



Grant Program Documentation of Force Account Labor

PARKS AND RECREATION DEPARTMENT

SFN 59171 (7-09)

This form is for a project sponsor to document the value of force account used on an approved grant. Force account refers to the use of a project sponsor's staff and is different than volunteer labor. Once completed, this form must be submitted with a Grant Program Reimbursement Request form, SFN #59174 (7-09). Please note that the dates of work must be on or after the project approval date.

Project Name	Project Number
Employee Name	Employee Job Title

Force Account

Supporting documentation must be verifiable from the project sponsor's record, and must be reasonable and necessary for efficient completion of the project. Please submit only one form for each week work was completed. Reprint as needed for more space.

Time Period (Week of)	Work Completed on Project	Daily Hours of Force Account Labor							Hourly Rate	Value
		Sun	Mon	Tues	Wed	Thurs	Fri	Sat		

Total Value of All Costs Listed										
Signature of Employee							Date			
Signature of Supervisor							Date			
Signature of Responsible Official							Date			
Signature of NDPRD Staff (Leave Blank for NDPRD Review)							Date			