

# Allowable Uses of Federal Operations Funds

Effective July 1, 2018

Object Class Category/Expenses	Allowable with VFC/AFIX funds
<b>Personnel</b>	
Salary/wages	✓
<b>Fringe</b>	
Compensation/fringe benefits	✓
<b>Travel</b>	
Funds may not be used for expenses related to travel or attendance at any non-DOH sponsored conference, training, or event without prior written approval from the DOH Office of Immunization and Child Profile	
State/local/regional conference travel expenses	✓
Local meetings/conferences (Ad hoc) (excluding meals)	✓
In-state travel costs	✓
Out-of-state travel costs	✓
VFC-only site visits	✓
AFIX-only site visits	✓
Combined VFC/AFIX visits	✓
<b>Equipment</b>	
An article of tangible non-expendable personal property having useful life of more than one year <b>and</b> an acquisition cost of <b>\$5,000 or more</b> per unit. If cost is below this threshold amount, item may be included in supplies.	
Copy Machine	✓
<b>Supplies</b>	
Office supplies – computers, general office (pens, paper, paper clips, etc.), ink cartridges, calculators	✓
Personal computers/laptops/tablets	✓
Printers	✓

Source: Extracted from the 2018 Immunization Program Operations Manual, *Allowable Uses of 317 and VFC FA Operations Funds*, dated 12/20/2017

Object Class Category/Expenses	Allowable with VFC/AFIX funds
<p style="text-align: center;"><b>Contractual</b></p> <p>Tasks may not be subcontracted without prior written approval from DOH Office of Immunization and Child Profile</p>	
Regional/Local meetings	✓
General contractual services (e.g., IAPs, local health departments, contractual staff, provider trainings)	✓
<b>Indirect</b>	
Indirect costs	✓
<b>Miscellaneous</b>	
Communications (electronic/computer transmittal, messenger, postage, local and long distance telephone)	✓
Data processing	✓
Pagers/cell phones	✓
Publication/printing costs	✓
Training costs – statewide staff, providers	✓

Source: Extracted from the 2018 Immunization Program Operations Manual, *Allowable Uses of 317 and VFC FA Operations Funds*, dated 12/20/2017

# Non-Allowable Expenses with Federal Immunization Funds

Expense	NOT allowable with federal immunization funds
Honoraria	✓
Advertising costs ( <i>e.g., conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs</i> )	✓
Alcoholic beverages	✓
Building purchases, construction, capital improvements	✓
Land purchases	✓
Legislative/lobbying activities	✓
Bonding	✓
Depreciation on use charges	✓
Research	✓
Fundraising	✓
Interest on loans for the acquisition and/or modernization of an existing building	✓
Clinical care ( <i>non-immunization services</i> )	✓
Entertainment	✓
Payment of bad debt	✓
Dry cleaning	✓
Vehicle Purchase	✓
Promotional and/or Incentive Materials ( <i>e.g., plaques, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, conference bags</i> )	✓
Purchase of food ( <i>unless part of required travel per diem costs</i> )	✓

Other restrictions which must be taken into account while writing the budget:

- Funds may be spent only for activities and personnel costs that are directly related to the Immunization and Vaccines for Children Cooperative Agreement. Funding requests not directly related to immunization activities are outside the scope of this cooperative agreement program and will not be funded.
- Pre-award costs will not be reimbursed.