

ALLOWABILITY OF COST QUESTIONNAIRE

Funds Used: _____

Vendor: _____

Date: _____

Signature Represents Compliance with the Following:

Fiscal and program staff should refer to this section for a useful framework when performing an analysis of allowability. In order to determine whether federal funds may be used to purchase a specific cost, it is helpful to ask the following questions:

1. Is the proposed cost allowable under the relevant program? Am I familiar with the program-specific statutes and regulations? Have I reviewed the Program Guidelines issued by TEA for this particular grant program?
2. Is the proposed cost consistent with program-specific fiscal rules? Does the program have a supplement, not supplant rule? Are there other program-specific fiscal rules that affect this cost item?
3. Is the proposed cost consistent with an approved program plan and budget? Have I reviewed the applicable program plan? Is the cost item budgeted in our local budget or does it need to be added? Does the cost require specific approval from TEA? Is the cost item budgeted in the grant application or does it need to be added? If the cost was in the grant application, was the cost approved by TEA?
4. Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)? Have I reviewed the NOGA for the Grant Award to determine specific terms and conditions?
5. Is the proposed cost consistent with EDGAR? a. Is it a type generally recognized as ordinary and necessary for the operation of the LEA?
b. Is it a type generally recognized as necessary for the proper and efficient performance of the specific federal program?
c. Are sound procurement practices, such as arms-length bargaining, full and open competition standards followed?
d. Are you significantly deviating from your locally established practices and policies?
e. Is the price consistent with market prices for comparable goods or services for the geographic area?
f. Did you perform a cost/price analysis?
g. Did you perform a lease vs purchase analysis?
h. Did you consider the use of federal excess and surplus property in lieu

of purchasing new equipment or property?

- i. Is this the minimum amount I need to spend to meet my need?
- j. Is this the "Cadillac" version of what I really need?
- k. Does it pass the prudent person test?
6. Is the proposed cost item necessary? a. Is it needed for the proper and efficient performance of the grant program?
b. Does it address program-specific goals and objectives?
c. Is it aligned with identified needs based on results and findings from a needs assessment?
d. It is aligned with identified needs based on program data.
e. Have you reviewed the Campus Improvement Plan and/or District Improvement Plan and Comprehensive Needs Assessment?
f. Is there an educational benefit associated with the cost?
g. Is it identified in your program plan?
h. Is it identified in the budget and grant application?
i. Do I really need this or is it just nice to have?
j. Do I have the capacity to use what I am purchasing?
k. Would this be a duplicative item or something we already have?
l. If I were asked to defend this purchase, would I be able to?
7. Is the proposed cost item allocable to the federal award? Is the cost incurred specifically for the federal program? Will the program benefit in proportion to the funds charged to the program?
8. Does the proposed cost item conform to any limitations or exclusions set forth in the terms and conditions of the federal award? Have you reviewed the NOGA, if applicable, to determine terms and conditions of the award?
9. Is the proposed cost item consistent with policies and procedures that apply uniformly to both federally financed and other activities of the LEA? Is the proposed cost item accorded consistent treatment? Have you determined whether it would be a direct cost or indirect cost and whether the determination for this type of cost is consistent with the like costs in like circumstances?
10. Will the accounting treatment of the proposed cost item conform with the generally accepted accounting principles (GAAP)?
11. Will the proposed cost item be used as a match or cost-share?
12. Have I reviewed the Selected Items of Cos in EDGAR?
13. Are any credits being extended that should reduce the amount being allocated to the federal awards?
14. Do I have a system in place to adequately document the entire procurement cycle of the cost item?
15. Do I have a system in place to ensure the expenditure occurs during the grant program performance periods?
16. Do I have a system in place to ensure that once it is purchased and received, personnel who will use the cost item are made aware of its fund source and intended purpose and beneficiaries?
17. Are there any State or local rules applicable to this cost item that are more restrictive than federal rules?