

CoC Eligible Administrative Costs

24 CFR § 578.59

§ 578.59 Project administrative costs.

(a) Eligible costs. The [recipient](#) or [subrecipient](#) may use up to 10 percent of any grant awarded under this part, excluding the amount for Continuum of Care Planning Activities and UFA costs, for the payment of [project](#) administrative costs related to the planning and execution of Continuum of Care activities. This does not include staff and overhead costs directly related to carrying out activities eligible under [§ 578.43](#) through [§ 578.57](#), because those costs are eligible as part of those activities. Eligible administrative costs include:

(1) General management, oversight, and coordination. Costs of overall program management, coordination, monitoring, and evaluation. These costs include, but are not limited to, necessary expenditures for the following:

(i) Salaries, wages, and related costs of the [recipient](#)'s staff, the staff of subrecipients, or other staff engaged in program administration. In charging costs to this category, the [recipient](#) may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The [recipient](#) may use only one of these methods for each fiscal year grant. Program administration assignments include the following:

- (A)** Preparing program budgets and schedules, and amendments to those budgets and schedules;
- (B)** Developing systems for assuring compliance with program requirements;
- (C)** Developing agreements with [subrecipients](#) and contractors to carry out program activities;
- (D)** Monitoring program activities for progress and compliance with program requirements;
- (E)** Preparing reports and other documents directly related to the program for submission to HUD;
- (F)** Coordinating the resolution of audit and monitoring findings;
- (G)** Evaluating program results against [stated](#) objectives; and

(H) Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (a)(1)(i)(A) through (G) of this section.

(ii) Travel costs incurred for monitoring of subrecipients;

(iii) Administrative services performed under third-party contracts or agreements, including general legal services, accounting services, and audit services; and

(iv) Other costs for goods and services required for administration of the program, including rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

(2) *Training on Continuum of Care requirements.* Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.

(3) *Environmental review.* Costs of carrying out the environmental review responsibilities under [§ 578.31](#).