

## DAC COST TRACKING SAMPLE

PW #	DATE	NAME	ACTIVITY	RT HOURS	OT HOURS	TOTAL COST
543	3/10/2015	Jane Doe	Site Inspection	4		\$184.08
543	3/12/2015	Jane Doe	FEMA/OES Meeting	1		\$46.02
543	3/15/2015	Jane Doe	OES Conference Call	0.5		\$23.01
543	3/21/2015	Jane Doe	Meeting With Public Works	2		\$92.04
543	6/15/2015	Jane Doe	OES Quarterly Reporting	1.5		\$69.03
543	6/25/2015	Jane Doe	Gather & File Cost Documentation	2		\$92.04
543	9/15/2015	Jane Doe	OES Quarterly Reporting	1.5		\$69.03
543	9/25/2015	Jane Doe	OES Conf Call for Improved Project	1		\$46.02
543	9/30/2015	Jane Doe	Prepare Improved Project Request Letter	2		\$92.04
543	12/15/2015	Jane Doe	OES Quarterly Reporting	1.5		\$69.03
543	4/10/2016	Jane Doe	Request Large Project Reimbursement	2		\$92.04
543	6/10/2016	Jane Doe	Large Project Closeout	8		\$368.16
543	6/11/2016	Jane Doe	Large Project Closeout	8		\$368.16
543	6/12/2016	Jane Doe	Large Project Closeout	8		\$368.16
543	6/15/2016	Jane Doe	Internal Audit of Closeout Docs	8		\$368.16
<b>TOTAL</b>						<b>\$2,347.02</b>

**NOTES:**

- \*All DAC costs must be tracked separately per individual project worksheet numbers.
- \*No costs may be charged to DAC for attendance of Applicant Briefing or Kick-Off meeting.
- \*Manual or electronic timesheets may be used in place of spreadsheets providing all above referenced information is included.
- \*A DAC line item must be included in all PWs at time of preparation for applicants to be eligible for reimbursement.