

## **INSTRUCTIONS FOR TIMESHEETS AND EQUIPMENT USAGE**

**TIMESHEETS.** These forms must be used for all your employees and volunteers assigned to work on your project. If you are with a university or a state agency, your entities method of time keeping will be accepted in lieu of this form.

- Timesheets must be submitted for both your CMP and match documentation.
- One employee timesheet is used for each month for each employee.
- One volunteer timesheet is used for all volunteers participating in one event.
- A brief description of the work performed is required.
- It must be signed by your employee/volunteer and the project manager.
- The project manager's timesheet does not need to be signed by his/her supervisor.
- The cost of volunteers serving on committees will be reviewed carefully to ensure that the use of a committee is appropriate, necessary, and central to successful completion of the project. Applicants are asked to charge no more than \$10 per hour per volunteer committee member. Applicants that include an hourly rate greater than \$10/hour must provide justification for the higher rate.
- Volunteer time must be charged at the rate paid for the type of work being done. For example, the time an attorney spends doing data entry work for a project is charged at the rate paid to data entry operators. If the attorney volunteers to do legal work for the project, the attorney's volunteer time is charged at the rate paid an attorney. The cost of volunteers involved in site-cleanup must be charged at the prevailing minimum wage rate.

Information on hourly rates is available at:

<http://www.bls.gov/bls/blswage.htm>

**EQUIPMENT SHEETS.** This form must be used to show the use of equipment that is already owned by you or by a third-party who is letting you borrow equipment for your project. It is not used for rented equipment.

- Equipment usage can only be shown as Match and is not reimbursable. Rates used must comply with your official authorized rates or FEMA equipment rates.  
<http://www.fema.gov/schedule-equipment-ratesrates>
- Equipment usage is listed in the "Other" category in your Match budget, not in the "Equipment" category.
- Labor costs are calculated separately.

If needed, contact Sharon Moore at [sharon.moore@glo.texas.gov](mailto:sharon.moore@glo.texas.gov) or (512) 463-5819 for additional information.

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