

## APPENDIX D

### DONATED LABOR/SERVICES (SKILLED AND UNSKILLED) CHECKLIST

A. Documentation of Skill and Pay Rate (Skilled Labor Only)

1. The proposed donor must provide a letter on his or her employer's letterhead that lists the donor's name, title, signature of employers fiscal officers, and rate of pay.
2. If the proposed donor is self-employed, the donor shall provide his or her rate of pay for the work to be donated.

**\* This documentation should be provided with the individual's first timesheet and is only required once. It is not required with each timesheet**

**\*\* Donors that do not regularly assign their cost of doing business on an hourly basis may provide a quote of what the task regularly costs. The Department reserves the right to require additional information prior approval.**

**\*\*\*If the donor that is providing the skilled labor is not currently employed, the Participant should contact the Department in order to determine a rate and the required documentation needed.**

B. Documentation of Hours and Work Performed (Skilled and Unskilled)

1. The Participant is responsible for completing the timesheet (utilize **Appendix H**).
2. When completing the timesheet there is a row for the date, hours, and services performed.
3. The associated work performed during the hours work should be detailed (i.e. developed plans for bridge construction, completed installation of asphalt trail, cleared debris, etc.)
4. The Participant's authorized representative must provide their signature and date in the box provided in the lower left of the timesheet.

C. Clean Ohio Trails Fund/Recreational Trails Fund In-Kind and Donated Labor Form (Skilled and Unskilled) (**Appendix G**)

This form should accompany any timesheets submitted to the Department for credit towards the required 25% (COTF) and 20% (RTP) match.