



EXAMPLES OF VOLUNTEER + DONATED RESOURCES ACTIVITIES.

Value of Volunteer + Donated Resources



In **Louisiana**, we KNOW the power of **friends helping friends**, **neighbors helping neighbors** and **strangers helping strangers** when communities are confronted with catastrophic emergencies or disasters.

As surely as disasters happen, people *will* want to help. Volunteers – both those **trained** and **affiliated** with a nonprofit, a response partner or other relevant entities, and those **unaffiliated** with a response agency, organization or partners – *will* come forward. Groups, organizations and individuals *will* send donations whether they are requested or not.

Challenge

The challenge is determining:

- **Who** is going to be responsible to manage volunteer and donated resources, ensuring proper recordkeeping?
- **How** to take advantage of volunteer time and donations *without* hindering emergency response professionals in their work.
- How to ensure we **document** these gifts of time, supplies and materials so they *maximally* benefit the response and recovery.

Volunteer time and donations that come through an affiliated nonprofit like United Way , Salvation Army  and others are **easier** to account for, document and determine their value. Those that come in **unsolicited** are a little more challenging to track and document.


It can be a big task.

The good news is this: Logistical support for efforts related to eligible Emergency Work may be eligible either for funding (if the Subrecipient [Applicant] provides the logistical support), OR as an eligible donation (if a **third party** provides) that applies to the offset.

More good news! The investment you make in capturing the **value** of eligible volunteer and donated resources can have a significant effect on *lowering* the local non-Federal cost share.

It's worth the investment.

Why Should We Care?

While  **FEMA** does NOT provide FEMA Public Assistance (PA) funding for donated resources, Subrecipients (Applicants) may use the **value** of donated resources to offset (*reduce*) the Subrecipient's (Applicant's) non-Federal cost share of its eligible **Emergency Work** – Category A and B – projects and **Direct Federal Assistance** (DFA). The offset can also include assistance provided through a *Mutual Aid Agreement* (MAA) provided there was NO COST to the Subrecipient (Applicant).

These offsets can save your organization and the State MILLIONS of dollars!

What is the Non-Federal Cost Share?

All projects approved under the FEMA PA Program are subject to cost sharing. The local match is typically 25% of the total Federal assistance provided. The Federal share is not less than 75 percent of the eligible costs.

Offset Eligibility

FEMA has determined that the value of volunteer hours and donation of goods, services, supplies and materials may be **credited** to offset (*reduce*) a portion or all of the non-Federal cost share of a FEMA PA grant. These are the requirements:

- Donated resources may include **volunteer labor, donated equipment, goods and materials.**
- These “in-kind” donations must come from a **third party** organization or individual that has no obligation to the Subrecipient (Applicant).
- They are limited to **eligible Emergency Work** – Category A (Emergency Protective Measures) and Category B (Debris).
- The eligible work must also be the **legal responsibility** of the Subrecipient (Applicant) and must be *essential* to meeting *immediate* threats to life and property resulting from a major disaster.

The Subrecipient (Applicant) may apply the offset if **ALL** of the following conditions are met:

- Work provided through an MAA is **eligible**, provided there is NO COST to the Subrecipient (Applicant).
- Resources and work performed are **tracked and documented.**

Authorities

Federal

- 2 Code of Federal Regulations (CFR) 200.306 and 200.434
- 44 CFR 13.24
- FEMA *Donated Resources Criteria for Public Assistance*
- FEMA *Public Assistance Program and Policy Guide* (PAPPG)
- *Homeland Security Presidential Directive 5* (HSPD-5)
- *Homeland Security Presidential Directive 8* (HSPD-8)
- *National Response Framework* (NRF)
- NRF, *Volunteer and Donations Management Support Annex*
- *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, Public Law 93o-288, as amended.

State

- *Louisiana Homeland Security and Emergency Assistance and Disaster Act* (Louisiana Disaster Act)
- *Louisiana Good Samaritan Act LSA-R.S. 37:1731*

Local

- Act 58-4-01905 *American National Red Cross Statement of Understanding*
- *Parish Emergency Operations Plans*

Volunteer, quasi-governmental

- Act 58-4-1905 *American National Red Cross Statement of Understanding*, Dec. 30, 1985
- *Mennonite Disaster Services Agreement with Federal Disaster Assistance Administration* (FDAA)
- *Salvation Army Charter*, May 12, 1974

To Learn More

Download the **GOHSEP Volunteer + Donated Resources ToolBox** for identifying and articulating a detailed data collection process to capture, quantify, document and assign value to **eligible** volunteer and donated resources to apply to the **non-Federal cost share.**
gohsep.la.gov/RESPOND/REQUEST-RESOURCES/Volunteer-Relief-Organizations



If you have questions regarding volunteer and donated resources, please contact GOHSEP at 225-358-5600

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PURPOSE

This publication is intended to facilitate and provide training and job aids for the capture, quantification, documentation and determining value of volunteer time and donated goods and services that are eligible to offset the non-Federal cost share of FEMA Public Assistance (PA) Grants.

DISCLAIMER

This publication does not and is not intended to address all volunteer and donated resources documentation issues a Subrecipient (Applicant) may face.

It is the Subrecipients (Applicants) responsibility to assure that all Federal regulations are followed to successfully capture and apply volunteer and donated resources to offset the non-Federal cost share.

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TARGET AUDIENCES

- This publication is intended for:
- Local + State + Tribal Authorities
 - FEMA Public Assistance (PA) Grant Applicants or Subrecipients (Applicants)
 - Emergency Managers + Emergency Response + Public Safety Stakeholders
 - Nonprofits + Community and Other Foundation + Other Stakeholders Involved in Response + Recovery



Getting it right!

Six (6) Steps to Offsetting

To help local authorities offset the non-Federal cost share of their FEMA PA Emergency Work grants, GOHSEP has created a **Six- (6) Step Process** for capturing, quantifying, documenting and determining value of donated volunteer time, equipment, materials, supplies, services and goods that can be applied to the offset.

Candidates for Managing Volunteer + Donated Resources

The **success** of the documentation effort relies heavily on the availability of a **Volunteer + Donated Resources Coordinator (VDRC)** and **Organization Contact**.

Both positions can be staffed **physically** (in-person) or **virtually**.

The VDRC's role is envisioned to:

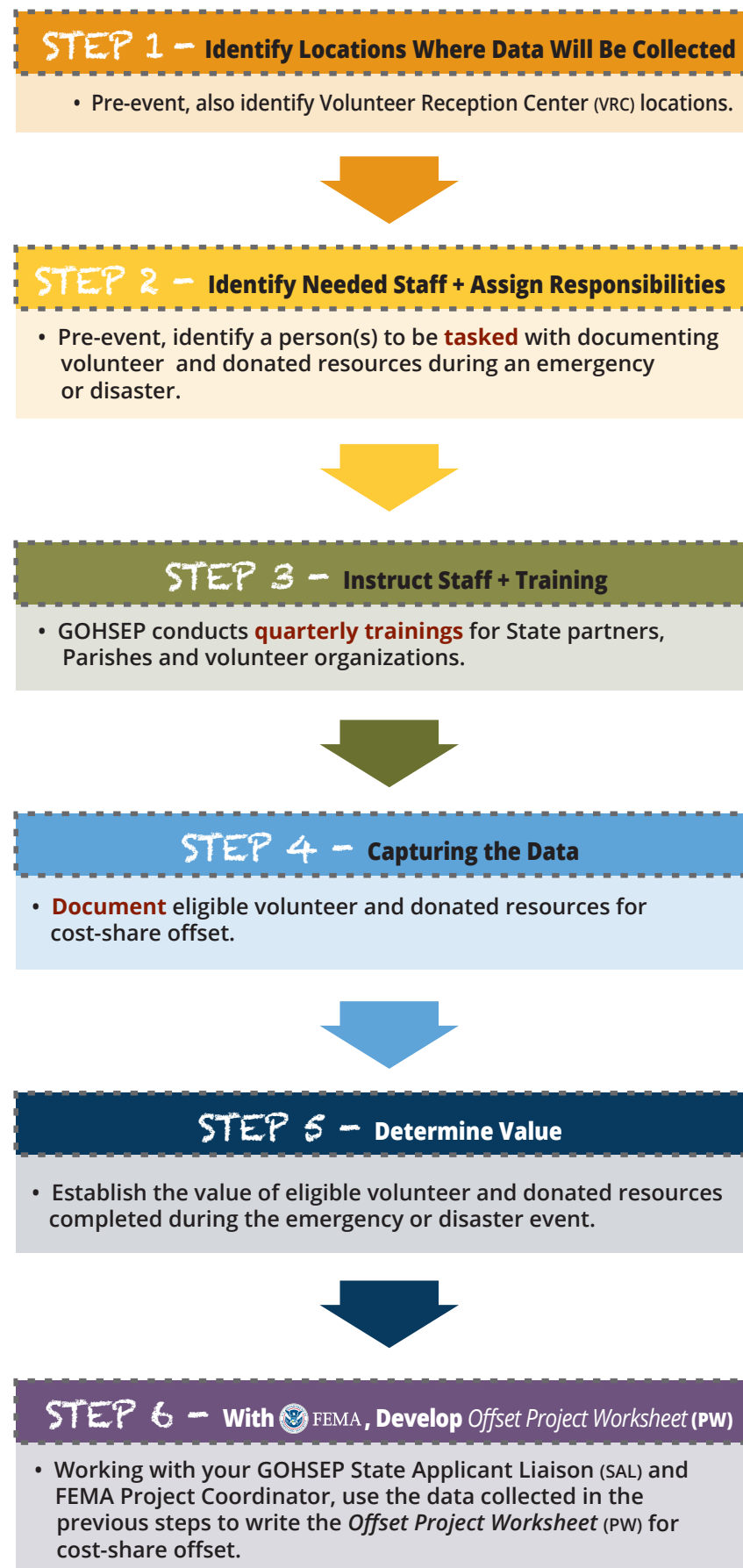
- **Manage** the overall volunteer and donated resources program.
- Ensure receipt of **Documentation Forms** from the Organization Contact.
- **Document** and **quantify** the value of volunteer and donated resources eligible to offsetting the non-Federal cost share.

The VDRC – working with designated Organization Contacts – is responsible for ensuring **proper recordkeeping** and **documentation** that ensures eligible activities are captured and quantified so the value can be applied to offset the non-Federal cost share.

Organization Contacts are designated to **manage** data collection **at the site of activity** for each of the following activities:

- Volunteer hours (including logistical support) and **eligible** work performed.
- Donated equipment and **eligible** use.
- Donated **goods** and **materials**.

STEP-BY-STEP PROCESS OVERVIEW

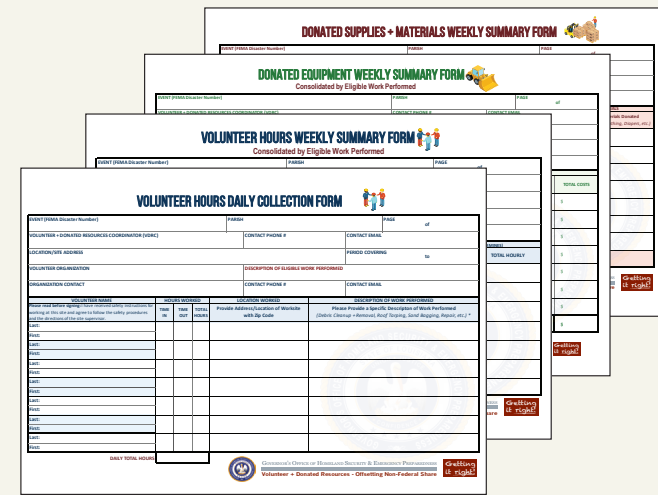


Capturing the Data

The purpose of documentation is to identify the work and donations that are eligible to offset the non-Federal cost share.

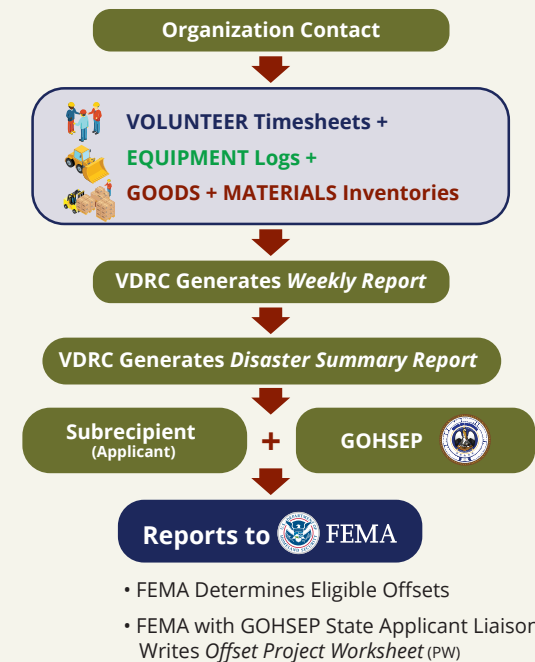
FEMA has identified what it needs to know to determine value and apply volunteer and donated resources to the offset. However, there are NO specific forms that address those needs.

To facilitate the specific documentation requirements for each of the **three (3) types** of donations made – **volunteer hours**, donated **equipment**, and donated **goods** and **materials** – we have taken the forms currently used in the FEMA PA reimbursement process and adapted them for use in this effort.



To simplify the process we have created “universal” **Documentation Forms** for each category. Those can be found at: gohsep.la.gov/RESPOND/REQUEST-RESOURCES/Volunteer-Relief-Organizations

DATA COLLECTION SEQUENCE



What Documentation Do I Need?

Generally the following documentation is needed:

Volunteer Labor

- Volunteer's full name, date, hours worked, specific work site location and a detailed description of work performed (e.g., removed debris, served food at a shelter, distributed water or ice, etc.).

Donated Equipment

- Type of equipment and description (to include size, capacity, horsepower and make and model as applicable).
- Operator's name, date, hours and miles (if applicable).
- Equipment time must match to an operator, location of work performed and time worked.

Donated Goods + Materials

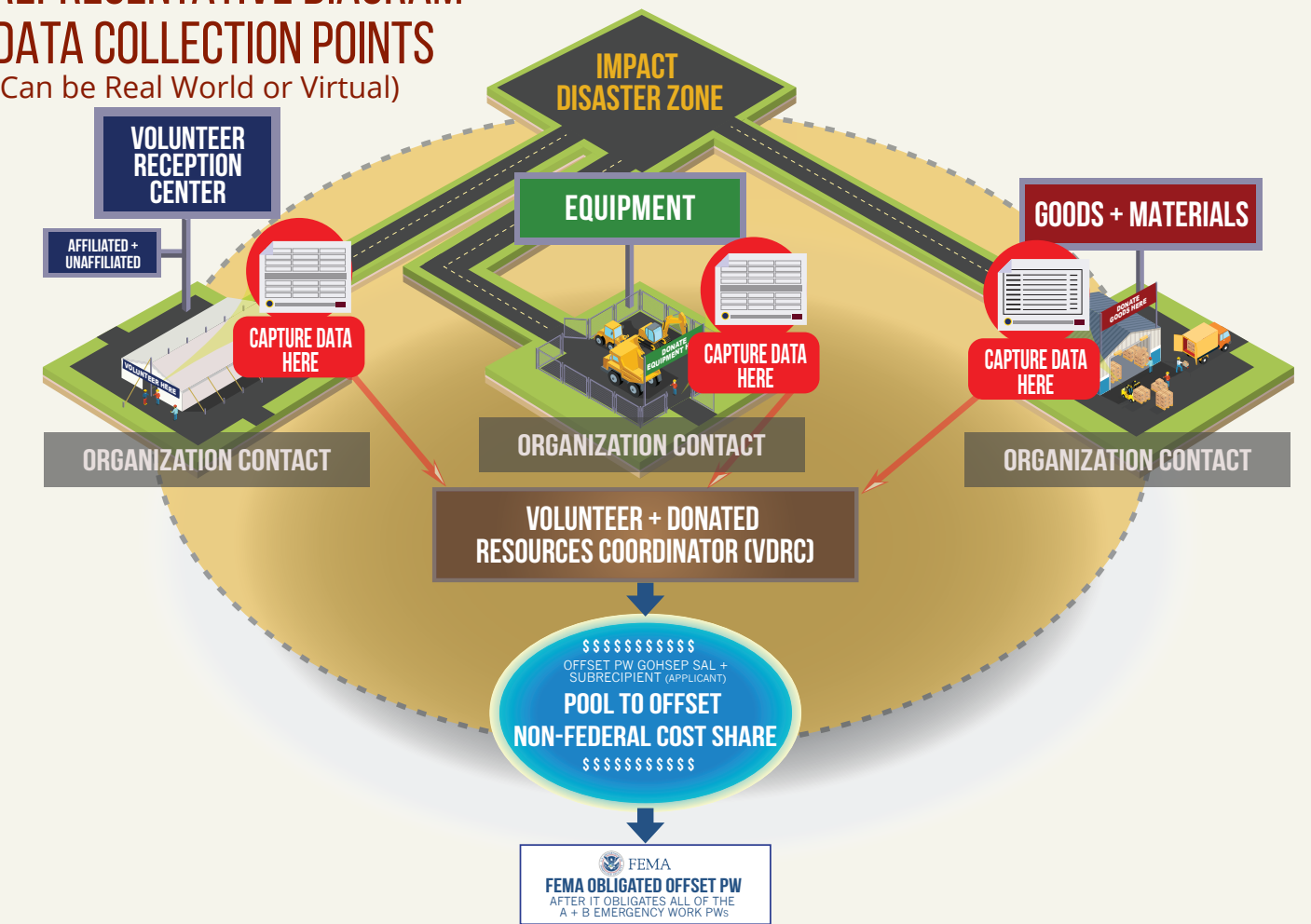
- Vendor, description of material, usage of material, quantity, price and date received.

Logistical Support

- Expenses Incurred in identifying, documenting and submitting volunteer and donated resources that are eligible to offset the non-Federal cost share.

REPRESENTATIVE DIAGRAM – DATA COLLECTION POINTS

(Can be Real World or Virtual)



Data Collection Points

You will need to determine the location of data collection points. Data should be collected **closest to the source of activity** as possible.

Data can be collected **physically** (in-person) or **virtually**. We suggest documentation is best captured at each of the following data collection points:

- **VOLUNTEERS** – Volunteer Reception Center(s) (VRCs) or volunteer organization work sites.
- **EQUIPMENT** – Equipment receiving areas or staging area locations where donated equipment is received and deployed.
- **GOODS + MATERIALS** – Drop-off sites, staging areas and warehousing operations where donated goods and materials are collected and distributed.

With FEMA, Develop the Offset Project Worksheet (PW)

The **Organization Contact** will ensure the Documentation Forms have been completed from the data collection points and the needed documentation captured. He/she will then submit the data collection forms to the **VDRC**. The **VDRC** takes the information from the forms to produce *Weekly Reports* to keep the Subrecipient (Applicant) and GOHSEP up-to-date with **needed** donated resources.

At the end of an emergency or disaster, the **VDRC** produces a *Summary Disaster Report* that he/she will then sends to the Subrecipient (Applicant) and GOHSEP for review.

Once both parties have approved the information, the **GOHSEP SAL** forwards it and a **DRAFT PW** to FEMA.

FEMA, along with the GOHSEP SAL writes the *Offset Project Worksheet (PW)* for non-Federal cost share. **FEMA PA determines final eligible offsets.**

DOCUMENTATION SUBMISSION PROCESS FOR OFFSET PROJECT WORKSHEET (PW)

