

FY2014 Match Letter Requirements Checklist

This checklist is a guide for components of a (1) Cash Match Letter, (2) In-Kind Match Memorandum of Understanding (MOU), and (3) Leverage Letter. Please refer to **24 CFR 578.73** for the regulations.

Cash Match Letter: A Cash Match letter must include the following components:

- Written on Agency Letterhead of the agency PROVIDING the dollar amount
- Clear indication that it is a Cash Match Letter
- The TOTAL cash match amount
- Name of the Project receiving the funding
- Name of the Agency receiving the funding
- Name of the Agency providing the funding
- Grant term that the funding will be available
 - Must be available during the FY2014 NOFA grant term
- Signed by an authorized official of the agency providing the funding

In-Kind Match MOU: An In-Kind Match MOU must include the following components:

- Written on Agency Letterhead of the agency PROVIDING the contribution/goods/services
- Clear indication that it is an In-Kind Match MOU
- Name of the specific services/goods/contribution to be provided
- Name of the Project receiving the contribution/goods/services
- Name of the Agency receiving the contribution/goods/services
- Name of the Agency providing the contribution/goods/services
- The TOTAL value of the contribution/goods/services
- The NUMBER OF INDIVIDUALS to be served with the contribution/goods/services
- The VALUE of the contribution/goods/services per individual
- Grant term that the contribution/goods/services will be available
 - Must be available during the FY2014 NOFA grant term
- Signed by an authorized official of the agency providing the contribution/goods/services

Leverage Letter: A Leverage Letter must include the following components:

- Written on Agency Letterhead of the agency providing the contribution/goods/services
- Clear indication that it is a Leverage Letter
- Name of the specific services/goods/contribution to be provided
- Name of the Project receiving the contribution/goods/services
- Name of the Agency receiving the contribution/goods/services
- Name of the Agency providing the contribution/goods/services
- The TOTAL value of the contribution/goods/services
- The NUMBER OF INDIVIDUALS to be served with the contribution/goods/services
- The VALUE of the contribution/goods/services per individual
- Grant term that the contribution/goods/services will be available
 - Must be available during the FY2014 NOFA grant term
- Signed by an authorized official of the agency providing the contribution/goods/services