

FY2025 HUD NOFO

Maricopa Regional Continuum of Care (CoC)

Match Letter Templates

The below templates are available for use for the 2025 HUD CoC NOFO for the Maricopa Regional Continuum of Care.

- Cash Match
- In-Kind Match
- In-Kind Third Party Match

While use of these templates is not mandatory, documenting match is a requirement for submission.

[MATCH PROVIDER LETTERHEAD]

CASH MATCH LETTER

For any non-CoC cash contribution: ESG, CDBG, HOME, foundations, general operating, local funds, United Way, etc.

[Date]

U.S. Department of Housing and Urban Development
Attn: Continuum of Care Program Competition
451 7th Street SW
Washington, DC 20410

Subject: Cash Match Commitment – FY 2025 CoC NOFO (FR-6900-N-25)

Re: [Applicant Agency Name] – [Project Name]

Dear HUD Review Committee:

This letter confirms that [Match Provider Name] commits to providing a **cash match contribution** to support [Applicant Agency Name] for the FY 2025 Continuum of Care Program Competition under NOFO **FR-6900-N-25**.

1. Match Commitment

- **Match Type:** Cash
- **Match Amount:** \$[Dollar Amount]
- **Funding Source:** [Describe source — e.g., local funds, foundation grant, unrestricted operating funds, ESG, CDBG, HOME, state/local allocation]
- **Restriction:** Funds are **not CoC Program funds** and are **not** being used as match for any other federal program.

2. Period of Availability

The cash match will be available and expended during the grant term: **xx/xx/2026 – xx/xx/2027**, and renewed annually if the project is renewed.

3. Purpose of Match

These funds will support eligible CoC Program costs associated with [Project Name], including but not limited to [Select all that applies]:

- Supportive services
- Rental assistance/Leasing costs
- Operating costs
- HMIS-related activities
- Administrative costs

This match is committed solely to **[Applicant Agency Name]** for the project listed above.

We are pleased to support this project and the Maricopa Continuum of Care.

Sincerely,

[Name]

[Title]

[Organization]

[Contact Information]

Signature

[IN-KIND PROVIDER LETTERHEAD]

IN-KIND MATCH LETTER

For services, staff time, goods, supplies, donated space, etc.

HUD requires that in-kind contributions be valued, documented, and supported by an **MOU if the contributor is a third party.**

[Date]

U.S. Department of Housing and Urban Development
Attn: Continuum of Care Program Competition
451 7th Street SW
Washington, DC 20410

Subject: In-Kind Match Commitment – FY 2025 CoC NOFO (FR-6900-N-25)

Re: [Applicant Agency Name] – [Project Name]

Dear HUD Review Committee:

This letter documents the commitment of **in-kind contributions** from **[Provider Name]** to support **[Applicant Agency Name]** and its FY 2025 application under NOFO **FR-6900-N-25**.

1. Match Commitment

- **Match Type:** In-Kind
- **Nature of Contribution:**
 - **[Describe: e.g., counseling services, clinical services, staff hours, donated supplies, donated office space, transportation, food, clothing, etc.]**
- **Estimated Annual Value:** \$[Dollar Amount]
- **Method of Valuation:**
 - **[e.g., hourly rate of licensed staff, fair market value of goods, rental cost of donated space]**
- **Funding Source:** Non-CoC funds; the contribution is **not used as match for any other federal program.**

2. Period of Availability

The in-kind contribution will be available for the entire CoC grant term: **xx/xx/2026 – xx/xx/2027** (renewable if the project is renewed).

3. Purpose of Contribution

This contribution will support participants of **[Project Name]**, and is essential for meeting supportive services, operations, or participant needs.

This letter serves as the formal commitment of in-kind match in accordance with FY25 CoC NOFO requirements.

Sincerely,

[Name]

[Title]

[Organization]

[Contact Information]

Signature

IN-KIND MATCH MOU (HUD-Required for Third-Party Match)

This is required when the in-kind match comes from a third party (not the applicant).

This is the version fully compliant with 24 CFR 578.73(c).

MEMORANDUM OF UNDERSTANDING (MOU)

In-Kind Match Commitment for FY 2025 CoC NOFO (FR-6900-N-25)

Between

[Applicant Agency Name]

and

[Third-Party Provider Name]

1. Purpose

This Memorandum of Understanding (MOU) documents the commitment of **in-kind match contributions** from **[Third-Party Provider Name]** to **[Applicant Agency Name]** in support of **[Project Name]** submitted under the FY 2025 CoC Program NOFO **FR-6900-N-25**.

2. Contribution Details

The following in-kind contributions will be provided:

- **Type of Contribution:** [Describe services, staff time, goods, supplies, space, etc.]
- **Estimated Annual Value: \$[Dollar Amount]**
- **Valuation Method:** [Hourly staff rate, FMV of goods, rental value of space, etc.]
- **Source of Contribution:** Non-CoC funds; contribution will **not** be used as match for any other federal program.

These contributions directly support eligible CoC Program activities.

3. Period of Availability

This commitment is for: **xx/xx/2026 – xx/xx/2027** and will be renewed annually if the project is renewed.

4. Responsibilities of the Parties

[Third-Party Provider Name] agrees to:

- Provide the in-kind contributions described above.
- Maintain documentation of services/goods provided.
- Track staff time (if applicable) and maintain timekeeping documentation.
- Provide verification as needed for HUD monitoring.

[Applicant Agency Name] agrees to:

- Track receipt and use of the in-kind contribution.
- Maintain documentation for HUD compliance and match reporting.
- Report match contributions accurately in the e-snaps application, APR, and monitoring.

5. Authorization

This MOU is entered into voluntarily by both parties.

[Third-Party Provider]

Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____

[Applicant Agency]

Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____