



North Carolina Coalition

securing resources ■ encouraging public dialogue ■ advocating for public policy change

to End Homelessness

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What Should be Included in a Leveraging Letter?

Leveraging letters are required for all new projects. Their purpose is to prove that you are leveraging HUD's requested resources with a 2:1 match. (For every dollar of HUD funding you request, you need to prove that you have secured \$2.00 in matching funds.)

The written commitment must be documented on letterhead stationery, signed and dated by an authorized representative, and must, at a minimum, contain the following elements: the name of the organization providing the contribution; the type of contribution (e.g., cash, child care, case management, etc.); the value of the contribution; the name of the project and its sponsor organization to which the contribution will be given; and, the date the contribution will be available. Written agreements could include signed letters, memoranda of agreement, and other documented evidence of a commitment. The value of commitments of land, buildings and equipment are **one-time only** and cannot be claimed by more than one project in another year. For example, the value of donated land, buildings or equipment claimed in 2008 or before for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions.