

Utah Office of Homeless Services Eligible Expense Guide



*This document is to be used in conjunction with HUD's Program Components Quick Reference:
<https://files.hudexchange.info/resources/documents/ESG-Program-Components-Quick-Reference.pdf>

Table of Contents

Category I - Indirect Costs	3
Category II - Direct Administrative Expenses	4
Category III - Project Expenses	6

Category I - Indirect Costs

a) NICRA - If the organization has a federally approved Negotiated Indirect Cost Rate Agreement (NICRA), the NICRA must be used in Category I, unless the organization voluntarily chooses to waive indirect costs or charge less than the full indirect cost rate. Any administrative costs that are not part of the basis of the NICRA and are direct charged can be listed in Category II.

b) De Minimis - If the organization does not have a NICRA and chooses a de minimis rate, Category I must be used. The de minimis rate can be charged at 10% of Modified Total Direct Costs (MTDC). MTDC is defined as being: ****All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. It does not include equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs**

Category II - Direct Administrative Expenses

*Staff **AND** activities are only allowed in this category if they do not provide services directly to a client or to a staff member providing direct service. This includes admin staff that provide accounting services for a specific project or high-level leadership staff. **Category II cannot be claimed if Category I is also being claimed.**

Salaries

Gross amounts paid to administrative employees who are in positions of a permanent nature or hired temporarily.

- Wages
- Overtime- Requires pre-approval from OHS Program Specialist and Fiscal Analyst
- Staff Incentive -Requires pre-approval from OHS Program Specialist and Fiscal Analyst

Fringe Benefits

Amounts paid on behalf of administrative employees, over and above gross salary. This applies to both permanent and temporary employees.

- FICA/Payroll Tax (Social Security & Medicare)
- Workers Compensation
- Employee insurance such as group medical, dental, etc. This **DOES NOT** go into Program Insurance
- Employer cost/contribution to an employee's 401K
- Vacation PTO
- Sick PTO

*****If your agency meets all three criteria outlined [here](#), please reach out to your DWS-OHS program specialist to discuss including paid leave under salaries/wages.*****

Communications

Communication expenses that are connected to administrative activities.

- Phone
- Internet

Equipment

Tangible, non-expendable, personal property for administrative staff, having a useful life of more than one year, over \$5,000 (per individual item) has to be reviewed by OHS staff and must include a detailed business case. Equipment purchases that fall under \$5,000 can be subject to further review and requests of additional documentation upon submission of an invoice.

- Office furniture
- Technology related equipment: servers, monitors, computers, tablets, etc.

Program Insurance

Expenditures for all types of insurance coverage that are tied to administrative level costs.

- This category **DOES NOT** include insurance for employee benefits.
- Property (the loss of or damage to property owned or leased from fire, theft, storm, etc.)
- Liability (loss caused by administrative staff and employees due to accident or neglect; judgments awarded against the agency or its officers)

Agency Space Costs

Amounts paid for the payment and ongoing maintenance of administrative space within the agency's building(s).

- Leasing/Loan payments for buildings or offices that are tied to administrative staff
- Cost of ongoing regular maintenance performed by Agency staff of administrative space
- One-time maintenance costs of administrative space that is not a part of an ongoing regularly contracted service

Agency Utilities

Expenditures for the administrative portion of utility services supplied by public or private organizations.

- Water, sewer, trash, electric, gas

Professional Development & Training

Services supporting the professional and technical development of administrative personnel.

- Course & Conference Registration Fees
- Airfare & Ground Transportation for Conference
- Lodging & Meals

Professional Fees & Contract Services

Ongoing costs that are contracted out to a third party, for administrative services, on a regular basis.

- Audit Services
- Accounting Services

Supplies

Tangible personal property other than those described in the definition of equipment in this section. Items used for administrative activities that are normally consumed within one year and do not retain their original shape and appearance. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.

- Office supplies: pens, paper, envelopes, file folders, ink cartridges, flyers, etc.

Travel & Transportation

Transportation costs that are tied to administrative activities.

Category III - Project Expenses

Salaries

Amounts paid to employees who are in positions of a permanent nature or hired temporarily.

- Wages
- Overtime - Requires pre-approval from OHS Program Specialist and Fiscal Analyst
- Insurance or other stipends paid directly to employees as salary
- Staff Incentive - Requires pre-approval from DWS Fiscal Analyst

Fringe Benefits

Amounts paid on behalf of employees, over and above gross salary. This applies to both permanent and temporary employees.

- FICA/Payroll Tax (Social Security & Medicare)
- Workers Compensation
- Employee insurance such as group medical, dental, etc. This **DOES NOT** go into Program Insurance
- Employer cost/contribution to an employee's 401K
- Vacation PTO
- Sick PTO

*****If your agency meets all three criteria outlined [here](#), please reach out to your DWS-OHS program specialist to discuss including paid leave under salaries/wages.*****

Client Rent and Arrears Payments

Project-based, sponsor-based or tenant-based assistance provided on behalf of a program participant for rent payment. Does not include app fees or deposit.

- Short-Term Rental Assistance - up to 3 months
- Medium-Term Rental Assistance – 4 to 24 months
- Payment of Rental Arrears – One-time payment up to 6 months, including any late fees on those arrears. Federal funding does not allow for late fee's payments. Please confirm with your Program Specialist.
- Any Combination of the Three Types of Rental Assistance above – Total not to exceed 24 months during any 3 year period, including any payment for last month's rent.

Client Deposit, App Fees, and Utility Assistance

Assistance may be provided to a program participant outside of direct rental assistance. Includes moving costs and utility deposits.

- Rental Application Fees
- Security Deposits
- Last Month's Rent
- Utility Deposit
- Utility Payment
- Moving Costs

Client Services

Includes any cost paid directly on behalf of the client.

- Activities to locate, identify, and build relationships with homeless people
- Engage with homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs, mainstream social services and housing programs.
- Cost of assessing housing and service needs
- Arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant.
- Education Services
- Employment Assistance and Job Training
- Outpatient Health Services
- Legal Services
- Legal Representation
- Credit Repair
- Life Skills Training
- Mental Health Services
- Substance Abuse Treatment Services
- Client Transportation – client cab vouchers, bus vouchers, etc. Must be beyond transporting clients between HRC's or overflow locations.

Hotel/Motel Payments

Hotel or motel expenses for a family or individual. (Previously categorized as Client Vouchers)

Conference Attendance and Staff Training/Development

Services supporting the professional and technical development of program personnel, including instructional, administrative, and service employees.

- Course & Conference Registration Fees
- Airfare & Ground Transportation for Conference
- Lodging & Meals

Professional Fees & Contract Services

Previously Professional Development & Training. Ongoing costs that are contracted out to a third party on a regular basis.

- Leasing a copier from another company
- Pest control
- Third Party Security
- Specialized maintenance, such as plumber, electrician, etc.
- Legal Services

Program Space Costs

Amounts paid for the payments and ongoing maintenance of the agency's building(s).

- Leasing/Loan payments for buildings or offices
- Cost of ongoing regular maintenance performed by Agency staff
- One-time maintenance costs that are not part of an ongoing regularly contracted service

Program Insurance

Expenditures for all types of insurance coverage tied to program activities.

- This category **DOES NOT** include insurance for employee benefits.
- Property (the loss of or damage to property owned or leased from fire, theft, storm, etc.)
- liability (loss caused by school board members and their employees due to accident or neglect; judgments awarded against the agency or its officers)
- Premiums for fidelity bonds that guarantee against losses resulting from the actions of the treasurer, employees, or other persons of the Agency.

Program Supplies, Space Utilities, Internet, Etc.

Previously three categories: Program Supplies, Program Utilities, and Communication. Items of an expendable nature that are consumed, worn out, or deteriorated in use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances. Items that individually exceed the capitalization threshold established by the agency. Does not include program equipment.

- Office supplies: pens, paper, envelopes, file folders, ink cartridges, flyers, etc.
- Water, sewer, trash, electric, gas
- Internet
- Phone

Program Equipment

Tangible, non-expendable, personal property having a useful life of more than one year, over \$5,000 (per individual item) has to be reviewed by OHS staff and must include a detailed business case. Equipment purchases that fall under \$5,000 can be subject to further review and requests of additional documentation upon submission of an invoice.

- Office furniture
- Technology related equipment: servers, monitors, computers, tablets, etc.
- Vehicle **purchase**

Purchase approval limits

- Less than \$1,000 – no prior approval
- \$1,000 - \$4,999 – prior approval from the OHS Program Specialist
- \$5,000 - \$19,999 – prior approval from OHS Program Specialist and Fiscal Grant Manager
- \$20,000 and above – prior approval from OHS Program Specialist, Fiscal Grant Manager and OHS Director.

Unless approved in the initial contract budget, an 'Equipment Approval' form is required before making any purchase over \$1,000. Failure to submit the required information or to obtain approval in advance will result in delays or purchases being rejected. Email completed form, along with all quotes, bids, and supporting documentation to OHSprograms@utah.gov. Please allow up to 10 business days for approval.

Program Transportation

Transportation provided by the agency that is directly tied to client services.

- Vehicle **leasing**
- Mileage reimbursement
- Agency vehicle insurance and maintenance
- Client transportation **only if** it is from one homeless shelter/location to another
- **DOES NOT** include costs for client cab vouchers, bus vouchers, etc.

Sub-awards

Amounts paid for services rendered by organizations or personnel not on the payroll other than Professional and Technical Services or Professional Fees & Contract Services. Includes outsourced case management or data entry services. Only the first \$25,000 of subawarded amounts count towards indirect costs.