**LETTER OF MATCH INSTRUCTIONS**

Please use the recommended Letter of Match template on the following page. Please write your letter on your organization’s letterhead. **The signature on the match letter must be signed by an individual in your organization who has signature authority, e.g., Executive Director, CFO, Bureau Chief, Board Chairman, or similar.** Scan (preferably in color) the signed letter and include it with your application package.

If you choose not to use the following template, be sure that your version provides the same basic information.

If the letter is **not signed** or on **letterhead** we will return it to you.

Ensure the amt in the letter matches the amt in the budget and in the narrative. All #’s have to match.

Easements/Acquisitions: If your match will not be provided until the easement/acquisition closes, that needs to be stated in the letter.

Date

Michael Edmondson, Administrator

Idaho Governor’s Office of Species Conservation

304 North 8th Street, Suite 149

Boise, Idaho 83702

Re: Project Name

Dear Mr. Edmondson:

The Name of Applicant Organization intends to provide $match amount to be applied towards the non-Federal match requirement of the project name in the form of "non-federal cash", non federal value of "in-kind" or "non federal cash and non-federal value of in-kind".

We acknowledge that the non-Federal match, whether cash or in-kind, is expected to be paid out at the same general rate as the Idaho Pacific Coastal Salmon Recovery Fund (PCSRF) share unless otherwise granted by the Office of Species Conservation. We acknowledge that the cost share commitment will be met over the life of the award (three years or less), and that the same Federal compliance requirements that apply to the Federal fund awards, apply to the non-Federal match.

We acknowledge that non-Federal match used to meet Idaho’s PCSRF requirements may not be included as contribution for any other federally assisted project or program.

Sincerely,

Name

Title