



**UTAH ASSOCIATION OF
PUBLIC CHARTER SCHOOLS**

CHARTER SCHOOL PROGRAM GRANT

US DEPT OF EDUCATION
CFDA 84.282A

ALLOWABLE COST GUIDE

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How to Use This Guide

Purpose

This document seeks to provide guidance and clarification for allowable expenditures for reimbursement under the Charter Schools Program (CSP) grant under CFDA 84.282A. The information provided in this cost guide is NOT comprehensive but seeks to provide guidance to support CSP sub-recipient schools in planning and preparing budgets with the greatest impact on meeting CSP program goals. All costs are determined under the guidance of [2 CFR Part 200, Subpart E](#). If you have questions about a specific cost item, please contact us at 385-278-8812 or cspfinance@utahcharters.org.

Method of Organization

Permissible expenses are classified according to the expenditure categories outlined below. Within each category are specific expenditure items that include a brief purpose and description, common budget items, CSP stage eligibility, suggested adequate justification for reimbursement and funding restrictions. Certain expenses are prohibited under the CSP grant program. Unallowable costs are listed at the end of this guide.

- Classroom Level Expenditures – Focus on providing a learning environment appropriate to age-level and the academic model of instruction. Ensures adequate resources are available to meet the needs of all students with specific focus on supplies.
- Instructional Support – Focus on providing a learning environment supporting all learners at their level of academic mastery. May include staffing resources, supplemental materials, etc.
- Operations – Focus on implementation of an infrastructure supportive of the academic model. May include equipment, software and other technology supporting the collection and analysis of data.

Important Information

All requested budget items must be *reasonable, necessary, allowable, and allocable*; align with the management plan, be essential for grant objectives, and include justification for reimbursement. All expenses require a purchase order or invoice and proof of payment. Additional justification documents may be required for each allowable expenditure.

All expenditures must follow the sub-recipient board approved procurement requirements compliant with [2 CFR Part 200](#) and aligned with [state](#) and federal laws and guidance. All policies and procedures should be applied consistently to both federally financed and other activities of the non-federal entity and must be clearly documented. All requested reimbursements MUST be part of the approved budget. Expenditures made prior to approval of a budget amendment will not be eligible for reimbursement. Purchases exceeding the school's capital policy will be classified as equipment purchases.

The planning period is the time between the grant award and up to the first day of school not

to exceed 18 months. The implementation period begins no sooner than the first day of school not to exceed 24 months. Sub-recipients should reference their grant award letter for specific time periods.

The following are additional resources for federal guidance pertaining to allowable costs under the CSP program:

[eCFR : 2 CFR Part 200 Subpart E -- Cost Principles](#)

[U.S. Department of Education \(ED\) Charter Schools Program \(CSP\) Nonregulatory Guidance](#)

[Education Department General Administrative Regulations \(EDGAR\)](#)

Allowable Cost Considerations

Grant funds are designed to augment, rather than replace, state or local funding. Federal non-regulatory guidance indicates, “If the charter school can show that the state or local funds it has received are necessary to meet expenses other than the one at issue, then the charter school has met its burden of showing that the “other initial operations costs” cannot be met from state or local sources and, therefore, is allowable under the CSP grant.” Costs incurred must be one-time in nature, obligated *during* the grant project period, correlated to a grant objective, and may not include ongoing operational costs.

While there are short-term exceptions to operational expenses as noted in specific categories within this cost guide, key considerations to determine eligibility and best investment of funds include:

- Is the expense required to operate the school?
 - If YES, the expense is not allowable.
 - If NO, move to Question #2.
- Is the expense required for operations after the grant has ended?
 - If YES, the expense is not allowable.
 - If NO, move to Question #3.
- Does the expenditure directly support a proposed subgrant objective?
 - If YES, the expense is allowable.
 - If NO, additional investment opportunities should be considered.

Allowable Expenditures (Classroom Level)

Classroom Library

Account Title	Purpose/Description	Planning	Implementation
Classroom Library – Classroom Library Books	Books for use in individual classroom libraries, including fiction and nonfiction books, novels, book series, book sets, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to the required financial documentation, the following may be required:

- Evidence of integration of classroom library materials into classroom time and/or instruction.

Funding Restrictions

Classroom libraries may include electronic media (e-books) if appropriate technology is available for student access. If electronic media takes the form of an annual subscription or renewable license, renewals are not allowable.

Computer Hardware and Software

Account Title	Purpose/Description	Planning	Implementation
Computer Hardware – Classroom Level Technology	Includes laptops, desktops, tablets, servers, wireless access points, charging carts, classroom-level printers, etc.	Y	Y
Computer Software – Classroom Level Technology	Includes all instructional software/programs, both online and disk, supplemental literacy programs, virtual instruction systems, tutoring programs, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to required financial documentation, the following may be required:

- Evidence of meeting all procurement requirements.
- Description of alignment to the instructional model.
- Evidence of supporting professional development around online instruction and/or programs.

Funding Restrictions

All classroom-level technology must align to the academic model and support effective instructional practices. Costs may not include monthly service fees related to hardware. Annual

or renewable subscription and license fees are unallowable. Purchases may not exceed reasonable quantities for the proposed student population.

Curriculum

Account Title	Purpose/Description	Planning	Implementation
Curriculum – Curriculum and Textbooks	Curriculum can include textbooks, supplemental instructional aids, student workbooks, curriculum packages (printed or electronic), teacher guides, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to required financial documentation, the following may be required:

- Evidence of meeting all procurement requirements.
- Description of alignment to the instructional model.
- Evidence supporting student enrollment projections.

Funding Restrictions

The curriculum must be aligned to the academic model and purchased in quantities not to exceed the proposed student population for each grade level. If electronic media takes the form of an annual subscription or renewable license, renewals are not allowable.

Furniture, Fixtures and Equipment

Account Title	Purpose/Description	Planning	Implementation
Furniture, Fixtures and Equipment – Classroom Equipment	Non-computer hardware for instructional use. Includes projectors, screens, document cameras, audio amplification, musical instruments, PE equipment, etc.	Y	Y
Furniture, Fixtures and Equipment – Classroom Furniture	Classroom furniture including desks, chairs, tables, and bookshelves.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Evidence of meeting all procurement requirements.
- Description of alignment to the instructional model.

Funding Restrictions

All classroom-level equipment and furniture must align to the academic model and support effective instructional practices. Rental cost for furniture or equipment is not allowable.

Purchases may not exceed reasonable quantities for the proposed student population.

Materials and Supplies

Account Title	Purpose/Description	Planning	Implementation
Materials and Supplies – Classroom Level Consumable Supplies	Includes student workbooks, testing instruments, and expendable items that are consumed such as paper, pencils, crayons, etc. May also include student headphones, calculators, etc.	Y	Y
Materials and Supplies – Classroom Level Postage	Postage for student and parent communication including newsletter distribution, happy grams, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Description of alignment to the instructional model.

Funding Restrictions

Expenditures can be consolidated into a single budget line item, accompanied by a detailed list of materials and supplies required for each grade level. Materials are allowed in Implementation if they are for newly added grades/classrooms beyond what was purchased during planning. For example, if a subgrantee is adding multiple classrooms/grade levels over multiple years of the grant. But only for the first year that a newly added grade level / classroom exists. The second year they exist it then becomes a recurring cost.

Allowable Expenditures (Instructional Support)

Computer Hardware and Software

Account Title	Purpose/Description	Planning	Implementation
Computer Hardware – School Library/Media Center /Computer Lab Technology	Includes laptops, desktops, tablets, servers, wireless access points, charging carts, docking stations, monitors, printers, etc.	Y	Y
Computer Software – School Library/Media Center/Computer Lab Technology	Includes all centralized software programs, both online and disk, including circulation software, digital collections, office software suite, graphics software, publishing software, internet tools, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Evidence of meeting all procurement requirements.
- Description of alignment to the academic model.

Funding Restrictions

All centralized technology must align with the academic model and support effective instructional practices. Costs may not include monthly service fees related to hardware or software, initial subscription and license fees are allowable for software purchases. Purchases may not exceed reasonable quantities for the proposed student population.

Furniture, Fixtures and Equipment

Account Title	Purpose/Description	Planning	Implementation
Furniture, Fixtures and Equipment – School Library/Media Center/Computer Lab	Non-computer hardware for centralized use including DVD players, listening stations, paper cutters, label makers, binding equipment, book carts, etc.	Y	Y
Furniture, Fixtures and Equipment – School Library/Media Center/Computer Lab	Furniture and fixtures including desks, chairs, tables, and bookshelves.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Evidence of meeting all procurement requirements.

- Description of alignment to the instructional model.

Funding Restrictions

All centralized equipment must align to the academic model and support the chosen instructional strategies. Costs may not include monthly or annual rental or service fees. Purchases may not exceed reasonable quantities for the proposed student population.

Professional and Technical Services

Account Title	Purpose/Description	Planning	Implementation
Professional and Technical Services – Technology Installation	Costs associated with the installation of instructional networks and hardware.	Y	Y
Professional and Technical Services – Instructional Staff Training	Training for instructional staff including in-service training, professional development, conferences, workshops, demonstrations, school visits to other schools, etc.	Y	Y
Professional and Technical Services – Instruction and Curriculum Development	Services related to the development of curriculum and/or supporting resources and understanding techniques for instruction. Includes consulting fees, assessment tools, curriculum, etc.	Y	Y
Professional and Technical Services – Teacher and Leader Evaluation	Services related to the development of teacher and leader evaluation tools and a strategy for implementation.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Service agreements for professional services.
- Evidence of completion. (i.e., deliverables, sign-in sheets, etc.)

Funding Restrictions

All professional services must be aligned to the academic model. Expectations for all deliverables and training outcomes must be clearly articulated in service agreements. All travel expenses must align with the approved travel policy.

Staff Recruitment

Account Title	Purpose/Description	Planning	Implementation
Outreach and Recruitment – Printing and Copying	Informational materials and intangible items and services to educate prospective staff about the school mission, program, contacts, application process, performance outcomes and to recruit staff. May include printing of brochures and postcards.	Y	Y
Outreach and Recruitment - Advertising	Informational materials and intangible items and services to educate prospective staff about the school mission, program, contacts, application process, performance outcomes and to recruit staff. May include radio spots, television ads, website design, newspaper ads, social media ads, outreach consultant fees, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Service agreements for purchased services.
- Evidence of completion. (i.e., deliverables, sign-in sheets, etc.)

Funding Restrictions

All outreach and recruiting expenses must clearly articulate the desired action, such as an online employment application, job fair, etc. Expectations for all deliverables must be clearly outlined. All travel expenses must align with the approved travel policy.

Salaries

Account Title	Purpose/Description	Planning	Implementation
Salaries – Staff and Additional Support Roles	Personnel expenses incurred either before or after the school's opening, provided that these expenses are associated with initial implementation activities (i.e., as opposed to ongoing operations).	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Personnel Activity Report
- Job Description

Funding Restrictions

CSP funds may not be used to supplant salaries. All job descriptions, including part-time positions, must have clearly articulated responsibilities to decipher the difference in additional tasks covered by the grant. CSP funds may not be used to cover classroom teachers required within the academic model. If the subgrantee requests funding during the implementation period they must provide adequate evidence that the personnel expenses being funded are not tied to ongoing operational expenses / activities.

School Library

Account Title	Purpose/Description	Planning	Implementation
Library Books – School Library/Media Center Books	Books for use in centralized school library or media center including encyclopedia sets, fiction and nonfiction books, novels, book series, book sets, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Evidence of integration of school library/media center materials into academic programs.

Funding Restrictions

A school library or media center may include electronic media (e-books) if appropriate technology is available for student access. If electronic media takes the form of an annual subscription or renewable license, renewals are not allowable.

Stipends

Account Title	Purpose/Description	Planning	Implementation
Stipends - Professional Development Stipends	To support non-mandatory participation in professional learning opportunities.	Y	Y
Stipends – Summer School Stipend	Staff working on extra duties that are one-off, such as curriculum development, building out scope and sequence and curriculum resources for subsequent grade levels or courses to be added.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Sign-in and sign-out sheets for all participating teachers requesting the stipend.
- A copy of the employment agreement to confirm the learning opportunity was

outside of contracted hours, a supplemental contract, or other documentation evidencing employee and employer agreement.

Funding Restrictions

Stipend amounts must be reasonable.

Travel

Account Title	Purpose/Description	Planning	Implementation
Travel – Travel, Lodging and Registration	Travel costs to attend conferences and training workshops including all professional development, site visits to other schools, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Provide documentation for adherence to travel policy.
- Agenda with documented alignment to the CSP project objectives.
- Expectations for areas of observation and planned sharing of observed best practice with future teachers and leaders.

Funding Restrictions

Must be aligned to program outcomes.

Allowable Expenditures (Operations)

Computer Hardware and Software

Account Title	Purpose/Description	Planning	Implementation
Computer Hardware – Administrative Technology	Includes laptops, desktops, tablets, servers, wireless access points, central printer, central copier, visitor registration hardware, desktop printers, etc.	Y	Y
Computer Software – Administrative Technology	Includes all centralized software programs, both online and disk, including inventory software, visitor registration software, office suite licenses, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Evidence of meeting all procurement requirements.
- Evidence of developed protocols for each purchased system.

Funding Restrictions

Costs may not include monthly service fees related to hardware. **Subscription and license fees are allowable for software purchases.** Purchases may not exceed reasonable quantities for the proposed student population and administration.

Facility

Account Title	Purpose/Description	Planning	Implementation
Facility Expense – Mortgage or Lease Expenses	Mortgage, lease, or rent payment for school facility PRIOR to the start date of school. Costs associated with the amount of space needed for storage of items and workspace for staff employed or stipend during planning.	Y	N
Facility Expense – Modular Structure	Support in securing a bid for temporary space directly related to the opening or expansion of a charter school. i.e., portable classroom to house newly created grades/classes for a launch or expansion.	Y	N
Renovations – Minor Repairs	Bringing a building up to code and ADA compliance, or for installation of tech and equipment and electrical/wiring upgrades needed to open and run the school program.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Copy of the lease agreement.
- Documentation that the expense cannot be covered by local funding sources.
- Documentation of inspection report.

Funding Restrictions

Renovation and repairs cannot increase the permanent value of the property nor appreciably prolong its intended life. Cost is allowable only from the date of the award to the start date of school. Funds cannot be used for engineering, permits, or teardowns.

Furniture, Fixtures and Equipment

Account Title	Purpose/Description	Planning	Implementation
Furniture, Fixtures and Equipment – Administrative Furniture	Office furniture such as desks, tables, fireproof filing cabinets, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Evidence of meeting all procurement requirements.
- Demonstrated student demand and enrollment.

Funding Restrictions

Purchases may not exceed reasonable quantities for the proposed administration.

Materials and Supplies

Account Title	Purpose/Description	Planning	Implementation
Materials and Supplies – Administrative Consumable Supplies	Includes expendable items that are consumed as used such as paper, pencils, staples, etc.	Y	N
Materials and Supplies – Administrative Postage	Postage for student and parent communication including newsletter distribution, enrollment packets, etc.	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Description of alignment to the instructional model.

Funding Restrictions

Expenditures can be consolidated into a single budget line item, accompanied by a detailed list of materials and supplies required for each grade level.

Community Engagement, Outreach and Student Recruitment

Account Title	Purpose/Description	Planning	Implementation
Community Engagement, Outreach and Student Recruitment– Postage	To be used for promotional or informational mailings to promote school programs and/or to keep stakeholders informed.	Y	Y
Community Engagement, Outreach, Staff and Student Recruitment – Printing and Copying	Informational materials and intangible items and services to educate the community about the school mission, program, contacts, registration process, lottery, performance outcomes, and to recruit students. May include printing of brochures and postcards.	Y	Y
Community Engagement, Outreach, Staff and Student Recruitment - Advertising	Informational materials and intangible items and services to educate the community about the school mission, program, contacts, registration process, lottery, performance outcomes, and to recruit students. May include radio spots, television ads, website design, newspaper ads, social media ads, outreach consultant fees, etc.	Y	Y
Community Engagement, Outreach, Staff and Student Recruitment - Staff Salaries	Includes salaries to be paid to employees of the school performing surveys, managing events, needs analyses, or other work connected to these CSP requirements to meet the full capacity goals: <ul style="list-style-type: none"> • Solicit and consider input from parents and other members of the community. • Developing and utilizing effective parent, family, and community engagement strategies • Constructing needs analyses and descriptions demonstrating community support and demand 	Y	Y
Community Engagement, Outreach, Staff and Student Recruitment - Professional Services	Contractors performing surveys, managing events, needs analyses, or other work connected to these CSP requirements to meet the full capacity goals: <ul style="list-style-type: none"> • Solicit and consider input from parents and other members of the community. • Developing and utilizing effective parent, family, and community engagement strategies • Constructing needs analyses and descriptions demonstrating community support and demand 	Y	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Clearly articulated outcomes for each expenditure.
- Justification for quantity of mailed items.
- Evidence of reach and impact for all advertisement placements.

Funding Restrictions

All expenditures must align with an outreach and communication strategy. All outreach materials must state that the school is a *public charter school* and include enrollment information. Materials must be specific to the school and distributed within the grant period identified in the award notice. Promotional products are NOT allowable. School signage may not be permanent so as to not be classified as a capital improvement.

Professional and Technical Services

Account Title	Purpose/Description	Planning	Implementation
Professional and Technical Services – Professional Services and Consulting	Costs associated with services related to start-up expenses and organization development. Includes legal costs for lease and charter negotiations, bylaws, policies, consulting fees to develop organization policies and business plan, development of internal controls, accounting systems, etc.	Y	Y
Professional and Technical Services – Audit Services	Cost associated for FIRST year audit and revision of internal policies as needed.	N	Y

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Contract inclusive of scope of work.

Funding Restrictions

Audit services are limited to one-time ONLY. Grant management services must not exceed 3 percent of all funding. All other professional services must be aligned to the management plan and result in clear deliverables and protocols.

Renovation must be necessary for the performance of the grant and neither adds to the permanent value of the property nor appreciably prolongs its intended life.

Salaries

Account Title	Purpose/Description	Planning	Implementation
Salaries – Essential Staff Salaries	Includes salaries to be paid to employees of the school essential during pre-open period such as the principal and office administrator.	Y	N

Acceptable Justification for Reimbursement

In addition to financial documentation, the following may be required:

- Personnel Activity Report
- Job Description

Funding Restrictions

Cost allowable ONLY prior to school opening date.

Transportation

Account Title	Purpose/Description	Planning	Implementation
Transportation	One-time startup costs associated with providing transportation to students to and from the charter school.	Y	N

Acceptable Justification for Reimbursement

To justify the expenditure, the following may be required:

- Evidence of adherence to purchasing and procurement policy.
- Evidence of transportation plan and community need assessment.

Funding Restrictions

One-time only.

Travel

Account Title	Purpose/Description	Planning	Implementation
Travel – Travel, Lodging and Registration	Travel costs for principal and board to attend conferences and training workshops including all professional development, site visits to other schools, etc.	Y	Y

Acceptable Justification for Reimbursement

To justify the expenditure, the following may be required:

- Provide documentation for adherence to travel policy.
- Agenda with documented alignment to the CSP project objectives.

Funding Restrictions

Must be aligned to program outcomes and provide sustainable value to board and leadership capacity.

Unallowable Expenditures

The following expenditures are unallowable under any circumstance as part of the Utah CSP grant project:

Alcoholic Beverages

The cost of alcoholic beverages.

Apparel

Student uniforms, athletic and extracurricular uniforms and costumes, staff uniforms, etc.

Capital Improvement

Permanent structural improvements or restorations that enhance a property's value or extend its useful life.

Construction

Construction of a new or existing facility, building renovations, refurbishments, or restorations. All activities for which an architect and/or engineer must be utilized.

Entertainment

Costs of entertainment, including amusement, diversion, and social activities and any associated costs.

Fundraising

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. Proposal costs are covered in §200.460 Proposal costs.

Lobbying

Lobbying or related expenses.

Promotional Items

Promotional materials such as pencils, pens, balloons, notepads, etc.

Security

Security fences

Student Activity Costs

Costs incurred for intramural activities, student publications, student clubs, and other student activities are unallowable unless specifically provided for in the Federal award.

Federal Procurement Rules and Checklist

Procurement Compliance Requirements for Recipients of Federal CSP Dollars

It is critical for the grant recipient to follow Federal procurement requirements. A nonprofit subgrantee, having received a subgrant of the DoE Grant Expanding Opportunity Through Quality Charter Schools Program (CSP)—Grants to State Entities (the “Grant”), is required to comply with procurement procedures, including bidding processes, imposed by the language of the Grant itself and certain federal regulations. The steps for compliance vary by the amount of the Grant money spent and are outlined specifically below.

Before Soliciting or Awarding Contracts:

Prepare Written Procedures - prepare written procedures and standards for procurement.

- Include Conflicts of Interest Policy per 2 CFR 200.318(c)

Hold a Board Meeting

- have the Board approve and adopt the written procedures.
- have the Board designate the decision maker(s) for awarding contracts.

Determine if the Service/Good You Intend to Procure is an Allowed Use of Grant Funds—funds for procurement can generally be used to cover direct costs if the cost is allocable, allowable, and necessary for the performance of the Grant and the cost is not expressly disallowed.

Considerations that govern whether a direct cost can be covered are that the cost is allocable, allowable, and necessary. The cost must be:

- Be necessary and reasonable for the performance of the Federal award;
- Benefits both the Federal award and other work of the subrecipient and can be distributed in proportions that may be approximated using reasonable methods; and
- Cost does not exceed an amount that a prudent person would incur under the prevailing circumstances.

The following costs are expressly disallowed:

- Use of funds (or equipment paid for by funds) for religious worship, instruction, or proselytization; and
- Use of funds for acquisition of real property or for construction.
- Capitalized improvements/construction (engaging an architect, engineer).

Determine Contract Amount—the value of the contract to be awarded determines the process that you must follow. In each instance, you need to identify the total amount of CSP Grant funds that will be spent on the contract.

Prepare Solicitation as Applicable—be sure to include additional required contract provisions.

Procedure to Follow Based upon Contract Amount:

Contract of \$10,000.00 or Less ("Micro-Purchases")

- Must determine that the price is reasonable for the good or service in question.
- To the extent practicable, the decision maker must distribute micro-purchases equally among qualified suppliers.
- No solicitation or bid requirements.
- No publication requirement
- For all procurements, regardless of size, efforts must be made to use small and minority businesses and women's business enterprises where practicable.

Contract Between \$10,000.00 and \$250,000.00 ("Small Purchase Procedures")

- Solicitation and at least three (3) bids from qualified sources required (unless not possible), two of which should be new sources.
- Solicitation must adequately describe the goods and/or services to be procured.
- Solicitation cannot impose unreasonable requirements on potential sources.
- No publication requirement
- Decisions regarding which bid to accept must be made in an impartial manner and on the basis of the criteria established in the solicitation (lowest bid is not required to be accepted)
- For all procurements, regardless of size, efforts must be made to use small and minority businesses and women's business enterprises where practicable.

Contracts in excess of \$250,000.00 ("Sealed Bid" or "Competitive Process")

- Publication required.
- Either a sealed bid process or other competitive process required
- Generally, lowest bid must be accepted.
- For all procurements, regardless of size, efforts must be made to use small and minority businesses and women's business enterprises where practicable.

Specialized Contracts - Single Source Procurement – Allowed only under the following circumstances ("Noncompetitive Proposal"):

- The item is available only from a sole source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- After solicitation of a number of sources, competition is determined inadequate.

Additional Requirements Applicable to Certain Contracts

The governing federal regulations impose additional requirements in particular circumstances. The complete list of these unique requirements can be found in 2 CFR 200.317-327; most will not apply to grantee's contracts (i.e., Clean Air Act Provisions, requirements for prime construction contracts, etc.).

Most likely to apply to the grantee are: that all contracts in excess of \$10,000 must address

termination for cause and for convenience by the grantee, including the manner by which it will be effected and the basis for settlement; the grantee cannot procure from an entity having been debarred or suspended from accepting federal money (see <http://www.sam.gov>); and a source of procurements of over \$100,000.00 must provide a certification that it has not and will not use federal funds to lobby any election.

Vendor Debarment/Suspension Verification

How to search Sam.gov for Debarred or Suspended vendors.

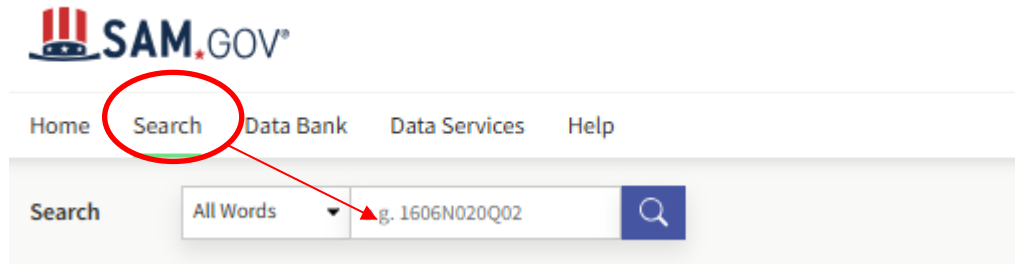
Go to www.sam.gov

To view entity registrations entities, you must create a login.

Click the Search tab.

Enter the search information such as entity name, individual name, or their Unique Entity ID

Information that meets your search criteria will be provided.



Not all vendors are registered on SAM.gov. If the vendor doesn't come up during a search, the vendor doesn't have an exclusion.

In instances where multiple results with the same name are returned, it is necessary to verify the address to confirm that you are viewing the correct vendor.

To view the details of the vendor, click on the vendor's name link.

UTAH ASSOCIATION OF PUBLIC CHARTER SCHOOLS			Entity
● Active Registration			
Unique Entity ID	CAGE Code	Physical Address	Expiration Date
QHKTRPZG8ZB3	(blank)	785 E 200 S STE 13, LEHI, UT 84043 USA	May 23, 2025
			Purpose of Registration
			Federal Assistance Awards

Click on the Exclusions hyperlink to view any exclusions. Engaging in business with vendors who have any exclusions is strictly prohibited.

Save a copy of the results from the search as your evidence of compliance.

Entity Registration	
Core Data	
Business Information	
Entity Types	
Financial Information	
Points of Contact	
Assertions	
Reps and Certs	
Exclusions	
Responsibility / Qualification	

UTAH ASSOCIATION OF PUBLIC CHARTER SCHOOLS

Unique Entity ID

CAGE/NCAGE

Expiration Date

QHKTRPZG8ZB3

4E4S7

May 23, 2025

Physical Address

Mailing Address

785 E 200 S STE 13
Lehi, Utah
84043-2291, United States

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Purpose of Registration

Federal Assistance Awards Only

Version

Current Record