Cost Allocation Plan (CAP) minimum revisions requirements for FY15 funded term contracts.

1) All references to governing regulations must be changed to Title 2 CFR Part 200. Title 2 CFR Part 200 was effective for all new federal awards as of 12/26/2014. Other OMB circulars (i.e. A-110, A-122, A-133) may not be applicable to current awards.

2) The revision or effective date should be included, and be on or after 12/26/2014.

3) The CAP has been approved for use by an authorized official of the subrecipient, and that individual’s signature be affixed.

4) References to SHP must be replaced with Continuum of Care (CoC).

5) It is *recommended* that a specific percentage amount for Administrative Costs for the CoC Grants *not* be referenced.

6) The narrative description of the basis for the allocation methodology must be clear. It is not necessary to provide spreadsheets or charts with precise allocations; a CAP is to explain your allocation methodologies. Spreadsheets and charts should be maintained of how costs are actually allocated as documentation that will be reviewed during monitoring.

7) If your organization has an Federally-approved Indirect Cost rate you must provide a copy of the rate approval letter to LAHSA. In accordance with 2 CFR 200 if you are accepting the *de minimus* indirect cost rate, this should be detailed in the CAP.

8) Should include limiting language regarding ineligible costs, such as “Items allowable on programs will not be included in the cost allocation plan or pool”.