

## RFP Budget Guide

Please note that this list is not exhaustive. Please email David Policard ([nozil.policard.c19@state.mn.us](mailto:nozil.policard.c19@state.mn.us)) if you have questions about any eligible expenses.

ALLOWABLE EXPENSES
1. Staff time to assist community members in filling out forms/applications for employment, food, rental, healthcare, or other assistance
2. Personal Protective Equipment (PPE) and similar COVID essential health items, such as masks, face shields, hand sanitizer, thermometers and cleaning supplies
3. Staff time to create, compile, translate, adapt and/or disseminate important COVID messaging
4. Staff time connecting community members to transportation to COVID vaccination events and healthcare needs
5. Purchasing computers or devices for staff who need it for the purposes of the project
6. Project-specific administrative costs, such as rent, utilities, and insurance, allocated according to project FTE or a similar method
7. Printing of COVID messaging (such as flyers, infographics)
8. Staff time/subcontracts to provide community workshops related to meeting community members' COVID-19 vaccine related and comprehensive health recovery needs
9. Staff time to maintain a housing resource list or employment referral list for community members affected by COVID-19
10. Subcontracts to partner organizations to improve reach or service delivery
11. Postage to mail COVID information and/or PPE listed above
12. Staff time to learn community needs and questions, and share those back with MDH
13. Project-specific staff time for accounting, HR, etc. (must be actual hours devoted to this project)
14. Purchasing a limited number of computers or devices to lend to community members who don't have access to technology for COVID-related purposes
15. Staff time and travel costs (mileage, parking, etc.) for travel to support vaccine sites
16. Paying for rides/bus tokens for community members (who otherwise would not be able to travel) to get to vaccination sites
17. Hotline enhancements such as rolling calls into voicemail system.
18. Purchase, implementation of, and/or technical assistance related to maintenance of a database to connect with community members

## ALLOWABLE EXPENSES

19. Costs to implement technology tools and enhancements such as new/updated COVID-19 website or page; non-visual software for people with disabilities; web interface including staff/contractor costs to implement Web Content Accessibility Guidelines (WCAG) compliance; or fees for text messaging apps to share COVID-19 vaccine messaging

20. Purchasing local advertising or marketing items such as yard signs to promote your hotline or vaccine events

21. Language line apps and/or Interpretation subcontracting

## UNALLOWABLE EXPENSES

1. Paying rent or other bills for community members

2. Paying for or providing housing, isolation, or quarantine space

3. Paying for meals or food for community members or staff

4. Providing incentives for community members (including incentives to get the vaccine)

5. Providing or paying for transportation to testing sites – Refer to Transit Plus e-Ride for transportation services

6. Purchasing computers, tablets, or any **other purchases** for community members

7. Indirect costs (administrative costs that cannot be attributed to their funded program by FTE or other allocation method)

8. Oximeters, syringes, or other medical equipment

For questions contact Contract Manager: David Policard, [Nozil.Policard.C19@state.mn.us](mailto:Nozil.Policard.C19@state.mn.us).

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*To obtain this information in a different format, call: 651-201-5813.*