

must be the most recent information available at the time of the application deadline. In figuring the Housing Choice Voucher utilization rate, provide the percentage of units under lease out of the total authorized. In figuring the public housing occupancy rate, provide the percentage of units occupied out of the total in your public housing inventory, not including the targeted public housing site. If you are a non-MTW site, you must use information consistent with the Section Eight Management Assessment Program (SEMAP) and/or the Public Housing Assessment System (PHAS) submissions. If you are an MTW site, and do not report into SEMAP and/or PHAS, you must demonstrate your utilization and/or occupancy rate using similar methods and information sources in order to earn points under this rating factor.

(a) You will receive 3 Points if :

(i) The utilization rate of your Housing Choice Voucher program is 97 percent or higher; and/or  
(ii) The occupancy rate of your public housing inventory is 97 percent or higher.

(b) You will receive 2 Points if:

(i) The utilization rate of your Housing Choice Voucher program is between 95 and 96 percent; and/or  
(ii) The occupancy rate of your public housing inventory is between 95 and 96 percent.

(c) You will receive 1 Point if:

(i) The utilization rate of your Housing Choice Voucher program is between 93 and 94 percent; and/or  
(ii) The occupancy rate of your public housing inventory is between 93 and 94 percent.

(d) You will receive 0 Points if:

(i) The utilization rate of your Housing Choice Voucher program is less than 93 percent and/or  
(ii) The occupancy rate of your public housing inventory is less than 93 percent.

#### VI. Match and Leveraging

##### (A) Match Requirements

(1) Overall Match. In accordance with section 24(c) of the 1937 Act, if you are selected for funding, you must supplement your HOPE VI Revitalization grant with funds from other sources greater than or equal to 5 percent of the HOPE VI funds provided.

(2) Additional Community and Supportive Services (CSS) Match. In addition to supplemental amounts provided as Overall Match in accordance with Section (1) above, if you are selected for funding and propose to use more than 5 percent of

your HOPE VI grant for CSS activities (you may use up to 15 percent of your grant for such activities), you must provide supplemental funds from sources other than HOPE VI, for the amount over 5 percent of the grant that you will use for CSS activities.

(3) In accordance with section 24(c) of the Act, for purposes of calculating the amount of matching funds required by Sections (1) and (2), you may include amounts from other Federal sources, any state or local government sources, any private contributions, the value of donated material or building, the value of any lease on a building, the value of the time and services contributed by volunteers, and the value of any other in-kind services or administrative costs provided.

(4) Matching funds must be directly applicable to the revitalization of the site and the transformation of the lives of residents.

(5) Grantees must provide matching funds which, combined with HOPE VI funds, will enable them to carry out revitalization activities, including CSS activities. Applicants must show firm commitments in the amounts required for match in their applications in order to be funded. Grantees will be required to show evidence that matching resources were actually received and used for their intended purposes through quarterly reports as the project proceeds. Sources of matching funds may be substituted after grant award, as long as the dollar requirement is met.

(6) Grantees must pursue and enforce any commitment (including commitments for services) obtained from any public or private entity for any contribution or commitment to the project or surrounding area that was used for leverage in their HOPE VI applications.

(7) *Threshold:* You must provide evidence that you have met your match requirements in the application. This means that the amount of Overall Match accepted by HUD must be at least 5 percent of the total grant. You must also meet the CSS Match Requirement (*i.e.*, you must provide supplemental funds from sources other than HOPE VI, for the amount over 5 percent of the grant that you will use for CSS activities). For example, a request for 15 percent of the grant for CSS would require that the amount of funds over that first 5 percent be matched dollar for dollar (*i.e.*, a 10 percent match of other CSS resources).

##### (B) Leverage

Although related to match, leverage is strictly a rating factor. Leverage consists of firm commitments of funds and other resources. HUD will rate your

application based on the amount of funds and other resources that will be leveraged by the HOPE VI grant as a percentage of the amount of HOPE VI funds requested.

##### (C) Documentation for Development and CSS Resources

In your application, you will enter basic information about each resource on the appropriate resource summary form: Name of the organization providing the resource, the dollar value of the resource, and its proposed use.

(1) For each resource you list, you *must* provide a commitment document, such as a letter, memorandum of understanding, agreement to participate, city council resolution, or other evidence of the resource to be committed, which may be subject to the receipt of a HOPE VI Revitalization grant. An official of the organization legally authorized to make commitments on behalf of the organization must sign the commitment document.

(2) Each commitment document must include the dollar value and time duration of the commitment (*e.g.*, \$10,000 will be provided each year for 4 years for a total commitment of \$40,000). The dollar value must be consistent with the amount entered on the resource summary form. On the form you will also enter the page number of your application where the commitment document is located.

(3) Endorsements or general letters of support from organizations or vendors alone will not count as resources and should not be included in the application or on a Resources Summary Form.

(4) Each resource may be used for only one category: Development, CSS, Anticipatory, or Collateral, as described below. Any resource listed in more than one category will be disqualified from all categories.

(5) For CSS purposes, include only funds that will be newly generated for HOPE VI activities. HUD will not count any funds that have been provided routinely, such as TANF payments or funds that support ongoing CSS-type activities. However, if an existing service provider significantly increases the level of services provided at the site, the increased amount of funds may be counted.

(6) Even though an in-kind CSS contribution may count as a resource, it may not be appropriate to include on the sources and uses attachment. Each source on the sources and uses attachment must be matched by a specific and appropriate use. For example, donations of staff time may