

E.S.G. TECHNICAL SUBMISSION FORM # 3

Hourly Billing Rate Calculation

[Staff categories are defined on the back of this form]

The ESG program has adopted a *standard wage calculation formula* to be used for every employee whose salary is partially supported by these funds. If two or more employees work in the same position and all other information is the same, multiple names may be added to the same form. The line items listed are taken from *industry standards*. Some of the formula elements below may not be applicable to your employee(s); use all that DO apply to calculate your employee’s billing rate. HUD requires that wages paid by grant funds be documented by hourly time sheets. In order to simplify and standardize this process, IHFA will use the “Total Hourly Billing Rate” at the bottom of this form for *each* employee on *every* draw request throughout the grant period. Approved Billing Rates will be listed for each employee on your Salary Table for this grant, and your attached time sheets must clearly show ESG hours worked. Percentages or estimates of hours worked will NOT be accepted for hourly documentation.

-- Attach a job description for each person/position represented --

Position Title: _____

Employee Name(s) and Email Address	Annual Salary (if not hourly)	Hourly Category	
		P/T	F/T
		P/T	F/T
		P/T	F/T
		P/T	F/T

Budgeted under: _____ **Essential Services Staff** _____ **Shelter Staff**
 *Check all that apply _____ **Maintenance Staff** _____ **Security Staff**
 to each person/position

Other HUD programs supporting this salary:	PROGRAM/GRANT	AMOUNT DESIGNATED

Average number of hours to be worked per week on HUD programs: _____
Do not separate hours worked for different programs

Average number of hours EXPECTED per week for the ESG program: _____

Hourly rate of pay: ***This rate is required.***
 [For salaried employees, divide monthly salary by 173.33 hours to calculate an hourly wage] \$ _____

[For room & board included in pay, divide fair market rent for unit by 173.33. Add this amount to the employee’s hourly wage for the base “rate of pay” above.]

Health Benefits: (calculated at 33% of the hourly rate of pay) \$ _____

FICA: (calculated at 7.65% of the hourly rate of pay) \$ _____

Unemployment Insurance: (calculated at 1% of the hourly rate of pay) \$ _____

Retirement Contribution: \$ _____
 (Direct 401or 457 contribution calculated at 11% of the hourly pay rate)

Workers Compensation Insurance: (average yearly amount divided by 2080) \$ _____

Other (must be reasonable, allowable under applicable OMB Circulars, ESG Code of Regulations, and pre-approved by IHFA): _____ \$ _____

TOTAL HOURLY BILLING RATE \$ _____

