San Francisco Continuum of Care (CoC) Match

Subrecipient Meeting
Friday, December 6, 2019
Common Feelings

http://hsh.sfgov.org
You are NOT alone

http://hsh.sfgov.org
Goal for TODAY…

http://hsh.sfgov.org
Shared Responsibility

**HSH**
- Clearly explain match responsibilities
- Review Match Verification Worksheet to ensure that enough eligible Match is provided during the CoC application process
- Implement a mid year and/or end of year Match Verification validation
- Monitor Match Verification worksheet during onsite site visit

**SUBRECIPIENT**
- Identify Match resources
- Ensure that Match resources are eligible (See Process Map)
- Determine the method that will be used to document match in internal financial systems
- Complete Match Verification Worksheet at application and at the mid point of the grant
- Accurately document match in Ex. 2 budget

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Into the weeds we go…

http://hsh.sfgov.org
The recipient or subrecipient of a CoC Program grant must match all grant funds (except for leasing funds) with no less than 25% of individual grants funds with cash or in-kind contributions from other sources on a grant-by-grant basis.

- Match can be cash or in-kind contributions/services, on a grant-by-grant basis.

- Match must be used on eligible costs of the project (as defined under Subpart D of the HEARTH Act).
I can use Match for Eligible Cost?!?! 

- Match does not have to be used for approved costs, just eligible costs
- Match can be attributed to any eligible activity not just the ones in your budget
- Match does not need to be made for each budget line item
What are the Eligible Costs under Subpart D of the HEARTH Act?
The Answer is:

A. Leasing, Rental Assistance, Supportive Services, Operating Costs, HMIS, Administrative Costs

B. Acquisition, rehabilitation, and new construction

C. All of the above

ANSWER: C
Documentation of Cash Match

When the source is cash, written documentation should be provided on the source agency's letterhead, signed and dated by an authorized representative, and, at a minimum, should include the following:

- Amount of cash to be provided to the recipient for the project;
- Specific date the cash will be made available;
- The actual grant and fiscal year to which the match will be contributed;
- Time period during which funding will be available;
- Allowable activities to be funded by the cash match

https://www.hudexchange.info/faqs/1559/what-are-the-documentation-requirements-for-cash-match/
Cash Match: Program Income

- Program income, in the form of rent or occupancy charges, is now an eligible source of match.
- It can only be used on eligible costs in Subpart D of the CoC Interim Rule.
- Sub-recipients must document the use of program income ideally in the general ledger.

https://www.hudexchange.info/faqs/1565/what-are-the-eligible-uses-of-program-income-in-the-coc-program/
The subrecipient must enter into a formal memorandum of understanding (MOU) with the partner agency providing the in-kind service(s) and must establish a system to document the actual value of services provided during the term of the grant.

The subrecipient may use a letter from the partner agency to document the commitment to provide the in-kind service in advance of executing a formal MOU.

If the subrecipient opts to wait to execute an MOU upon receipt of notification of award from HUD. The MOU may be between a subrecipient and another agency, but the terms must be described in the MOU.
In-Kind Services Documentation

- Commitment from 3rd party to provide services
- Description of professional or volunteer services provided
- The period within which the services will be provided
- The value of the service
- Qualifications of person providing the service
- Signed and dated by the CoC Project and the partnering agency

https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/

http://hsh.sfgov.org
Quantifying and Tracking In-Kind Services

- Tracking can be completed through timesheets
- Professional services: Medicaid services, volunteer medical or mental health, professional tutors should be quantified by partnering agencies
In-Kind Goods and Equipment Documentation

Written documentation of the donation of in-kind goods and/or equipment must be provided on the source agency's letterhead, signed and dated by an authorized representative of the source agency, and must, at a minimum, include the following:

- Value of donated goods to be provided to the recipient for the project;
- Specific date the goods will be made available;
- The actual grant and fiscal year to which the match will be contributed;
- Time period during which the donation will be available;
- Allowable activities to be provided by the donation; and
- Value of commitments of land, buildings, and equipment—the value of these items are one-time only and cannot be claimed by more than one project or by the same project in another year.

https://www.hudexchange.info/faqs/1560/what-are-the-documentation-requirements-for-in-kind-goods-and-equipment/
How do we make it work?

http://hsh.sfgov.org
CoC Grant Life

- NOFA Application & Scoring
- Grant Award
- C1.9a
- Risk Assessment
- Program Monitoring
- Grant Period End Date
- APR

Match Documentation

http://hsh.sfgov.org
HSH Match
Flow Chart & Verification Tool

http://hsh.sfgov.org
MATCH VERIFICATION WORKSHEET


AGENCY NAME:

PROJECT NAME:

PART 1: PROJECT BUDGET Please fill in the project budget as it was submitted to HUD. If the project has amended the budget please make those changes and highlight the change in the notes section.

<table>
<thead>
<tr>
<th>1a. COC ELIGIBLE ACTIVITY</th>
<th>1b. DOCUMENT HUD FUNDING REQUEST</th>
<th>1c. NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACQUISITION/REHAB</td>
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<td>OPERATING EXPENSES</td>
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<td>RENTAL ASSISTANCE</td>
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<td>SUPPORTIVE SERVICES</td>
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<td>HMIS</td>
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<td>ADMINISTRATIVE</td>
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<td>LEASING</td>
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Total HUD Funding Request
Total Match Eligible Funding

**HUD REQUIRED MATCH CONTRIBUTION** $0.00
**MATCH FROM THE PROJECT SPONSOR** $0.00

Administrative funds should be no more than 3.5% of the overall budget.
Leasing funds do not need to be matched.

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### PART 2: CASH MATCH

<table>
<thead>
<tr>
<th>2a. DOCUMENT THE CASH MATCH SOURCE</th>
<th>2b. VALUE OF THE COMMITMENT</th>
<th>2c. IDENTIFY THE CoC ELIGIBLE ACTIVITIES SUPPORTED WITH CASH MATCH</th>
<th>2d. AFFIRM CASH MATCH RECORD KEEPING IN GENERAL</th>
<th>2e. WRITTEN COMMITMENT OF CASH MATCH ON HAND</th>
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<tbody>
<tr>
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### CASH MATCH CONTRIBUTION

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<th>CASH MATCH CONTRIBUTION</th>
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### PART 3: IN-KIND PROFESSIONAL/VOLUNTEERS SERVICES MATCH

<table>
<thead>
<tr>
<th>3a. DOCUMENT IN-KIND MATCH SOURCE: PROFESSIONAL &amp; VOLUNTEER SERVICES ONLY</th>
<th>3b. IDENTIFY THE VALUE OF THE PROFESSIONAL SERVICES PROVIDED</th>
<th>3c. IDENTIFY THE CoC ELIGIBLE SERVICES SUPPORTED WITH IN-KIND SERVICE</th>
<th>3d. IDENTIFY IN-KIND SERVICES MATCH RECORD KEEPING</th>
<th>3e. SIGNED MOU OF IN-KIND MATCH ON HAND</th>
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### VALUE OF PROFESSIONAL/VOLUNTEER IN KIND SERVICES MATCH CONTRIBUTION

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<tr>
<th>VALUE OF PROFESSIONAL/VOLUNTEER IN KIND SERVICES MATCH CONTRIBUTION</th>
<th>$0.00</th>
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### PART 4: Please document any in-kind match sources goods or services your project uses as match.

<table>
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<tr>
<th>4a. DOCUMENT IN-KIND MATCH SOURCE: PROPERTY, EQUIPMENT, DONATIONS</th>
<th>4b. IDENTIFY THE VALUE OF THE PROPERTY, EQUIPMENT AND DONATIONS</th>
<th>4c. IDENTIFY THE CoC ELIGIBLE ACTIVITIES SUPPORTED WITH NON-CASH MATCH</th>
<th>4d. AFFIRM IN-KIND MATCH RECORD KEEPING IN GENERAL</th>
<th>4e. DOCUMENTATION OF PROPERTY/EQUIPMENT DONATION AND ITS VALUE ON HAND</th>
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### VALUE OF IN KIND MATCH GOODS

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<th>VALUE OF IN KIND MATCH GOODS</th>
<th>$0.00</th>
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### PART 5: Agency Verification

Agency Verification is required to provide the following match resources to the Continuum of Care for Homelessness.

EXECUTIVE DIRECTOR SIGNATURE:

DATE:

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Match DOs

- Talk to us about your match sources and uses
- Let’s work together to make sure you have enough match and that you are tracking it appropriately
Match DON’Ts

- DON’T COMMIT MORE THAN 25%
  - Every source you commit must be validated
  - It doesn’t make your application more competitive
  - If you have more than 25% of match available, identify the rest as leverage

- DON’T LIE
  - Match is a contractual obligation
When is the Verification Tool Submitted HSH?

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The Answer is:

A. NOFA Application & Scoring
B. HUD Technical Submission / C1.9a (i.e. Change in FMR, budget, etc.)
C. Grant Close Out /APR Submission
D. All of the above

ANSWER: D

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What is included in my Close of Grant / APR Match Submission?

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The Answer is:

A. Match Documentation Spreadsheet (actual Match spent)
B. General Ledger documenting use of Program Income
C. Timesheets for Supportive Services Staff
D. Any and ALL things requested by Nicole 😊
E. All of the above

ANSWER: E
IN KIND MATCH VERIFICATION (FAQ):
https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/

HUD MONITORING:
https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2

IMPORTANCE OF DOCUMENTING MATCH UNDER THE COC PROGRAM:
https://www.hudexchange.info/resource/3113/importance-of-documenting-match-under-the-coc-program/
Questions

HOMCoCprogram@sfgov.org