

Hourly Rate Justification (HRJ) Narrative Instructions

Please organize your information in the format provided on the HRJ. Consistency will expedite review.

The HRJ Narrative must provide a full explanation of each proposed costs including their purpose, justification, and the basis of your calculations. Where appropriate, present calculations in an equation format, e.g., First Aid Supplies – 10 Crews (10 kits) @ \$350 per kit = \$3,500.

All costs must be able to stand up to an independent audit. Records, methodologies, and source documentation, etc. are to be kept with Local Conservation Corps program files and be submitted to the CCC, or an Independent Auditor for review upon request.

Any potential questions a reviewer or auditor might have should be explained, in detail, in the HRJ Narrative. There are several key items of note which must be included on the HRJ Narrative:

- Please certify on the HRJ Narrative that **all** items included in the HRJ, including but not limited to Direct Staff Salaries, Wages and Benefits, etc., are 100% tied to project work being accomplished (e.g. do **not** include recycling activities). Additionally, costs included in the HRJ cannot also be included in the project budget.

For example, if Crew Hand Tools are included in the HRJ as part of a crew's standard tool complement, then hand tools cannot be listed as separate expenses on the project Budget Estimate unless the specific tools listed on the Budget Estimate are being purchased or rented for this particular project only (i.e. bobcat rental, etc.). This information must be clearly stated.

- Corpsmember Wage Increase – Lines 2 and 3 – Please specify when the local conservation corps anticipates a Corpsmember wage increase, why (local ordinance, etc.) and how much the increase in base minimum wage will be.
- Direct Staff / Supervisor Salaries, Wages, Taxes, and Benefits – Lines 12-14 – Please either specify Position Title names on HRJ form itself or list out titles within the HRJ Narrative.
- Lines 23 – 32b – Please specify what components comprise each line item in the Crew Equipment and Support section.

Example 1 – Uniforms

How many Corpsmembers are outfitted? What basic components make up a Corpsmember uniform complement? What is the average uniform cost per Corpsmember (should equate to the total amount listed on the HRJ)?

Example 2 – Vehicle Expenses

As vehicle expenses can be a comparatively large component of the HRJ, please provide a breakdown of the specific elements and costs associated on the HRJ Narrative.

Note: Vehicle expenses accounted for on the HRJ cannot also be simultaneously accounted for in the Project Budget Estimate. Exceptions may be allowable if vehicles are rented solely for the purpose of accomplishing a particular project.