Form OCM-001
8/13/04

City of Harrisonburg
Community Development Block Grant (CDBG) Program
Time and Activity Log for Staff and Volunteers

Grant Recipient: _____

Project Title: _____

Project Number: _____

Date	Time In	Time Out	Staff/Volunteer Name	Activity	Hours Worked (A)	Rate of Pay (B)	Total In-Kind Contribution (A) x (B)

For Rate of Pay (B), use the greater of either 1) the staff or contractor's actual rate of pay (including benefits) or 2) the Standard Volunteer Rate (currently $17.19/hour) found at www.independentsector.org.