

Memorandum

To: Iowa Coordinated Services Regions Sub-grantee Agencies
From: Amber Lewis, Iowa Finance Authority
Date: May 15, 2018
Re: Travel Expense Guidance for Coordinated Services Regions through the Iowa Balance of State Continuum of Care Program

The purpose of this memo is to clarify the kinds of travel expenses that may be supported by the Coordinated Services Regions (CSR) subgrants through the Iowa Balance of State Continuum of Care (CoC) Program.

The goals of this grant are to improve homelessness services planning and coordination within regions, as well as between regions and the overall CoC (governed by the Iowa Council on Homelessness). Supported travel may therefore include travel within regions, and also to meetings and events of the Iowa Council on Homelessness or the Council's committees. Eligible expenses may also include travel to relevant training opportunities and events that further the goals of the grant.

To be as consistent as possible with our travel policy for all our grants, as well as our travel policy for Iowa Council on Homelessness members, we also are limiting covered travel expenses to only mileage, generally at the state rate of \$0.39/mile, plus the cost of relevant staff time for this travel. For agencies that have their own written approved travel policies that allow for higher mileage reimbursement (up to the federal IRS rate), this mileage rate is also acceptable.

Any deviations from this policy must be approved in writing by the Iowa Finance Authority in advance.

Because the Iowa Finance Authority administers the CoC Planning Grant on behalf of the Iowa Balance of State CoC, we always welcome Council input and recommendations regarding this and other grant-related policies.

Federal rules governing grant-related travel are below, from 2 CFR 200.474. Rules governing CoC Planning Activities are also below, from the HUD CoC Program Interim Rule.

Questions or comments may be sent to amber.lewis@iowa.gov.