

INSTRUCTION:

Steps:

- 1 Start with "Detail-Data Entry Form" tab.
- 2 Enter grant information: Grant/NTP Number, Location Name and Address, Proc
- 3 Columns (A) - (F): Enter Employee's Information. Click drop-down arrow on c
- 4 Column (G): Enter Hourly Rate
- 5 Columns (I) - (L): Enter allowable Benefits costs respective to year claim. If n
- 6 Column (N): Enter Indirect Cost respective to year claim.
- 7 Column (O): Enter Supplies/Materials % respective to year claim for [Maintena](#)
- 8 Column (R): Enter Comments as needed.
- 9 When complete, unselect "Blanks" on row filter (cell A11) to hide all blank row
- 10 Box 1, enter Grant Award amount and Year-to-date Indirect Costs Paid amou
- 11 Sign and date form.
- 12 After completion of Detail-Data Entry Form tab, go to "Summary" tab.
- 13 Click drop-down arrow on cell A10, select "Blanks" on row filter to diplay all en
- 14 When complete, unselect "Blanks" on row filter (cell A10) to hide all blank row
- 15 Upload the EXCEL file and form with the signature.

Project Name, Project Description

cell A11, select "Blanks" on row filter to access more rows for additional employees.

no benefits claimed, enter Zero or leave Blank.

[Lease and Servicing only](#). Cap at 35%

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nt.

employees.

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GRANTEE DIRECT LABOR COST FORM (by Value)
 (IN-HOUSE EMPLOYEES WHO ARE READILY IDENTIFIED WITH A PROJECT/PROGRAM)

Grant Number: _____
 Location Name and Address: _____
 Project Name: _____
 Project Description (SOW): _____

#	(A) Employee Name	(B) Employee Title	(C) Work Performed (e.g., tree trimming, painting, landscaping, etc.)	(D) Start Date	(E) End Date	(F) Total Hours Worked	Salary		Allowable Employee Benefits (EB)				(M) Total Allowable Benefits (I)+(J)+(K)+(L)	(N) Indirect Costs	M & S Only		(Q) Total Claim Amount (H)+(M)+(N)+(P)	(R) Comments:
							(G) Hourly Rate	(H) Total Salary (F)x(G)	(I) Workers Compensation Costs	(J) Health Insurance Costs	(K) Leave Benefits Costs	(L) Pension Contribution Costs	(O) Supplies/Materials %	(P) Supplies/Materials Costs (H) x (O)				
0	Example # 1	Painter	Painting	1/25/2021	2/7/2021	35.00	30.00	1,050.00	112.70	99.88	133.27	88.13	433.98	1,100.90	12.00%	126.00	2,710.88	Example
1	Grand Total						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

I attest that the amounts billed are appropriate and accurate in accordance with the conditions of this Agreement. **Salaries of the Administrative/Clerical support staff or supplies are billed as direct costs and were NOT recovered as indirect costs.** The supporting documents for the Allowable Employee Benefits, Indirect Costs, Supplies Cost Rate, and the payroll timecards or time distribution accounting records for this project/program will be retained in our office for five (5) years upon completion or termination date of the Agreement. These documents will be provided to the Regional Park and Open Space District upon request or in the event of an audit.

Total Salary	-
Total Allowable Benefits	-
Total Indirect Costs	-
Total M&S Supplies/Materials Costs	-
Total Claim Amount	-

Box 1	
Grant/NTP/M&S Award	
12% Indirect Costs Limit	0.00
Less: Year-to-date Indirect Costs Paid	
Less: Current Period Indirect Costs	0.00
Indirect Costs Limit Balance	0.00

Signature of Authorized Representative: _____

Title: _____

Print Name of Authorized Representative: _____

Date: _____



GRANTEE DIRECT LABOR COST SUMMARY
(IN-HOUSE EMPLOYEES WHO ARE READILY IDENTIFIED WITH A PROJECT/PROGRAM)

Grant Number: _____
 Location Name and Address: _____
 Project Name: _____
 Project Description (SOW): _____

#	Employee Name	Employee Title	Work Performed (e.g., tree trimming, painting, landscaping, etc.)	Start Date	End Date	Total Salary	Total Allowable Benefits	Indirect Costs	Supplies/Materials Costs (M&S Only)	Total Claim Amount
0	Example # 1	Painter	Painting	1/25/2021	2/7/2021	1,050.00	433.98	1,100.90	126.00	2,710.88
1	0	0	0	1/0/1900	1/0/1900	-	-	-	-	-
Grand Total						\$ -	\$ -	\$ -	\$ -	\$ -

Grant/NTP/M&S Award	0.00
12% Indirect Costs Limit	0.00
Less: Year-to-date Indirect Costs Paid	0.00
Less: Current Period Indirect Costs	0.00
Indirect Costs Limit Balance	0.00