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Health Area & Project Setting	Allowable	Unallowable
<p><b>Active Living</b></p>	<ul style="list-style-type: none"> <li>▪ Benches with community promotion to support physical activity for seniors or persons with disabilities to take breaks</li> <li>▪ Bicycles for bike libraries, bike fleets or bike education</li> <li>▪ Bike racks, event bike racks, and covered bike parking or bike shelters</li> <li>▪ Storage units for equipment</li> <li>▪ Wiki-maps</li> <li>▪ Funding master plans and local plans Examples: Bicycle Master Plan, Active Living Plan, Safe Routes to School Plan, Pedestrian Master Plan, Multi-modal Transportation Plan, Active Transportation Plan, Comprehensive Plan, Complete Streets Plan, etc.</li> <li>▪ Demonstration project supplies and equipment Examples: cones, greenery/beautification, spray chalk, paint, signage, etc.</li> <li>▪ Funding paint for one-time demonstrations projects. Examples: traffic calming, road reconfiguration, street murals, creative crosswalks, etc.</li> <li>▪ Wayfinding signage for pedestrians and bicyclists to find key destinations</li> <li>▪ Walking and bicycling maps</li> <li>▪ Bike maintenance tools, stand and spare parts for bike fleets</li> <li>▪ Pedal Assist E-Bikes, Adaptive Bicycles or Trikes for persons with disabilities or seniors</li> <li>▪ Portable driver feedback signs (permanent not allowed) Example: Radar Speed signs “Your Speed...”</li> <li>▪ Equipment to expand snow removal on sidewalks and protected bikeways</li> <li>▪ Portable bicycle/pedestrian counters</li> <li>▪ Rentals available through MnDOT, permanent counters upon prior approval</li> <li>▪ Bike Fix-it stations</li> <li>▪ Paint for crosswalks, road reconfigurations, bike lanes, etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Trail lighting</li> <li>▪ Welcome signs</li> <li>▪ Ongoing event expenses</li> <li>▪ Fat tire bicycles or mountain bicycles</li> <li>▪ Trishaw passenger bicycles or throttle powered e-bikes</li> <li>▪ Permanent driver feedback signs (portable are allowed)</li> <li>▪ Sporting equipment or passes that do not support equitable, every day physical activity. Examples: snowshoes, cross country skis, ice skates, log rolling, canoes, kayaks, swimming, basketball, baseball, soccer, etc.</li> <li>▪ Programmatic expenses for walking clubs, yoga, Zumba, etc.</li> <li>▪ Fitness equipment</li> <li>▪ Trees</li> <li>▪ Fitness equipment along trails or in parks</li> <li>▪ Share the Road signs</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Signage for pedestrian and bicycle safety. Examples: “Bikes May Use Full Lane,” lighted crosswalk signage</li> <li>▪ Materials for events (signage, printing, paint, tape, cones, etc. to create a temporary street closure or demonstration project) that encourage walking and bicycling for transportation. Examples: Open Streets, Walk to School Day, Bike to School Day, Bike Month, Bike to Work Day/Week, etc.</li> </ul>	
<p><b>Breastfeeding</b></p>	<ul style="list-style-type: none"> <li>▪ Chairs/rockers for a designated breastfeeding room or space</li> <li>▪ Tables, bulletin boards, lamps, portable locks, portable partitions/screens for a designated room or space</li> <li>▪ Breastfeeding tents for community events</li> <li>▪ Mirror (workplace only)</li> <li>▪ Small refrigerator for breastmilk (workplace only)</li> <li>▪ Breast pumps (workplace only)</li> <li>▪ Signage</li> <li>▪ Paint for repainting breastfeeding room or space</li> <li>▪ Bluetooth speaker for music</li> </ul>	<ul style="list-style-type: none"> <li>▪ Magazine and newspaper subscriptions</li> <li>▪ Artwork</li> <li>▪ Books and DVDs</li> <li>▪ CD’s and CD music players</li> <li>▪ Phone apps</li> </ul>
<p><b>Community Well-Being</b></p>	<ul style="list-style-type: none"> <li>▪ Consultant to assist in developing and implementing the community well-being process, i.e., assessment, leading focus groups and interviews, engaging partners, planning activities, and implementation.</li> <li>▪ Promotion/Communication - dedicating funds to advertisement of planning or implementation of community intervention, including paid ads on social media, in newspapers, technology support for website development, etc. Costs related to paid advertisement require pre-approval.</li> <li>▪ Community Meeting costs directly connected to well-being planning and implementation: room rental, refreshments that follow SHIP guidelines, childcare, nominal, short term stipends for participation in focus groups, planning.</li> <li>▪ Printing costs – follow printing guidelines (page 8)</li> <li>▪ Training opportunities –for train the trainer purposes or skill-building to apply to community well-being initiatives. Example: trauma informed training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cards, games, art supplies, and other consumables</li> <li>▪ Food outside of SHIP guidelines (page 8)</li> </ul>

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<p><b>Healthcare:</b> <i>Health Screening</i></p>	<ul style="list-style-type: none"> <li>▪ BMI/weight scales under \$100 per scale</li> <li>▪ Stethoscope/blood pressure cuff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recliners, bariatric chairs</li> <li>▪ Individual-based biometric screenings (cholesterol, BP, BMI check)</li> <li>▪ Drawing blood/blood testing at a worksite</li> </ul>
<p><b>Healthy Eating</b></p>	<ul style="list-style-type: none"> <li>▪ Hoop houses and season extension equipment, including grow lights and heaters for plants</li> <li>▪ Portable sheds – 8’ x 12’ or smaller</li> <li>▪ Fencing</li> <li>▪ Materials to construct garden beds</li> <li>▪ Watering equipment, such as water hose, meters, pumps, troughs</li> <li>▪ Rototiller or similar equipment</li> <li>▪ Composter</li> <li>▪ Picnic table</li> <li>▪ Worm composting</li> <li>▪ Small appliances - steamers, dehydrators, display carts, healthy vending, small refrigerators, canning equipment, pressure cooker and toaster ovens</li> <li>▪ Large appliances - ovens and stove tops, refrigerator/freezer</li> <li>▪ Snack carts and bins for school healthy eating activities</li> <li>▪ Hydration Stations or Water Bottle Filling Stations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Labor to install hoop houses, sheds and fences</li> <li>▪ Water utility bills</li> <li>▪ Leasing or renting space for a garden</li> <li>▪ Water filtration systems (e.g., Brita)</li> <li>▪ Free standing water cooler without a direct waterline</li> <li>▪ Vending machines</li> <li>▪ Ice machines/makers</li> <li>▪ Costs of installation or maintenance for hydration stations or water bottle filling stations</li> </ul>
<p><b>Schools</b></p>	<ul style="list-style-type: none"> <li>▪ Bicycles for use by low-income youth</li> <li>▪ Fat Tire Bikes</li> <li>▪ Mountain Bikes</li> <li>▪ Bicycle accessories, racks and safety equipment, such as helmets (if other funding is not available), helmet lights, air pumps and wrenches</li> <li>▪ Storage units for equipment</li> <li>▪ Stability balls to use in lieu of desk chairs in the school setting</li> <li>▪ Small portable exercise equipment that is clearly tied to a sustainable active school day activity</li> <li>▪ Heartrate monitors or pedometers for use in Quality PE within the school setting (prior approval needed)</li> <li>▪ Disc Golf Course materials at the school setting for use in Quality PE (prior approval needed)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stationary exercise equipment such as treadmills</li> <li>▪ Playground equipment, climbing wall</li> <li>▪ Fitness stations, such as stepping posts, chin-up and climbing bars, along a path or course</li> <li>▪ Gaga pits</li> <li>▪ Game equipment where students are the target (e.g., dodge ball)</li> <li>▪ Trampolines</li> <li>▪ Plexiglas in cafeteria to separate students from each other</li> <li>▪ PPE Personal Protection Equipment such as masks, gloves, gowns, etc.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Plexiglas at cafeteria point-of-sale</li> <li>▪ Plexiglas in cafeteria to separate students from healthy food</li> <li>▪ Calm/Zen Room Materials – paint, storage bins, comfortable seating, lighting/equipment to make lighting more comfortable, fidgets or similar, timer/clock/hourglass, print materials to support mindfulness/yoga and assessment tools, yoga mat or similar, other equipment to stay in the space, for example chimes.</li> <li>▪ Outdoor Learning Spaces – Cost to remove landscaping, e.g., tree stumps (subject to prior approval), seating (active seating preferred but not required), storage bins or similar, shading (e.g., portable tents, shade trees), general classroom equipment (whiteboards or similar)</li> </ul>	
<p><b>Tobacco:</b> <i>Commercial Tobacco Products for Educational Purposes and Cessation</i></p>	<ul style="list-style-type: none"> <li>▪ Grant funds may be used to purchase commercial tobacco products for educational purposes only (subject to prior approval)</li> <li>▪ Carbon Monoxide Screening Monitors (prior approval required)</li> <li>▪ Printing costs - follow printing guidelines (e.g., supporting partner organizations with Quit Partner materials)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nicotine Replacement Therapy (NRT); other non-FDA approved devices such as vape pens or essential oil vaporizers</li> </ul>
<p><b>Workplace</b></p>	<ul style="list-style-type: none"> <li>▪ Small portable exercise equipment that is clearly tied to a sustainable workplace wellness initiative</li> <li>▪ Sit/Stand workstations that are preapproved</li> <li>▪ Quiet room items like a comfortable chair, soft lighting, yoga or relaxation mats, yoga or stretching posters</li> <li>▪ Bicycles for use for transportation to meetings or break time riding. Limit of 5 bicycles or 1 bike for every 200 employees based on the size of employer and demonstrated need from the worksite.</li> <li>▪ Bicycle accessories, racks and safety equipment, such as helmets (if other funding is not available), helmet lights, air pumps and wrenches</li> <li>▪ Application fee for Bike Friendly Business designation</li> <li>▪ Fee for training employee to become a League cycling Instructor to support the worksite’s bicycling efforts</li> <li>▪ Materials for Bike to Work Week/Day or Bike Month.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Shower facilities</li> <li>▪ Tools like stress balls, massage chairs, handheld massage tools like bump balls</li> <li>▪ Massage or aroma therapy</li> <li>▪ Skill building resources for quiet room</li> <li>▪ Team building activities</li> <li>▪ Stress management presentation to employees</li> <li>▪ Yoga classes</li> <li>▪ Stability balls to use in lieu of desk chairs</li> <li>▪ Books and DVDs</li> <li>▪ Plexiglas as a barrier between people</li> <li>▪ PPE – Personal Protection Equipment such as masks, gloves, gowns, etc.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Dero Zap bicycle counter equipment – contribute toward initial purchase with employer match, and employer handles ongoing fees for service.</li> <li>▪ Ergonomic training (if a train the trainer model is used and trained staff conducts assessments for employees.)</li> <li>▪ Manager training (if managers are required by the organization to attend management training. Prior approval needed by MDH. Check with organization’s EAP provider for possible free training.)</li> <li>▪ Organizational development consultants to work with leadership about workload, analyze sources of organizational stress, and offer solutions and policies around reducing stress. (SHIP will fund up to \$1500.00)</li> <li>▪ Walking routes or labyrinth – allowable as an environmental change with policy or guidelines for use.</li> <li>▪ Purchase of online programs (or one-year license) for mindfulness, yoga, or stretching programs with PSE change and evaluation of program.</li> <li>▪ Train the Trainer program around Mental Health First Aid, Bounce Back Program, or similar program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stationary exercise equipment such as a treadmill. This includes office desk/treadmill combination</li> <li>▪ Ergonomic chair</li> </ul>
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Expenditure Category	Allowable	Unallowable
<p><b>Advertising / Promotion</b></p>	<p>Promotion of recreational opportunities and facilities, policy changes, healthy lifestyle, and promotion of other similar items are allowable expenses. Examples:</p> <ul style="list-style-type: none"> <li>▪ Graphic design</li> <li>▪ Scheduling print advertisements</li> <li>▪ Creation and production of promotional materials</li> <li>▪ Costs for initial printing and distribution of trail maps (on-going costs should be covered by partner sites)</li> <li>▪ Print, radio, TV and cable media promotions</li> <li>▪ Websites featuring opportunities for physical activity such as parks and trails or smoking cessation programs, locations, hours, programming, and fees</li> <li>▪ Signage, posters and display materials announcing new policies such as healthy school lunch, snack requirements, and tobacco-free grounds</li> <li>▪ Signage to advertise farmer’s market</li> <li>▪ Way-finding signage for multi-modal transportation</li> <li>▪ Advertising the availability of smoking cessation programs</li> <li>▪ Translation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advertising and promotion of single/one-time classes or activities such as an aerobics class at a recreation center</li> <li>▪ Advertising and promotion expenses not tied to PSE change</li> <li>▪ Costs of health fairs</li> </ul>
<p><b>Construction/ Renovation</b></p>	<ul style="list-style-type: none"> <li>▪ Cost of paint or tape for bike lane, pedestrian lane or cross walk striping</li> <li>▪ Basic renovations to a room for breastfeeding in a hospital or worksite (décor, painting)</li> <li>▪ Portable Sheds that are 8’x12’ or smaller</li> </ul> <p>The cost of cement may be allowable if used to support installation of specific equipment/structures including:</p> <ul style="list-style-type: none"> <li>▪ Bike racks</li> <li>▪ Permanent signage for a park or bike trail</li> <li>▪ Benches for trails and transit stops</li> <li>▪ Fence posts for gardens</li> <li>▪ Basketball hoops for worksites and schools only (permanent or portable)</li> </ul>	<p>Sherburne County SHIP funds may not be used for capital improvements or construction projects. Examples:</p> <ul style="list-style-type: none"> <li>▪ Building or improving a fitness center</li> <li>▪ Building or paving a walking or bike path</li> <li>▪ Sidewalks or curb cuts</li> <li>▪ Playground equipment and fitness stations</li> <li>▪ Constructing a permanent sports field, pool, court or similar recreational facility</li> <li>▪ Building uses: floors, beams, columns, roofing, piles, bricks, mortar, panels, plaster</li> <li>▪ Installation of equipment</li> <li>▪ Designated smoking areas, shelters, and ashtrays</li> </ul>

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	<p>The following need pre-approval:</p> <ul style="list-style-type: none"> <li>▪ Permanent (non-portable) sheds larger than 8’x12’</li> <li>▪ Installed, underground irrigation systems</li> </ul>	
<b>Conferences / Events</b>	<p><i>Attending conferences and events:</i> Travel and conference fees are allowable expenses for conferences and trainings where the attendee will be giving a presentation and/or the training will lead to related skill development and and/or policy changes related to Sherburne County SHIP strategies.</p> <p><i>Hosting conference and events:</i> Allowable use of funds if the conference or event is directly tied to SHIP work and will result in long-term PSE changes and the persons/groups invited to the conference or event are current or potential SHIP stakeholders or partners.</p>	<ul style="list-style-type: none"> <li>▪ Travel out of the USA</li> <li>▪ Out-of-state conferences/events</li> <li>▪ Conferences or events not directly Sherburne County SHIP related or that will not result in skill development and/or long-term PSE changes</li> </ul>
<b>Curriculum/ Materials</b>	<ul style="list-style-type: none"> <li>▪ Evidence-based curricula</li> <li>▪ Commercial tobacco prevention curricula or classroom materials (subject to prior approval)</li> <li>▪ Training materials may be purchased with SHIP funds if they promote long-term PSE change (subject to prior approval)</li> <li>▪ Translation of curriculum or materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Developing new curricula</li> <li>▪ Non-evidence-based curricula</li> <li>▪ Non-approved training materials</li> </ul>
<b>Electronics</b> <i>(high-tech expenditures require prior approval)</i>	<ul style="list-style-type: none"> <li>▪ Software to track health behavior changes, print nutrition labels, etc.</li> <li>▪ EBT/credit card readers for farmers market (\$500 or less)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Video gaming systems, equipment, and related accessories (Wii Fit)</li> <li>▪ Smartboards</li> <li>▪ Service Plans</li> <li>▪ Tablet devices</li> <li>▪ Electronic Pedometers (e.g., Fitbits) in worksite or community setting</li> </ul>
<b>Evaluation</b> <i>(Contracted evaluation services require prior approval)</i>	<ul style="list-style-type: none"> <li>▪ Evaluation materials/supplies, including photocopying, printing, postage, signage, and transcription and/or translation services.</li> <li>▪ Incentives for participation in a focus group, interview, or survey under \$50 per person per year (prior approval required)</li> <li>▪ Payment to contractors for evaluation planning, design, implementation, and synthesis (subject to prior approval)</li> </ul>	

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<p><b>Facilities</b></p>	<ul style="list-style-type: none"> <li>▪ Costs to rent facilities for a SHIP event or meeting</li> <li>▪ In-kind donations of facility space for SHIP work</li> <li>▪ Facility costs for train-the-trainer sessions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Rental or purchase of a facility for ongoing physical activity programming, smoking cessation or weight loss groups</li> <li>▪ Land rental for gardens</li> </ul>
<p><b>Food / Meals</b></p>	<p>In support of SHIP’s mission to expand access to and selection of healthy food, MDH encourages serving nutritious foods. A good standard is the <a href="#">USDA My Plate guidelines</a>.</p> <ul style="list-style-type: none"> <li>▪ Food for SHIP partner, community meetings or strategic events linked to SHIP PSE work</li> <li>▪ Food demonstration projects (cost for demonstrator and the food) to show how to prepare healthy meals to food service staff or others responsible for implementing PSE changes</li> <li>▪ Taste testing of foods for inclusion in new school or worksite menus, or for school stores and snack cart programs – this may be subject to prior approval</li> <li>▪ Healthy food alternatives to test in a vending machine or concession stand</li> <li>▪ Displays of healthy food alternatives</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing costs for food for meal preparation classes or food demonstration projects</li> </ul>
<p><b>GIS Mapping</b></p>	<ul style="list-style-type: none"> <li>▪ GIS mapping software and/or staff training if clearly tied to a plan that demonstrates need and leads to PSE change</li> <li>▪ Wiki-mapping software and/or staff training if clearly tied to a plan that demonstrates need and leads to a PSE change</li> </ul>	<ul style="list-style-type: none"> <li>▪ GIS mapping not clearly tied to PSE or without skills implementation plan</li> </ul>
<p><b>Printing</b></p>	<ul style="list-style-type: none"> <li>▪ Printing of materials, promotions and advertisements</li> <li>▪ Initial printing costs associated with SHIP related partner project</li> </ul>	<ul style="list-style-type: none"> <li>▪ On-going printing costs associated with a program or partner project</li> </ul>
<p><b>Programs</b></p>	<p>Start-up costs of cost-effective, evidence-based programs</p> <ul style="list-style-type: none"> <li>▪ The program must directly contribute to the implementation of a selected behavior and activity</li> <li>▪ Sustainable funding source/s must be pre-identified for the program’s on-going costs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Programmatic efforts that do not directly contribute to the implementation of a selected behavior or activity</li> <li>▪ Funds cannot be used for the start-up of a non-profit or private business venture</li> </ul>



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<p><b>Signage</b></p>	<ul style="list-style-type: none"> <li>▪ Way-finding signage (including the metal pole) for bike trails, parks, etc.</li> <li>▪ Indoor signage to direct people to walk the stairs, find recreational facilities and other similar signage</li> <li>▪ Signage displaying rules for a particular establishment or activity related to SHIP strategies</li> <li>▪ Lighted, flashing, solar-powered signs (partnerships for cost-sharing are strongly encouraged)</li> <li>▪ Temporary signage for COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any costs associated with lighted, flashing or solar powered signage (e.g., maintenance, light bulbs), <b><i>other than the cost of the sign</i></b></li> <li>▪ Designated smoking area sign</li> </ul>
<p><b>Speakers/ Trainers/ Facilitators</b></p>	<ul style="list-style-type: none"> <li>▪ Speaker/facilitator fees (must be directly tied to PSE change)</li> <li>▪ Trainer fees for trainers who are contracted to “train-the-trainer”</li> </ul>	<ul style="list-style-type: none"> <li>▪ Instructors for one-on-one classes</li> <li>▪ Training for a specific class or program that will not result in PSE change</li> </ul>
<p><b>Sponsorships</b> <i>(prior approval required)</i></p>	<p>Sponsorships of projects, events, trainings, advertisements, etc. as long as the sponsorship is directly related to the grantee’s Sherburne County SHIP activities. For example, if a partner has selected to implement community-based tobacco strategies, it may sponsor an anti-tobacco ad at a community event. Other examples:</p> <ul style="list-style-type: none"> <li>▪ Anti-tobacco signage in a school gymnasium</li> <li>▪ Subsidizing a portion of an event focused on making environmental changes to the worksite</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sponsorships of events, trainings, advertisements that are not directly related to the type of SHIP funding</li> <li>▪ Sponsorship (subsidy) of ongoing programmatic efforts such as a walking club</li> </ul>
<p><b>Subsidies</b></p>	<p>Subsidies that enhance accessibility to recreational activities or other healthy behaviors are acceptable if they are targeted to an entire population group, are not ongoing, and are used in the context of promoting the availability of a resource. Examples:</p> <ul style="list-style-type: none"> <li>▪ Subsidizing a free equipment rental day</li> <li>▪ Subsidizing Farmer’s Market vouchers (one-time expense per Farmer’s Market)</li> <li>▪ Subsidizing the cost of healthy food in a vending machine or workplace cafeteria for <b><i>a trial period.</i></b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Entrance fees to parks or recreational facilities for individuals or small groups</li> <li>▪ Ongoing subsidies of rental fees for equipment use at a recreational center or park</li> <li>▪ Subsidizing the purchase of smoking cessation supplies or pharmaceuticals</li> <li>▪ Subsidizing the ongoing cost of a weight loss program or group</li> <li>▪ Ongoing subsidies of healthy food alternatives in vending machines, school lunches or workplaces</li> </ul>

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<p><b>Supplies and Materials</b></p>	<p>Supplies must be directly related to a sustainable active living, healthy eating, well-being, commercial tobacco prevention or cessation effort. Supplies and small equipment should be purchased according to the respective Sherburne County SHIP purchasing guidelines. Examples:</p> <ul style="list-style-type: none"> <li>▪ Start-up gardening supplies such as shovels, rakes, hoses, seeds, starter plants and dirt</li> <li>▪ Paint for a bike lane, pedestrian lane, cross walk, community room</li> <li>▪ Office supplies necessary to conduct the work of the Sherburne County SHIP project</li> <li>▪ Reasonable costs for photocopying, printing, postage and office supplies</li> <li>▪ Plexiglas for Farmers Markets</li> </ul>	<p>Supplies not directly tied to policy, systems and environmental change or office operations.</p>
<p><b>Training / Certifications</b></p>	<ul style="list-style-type: none"> <li>▪ Trainings for start-up activities such as the <i>Diabetes Prevention</i> program and other evidence-based programs</li> <li>▪ Trainings/certifications for non- Sherburne County SHIP staff that would provide information, skills, and opportunities to implement work/inform PSE change</li> <li>▪ Stipends and substitute pay to make it possible for teachers/school staff to attend trainings</li> <li>▪ Train the Trainer fees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teaching/facilitating fitness or activity classes</li> <li>▪ Implementation costs for an on-going training or course</li> </ul>
<p><b>Translation/Interpretation Service</b></p>	<ul style="list-style-type: none"> <li>▪ Translation or interpretation services evaluation, planning, or implementation of PSE change.</li> </ul>	
<p><b>Web Site</b></p>	<ul style="list-style-type: none"> <li>▪ Develop and maintain a SHIP-related website (maintenance not to exceed \$2,500 annually)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Expenses to maintain a website not directly related to SHIP work</li> </ul>