

Cost Share Letter & Questionnaire Form Instructions

Cost Share Letter

Use Cost Share Letter & Questionnaire template to provide letters verifying cost share provided from the fiscal authority of each collaborating agency. Complete Cost Share Allowability Assessment (Section II) first to determine allowability of cost share source before completing Section I.

(Samples of Cost Share Letter & Questionnaire are provided for your assistance: Community Service Sample, School Sample) ***Only this verification format will be accepted.*** After Cost Share Letter and Questionnaire is completed, print form on letterhead of agency providing cost share. Submit signed document to the Management Entity in both original paper form and as a scanned PDF. Use whole dollar amounts only. Do not use cents.

Section II: Cost Share Allowability Assessment

Complete Parts A and B to determine if cost share funds are allowable.

Part A: Answer questions 1-3 by marking "X" in applicable column. If the answer to question 3 is "NO," mark "X" and move to Part B. If answers to all questions in Part A are "NO," the cost share source is deemed allowable. If the answer is "YES," please identify each source with an "X."

If a portion is unallowable based on answers to the Cost Share Questionnaire, determine percentage of allowable cost share. In some cases, this may be difficult to determine; the Management Entity will provide additional questions to cost share source if needed.

Part B: Answer question 1 to determine if cost share is allowable. Only a portion of funds may be available for cost share if answer is "yes" to any of the questions. Determine percentage of allowable cost share.

Section I:

After cost share is deemed allowable, complete the following:

Personnel:

Specify the state, local or other non-Federal source of funding- Specify source of funding and verify that funds are from non-federal, public sources available for use in SNAP-Ed under section 2. Be specific as possible.

Indicate the type of cost share provided- Check appropriate boxes to indicate type of cost share provided. List source and specify amounts provided by each source under section 3.

Number of Staff- Similar to the Staffing Chart, cost share staff may be grouped in one line if each staff person has the same % of time spent on SNAP-Ed, annual salary amounts, and annual fringe amounts. Enter number of Staff grouped into a line.

Title and Role- The information in this section should be the same as provided on the staffing

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chart for cost share staff. Be specific as possible.

% of time spent on SNAP-Ed- List percentage of time cost share staff spends on SNAP-Ed. Percentage of time must tie to Staffing Chart.

Time Periods (use dates) – Enter time period cost share staff will spend on SNAP-Ed programming. Enter in date format. For example, enter time period of October 1, 2010 to September 30, 2011.

Annual Salary for ONE Staff person- Enter salary of one staff. If entering in a number of staff, ensure amount reflects salary of one staff.

Fringe Dollars, not percentage- If applicable, enter total fringe in dollars for one staff person.

The total cost share salary amount, total cost share fringe amount, and total personnel cost share will calculate based on data entered. A formula to calculate the fringe percentage has also been included in the form. This formula is used to calculate fringe and will not print on the Cost Share letter.

Space/Rent:

If cost share is used for space, please complete the Space Calculation Form. Separate instructions are provided for this form.

Other Items:

Attach a list of other activities or costs that will be provided as cost share. Describe how cost share is related to SNAP-Ed and how it will be documented. The total of sections A through C will total in the Grand total section on Cost Share letter.

Verify all information provided in Cost Share Letter/Questionnaire. Ensure all sections of Cost Share Letter have been completed.