# Guide (Matrix) for Allowable and Unallowable Budget Cost Categories

This guide is based on Uniform Guidance 2 CFR 200 and WIOA Adult and Dislocated Worker-related law, both in 2014. In addition, this guide includes Minnesota’s model. Users of this guide are cautioned that changes may be in order as clarification of what is allowable by cost category becomes available and interpretations are made. Unless otherwise noted, Uniform Guidance regulations 2 CFR will be noted as UG 200.XXX and WIOA Law changes are noted as WIOA.

Note: The first four cost categories below are the cost categories used in the majority of the state and federal adult-related and dislocated worker grant awards issued from the Employment and Training Programs (ETP) Division. The rest of the cost categories are alphabetic, and if allowable in your grant, will fall within the first four cost categories.

Note: An UNALLOWABLE COST section has been added at the end of this matrix.

| **ALLOWABLE COSTS** | **DOL Model** | | **Minnesota Model** | | | | **Notes/Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Subgrantee Costs** | **Admin** | **Program** | **Admin** | **Direct Customer Training Costs** | **Career Services – Direct Services** | **Support Services** |
| Administrative Costs | X |  | X |  |  |  | Administrative Costs are generally associated with the expenditures related to the operation of the grant award which are not directly related to the program costs in serving participants. The administrative expenditures must be in accordance with the appropriate rules and regulations of the funding source. The cap (or maximum amount) of Administrative Costs will be indicated in the grant award or budget. At grant closeout, the Administrative Cost will be based on actual expenditures (not the budget amount).  WIOA LAW, SEC 3 (1), WIOA 683.215(b)(1)(i) and 683.215(c)(6)(i) |
| Career Services |  | X |  |  | X |  | Career Services include eligibility determination, development of the Individual Employment Plan (IEP), short term prevocational services and work readiness skills, outreach and intake, initial skill assessments, job search and placement assistance, career counseling, recruitment, coordination of activities with other programs, job vacancy listings, provision of useable and understandable performance and program cost information. Staff-related costs including salaries, benefits, travel rent, utilities, etc.  WIOA Law Section §134(b)(3)(2), Sec. 3 (8) definition, WIOA 680.120 through 680.170. Career Services combines the Core and Intensive Service categories previously under WIA. |
| Direct Customer Training Costs |  | X |  | X |  |  | Tuition, books, fees, On-the-Job (OJT) reimbursements, registered apprenticeships, participant wages & fringes (SCSEP), incumbent worker training, customized training, job readiness training, adult education and literacy activities, provided directly on the customer’s/consumer’s behalf. For non-WIOA programs, include the expenditures in accordance with the appropriate rules and regulations. DO NOT INCLUDE STAFF COSTS unless staff are providing the direct customer training.  WIOA 680.200 thru 680.330, 683.215(c)(6)  OJT: WIOA Law, Sec 3 (44) |
| Support Services |  | X |  |  |  | X | Costs for services and items considered necessary for job seeker participation in the program including, but not limited to: transportation, housing/rental assistance, health and medical costs, emergency financial assistance, legal aid, personal counseling, clothing, professional memberships, tools, stipends and incentives, employment and training fees, etc. For all grants (including non-WIOA programs), the actual support services must be allowable in accordance with the appropriate rules and regulations of the award.  See section on Support Services for possible options, as allowed in grant award. |
| Accounting | X | X | X |  | X |  | WIOA 683.215(b)(1)(i) and 683.215(c)(6)(i). Administrative Cost if related to admin activities. Program cost if related to participant information, etc. |
| Administrative Costs | X |  | X |  |  |  | See Administrative Cost on page one. |
| Advertising | X | X | X |  | X |  | UG 200.421 (a-b) The term advertising costs means the costs of advertising media and corollary administrative Costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and other costs of this nature.  (b) The only allowable advertising costs are those which are solely for: (1) The recruitment of personnel required by the non-Federal entity for performance of a Federal award (See also §200.463 recruiting costs); (2) The procurement of goods and services for the performance of a Federal award; (3) The disposal of scrap or surplus materials acquired in the performance of a Federal award except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or (4) Program outreach and other specific purposes necessary to meet the requirements of the Federal award.  WIOA 683.215(b)(3) and 683.245(b)(6). Administrative Cost if related to administrative activities. Program cost if related to outreach, job development, and program activities. |
| Assessments, comprehensive, and specialized, pre-vocational, career planning, etc. |  | X |  | X | X |  | WIOA 680.220 |
| Audit functions | X |  | X |  |  |  | UG 200.425  A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), as implemented by requirements of this part, are allowable.  UG 200.425(a)(1) to (3)  For Unallowable audit costs, see Unallowable costs section - Audits  WIOA 683.215(b)(1)(vii) |
| Bonding | X |  | X |  |  |  | UG 200.427 |
| Budget preparation | X | X | X |  | X |  | WIOA 683.215 (b)(1)(i) and 683.215(c)(2). Administrative Cost if related to overall administrative function. Program cost if related to a program component. |
| Career Services |  | X |  |  | X |  | See Career Services on page two. |
| Case management |  | X |  |  | X |  | WIOA 680.220 |
| Clerical reporting to supervisor of line staff | X | X | X |  | X |  | WIOA 683.215(c)(3). Administrative Cost if related to overall administrative function. Program cost if related to a program component. |
| Clerical assistant to training personnel | X | X | X | X | X |  | WIOA 683.215. The classification of these costs depends on the nature of the training. If the training is being provided for staff, the cost is administrative. If the training is being provided for participants, the cost is program. |
| Complaints | X |  | X |  |  |  | WIOA 683.215(b)(1)(vi) |
| Conferences (meetings, retreats, seminars, symposiums, workshop, etc.) | X | X | X |  | X |  | UG 200.432 Administrative Cost if related to overall administrative function. Program cost if related to a program component for program staff |
| Continuous improvement | X | X | X |  | X |  | WIOA 683.215(c)(6): Administrative Cost if related to overall administrative function. Program cost if related to a program component |
| Contracting: administrative or program | X | X | X | X | X |  | WIOA 683.215(c)(1) and WIOA 683.215(c)(4). Administrative Cost if related to overall administrative function. Program cost if related to a program component. |
| Contract/purchase order preparation | X | X | X |  | X |  | WIOA 683.215(b)(1)(ii); 683.215(c)(2). Administrative Cost if related to overall administrative function. Program cost if related to a program component. |
| Counseling - career (job search related)  Counseling - career (employability plan), group, individual |  | X |  |  | X |  | WIOA 680.220 |
| Depreciation and disposition of depreciable assets | X | X | X |  | X |  | UG 200.436, 200.443 If purchased with grant funds, cannot depreciate. |
| Eligibility determination |  | X |  |  | X |  | WIOA 680.220 |
| Eligible list of providers – information, development and maintenance |  | X |  |  | X |  | WIOA Sec. 122  WIOA 683.215(c)(5)(6) |
| Entertainment costs |  |  |  |  |  |  | UG 200.438  Generally unallowable -  See Entertainment Costs listed under Unallowable Costs section. |
| Equipment/equipment expenditures | X | X | X |  | X |  | WIOA 683.215(b)(5); 683.215(c)(5) Administrative Cost if related to overall administrative function. Program cost if related to a program component |
| Financial functions and management systems | X | X | X |  | X |  | WIOA 683.215 (b)(1)(i); 683.215(c)(5). Administrative Cost if related to overall admin function. Program cost if related to participant tracking. |
| Facility rearrangement and reconversion | X | X | X |  | X |  | UG 200.462 Administrative Cost if related to overall administrative function. Program cost if related to a program component |
| Fund raising and investment management costs |  |  |  |  |  |  | UG 200.442 (a)… For ETP purposes, generally unallowable. See Fundraising in Unallowable Section. |
| Improper payment collection | X |  | X |  |  |  | UG 200.428  The costs incurred by a non-Federal entity to recover improper payments are allowable as either direct or indirect costs, as appropriate. Amounts collected may be used by the non-Federal entity in accordance with cash management standards set forth in UG200.305 *Payment* |
| Incident reports | X |  | X |  |  |  | WIOA 683.215(b)(1)(vi) |
| Indirect cost and cost rate proposal | X | X | X |  | X |  | UG 200.56 and 200.57  WIOA 683.215(a); 683.215(c)(3) Specific costs charged to an overhead or indirect cost pool that can be identified as a program cost may be charged as a program cost. Documentation of such charges must be maintained. |
| Individual training accounting system maintenance |  | X |  |  | X |  | WIOA 683.215(c)(6)(i) |
| Information including jobs, jobs in demand, support services, job skills, secondary providers, financial aid, vocational rehabilitation, etc. |  | X |  |  | X |  | WIOA 683.215(c)(6) |
| Information systems | X | X | X |  | X |  | WIOA 683.215(b)(1)(ix); 683.215(b)(5); 683.215(c)(5).  Administrative Cost if related to overall administrative function. Program cost if related to a program component. |
| Insurance and indemnification | X | X | X |  | X |  | UG 200.447  Administrative Cost if related to overall administrative function. Program cost if related to a program component. |
| Interest | X |  | X |  |  |  | UG 200.449 …Financing costs (including interest) to acquire, construct, or replace capital assets are allowable, subject to the conditions in this section…  Also see Interest Unallowable Cost Section. |
| Interpreter and translation |  | X |  |  | X |  | WIOA 683.215(b)(1)(ix). |
| Investigations | X |  | X |  |  |  | WIOA 683.215(b)(1)(vi) |
| Job coach |  | X |  |  | X |  | WIOA 683.210 |
| Job developer |  | X |  |  | X |  | WIOA 680.220 or 683.215 or 680.110? |
| Job search assistance |  | X |  |  | X |  | WIOA 683.215 |
| Job search - out of area |  | X |  |  | X |  | WIOA 683.215 |
| Job vacancies |  | X |  |  | X |  | WIOA 683.215 |
| Labor market analysis |  | X |  |  | X |  | WIOA 683.215 (c)(6) |
| Legal staff/services | X |  | X |  |  |  | WIOA 683.215(b)(1)(viii) |
| Licensing fees |  | X |  | X |  | X | WIOA 680.900, |
| Local boards and boards of chief elected official required by local public/private partnership | X | X | X |  | X |  | WIOA 683.215(a); 20 CFR 683.215(c)(2)  It is primarily administration cost. It is possible that if boards are reviewing specific programs, one probably could claim a program cost. |
| Maintenance/repair functions | X | X | X |  | X |  | UG 200.452 WIOA 683.215(b)(5); Administrative Cost if repair is for admin purposes; Program cost if repair, i.e., Equipment, etc., is for program purposes |
| Marketing and selling  (see outreach, or advertising, or public relations) |  |  |  |  |  |  | UG 200.467 Generally Unallowable. Costs of selling and marketing any products or services of the non-Federal entity (unless allowed under §200.421 Advertising and public relations.) are unallowable, except as direct costs, with prior approval by the Federal awarding agency when necessary for the performance of the Federal award. See Unallowable Cost Section below. |
| Materials and supplies | X | X | X |  | X |  | UG 200.452, 200.453 WIOA 683.215(b)(3); 683.215(c)(2). Administrative Cost if Materials/Supplies are for admin purposes; Program cost if supplies are for program purposes |
| Memberships, staff | X | X | X |  | X |  | UG 200.454  WIOA 683.245(b)  Also see Memberships in Unallowable Cost Section. |
| Memorandum of Understanding (MOU) negotiating and other program-level agreements | X | X | X |  | X |  | Page 49367, column 1 (Federal Register, August 11, 2000) |
| Military Selective Service Act enforcement |  | X |  |  | X |  | WIOA 683.225 and 683.230 |
| Monitoring subgrantees and subgrantees monitoring subrecipients | X | X | X |  | X |  | WIOA 683.215(b)(2); 20 CFR 683.215(c)(6)(i). Administrative Cost if monitoring administrative functions; Program cost if monitoring participants and performance information |
| Motor pools | X | X | X |  | X |  | WIOA 683.215(b)(4); 683.215(c)(2) Administrative Cost for admin expenses; Program cost for program purposes |
| Non-discrimination enforcement | X |  | X |  |  |  | WIOA 683.215 (b)(1)(vi); 683.215(a) |
| Orientation, general |  | X |  |  | X |  | WIOA 680.110 |
| Outreach, general |  | X |  |  | X |  | WIOA 683.215 |
| Outreach to employers to obtain job listings—see business services |  | X |  |  | X |  | WIOA 683.215 |
| Participant related costs, Support Services section, page three. |  | X |  |  |  | X | UG 200.456, WIOA 683.215 (c)(4) |
| Participant tracking system purchase |  | X |  |  | X |  | WIOA 683.215(c)(6) |
| Payroll functions | X |  | X |  |  |  | WIOA 683.215(b)(1)(v) |
| Payroll systems | X |  | X |  |  |  | WIOA 683.215(b)(1)(v) |
| Personnel systems | X |  | X |  |  |  | WIOA 683.215(b)(1)(iv) |
| Personnel compensation—personal services, fringe benefits, health and welfare costs, recruiting costs, relocation costs, training and education, travel, etc. | X | X | X |  | X |  | UG 200.430, 200.431, 200.437, 200.463, 200.464, 200.472, 200.474  See Relocation Costs of employees – See Unallowable section (200.464) |
| Personnel management functions | X |  | X |  |  |  | WIOA 683.215(b)(1)(iv) |
| Performance information for local programs including eligible providers |  | X |  |  | X |  | WIOA 683.215(c)(6)(iii) |
| Proposal costs | X |  | X |  |  |  | UG 200.460 |
| Public relations |  | X |  |  | X |  | UG 200.421(d) The only allowable public relations costs are: (1) Costs specifically required by the award; (2) Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of the Federal award (these costs are considered necessary as part of the outreach effort for the Federal award); or (3) Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of funding opportunities, financial matters, etc. |
| Performance tracking (MIS) |  | X |  |  | X |  | WIOA 683.215(c)(5)(v) |
| Placement assistance |  | X |  |  | X |  | WIOA 683.215(c)(5)(ii |
| Postage | X | X | X |  | X |  | WIOA 683.215(b)(3); 683.215(c)(2) Admin cost for costs for administrative activities. Program cost for program activities. |
| Pre-award costs | X |  | X |  |  |  | [Cost](http://www.doleta.gov/neg/admin_req.cfm)s incurred prior to the effective date of the award directly pursuant to the negotiation in anticipation of the award where such costs are necessary for efficient and timely performance of the scope of the work. Allowable only to the extent that they would have been allowable if incurred after the date of the award. Needs written approval of DEED.  UG 200.458 |
| Premises | X | X | X |  | X |  | WIOA 683.215(b)(3); 683.215(c)(2) |
| Professional service costs | X | X | X |  | X |  | UG 200.459 WIOA 683.215(b); 683.215(c)(2) |
| Program analysis | X | X | X |  | X |  | WIOA 683.215(b)(5); 683.215(c)(6), Administrative Costs if related to admin activities. Program cost for program planning; performance information, etc. |
| Program design/curriculum |  | X |  | X | X |  | WIOA 680.200 |
| Program performance/cost information |  | X |  |  | X |  | WIOA 683.215(c)(6)(iii) |
| Property management | X | X | X |  | X |  | WIOA 683.215(b)(1)(iii) administrative functions;  683.215(c)(2) program function. |
| Publication and printing | X | X | X |  | X |  | UG 200.461 20 CFR 683.215(b)(3); 683.215(c)(2) administrative or program function |
| Procurement function | X |  | X |  |  |  | WIOA 683.215(b)(1)(ii) |
| Purchasing functions | X | X | X |  | X |  | WIOA 683.215(b)(1)(ii) –general administrative functions; 683.215(c)(2)- program function. |
| Rental costs of real property and equipment | X | X | X |  | X |  | UG 200.465  WIOA 683.215(b)(3) administrative function;  683.215(c)(2) program function |
| Staff training and education | X | X | X |  | X |  | WIOA 683.215(c)(6) – Administrative or program function |
| Subscriptions | X | X | X |  | X |  | WIOA 683.215(b)(3); 683.215(c)(2) Administrative or program cost |
| Sub-recipients/contractors for the purchase of basic, individualized and follow up training services |  | X |  | X | X |  | WIOA 683.215(c)(4). MN Program cost: Direct customer cost is only to be charged if a training payment (i.e., tuition, ITA, etc.) is directly made to the customer or on behalf of the customer. |
| Supervisors, front-line  Supervisors, admin/other/non-frontline | X | X | X |  | X |  | WIOA 683.215(c)(2). Administrative Cost if related to admin functions. Program cost if related to program functions |
| Supplies | X | X | X |  | X |  | WIOA 683.215(b)(3); 683.215(c)(2). Admin or Program function |
| Taxes | X | X | X |  | X |  | UG 200.470  WIOA 683.215(b)(3); 683.215(c)(2). Administrative or Program function |
| Testing (educational) fees, training-related applications, tests, and certifications |  | X |  | X |  | X | WIOA Sec 134(c)(2) and (3) and WIOA 680.900 |
| Training consultation from staff |  | X |  |  | X |  | WIOA 683.215(c)(6) |
| Training and training payments—OJT, incumbent worker, occupational skills, ABE, skill upgrading, entrepreneurial, job readiness, customized training, entrance fees |  | X |  | X |  |  | OJT: WIOA Law, Sec 3 (44)  WIOA 680.200 |
| Training plans—development of |  | X |  |  | X |  | WIOA 680.210 thru 680.330, |
| Training services—also see training payments |  | X |  | X |  |  | WIOA 680.200 thru 680.220 |
| Transportation for participants/travel for staff | X | X | X |  | X | X | WIOA 683.215(b)(4); 683.215(c)(2) Administrative or Program function. Transportation costs for participants would be ‘Support Services’. Travel costs for staff could be administrative or ‘Career or Direct Services related’ for program staff if related to participants. |
| Unemployment Insurance | X | X | X |  | X |  | WIOA 683.215(6). If a subgrantee staff person is collecting UI benefits, those UI costs can be charged – depending on whether they were admin cost or program cost. |

| **ALLOWABLE COSTS** | | **DOL Model** | | **Minnesota Model** | | | | | | **WIOA 680.910 and 920 Supportive Services overall can be provided to participants** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Support Services** | | **Admin** | **Program** | **Admin** | **Direct Customer Training** | **Career Services-Direct Services** | **Support Services** | | **Notes/Comments** | |
| Allowances for books, fees, supplies, and other necessary items for students enrolled in postsecondary education | |  | X |  |  |  | X | | WIOA Sec 134(c)(2) and (3) and WIOA 680.900 | |
| Child care | |  | X |  |  |  | X | | WIOA Sec 134(c)(2) and (3) and WIOA 680.900 | |
| Clothing/uniforms/other appropriate work attire and work-related tools, including eyeglasses and protective eye gear | |  | X |  |  |  | X | | WIOA Sec 134(c)(2) and (3) and WIOA 680.900 | |
| Community services, referrals and linkages | |  | X |  |  |  | X | | WIOA 680.900 | |
| Emergency financial assistance | |  | X |  |  |  | X | | WIOA 680.930 thru 680.970  MN: Supportive cost. *DEED Policy -* <https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=509> | |
| Healthcare referrals | |  | X |  |  |  | X | | WIOA Sec 134(c)(2) and (3) and WIOA 680.900 | |
| Housing/rental assistance | |  | X |  |  |  | X | | WIOA Sec 134(c)(2) and (3) and WIOA 680.900 | |
| Incentive/bonus payments (Youth) | |  | X |  |  |  | X | | Use Youth’s applicable cost category.  WIOA 681.640 | |
| Internships | |  | X |  | X | X |  | | WIOA Sec 134(c)(2) and (3) and WIOA 680.180  MN: Money paid to participants is Direct Customer Training. Other related expenditures are service related costs. | |
| Legal aid services | |  | X |  |  |  | X | | | WIOA Sec 134(c)(2) and (3) and WIOA 680.900 |
| On-the-Job (OJT) Training | |  | X |  | X |  |  | | | WIOA 680.200 and https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=427 |
| Reasonable accommodations for individuals with disabilities | |  | X |  |  |  | X | | | WIOA Sec 134(c)(2) and (3) and WIOA 680.900  https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=546 |
| Religious/Sectarian Activities | |  |  |  |  |  |  | WIOA Section 188(a)(3) and 683.255 and 29 CFR part 2, subpart D……governs the circumstances under which Department support, including WIOA title I financial assistance, may be used to employ or train participants in religious activities. Under that subpart such assistance may be used for such employment or training only when the assistance is provided indirectly within the meaning of the Establishment Clause of the U.S. Constitution and not when the assistance is provided directly…  Generally not allowable. See Unallowable Costs below. | | |
| Scholarships and student aid costs | |  | X |  | X | X | X | UG 200.466 | | |
| Tools | |  | X |  | X |  | X | WIOA Sec 134(c)(2) and (3) and WIOA 680.900 | | |
| Transportation |  | | X |  |  |  | X | WIOA Sec 134(c)(2) and (3) and WIOA 680.900 | | |
| Work experience program/payments/OJT |  | | X |  | X | X |  | WIOA Sec 134(c)(2) and (3) and WIOA 680.180  MN: Money paid to participants is Direct Customer Training. Other related expenditures are Service-related costs. | | |

| **UNALLOWABLE COSTS** | **Notes/Comments** |
| --- | --- |
| Advertising and public relations | UG 200.421(e) (e) Unallowable advertising and public relations costs include the following: (1) All advertising and public relations costs other than as specified in paragraphs (b) and (d) of this section; (2) Costs of meetings, conventions, convocations, or other events related to other activities of the entity (see also §200.432 Conferences), including: (i) Costs of displays, demonstrations, and exhibits; (ii) Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and (iii) Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings; (3) Costs of promotional items and memorabilia, including models, gifts, and souvenirs; (4) Costs of advertising and public relations designed solely to promote the non-Federal entity. |
| Advisory councils | UG 200.422 Costs incurred by advisory councils or committees are unallowable unless authorized by statute, the Federal awarding agency or as an indirect cost where allocable to Federal awards. See §200.444 General costs of government, applicable to states, local governments and Indian tribes. |
| Alcoholic beverages | UG 200.423 Costs of alcoholic beverages are unallowable. |
| Alumni activities | UG 200.424 Costs incurred by IHEs for, or in support of, alumni/ae activities are unallowable. Exception for graduation celebrations. Prior approval required. |
| Audit services | UG 200.425 (a)(1) to (3) Any costs when audits required by the Single Audit Act and Subpart F—Audit Requirements of this part have not been conducted or have been conducted but not in accordance therewith; and  Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and Subpart F—Audit Requirements of this part because its expenditures under Federal awards are less than $750,000 during the non-Federal entity's fiscal year.  The costs of a financial statement audit of a non-Federal entity that does not currently have a Federal award may be included in the indirect cost pool for a cost allocation plan or indirect cost proposal.  Pass-through entities may charge Federal awards for the cost of agreed-upon-procedures engagements to monitor subrecipients (in accordance with Subpart D—Post Federal Award Requirements of this part, §§200.330 Subrecipient and contractor determinations through 200.332 Fixed Amount Subawards) who are exempted from the requirements of the Single Audit Act and Subpart F—Audit Requirements of this part. This cost is allowable only if the agreed-upon-procedures engagements are:  (1) Conducted in accordance with GAGAS attestation standards;  (2) Paid for and arranged by the pass-through entity; and  (3) Limited in scope to one or more of the following types of compliance requirements: activities allowed or unallowed; allowable costs/cost principles; eligibility; and reporting. |
| Bad debt | UG 200.426 Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable. See also §200.428 Collections of improper payments. |
| Contributions/donations | UG 200.434 (a) Costs of contributions and donations, including cash, property, and services, from the non-Federal entity to other entities, are unallowable, etc. |
| Entertainment costs | UG 200.438 Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency |
| Equipment, special purpose equipment, etc. | UG 200.439… (2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity. |
| Fines, penalties, damages, and other settlements | UG 200.441 Costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the Federal award, or with prior written approval of the Federal awarding agency. See also §200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements. |
| Fundraising, etc. | UG 200.442 (a)…… Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. Proposal costs are covered in §200.460 Proposal  (b) Costs of investment counsel and staff and similar expenses incurred to enhance income from investments are only Allowable when associated with investments covering pension, self-insurance, or other funds which include Federal participation allowed by this part.  (c) Costs related to the physical custody and control of monies and securities are allowable. (d) Both allowable and unallowable fund raising and investment activities must be allocated as an appropriate share of indirect costs under the conditions described in §200.413 Direct costs  UG 200.442 (a) Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable… |
| General Government and/or subgrantee costs | UG 200.444 General costs of government are unallowable (except as provided in §200.474 Travel costs). Unallowable costs include:  Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe;  Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction;  Costs of the judicial branch of a government;  Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in §200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements); and  Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.  For Indian tribes and Councils of Governments (COGs) (see §200.64 Local government), up to 50% of salaries and expenses directly attributable to managing and operating Federal programs by the chief executive and his or her staff can be included in the indirect cost calculation without documentation. |
| Goods or services for personal use | UG 200.445 Costs of goods or services for personal use of the non-Federal entity's employees are unallowable regardless of whether the cost is reported as taxable income to the employees.  Costs of housing (e.g., depreciation, maintenance, utilities, furnishings, rent), housing allowances and personal living expenses are only allowable as direct costs regardless of whether reported as taxable income to the employees. In addition, to be allowable direct costs must be approved in advance the awarding agency. |
| Interest | UG 200.449 (a) *General.* Costs incurred for interest on borrowed capital, temporary use of endowment funds, or the use of the non-Federal entity's own funds, however represented, are unallowable……… |
| Investment management costs | See Fundraising in UNALLOWABLE costs |
| Lobbying | UG 200.450 (a) The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost….. WIOA 683.250(4) Subawards/contracts with parties that are debarred, suspended or otherwise excluded from or ineligible for participation in federal programs/activities……. |
| Marketing and selling  (see outreach, advertising, or public relations) | UG 200.467 Costs of selling and marketing any products or services of the non-Federal entity (unless allowed under §200.421 Advertising and public relations.) are unallowable, except as direct costs, with prior approval by the Federal awarding agency when necessary for the performance of the Federal award |
| Memberships, subscriptions, organization, and professional activity costs | UG 200.454, 200.455 …(d) Costs of membership in any country club or social or dining club or organization are unallowable. (e) Costs of membership in organizations whose primary purpose is lobbying are unallowable. See also §200.450 Lobbying. ...incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselor, are unallowable except with prior approval of awarding agency. |
| Relocation costs | UG 200.464 … (d) The following costs related to relocation are unallowable: (1) Fees and other costs associated with acquiring a new home. (2) A loss on the sale of a former home. (3) Continuing mortgage principal and interest payments on a home being sold. (4) Income taxes paid by an employee related to reimbursed relocation costs. |
| Religious/sectarian activities | WIOA Section 188(a)(3) and 683.255…prohibits the use of funds to employ participants to carry out the constructions, operation, or maintenance of any part of any facility used for sectarian instruction or as a place of religious worship with the exception of maintenance of facilities that are not primarily used for instructions or worship and are operated by organizations providing services to WIOA participants… |
| Student activity costs | UG 200.469 Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable, unless specifically provided for in the award. |