

Grant Report Timesheet for Staff and Volunteer Workers

Division of Historic Preservation

Project Name	/Address:
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Quarterly Period/Dates: DHP Grant #:

Note: Time in/out and hours worked must show breaks during the work day.

Date	Name of Worker	Work Description	Time In	Time Out	Hours Worked
1/26/2026	Sherman Tank	EXAMPLE Meeting with Mossy Rabbit, Cottontail Slim, and Flopsy Carrot regarding project planning and task assignments	8:15 AM	12:00 PM	3.75
Total Hours Worked on Grant during this Quarter				0.00	
Signature Printed Name			Date	e	