Third Party Cost Share Documentation

If an organization providing 3rd party cost share is also receiving federal funds, normal UD sub procedure should be followed.

If an organization providing 3rd party costs share is NOT receiving federal funds, the following shall apply:

At proposal, require 3rd party cost share letter that includes
- Calculation/explanation of total commitment in dollars
- Statement of work
- Statement that rates are consistent with non-federal project rates –
- Statement that they agree to negotiate a cost share agreement and report on actual cost share expenditures if the award is funded
- The following if applicable
  - Acknowledgement that the project will be federally funded
  - Indirect costs/fringe rate agreements

At proposal, request attachment 3B so that we have necessary contact information once the award comes in.

At award, require 3rd party cost share agreement which specifies federal terms, reporting requirements, etc.