



**USBE 21st CCLC Grant
Allowable/Unallowable
Costs & Carryover
Policy and Procedure**

*Questions: Contact Kamille Sheikh at
kamille.sheikh@schools.utah.gov or
801-538-7825*

Cost Guidelines

NOTE: Not an exhaustive list, it is meant as a guide. Contact Kamille Sheikh (kamille.sheikh@schools.utah.gov) or 801-538-7825 for additional questions.

Allowable Costs

- Staff costs
- Supplies, materials and equipment
- Professional development and training
- Cell phone usage
- Mileage
- Pre-approved field trips with direct link to program goals and outcomes
- Some food costs:
 - Highly recommend coordinating with Child Nutrition to participate in reimbursement program
 - Healthy snacks and dinners allowable
- Family engagement activities with direct link to student learning
- Pre-approval required for:
 - T-shirts for student safety
 - Out of state travel
 - Overnight travel

Unallowable Costs

- Capital expenses
- Taxes on purchases
- Anything considered entertainment
- Food for meetings and/or trainings
- Candy and soda
- Incentives
- Toys
- Gift cards
- Gaming systems
- T-shirts – unless pre-approved and connected to safety of students

Carryover Funds Policy and Procedure

Beginning School Year 2018-2019

September 30 is the end of the first fiscal year for available funds. 21st CCLC grantees can carry over less than 25% of the total grant amount per year for each grant award. Any 21st CCLC grantee planning to carry over less than 25% of their grant funds from the previous year must provide the following information:

1. Written justification of the need for the carryover; and
2. A plan to use the balance of the carryover funds for the state purposes of the grant.

Grantees can request to carry-over more than 25% of the total grant amount per year for each grant award, once every three years. However, grantees must provide the following information:

1. Written justification of the need for the carryover;
2. A plan to use the balance of the carryover funds for the stated purposes of the grant; and
3. A budget narrative detailing how the funds will be spent.

The carryover request form is due on November 15. USBE staff will notify the grantee via email of approval of carryover funds by December 1

If a 21st CCLC grantee does not submit all the required information by November 15 or is not able to demonstrate how the use of the funds supports the stated purposes of the grant, USBE will recall the unencumbered funds from that grantee and reallocate those funds to 21st CCLC grantee(s) with a demonstrated need that supports the stated purposes of the grant.

NOTE: Dates may be adjusted with notice to grantees