

Instructions on how to complete the In-kind Costs Tracking Sheet

1. The most important thing is to provide as much information as possible. We are tracking these costs for a Federal Grant applied for and awarded to your community to assist with wild land fire protection. Documentation is important.

2. Bad example:

Name	Lot #	Date	Hours Worked	Activity	Rate	Equipment Used	Days Used	Rate
The Smiths	33	6/15	14	Trimmed trees and cleaned yard		Chain saw & 4 Wheeler	1	

3. Good example:

Name	Lot #	Date	Hours Worked	Activity	Rate	Equipment Used	Days Used	Rate
Jack Smith	33	06/15/03	4	Trimmed Trees	20.25	Chain saw	1	35.00/day
Renee Smith	33	06/15/03	4	Piled limbs for burning	20.25	4-Wheeler	1	50.00/day
Jack Smith, Jr.	33	“ “	2	Pulled weeds	20.25			
Samantha Smith	33	“ “	4	Piled limbs for burning	20.25			

Name: Include each workers full name; even if they are five years old their time is important.

Lot #: Always include your lot #. If you don't have a lot # then an address or other identifier applies.

Date: Always include the full date **with year**. Most grants have more than one year to complete the matching funds. It is impossible to differentiate between years unless noted, and I will not be able to give you credit for work completed.

Hours worked: Break hours down into the activities worked.

Activity: Be brief but informative.

Rate: The rate is \$20.25 per hour for 2009. This covers all age and skill groups.

Equipment: Again, be brief but informative.

Hours Used: Include how many hours the equipment was used.

Rate: If you do not know this that is OK. A list of current rates is available for your information.

4. Items that can be included in your in kind match:

Almost any expenses incurred in fire proofing your property.

Maintenance on equipment such as chain saw oil, new blades and sharpening can be submitted. Receipts are necessary.

You are claim rates for equipment used, except hand tools such as shovels, rakes, wheelbarrows, prunes, etc.

Fuel reduction labor and materials, both contracted and personal can be included in the in-kind match.

Road maintenance or road building is not considered as fuel reduction or firebreaks.

If you have a question about a cost being eligible for your in kind match make sure to call and ask.

5. **!!IMPORTANT!!** Keep and submit copies of all receipts and invoices that you want to include in your match. Without a readable copy of a receipt or invoice, we cannot give you credit for work that you paid to have someone help you on your property (defensible space work or fuel reduction).