



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA



## ALLOWABLE AND DISALLOWABLE EXPENSES FOR WORLD WATER FORUM COLLEGE GRANT PROGRAM

### **FEDERAL GUIDELINES**

As the colleges plan and implement their budgets, they must comply with the federal guidelines as set forth by our grantor, the United States Department of the Interior, Bureau of Reclamation:

- 2 CFR 215:
  - o Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education
- 2 CFR 220
  - o (OMB Circular A-21): Cost Principles for Educational Institutions
- OMB Circular A-133:
  - o Audits of States, Local Governments and Nonprofit Organizations

### **ALLOWABLE EXPENSES:**

With proper documentation, Metropolitan allows charges for:

- College Overhead Fee, not to exceed \$1,000
- Computer Equipment and Software
  - o Metropolitan must issue an inventory ID tag (serial number and barcode)
- Maintenance Agreements for equipment
- Office Supplies
- Conference Registration Fees
- Memberships
- Lab Fees
- Printing
- Books
- Mileage
  - o The college must maintain a log, verifying the business use
- Intern or fellowship Stipends for student or professor
- Consultant stipend
  - o Although the line item total may be more, the charges to the WWF grant should not exceed \$5,000 (Note: The total amount charged to WWF may be amended on a case-by-case basis)



SANITATION DISTRICTS OF LOS ANGELES COUNTY





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**DISALLOWED EXPENSES:**

Some of the following line items may appear within the budget; however, they are only disallowable if charged to the WWF grant. The disallowed costs, include, but are not limited to:

- Travel
  - o Airfare
  - o Lodging
  - o Meals

*Please be advised that disallowed costs will not disqualify an applicant during the evaluation process. If the project is selected by the WWF Advisory Council, then Metropolitan will:*

- Convene a meeting with the colleges and advise them of allowable and disallowable costs and
- Request a revised budget for our review and approval

Again, thank you for your time. If you have any questions, please contact Russ Donnelly at ext. 76398 or [rdonnelly@mwdh2o.com](mailto:rdonnelly@mwdh2o.com). Thank you.





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## EXCERPT FROM RFP: FINANCIAL CRITERIA & BUDGET BREAKDOWN

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### FINANCIAL CRITERIA

#### Matching Funds Requirement:

Each applicant must demonstrate a **minimum match of 25%** (\$2,500) of the total grant award. The matching funds can be categorized as: (1) Grants, (2) In-kind contributions, (3) Volunteer time and (4) Donated equipment.

#### Grant Fund Restrictions:

Grant funds **cannot be used for** travel and related expenses.

#### Administrative (College) Overhead:

Where applicable, the **college overhead fee may not exceed 10%** (\$1,000) of the proposed budget.

#### Stipend Maximum:

Where applicable, **stipends may not exceed 50%** (\$5,000) of the proposed budget.

In order to provide perspective on reasonable grant requests, the budget must reflect all anticipated expenses. Respondents are reminded that \$10,000 is the maximum grant amount allowable.





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DESCRIPTION	AMOUNT	NOTES
GRANT FUNDS REQUESTED		
ADDITIONAL SOURCE OF FUNDS (List all, if applicable)		DATE ISSUED (if applicable)
PROJECT TOTAL		

**BUDGET BREAKDOWN**

*Note: This is a guide to recommended, not required, categories.*

LINE ITEM	AMOUNT	DESCRIPTION
STIPENDS		
LAB FEES		
OFFICE SUPPLIES		
CONSULTANT		
OVERHEAD FEE		
CONFERENCE REGISTRATION		
EQUIPMENT		
OTHER (Define)		
TOTAL		

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