

Put official letter head here

Insert Date

MEMORANDUM FOR FILE

Certification of Non-Federal Cost Share
Hazard Mitigation Grant Program, FEMA-XXXX-DR-HI

This letter confirms that the **insert subapplicant** will provide the non-federal share of \$**insert amount**, for the Hazard Mitigation Grant Program project entitled "**insert project title**". The non-federal match will be furnished through **insert funding entity** funds and will be in direct support of approved activities for the above-stated project. The funds will be available from **(insert date)**, through the duration of the project's period of performance.

I certify that any work performed for non-federal in-kind match shall not be paid for with federal source funds and that the work shall not be assigned as cost-share to any other federally supported project(s).

Thank you for your consideration of this request. If you have any questions, please contact **(insert subrecipient POC)** at **(phone number)**, or have your staff contact Mrs. Theresa Woznick, State Hazard Mitigation Officer, at (808) 733-4300, ext. 812.

Sincerely,

AUTHORIZED SIGNER

Job Title