

APPENDIX F

CLEAN OHIO TRAILS FUND/RECREATIONAL TRAILS PROGRAM IN-KIND AND DONATED LABOR/SERVICES FORM INSTRUCTIONS

One copy of the Clean Ohio Trails Fund/Recreational Trails Program In-Kind and Donated Labor/Services Form Appendix (G) for COTF and Appendix (H) must be completed with each submission of in-kind and/or donated labor. Instructions for the completion of the form are as follows:

- 1-3. Self-explanatory.
4. If more than one labor/services form is used, mark each consecutively and note the total number of pages. *For example: Page 3 of 5.*
5. This name should be of the person that we can speak to if there are any questions or discrepancies related to the labor form submission.
6. Contact person's phone number.
7. Self-explanatory.
8. Total hours the individual contributed to the project in this submission. The accompanying timesheets or timecards should clearly show the hours the individual was working on the project. NOTE – Lunch hours must be deducted from the total hours provided regardless if the Participant pays for employees' lunch hours.
9. Individuals can be paid at their regular employment pay rate **only** if they are working in the same capacity on the project as their regular employment. All other individuals will be paid at the unskilled labor rate of \$12.00 per hour.
10. Multiply the figure in item #8 times #9 and indicate the amount here.
11. List down the month and dates work was performed for each individual. If the dates exceed the area provided, please utilize the next row.
12. The work performed by in-kind providers for the dates should be listed in this section. If the work provided exceeds the area provided, please utilize the next row. Work performed by donors does not require any entry.
13. Multiply the figure in item #12 times 75% for Clean Ohio Trails Fund projects and indicate the amount here. For Recreational Trails Programs see APPENDIX (H) item #12 and times by 80%.

14. The authorized sponsor grantee official must certify to the accuracy of the reimbursement request.
15. Fill in the current date.
Insert Appendix G