



# Examples of Eligible Admin Expenses

The expenses and items listed below can be purchased and reimbursed through StRAP without prior approval as long as the item's cost is less than \$5,000. If an item is NOT on this list, please contact StRAP staff for pre-approval before you expend the cost. Items not on this list may not be eligible for reimbursement through StRAP.

If an item costs more than \$5,000, pre-approval by StRAP staff is required even for items on this list. For more information, contact:

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## **Equipment**

*All equipment to be reimbursed with StRAP funds must be purchased and put to use BEFORE project work ends. StRAP cannot reimburse equipment purchases that were made after project work finished and were not used on your project. The only exception would be APPROVED repairs of existing equipment or APPROVED purchases to replace existing equipment that was damaged or lost during project work (for these, contact StRAP staff for approval before making a purchase)*

### **Footgear for Staff**

- muck boots, waders, snake boots, snake boot covers

### **Safety Gear for Staff**

- helmet, hard hats, hi-vis vests, gloves, life vest, sunscreen/bug spray, first aid kit

### **Field Clothing**

- rain jackets/rain pants, jackets/coats, hi-vis shirts/vests

### **Tools**

- Power tools: drills, chainsaws, chainsaw winches, saws, batteries. Other tools: shovels, axes, saws, shears, rope, screws/nails. Includes associated equipment like drill bits, spare chainsaw blades, replacement parts, battery chargers, spare batteries, bar oil

### **Boats**

- kayak, canoe, jon boat, paddles, boat motors, anchor, rope

### **Field Vehicles**

- 4-wheeler/ATV, Side-by-side/UTV

### **Trailers and Associated Equipment**

- Trailers for hauling boat/equipment/ATV/UTV, as well as locks, wheel chocks, straps, spare light bulbs

### **Drones and Associated Equipment**

- Drone, storage case, controller, charger, spare batteries & blades, landing pad

### **Survey/Marking Equipment**

- GPS units, flagging tape/paint or other materials for marking sites, buoys

### **Data Storage**

- External hard drives, SD cards, flash drives

*Many other forms of equipment may be eligible for reimbursement on a case-by-case basis. Please contact StRAP staff for approval prior to purchase.*

## **Trainings & Associated Permits/Certificates for Staff**

### **Drone Classes**

### **Drone Flight Permits**

### **GIS/Mapping Software Training**

**Training needed for any other equipment approved for purchase with StRAP funds.**

## **Software**

Software needed to operate other equipment/tools approved for purchase with StRAP Funds. Examples include:

### **GIS/Mapping Software**

- Such as ArcMap, ArcGIS Pro, or others needed for StRAP project.

### **Drone Software**

- Programs required for programming drone, flying, navigating, downloading photos/data, etc.

### **Photo Software**

- For compiling/organizing photos to document sites

### **Cloud Storage**

- If needed for storage of project photos, maps, documents, etc.

## **Program Outreach**

Refers to costs needed to contact landowners, contractors, and others needed for completing the project.

### **Printing materials for project**

- maps, brochures, agreements/forms, design plans, Emergency Action Plans, and other documents that either need to be shared/submitted or have physical copies saved.

### **Mailing Materials for Project**

- Such as mailing paperwork to landowners or mailing in permit applications. Can reimburse costs of shipping materials such as envelopes, stamps, and mailing costs.

### **Advertisements for Contractors/Landowners**

- Such as placing newspaper/radio/online ads to contact interested landowners or advertise bids to contractors.
- Include a copy of the advertisement along with invoice when requesting reimbursement.

*For other outreach materials, please contact StRAP staff for approval prior to purchase.*

## **Staff**

### **Staff Salary**

Grantee organizations can be reimbursed for the time their staff (new hires or current) spent on the StRAP project. Staff salary reimbursement should be submitted using *Attachment J\_Time Log*, with a detailed description of what work the staff member completed towards the StRAP project on EACH day to be reimbursed.

*Contact StRAP staff for more information and required documentation before requesting staff time reimbursement).*

## **Hiring Engineering/Consulting Firms**

*Grantees may choose to contract engineering or consulting firms/staff to provide assistance in project planning, oversight, or administration. These costs would count towards the 15% administrative limit. This does not refer to the contractors hired to do the on-the-ground work (ex: stream debris removal, bank stabilization).*

- If you hire an engineering firm or consulting firm to help oversee or manage your project, any time they spend on administrative actions (bidding work, meeting with landowners, site assessments and inspections of completed non-engineering work, completing reports, submitting requests for payment, etc.) can be reimbursed as part of the Admin allowance. Any of these costs that exceed the 15% administrative allowance cannot be reimbursed.
- Note: Time spent on documented engineering work (surveying sites, drafting required engineering designs, construction oversight of work requiring an engineer, etc.) would count as required project work, and would not be part of the admin expenses.

- A follow-up meeting with StRAP staff is required before any engineering work can be reimbursed as project work. Once you have an engineer selected, a meeting must be held with StRAP staff to outline which of your engineer's costs would fall under "project work." Otherwise 100% of costs accrued by engineering/consulting firms would be considered Admin expenses.