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Quarterly Invoice - Detail
Regional Early Access Planning Grant (REAP)

Jurisdiction Name: COUNTY OF MONTEREY
INVOICE #: 4
Invoice Period: 10/1/21 - 12/31/21
Invoicing Contact: Darby Marshall
Contact Phone: 831-755-5391
Contact Email: marshalld@co.monterey.ca.us

Instructions

Document costs charged to each task using the table below. Tasks defined in grant application. Identify staff names, consultant business names, expense names, or other expenses. For each line item, include backup timesheets, invoices, and/or receipts in your invoice packet. Consultant invoices may lump sum all costs including staff and expenses. Separate tracking of consultant timesheets and expenses is not required.

TASK 1 - IMPLEMENTATION

Reference #	Title	Cost ($)
Label backup and detail documents with reference # on top of page	**Define staff Name(s), consultant business name, expense name or Other. Template expense descriptions below are provided as examples and can be modified as needed.**	**Attach backup: Timesheets, consultant invoice(s), expense recipts or other**
	Marcela Ramirez, Management Analyst II	
1.01	Drafting of RFP for Housing Element Update (Sixth Cycle) - Staff Hours	593.88
1.02	LeSar Development Consultants Inv. #IHO-11	2,627.50
1.03		0.00
1.04		0.00
1.05		0.00
1.06		0.00
1.07		0.00
1.08		0.00
1.09		0.00
1.10		0.00
1.11		0.00
1.12		0.00
	Subtotal	**3,221.38**

TASK 2 - ADMINISTRATION

Reference #	Title	Cost ($)
2.01		0.00
2.02		0.00
2.03		0.00
2.04		0.00
2.05		0.00
	Subtotal	**0.00**

Total (payable)	**3,221.38**

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Marcela Ramirez - Management Analyst II
Payroll Hours 10/1/21-12/31/22
REAP Grant

Date	**Hours**
10/29/2021	2
12/3/2021	4
12/9/2021	1
12/10/2021	1
12/13/2021	2
12/14/2021	1
12/20/2021	1
12/23/2021	1
Total Hours	**13**
Rate per Hour:	**$45.68**

Amount of Reimbursement: $593.88