

## Exhibit Q: Local Cost-Share Documentation

### Record of Changes

Date	Description of Change
2023	Exhibit template added to CDBG website
2025	Title and footer updated. Formatting and organizational changes were made to improve clarity and usability. Addition of bullet 4(b).

Please note that **Exhibit Q is not a template; it is a reference guide.**

### AmpliFund Directions:

Provide written documentation of commitment of source matching funds as identified in the application. The documentation must include a specific amount and identify the use of the funds. Include examples of description including total project cost, sources of funding and local match.

1. Is the local unit of government committing a specific amount from the local unit of government budget or does the local unit of government currently retain local CDBG program income? (Y or N)
  - a. If yes, provide a letter (on letterhead) from the local unit of government identifying:
    - i. The match amount being provided by the local unit of government
    - ii. The amount of local CDBG program income
  - b. If the local unit of government has program income, the letter must identify the balance as of the date of the letter and state that CDBG program income will be committed to the project activities identified in this project, if awarded.
  - c. **UPLOAD: Letter from the local unit of government**
2. Enter the amount being committed from local unit of government's budget (\$\$)
3. If applicable, enter the balance of local CDBG Program Income as the date of the letter (\$\$)
4. Is Match being provided from Other Sources (example: grant funds, financial institution, donation of in-kind materials/labor, foundations)? (Y or N)
  - a. Identify the Match commitment being provided towards project. Select all that apply.
    - i. Other Federal Funds
    - ii. State Funds
    - iii. Local Funds
    - iv. Private Funds
    - v. In-Kind Materials/Labor
    - vi. Other
  - b. If project is dependent upon financing (bond, USDA, etc.) you must include proof of commitment to the loan and approval from the lender to provide the additional financing.
  - c. **UPLOAD: Letters of Match commitment from Other Sources**
5. Is additional funding (Non-Match) being provided by Other Sources to complete the project (example: grant funds, financial institution, donation of in-kind materials/labor, foundations)? (Y or N)
  - a. **UPLOAD: Letters of Non-Match commitment from Other Sources**