

NYS Division of Homeland Security and Emergency Services
Detailed Itemization of Personal Service Expenditures
Personnel

1. Grantee Name: _____ 2. Corresponding FCR Report #: _____
3. DHSES Number: _____ 4. Contract Number: _____

This form is used to certify the expenditures claimed for Personal Service outlined in Appendix B of the grant contract. Show computations using either Method A or Method B. Method A is % of salary for period. Method B is restricted by hourly rate.

5a Contract Budget Line	5b Job Title (per contract)	5c Employee Name	5d Dates of Payroll Period <small>(MM/DD/YYYY - MM/DD/YYYY)</small>	Method A			Method B			Salary Charged to Grant	
				5e Actual Salary This Reporting Period	5f % of Time Allotted to Grant <small>Enter as a decimal</small>	5g Total Salary Allotted to Grant	5h Hourly Rate	5i Hours Worked	5j Total Salary Allotted to Grant	5k Federal/ State	5l Match
* Totals should be carried forward to Category A of the Fiscal Cost Report Column C. →										5m *Total	

Certification: I certify that this report, schedule, and the expenses for which payment is requested are true, correct, and complete and were made in accordance with the appropriate Federal and State Rules and Regulations governing the pertinent grants and that: 1) the goods, services and costs listed are necessary for and are to be used solely for the purpose specified in the contract for this project and; 2) these costs being reimbursed are not duplicative of expenditures claimed on any other grants or other sources of available funding. Also, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

6. Signature: _____ Print Name: _____
Title: _____ Date: _____ Phone #: _____