



STATE OF ALASKA
ADEC MUNICIPAL MATCHING GRANTS

FORCE ACCOUNT APPROVAL FORM

This form presents force account expenses. You are under no obligation to claim all costs or to fill out the entire form. Sections A, B, G and H must be completed for each job classification. However, sections C, D, E and F are provided to assist you in computing your force account expenses and are not required. In addition, a list of equipment and charge rates for any city owned equipment which will be charged to the project will need to be submitted for eligibility consideration.

Job Classification: _____ Project Name _____

A. Calculate Monthly Workhours

Working Hours Per Month = _____
(work hours per week x 52 weeks per year divided by months per year)

B. Calculate Hourly Pay Rate

Monthly Pay Rate Ranges from \$ _____ to \$ _____

Hourly Pay Rate Ranges From \$ _____ to \$ _____
(monthly pay rate divided by working hours per month = Pay Rate Per Hour)

C. Calculate Hourly Benefit Rate

Social Security (FICA) _____ %
Workers Compensation (W/C) _____ %
Retirement Contribution (PERS) _____ %
Unemployment Insurance (SUI) _____ %
Total Benefits Percentage _____ %

Hourly Benefit Rate Ranges from \$ _____ to \$ _____
(hourly pay rate x total benefits percentage = Hourly Benefit Rate)

D. Calculate Hourly Insurance Rate

Health and Dental Ranges from \$ _____ to \$ _____
Accidental Death \$ _____ to \$ _____
Basic Life or Other: _____ \$ _____ to \$ _____
Total Insurance Benefits \$ _____ to \$ _____

Hourly Insurance Rate from \$ _____ to \$ _____
(total insurance benefits divided by working hours per month = Insurance Rate Per Hour)

E. Calculate Hourly Leave Rate

Vacation Leave days per month ranges from _____ days to _____ days

Sick Leave days per month ranges from _____ days to _____ days

Leave Hours Per Month Ranges From _____ hours to _____ hours
(vacation plus sick leave days per month x working hours per day = Leave Hours Per Month)

Leave Rate Per Hour Ranges from \$ _____ to \$ _____ hours
(pay rate per hour x leave hours per month divided by working hours per month = Leave Rate Per Hour)

F. Calculate Hourly Holiday Rate

Paid Holidays Per Year = _____ days

Holiday Rate Per Hour Ranges from \$ _____ to \$ _____
(paid holidays per year divided by 12 months divided by working hours per month x working hours per day x pay per hour = Holiday Rate Per Hour)

G. Calculate Hourly Charge Rate

	Hourly Low Rate	Hourly High Rate
Pay Rate	\$ _____	\$ _____
Benefit Rate	\$ _____	\$ _____
Insurance Rate	\$ _____	\$ _____
Leave Rate	\$ _____	\$ _____
Holiday Rate	\$ _____	\$ _____
Total:	\$ _____	\$ _____

H. Certification

Based on the details shown above, we request approval of a low rate of \$ _____ per hour, and a high rate of \$ _____ per hour inclusive for all employees in this job classification engaged in force account work for the subject grant.

Signature

Title

Date

Printed Name