

Welcome

The Revisiting Leverage and Match Requirements for Homeless Services Provider training will begin shortly.

This is a muted call.

Handouts available at
http://www.cohhio.org/2011_CoC.php

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Revisiting Leverage and Match Requirements for Homeless Services Provider

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May 24, 2011

Submitting Questions

- Call is muted
- Submit question through the questions feature in GoToWebinar control panel
- We will respond to questions during the webinar or follow-up after

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Purpose

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Why Emphasize Match & Leverage

- HUD requirement
- Decrease dependence on CoC funds
- Demonstrate collaboration & partnership

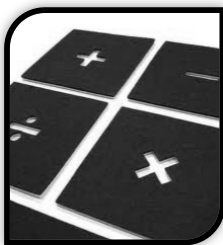
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What is Match?



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Match Calculations



- Match is the difference between the total funding request and the amount of the funding category

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Match Resources

- Federal government
- State government
- Local government
- Private resources

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HUC CoC Match Requirements

- 0% - SHP Leasing
- 25% - SHP Operations
- 20% - SHP Supportive Services
- 100% - SHP Construction, Acquisition, & Rehabilitation
- \$1 for \$1 in Supportive Services – S+C
 ** Subject to change in HEARTH Regs

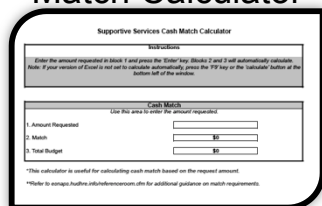
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Supportive Services Match

- Cash payment for provision of supportive services
- SHP grant provides 80% of the funding
- Applicant provides 20% for cash match
- Match amount:
 - Funding Request = \$100,000
 - Match = \$20,000 (\$100,000 x 20%)

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Supportive Services Cash Match Calculator



- <http://esnaps.hudhre.info/files/SupportiveServCashMatchCalculator.xlsx>

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Operations Match

- SHP grant provides 75% of the funding
- Applicant provides 25% for cash match
- Match amount:
 - Funding Request = \$200,000
 - Match = \$50,000 (\$200,000 x 25%)

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Operations Cash Match Calculator

Operations Cash Match Calculator

Instructions:
Enter the amount requested in block 1 and press the Enter key. Blocks 2 and 3 will automatically calculate.
Note: If your version of Excel is not set to calculate automatically, press the F9 key or the Calculate button at the bottom left of the window.

Cash Match

Use this area to enter the amount requested

1. Amount Requested	<input type="text"/>
2. Match	<input type="text"/>
3. Total Output	<input type="text"/>

*This calculator is useful for calculating cash match based on the request amount.
**Refer to esnaps.hudhre.info for additional guidance on match requirements.

- <http://esnaps.hudhre.info/files/OperationsCashMatchCalculator.xlsx>

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Construction, Acquisition, & Rehab Match

- Equal amount of funds from other sources
- Match amount:
 - \$1 for \$1
 - Funding Request = \$200,000
 - Match = \$200,000

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Shelter Plus Care Match

- Must match the aggregate amount of S+C rental assistance with supportive services
- Match amount:
 - Funding Request = \$200,000
 - Match = \$200,000 in supportive services

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Shelter Plus Care Match

- Grantee's staff salary to provide supportive services
- Value of supportive services
- Supportive services provided by volunteers \$10/hour
- Cost of outreach activities

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When is Match Documented

- Time of CoC application
- Technical submission
- Time of Annual Performance Report submission

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Match HUD's Requirements

- Commitment letter(s) at time of Technical Submission
- Proof of match spent at time of Annual Performance Report submission

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Spending Match

- Match is spent during grant year

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What is Leverage

- In-kind services
- Cash
 - Include cash used in match

Leverage shows partnership & collaboration

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Project Leveraging

PROJECT LEVERAGING

Indicate the type, source (government or private), and total amount of contributions for which the project has written commitments in hand at the time of application. You do not have a written commitment in hand, do not enter the contribution. The BOSDOC Steering Committee may require an applicant to submit documentation of leverage if the accuracy is being questioned. Please note, applicants who are able to obtain and document leverage at a ratio of 2:1 (twice as much leverage as the amount of funding being requested) will score more highly on this section than applicants with lower levels of leverage.

A written agreement should include verbal offers, memoranda of agreement, or other documented evidence of a commitment. All written commitments must be signed and dated by an authorized representative and should include the name of the contributing organization, the type of contribution (cash, child care, case management, etc.), the value of the contribution, and date the contribution will be available. It is also important that the written commitment include the project name and be addressed to the project director or sponsor.

Eligible leveraging items may include any written commitments that will be used towards the cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, services and volunteer time. The value of commitments for land, buildings and equipment should be only one earned for work over the project life; the value of commitments for land, buildings, or equipment earned in 2009 and prior years cannot be counted as leveraging for that project for 2010 or any other subsequent year.

Copy and paste the table below as necessary to account for all leverage sources. Each contribution should be entered on its own table.

30. Provide a summary of leveraging funds for this project:

* Total value of written commitment:

Project Leveraging Detail	
Select the Type of Contribution	Cash
Name the Source of the Contribution	Government
Select Type of Source	Government
Date of Written Commitment	3/9/2011
Value of Written Commitment	213,000

Project Leveraging Detail	
Select the Type of Contribution	Cash
Name the Source of the Contribution	Government
Select Type of Source	Government
Date of Written Commitment	3/9/2011
Value of Written Commitment	2,500

Please See Leverage 101 Document

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Leveraging Sample

Project Leveraging Detail	
Select the Type of Contribution	Cash
Name the Source of the Contribution	Ohio County Job & Family Services (Medicaid, Food Stamps, TANF, Transportation, One-Stop)
Select Type of Source	Government
Date of Written Commitment	3/9/2011
Value of Written Commitment	213,000

Project Leveraging Detail	
Select the Type of Contribution	In-kind
Name the Source of the Contribution	Interfaith-Hospitality Network (cleaning supplies)
Select Type of Source	Private
Date of Written Commitment	3/9/2011
Value of Written Commitment	2,500

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Leverage

- Leveraging is using one sources of funds to attract additional sources of funds
- Combination of multiple sources of funds, including other federal, state, local, and private funds, to finance programs and projects, among other things

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Leverage Continued

- Leveraging includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served by the proposed project.
- Leveraging includes all cash matching funds, services, supplies, equipment, space, etc. that are provided by sources other than HUD.

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Local CoC Leverage Requirements

- Local CoC may require additional leverage amounts
- Amount of leverage directly impacts ranking and competitiveness of CoC grant

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Written Commitment of Leverage

- Signed letters
 - Memoranda of agreement
 - Documented evidence
- ** If you do not have a written agreement in hand at the application submission, do not enter the contribution

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Commitment Letters Must Contain

1. Name of project, applicant, & sponsor
2. Name of organization providing contribution

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Commitment Letters Must Contain

3. Date contribution is available (should coincide with project year)
4. Value of contribution and how value was determined

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Value of Contribution In Detail

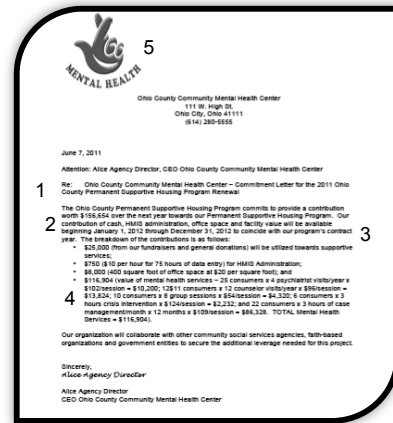
- MH Agency will provide 100 hours of case management to 15 consumers that are in the S+C program. This is calculated at 100 hours x \$80/hour for case management x 15 consumers for the five years of the grant = \$120,000.

Value of Contribution In Detail

- Business & Professional Women’s Association will contribute 40 hours of volunteer work to the PSH program. This is calculated at 40 hours x \$10/hours = \$400.
- Clothing Closet will contribute 30 outfits to PSH participants. This is calculated at 30 outfits x \$8 (average cost for resale outfit) = \$240.

Commitment Letters Must Contain

5. No soft wording - “if project is approved”
6. For cash resources - must note type of activity for which the funds will be used



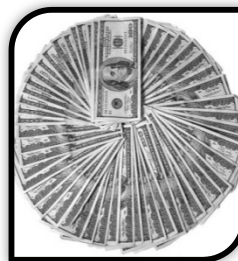
Watch Out For Fraud



- Undocumented leveraging claims may result in a re-scoring of your application and possible withdrawal of your conditional award (s)
- Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties

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Leverage - Cash



- Rent
- Utilities
- Client program fees
- Donations

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Leverage - Building



- Office space
- Storage space
- Property
- Acquisition, rehab & new construction
- Leasing

Value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project

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Leverage - Operations

- Maintenance & repairs
- Insurance
- Furnishings
- Program relocation fees
- Food



Leverage - Equipment

- Clothing, furniture, equipment
- Holiday or birthday gift donations
- Computer supplies
- Office supplies
- Copier/printer supplies
- Internet connection



Leverage - Volunteer Time

- \$10/hour (except ES - \$5/hour)
- Volunteer log book
- Program volunteers - filing; groups; meal prep/serving; answering phones; painting; gardening; etc.
- Self-help groups - AA, NA, CA, DRA, Al-Anon, GA - obtain statement from group leader
- Professional Services - competitive rate

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Leverage - Program Administration

- Administrative oversight
 - Accounting
 - CEO
 - Support staff



Leverage - Services

- Case management
- Addiction treatment
- Child care
- Health/medical care
- Dental services
- Employment, vocational & job training
- Legal services
- Housing & support services
- Mental health treatment
- Transportation
- Life skills
- HIV/AIDS services
- Transitional living services

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Leverage Providers

- CDBG
- HOME
- ESG
- Board commitment
- United Way
- Local/Community Foundations
- FHLB
- Fannie Mae
- SAMHSA
- DHHS
- ODMH
- RHYA
- ODOD
- CARE
- MH Treatment Facility

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Leverage Providers

- Veterans Administration
- AOD Treatment Facility
- Consumer Operated Services
- 211
- Child care providers
- Local One-Stops
- BVR
- Legal Aid
- Faith-based
- Medical/dental providers

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Document All Services Received

- Must document services received by tenant – not just the referral
- Document hours, units, cost amounts of services received
 - Tenant files/charts should show match/leverage received
 - Keep documentation of how value was calculated

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Tracking Leverage

- Track leverage at the time it occurs
- Keep volunteer time tracking forms
- Waiting until application or APR submission is too late

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Tracking Leverage

- Sample COHHIO form
- Record timely and accurately
- Include:
 - Type and source
 - Date of written commitment
 - Amount of written commitment

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Homeless Supportive Housing Projects Leverage Documentation Form

Consumer Name: _____

Type of contribution:

Building (specify location): _____ Cash

Equipment (specify): _____ Materials (specify): _____

Services (specify): _____ Alcohol and drug treatment Dental care Food pantry Health care

Mental health care Self-help group [AA, AA/Anon, NA, DRA, etc. - 1 hour equals \$10]

Soap kitchenmeal Transportation Other services (specify): _____

Other (specify): _____

Source of contribution (name of agency/provider): _____

Amount: \$ _____ Date: _____

Type of contribution:

Building (specify location): _____ Cash

Equipment (specify): _____ Materials (specify): _____

Services (specify): _____ Alcohol and drug treatment Dental care Food pantry Health care

Mental health care Self-help group [AA, AA/Anon, NA, DRA, etc. - 1 hour equals \$10]

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Amount: \$ _____ Date: _____

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Equipment (specify): _____ Materials (specify): _____

Services (specify): _____ Alcohol and drug treatment Dental care Food pantry Health care

Mental health care Self-help group [AA, AA/Anon, NA, DRA, etc. - 1 hour equals \$10]

Soap kitchenmeal Transportation Other services (specify): _____

Other (specify): _____

Source of contribution (name of agency/provider): _____

Amount: \$ _____ Date: _____

This form should be turned in to _____ by the 5th of each month.

Homeless Supportive Housing Projects Leverage Documentation Form - Created 5-4-11

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Tracking Leveraging

- Must report on CoC application
- Must submit at a minimum HUD's requirements
- May need to meet local CoC requirement
- Recommend that project exceed 200%

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Homeless Supportive Housing Program Volunteer Tracking Form

Agency Name: _____

Name: _____ Mobile/Year: _____

Address: _____ Activity: _____

City: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Check one: specialized skills non-specialized skills

* The volunteer(s) providing services will be asked the month/year when the form was sent, and that date should be the date of the report for that service. For most services, the volunteer(s) will be asked to provide the date of the report for that service. For the services listed below, the volunteer(s) will be asked to provide the date of the report for that service. Please refer to the instructions on the back of the form for more information.

Date	Volunteer Hours Worked										Total Hours	Hourly Rate	Value
	1	2	3	4	5	6	7	8	9	10			
Volunteer Hours Date	10	11	12	13	14	15	16	17	18		Total Hours	Hourly Rate	Value
Volunteer Hours Date	19	20	21	22	23	24	25	26	27		Total Hours	Hourly Rate	Value
Volunteer Hours Date	28	29	30	31							Total Hours	Hourly Rate	Value
Volunteer Hours											Total Hours		
Total Value:											\$		

On the back of this page, please describe the type of volunteer services performed on each of the days noted above.

By my signature below, I certify that I served as a volunteer to this organization for the hours as noted above and did not receive compensation for my services.

Volunteer Signature: _____ Date: _____

Authorized Employee: _____ Date: _____

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