

Cost Share Letter & Questionnaire/Space Calculation Form Instructions

Cost Share Letter & Questionnaire

Use the Cost Share Letter & Questionnaire (*first worksheet of template*) to provide letters from the fiscal authority of each collaborating agency providing cost share. (Samples of the Cost Share Letter & Questionnaire are provided for your assistance: Community Service Sample, School Sample) *No other format will be accepted. This will reduce the potential for errors or missing information.* Once complete, print the form on the letterhead of the agency providing cost share and submit the signed document in both original paper form and as a scanned PDF. Do not use cents. Use whole dollar amounts only.

Section I contains the following elements:

- A. Specify the state, local or other non-Federal source of funding-** Please specify the source of funding and verify that the funds are from non-federal, public sources available for use in SNAP-Ed under section 2.
- B. Identification of the type of cost share-** Please check the appropriate boxes to indicate type of cost share provided. List the source and specify the amount provided by each source under section 3.
- **Personnel-** If the cost share is in personnel, please list the specific staff duties covered and how they relate to nutrition education.
 - **Space/Rent-** If cost share is used for space, please complete the Space Calculation Form to show your calculations.
 - **Other Items-** On a separate page attached with the Cost Share Letter, list the activities or costs that will be covered by the cost share and describe how the cost share is related to SNAP-Ed and how this will be documented.

Section II contains the following elements:

- A. Part A:** Answer questions to determine if cost share is allowable. If all questions to Part A is “NO” cost share source is deemed allowable. If answer to question 3 is “NO” please mark and leave other boxes blank. If answer is “YES” please identify which source of cost share is from the following sources. Determine what percentage of funding is allowable if the answer to these questions is “YES.” In some cases, this may be difficult to determine; the Management Entity (ME) will provide additional questions to ask to the cost share source if needed.
- B. Part B:** Answer questions to determine if cost share is allowable. Only a portion of funds may be available for cost share if the answer is “yes” to any of the following cost share sources.

Verify all information in Cost Share Letter/Questionnaire. Fill in the information of the fiscal authority of each collaborating partner providing cost share. (Title, Name, Date)
Receive Signature from fiscal authority.

Space Calculation Form

If any space is used as cost share, complete and return the Space Calculation Form (second worksheet of template). Instructions for calculating the value of space are included on this form; the form will calculate totals. Input the totals of calculated space for cost share into the Space/Rent section of the Cost Share Letter.