

## Third Party Cost Share Documentation

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

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

At proposal, require 3<sup>rd</sup> 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
  - o Acknowledgement that the project will be federally funded
  - o 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 3<sup>rd</sup> party cost share agreement which specifies federal terms, reporting requirements, etc.