**SAMPLE LOCAL CASH DOCUMENTATION LETTER**

(Use Local Government Stationery)

Mr. Braxton C. Davis

Division of Coastal Management

400 Commerce Avenue

Morehead City, NC 28557

RE: Access Grant Contract Number: XXXX

Dear Mr. Miller:

As specified under the financial terms of our contract agreement, LOCAL GOVERNMENT agreed to expend $XX,XXX in local cash funds to satisfy the match requirement of the $XXX,XXX grant award.

At the completion of the project, the total project cost was $0 less than the original forecast cost of $XXX,XXX. Accordingly, the grant award has been adjusted to $0. (IF TOTAL PROJECT COST LESS THAN ANTICIPATED)

At the completion of the project, the total project cost was $\*\*\* more than the original forecast cost of $XXX,XXX. (IF TOTAL PROJECT COST MORE THAN ANTICIPATED)

This letter certifies that $0\*\*\* in local cash funds were expended by the LOCAL GOVERNMENT in support of the program activities of the grant during the grant period. The County’s cash contribution represents \*\*\*% of the adjusted total project cost of $\*\*\*\*. Additionally, it was required that documentation be provided to your agency upon completion of PROJECT NAME.

The original records of expenditures of local funds are on file at the \_\_\_\_\_\_\_\_\_\_\_ and will be retained for audit for a minimum of five years following the termination date of the project.

Sincerely,

(Town/City/County) Manager or Accountant