

# Match and Leverage Letter Instruction Template

Match/Leverage is the amount above and beyond what the CoC, Challenge, or ESG grant reimburses. In addition to the 25% required Match for Challenge -or- 100% required Match for ESG, a significant Leverage amount (100% or more) will help the Escambia and Santa Rosa County Continuum of Care be competitive (keep/increase HUD and State funds), especially if applying for a new CoC project.

MATCH and LEVERAGE amounts can be put in the same letter and maybe one or both of the following:

1. **Cash** = funds directly received by Sponsor/Subrecipient - grant, donations/fundraising, etc.
2. **In-Kind** = services or donations provided by other entities (FL Medicaid); needs documentation of MOU.

**MATCH** = **25%** is the required *minimum threshold* that must be used to support all CoC and Challenge subcontracts; **100%** is the required *minimum threshold* that must be used to support all ESG subcontracts; the Match amount must pay for an eligible service (see examples below); and only the 25% Match, not Leverage, must be tracked/documented/reported (i.e. *APR services match letter* and kept in file records for 5 years).

**LEVERAGE** = any amount *over the 25% minimum Match* provided to the CoC or Challenge project -or- any amount equal to or over the 100% minimum match provided to the ESG project from eligible costs AND/OR non-eligible additional costs (goods/services) that also help participants.

***\*Mental Health Agencies** with access to bill FL Medicaid are considered an “In-Kind service” with Access Florida Community Partner Agreements counting as an MOU. As service amounts vary per client, please provide a match/leverage commitment amount that would equal the maximum amount of **service dollars** provided to the maximum number of **clients** your agency could serve during the year under the specific program. Your agency is not required to set aside the match/leverage amount if you have sufficient access to bill FL Medicaid.*

## **What Counts as Match**

Match must be used for eligible program costs. Public or private funds. Verify if public funds are allowed to be used as match. Funds that are not used as match for any other program. Cash or in-kind-fairly evaluated.

## **What Counts as Leverage**

Leverage includes cash, (public or private) received for any program-related costs that make the program fully operational. The grant must have been executed, or private money received, in the most recent 7/1-6/30 period.

**Eligible Costs for Match/Leverage:**

- Outreach and Assess Service Needs
- Moving Costs and/or Utility Deposits
- Case Management
- Childcare and/or Legal Services
- Education Services
- Employment Assistance & Job Training
- Transportation and/or Food
- Housing Search & Counseling Services
- Life Skills Training
- Mental Health Services
- Outpatient Health Services
- Substance Abuse Treatment Services

**WHAT IS NOT MATCH OR LEVERAGE?**

- Cash or any in-kind contributions used as match for another grant/otherwise obligated.
- Cash or any in-kind statutorily prohibited as match (e.g. CoC funds can't match other CoC funds).
- Savings or benefits that belong to program participants, not the recipient/subrecipient.

**What must be included in the In-Kind Match MOU?**

- The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services and must include:
- Should be on the agency letterhead of third-party;
- Name of the program and agency receiving services;
- Name of the third-party providing services;
- Date resources will be available; time frame of services;
- Specific service to be provided;
- Profession of the persons providing the service; and
- Hourly cost of the service to be provided.

**What are Match Record-Keeping Requirements?**

The Project must keep 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. Volunteer services must be allocated using the same methods used for regular personnel costs.