**What is the match requirement for CoC-funded projects?**

* Projects must match all grant funds, except for leasing funds, with no less than 25% of cash or in-kind contributions from other sources.

**Cash match**: funds from any source, including private, local, state, or other federal sources (excluding CoC funds). Program income may be used as a source of match.

**In-kind match**: value of any property, equipment, goods or services contributed to the project; commitment must be documented with an MOU

* Cash and in-kind match must be used for the costs or activities that are eligible under the CoC Program.
* In-kind services provided by a third party must have an established memorandum of understanding (MOU) between the project and the third party prior to contract execution.

**What counts as match?**

Each of the following criteria must be met:

* Eligible project costs based on Subpart D of the [CoC Program Interim Rule](https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf);
* Contributes directly to project and can be documented;
* Will be used in the contract year for which it is committed;
* CANNOT already be paid for by HUD CoC funds;
* May NOT be used as match for any other project;
* CANNOT come from HUD CoC funds; and
* For in-kind match, an MOU must be in place at the time of contract execution.

**How do you document match commitments?**

* Written letters documenting cash or in-kind match commitments must be on file prior to submission of the Project Application in the esnaps system. Written commitments must be documented on letterhead stationary (of the entity providing the match), signed and dated by an authorized representative, and must, at a minimum, contain the following elements:
	+ Name of the organization providing the match contribution;
	+ The type of contribution;
	+ The value of the contribution;
	+ The name of the project and the name of the organization to which the contribution will be given; and
	+ The date the contribution will be available (start date of the grant).
* In-kind match that will be provided by a third party must be documented by an MOU between the project and the third party before contract is executed. The MOU must establish the commitment by the third party to provide the services and must include: name of the project and agency receiving services; name of the third party providing services; date resources will be available; specific service to be provided; profession of persons providing the service; and hourly cost of the service to be provided.

**What are the match recordkeeping requirements?**

* Projects must keep, and make available for inspection, records of the source and use of match;
* Records must indicate the grant and fiscal year for which each matching contribution is counted;
* Records must show how the value placed on third party in-kind match was derived; and
* Volunteer services must be allocated using the same methods used for regular personnel costs.

**SAMPLE LETTER DOCUMENTING CASH MATCH**

ON DONOR AGENCY LETTERHEAD

 [August 4, 2023]

To [Executive Director or Representative of the Applicant Agency]:

[Donor Agency] commits to provide a [cash or in-kind] match contribution worth [$\_\_\_\_] per year for [Name of Project and Organization].

If the [Name of Project] is funded, we are prepared to make available cash contributions to the program:

1. [Donor Agency lists cash contribution amount and/or types of services and the dollar value thereof]
* If professional services based on an hourly rate are involved, add the following to the letter: “The commitment is calculated based upon \_\_\_\_\_ hours of \_\_\_\_\_ (type of service) at our normal rate of $\_\_\_\_\_/hour.”
* If non-professional/volunteer services are involved, add the following to the letter: “The commitment is based upon \_\_\_\_\_ hours of service at the rate of $10.00/hour (or the rate paid to staff members for similar tasks).
* If the donation is a physical item, add the following to the letter: “The amount of the contribution is based upon a donation of \_\_\_\_\_ (units) of \_\_\_\_\_ (type of contribution).”

This contribution will be available beginning [Project start date] through [Project end date].

[Donor Agency representative Signature]

[Donor Agency representative Name]

[Donor Agency representative Title]