

WORKSHEET FOR CALCULATING MATCH CONTRIBUTIONS FOR DISTRICT FARM BILL TECHNICIANS

This worksheet is only a guideline and tool to help you identify and categorize possible match contribution sources. It is not part of the application and it does not necessarily contain all the possible sources of contributions. The categories are based on NRCS standards simply to help you fill in the category application form more easily. In places, blank lines are left for you to add additional items as relevant - or you may add them at other points in the worksheet if you see fit. Although we recommend you use this worksheet, or something like it to identify and justify your match - you do not need to submit to the NRCS.

This worksheet is available in Excel - please e-mail me if you would like a copy - pam.king@ag.state.co.us

IMPORTANT GUIDELINES FOR IN-KIND MATCH:

You cannot use in-kind contributions if they are federal (including NRCS) funds, materials or time

You cannot use in-kind contributions if they have already been used in a match elsewhere by anyone

You must apportion in-kind contributions where they are not 100% attributable as suitable match

eg. A district meeting topic is 80% suitable for match - attribute participants time/travel and meeting costs accordingly

For match purposes, "Farm Bill" refers to actual Farm Bill activity AND activity that addresses Farm Bill issues

e.g. A meeting about water conservation to landowners is suitable match because water conservation is addressed by the Farm Bill. A meeting to landowners about weed control is not eligible match, because weed control is not a Farm Bill issue (unless as part of a wider goal - e.g. as a pest control element in within a rangeland improvement objective.)

	<u>Method of Calculation to \$</u>	<u>Total \$ Value</u>
<u>SALARY/CASH CATEGORY</u>		
<i>Is the District contributing any hard cash towards the technician's paycheck?</i>		
Salary	\$ amount	_____
Health care	\$ amount	_____
Dental	\$ amount	_____
Retirement	\$ amount	_____
<i>Is another partner (eg. County) contributing hard cash?</i>	\$ amount	_____

\$ amount _____

\$ amount _____

What time was spent in the hiring process for the technician?

District Manager's time preparing advertisements, job description, application form etc

hours x DM hourly \$ rate _____

Board Members' time preparing advertisements, job description, application form etc

hours x Board Membs x \$15.39 _____

District Manager's time for interviewing/selecting technician

hours x DM hourly \$ rate _____

Board Members time for interviewing/selecting technician (include travel)

hours x Board Membs x \$15.39 _____

Is the District Manager contributing time to managing the technician position?

Time of District Manger administering technicians' payroll

hours x DM hourly \$ rate _____

Time of District Manager for in-house training of technician

hours x DM hourly \$ rate _____

Time of District Manager supervising technician - daily

hours x DM hourly \$ rate _____

Time of District Manager supervising technician - performance reviews

hours x DM hourly \$ rate _____

Time of District Manager submitting technician position quarterly CSCB reports

hours x DM hourly \$ rate _____

Are Board members contributing time to managing the technician position?

Time of Board members supervising technician

hours x Board Membs x \$15.39 _____

Time of Board members for travel in supervising technician

hours x Board Membs x \$15.39 _____

Is the District Manager contributing time to Farm Bill activities?

Time of District manager processing Farm Bill applications

hours x DM hourly \$ rate _____

Time of District Manager assisting in Farm Bill fieldwork or planning

hours x DM hourly \$ rate _____

Time of District Manager providing Farm Bill information to landowners

hours x DM hourly \$ rate _____

Time of District Manager preparing Farm Bill outreach/training materials

hours x DM hourly \$ rate _____

Time of District Manager implementing Farm Bill outreach/public training activities

hours x DM hourly \$ rate _____

Time of District Manager managing Farm Bill tree/seed sales

hours x DM hourly \$ rate _____

What other time is being voluntarily donated to Farm Bill activity?

Landowners time spent implementing Farm Bill practices

hours x \$15.39 _____

Community volunteer time spent on Farm Bill projects (not Earth Team)

hours x No. x \$15.39 _____

Non District Non Federal Adult Attendees at Farm Bill training/informational sessions
(including accounted portions hours of meetings and travel time)

hours x No. x \$15.39 _____

Non District, Non Federal trainers/presenters for Farm Bill outreach activities

hours x No. x Hrly rate _____

Non District, Non Federal trainers of the technician

hours x No. x Hrly rate _____

Board member time at Farm Bill related activities
(board meetings, trainings, conferences, formal landowner discussions etc)

hours x No. x Hrly rate

Total Salary Category **\$0**

TRAVEL CATEGORY

Does the District pay for any travel costs for the technician? (hard cash match)

Non-federal vehicle lease/maintenance/depreciation

\$ amount

Private vehicle travel

miles x 36.5c

What other travel costs are associated with managing this position and either reimbursed by the District or "donated"?

Interviewing panel

miles x 36.5c

Board members supervisory role (eg. Technician performance reviews)

miles x 36.5c

Who else might be incurring travel costs?

Non Federal Adult Attendees at Farm Bill training sessions sponsored by the District

total vehicle miles x 36.5c

Board member travel costs for Farm Bill related activities

total vehicle miles x 36.5c

(board meetings, trainings, conferences, formal landowner discussions etc)

Total Travel Category **\$0**

INDIRECT COSTS CATEGORY

What are the costs associated with creating the position and hiring the person?

Cost of advertising (hard cash match)

\$ amount

Meals etc. paid for by the District for interviewing panel

\$ amount

Interviewing room

\$ amount

What are additional costs associated with administering the position?

Technician Training Fees/Materials paid by District funds (hard cash match)

\$ amount

District provided office space

\$ share amount

Technician General Liability Insurance paid by district (hard cash match)

Total Indirect Category: \$0

EQUIPMENT CATEGORY

What are the equipment resources (\$500+) provided by the District to carry out the technician job duties? (potential hard cash)

Field equipment depreciation \$ or \$ _____

Office furniture depreciation \$ or \$ _____

Office equipment depreciation \$ or \$ _____

Computer - NEW ONLY (no depreciation for computers over 1 yr old) \$ amount _____

Have landowners purchased non cost-share equipment to install Farm Bill conservation practices?

Landowner equipment purchases for Farm Bill practice installation \$ amount _____

Total Equipment Category: \$0

SUPPLIES AND MATERIALS CATEGORY

What are the supplies the District pays for to enable the technician job duties to be carried out? (potential hard cash)

Field equipment - operating costs: \$ amount _____

\$ amount _____

Fax line rental/calls \$ amount _____

Telephone line rental \$ amount _____

Telephone calls \$ amount _____

Internet/e-mail access \$ amount _____

Office supplies - paper, pens etc \$ amount _____

Have landowners purchased non cost-share supplies to install Farm Bill conservation practices?

Landowner supplies purchases for Farm Bill practice installation \$ amount _____

Total Supplies and Materials Category: \$0

OUTREACH/COMMUNICATION CATEGORY

In what ways does the District contribute to providing Farm Bill education to land owners?*

Farm Bill Publicity materials produced by District \$ amount _____

Farm Bill Publicity articles for newsletters - portion of newsletter cost \$ amount _____

Mailing costs for Farm Bill publicity/informational materials	\$ amount	_____
Mailing costs (portion of) for newsletters containing Farm Bill articles	\$ amount	_____
District sponsored Farm Bill training sessions for the adult public :		
District obtained materials for training session	\$ amount	_____
Advertising costs	\$ amount	_____

Total Outreach/Communications Category: _____ \$0

TOTAL MATCH \$	\$0
-----------------------	------------

Requested \$

Match % of Request

#DIV/0!

** remember that outreach directed at children IS NOT eligible match NOR IS weed control activity not undertaken as part of a wider Farm Bill concern, such as rangeland improvement*

form, nor does
ies in the
worksheet as
e CSCB!