Matching Requirements

24 CFR 578.73
2 CFR 200.306
• Match
• Leverage
• Cash sources
• In-kind contributions
• Ineligible as match
• Documenting match
• Match must be in the form of cash or in-kind contributions
• Is spent by or donated to the recipient or subrecipient to cover eligible costs of the project
• Costs incurred by a partner organization to provide “in kind” services to program participants must be documented by a MOU prior to grant agreement execution.
• Contributions may be counted as a source of match only one time
Understanding Match

- Program Income earned during the grant term may be used as match. See....

- FY 2016 Appropriations Act: allows program income of grant recipients to be used as match in FY 2015 and FY 2016.

- Grant Agreement, Exhibit 1, Scope of Work, paragraph 7.
What Is Not Match?

- Cash or any in-kind contribution used as match for another grant
- Cash or in-kind contributions statutorily prohibited as match
- CoC Program funds
- Program participant savings
  - Savings belong to the program participant, not the recipient or subrecipient
What is Leverage?

• Separate and distinct from matching
• Cash or in-kind contribution in excess of the minimum required match
• Can be any financial assistance from public or private resources
  – Does not include benefits received directly by the program participant
Match Requirements

- All CoC Program costs and match must be in your approved budget
- Must be able to document all costs
- Match requirement - 25% cash or in kind for all line items except leasing
- Match is provided to the CoC Program grant - not to a specific budget line item
- Matching funds can only be used on eligible CoC Program costs (See 24 CFR Part 578, Subpart D)
**Match Examples**

**Without Leasing Funds**
- Supportive Services: $25,000
- Rental Assistance: $20,000
- Project Admin (10%): $4,500
- Grant total: $49,500
- Required Match (25% $49,500): $12,375

**With Leasing Funds**
- Supportive Services: $25,000
- Leasing: $20,000
- Project Admin (10%): $4,500
- Subtotal (w/o leasing): $29,500
- Required Match (25% $29,500): $7,375
## Match and Budget Line Items

<table>
<thead>
<tr>
<th>Cost</th>
<th>CoC Program Funds</th>
<th>Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
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<tr>
<td>Services</td>
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<tr>
<td>Project Administration</td>
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<td>$110,000</td>
<td>$27,500</td>
<td>$137,500</td>
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Documenting Match at Grant Agreement Execution

- Must document formal match agreement (e.g., MOU for in-kind) prior to grant agreement.
- If recipient needs to change its matching source, the match agreement must be in place before a new source can be counted as match.
- Must demonstrate match is spent on eligible activities and incurred within the grant period.
- Must keep source documentation (e.g., MOU) on file for review when needed.
Match Documentation for Cash

- Cash match must be substantiated with written documentation provided on the source agency’s letterhead, signed, and dated by an authorized representative.
- Documentation must include:
  - Amount of cash to be provided for the project
  - Specific date the cash will be made available
  - Actual grant and fiscal year to which the cash match will be contributed
  - Allowable activities to be funded by the cash match
In-kind donations must be substantiated with written documentation provided on the source agency’s letterhead, signed, and dated by an authorized representative.


Documentation must include:

- Description and value of the donated goods
- Specific date and grant (including fiscal year) for which the goods will be contributed
- Method used to determine the value of the donation
An MOU for In-kind Services must be in place prior to provision of the service:

The MOU must:

- Provide an unconditional commitment to provide the service
- Describe the specific service to be provided
- Indicate the profession of persons providing the service and hourly cost of the service
- The timeframe in which services will be provided
- The system that will be used to document the actual level and value of services as provided
Other CoC Match Resources

• CoC Program Toolkit – Grant Administration: Match Requirements
  Importance of Documenting Match: Podcast
  Match Requirements in the CoC Program: Video

Go to:
• https://www.hudexchange.info/programs/coc/toolkit/grant-administration/