



The Community Partnership  
For The Prevention  
of Homelessness

**HUD funding Supportive Housing Programs**  
**Match Certification Policy**  
**Issued by The Community Partnership 7/27/2006**

**Background:** All HUD funded programs must meet minimum match requirements. Match requirements are defined by each individual program's technical submission budget. HUD sets minimum match standards at 20% of total Supportive Service funds and 25% of total Operating Funds. Programs must spend match funds on allowable costs that are consistent with their technical submission. All match spending must be with cash contributions, in-kind goods and services cannot be included in match.

For the past 3 grant years, The Community Partnership (the Partnership) has been reviewing match. Providers have been given two options for meeting match reporting requirements. The first option is an annual match summary report with subsequent documentation submitted for months selected by the Partnership. The second option is for a provider to include all match information and documentation in the monthly invoice. More information on these methods is available at [www.community-partnership.org](http://www.community-partnership.org) on the Resources page, SHP tab in the Budgeting and Invoicing Guidelines for SHP Providers

**New Policy:** Effective July 27, 2006 and beginning with all grant numbers beginning "DC39B5", selected SHP programs will be allowed to certify that they will meet their match obligation, rather than submit documentation by one of the traditional reporting methods.

Each year, programs selected to certify their match will be notified by email at the start of their grant. A Match Certification form (TCP form 342) must be signed by the program's Executive Director and returned with the contractor's Tier II deliverables. This form assures the Partnership and HUD that the required minimum match will be spent on the program, and that all HUD and the Partnership rules and regulations regarding match are being followed.

All programs must remember that you **cannot** calculate minimum match simply as a percentage of the SHP-funded amount. The **amount of match funding pledged** in the technical submission **does not** change, even if the SHP-funded amount spent is less than the pledged amount. A minimum match calculation worksheet is included in Appendix J of the Budgeting and Invoicing Manual and an excel version is available on the SHP page of the website.

During the grant year, the Partnership will be randomly conducting desk audits of at least 10% of certifying programs to assure that match reporting is still being conducted appropriately within the organization for that program.

Providers should note that just because they are allowed to certify their match, they should not stop tracking match according to their internal methods. At any time, the Partnership or HUD

can require that match reporting be submitted for review, up to 5 years after the grant has expired.

In order to be allowed to certify your match, each program must fit into one of the following criteria.

1. Programs whose match is fully funded by a DHS funded Partnership contract
2. Programs who have demonstrated at least two (2) years of match reporting that was submitted in a correct and timely manner.

Any program meeting the following criteria will be required to continue to submit their match documentation according to the traditional Partnership reporting methods:

1. New Programs
2. Programs that have not completed at least 2 full years of match reporting
3. Programs that have had problems with match reporting, have had funds returned to HUD, or could not submit correct documentation in a timely manner within the past two grants.
4. Programs that are currently under sanctions by TCP for programmatic or financial issues.
5. Programs that have findings regarding accounting for HUD grants or match documentation in their most recent Audited Financial Statements.

If certifying programs are found to have not met their match obligations for a particular year, they will no longer be allowed to certify in subsequent years. In addition, they will be required to submit their match documentation correctly and accurately according to TCP's match submission guidelines for three (3) consecutive years, before being considered for reinstatement in the certification process.