

Oklahoma Schools COVID-19 Prevention - Project 723 - Year Two

ALLOWABLE & UNALLOWABLE EXPENSES

The ELC Reopening Schools Grant (Project 723) is funded by the Centers for Disease Control and Prevention (CDC) in collaboration with the Oklahoma State Department of Health (OSDH). The Oklahoma State Department of Education (OSDE) is the sub-recipient ensuring funds are disseminated to schools, monitoring grant progress, and reimbursing schools for allowable expenses.

The OSDE must follow a review and approval process from the OSDH and CDC prior to an expense being deemed allowable or unallowable.

This list covers eligible expenses associated with achieving the activities in Project 723. For assistance with expenditure eligibility determination, please check with OSDE prior to purchase to ensure that the item is an allowable cost in order to avoid paybacks.

ALLOWABLE EXPENSES: Year Two (11/1/2022 thru 6/30/2023)

Expenditure	Allowable (Y/N)	Additional Guidance
New Personnel	Yes	Districts may hire new employees including nurses (RN, LPN, CNA), nurse aides, case and contact investigators/tracers, administrative assistants, secretaries, other staff services to complete tracking and reporting, custodial staff to clean school sites and surfaces, counselors, and occupational therapists to provide wrap-around services. A Personnel Activity Report is needed with each claim for new personnel.
Existing Personnel	Yes, but only for grant-related activities.	Project 723 funds cannot be used to supplant. <ul style="list-style-type: none"> ▶ Job responsibilities must change to include grant-related activities. ▶ Compensation and benefits for the portion of time spent on grant-related activities is allowable. *For example, nurse salaries and benefits. If a nurse or any existing employee spends 50% of their time on grant-related work, then 50% of salary and benefits would be an allowable cost. ▶ Grant may be used to pay COVID-related overtime expenses. Revised job responsibilities, timesheets or time and effort forms must be submitted for existing employees' additional time spent on grant-related activities for employees.
Substitutes	Yes, but only for grant-related activities	If the substitute is performing COVID-related duties for new or existing personnel, the personnel cost is covered. However, if the substitute is not doing COVID-related duties it is not covered.

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Expenditure	Allowable (Y/N)	Additional Guidance
Contract Services	Yes	<p>Contract services for nurses, cleaning services and laundry services are allowable costs. This includes contract services with:</p> <ul style="list-style-type: none"> ▶ Oklahoma Career Technology Centers ▶ Local County Health Departments ▶ Visiting Nurse Companies ▶ Temporary Employment Agencies ▶ Other Contract Personnel Companies <p>Contracts and W-9 Forms must be submitted with claim reimbursements.</p>
Medical Supplies	Yes, see additional guidance and please see unallowable expenses section.	<p>Medical supplies and office supplies to be used by the school nurse or in school district's nurse stations are allowable. Allowable expenses include:</p> <ul style="list-style-type: none"> ▶ Handheld thermometers and probe covers ▶ Wall mounted thermometers ▶ Finger Pulse Oximeter ▶ Wipeable water resistant cot/camp pad for nurse office ▶ Recovery couch for nurse's station ▶ Medication cups/Small paper cups ▶ Basic kitchen timers for COVID-19 testing ▶ Disposable vomit bags ▶ Ear thermometer covers ▶ Spirometer ▶ Batteries for thermometers ▶ Tourniquet ▶ Eye symbol flip chart ▶ Particulate respirator N95 ▶ Medical disposable waste liners ▶ Wrist blood pressure monitor ▶ Medical Scissors ▶ Stop the Bleed Kit ▶ Storage sandwich bags <p>Office supplies:</p> <ul style="list-style-type: none"> ▶ Clipboards ▶ Ink ▶ Paper ▶ File Folders ▶ Pens ▶ USB Flash Drives ▶ Binders ▶ File Folders ▶ Tape ▶ Tape Dispensers ▶ Staples ▶ Staplers ▶ Markers

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Expenditure	Allowable (Y/N)	Additional Guidance
Medical Supplies	Yes, see additional guidance and please see unallowable expenses section.	<p>Basic First Aid Supplies:</p> <ul style="list-style-type: none"> ▶ Adhesive tape ▶ Elastic wrap bandages ▶ Bandage strips and “butterfly” bandages in assorted sizes ▶ Rubber tourniquet or 16 French catheter ▶ Nonstick sterile bandages and roller gauze in assorted sizes ▶ Eye shield or pad ▶ Large triangular bandage (may be used as a sling) ▶ Aluminum finger splint ▶ Instant cold packs ▶ Cotton balls and cotton-tipped swabs ▶ Petroleum jelly or other lubricant ▶ Safety pins in assorted sizes ▶ Scissors and tweezers ▶ Antibiotic ointment ▶ Antiseptic solution and towelettes ▶ Eyewash solution ▶ Turkey baster or other bulb suction device for flushing wounds ▶ Sterile saline for irrigation, flushing ▶ Hydrogen peroxide to disinfect ▶ Life Vac First Aid Kits ▶ Towelettes
Emergency Medical Go Bags for COVID-19 testing sites	Yes, but limited	<p>Emergency Medical Go Bags that include CPR and Basic First Aid Supplies (see above) are allowable.</p> <ul style="list-style-type: none"> ▶ These bags could be placed at COVID-19 test sites and in the nurses’ offices. ▶ Flashlights, batteries, blankets, blood pressure cuffs, stethoscopes, flares or matches, AED machines, or food items are not allowable.

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Expenditure	Allowable (Y/N)	Additional Guidance
Hygiene/Cleaning Custodial Supplies	Yes	<p>Cleaning supplies to be used by custodial or janitorial staff for COVID-19 mitigation efforts are allowable. Allowable expenses include:</p> <ul style="list-style-type: none"> ▶ Paper towels ▶ Toilet paper for bathrooms ▶ Disinfectant, cleaning solutions, and sanitation wipes: e.g. Bleach, Clorox wipes ▶ Hand sanitizers and hand sanitizer dispensers ▶ Trashcans, trash bags and trash can liners for bathrooms ▶ Waxed sanitary napkin receptacle liners for bathrooms ▶ Medical disposable waste liners ▶ Towels ▶ Brooms ▶ Mops and mop buckets ▶ Brushes ▶ Vacuums (small, portable, or handheld) ▶ HEPA vacuums with HEPA filtration ▶ Dusters ▶ Janitorial carts ▶ Portable UVC sanitation lights ▶ Electrostatic disinfectant handheld sprayers ▶ Electrostatic disinfectant backpack sprayers ▶ Portable Hypochlorous generator and portable sanitation sprayer/dry mist foggers ▶ Soap e.g. hand soap, dish soap ▶ Floor buffing pads ▶ Urinal screens ▶ Rim hanger ▶ Brush grout swivel ▶ Deod meter spray
Portable Handwashing Sink Units	Yes	<p>Portable handwashing sink units are allowable, see link below for an example:</p> <ul style="list-style-type: none"> ▶ https://www.amazon.com/FixtureDisplays-Portable-Contained-Fountain-18536-2D/dp/B07R9MSLSV
Paper Towel and Hand Soap Dispensers	Yes	<p>Allowable expenses include:</p> <ul style="list-style-type: none"> ▶ Touchless paper towel dispensers ▶ Touchless hand soap dispensers

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Expenditure	Allowable (Y/N)	Additional Guidance
Outdoor Supplies to be used for outside COVID-19 testing site	Yes	<p>Outdoor benches, tables, trashcans, popup tents and stakes/weights for tents are only allowable if the district is hosting a series of outdoor testing and vaccination events, see links below for an example:</p> <ul style="list-style-type: none"> ▶ Outdoor Picnic Table (green) - \$999.88 each (before S&H) ▶ Outdoor Benches (green) - \$655.88 each (before S&H) <p>School districts must upload documentation of the promotion of outdoor testing events to warrant this expenditure and make it meet the standard of “reasonable and necessary.” No outdoor construction (including pavilions) is allowed with Project 723 funds.</p>
Communications, Community and School Outreach Supplies	Yes	<p>Expenses associated with outreach and assistance are allowable. Communication supplies related to grant-related activities (e.g., parent, student, staff, and community outreach efforts, COVID-19 testing events, COVID-19 testing and vaccine promotion, mitigation activities) are allowable expenses (e.g., printing, paper, ink cartridges, posters, banners, etc.)</p> <p>School districts must upload documentation of the promotion of testing and vaccination events to warrant this expenditure and make it meet the standard of “reasonable and necessary.”</p>

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Expenditure	Allowable (Y/N)	Additional Guidance
Enhancements to HVAC Systems	Yes	<p>Enhancements to existing HVAC systems to improve indoor air quality for in-person instruction are allowable and cannot exceed \$150,000 per facility (e.g., school site).</p> <p>Also includes contracting for services to replace filters, install ionizations systems and perform regular servicing and repair of units.</p> <p>Replacing of condensers, replacing a coil, adding a heat exchanger, adding refrigerant, duct work.</p> <p>For additional guidance, view the Enhancements to HVAC Systems document.</p>
Portable air filtration systems/ HEPA	Yes	<p>Allowable for air quality and circulation. Allowable expenses include:</p> <ul style="list-style-type: none"> ▶ Portable air filtration systems/HEPA for classrooms ▶ Fans for classrooms, gyms, weight rooms and other areas ▶ Portable evaporative cooler for classrooms
Dry Hydrogen Peroxide Systems	Yes	Allowable for air quality and circulation.

Expenditure	Allowable (Y/N)	Additional Guidance
Filters	Yes	<p>Allowable to enhance air and water quality. Allowable expenses include:</p> <ul style="list-style-type: none"> ▶ Cabin air filters for school buses ▶ Air filters for portable air purification systems ▶ High-efficiency particulate air (HEPA) filters ▶ MERV-13 (or higher) filters to existing HVAC systems ▶ Water filters for water bottle fountains
Telephone Messaging System	Yes	Allowable for use of automated messaging notifying staff/parents of COVID-19 exposure, quarantine, COVID-19 testing and vaccination events.
Cell Phones	Yes	Allowable for use of grant-related activities.
Desktops/Laptops/iPads	Yes	Allowable for nurses' stations, testing sites, or personnel working on grant-related activities.
Software	Yes	Tools that assist in the rapid identification, electronic reporting, monitoring, analysis, and evaluation of control measures to reduce the spread of COVID-19 that may be translatable to other diseases (e.g., GIS software, visualization dashboards, and cloud services) are allowable expenses.
Waste Pickup	Yes	Allowable to dispose of biohazard waste, infectious waste (e.g., used rapid antigen test kits).

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Expenditure	Allowable (Y/N)	Additional Guidance
Fuel	Yes	Fuel used (e.g., buses and vehicles) to transport students and staff for grant-related activities including COVID-19 testing or vaccination promotion events is an allowable expense.
Wrap-Around Services	Yes	Allowable expenses for wrap-around services include: hoteling, food, laundry, and mental health services for those who test positive.
Student Incentives	Yes	<p>Incentives are allowable and cannot exceed \$25 per incentive. Districts must complete an ELC Incentive Plan Template and receive prior approval from OSDH/ CDC before purchasing student incentives for grant-related activities.</p> <p>▶ Complete the ELC Incentive Plan Template and return to OSDE.</p>
Telehealth proctoring of at-home rapid COVID-19 antigen testing	Yes	

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Expenditure	Allowable (Y/N)	Additional Guidance
Leasing Printers and Fax Machines	Contingent, see additional guidance	<p>Only allowable if this hardware will be used for reporting, case management, or outreach to parents/community.</p> <ul style="list-style-type: none"> ▶ Contract and documentation denoting appropriate usage of these items must be submitted with claim reimbursements. ▶ The school district is responsible for all operational costs, insurance, and any liability that may result from the use of printers and fax machines related to the lease. The lease must terminate at the duration of the grant (i.e., June 30, 2023).
Leasing Vehicles	Contingent, see additional guidance	<p>The grant will not reimburse for the purchase of any assets so districts may not purchase vans, SUVs, or buses.</p> <ul style="list-style-type: none"> ▶ Districts may, however, lease or rent a vehicle for the duration of the grant and must be used for grant-related purposes. ▶ The school district is responsible for all operational costs, insurance, and any liability that may result from the use of the vehicle related to the lease. The lease must terminate at the duration of the grant (i.e., June 30, 2023).
Leasing a Building to Serve as COVID-19 Testing Site	Contingent, see additional guidance	<p>Allowable, depending on specifics. Leasing a portable building is allowable, but a brick-and-mortar type building would require the CDC Office of Grant Services (OGS) review.</p> <ul style="list-style-type: none"> ▶ The grant will not reimburse for permanent fixtures, infrastructure, etc. ▶ The school district is responsible for all operational costs, insurance, and any liability that may result from the use of the portable building related to the lease. The lease must terminate at the duration of the grant (i.e., June 30, 2023).
Furniture	Contingent, see additional guidance	<p>Can be allowable but will need a cost breakdown and justification for usage prior to purchase. Furniture must be deemed reasonable and necessary.</p>
Commercial/Industrial Floor Cleaning Machines	Contingent, see additional guidance	<p>Commercial/Industrial floor cleaning machines are not allowable. However, a multipurpose cleaning and disinfecting system that cleans and disinfects a variety of high-touch surfaces is allowable.</p>

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Remodel Flooring (material only)	Contingent, see additional guidance	<p>Only allowable if transforming another room into a testing site.</p> <ul style="list-style-type: none"> ▶ The grant will not reimburse for installation, labor, or contract services. ▶ The school district will need to provide a cost breakdown and justification for usage prior to purchase. Flooring must be deemed reasonable and necessary.
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UNALLOWABLE EXPENSES: Year Two (11/1/2022 thru 6/30/2023)

Expenditure	Allowable (Y/N)	Additional Guidance
COVID-19 Rapid Antigen Test Kits and PPE	No	<p>Each district will receive COVID-19 rapid antigen test kits and PPE at no charge against the grant amount shown in GMS.</p> <ul style="list-style-type: none"> ▶ Schools still need to use OSDH's BigCommerce website to order their rapid antigen tests until BigCommerce's supply is depleted. okppe.mybigcommerce.com ▶ NEW Schools can order PPE (adult and child size masks, latex-free disposable gloves, disposable gowns) on McKesson Supply Manager. (mms.mckesson.com) Before ordering, email CTSTraining@McKesson.com to request a username and temporary password. Also, please include the ship-to address for your school. ▶ If districts need additional COVID-19 Rapid Antigen Test Kits and PPE, greater than those supplied by OSDH, contact OSDE.
Medical Supplies	No	<p>Not allowable expenses include:</p> <ul style="list-style-type: none"> ▶ Portable AED machines ▶ Small, portable refrigerators and ice machines for school nurse offices ▶ Medication ▶ Otoscope ▶ Pill Counters ▶ Stethoscope ▶ Blood pressure cuff
Washer and Dryers	No	<p>Not allowable expenses include:</p> <ul style="list-style-type: none"> ▶ Full-size and portable washers and dryers ▶ Leasing or renting washers and dryers
Emergency Management Systems and Behavioral Threat and Assessment Systems	No	<p>Not allowable expenses include:</p> <ul style="list-style-type: none"> ▶ Ident-A-Kid ▶ RAVE Panic Button System ▶ Video Surveillance Systems

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Water Dispensers, Fountains, or Coolers	No	Not allowable expenses include: <ul style="list-style-type: none"> ▶ Portable water dispensers / coolers ▶ Reusable water bottles ▶ Renting water dispensers, fountains, coolers
Stipends	No	
Cameras / Surveillance Systems	No	
Vape Detectors	No	

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