



Texas Colorado River Floodplain Coalition

Hazard Mitigation Action Plan Development Project

Local Contribution Documentation Form

Instructions: *This form is to be used to document expenses incurred by local jurisdictions participating in this project. These expenses will be used to provide the 25% percent local matching funds required under the terms of the federal grant that is funding this project. All expenses directly related to this project should be documented on this form and submitted to Ed Schaefer, TCRFC HMAP project manager.*

*Salary expenses should be reported as **number of hours worked x hourly rate** (including fringe benefits). Mileage should be reported as **miles driven x mileage reimbursement rate** (use current federal rate). Copies of supporting documentation (timesheets, expense reports, etc.) should be kept in a separate folder that can be provided to state/federal auditors if needed. If possible, copies of the supporting documentation should be forwarded to the project manager along with this report.*

[Note: Salaries and expenses that are reimbursable under other federally funded programs are not eligible for use a part of the local match for this grant. Volunteer hours may be counted and should be submitted.]

Jurisdiction: _____

Person reporting: _____

Date	Summary of expense	Amount

I hereby certify that the expenses listed above represent an accurate accounting of expenses incurred in the preparation of the Texas Colorado River Coalition Interjurisdictional Hazard Mitigation Action Plan.

Signed

Date