

Local Partner Name: ABC School District

**SECTION I: Cost Share Letter**

Please answer the following questions and print on the letterhead of organization providing cost share.

The Grand Total of Cost Share (match) is:

\$ 18,323 (Total amounts in A, B, & C)

This cost share will be available for federal fiscal year 2013, from October 1, 2012 to September 30, 2013.

This cost share is available for use by the Management Entity (ME) at The Pennsylvania State University.

This cost share does not originate from federal funds and is not used to match cost share for another program.

**Specify the state, local or other non-federal source of this funding.**

Specify source of non-Federal funding. If using Private Funds, specify that funds are entering into the general operating fund of the organization.

Use of the administrative portion of State Food Purchase funds is allowable. Clearly state administrative funds are used for State Food Purchase funding.

**Organizational General Operating Funds**

**Check the appropriate box(es) to indicate the type of cost share provided.**

List the source of cost share and specify the amount provided by each source. The total cost share from the following three sections will total under section 1.

**A. Personnel: In-kind cost share**

Complete the following table; add pages for additional staff as needed. The contribution of these staff positions to the accomplishment of the objectives must be "reasonable and necessary" to operation of the project.

# of Staff	Title and Specific Duties Related to SNAP-Ed	# of hrs/wk worked on SNAP-Ed (per staff)	# of wks/yr worked on SNAP-Ed (per staff)	# of TOTAL hrs/yr worked, not only on SNAP-Ed (per Staff)	% of time spent on SNAP-Ed	Time Period (use dates)	Annual Non Federal Salary for ONE Staff person	Fringe (Dollars, not percentage) for ONE Staff person	Total Cost Share Salary Amount	Total Cost Share Fringe Amount	Total Cost Share	Admin use only
												Fringe % Calculated based on Fringe dollars
1	Bill Hill, Nutrition Educator: Provides nutrition education in TRACKS-eligible schools	24	52	2080	60.00%	October 1, 2012-September 30, 2013	26,667	2,400	16,000	1,440	17,440	9.00%

**A. Total Cost Share for Personnel \$**

17,440

(Whole dollars only)

**B. Space/Rent: In-kind cost share**

Please describe how the value of the cost share for space/rent has been determined. Use Space Calculation Form to show your calculations.

**B. Total Cost Share for Space/Rent \$**

883.00

(Whole dollars only)

**C. Other Items (not Personnel or Space): In-kind cost share**

On a separate page attached with this letter, please:

- List activities or costs that will be covered by the cost share.
- Describe how cost share is related to SNAP-Ed and how this will be documented. Indirect costs used as cost share should be listed here.

**C. Total Cost Share for Other Items \$**

                      
(Whole dollars only)

