

# Understanding & Documenting Match

Recipients and subrecipients are required to provide cash or in-kind match from sources outside of this grant funding request in accordance with the CoC regulations.

The recipient or subrecipient must match all grant funds, except for leasing funds, with no less than **25 percent** of funds or in-kind contributions from other sources. The 25 percent match must be provided on a grant-by-grant basis.

## Types of Match

- **Cash Match:** A recipient or subrecipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. (The recipient must ensure that the rules governing match funds allow them to be match for the CoC Program.)
  - **The cash must be used for activities that are eligible under Subpart D of the CoC Interim Rule.**
  - **NOTE: Program income CAN be used as match.** Project applicants that intend to use program income as match must provide an estimate of how much program income will be used for match.

- **In-kind Match:** The recipient or subrecipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that, if the recipient or subrecipient had to pay for them with grant funds, the costs would have been eligible.

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

- Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization.
- The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

## Documentation of Match

Applicants are required to document all match commitments for HUD. Documentation must be dated between May 1, 2018 and September 18, 2018.

The following pages provide a form for documentation and potential sources of match. The agency may write a letter instead of using the chart on the following page, but the letter must include each of the pieces of information represented.

In the project application, projects must list the type of source and the value of each match commitment, but will NOT be required to attach the match letter. The match information entered in e-snaps should be based on the current commitments at the time of project application, covering the requested grant operating period, and NOT based on projections. The application should be accurate, with a commitment letter(s) in place that includes the amount(s) listed.

## Form of the Match Letter

[To be submitted on the letterhead of the entity providing the resource.]

In the chart below is information regarding the resource being provided by this agency.

Name of organization providing the resource	
Type of contribution*	
Value of the contribution**	
Name of project	
Name of grant recipient and/or subrecipient	
Date the contribution will be available***	[____], 2019 OR [____], 2020
Name of person authorized to commit these resources	
Title of person authorized to commit these resources.	
Signature of person authorized to commit these resources.	
Date	Must be dated between May 1 and September 28, 2017

\* E.g., cash, childcare, case management, health care, etc.

\*\* If possible, identify the formula and values used in calculating the value.

\*\*\* **For renewals, this date must be within your 2018-2019 operating year.**

## Examples of Other Resources

### *Advocacy*

- Assistance to immigration
- Benefits advocacy
- Housing advocacy
- Legal assistance, advocacy, representation, and referrals
- Peer advocacy
- Tenant rights workshops

- K-12 homeless education
- Parenting classes
- Summer camp
- Therapeutic day care
- Weekly children's art program

### *Children*

- After-school children's program
- Child development consultation
- Child care services
- Children's books, loaned television, videos, art supplies as available, training, tickets for special events
- Children's art program
- Children's books
- Children's circus program
- Children's holiday party and shopping spree

### *Counseling*

- Bereavement counseling and pastoral services
- Counseling services
- Crisis intervention
- Landlord/tenancy counseling
- Pre-treatment counseling, support groups, counseling, and housing assistance
- Recovery groups
- Support groups
- Therapy

### *Education, Employment and Training*

- After school and associated summer school activities
- Aftercare services
- Basic computer skills classes and individual tutoring for residents and graduates
- Benefits and Work Incentive Workshops
- Computer literacy training
- Employment and training services
- Education/courses
- Education counseling
- ESL
- Job development and employment services
- Job research
- Job placement
- Job retention
- Leadership training
- Life skills training
- Literacy
- Nutrition education/cooking classes
- School supplies for children
- Sewing classes
- Training tuition
- Training videos and games
- Transitional housing
- Tutoring
- Uniform vouchers
- Vocational services

### *Financial Services*

- Asset/resource management services
- Money management
- Representative payee services

### *Health*

- Acupuncture services
- Adult day health care
- AIDS-related services
- Dental screening services
- Detoxification services
- Dual diagnosis services
- Emergency room services
- Gynecological services

- Health care resources and education
- Healthcare services
- Medical services
- Medical, psychiatric and pharmacy services
- Medication support
- Mental health services
- Peer support
- Pregnancy testing
- Preventative Health Care Services
- Psychiatric disability evaluations
- Psychotherapy
- Residential and outpatient treatment services
- Respite care
- Substance abuse services
- Triage

### *Housing*

- Construction loans cash match
- Emergency motel vouchers
- Emergency shelter
- Financial move in grants, housing search support and monthly housing clinics
- Housing
- Housing placement
- Housing search assistance
- Leasehold value of building
- Maintenance and repair projects/beautification project
- Move-in assistance
- Property management
- Rental assistance and financial assistance for move-in costs
- Rental subsidies

### *Human Resources*

- Americorps VISTA Volunteers
- Applicant interview
- Consultation staff
- Mental health advocacy staff
- New employee orientation
- Pre-Employment process
- Volunteer hours

*In-Kind*

- Cash/grants
- Clothing
- Equipment
- Food
- Furnishings
- Household items
- Welfare benefits

- Transportation
- Vehicle

*Operations*

- Administrative support
- Clerical services
- Consulting and practical support
- Facility space
- Indirect expenses
- Mail service
- Office/workshop space
- Programming
- Voice mail

*Supportive Services*

- Artistic services to residents
- Assessment services
- CalWORKS eligibility support
- Case management
- Community development
- Family Support Services
- Grooming
- Independent living services
- Mentoring services
- Outreach
- Recreational trips and activities
- Referrals
- Restraining order assistance, court accompaniment and consultation
- Shelter services
- Story telling
- Support services supervision
- Team Leader
- Technical assistance
- Translation services
- Veteran's services assistance
- YMCA membership & joining fees
- Transportation
- Subsidized/free bus passes