Special Training on CoC Match Requirements
Santa Cruz County CoC 2021 Applicant Orientation Session
Topics Covered

- Match requirements
- Cash match
- In-kind match
- Ineligible sources
- Match recordkeeping
Match Requirements

- The CoC Program requires a **25% match** of the awarded CoC grant amount (\$4 HUD - \$1 match) **minus** leasing funds

- Match is on a per-project basis (Not CoC-wide)

- Cash or in-kind

- Must pay for **costs** that would be **eligible for CoC funds**

- Can be from **public** or **private** sources
Match Requirements: How to Calculate

Example A (no leasing):

Total amount requested from HUD:

- Rental Assistance funding = $95,000
- Project Administration funding = $5,000
- Total amount requested = $100,000
- Total amount requested from HUD x .25 = Minimum Match Requirement
- $100,000 x .25 = $25,000

Example B (with leasing):

Total amount requested from HUD:

- Leasing funding = $40,000
- Supportive Services funding = $55,000
- Project Administration funding = $5,000
- Total amount requested = $100,000
- Total amount requested from HUD, excluding amount requested for leasing
- $100,000 (Total Amount Requested) - $40,000 (Leasing Funding) = $60,000
- Total amount requested from HUD x .25 = Minimum Match Requirement
- $60,000 x .25 = $15,000
Cash Match: What is it?

- Cash match is **actual funds** spent by the recipient
- On eligible **CoC program costs**
- Pays for costs during the **grant term** being matched
- Again, can be from **public or private** sources, but the recipient must make sure the funds aren’t prohibited to be used as match by the laws governing the source
Cash Match: Eligible Sources

- Grants from **private, local, state, and federal** resources (if not statutorily prohibited by source)
- **Cash** resources
- Revenues from **fundraising** efforts organized by the recipient or subrecipient
- Recipient or subrecipient **staff working on grant eligible activities** who aren't paid from the CoC Program grant but are paid from other agency resources
Cash Match Examples

**Federal & State Sources**
- SAMSHA
- Medi-Cal
- CDBG
- ESG
- CalWORKS (HSP, BFH)
- CESH
- HHAP

**Local & Private Sources**
- County
- City
- Foundations
- Faith
- Private gifts
- **Program income (e.g., client rents)**
Cash Match: Documentation

- Must supply *written match commitment* prior to grant execution (usually with technical submission)

- Requirements:
  - On *agency letterhead, signed* and *dated* by *authorized representative*
  - *Amount* of cash to be provided for the project
  - *Date* the cash will be *made available*
  - *Grant & fiscal year* the cash match will be contributed
  - *Time period* during which funding will be available
  - *Allowable activities* to be *funded* by the cash match
In-Kind Match: What is it?

- In-kind match is the value of *property, equipment, goods,* or *services* contributed to the CoC program.
- Would have been an *eligible CoC cost* if paid for with CoC funds.
- Can be a *donation* from the recipient, sub-recipient, or a third party.
In-Kind Match: Documenting Land, Goods & Equipment

Requirements:
- On agency letterhead, signed and dated by authorized representative
- Date the land/goods/equipment will be available
- Grant & fiscal year the donation will be contributed
- Time period when the donation will be available
- Allowable activities to be provided by the donation
- Value of the land/goods/equipment

Note: the value is one-time only – can’t be claimed by another project or in another grant year
In-Kind Match: Documenting In-Kind Services

- Requires a **written MOU** between recipient and third-party provider of in-kind services
  - Can be **two steps** – **commitment letter** in advance followed by **formal MOU** once HUD award secured

- Common in-kind services: **mental health visits, medications, substance treatment & job training**

- Services must be valued at the **standard rate** consistent with similar work in the **same labor market**

- Need a **system to document** the value of the services during the year: must periodically **check in with services provider** regarding any **changes to services and rates**
In Kind Match: Service MOU Requirement

- Must be on **agency letterhead, signed and dated** by **authorized representative**
- **Agency Info**
  - Recipient and service provider identifying/contact info
- **Unconditional commitment** to provide the services
- **Scope of services to be provided**
  - **CoC contract** to be matched
  - **Length of time** services to be provided/contract term
  - **Point-in-time number of clients** to be served
  - **Total clients** to be served over grant term
  - **Qualifications** of persons providing services
  - **Estimated value** of the services (e.g., hourly rate)
- **Documentation of services match**
  - **Documentation requirements/responsibilities** of the parties
  - **Timeliness** standards
Ineligible Sources

Ineligible Cash Sources
- **Mainstream benefits** to client
- **CoC** funds
- Match designated to another project
- **Client** savings
- Funds spent on CoC ineligible activities

Ineligible In-Kind Sources
- **Volunteer** services to agency generally, not program
- **Routine activities** that a partner would provide even without the CoC program
- **Potential** or estimated services
- Services that would **not be eligible CoC program costs**
Match Recordkeeping

- During grant year, you must track actual expenditures/use of match cash or in-kind

- Cash match: must be tracked through financial statements, general ledgers, and other records to show it had been spent on eligible program expenses within the grant term

- In-kind match: Must track quantity and value of services and actual date(s) on which provided
Additional Resources

- **HUD’s CoC Virtual Binder** on Match: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/