

## LEVERAGE LETTER GUIDANCE

In order to receive full points for leverage, New Project Applicants must provide proper documentation of leverage commitments. To fully document leverage:

- Applicant should have checked the box on the application form indicating that leverage will be available for the proposed program.
- A leverage letter should be attached to the application form, and it must:
  1. Be provided by the entity that will be providing the leveraged services or resources as indicated by agency letterhead.
  2. Include a description of the specific services or resources being provided.
  3. State the name of applicant and proposed program and state clearly that the leveraged resources or services will be provided to participants of the proposed program or will otherwise directly support the operations of the proposed program.
  4. State that the leveraged resources will be provided during the 2026-27 contract year of the proposed program if the program is awarded.
  5. Indicate clearly the value of the leverage (services) being provided and the estimated number of program
  6. Be signed and dated by a qualified signatory.

If one entity is providing multiple types of leverage (e.g. employment services and other types of supportive services), one letter can satisfy multiple leverage requirements, as long as each service is described separately and the value and estimated number of people served is provided for each service.

To receive any points, leverage letters must meet all criteria above. **Any missing criteria will result in loss of all leverage points.** Please review these criteria closely to ensure that your leverage letter satisfies all requirements and can receive the full points.

Please refer to the sample leverage letter on the following page as an example that, once signed, dated, and on letterhead, would satisfy leverage requirements. The highlighted and numbered sections in the template confirm the presence of all of the numbered requirements above.

This guidance is being provided to applicants before HUD has issued detailed NOFO instructions. When HUD's instructions are available, leverage letters may require modification for ultimate submission to HUD with the CoC consolidated application.

## SAMPLE LEVERAGE LETTER TEMPLATE

[1: Letterhead of entity providing leveraged resources]  
ABC Recovery Center

[6: Date]

[3: Name of Applicant Agency]

XYZ Housing  
234 Main Street  
Las Vegas NV 89102

Subject: Substance Abuse Treatment/Recovery Resources – Welcome Home LV

To Whom It May Concern:

ABC Recovery Center fully supports XYZ Housing's application for HUD Continuum of Care funding for [3: Name of Program] Welcome Home LV, a transitional housing program for 10 individuals experiencing homelessness in Las Vegas, Nevada.

If Welcome Home LV is awarded, ABC Recovery Center will provide substance abuse treatment and recovery sources [2: description of leveraged services] to any Welcome Home LV participant [4: How leverage will support program participants] who seeks and qualifies for such services. The value of these services will be equal to or greater than \$65,000 [5: value of services] and the services are expected to support 6 individuals [5: number of participants supported]. The services will be provided during the 2026-2027 program contract year [4: indication of correct term].

Sincerely,

[6: Signature]

Maria Allen, Executive Director