b>
	Severance for direct service staff	<b>Y</b>	<b>N</b>
<b>3</b>	<b>BUILDING</b>		
	<b>Rent/Mortgage</b>		
	Office rent (prorated-only for the % that is used for the provision of domestic violence services)	<b>R</b>	<b>N</b>
	Shelter Rent	<b>Y</b>	<b>N</b>
	Mortgage payments	<b>N</b>	<b>N</b>
	<b>Utilities</b>		
	Gas, electric, water & sewer (prorated-only for the % that is used for the provision of domestic violence services)	<b>R</b>	<b>N</b>
	Security Systems	<b>Y</b>	<b>N</b>
	<b>Insurance</b>		
	Building liability	<b>N</b>	<b>N</b>
	Personal property	<b>N</b>	<b>N</b>
	<b>Maintenance and Repairs</b>		
	Building modifications	<b>N</b>	<b>N</b>
	Building improvements	<b>N</b>	<b>N</b>

	Garbage collection (Shelter Only)	<b>R</b>	<b>N</b>
	Cleaning service (Shelter Only)	<b>R</b>	<b>R</b>
	Building repairs	<b>Y</b>	<b>N</b>
	<b>Household Supplies</b>		
	Cooking utensils/dishware	<b>Y</b>	<b>Y</b>
	Bedding and linens	<b>Y</b>	<b>Y</b>
	Cleaning supplies	<b>Y</b>	<b>Y</b>
	Paper products	<b>Y</b>	<b>Y</b>
	First Aid kit and supplies	<b>Y</b>	<b>Y</b>
<b>4</b>	<b>OFFICE AND PROGRAM EXPENSES</b>		
	<b>Printing</b>		
	Administrative policies and paperwork (incl. Annual Report)	<b>Y</b>	<b>N</b>
	Protocols, working agreements	<b>Y</b>	<b>N</b>
	Needs Assessments/surveys/studies	<b>Y</b>	<b>N</b>
	Brochures, program literature	<b>Y</b>	<b>N</b>
	Public presentations materials	<b>Y</b>	<b>N</b>
	General public awareness on issues	<b>Y</b>	<b>N</b>
	Community education of non-victims	<b>Y</b>	<b>N</b>
	<b>Postage</b>		
	Administration related correspondence	<b>Y</b>	<b>N</b>
	Program and educational materials	<b>Y</b>	<b>N</b>
	Client correspondence	<b>Y</b>	<b>Y</b>
	<b>Communications</b>		
	Phone leases & maintenance fees	<b>Y</b>	<b>N</b>
	Billing (local long distance, and toll-free)	<b>Y</b>	<b>N</b>
	Voice mail, call waiting	<b>Y</b>	<b>N</b>
	Cable or satellite dish	<b>Y</b>	<b>N</b>
	Internet service	<b>Y</b>	<b>N</b>
	<b>Program Supplies and Costs and Client Needs</b>		
	Computers/tablets/mobile hotspot	<b>Y</b>	<b>Y</b>
	Victim food and meals	<b>Y</b>	<b>Y</b>
	Victims support group food	<b>Y</b>	<b>Y</b>
	Staff meeting snacks	<b>N</b>	<b>N</b>
	Board meeting foods	<b>N</b>	<b>N</b>
	Support group supplies	<b>Y</b>	<b>Y</b>
	Children's activity supplies	<b>Y</b>	<b>Y</b>
	Shelter based family support activities	<b>Y</b>	<b>Y</b>
	Client emergency basic need items	<b>Y</b>	<b>Y</b>
	Client medical costs	<b>N</b>	<b>N</b>
	Client cash assistance	<b>N</b>	<b>N</b>
	Gift Cards	<b>N</b>	<b>N</b>
	Resource materials, books, videos	<b>Y</b>	<b>N</b>
	Computer software (separate purchase)	<b>R</b>	<b>N</b>
	Subscriptions to newspapers, magazines	<b>Y</b>	<b>N</b>
	Software development	<b>N</b>	<b>N</b>
	<b>Emergency Housing</b>		

	Hotel or motel fees/vouchers	Y	Y
	Housing related expenses including rental assistance	Y	Y
	Victim relocation expenses	Y	Y
	Temporary lodging in individual units such as apartments (which is not required to be owned, operated or leased by the program)	Y	Y
	<b>Household Supplies (clients)</b>		
	Cooking utensils/dishware	Y	Y
	Bedding and linens	Y	Y
	Cleaning supplies	Y	Y
	Paper products	Y	Y
	First Aid kit and supplies	Y	Y
	<b>Publicity/Advertising</b>		
	Recruitment of staff (grant funded only)	Y	N
	Recruitment of volunteers	Y	N
	Public information and event notices	Y	N
	Purchase of promotional items (agency logo pens, cups, water bottles, lanyards, bracelets, etc.)	N	N
	Web page development	Y	N
	<b>Office Supplies</b>		
	Paper, pens, folders, toner, etc.	Y	N
	Business computer software	R	N
	<b>Insurance</b>		
	Malpractice (professional liability)	Y	N
	Auto insurance	N	N
	<b>Equipment maintenance/repair/lease</b>		
	Shelter program equipment	Y	N
5	<b>EQUIPMENT Purchases</b>		
	Shelter program equipment (washer, dryer, freezer, refrigerator, stove)	Y	N
	Phone Systems (purchase)	Y	N
	Cell phones	Y	R (client use only)
	Shredders	Y	N
	Copiers	Y	N
	Computers (Only for grant-funded staff @ their % on grant.)	R	N
	LCD projectors	Y	N
	DVD players	Y	N
	Television	Y	N
	TTY/TDD machines & Braille equipment	Y	N
	Filing cabinets (Only for grant-funded staff @ their % on grant.)	R	N
	Desks and Chairs (Only for grant-funded staff @ their % on grant.)	R	N
	Client use sofas, chairs, tables, etc.	Y	N
	Playground equipment	Y	N
	Lighting	Y	N

	Security equipment	<b>Y</b>	<b>N</b>
	Vehicle	<b>N</b>	<b>N</b>
<b>6</b>	<b>CONTRACT SERVICES / CONSULTANTS</b>		
	Interpreters	<b>Y</b>	<b>Y</b>
	Mental health providers	<b>Y</b>	<b>Y</b>
	In-service trainer for direct service staff development	<b>Y</b>	<b>N</b>
	In-service trainer for administration or board service	<b>N</b>	<b>N</b>
	Bookkeeping/Financial/Auditing – pro-rated	<b>R</b>	<b>N</b>
	Legal services for program	<b>N</b>	<b>N</b>
	Animal care for sheltered victims	<b>Y</b>	<b>Y</b>
	Hotel/Motel safe housing	<b>Y</b>	<b>Y</b>
	VA Family Violence and Sexual Assault Hotline	<b>Y</b>	<b>Y</b>
<b>7</b>	<b>TRAVEL , TRANSPORTATION &amp; TRAINING</b>		
	<b>Travel and Transportation</b>		
	Direct service work mileage and lodging	<b>Y</b>	<b>N</b>
	Administration mileage and lodging	<b>R</b>	<b>N</b>
	Transportation for client safety	<b>Y</b>	<b>Y</b>
	Bus tickets, tokens, taxi (victim transportation)	<b>Y</b>	<b>Y</b>
	Board/Advisory Council business	<b>Y</b>	<b>N</b>
	Laundry, entertainment, alcohol	<b>N</b>	<b>N</b>
	Direct service work meals	<b>Y</b>	<b>N</b>
	Victim relocation expenses	<b>Y</b>	<b>Y</b>
	Rental of necessary vehicles	<b>Y</b>	<b>N</b>
	Vehicle maintenance/repairs	<b>N</b>	<b>N</b>
	<b>Training</b> (includes travel, meals, lodging, mileage, registration)		
	For direct service staff and volunteers	<b>Y</b>	<b>N</b>
	Direct service training provided to other agencies	<b>Y</b>	<b>N</b>
	DV client participation in conferences	<b>Y</b>	<b>N</b>
	Conference Planning	<b>R</b>	<b>N</b>
	Purchase of books, manuals, DVDs (direct service)	<b>Y</b>	<b>N</b>
	Web-based training	<b>Y</b>	<b>N</b>
	Food provided at training	<b>N</b>	<b>N</b>
<b>8</b>	<b>OTHER</b>		
	Indirect Costs	<b>Y</b>	<b>Y</b>
	Memberships to professional organizations	<b>Y</b>	<b>N</b>
	Program relocation expenses (DSS prorated portion of this expense)	<b>R</b>	<b>N</b>