

# Frequently Asked Questions #2



Louisiana Balance of State Continuum of Care (LA BOSCO)  
Continuum of Care (CoC) Program Local Competition  
Funding Year 2018

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## Funding and Budgeting

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Can I submit a project application under the HMIS or Coordinated Entry (SSO-CES) project types?

No. The LA BOSCO is not accepting competitive applications for these project types under the FY18 CoC Program NOFA.

Utilities are an eligible expense under both the Rental Assistance and Supportive Services budget line items. Under what circumstances do I charge utilities to each budget line item?

Rental Assistance covers the cost of utilities included in a unit's 'total rent' – that is, the unit's rent, plus its utility allowance as determined by the local housing authority, plus any other eligible monthly recurring fees.

Supportive Services covers the cost of one-time utility payments required to house someone, such as deposits for gas/electric bills.

What can I fund under the HMIS budget line item?

This budget line item is available to all project types.

Eligible costs are detailed in 24 CFR 578, Subpart D.

They include nearly anything associated with contributing data to HMIS (ServicePoint) or to an HMIS-comparable database (for domestic violence service providers, EmpowerDB), including software licenses, computer equipment, and salaries and benefits.

What can I fund under the Administrative Costs budget line item? How do I document these costs?

This budget line item is available to all project types.

Eligible costs are detailed in 24 CFR 578, Subpart D.

Up to 10% of the project's total CoC Program funding can be claimed as eligible under Administrative Costs.

They include many things associated with supervising the implementation of a CoC Program project. The most commonly charged costs include salaries and benefits for project staff supervisors, fiscal managers, and grant managers, and office space and equipment for the aforementioned staff.

*Activities are only eligible under Administrative Costs if they relate directly to the CoC Program project in question; for example, you can only charge your executive director's salary and benefits to Administrative Costs based on their actual time spent administering the CoC Program project.*

Administrative Costs require the same documentation as other costs. Generally speaking, the LA BOSCO looks for the following documentation for any cost:

- A document indicating that the cost was incurred (e.g. an invoice, a receipt);
- A document indicating that the cost was paid (e.g. an invoice payment cover sheet, payroll records, a canceled check);
- FOR SALARIES AND BENEFITS: a timesheet allocating the staff person's time to the appropriate grant source(s).

### What budget line do I use for staff who enter data into HMIS?

It depends on multiple factors; please address the question with the Continuum of Care Manager directly so they can review the project, its budget line items, and the CoC Program Interim Rule.

The most important thing for this question is to have a consistent policy for where you charge HMIS data entry time. If HUD determines costs were charged incorrectly, it's much easier to fix if they were also charged consistently.

### Can I include costs under the Indirect Costs budget line item in my project application?

No. Indirect Costs are not eligible under the LA BOSCOG FY18 CoC Program RFP.

### Certain budget line items are greyed out in my application in e-snaps. Who should I contact to resolve this issue?

If you're experiencing difficulty filling out your application, please export your application as a PDF from e-snaps and email it along with a description of your specific difficulties to Gordon Levine, Continuum of Care Manager, at [glevine@lhc.la.gov](mailto:glevine@lhc.la.gov).

### Can staff be paid from more than one grant source (e.g. CoC Program and HPRP)?

Yes.

Caveat: salaries and benefits can only be charged to CoC Program projects based on time spent on eligible activities under that project.

(Example: if a CoC Program project's Housing Navigator spent 30 hours in a given week on that project and 10 hours doing other work, only 30 hours could be charged to the CoC Program project.)

## Reallocation

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### What is Voluntary Reallocation?

Voluntary reallocation is an option available to agencies with renewal projects.

Occasionally, an existing project will no longer fit to scope or vision of an agency applying for CoC Program funds. In these cases, the agency can opt to not submit a renewal application and instead apply for voluntary reallocation. Their previous funding is then returned to the general pool.

Agencies that choose the Voluntary Allocation option under the FY18 CoC Program RFP receive bonus points on any one new project application they submit under that same RFP.

## Scoring

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### How are projects that were funded under the FY17 CoC Program RFP but that have not yet begun operating scored under the FY18 CoC Program RFP?

Projects that have not yet completed a full year of operation and submitted an APR to HUD, including those funded under the FY17 CoC Program RFP, will only be scored on their project's qualitative elements, will therefore have fewer total points available, but will ultimately be scored on the same scale as other new projects (i.e. on their percentage of points received out of points available).

## Coordinated Entry

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Can my project fill some of its beds which are dedicated to a target population with people outside that target population?

Yes – within a limited scope: only when you can clearly document that no members of the project’s target population are available for intake.

Projects are required to fill beds with referrals from the LA BOSCO’s Coordinated Entry System.

Projects will be referred participants that match their target population criteria, including beds dedicated to people experiencing chronic homelessness.

If there are no participants matching a project’s target population criteria, they will receive referrals from outside that population, and may intake those participants without penalty. Projects must always re-check for new Coordinated Entry referrals every time they have a project opening to ensure they are receiving referrals from their target populations whenever possible.

Can my organization, which serves survivors of domestic violence, also perform Coordinated Entry intake for people who are not survivors of domestic violence?

Yes.

## Other Questions

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What should I list in e-snaps for my project’s proposed start date?

You should propose whatever start date you feel is appropriate and feasible.

For new projects, you should propose a start date before July 2019 to demonstrate you have the capacity to start your project as soon as possible, irrespective of HUD’s award timeline.

Actual start dates are dependent on HUD’s award timeline. Award dates tend to lag significantly behind the CoC Program Competition’s end date; for example, awards for the FY17 CoC Program Competition went out nearly 12 months after that Competition ended.

Can I change a project’s name in e-snaps?

For new projects, you can change the new project application’s name before you submit it to the LA BOSCO and HUD by going into the ‘project’ option on the left side of the e-snaps menu.

For renewal projects, you should not change your project name; it’s important that project names match year to year on the Grant Inventory Worksheet (GIW).

If you have a renewal project that’s important to change for non-aesthetic reasons, you can contact Gordon Levine, Continuum of Care Manager, at [glevine@lhc.la.gov](mailto:glevine@lhc.la.gov) to discuss your options.