

**CONTINUUM OF CARE FOR THE HOMELESS  
SAMPLE LEVERAGE LETTER**

- Must be on letterhead, stationary.
- Must be signed and dated by authorized personnel of the organization

An acceptable leverage letter must include:

1. The name of the organization providing the leverage.
2. A statement about the type of contribution that is a part of the project – That contribution may include: cash, services (e.g. child care, case management, education, job training, etc.), building, equipment, or in-kind donations (clothing/goods, food, volunteer support, etc.).
3. It must clearly say the contribution is being given to your program participants by indicating the name of the project and sponsor organ to which the contribution has been given.
4. It must provide a VALUE of the contribution.
5. It must show the dates contribution is available.

June 1, 2004

Address letter to the Executive Director of your agency –

Dear Executive:

This is to certify that \_\_\_\_\_1\_\_\_\_\_ will  
*(1. name of organization on stationary)*

provide \_\_\_\_\_2\_\_\_\_\_ for participants in your  
*(2. name the cash/service/in-kind item AND quantity if appropriate)*

\_\_\_\_\_3\_\_\_\_\_. The value of this service equals  
*(3. name of program applying for HUD funding)*

\$\_\_\_\_\_4\_\_\_\_\_ annually and would be available each year of the grant period (from  
*(4. calculation = # of persons to be served times the unit value of each service)*

2008 through 2010) as grant funds are awarded through the Supportive Housing Program

Grant.

Sincerely,

*Signature*

Signer's name

Title