

Third Party In-Kind Valuation Plan Checklist

The third party in-kind valuation plan is an itemized breakdown by scope of work task and serves as documentation for the goods and/or services to be rendered. The third party in-kind valuation plan must be consistent with the information provided on the project timeline and grant application cover sheet.

Due to time constraints, EJ and CBTP grant programs require this document at the time of application submittal.

Partnership Planning and Transit Planning grant programs require this document upon grant award as a condition of grant acceptance.

The third party in-kind valuation plan must:

- Name the third party in-kind local match provider.
- Describe how the third party in-kind local match will be tracked and documented for accounting purposes.
- Describe the fair market value of third party in-kind contributions and how the values were determined.
- Include an itemized breakdown by scope of work task of the total third party in-kind local match amount.
- Align with the appropriate scope of work tasks on the project timeline.
- Show the same total third party in-kind local match amount as stated on the grant application cover sheet.

**Sample
Third Party In-Kind Valuation Plan**

Task	Activity	Title	Hourly Rate	Hours	Estimated Cost
2	Public Outreach				
2.1	Community Workshop #1	Donated Workshop Conference Room	\$50	4	\$200
		Volunteer Workshop Facilitator	\$43	4	\$170
2.2	Community Workshop #2	Donated Workshop Conference Room	\$50	4	\$200
		Volunteer Workshop Facilitator	\$43	4	\$170
2.3	Community Workshop #3	Donated Workshop Conference Room	\$50	4	\$200
		Volunteer Workshop Facilitator	\$43	4	\$170
Task 2 Total In-kind Match Amount:					\$1,111
Name of the third party in-kind match provider: CBO					
How the third party in-kind match will be documented for accounting: CBO will submit a statement for donated services rendered to the City of Can Do with the value of estimated cost for conference room rental and volunteer facilitator for each workshop.					
Fair Market Value and Determination: The donated conference room rental rate is \$50 per hour; this is a rate established by CBO. City of Can Do researched the cost for workshop facilitators and the average rate is \$43.					