

Attached is the template you should use when providing your match letters. As discussed yesterday at our meeting, match is equal to 25% of your CoC Program grant funds (not by budget line item, but instead as an aggregate sum).

How to use this document:

- Copy and paste it onto your agency letterhead **OR the letterhead of the contributing agency**
 - Delete the line that says **“ON AGENCY OR CONTRIBUTOR LETTERHEAD”**
- Date it the day that you are having it signed
 - Delete "Between July 15, 2017 and September 30, 2017" on your letter
- Enter your agency name in place of “(Agency/Contributor name)”
- Type in your project name as it appears on the Grant Inventory Worksheet in place of **“(as it appears on the GIW)”**. **If you do not know how it appears on the GIW, please confirm with Kristi before having the letter signed by anyone!**
- Enter the operating year in place of “(operating year)”
- Enter your agency name in place of “(Agency/Contributor name)”
- Enter the dollar amount of the match in place of “(\$dollar amount)”
- Enter the source of the match funds in place of “(Source)”
- Describe what you will fund using the match dollars in place of “(eligible match resources such as - *supportive services including housing case management.*)”
- Update the signature to reflect the name, agency, and role of the person signing the letter.

If you are one of the CAP agencies that operates a CE program as discussed yesterday, you will be working with Julie Lane to submit these match letters. You are required to match 25% of your CE award.