

## Landowner In-Kind Documentation Form Instructions

Attached to these instructions is the form that has been provided to record all worker hours, vehicle mileage, and all expenses associated with the work on your hazardous fuel reduction project.

**Name** – Record the name of all people who work on your project doing the thinning, pruning and slash disposal. This is required if you plan on doing the project yourself with help from family and/or friends. If a contractor is doing the work, all we require is a receipt from your contractor for the amount you paid the contractor to perform the required treatments. You do not need to record daily hours, mileage or expenses for a contractor.

**Date** – Record the date in which any work occurs on the project.

**Description of Work** – What type of work did you do that day, i.e., thinning, pruning, slash piling, slash pile burning, participate with Extension in unit inspection, etc.

**# Acres and Unit Designation** – You will need to make sure you record what unit you are working on that day. All costs need to be able to be applied on a unit basis. It would be easiest to use one form for each unit instead of recording more than one unit on one form.

**Hours Spent** – Record amount of hours spent working that day on the project to nearest ½ hour.

**Hourly Rate** – If you elect to do any or all of the work on this project, a standard \$15 per hour is applied for you and anyone else who assists you.

**Total Hourly Cost** – This is \$15/hour times the hours spend on that day.

**Mileage** – Miles driven on or within the project area to accomplish work, to get from home to project area, or to obtain supplies for the project, such as taking the chain saw into town after a breakdown to get it fixed.

**Mileage Rate** – Extension allows \$0.50 per mile for the use of a vehicle on the project.

**Total Mileage Cost** – Mileage times Mileage Rate

**Donated Misc. Expenses** – Any expenses associated with this project can be recorded here. Remember to keep all receipts. Extension will not allow expenses that do not have receipt documentation. Extension will not allow buying of equipment to accomplish your project, i.e., chain saws, tractors, pruning saws, etc. Extension expenses allowed are any expenses associated with operation and maintenance of equipment. Supplies such as gloves, ear plugs, falling wedges, etc. are allowed.

**Total Daily In-Kind** – Total of all total mileage costs, hourly costs, and expenses for that day.

**In-Kind Grand Totals** – Total up all mileage, mileage costs, hours spent, total hourly cost, total expenses and total daily in-kind columns.

**Landowner Signature & Date** – Prior to submission of form to Extension, it must be signed before any reimbursement can occur.

**MSU County Extension Signature & Date** – The Extension Natural Resource Field Technician will sign here after reviewing the form, receipts, invoices, mill receipts, and other documentation provided by you. The Extension will not accept any In-Kind Reimbursement forms prior to an in-the-field inspection of the unit(s) addressed by the form. **An in-the-field inspection must be done prior to submission of this form to verify that all work has been completed.**

**You will also need to provide all receipts, invoices, documentation, mill receipts, and any other financial information related to your project before you can get reimbursed.** You are required to turn in all this information after Extension does a final inspection on your treatment unit(s). We will review all of the information you provide us, both cash receipts and in-kind documentation, to ensure you have met the matching requirements of the grant.

## *Landowner In-Kind Documentation Form*

NAME \_\_\_\_\_

Date	Description of Work	Number of Acres & Unit Working On	Hours Spent	Hourly Rate @ \$15/hr	Total Hourly Cost	Mileage	Mileage Rate @ \$0.50	Total Mileage Costs	Donated Misc. Expenses (gas, oil, gloves, chain saw repair)	Total Daily In-Kind
<b>In-Kind Grand Totals</b>										

Landowner Signature \_\_\_\_\_

Date \_\_\_\_\_

Extension Signature \_\_\_\_\_

Date \_\_\_\_\_