

**[AGENCY LETTERHEAD]**

Project Sponsor:  
Project Name: \_\_\_\_\_  
Expiring Project Number: \_\_\_\_\_  
Total Sub-Recipient Award: \_\_\_\_\_  
Total Match Required: \_\_\_\_\_  
Project Operating Year: 2019-2020

This letter is to certify that \_\_\_\_\_ will provide the required 25% match totaling \$ \_\_\_\_\_ for the above mentioned project. Cash resources will be documented in our general ledger while in-kind resources will be documented through a memorandum of understanding, which are attached. Additional required match documentation will be maintained and submitted to UNITY as required by HUD regulations.

**MATCH**

A total of \$ \_\_\_\_\_ in matching funds will be available for the operating year (2019-2020) as indicated below:

Type of Commitment (Cash or In-Kind)	Type of Source (Government/Private)	Name the Source of the Commitment (Be specific as possible)	Date of Funding Availability	Value of Written Commitment	Use of Matching Funds (eligible HUD activity)

Sincerely,

\_\_\_\_\_  
**Executive Director or Authorized Official Signature and Date**