

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 our community to assist with wild land fire protection. Documentation is important.

2. **Bad example:**

Print Name	Community or Lot # (if you have one)	Date	Hours Worked	Activity (Removing dead trees or brush, chipping debris, limbing up trees, reducing fuel around cabin or home, clearing dry weeds)	Equipment Used Chainsaw, ATV, Truck, Backhoe, Tractor, Front-end Loader (or other motorized equipment)	Days Used
The Smiths	33	6/15	14	Trimmed trees and cleaned yard	Chain saw & 4 wheeler	1

3. **Good example:**

Print Name	Community or Lot # (if you have one)	Date	Hours Worked	Activity (Removing dead trees or brush, chipping debris, limbing up trees, reducing fuel around cabin or home, clearing dry weeds)	Equipment Used Chainsaw, ATV, Truck, Backhoe, Tractor, Front-end Loader (or other motorized equipment)	Days Used
Jack Smith	33	6/15/03	4	Trimmed trees	Chain saw	1
Renee Smith	33	6/15/03	4	Piled limbs for burning	4-wheeler	1
Jack Smith, Jr.	33	6/15/03	2	Pulled weeds		
Samantha Smith	33	6/15/03	4	Piled limbs for burning		

Name: Include each worker's 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 we will not be able to receive credit for work completed.

Hours worked: Break hours down into the activities worked.

Activity: Be brief but informative (like fuel reduction, chipping, removing dead trees, removing brush, etc.)

Equipment Used: Again, be brief but informative. If one chainsaw was used by three people, record only one chainsaw, not three.

Days Used: We use a **daily rate** for equipment, not an hourly rate. (See Fee Rate Sheet for equipment information)

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

Almost any expenses incurred in reducing "fuel" (dead trees, brush, long dry grass) around your property.

You can claim rates for equipment used, **except** hand tools such as shovels, rakes, wheelbarrows, pruner, 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, please 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 receive credit for work that you paid to have someone help you on your property (defensible space work or fuel reduction).

Please print or type your information on your in-kind sheets so it is easy to read.