

## Cost Share Form

<b>Company/Institution Name</b>	Sample Company, Inc		
<b>Purpose or Project Name/Task Number (if applicable)</b>	CESMII Annual Meeting and Training Sessions		
<b>Organization Structure</b>	Check only ONE <input type="checkbox"/> Not-for-Profit <input checked="" type="checkbox"/> For-Profit <input type="checkbox"/> Government Entity <input type="checkbox"/> Academic		
	Check all that apply (must check 1) <input type="checkbox"/> < 500 Employees <input checked="" type="checkbox"/> > 500 Employees <input type="checkbox"/> Minority Owned <input type="checkbox"/> Woman Owned		
<b>Dates of Cost Share</b>	2/27/2019	to	2/28/2019

Labor Cost Share			
Name/Title	Hours	Rate	Total Cost
John Q Sample / VP Smart Mfg	16.00	100.00	\$ 1,600.00
			\$ -
			\$ -
			\$ -

Travel Cost Share						
Purpose and # of Traveler(s)	Origin/Destination	Airfare \$	Lodging \$	Mileage/Rental \$	Meals \$	Total Cost
CESMII Annual Meeting (1 traveler)	NYC	\$500	\$500	100.00	100.00	\$ 1,200.00
	LAX					
						\$ -

Indirect Cost		
Type	Rate (%)	Total Cost
Fringe Benefits	40%	\$ 640.00
F&A / G&A	18%	\$ 288.00
Overhead	21%	\$ 336.00
Other _____		\$ -

<b>Total Cost Share (Sum of all cost share above)</b>	<b>\$4,064.00</b>
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<b>Certification</b> (I certify the cost share information provided is applicable, reasonable, verifiable, and allowable to the program and is not from or included as contribution to any other federally-assisted project or effort.)			
<b>Printed Name:</b>	John Q Sample	<b>E-mail:</b>	john.sample@sample.com
<b>Title:</b>	President	<b>Phone Number:</b>	123-456-7890
<b>Signature:</b>	Signature Here	<b>Date:</b>	20-Mar-19

## Definitions

Senior Leadership Team in conjunction with the Cooperative Agreement and Contracting Officer have the authority to interpret DOE EERE regulations and make final determination on the applicability and allowability of all cost share provided.

### **Labor Cost Share:**

Services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project, program, or meeting related to the Institute. These services shall be valued at the employee's regular rate of pay, provided these services are in the same skill for which the employee is normally paid. Rates for volunteer services shall be consistent with those paid for similar work in the recipient's organization. In those instances in which the required skills are not found in the recipient organization, rates shall be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved.

### **Travel Cost Share:**

Travel taken and donated in support of an approved project, program, or meeting related to the Institute may be included as cost share. All costs must be reasonable and allowable under the applicable cost guidelines for the donating organization. Foreign travel has special provisions. Please notify us if you would like to count foreign travel as cost share.

### **Indirect Cost Share:**

Unrecovered indirect costs may be included as part of cost sharing or matching. Costs must be consistent with the rates and application methods used for similar work in the recipient's organization.

## Instructions

- 1 Cost share forms and supporting documents should be submitted electronically to [renee.an@cesmii.org](mailto:renee.an@cesmii.org)
- 2 Those organizations providing cost share are responsible for retaining all appropriate documentation records for the cost share they provide to the Institute including all travel receipts, invoices, timesheets, and other appropriate backup information for each type of cost included on the completed form.  
The participating organization completing the cost share form may be required to provide additional verification and validation for their cost share information to the Institute, the Contracting Officer, or other cognizant agency as needed or required.
- 3 For specific guidelines regarding cost share associated with this program please refer to 2 CFR 200 as amended by 2 CFR part 910 and 2 CFR 600.