



CoC Program In-kind Match Documentation Requirements

An MOU is a written document that must establish unconditional commitment, upon selection to receive a grant, by the third party to provide the services, the specific service to be provided, the profession of the persons providing the service, and the hourly cost of the service to be provided.

At a minimum, an MOU must be executed between a subrecipient and a third-party service provider and include the following information:

1. Agency information:

- Subrecipient's identifying information with point(s) of contact
- Service provider's identifying information with point(s) of contact

2. Unconditional commitment of third-party provider to provide the service

3. Description of services to be provided

4. Scope of services to be provided and by whom

- Specific contract to be matched
- Length of time services provided/term of contract
- Point-in-time number of clients receiving service
- Total clients receiving service over grant term
- Qualification of persons providing service
- Estimated value of services provided (such as hourly rate)

5. Documentation of services match

- Documentation requirements and responsibilities of service provider and recipient
- Timeliness standards of service provider and recipient for providing services to individuals

A copy of the MOU must be provided to the Office of Housing & Community Development (grant recipient) who will provide it to HUD prior to a grant agreement execution to document the required match for the grant.