



# North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

## Match Explainer for 2017 BoS CoC Applicants

### Match Requirements

- A 25% match is required for all project budget components except leasing.
- Match can be cash, in-kind, or a combination of both.
- Match must be spent on program activities that would be eligible for CoC grant funding (even if the grantee is not receiving CoC funds for that activity).

### Sources of Match

- **Cash:** any funds that come from private or public resources (as long as they are not statutorily prohibited by the source program from being used as match). This can include donations, grants, city/county funds, etc.
- **In-kind:** services (counseling, legal advocacy, etc.), physical goods/equipment (food, furniture, clothing, etc.), and real property (donated land or buildings).
- To be counted as match, the funds, goods, or services need to come directly from the contributing source to the organization. Items provided directly to and for individuals/program participants are not eligible as match. For example:
  - Mainstream benefits provided directly to program participants (e.g., SSI/SSDI disability benefits) cannot be used as match.
  - Funds from mainstream resources provided directly to an organization for use in a CoC project (e.g., Medicaid funds) can be used as match.
- Commitments of land, buildings, and equipment are **one-time only** and cannot be claimed in more than one competition. For example, donated land claimed in the 2016 competition cannot be claimed as match by that project or any other project in subsequent competitions.

### Documentation Requirements

- Contributions of cash, in-kind goods/equipment, and in-kind property can be documented by letter.
- Contributions of in-kind services must be documented by a memorandum of understanding (MOU) that is in place by the time of grant execution (i.e., when the grant term begins). For the purposes of the BoS application, **applicants may submit a letter to NCEH instead of an MOU**, provided the MOU will be in place by the time of grant execution.
- **Letters** must meet the following criteria:
  - Be on letterhead stationery from the organization providing the contribution
  - Be signed and dated by an authorized official of the organization within 60 days of the September 28 application deadline (i.e. dated between July 31 and September 28, 2017)
  - Contain the amount of the cash contribution OR the dollar value of the in-kind contribution

- Contain the specific date the contribution will be made available AND the time period during which the contribution will be available
- Contain the name of the applicant agency to which the contribution is being given
- Contain the specific grant name and the fiscal year of the grant to which the contribution is being given
- Contain a description of the goods/services that will be provided (for in-kind contributions) OR a description of what the funds will be spent on (for cash contributions)
- **MOUs** must contain the following information:
  - Agency Information:
    - Applicant agency's identifying information with point(s) of contact
    - Service provider's identifying information with point(s) of contact
  - Signature and date from an authorized official of the organization within 60 days of the September 28 application deadline (i.e. dated between July 31 and September 28, 2017)
  - Unconditional commitment of third-party provider to provide the services
  - Description of services to be provided
  - Scope of services to be provided and by whom
    - Specific contract to be matched
    - Length of time services provided/term of contract
    - Point-in-time number of clients receiving service
    - Total clients receiving service over grant term
    - Qualification of persons providing service
    - Estimated value of services provided (such as hourly rate)
  - Documentation of services match
    - Documentation requirements and responsibilities of service provider and applicant agency
    - Timeliness standards of service provider and applicant agency for providing services to individuals
- Documentation of match must be provided to HUD prior to grant agreement execution.

