

Boscawen Hazard Mitigation Plan Update 2018

INDIVIDUAL Match Timesheet

to Contribute towards the Town's Minimum In-Kind \$ Match

Every HMC member, please email this completed Word Timesheet to salexander@cnhrpc.org after each **QUARTER End**

Boscawen Hazard Mitigation Plan Update 2018		Volunteer & Staff In-Kind Match Reporting									
<input checked="" type="checkbox"/> this QUARTER Ending: 3 <input type="checkbox"/> Jan 1 - Mar 31 4 <input type="checkbox"/> Apr 1-Jun 30 1 <input type="checkbox"/> Jul 1 - Sep 30 2 <input checked="" type="checkbox"/> Oct 1 - Dec 31											
<input checked="" type="checkbox"/> Year: <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019		INDIVIDUAL Match Timesheet for Hazard Mitigation									
Hazard Mitigation Plan Admin Tasks, Activities or Assignments		Your Name: _____									
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Description of Your "Office Time" Spent on Haz Mit Activities <i>DO NOT INCLUDE Meeting attendance time.</i>	Date of Task	Hours Spent on Activity <i>Track to the nearest 0.5 hour</i>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;"><u>Town Staff Time</u></td> <td style="text-align: left;">Hourly Rate \$xx.xx</td> </tr> <tr> <td style="text-align: center;">~OR~</td> <td></td> </tr> <tr> <td style="text-align: right;"><u>Volunteer Time</u></td> <td style="text-align: left;">Hourly Rate \$25.00</td> </tr> </table>	<u>Town Staff Time</u>	Hourly Rate \$xx.xx	~OR~		<u>Volunteer Time</u>	Hourly Rate \$25.00
<u>Town Staff Time</u>	Hourly Rate \$xx.xx										
~OR~											
<u>Volunteer Time</u>	Hourly Rate \$25.00										
TOTAL In-Kind Match Value \$ for Activity											
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				\$	\$						
				Subtotal In-Kind Match \$							
For Staff Coordinators: Relevant Direct Expenses (Photocopies/Supplies)	Date	# of Pages	Rate for Paper Copies \$0.10/page	Total In-Kind \$ Expense Cost							
			\$	\$							
			\$	\$							
				Subtotal Direct Expenses \$							
				Total In-Kind Match from INDIVIDUAL Timesheet \$							

Add more rows to the table as needed to include more **INDIVIDUAL Match Timesheet** pages. The important **Timesheet** is used to record your "office time" activities during the **QUARTER** to help fulfill the minimum 25% in-kind PDM grant match value for the **Hazard Mitigation Plan Update**.