

11 Instructions for Using the Project Worksheet Direct Administrative Costs Worksheet

This Excel worksheet is used to track the time for staff who are working on a specific Project Worksheet. When time is properly tracked for certain tasks related to the management of Project Worksheets, this time is reimbursable by FEMA.

This spreadsheet follows the convention that data cannot be entered into the blue shaded cells or the light yellow cells which denote overtime pay and benefits.

A different Excel spreadsheet should be used to track the hours for each different Project Worksheet.

This is not the only documentation necessary to recover direct administrative costs. Time cards and individual work sheets or activity logs must also back up the data summarized with this worksheet.

Activities that relate to more than one Project Worksheet are not eligible. For instance, if someone is in a meeting where several projects are discussed, the time is not reimbursable. Time is reimbursable only when the work activity relates to one particular Project Worksheet.

Using the Excel Spreadsheet

Project Worksheet #: In cell C2, enter the Project Worksheet number assigned by FEMA.

Project Address: In cell C3, enter the Project street address.

Project Name: In cell C4, enter the building or facility name, if there is one.

Date: In Column A, enter the date the work was performed.

Employee Name: In Column B, use the drop down list to select the employees name. The names are derived from Tab 10 in the Labor, Equipment and Materials Summary Spreadsheet. You may need to open up this spreadsheet before the list function will properly work.

Employee Title: Column C, this is a look-up function based on the data from the Labor, Equipment and Materials Summary Spreadsheet and will automatically fill-in.

Task: In column D, use the drop down list to select on of the tasks. The tasks are grouped according to the Project Worksheet function or the Technical task performed.

Work Location (if other than Project Address): In column E, enter the work location for the person if they are working from their office or other location that is not the project site.

Reg Hours: In column F, enter the regular hours worked by the individual.

O.T. Hours: In column G, enter any overtime hours worked on this project.

Regular Time Pay Rate/Hour: Column H is a look-up function.

Reg Time Benefits Rate/Hour: Column I is a look-up function.

Total Regular Pay & Benefits: The cell in Column J is a calculated function.

O.T. Pay Rate/Hour: The cell in Column K is a calculated function.

O.T. Benefit Rate Hour: The cell in Column L is a calculated function.

Total O.T. Pay & Benefits: The cell in Column M is a calculated function.

Total Combined Pay & Benefits: The cell in Column N is a calculated function.

The total dollar amount of direct administrative costs are shown in cell N2.