**PATH Match Narrative - Personnel**

**Description of Personal Time Used to Meet Match**

PATH providers may use the time non-PATH funded staff in the agency spend specifically to the PATH Program as an In-Kind Match. These activities shall be necessary for the successful implementation of the PATH Program. The following information is to be documented in the table below:

* Name of the individual and the position in the PATH Provider agency.
* Description of the activities to be performed by the individual necessary for the successful implementation of the PATH Program.
* The estimated percentage of the individual’s time per month performing these activities.
* The individual’s total monthly salary/wages. (Only non-Federal dollars supporting salary/wages is allowable)
* The number of months the individual will perform activities to support PATH Program.
* Calculate the In-Kind cost per month using the following formula –
	+ % of Monthly Work Hours X Monthly Salary/Wages
* Calculate the In-Kind cost per year using the following formula –
	+ Monthly In-Kind cost X Number of Months

The total yearly cost is documented in the Match Narrative.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and Position** | **Description of Each Activity to Perform Necessary for PATH Program Implementation** | **Percentage of Monthly Work Hours Performing the Activities** | **Actual Monthly Salary/Wages** | **Cost per Month** | **Number of Months Providing the Activities** | **Cost per Year** |
|  |  |  | $ | $ |  | $ |
|  |  |  | $ | $ |  | $ |
|  |  |  | $ | $ |  | $ |
|  |  |  | $ | $ |  | $ |
| **TOTAL** |  |  |  | $ |  | $ |