



Grant Program Documentation of Donated Labor

PARKS AND RECREATION DEPARTMENT

SFN 59170 (7-09)

This form is for a project sponsor to document the value of donated labor used on an approved grant. Once completed, this form must be submitted with a Grant Program Reimbursement Request form, SFN #59174 (7-09). Volunteer labor may be used as match only and is never a reimbursable item. Please note the dates of work must be on or after the project approval date. Please fill out one form for each individual donating labor.

Project Name	Project Number
Name of Person Contributing Donated Labor	Type of Work Performed (general laborer, plumber, mason, etc.)

Donated Labor

The hourly rate of a person donating services will be valued at North Dakota Job Service's General Laborer Rate in that project area unless the person is professionally skilled in the work being performed (i.e. mason doing work on a retaining wall). When this is the case, the hourly rate normally paid for performing that service may be charged so long as the rate can be verified from the employer and documentation is attached to this form. The rates for labor cannot include payroll additives or overhead costs.

Time Period (Week of)	Work Completed on Project	Daily Hours of Donated Labor							Hourly Rate	Value
		Sun	Mon	Tues	Wed	Thurs	Fri	Sat		
Total Value of All Costs Listed										

Signature of Donor	Date
Signature of Responsible Official	Date
Signature of NDPRD Staff (Leave blank for NDPRD Review)	Date