

Instructions for filling out Project Personnel Worksheet (Form SW-4) ANPSACP

The Project Personnel Worksheet should identify all personnel who will be involved in carrying out the proposed activity and their qualifications for doing so. Consultants and others participating in the project, as well as landowners contributing in-kind services, must be included. Hourly rates for personnel will be calculated based on the Agricultural NPS Grant Hourly Rate Recommendation, or actual rates with documentation. The assigned cash value of any landowner in-kind match will be reviewed on an individual basis.

* The grand total for all Personnel should match the total for all Personnel, Contractual, and Engineering Services (Column IV - lines A, B, C) from the Budget (Form SW-2).

** Hourly rate is based on the Round 14 *Recommended Ag. NPS Hourly Rates*, or actual rates (salary + fringe). Recommended Rate is less the \$5.00/hour overhead.

*** When using the Recommended Rates, make sure that the Grand Total matches Line G - Column II of the Budget (Form SW-2).

The Project Personnel Worksheet (Form SW-4) has been formatted to automatically calculate the following:

- 1) Column G (TOTAL(rate x hours) - Rows 5-15 - total for each individual of hourly rate x hours.
- 2) Column L (Overhead derived from using the Recommended Rates) - Rows 5-15 - When using the Recommended Rates, total overhead match for each individual (\$5.00 x hours).
- 3) Grand Totals for Columns G and L.