

# CTEP Site Supervisor Loaded Salary Form for Calculation of In-Kind Hours



*CTEP AmeriCorps is a program of Saint Paul Neighborhood Network (SPNN)*

As required by the Corporation for National & Community Service, the Community Technology Empowerment Project (CTEP) AmeriCorps program must use a loaded salary to calculate the exact worth of in-kind contributions from site supervisors in our program. A loaded salary is your total wages, taxes and benefits received.

Please calculate the loaded value **of an hour** of the site supervisor's time as he or she is currently paid:

Gross Salary rate  
+ Social Security/Medicare (employer contribution)  
+ Retirement  
+ Health Insurance =  
(do not worry about worker's comp or unemployment for purposes of this calculation)

**Current loaded value of supervisory time PER HOUR**      \$

CTEP cannot match federal funds with other federal funds, unless CTEP receives a written consent from the site supervisor's federal funder that the funder understands their funding is supporting another federal agency through AmeriCorps. **If a portion of the site supervisor's salary is paid with federal funds, the site must be able to demonstrate that the hours reported as supporting the AmeriCorps program were not paid with federal funds.** Note that some federal funds that go through state agencies lose their federal status. Please check to see if your funding has a CFDA (Catalog of Federal Domestic Assistance) number. If it does, it is still federal and cannot be counted as match.

**Percent of Site Supervisor's Salary that comes from Federal Source:**  %

CTEP site supervisor are required to notify CTEP and update this loaded salary amount or federal salary source percentage whenever there is a change. CTEP will then keep this form on file so that a supervisor only needs to document their hours on a regular basis, and then CTEP will calculate the total worth. CTEP program staff and the Executive Director of Saint Paul Neighborhood Network will have access to each site supervisor's loaded salary forms. Loaded salary forms will be kept confidentially in a locked file at the CTEP office, and will not be shared with other organizations or individuals.

Contact Joel Krogstad, Program Director of CTEP AmeriCorps, if you have any questions on how to fill out this document at (651) 298-8918 or [krogstad@spnn.org](mailto:krogstad@spnn.org).

**Please sign this form verifying the accuracy of the information above. This signed and completed form should be emailed to [krogstad@spnn.org](mailto:krogstad@spnn.org).**

\_\_\_\_\_  
Name of Site

\_\_\_\_\_  
Signature of Authorized Official who Signed Host Site Agreement

\_\_\_\_\_  
Name of Site Supervisor

\_\_\_\_\_  
Date