

CDBG HOURLY BILLING RATE

CALCULATION WORKSHEET

The City of Boise will use this Hourly Billing Rate when processing the Administrative Fee portion of your monthly draw for the Community Development Block Grant (CDBG) program. Note that request for reimbursement of administrative fees should be for actual hours worked to perform duties defined in the contract.

In calculating the Hourly Billing Rate, you may choose to include any of the line items that apply to your employees to calculate your rate. Update calculations as changes occur to your listed rates and percentages (provide documentation for each item updated). Do not include any amount for a benefit that your organization does not provide. Please be advised that HUD and the City requires that wages paid by grant funds be documented by hourly time sheets. In order to simplify and standardize this process, the City of Boise will use the "Total Hourly Billing Rate" at the bottom of this form for each employee on every draw request throughout the grant period.

Attach all time sheets to the Cost Control Statement and indicate a separate line item under the Cost Category for Salaries for each employee (if billing for more than one employee). Time sheets must clearly show the number of hours charged to CDBG.

EMPLOYEE NAME: _____ POSITION TITLE: _____

SALARIED POSITION: YES NO IF "YES" LOADED MONTHLY RATE: \$ _____

AVERAGE NUMBER OF HOURS TO BE WORKED PER MONTH ON ALL HUD-FUNDED PROGRAMS I.E., CDBG AND/OR HOME <i>(Update as necessary.)</i>	AVERAGE NUMBER OF HOURS ANTICIPATED PER MONTH FOR THE CDBG, HOME, NIN PROGRAM
HOURLY RATE OF PAY <i>(required)</i> For salaried full-time employees, divide monthly salary by 173.33 hours or annual salary by 2,079.96 hours to calculate an hourly wage.	\$
HEALTH BENEFITS Calculated at the hourly rate of pay.	\$
FICA Calculated at 7.65% of the hourly rate of pay.	\$
UNEMPLOYMENT INSURANCE Calculated at 1% of the hourly rate of pay.	\$
RETIREMENT CONTRIBUTION Direct 401 or 457 contribution calculated at the hourly pay rate.	\$
WORKERS COMPENSATION INSURANCE Workman comp's yearly percentage, x individual's hourly rate, divided by 2,079.96.	\$
OTHER <i>(please list)</i> Must be reasonable, and allowable under OMB Circular A-122 and pre-approved by City of Boise.	\$
TOTAL HOURLY BILLING RATE:	\$

PREPARED BY *(Agency's payroll personnel or accountant):*

NAME: _____ POSITION TITLE: _____ DATE: _____



MONITORING AND COMPLIANCE, CITY OF BOISE

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