

APPENDIX E
IN-KIND LABOR/SERVICES CHECKLIST

A. Documentation of Title and Pay Rate

1. The Participant must provide a letter identifying the employees that will be providing in-kind services on the Participant's letterhead that lists each employee's name, title, signature of employer's fiscal officers, and rate of pay.
2. The Participant is allowed to receive in-kind services from individuals that are not employees, but regularly provide services to the Participant (e.g. the Participant is a township but receives a service from the county engineer). The Participant must provide a letter on the individual's employer's letterhead listing the individual's name, title, and rate of pay.

*** This documentation is only required once. It is not required with each submission.**

B. Documentation of Hours and Work Performed

1. The Participant is required to notify the Department in writing of how it handles timekeeping (i.e. sign-in sheets, timecards, combination of both, etc.).
2. **(Employees of the Participant Only)** The Participant is responsible for providing copies of the timesheets of the individuals for the days in-kind labor/services was provided. Each employee's timesheet should clearly differentiate the hours worked on the Clean Ohio Trails Fund or Recreational Trails Program project vs. other Participant business.
3. The Participant is responsible for providing a summary sheet on the Participant's letterhead **for each employee** that identify the days, hours, work performed each of those days along with a copy of the employees most recent pay stub. The summary should conclude with a total of the hours being submitted for that employee multiplied times the rate of pay and lists a total of eligible costs.
NOTE – The Participant is required to obtain a summary from the employers of individuals providing in-kind services that are not Participant employees. The summary should be on the employer's letterhead.