Dear OHSEP Directors and Staff,

As you have experienced, emergencies and disasters can be financially draining on States, local governments, communities, and residents. We have all felt the effects of rising disaster-related costs and declining Federal resources. Volunteers and donations are more important than ever to emergency and disaster response and recovery. Volunteers and donors offer resources that supplement the existing resources of local, State, and Tribal authorities. They bring a wide range of skills and professional training, which are often in short supply during and after an emergency or disaster.

The key to maximizing those gifts of time and materials is documentation. When you successfully capture, quantify, document, and assign value to volunteer and donated resources, you also open the door for those resources to offset the non-Federal cost share of your FEMA Public Assistance (PA) grants. Volunteer labor and donated resources are often an under-utilized tool that can save your Parish and our State millions of dollars. Those savings can be reinvested back into the community to assist survivors with long-term recovery, better prepare them for the next emergency, and mitigate the devastating effects of future disasters.

One challenge is that Emergency Managers tell us they can be overwhelmed when considering how to manage, deploy, supervise, and document the help of volunteers and donations, especially those that are unsolicited or unaffiliated.

To this end, GOHSEP is creating a ToolBox to help you develop a plan and process for capturing, quantifying, documenting, and valuing volunteer and donated resources. The ToolBox provides a conceptual framework and interactive strategies that are customizable to the unique needs of your community. Included in the Toolbox are planning tips, documentation forms, job aids, and an eight step process to help you successfully use and apply volunteer and donated resources to offset the non-Federal cost share.

Your input will add significant value to the end product of this effort – the Volunteer + Donated Resources ToolBox. Your buy-in and input will be critical to the success of this volunteer toolbox. Thank you for your participation in what we believe to be a very important initiative for all Louisiana Parishes and our State. We greatly appreciate you taking the time to test the first draft of our program.

Sincerely,

James B. Waskom

7667 Independence Boulevard • Baton Rouge, Louisiana 70806 • (225) 925-7500 • Fax (225) 925-7501
Equal Opportunity Employer
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<td>ARC</td>
<td>American Red Cross</td>
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<td>ASPCA</td>
<td>American Society for the Prevention of Cruelty to Animals</td>
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<td>BEOC</td>
<td>Business Emergency Operations Center</td>
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<td>CCVLG</td>
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<td>COOP</td>
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<td>DAP</td>
<td>Disaster Assistance Policy</td>
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<td>PPDR</td>
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<td>GOHSEP State Applicant Liaison</td>
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<td>United Manning Roster</td>
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<td>Voluntary Agency(s)</td>
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<td>VRCs</td>
<td>Volunteer Reception Center(s)</td>
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KEY WORDS GLOSSARY — CREATING A LANGUAGE FOR VOLUNTEER + DONATED RESOURCES OFFSETS

- **Affiliated Volunteer** – Individuals who are affiliated – with or connected to an established organization and trained for specific disaster response activities.

- **Applicant** – An Applicant is an entity applying for and receiving a subgrant through the Grantee. Also called Subrecipient.

- **Casual Volunteers** – Individuals or groups of people who undergo checks and training in advance of an emergency, but remain otherwise unaffiliated with any part of the existing official emergency management response and recovery system or group.

- **Data / Agency Coordinators** – Match Referral forms to the Requests and to close out Requests when they have been filled or are no longer needed.

- **Donated Resources** – FEMA defines donated resources as equipment, supplies, materials, or labor donated to assist with response activities. FEMA does not provide PA funding for donated resources; however, the Subrecipient (Applicant) may use the value of donated resources to offset the non-Federal cost share of its eligible Emergency Work projects and DFA.

For the purpose of this publication, we are defining donated resources in **three (3) categories**:

- **Volunteer labor**, including logistical support
- **Donated equipment**
- **Donated goods and materials**

- **Eligible Activity** – Volunteer and donation activities eligible under the FEMA PA Program for Emergency Work (Categories A and B) projects. FEMA has provided the following list as examples of eligible activities:
  - Debris removal on private property **EXCEPT if Private Property Debris Removal (PPDR) policy is approved by the Federal Coordinating Office (FCO) for the disaster in the designated area.**
  - Feeding volunteers doing ineligible work.
  - **Volunteer firefighters** working within their own districts.
  - Emergency repairs to **private property**.
  - Unapproved donation warehouse and POD activities.

- **Eligible Work** – FEMA PA Program Categories A-B. Work that must be performed to reduce or eliminate an immediate threat to life, protect public health and safety, and to protect improved property that is significantly threatened due to disasters or emergencies declared by the President.

- **Federal Share** – The Federal share is not less than **75 percent** of the eligible costs.

- **Grantee / Recipient** – Grants are typically awarded to States and Federally recognized Tribal authorities or Territories. The entity receiving the grant award is called the Recipient. You may also hear Recipients referred to as the Grantee. FEMA currently prefers the term Recipient.

- **Memorandum of Understanding** – An agreement between two (bilateral) or more (multilateral) parties. It expresses a convergence of will between the parties, indicating an intended common line of action.
• **Mutual Aid Agreement** – In emergency services, mutual aid is an *agreement among emergency responders* to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire.

• **Non-Federal Cost Share** – A *local match* for a portion of the total assistance received. The local match is typically 25% of the total Federal assistance provided.

• **Unaffiliated Volunteer (or spontaneous volunteer)** – Individuals or groups of people who seek or are invited to contribute their assistance during and/or after an event, and who are *not affiliated or associated* with a recognized disaster response agency, nonprofit or other relevant entity or with any part of the existing *official* emergency management response and recovery system and *may or may not have relevant training, skills or experience*.

• **Organization Contact** – The position of **Organization Contact** is envisioned to ensure **Documentation Forms** to document volunteers and donated resources are completed by their agency and/or volunteers and submitted to the **VDRC**. Organization Contacts are responsible for working with the VDRC to ensure **eligible activities** that offset non-Federal cost share are captured on the Documentation Forms.

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**.

• **Recipient** – A non-Federal entity that receives a **Federal award** directly from a Federal awarding agency to carry out an activity under a Federal program (usually the State or Tribal government).

• **Subgrants** – The Recipient or Grantee sometimes awards subgrants to other entities, typically local governing authorities, State agencies, certain private nonprofits (PNPs) or emergency management programs. Also called **Subrecipient**.

• **Subrecipient** – Once a subgrant is awarded, the Applicant becomes a Subrecipient. You may hear Subrecipients referred to as Subgrantees. Subgrantee, Subrecipient and Applicant are often used interchangeably. FEMA currently prefers the term **Subrecipient** (Applicant).

• **Unsolicited Donations** - When goods, supplies, services and other materials are donated but are *not needed* by disaster survivors or offers of services are not needed in the response or recovery process, receiving and sorting unneeded goods wastes valuable resources.

• **Volunteer + Donated Resources Coordinator (VDRC)** – The VDRC has a **comprehensive role** before, during and after an emergency or disaster. The scope of his/her role needs to be *agreed* on by the relevant authorities managing the emergency or disaster. His/her role is critical to the **documentation effort** to capture and quantify volunteer and donated resources. The VDRC will also work with local volunteer groups to capture volunteer and donated resources data.

Preferably the VDRC has **experience** in managing and documenting volunteers and donations and does **not** have another role within the existing **Emergency Management Plan (EMP)**.
There are three (3) approaches to filling the VDRC position during a disaster. The approach taken will depend on the size, location and impact of the emergency or disaster.

1. The Parish identifies a staff member to fill the role of the VDRC during an emergency or disaster; OR
2. Use GOHSEP’s previously identified and trained selected personnel to function as a VDRC during a disaster. This liaison will be deployed to the most impacted Parishes. AmeriCorps may also provide Coordinators when needed; OR
3. A volunteer organization identifies and provides a person(s) to fill the role of the VDRC and work with the Parish Office of Homeland Security and Emergency Preparedness (OHSEP).

The VDRC’s role is envisioned to:

» Manage the overall volunteer and donated resources program.
» Ensure receipt of Documentation Forms from the Organization Contact.
» Documents and quantifies 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 record-keeping and documentation that ensures eligible activities are captured and quantified so the value can be applied to offset the non-Federal cost share.

• Volunteer Reception Center – A VRC can be a physical location or a virtual site depending on the disaster.
  » VRC handles registration of unaffiliated volunteers, conducts background checks and skills assessments, and badging or wrist banding procedures.
  » Volunteer requests and referrals (assignments) are coordinated out of the VRC.
  » VRCs also provide briefings on documentation protocols and other critical information, including volunteer check-in / check-out procedures and timekeeping protocols which generally include turning in time sheets at the end of each shift.

In addition to gathering the required documentation through the VRC, the data can also be collected directly from the volunteer organizations.

» At the Parish’s request, GOHSEP can provide a liaison to interact with volunteer organizations and assist with documentation collection.

• Whole Community – Describes individuals and communities, the private and nonprofit sectors, faith-based organizations, and all levels of government (local, regional/metropolitan, State, Tribal, territorial, insular area and Federal). Whole community is defined in the National Preparedness Goal as “a focus on enabling the participation in national preparedness activities of a wider range of players from the private and nonprofit sectors, including nongovernmental organizations and the general public, in conjunction with the participation of all levels of government in order to foster better coordination and working relationships.”
INTRODUCTION TO THIS TOOLBOX

Volunteer and donated resources are valuable supplements to emergency and disaster response and recovery efforts. This ToolBox helps you learn how to maximize those contributions.

Power of Volunteers + Donations

Recent news coverage shows the power of friends helping friends, neighbors helping neighbors and strangers helping strangers when communities are confronted with catastrophic emergencies or disasters.

Spontaneous offers of help during an emergency or disaster are becoming more frequent as communities are responding to what sometimes feels like an increasing number of incidents. For example, since Hurricane Katrina in 2005 – the Nation’s costliest disaster to date – there have been 19 Presidential declared emergencies and disasters requiring Federal assistance in Louisiana.

[SOURCE: fema.gov/disasters]

Volunteers are wonderful assets. Volunteers – both those trained and affiliated with a nonprofit, a response partner or other relevant entities, and those not affiliated will come forward. Groups, organizations and individuals will send donations of goods, services, supplies, materials and equipment.

Unaffiliated volunteers and unsolicited donations bring valuable assets, skills, manpower, goods and services to supplement emergency or disaster response and recovery.

However, Emergency Managers tell us they can be overwhelmed when considering how to manage, deploy, supervise and document volunteer time and donations, especially from unaffiliated (or spontaneous) volunteers and unsolicited donations. This creates a strong argument for planning – pre-event – on how volunteers will be channeled to where their skills are best suited so they are maximally efficient, and how unsolicited donations will be received, warehoused and distributed.

Because many unaffiliated volunteers lack formal emergency and disaster response and recovery training – like that offered by the American Red Cross (ARC), The Salvation Army and others – there is understandable concern among emergency management professionals to consider unaffiliated volunteers as a resource.
UNAFFILIATED VOLUNTEERS

- How many will come?
- When will they arrive?
- Will any have the skills really needed?
- What happens if someone gets hurt?
- Where will they stay?
- Who will feed them and how?
- How will they know where to go?
- How will they know what to do?
- Who will manage them?
- How will the value of their time be determined?
- How will compliant documentation be assured?

UNSOLICITED DONATIONS

- What will be donated?
- Will it require special handling? Refrigeration?
- Is it what we need to aid the response and recovery?
- Is it what those impacted by the disaster need – immediately or later?
- Where will donations be collected?
- Where, when and how will donations be warehoused?
- How will value be attached to the various donations that come in?
- How will donations be distributed? When?
- Who will manage the process?
- How will compliant documentation be assured?

Instead, volunteer and donated resources should be embraced. Local and State authorities need to develop a plan to effectively use both in order to take advantage of volunteer time and donations offered without hindering emergency response professionals in their work.

It can be a big task.

For example, after Hurricane Katrina struck New Orleans in 2005, more than 8,000 unaffiliated and spontaneous volunteers registered in the first 24 hours. In our neighboring state of Texas, over the course of the Harris County emergency operations, volunteer coordinators received an average of 3,500 spontaneous volunteer registrations each day. American Red Cross (ARC) alone used 50,000 spontaneous volunteers.

[SOURCES: U.S. Department of Homeland Security (DHS), Good Story: Harris County, Texas Citizen Corps’ Response to Hurricane Katrina’, Lessons Learned Information Sharing (LLIS) database, 17 November 2005 and cited in Spontaneous Volunteer Management Resource Kit, produced by the American Red Cross (ARC) under the auspices of the Australian Government, Department of Families, Housing, Community Services and Indigenous Affairs.]

Challenge

The challenge is providing for the coordination and management of those resources. Roles and responsibilities for managing and documenting volunteer time and donated resources need to be identified pre-disaster, ensuring capacity and capability to undertake those roles in the event of an incident.

Consider who will be responsible for managing unaffiliated volunteers and unsolicited donations, and ensuring proper recordkeeping so that eligible work and donations can be applied to offset the non-Federal cost share.

A unique challenge is working with unaffiliated volunteers who are first on the scene. Most response work is done by community members who are present or nearby during a disaster. They often initiate and perform critical activities, such as search and rescue and first-aid immediately following events, bringing equipment, supplies and materials with them. These individuals are unlikely to view themselves as spontaneous volunteers; they are more likely to think of themselves as good Samaritans or simply responsible community members.

Should Unaffiliated Volunteers + Unsolicited Donations be Turned Away? We Believe the Answer is NO!

Here’s why . . .

- Volunteer and donated resources supplement other response and recovery resources and are needed.
- Further – and importantly – the value of each eligible activity and all eligible donated supplies, materials and/or pieces of equipment can be applied to offset (reduce) the non-Federal cost share of FEMA Public Assistance (PA) Grants when properly documented.
Clearly a process and a plan is needed.

Processes and plans help ensure effective delivery of needed support. They also help ensure time and donations are captured and quantified.

While the task of plan development is beyond the scope of this publication, we offer guidance for capturing and quantifying volunteer and donated resources and high-level tips, discussion, SAMPLE job aids and more for those who want to consider developing a plan. (See Section III + APPENDIX)

Candidates for Managing Volunteer + Donated Resources

There are several “candidates” suitable to take on the responsibilities of managing, deploying, documenting and accounting for volunteer and donated resources.

Every community will find that it has at least one (1) organization whose non-disaster mission and position in the community make it a logical organization to coordinate the multi-agency utilization of unaffiliated volunteers and management of donated resources. It will not necessarily be the same agency or the same kind of agency in every Parish.

While there are a number of groups or organizations, including local and State authorities who are suitable to taking on this role, this publication envisions the management, documentation and quantification of volunteer and donated resources at the Parish and Subrecipient (Applicant) level.

Purpose of this ToolBox

GOHSEP encourages the strategic use of volunteers and the management and distribution of unsolicited donations.

EXAMPLES OF ACTIVITIES + OFFSETTING

- Muck + Gut
- Shelter Operations
- Warehouse + Logistical Support
- Search + Rescue
- Crisis Hotline

Category A + B

- Volunteer Name
- Date + Hours Worked
- Specific Work Site Location
- Description of Work

Track + Document

- Equipment Type + Description
- Date + Time Use

Cost-Share Offset!

- The Value of those Documented Volunteer Hours + Donated Resources can be Considered by FEMA for Credit Toward Your Non-Federal Cost Share.
We offer a proposed process that is scalable to any emergency or disaster to begin to capture and quantify eligible volunteer work and donations to offset the non-Federal Parish cost share of FEMA PA grants.

While a fully developed program for managing volunteers and supplies, materials and equipment donations is needed, this publication is intended to be a high-level view of volunteer and donated resources management issues and challenges to inform future planning and Best Practice guidance.

Scope of the ToolBox

This ToolBox . . .

- Articulates a process for identifying, capturing, quantifying, documenting and establishing the value of volunteer hours and donated resources, including supplies, materials and equipment.
- Includes SAMPLE data collection forms, instructions on how to complete those forms and submit to FEMA so the value of eligible activities and goods and services can be applied to offsetting the non-Federal cost share.
- Provides communications tools to support outreach and stakeholder education initiatives.
- Contains SAMPLE job aids, including badging, wrist bands, banners, directional signage and other creative – along with ordering instructions – along with instructions to volunteers, registration, request and referral forms and more.
- Provides planning tips for those who want to consider developing a local Volunteer + Donated Resources Comprehensive MANAGEMENT Plan.
- And MORE!

Intended Audiences

- Local, State and Tribal Authorities
- FEMA PA Grant Subrecipients (Applicants)
- Emergency Managers
- Emergency Response and Public Safety Stakeholders
- Nonprofits Involved in Response and Recovery

Authorities + References

Legal Authorities

Federal
- 44 CFR 13.24
- FEMA Donated Resources Criteria for Public Assistance
- FEMA Public Assistance Program and Policy Guide (PAPPG)
- 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
- Mennonite Disaster Services Agreement with Federal Disaster Assistance Administration (FDAA)
- Salvation Army Charter, May 12, 1974

References
- Australian Government Spontaneous Volunteer Management Resource Kit
- Citizen Corps Volunteer Liability Guide: An Overview of Legal Issues and Approaches to Address Liability for Emergency Volunteers


**Inquiries + Thanks**

Requests and inquiries concerning reproduction of this publication should be addressed to: gohsepcor@la.gov

This document was produced with the help of all those who participated in Focus Groups, 1-on-1 meetings and provided feedback at workshops and during Pilot initiatives. Other participants include:

• **Louisiana Department of Health and Hospitals** (LDHH)
• **Volunteer Louisiana**
• **Parish OHSEP Directors**

**Disclaimer**

This document is intended to provide guidance on opportunities to identify, capture and quantify eligible volunteer work, goods and materials, and donated equipment for the purposes of offsetting the Federal cost share of FEMA Public Assistance (PA) grants. It does not and is not intended to address all volunteer and donated resources documentation issues a Subrecipient (Applicant) may face.

It is the Subrecipient’s (Applicant’s) responsibility to ensure that all Federal regulations are followed to successfully capture and apply volunteer and donated resources to offset the non-Federal cost share.

The State of Louisiana (State) accepts no responsibility for the accuracy or completeness of any material contained in this publication. Additionally, the State disclaims all liability to any person in reliance, whether wholly or partially, upon any information presented in this publication. The material contained in this publication does not necessarily represent the views of the State.
I. OVERVIEW: VOLUNTEER + DONATED RESOURCES — WHY BOTHER?

Volunteer and donated resources supplement existing local, State, Tribal and Federal response and recovery resources.

What are Volunteer + Donated Resources?

In the aftermath of an emergency or disaster, especially a large scale event, individuals and organizations often donate resources – equipment, supplies, materials and/or volunteer labor – to assist with response recovery activities. In this publication we call this effort volunteer and donated resources.

Communities working together is important. Volunteers provide supplemental work through outreach and care, which first responders engaged in saving lives cannot always do. Donations demonstrate concern and compassion for those impacted by the event.

What is the Non-Federal Cost Share?

Federal assistance for a declared emergency or major disaster generally requires the recipient of Federal assistance – also called Subrecipient ( Applicant) – to provide a local match – also called the non-Federal cost share OR cost-sharing – for a portion of the total assistance received. All projects approved under the FEMA Public Assistance (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.

What is the Offset?

FEMA allows individuals and organizations to donate resources to assist with response and recovery activities. Donated resources can include donated equipment, goods, materials or labor.

While FEMA does NOT provide FEMA 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).

There are other requirements that must be met for volunteer time and donated supplies, materials, goods and services to apply to the offset. Those are discussed in more detail in Section II of this publication.


**Affiliated + Unaffiliated Volunteers + Donors**

**Affiliated volunteers and donors** – are those affiliated with and typically trained with a nonprofit or other emergency or disaster response entity.

**Unaffiliated or spontaneous volunteers** – are individuals or groups of people who seek or are invited to contribute their assistance during and/or after an event, and who are not affiliated with the existing official emergency management response and recovery system. They may or may not have relevant training, skills or experience.

Volunteers are typically motivated by community ownership, but may also converge on the emergency or disaster scene from outside the area.

**Casual volunteers and donors** – are sometimes thought of as a subset of unaffiliated volunteers. They typically include Individuals or groups of people who undergo checks and training in advance of an emergency, but remain otherwise unaffiliated with the existing official emergency management response and recovery system. They may be part of a business or professional group and/or highly skilled professional service providers.

Volunteers can typically be thought of in **four (4) broad categories** and identified as either within the impacted area or coming from outside of the area. Unsolicited donors can be thought of in similar categories.

Volunteers and donors are also often designated by **in- or outside-of-the-emergency or disaster area.** See chart below.

---

**AFFILIATED + NON-AFFILIATED VOLUNTEERS + DONORS**

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>DEFINED AS</th>
<th>IN- OR OUT-OF-AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFFILIATED VOLUNTEER OR DONOR</td>
<td>Those who are affiliated with a nonprofit or other emergency or disaster response entity and generally have been trained.</td>
<td>Within or from outside of the impacted area.</td>
</tr>
<tr>
<td>UNAFFILIATED (SPONTANEOUS) VOLUNTEER OR DONOR</td>
<td>Those unaffiliated with a nonprofit or other emergency or disaster response entity.</td>
<td>Within or from outside of the impacted area.</td>
</tr>
<tr>
<td>CASUAL VOLUNTEER OR DONOR</td>
<td>Those who are a part of a business or professional organization and offer specialized services usually in the event of a large or catastrophic incident can be affiliated or non-affiliated.</td>
<td>Within or from outside of the impacted area.</td>
</tr>
<tr>
<td>PROFESSIONAL VOLUNTEER</td>
<td>Skilled and trained but previously unaffiliated.</td>
<td>Outside of the impacted area.</td>
</tr>
</tbody>
</table>

[SOURCE: Managing Spontaneous Volunteers in Emergencies: Draft Communication Strategy and cited in Spontaneous Volunteer Management Resource Kit, produced by the American Red Cross (ARC) under the auspices of the Australian Government, Department of Families, Housing, Community Services and Indigenous Affairs]
Why Volunteer + Donated Resources are Important

Supplementing Local Resources

Emergency management relies heavily on the volunteer sector.

Many traditional response organizations likely prefer to operate with highly trained people who know and follow their organization's prescribed procedures. However, when responding to a major event, even seasoned responders sometimes find themselves shorthanded and unable to meet community needs.

Volunteers and donors offer skills and resources that supplement the existing resources of local, State and Tribal authorities.

VOLUNTEER + DONATED RESOURCES SUPPLEMENT THE CAPABILITIES OF LOCAL + STATE + TRIBAL + THE NATIONAL GOVERNMENT

- *Presidential Policy Directive 8: National Preparedness (PPD-8)* states that effective response to natural and man-made disasters is an “all-of-Nation” approach that leverages all available capabilities in a coordinated and efficient way.
- FEMA established the whole community approach to disaster response and recovery to incorporate capabilities of the entire community, including private-sector, individual and nonprofit resources, beyond traditional, government-centric disaster management.
- Nongovernmental organizations (NGOs) includes faith-based, nonprofit groups, civic and fraternal organizations, private-sector entities, and individuals that possess knowledge, assets, skills, goods and services that the government cannot provide.

Examples – Value of Volunteer + Donated Resources to Offset the Non-Federal Cost Share – Florida + Joplin + Louisiana

While the value of volunteer and donated resources is significant in offsetting the non-Federal share, as the examples below demonstrate, benefits go beyond supplementing local resources.

**FLORIDA**

Two (2) Florida counties demonstrated that it is not only possible but extremely cost-effective to harness volunteer and donated resources. When a rare F-4 tornado ripped through Osceola, Orange and Seminole Counties in late February 1998, tearing apart homes, businesses and lives, calls from people offering assistance immediately poured in.

As Osceola County’s professional responders and trained, affiliated volunteers rescued survivors and tried to protect property from further damage, several county employees began to set up a volunteer intake and dispatch center to handle the unaffiliated volunteers offering to help.

More than 3,100 unaffiliated volunteers registered during the next few weeks. Hundreds more helped during the first few days, but were never registered.

Nearly 1,000 of these volunteers were residents of Osceola County; more than 1,700 were from elsewhere in Florida. Nearly 400 were from out of State. They included individuals and families, groups from 38 churches, 10 schools and universities, 45 businesses and 35 other community or civic organizations.

After the tornado in Osceola County, the initial estimate for professional cleanup alone was more than $8 MILLION. The actual cost of cleanup was about $1.4 MILLION, largely due to the significant efforts of unaffiliated volunteers.

Volunteer participation also shortened the estimated cleanup time from 90 days to approximately 55 days.

The County’s total reimbursement from FEMA is anticipated to be more than $2 MILLION. The documented value of those volunteer hours covered $240,000 of Osceola’s approximately $300,000 total match – or approximately 80%.

In Seminole County, the estimate for professional cleanup was $1.5 MILLION. The work contributed by unaffiliated volunteers helped to bring the cleanup cost down to $660,000. Because the Seminole Community Volunteer Program was able to set up its disaster volunteer center almost immediately, sufficient volunteer hours were
documented to cover the entire $330,000 county match for the $2,242,199 Federal assistance provided by FEMA.

[SOURCE: Unaffiliated Volunteers in Response and Recovery, Volunteer Florida, The Governor’s Commission on Volunteering and Community Service]

MISSOURI

In the Joplin, Missouri disaster, more than 102,000 volunteers self-deployed and 610,000 volunteer hours were documented. Twelve thousand (12,000) hours of donated equipment were logged and $8.5 MILLION in goods and services were donated.

AmeriCorps managed the Joplin volunteer and donated resources process and documentation.

AmeriCorps documented $17.7 MILLION in offsets to the non-Federal cost share.

LOUISIANA

In comparison to the stories above, Louisiana has an even more compelling reason to capture and quantify volunteer and donated resources.

The amount of Emergency Work (Category A and B) done in Louisiana since 2005 (including Hurricanes Katrina and Rita) is approximately $4.6 BILLION. The amount of the non-Federal cost share since 2005 is approximately $1.1 BILLION.

Louisiana is currently writing a cost share offset Project Worksheet (PW) based on volunteer data from the August 2016 floods. While this will provide MILLIONS in offsets, a lot of money was left on the table due to a lack of required documentation and coordination among the State, Parishes and volunteer organizations.

How much can we save if we aggressively organize – at every level – our efforts to maximize and document volunteer and donated resources?

<table>
<thead>
<tr>
<th>VALUE OF VOLUNTEERS + DONATED RESOURCES TO THE OFFSET</th>
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</thead>
<tbody>
<tr>
<td><strong>FLORIDA</strong></td>
</tr>
<tr>
<td>3,100 unaffiliated volunteers.</td>
</tr>
<tr>
<td>Osceola County</td>
</tr>
<tr>
<td>✔ Saved $6.6 MILLION in tax payer dollars in cleanup costs.</td>
</tr>
<tr>
<td>✔ Saved 35 cleanup days.</td>
</tr>
<tr>
<td>Covered almost 80% of the non-Federal cost share.</td>
</tr>
<tr>
<td>Seminole County</td>
</tr>
<tr>
<td>✔ Saved $865 THOUSAND in tax payer dollars in cleanup costs.</td>
</tr>
<tr>
<td>Covered 100% of the non-Federal cost share.</td>
</tr>
<tr>
<td><strong>Missouri</strong></td>
</tr>
<tr>
<td>City of Joplin</td>
</tr>
<tr>
<td>✔ 102,000 volunteers.</td>
</tr>
<tr>
<td>✔ 610,000 volunteer hours.</td>
</tr>
<tr>
<td>✔ 12,000 hours of donated equipment.</td>
</tr>
<tr>
<td>✔ $8.5 MILLION donated goods + services.</td>
</tr>
<tr>
<td><strong>LOUISIANA</strong></td>
</tr>
<tr>
<td>✔ $4.666 BILLION Category A + B work.</td>
</tr>
<tr>
<td>✔ $1.166 BILLION non-Federal cost share.</td>
</tr>
<tr>
<td><strong>OFFSET:</strong> $11 MILLION so far . . .</td>
</tr>
</tbody>
</table>
II. VOLUNTEER + DONATED RESOURCES – OFFSETTING THE NON-FEDERAL COST SHARE
II. VOLUNTEER + DONATED RESOURCES — OFFSETTING THE NON-FEDERAL COST SHARE

Eligible volunteer and donated resources can be applied to offset (reduce) the non-Federal cost share. Here’s how.

Understanding the Offset

As noted previously, 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 Public Assistance (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 Mutual Aid Agreement (MAA) is eligible, provided there is NO COST to the Subrecipient (Applicant).
• Resources and work performed are tracked and documented.

[SOURCE: FEMA Donated Resources Criteria for Public Assistance.]

EXAMPLES OF VOLUNTEER AND DONATED RESOURCES.
EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

- Removing eligible debris from public property.
- Filling and placing sandbags.
- Muck, gut and mold work.
- Warehouse and logistical support.
- Supply distribution.
- Shelter and feeding operations.
- Donating equipment to raise or reinforce a levee.
- Donating equipment to clear Parish or City road right-of-way debris.
- Donating chainsaws to cut fallen trees blocking a public hospital drive.
- Donating materials such as dirt, rock, sand and materials associated with flood-fighting activities.
- Search and rescue when part of an organized search and rescue operation.
- Professional safety inspections.
- Donated equipment may also be Subrecipient (Applicant)-owned equipment – called Force Account Equipment or FAE. It may include permanently mounted generators and is based on hourly equipment rates or may be based on mileage for vehicles if the mileage is documented and is less costly than hourly rates.

EXAMPLES OF INELIGIBLE ACTIVITIES + DONATIONS

- Debris removal on private property EXCEPT if Private Property Debris Removal (PPDR) policy is approved by the Federal Coordinating Office (FCO) for the disaster in the designated area.
- Feeding volunteers doing ineligible work.
- Volunteer firefighters working within their own districts.
- Emergency repairs to private property.
- Unapproved donation warehouse and Points of Distribution (POD) activities.

If in doubt about eligible activities and/or donations, document anyway. It is better to over document rather than under.

More to Know About the Offset

- FEMA considers unpaid individuals who volunteer their labor to a Subrecipient (Applicant) to be a third party IF they are officially members or employees of the Subrecipient (Applicant) organization.
- Resources donated by an organization that normally provides the same resources under its mission are eligible as an offset provided the organization is NOT Federally funded.
- Resources donated by a Federal agency funded through a Federal award, or from another Federally funded source are NOT eligible as an offset.
- Donated resources may NOT be used to offset the non-Federal cost share if the resources were used for ineligible Emergency Work OR Permanent Work.
- FEMA prepares the donated resources Project Worksheet (PW) separate from Emergency Work projects and obligates the donated resource project AFTER it obligates ALL of the Subrecipient’s (Applicant’s) Emergency Work projects.
- FEMA applies the cost share to the total value of donated resources.

Documentation Requirements

Volunteer and donated resources must be properly documented so the value of volunteer hours and donated goods, services, materials and equipment can be considered by FEMA for cost share offset.

All volunteer hours, materials, supplies, goods and services, and equipment must be documented by a local public official or person designated by a local public official.

Documenting eligible volunteer time and donations needs to generally:

- Capture time, activity and donations received.
- Quantify time, activity and donations received (how much of what).
- Document (who, what, when, where).
- Determine value (worth of the donation).
• Be submitted to FEMA so that eligible volunteer and donated resources can be used to offset the non-Federal cost share.

**GENERALLY, DOCUMENTATION MUST INCLUDE . . .**

- **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.

FEMA has identified what it needs to know to assign, 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 types of donations made—volunteer hours (including those for logistical support), donated goods and materials (including services and supplies), and donated equipment—we have taken the forms currently used in the FEMA PA reimbursement process and adapted them for use in this effort.

**SAMPLE Documentation Forms for each can be found in the APPENDIX of this publication.**

**Role of Nonprofits + NGOs in Documentation Efforts**

Documentation requirements for nonprofit and nongovernmental organizations (NGOs) are the same as those for unaffiliated volunteers and unsolicited donations identified and discussed above. Most organizations and agencies have different database systems. However, the information needed is typically already gathered by the organization on a regular basis.

Just like the documentation discussed in Steps 1 – 6 in the following spiral pull-out SIX (6) STEPS FOR OFFSETTING THE NON-FEDERAL COST SHARE, we suggest nonprofits and NGOs use the universal forms included in the APPENDIX of this publication and shown above. These forms should be utilized for all future disasters and will meet both FEMA and State documentation requirements.

We are providing two universal forms for capturing volunteer hours, one form for capturing donated equipment and one form for capturing donated goods and materials.

- **Volunteer Hours Daily Collection Form**
- **Volunteer Hours Weekly Summary Form**
- **Weekly Donated Equipment Summary Form**
  - FEMA's Schedule of Equipment Rates
- **Weekly Donated Supplies + Materials Summary Form**

**Collaboration + Communications**

Collaboration and communications between volunteer organizations and the Parishes are essential. The local Parish cannot support the volunteer organization if they do not know who is operating in their jurisdiction, where they are volunteering, or what activities they are performing.

Conversely, volunteers make the largest impact when the Parish government communicates the needs of the disaster: What donated goods are needed; where to donate; what volunteer activities are needed; and where volunteers are needed.

Louisiana has an immunity statute for volunteers, but only if they collaborate with and organize their efforts under the local government.
GOHSEP is working on legislation that will support reimbursement, resource sharing and provide other benefits to volunteer organizations if they coordinate with the Parish and/or State.

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

**Volunteer + Donated Resources Coordinator (VDRC)**

The VDRC has a comprehensive role before, during and after an emergency or disaster. The scope of his/her role needs to be agreed on by the relevant authorities managing the emergency or disaster. His/her role is critical to the documentation effort to capture and quantify volunteer and donated resources. The VDRC will also work with local volunteer groups to capture volunteer and donated resources data.

Preferably the VDRC has experience in managing and documenting volunteers and donations and does not have another role within the existing Emergency Management Plan (EMP).

There are three (3) approaches to filling the VDRC position during a disaster. The approach taken will depend on the size, location and impact of the emergency or disaster.

1. The Parish identifies a staff member to fill the role of the VDRC during an emergency or disaster; OR
2. Use GOHSEP’s previously identified and trained selected personnel to function as a VDRC during a disaster. This liaison will be deployed to the most impacted Parishes. AmeriCorps may also provide Coordinators when needed; OR
3. A volunteer organization identifies and provides a person(s) to fill the role of the VDRC and work with the Parish Office of Homeland Security and Emergency Preparedness (OHSEP).

The VDRC’s role is envisioned to:

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

**Staffing the Roles of the Volunteer + Donated Resources Coordinator (VDRC) + Organization Contact**

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

**NONPROFITS + NONGOVERNMENTAL ORGANIZATIONS (NGOS)**

**Majors**
- 211
- American Red Cross
- American Society for the Prevention of Cruelty to Animals (ASPCA)
- AmeriCorps
- Humane Society
- National Council of Churches
- Professional groups + associations
- Private-sector companies that provide essential support (e.g., big box stores, utility companies, cellular companies, etc.)
- Salvation Army
- United Way
- National Voluntary Organizations Active in Disasters (VOAD) and Louisiana Voluntary Organizations Active in Disasters (LAVOAD)
- Others

**Smaller**
- Citizen Corps
- Individuals
- Local churches
- Local civic organizations
- Others
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 Contact

The position of Organization Contact is envisioned to ensure Documentation Forms to document volunteers and donated resources are completed by their agency and/or volunteers and submitted to the VDRC.

Organization Contacts are responsible for working with the VDRC to ensure eligible activities that offset non-Federal cost share are captured on the Documentation Forms.

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.

Scalability

Depending on the size and scale of the emergency or disaster, you may need:

- One (1) or more people assigned to the duties of VDRC.
- Three (3) Organization Contacts. One (1) for each of the data collection points identified in Step 1 of the Process.

Depending upon the size of the emergency or disaster, one (1) person may be sufficient to monitor, collect and summarize required data from several drop-off points, warehousing areas and/or multiple equipment receiving and deployment areas. OR in larger disasters you may need more.

Submitting Documentation to FEMA to Write 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 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.
GOHSEP is looking to institute a **single platform database** that addresses **interoperability** issues and allows for data collection and information sharing among the State, local government and volunteer agencies. This system allows for real-time information sharing, volunteer data capturing, resource sharing and tracking, volunteer certification and report generation. **Such an interface system would not require any agency or organization to replace their existing operating program.** We will update stakeholders as those projects mature.

## Workshops + Training

The State is working to create an **annual training schedule** that brings State agencies, Parish government and volunteer organizations together. These **collaborative workshops** will help build and maintain relationships, strengthen public-private partnerships, ensure proper education, combat high turnover and address capacity issues, identify new challenges, and foster trust and understanding among the State, Parishes and volunteer organizations.

### Role of Technology

All data collection forms are created to be editable and compatible with **Microsoft Excel** and **Adobe PDF**. They can be found on the GOHSEP website (**gohsep.la.gov**) and accessed through desktops, mobile devices and tablets with compatible software. GOHSEP will also ensure accessibility through the GOHSEP app.
6 Steps for offsetting the non-federal cost share
Volunteer + Donated Resources – The Process

LOGISTICAL SUPPORT
Reasonable logistical support for volunteers doing Emergency work MAY be applied to the non-Federal cost share offset.
SIX (6) STEPS FOR OFFSETTING THE NON-FEDERAL COST SHARE

We have identified six (6) steps for capturing, quantifying, documenting and establishing value needed to develop the Offset Project Worksheet (PW).

Because this is a pull-out job aid – meant to be used independently of the ToolBox – you will see there is some intentional redundancy between this Section and other Sections within the ToolBox.

All data collection forms are created to be editable and compatible with Microsoft Excel and Adobe PDF. They can be found on the GOHSEP website (gohsep.la.gov) and accessed through desktops, mobile devices and tablets with compatible software – assuming Internet is operational. GOHSEP will also ensure accessibility through the GOHSEP app.

As previously noted, there are three (3) areas that are eligible and offer opportunities for reducing the local non-Federal cost share:

- Volunteer labor, including logistical support
- Donated equipment
- Donated goods and materials

Subrecipients (Applicants) that keep accurate records of the hours and kinds of response work done by volunteers – and the donations of goods, materials and equipment they receive – have been successful in counting those contributions toward their non-Federal cost share. While the task of identifying, documenting and applying eligible offsets can at first seem overwhelming, the process is surprisingly simple.

If requested, GOHSEP will guide the Parish in implementing this six (6) step process.

Consider it a series of Action Steps . . .

GENERALLY, DOCUMENTATION MUST INCLUDE . . .

- **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.
THE PROCESS

STEP 1
Identify Locations Where Data Will Be Collected

- Pre-identify at least one (1) location for a donation center and Volunteer Reception Center (VRC).

STEP 2
Identify Needed Staff + Assign Responsibilities

- Pre-identify a person(s) to be tasked with documenting volunteer and donated resources during an emergency or disaster.

STEP 3
Instruct Staff + Training

- GOHSEP conducts quarterly trainings for State partners, Parishes and volunteer organizations.

STEP 4
Capturing the Data

- Document eligible volunteer and donated resources for cost-share offset.

STEP 5
Determine Value

- Establish the value of eligible volunteer and donated resources completed during the emergency or disaster event.

STEP 6
With FEMA, Develop the Offset Project Worksheet (PW)

- Working with your GOHSEP State Applicant Liaison (SAL) and FEMA Project Coordinator, use the data collected in the previous steps to write the Offset Project Worksheet (PW) for cost-share offset.
Step-by-Step Guidance for Offsetting the Non-Federal Cost Share

THE PROCESS

Notice that through this process we are intentionally providing significant focus on documentation duties as opposed to overall volunteer and donated resources management (discussed more fully in Section III. TIPS FOR BUILDING A VOLUNTEER + DONATED RESOURCES MANAGEMENT PLAN)

Developing a process for collecting, recording and maintaining the needed information for capturing, quantifying, documenting, determining value and submitting eligible activities and donations to FEMA to offset the non-Federal cost share is essential to success.

We suggest the overall process include:

• Identifying locations for data collection, who will collect that data and how it will be collected.
  » The map graphic on the following page represents a conceptual framework for the collection and reporting of volunteer hours, donated equipment and donated goods, services, supplies and materials and the staffing needed to support those efforts.

• Articulating a staffing plan and assignment of responsibilities.
  » The conceptual framework shown in the map graphic relies on the specific assignment of responsibilities for documentation at the closest point of activity and how that data will roll up through an overall Coordinator for managing the submission to FEMA for those activities and materials eligible to apply to the non-Federal cost share offset.

• Training stakeholders on the use of this job aid the documents required to offset the cost share.

• Daily production of documentation records and Weekly Reports.
  » Documentation will be critical to success. Daily time sheets, equipment logs and donated goods and materials inventory lists are needed to keep track of required information for offsetting the non-Federal cost share.

• Determining value of volunteer and donated resources.

• Submission of appropriate records to FEMA for inclusion in the Offset Project Worksheet (PW).

Providing Accountability

Each of the forms needed to document the information you need can be found in the APPENDIX of the VOLUNTEER + DONATED RESOURCES TOOLBOX and at the back of this job aid. Instructions for completing each are on the back of the Documentation Forms.

If you need help in determining what to collect and how, contact us at gohsepcor@la.gov.

• Volunteer Hours Daily Collection Form
• Volunteer Hours Weekly Summary Form
• Weekly Donated Equipment Summary Form
  » FEMA’s Schedule of Rates
• Weekly Donated Supplies + Materials Summary Form

INSTRUCTIONS FOR DATA COLLECTION FORMS

• Event: Enter the FEMA Disaster Number.
• Parish: Enter Parish where volunteer work was performed.
• Page_of_: Enter page number of current page and pages of entire document.
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Getting it right!

Volunteer + Donated Resources – Offsetting Non-Federal Cost Share

Representative Diagram – Data Collection Points
(Can be Real World or Virtual)

Volunteer + Donated Resources – The Process

Volunteer + Donated Resources Coordinator (VDRC)

FEMA Obligated Offset PW
After it obligates all of the A + B Emergency Work PWs

Pool to Offset
Non-Federal Cost Share

Reasonable logistical support for volunteers doing Emergency work may be applied to the non-Federal cost share offset.
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STEP 1: IDENTIFY LOCATIONS WHERE DATA WILL BE COLLECTED

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.

**REPRESENTATION DIAGRAM OF DATA COLLECTION POINTS.**
STEP 2: IDENTIFY NEEDED STAFF + ASSIGN RESPONSIBILITIES

As noted previously, perhaps the most significant challenge to a successful process of using volunteer and donated resources to offset the non-Federal cost share is determining who is going to manage the receiving and deployment of volunteer and donated resources, and the documentation required to qualify for offsetting the non-Federal cost share.

Candidates for Managing Volunteer + Donated Resources

There are several “candidates” suitable to take on the responsibilities of managing, deploying, documenting and accounting for volunteer and donated resources.

Every community will find it has at least one (1) organization whose non-disaster mission and position in the community makes it a logical organization to coordinate the multi-agency utilization of unaffiliated volunteers and manage donated resources.

It will not necessarily be the same agency or the same kind of agency in every Parish.

While there are a number of groups or organizations, including local and State authorities who are suitable to taking on this role, this publication envisions the management, documentation and quantification of volunteer and donated resources at the Parish and Subrecipient (Applicant) level.

The person or persons assigned the responsibility to document donated resources – affiliated and non-affiliated volunteer time and donations of supplies, materials and equipment – determine value, eligibility and submitting to FEMA can be identified by a number of titles or designations.

For the purposes of this publication, we are identifying two (2) functional positions:

- Volunteer + Donated Resources Coordinator (VDRC)
- Organization Contact

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

Volunteer + Donated Resources Coordinator (VDRC)

There are three (3) approaches to filling the VDRC position during a disaster. The approach taken will depend on the size, location and impact of the emergency or disaster.

1. The Parish identifies a staff member to fill the role of the VDRC during an emergency or disaster; OR
2. Use GOHSEP’s previously identified and trained selected personnel to function as a VDRC during a disaster. This liaison will be deployed to the most impacted Parishes. AmeriCorps may also provide Coordinators when needed; OR
3. A volunteer organization identifies and provides a person(s) to fill the role of the VDRC and work with the Parish Office of Homeland Security and Emergency Preparedness (OHSEP).
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 Contact

The position of **Organization Contact** is envisioned to ensure Documentation Forms to document volunteers and donated resources are completed by their agency and/or volunteers and submitted to the VDRC.

Organization Contacts are responsible for working with the VDRC to ensure eligible activities that offset non-Federal cost share are captured on the Documentation Forms.

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.

### Scalability

Depending on the **size** and **scale** of the emergency or disaster, you may need:

- **One (1)** or more people assigned to the duties of VDRC.
- **Three (3) Organization Contacts.** One (1) for each of the data collection points identified in Step 1 of the Process.

Depending upon the size of the emergency or disaster, one (1) person may be sufficient to monitor, collect and summarize required data from several drop-off points, warehousing areas and/or multiple equipment receiving and deployment areas. **OR in larger disasters you may need more.**
Data Collection Sequence

Data can be collected **physically** (in-person) or **virtually**. The sequence of data collection will generally look like this:

- Once data is collected at the data collection points by the **Organization Contacts**, they submit the data to the VDRC.
- With that data, the **VDRC** generates a **Weekly Report**. Once the disaster period has ended, the VDRC generates a **Disaster Summary Report**.
- The **VDRC** then submits the **Disaster Summary Report** to the **Subrecipient (Applicant)** and **GOHSEP State Applicant Liaison (SAL)** for review.
- Once all materials have been reviewed, documented and approved, they are submitted by the **GOHSEP SAL** to FEMA.
- **FEMA** determines eligibility of the offsets and works with the **GOHSEP SAL** to write the **Offset Project Worksheet (PW)**.

### DATA COLLECTION SEQUENCE

- **Organization Contact**
- **VDRC Generates Weekly Report**
- **VDRC Generates Disaster Summary Report**
- **Reports to FEMA**

- FEMA Determines Eligible Offsets
- FEMA with GOHSEP State Applicant Liaison (SAL), writes Offset Project Worksheet (PW)
VOLUNTEER + DONATED RESOURCES
CAPTURE + QUANTIFY + DOCUMENT + VALUE OF VOLUNTEER + DONATED RESOURCES

Volunteer + Donated Resources Coordinator (VDRC)

Organization Contact – Volunteer Labor

Organization Contact – Donated Equipment

Organization Contact – Donated Goods + Materials

FEMA + GOHSEP State Applicant Liaison (SAL) Writes Offset PW

GOVERNOR’S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS
Volunteer + Donated Resources - Offsetting Non-Federal Cost Share
STEP 3: INSTRUCT STAFF + TRAINING

Quality documentation is a team effort. All personnel who supervise volunteers should be trained on the importance of thoroughly documenting the hours and type of work done by volunteers, and goods, materials and equipment donated. Everyone needs to understand what to collect, save, turn in, log in, etc.

To ensure that collective knowledge is achieved, GOHSEP will conduct quarterly trainings. State partners, Parishes and volunteer organizations will come together for workshops addressing:

- What documentation is required.
- The process for collecting, reporting and submitting required documentation.
- Roles and responsibilities of those charged with capturing, quantifying, documenting, establishing value and developing the Offset Project Worksheet (PW).

- Proper completion of forms and how to record needed information.
- How to determine value of donated time, supplies, materials and equipment.
- How to determine eligible activities and donations for offsetting the non-Federal cost share.
- How to capture data digitally.
- What to do with data once collected.

Instruction should also include the importance of Getting it Right! Documentation must be thorough, accurate and timely.

A SAMPLE TRAINING CALENDAR is included in the APPENDIX of this publication.
STEP 4: 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 types of donations made – volunteer hours, donated equipment, and donated goods and materials – we have taken the forms currently used in the FEMA Public Assistance (PA) reimbursement process and adapted them for use in this effort.

SAMPLE Documentation Forms for each can be found in the APPENDIX of this publication and at the end of this pullout job aid.

GOHSEP recommends that the VDRC and Organization Contact maintain a copy of this Toolbox for easy access to the forms, job aids and tips that are included. You will want to ensure additional copies of all forms needed for collecting, recording, maintaining and submitting documentation are onsite and available at the various data collection points.

A copy of this Toolbox, including the forms mentioned above, are located at gohsep.la.gov.

The Volunteer Reception Center (VRC) and unaffiliated volunteers fall under the domain of the Lt. Governor’s Office – Volunteer Louisiana. Should a VRC be stood up, GOHSEP provides coordination and support.

All donated resources MUST have the following information included in the documentation package:

- Daily records of materials received and distributed – managed by the Organization Contact.
- Weekly Summary Reports – developed by the VDRC – compiled and provided to appropriate management, including value of supplies and materials received and supporting vendor documentation.
- Photographic documentation – GOHSEP recommends the use of smartphone pictures as items come in to drop-off sites and warehousing locations.

In coordination with the Organization Contact, all of the above recorded documentation is to be submitted by the VDRC to the GOHSEP SAL for inclusion in the Offset Project Worksheet (PW) documentation package.
Data Collection Notes Specific to VOLUNTEER LABOR

Capturing, quantifying, documenting, determining value and submitting volunteer hours to apply to the non-Federal cost share can be achieved by:

- Identifying and standing up a Volunteer Reception Center(s) (VRCs). A VRC can be a physical location or a virtual site depending on the disaster.
  - VRC handles registration of unaffiliated volunteers, conducts background checks and skills assessments, and badging or wrist banding procedures.
  - Volunteer requests and referrals (assignments) are coordinated out of the VRC.
  - VRCs also provide briefings on documentation protocols and other critical information, including volunteer check-in / check-out procedures and timekeeping protocols which generally include turning in time sheets at the end of each shift.

- In addition to gathering the required documentation through the VRC, the data can also be collected directly from the volunteer organizations.
  - At the Parish’s request, GOHSEP can provide a liaison to interact with volunteer organizations and assist with documentation collection.

SAMPLE Volunteer Information Forms, Requests for Volunteer Forms and Volunteer Referral Cards and other job aids can be found in the APPENDIX.

BADGING + WRIST BANDS

Badges and wrist bands or other identification are an essential part of the volunteer management process:

- Badges or wrist bands ensure only those authorized are allowed to enter the emergency or disaster site.
- Badges or wrist bands enable the volunteer to move around the impacted area.
- Color-coded badges or wrist bands can direct traffic away from areas designated as “off limits” allowing only those with certain colored badges or bands to enter.
- You may decide that only those – other than residents – with badges or wrist bands are allowed into food tents or other areas that offer support for volunteers.
- Badges can also enable a technology solution for signing in and signing out pre- and post-shift and collecting other needed information.
- Combined with a kiosk, time keeping and the collection of other needed information can be entered directly into a data base at the kiosk site.
- Badges are important to volunteers. After an emergency or disaster, they become mementos that memorialize the volunteer’s participation in the response effort.

VRC CAN BE A PHYSICAL LOCATION OR A VIRTUAL SITE.
Reasonable **logistical support** for volunteers doing eligible work, such as donations warehousing and management related to eligible Emergency Work, may – **subject to FEMA approval** – be eligible for either:

- **Funding** – If the Subrecipient (Applicant) provides the logistical support OR
- **As a donation credit** – If a third party provides the logistical support.

**Data Collection Notes Specific to DONATED EQUIPMENT**

Donated equipment can be **eligible** for offsetting the non-Federal cost share. To be **eligible** donated equipment must:

- Come from a **third party** (a private entity or individual that is not a paid employee of the Subrecipient (Applicant) or Federal, State, Tribal or territorial government).
- Be used in the performance of eligible **Emergency Work**.
- Be **tracked** by work performed and including **description**, specific **locations** and **hours** used.

While our conceptual process model shows donated equipment going to a **central location**, that may not always be the case. Donated equipment might be sent directly to law enforcement, a hospital, Public Works Department, utilities or elsewhere. Wherever it is sent, the donated equipment and its use must be documented and valued so it can be applied to the offset.

Equipment used through a **Memorandum of Understanding (MOU)** or contract in place prior to the emergency or disaster may be counted as donated equipment.
Data Collection Notes Specific to DONATED GOODS + MATERIALS

Donation drop-off locations, collection centers, and warehousing and distribution centers must be identified prior to the emergency or disaster event and can be pre-contracted to secure the location. Staff or volunteer organizations must be pre-identified and tasked to run these locations.
STEP 5: DETERMINE VALUE

All work that is eligible for FEMA reimbursement – if done by Parish employees or contractors – is also eligible when done by volunteers.

Assigning credit for volunteer contributions and donated supplies, materials and equipment is determined by FEMA if the Parish OR Subrecipient (Applicant) and its contractors have established and can document the value for each type of work completed or donation received.

To apply eligible volunteer and donated resources to the non-Federal cost share, value of the labor provided or donations received must be calculated. The value in each category is calculated differently but based on sound fair-market conditions.

The total credit can only be applied to the local non-Federal cost share of eligible Emergency Work projects and Direct Federal Assistance (DFA).

REMEMBER: Logistical support is an eligible cost. Donations from other Federal Agencies (OFAs) are not eligible.

DETERMINING LABOR VALUE

Total Volunteer Labor Hours X Labor Rates (based on Rate of Applicant Employee Doing Same or Similar Work OR Market Rates for Similar Work)

EXAMPLE WAGE CALCULATION TO DETERMINE RATE WHEN NO EMPLOYEE IS DOING SIMILAR WORK

$25.34 / Hour (Median Hourly Rate) + 11% Workers Compensation + 7.65% FICA / MICA + 15% Retirement Benefits = $33.86 Overall Value of Labor
time he/she hands out meals must be established at something less than an engineer. Typically FEMA has set those rates at $12.00 per hour.

[Source: 2 CFR 200.306]

**Establishing Value for DONATED EQUIPMENT**

The value of donated equipment is determined by the number of hours each piece of donated equipment was used multiplied by the applicable Subrecipient’s (Applicant’s) or FEMA Schedule of Equipment Rate, whichever is lower.

- FEMA’s Schedule of Equipment Rates is found in the APPENDIX of this publication.

FEMA only applies equipment rates to time the Subrecipient (Applicant) is actually operating equipment.

- Costs to mobilize equipment is eligible.
- Costs for standby (time spent on hold or in reserve) time are NOT eligible unless the equipment operator uses the equipment intermittently for more than half of the working hours for a given day.

FEMA’s rate schedule includes any item powered by fuel or attached to any item powered by fuel.

[Source: 2 CFR 200.306]

**Establishing Value for DONATED GOODS + MATERIALS**

The value of donated goods and materials is the current commercial rate in local markets for purchasing the same or similar supplies or materials. The current commercial rate is determined by previous purchases or information from local vendors.

- Supplies and materials donated from other Federal Agencies (OFAs) may not be included.

**REMEMBER:** Only materials donated by third-party entities are eligible for credit.

[Source: 2 CFR 200.306]
STEP 6: 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 send 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.

A SAMPLE Project Worksheet (PW) for cost share offset is provided in the APPENDIX of this publication.

FEMALE PROJECT WORKSHEET (PW)

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<th>CODE</th>
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<th>QUANTITY/UNIT</th>
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NOTE:
O.M.B. No. 3067-0151
Expires April 30, 2001

PAPERWORK BURDEN DISCLOSURE NOTICE
You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms.

DOCUMENTATION SUBMISSION PROCESS FOR OFFSET PROJECT WORKSHEET (PW)

- Organization Contact
- VDRC
- Subrecipient (Applicant) + GOHSEP
- FEMA PA

- FEMA Determines Eligible Offsets
- FEMA with GOHSEP State Applicant Liaison (SAL), writes Offset Project Worksheet (PW)
SAMPLE DOCUMENTATION FORMS

- Volunteer Hours Daily Collection Form
- Volunteer Hours Weekly Summary Form
- Donated Supplies + Materials Weekly Summary Form
- Donated Equipment Weekly Summary Form
## Volunteer Hours Daily Collection Form

**Event (FEMA Disaster Number)**

**Parish**

**Page**

**Volunteer + Donated Resources Coordinator (VDRC)**

**Contact Phone #**

**Contact Email**

**Location/Site Address**

**Period Covering**

**Volunteer Organization**

**Description of Eligible Work Performed**

**Organization Contact**

**Contact Phone #**

**Contact Email**

<table>
<thead>
<tr>
<th>Volunteer Name</th>
<th>Hours Worked</th>
<th>Location Worked</th>
<th>Description of Work Performed</th>
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<tr>
<td><strong>Please read before signing:</strong> I have received safety instructions for working at this site and agree to follow the safety procedures and the directions of the site supervisor.</td>
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<td><strong>TIME IN</strong></td>
<td><strong>TIME OUT</strong></td>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>Provide Address/Location of Worksite with Zip Code</strong></td>
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**Daily Total Hours**

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**Governor's Office of Homeland Security & Emergency Preparedness**

Volunteer + Donated Resources - Offsetting Non-Federal Share

- Getting it right!
HOW TO COMPLETE THIS FORM

- **Event:** Enter the FEMA Disaster Number.
- **Parish:** Enter Parish where volunteer work was performed.
- **Page _ of _ :** Enter page number of current page and pages of entire document.
- **Volunteer and Donated Resources Coordinator (VDRC):** Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
- **Contact Phone #:** Enter phone # of VDRC.
- **Contact Email:** Enter email address of VDRC.
- **Location/Site Address:** Enter the address where volunteer work was performed.
- **Period Covering _ to _ :** Enter period of time covered on this data form.
- **Volunteer Organization:** Enter the name of the organization volunteers performed work under.
- **Description of Eligible Work Performed:** Enter a specific description of work performed eligible work performed.
- **Organization Contact:** Enter name of the Volunteer Organization Contact that is collecting the data for this form.
- **Contact Phone #:** Enter phone # of Organization Contact.
- **Contact Email:** Enter email address of Organization Contact.
- **Volunteer Name:** Read provided instructions before signing last and first name of volunteer.
- **Hours Worked:** Enter time in, time out and total hours for each designated volunteer.
- **Location Worked:** Enter the address of the location volunteer work was performed.
- **Description of Work Performed:** Enter a specific description of work performed by designated volunteer.

EXAMPLES OF INELIGIBLE ACTIVITIES + DONATIONS

- Debris removal on private property **EXCEPT** if Private Property Debris Removal (PPDR) policy is approved by the Federal Coordinating Office (FCO) for the disaster in the designated area.
- Feeding volunteers doing ineligible work.
- Volunteer firefighters working within their own districts.
- Emergency repairs to private property.
- Unapproved donation warehouse and POD activities.

[**SOURCES:** FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24]

If in doubt about eligible activities and/or donations, **document anyway.** It is better to over document rather than under.

EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

- Removing eligible debris from public property.
- Filling and placing **sandbags.**
- Muck and gut, mold work.
- Warehouse and logistical support.
- Supply distribution.
- Shelter and feeding operations.
- Search and rescue when part of an organized search and rescue operation.
- Professional safety inspections.
- Others.

[**SOURCES:** FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24]

Reasonable logistical support for volunteers doing eligible work, such as donations warehousing and management related to eligible Emergency Work, MAY - subject to FEMA approval – be eligible for either:

- **Funding** – If the Subrecipient (Applicant) provides the logistical support; OR
- **As a donation credit** – If a third party provides the logistical support.

[**SOURCE:** FEMA Public Assistance Program and Policy Guide (PAPPG) FP 104-009-2 / April 2017, page 36-37]
**Volunteer Hours Weekly Summary Form**

**Consolidated by Eligible Work Performed**

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<th>PARISH</th>
<th>PAGE of</th>
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<tr>
<th>VOLUNTEER NAME</th>
<th>VOLUNTEER + DONATED RESOURCES</th>
<th>DATES + HOURS WORKED EACH WEEK</th>
<th>COSTS (FEMA/GOHSEP DETERMINES)</th>
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<td><strong>TOTAL HOURS</strong>&lt;br&gt;<strong>HOURLY RATE</strong>&lt;br&gt;<strong>TOTAL HOURLY</strong></td>
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**NOTE:** * Straight-time + fringe benefits as a similarly qualified person in your organization that normally performs similar work. Overtime + premium rates DO NOT apply. See reverse.

**Governor’s Office of Homeland Security & Emergency Preparedness**

Volunteer + Donated Resources - Offsetting Non-Federal Share

Getting it right!
HOW TO COMPLETE THIS FORM

- **Event**: Enter the FEMA Disaster Number.
- **Parish**: Enter Parish where volunteer work was performed.
- **Page of**: Enter page number of current page and pages of entire document.
- **Volunteer and Donated Resources Coordinator (VDRC)**: Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
- **Contact Phone #:** Enter phone # of VDRC.
- **Contact Email**: Enter email address of VDRC.
- **Location/Site Address**: Enter the address where volunteer work was performed.
- **Period Covering to**: Enter period of time covered on this data form.
- **Volunteer Organization**: Enter the name of the organization volunteers performed work under.
- **Description of Eligible Work Performed**: Enter a specific description of work performed eligible work performed.
- **Organization Contact**: Enter name of the Volunteer Organization Contact that is collecting the data for this form.
- **Contact Phone #:** Enter phone # of Organization Contact.
- **Contact Email**: Enter email address of Organization Contact.
- **Volunteer Name**: Enter last and first name of volunteer.
- **Dates + Hours Worked Each Week**: Enter hours the designated volunteer worked on designated day, Monday through Sunday.
- **Total Hours**: Enter total number of hours volunteer work was performed throughout the designated week.
- **Hourly Rate**: Enter hourly rate for eligible volunteer work. The hourly rate is calculated by straight-time + fringe benefits as a similarly qualified person in your organization that normally performs similar work. Overtime and premium rates DO NOT apply.
- **Total Hourly**: Enter total hourly costs by multiplying hourly rate by total hours.
- **Grand Total**: Enter grand total by adding all total hourly rates together.

EXAMPLES OF INELIGIBLE ACTIVITIES + DONATIONS

- Debris removal on private property Exception if Private Property Debris Removal (PPDR) policy is approved by the Federal Coordinating Office (FCO) for the disaster in the designated area.
- Feeding volunteers doing ineligible work.
- Volunteer firefighters working within their own districts.
- Emergency repairs to private property.
- Unapproved donation warehouse and POD activities.

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- Warehouse and logistical support.
- Supply distribution.
- Shelter and feeding operations.
- Search and rescue when part of an organized search and rescue operation.
- Professional safety inspections.
- Others.

**Sources**: FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24

Reasonable logistical support for volunteers doing eligible work, such as donations warehousing and management related to eligible Emergency Work, MAY – subject to FEMA approval – be eligible for either:

- Funding – If the Subrecipient (Applicant) provides the logistical support; OR
- As a donation credit – If a third party provides the logistical support.

**Source**: FEMA Public Assistance Program and Policy Guide (PAPPG) FP 104-009-2 / April 2017, page 36-37
# DONATED EQUIPMENT WEEKLY SUMMARY FORM

Consolidated by Eligible Work Performed

<table>
<thead>
<tr>
<th>EVENT (FEMA Disaster Number)</th>
<th>PARISH</th>
<th>PAGE of</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)</td>
<td>CONTACT PHONE #</td>
<td>CONTACT EMAIL</td>
</tr>
<tr>
<td>LOCATION / SITE ADDRESS</td>
<td>PERIOD COVERING</td>
<td>TO</td>
</tr>
<tr>
<td>ORGANIZATION CONTACT</td>
<td>CONTACT PHONE #</td>
<td>CONTACT EMAIL</td>
</tr>
</tbody>
</table>

## DESCRIPTION OF ELIGIBLE WORK PERFORMED

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>EQUIPMENT CODE NUMBER*</th>
<th>OPERATOR'S NAME</th>
<th>DATES + HOURS USED EACH DAY</th>
<th>TOTAL HOURS</th>
<th>EQUIPMENT RATE*</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(INDICATE SIZE + CAPACITY + HORSEPOWER + MAKE AND MODEL AS APPROPRIATE)</td>
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</tbody>
</table>

**NOTE:** Equipment code numbers and equipment rates can be found at: https://www.fema.gov/media-library-data/1504646556623-5df6d34cb30e72f682133742903d310/2017_FEMA_Schedule_of_Equipment_Rates_508_FINAL.pdf.
EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

- Donating equipment to raise or reinforce a levee.
- Donating equipment to clear Parish or City road right-of-way debris.
- Donating chainsaws to cut fallen trees blocking a public hospital drive.
- Donated equipment may also be Subrecipient- (Applicant-) owned equipment – called Force Account Equipment or FAE.
- It may include permanently mounted generators – based on hourly equipment rates or may be based on mileage for vehicles if the mileage is documented and is less costly than hourly rates.


If in doubt about eligible activities and/or donations, document anyway. It is better to over document rather than under.
## DONATED SUPPLIES + MATERIALS WEEKLY SUMMARY FORM

<table>
<thead>
<tr>
<th>MATERIALS/VENDOR</th>
<th>DATE OF DONATION</th>
<th>QUAN.</th>
<th>UNIT PRICE*</th>
<th>TOTAL PRICE</th>
<th>DATE USED</th>
<th>DESCRIPTION OF DONATED MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Please Provide a Specific Description of Materials Donated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Water, Food, Cleaning Supplies, Toiletries, New Clothing, Diapers, etc.)</td>
</tr>
</tbody>
</table>

**NOTE:** *Based on fair market value as established in 2CFR200.306 OR current commercial rates. FEMA validates unit costs based on invoices from previous purchases or information from area vendors. [SOURCE: FEMA Public Assistance Program and Policy Guide (PAPPG), page 37].

---

**EVENT (FEMA Disaster Number)**

**PARISH**

**PAGE**

**VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)**

**CONTACT PHONE#**

**CONTACT EMAIL**

**VOLUNTEER ORGANIZATION**

**PERIOD COVERING**

**TO**

**ORGANIZATION CONTACT**

**CONTACT PHONE#**

**CONTACT EMAIL**

**TOTAL**

**GETTING IT RIGHT!!**
DONATED SUPPLIES + MATERIALS WEEKLY SUMMARY FORM

HOW TO COMPLETE THIS FORM

• **Event:** Enter the FEMA Disaster Number.
• **Parish:** Enter Parish where volunteer work was performed.
• **Page _ of _:** Enter page number of current page and pages of entire document.
• **Volunteer and Donated Resources Coordinator (VDRC):** Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
• **Contact Phone #:** Enter phone # of VDRC.
• **Contact Email:** Enter email address of VDRC.
• **Volunteer Organization:** Enter the name of the organization volunteers performed work under.
• **Period Covering _ to _:** Enter period of time covered on this data form.
• **Organization Contact:** Enter name of the Volunteer Organization Contact that is collecting the data for this form.
• **Contact Phone #:** Enter phone # of Organization Contact.
• **Contact Email:** Enter email address of Organization Contact.

• **Description of Eligible Work Performed:** Enter a specific description of work performed eligible work performed.
• **Materials/Vendor:** Enter name of materials received/vendor received from.
• **Date of Donation:** Enter date donation was received.
• **Quantity:** Enter how many of designated material were received.
• **Unit Price:** Enter fair market value of designated material.
• **Total Price:** Enter total price by multiplying quantity and unit price.
• **Date Used:** Enter date designated material was used.
• **Description of Donated Materials:** Enter a specific description of materials donated.
• **Total:** Enter total price by adding all total prices together.

EXAMPLES OF INELIGIBLE DONATIONS

• Unapproved donation warehouse and POD activities.
[Sources: FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24]

If in doubt about eligible activities and/or donations, document anyway. It is better to over document rather than under.

EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

• Warehouse and logistical support.
• Supply distribution.
• Shelter and feeding operations.
• Donating materials such as dirt, rock, sand and materials associated with flood-fighting activities.
[Sources: FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24]
GOVERNOR’S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS

Volunteer + Donated Resources - Offsetting Non-Federal Cost Share

Getting it right!

VOLUNTEER + DONATED RESOURCES TOOLBOX

VOLUNTEER HERE

DONATE EQUIPMENT HERE

GOODS + MATERIALS

ORGANIZATION CONTACT

CAPTURE DATA HERE

CAPTURE DATA HERE

Volunteer + Donated Resources Coordinator (VDRC)

LOGISTICAL SUPPORT

Reasonable logistical support for volunteers doing Emergency work MAY be applied to the non-Federal cost share offset.

PW...
III. GETTING STARTED
III. GETTING STARTED . . .

The spontaneous nature of individual volunteering and unsolicited donations are inevitable.

GOHSEP has a well-developed all-hazards emergency management program from emergency and disaster preparedness and prevention to response, recovery and mitigation. While recognizing that all emergencies and disasters are local and response and recovery efforts are led by local authorities in impacted areas, our constituents – local, State agencies, Tribal authorities, public safety and emergency management stakeholders, and the general public – often rely on our guidance and leadership to help prepare for, respond to and recover from major events.

Our planning efforts include the whole community concept, incorporating nongovernmental organizations (NGOs), private-sector individuals and organizations along with nonprofits and faith-based organizations. When the emergency or disaster is Presidentially declared to receive Federal assistance, we also rely on our Federal partners.

GOHSEP encourages local authorities to develop a comprehensive local Volunteer + Donated Resources MANAGEMENT Plan. Planning helps ensure the highest and best use of volunteer time and donated resources using sound management practices and systems to address registering, organizing, managing and overseeing “all things” related to volunteer and donated resources, including but not limited to documentation.

Capturing, quantifying and documenting time, goods, materials and equipment donated to the response and recovery effort so that value can be identified for those efforts eligible to offset the non-Federal cost share of FEMA Public Assistance (PA) Grants is an important part of this work but there is more.

This Section focuses on a 100K-foot view of plan development and offers tips and identifies tools to help local authorities develop their plan to meet the unique needs of their community. Redundancy with prior sections of this ToolBox are intentional so this Section can be used as a stand alone job aid.

The offset resulting from the capture + quantification + documentation + establishing value of volunteer and donated resources can mean significant savings to local and State governments and other Subrecipients (Applicants) of FEMA Public Assistance (PA) grants.

Plan ahead to maximize those resources.
Why Plan?

Planning is about understanding desired outcomes and identifying, addressing and successfully overcoming challenges, which left unidentified or unaddressed, compromise the ability to successfully achieve those outcomes. Plans developed prior to activation, or pre-event planning in the case of response and recovery, helps ensure successful activations through early identification of challenges and barriers and the development of solutions prior to an event.

Successfully developing and activating what we call a Volunteer + Donated Resources MANAGEMENT Plan has its own unique challenges. Consider . . .

Challenges Specific to VOLUNTEERS

People’s motivation to help in the aftermath of an emergency or disaster can manifest itself in a number of ways: Donating goods and services, donating equipment, supplies and materials, donating money, and offering physical help.

What we have learned from our experience and from the experience of others is that volunteer time and donations – if not properly managed – can be overwhelming, creating an administrative burden to the response or recovery effort. That burden sometimes results in volunteers not connecting to needed work, OR goods and materials not getting to those who need them, OR equipment not being used by those who can operate it.

Volunteers, especially those that are non-affiliated and self-deploy, may lack training or necessary affiliations for disaster response, resulting in lost productivity for the volunteer AND the first responders he or she is supporting.

Standardization of operations may also become compromised. For example, if multiple search markings are used, structures may be unnecessarily searched multiple times OR may result in several search markings, some conflicting or incorrect.

BLACK SATURDAY

Following Victoria, Australia’s 2009 Black Saturday, more than 22,000 potential volunteers offered their help online, via the Go Volunteer website. Other volunteers came in by phone hot lines, managed by the Victorian Government.

Only a fraction of these volunteers were used.

While most did, some received no further information or even an acknowledgment of their offer.

The volume of volunteer time and goods donated in the aftermath of an emergency can be overwhelming.

It’s important to anticipate volunteers and donations and plans for their use.

BLACK SATURDAY BUSHFIRES WERE THE DEADLIEST NATURAL DISASTER IN AUSTRALIAN HISTORY.
Challenges Specific to DONATED EQUIPMENT

Donated equipment may be delivered to a central equipment yard or staging area and then deployed to other specific locations, OR may be delivered to multiple agencies or organizations.

For example, equipment could be sent directly to law enforcement, Public Works, hospitals, levee sites, etc., making it more difficult to track and document activities and equipment usage.

To prevent the above issue, we suggest that equipment donations provided through the private sector or as a result of a Memorandum of Understanding (MOU) must be coordinated, accounted for and properly documented.

Challenges Specific to DONATED GOODS + MATERIALS

Managing donations of goods and materials is equally challenging and in some cases more so.

One of the most significant challenges is donations given and delivered to a Parish or State whether or not they are requested or needed. In large quantities, such donations may significantly challenge the capability and capacities of the jurisdiction to handle and distribute.

Because they want to help disaster survivors, well-meaning community members may start a “drive for donations” but have no knowledge of what to do when donations are received, where they need to go and how they will be distributed.

Volunteer + Donated Resources MANAGEMENT Plan

Planning jurisdictions considering including volunteers and donated goods, materials and equipment in future emergency response and recovery should consider developing a Volunteer + Donated Resources MANAGEMENT Plan NOW, and annexing that Plan to their current Emergency Operations Plan (EOP).

A SAMPLE Volunteer + Donated Resources MANAGEMENT Plan template is included in the APPENDIX of this publication. It is a pre-designed, cut-and-paste template. The template is customizable to meet the unique needs of each Parish, planning jurisdiction or Subrecipient (Applicant).

A Volunteer + Donated Resources Planning Matrix is provided in the APPENDIX Section as a planning job aid.

FEMA also has a robust Developing and Managing Volunteers Independent Study Program training.

[Source: https://training.fema.gov/emiweb/downloads/is244.pdf]

Volunteers – Affiliated + Unaffiliated

There are a lot of questions to keep in mind when planning for volunteers: Where do volunteers come from? Are they paid by a third-party organization? If so, who? Where do they reside on the organizational chart? During an event where will they be assigned? Are they trained? Who provides training? What training is provided? Will they require housing? How will their time be accounted for? Who will be responsible for them?

When considering how to manage volunteer resources, there can literally be hundreds of considerations to ensuring their contributions are maximally productive to the response effort and the responders they support. When you consider that there could be thousands of volunteers, many untrained, self-deployed and possibly unaffiliated, it becomes clear that a pre-event planning effort is needed.

Affiliated Volunteers

Affiliated volunteers are those that are affiliated with – or connected to – an established organization and trained for specific disaster response activities.

In many areas, Voluntary Agencies (VOLAGs) train, assign and document volunteer time and donated resources. For
example, larger nonprofits and/or NGOs like United Way and/or the American Red Cross (ARC) or Salvation Army solicit and train volunteers.

SOURCE: The Synergy of Structure and Good Intentions (produced by the UPS Foundation) and found at fema.gov/pdf/donations/ManagingSpontaneousVolunteers.pdf

Unaffiliated Volunteers

Unaffiliated volunteers (also called spontaneous volunteers) are individuals or groups of people who seek or are invited to contribute their assistance during and/or after an event, and who are not affiliated or associated with a recognized disaster response agency, nonprofit or other relevant entity or with any part of the existing official emergency management response and recovery system. They may or may not have relevant training, skills or experience. Appropriateness of skills can also be an issue. Some may possess professional licenses or registrations, and pass background checks while others may not. Credibility of skills can also be an issue.

Liability Issues

The use of volunteers may trigger liability issues. Volunteer program managers and volunteers tell us that liability is a significant concern and a potential barrier to volunteer involvement in emergency services.

Liability is defined as legal responsibility for one’s acts or omissions. It includes diverse concerns:

• Legally imposed payment of damages for personal injury or property damage.
• Penalties for practicing a profession or trade without the required license or permit.
• Compensation for lost income and medical expenses of an injured volunteer.
• Damages for breach of contract.

BEST PRACTICES – MAXIMIZING VOLUNTEER TIME

• Training, briefings and debriefings along with “buddying” NEW volunteers or volunteers not affiliated with a volunteer organization or emergency or disaster response entity, with experienced staff or experienced volunteers helps ensure maximum productivity of both volunteer time as well as the productivity of responders they support.
• Putting volunteers to work quickly and providing ongoing communications, updates, assignment reviews, briefs and debriefs are essential to a successful and satisfying engagement for both the volunteer and the public safety personnel he or she is supporting.

For example, Joplin, Missouri created what they called “Combination” Teams that included locals and out-of-area volunteers to ensure local processes were followed and to maximize the contribution of volunteers. Out-of-area fire safety volunteers were assigned to local fire stations, as one example of a Combination Team.

COMBINATION TEAMS MAXIMIZE EFFICIENCY AND PRODUCTIVITY.
Donated Goods + Materials

The purpose of donations is to address unmet needs of disaster survivors. Donations will likely come in one (1) of four (4) ways:

- Online
- By phone
- In person
- By mail

As noted in the previous Section, in addition to volunteer time donations, donated resources may include donated equipment, and donated goods and materials. Donations must be authorized and documented by a local public official or a person designated by the local public official.

Relationships with Other Stakeholders + Local Government

Voluntary and charitable organizations are typically – but not always – the primary recipients, managers and distributors of donated goods, materials, goods and services.

Local authorities however, have the ultimate responsibility for managing disaster response and recovery. Local authorities may receive and distribute donated goods and materials and are encouraged to engage in the donations management process.

As previously noted, offsetting (reducing) the non-Federal cost share is a powerful motivator for local involvement.

Unsolicited Donations

As previously noted, when goods, supplies, services and other materials are donated that are not needed by disaster survivors or offers of services are not needed in the response or recovery process, receiving and sorting unneeded goods wastes valuable resources.

Many unsolicited donations arrive with minimal packaging and markings. Donations may be packed in boxes, crates, barrels or garbage bags. Some items may be in bins or on pallets. Such goods must be sorted, repackaged, labeled, temporarily stored and then transported to distribution points to be picked up by disaster survivors.

Visibility + Transparency + Outreach

The public needs ongoing updates during an emergency or disaster.

Disaster survivors may want and need immediate access to donations before they are sorted and ready to be distributed, OR worse, believe that donations have not or are not being distributed fairly or at all.
NATIONAL DONATIONS MANAGEMENT NETWORK (NDMN)

National Donations Management Network (NDMN) is a web-based system where individuals and the private sector offer their support online to the voluntary organizations that are actively engaged in responding to or recovering from an ongoing disaster.

FEMA works in partnership with the National Voluntary Organizations Active in Disaster (NVOAD) and private-sector partners to direct donation offers to voluntary agencies in need as they support the thousands of individuals, families and businesses impacted.

Visit NDMN at fema.gov/donations. Visitors to this site have the option to direct their donation to national level voluntary agencies or directly to the affected States. However, some States manage their own state portals.

For information on the voluntary agencies that play a vital role in disaster response and recovery, visit the NVOAD site at NVOAD.org.

Volunteer Labor

Resources, including volunteer labor must be tracked and documented. Specifically you must provide:

- Description of the work performed.
- Specific locations where work occurred.
- Hours worked.

The offset for volunteer labor is based on:

- The same straight-time hourly labor rate and fringe benefits, as a similarly qualified person in the Subrecipient’s (Applicant’s) organization who normally performs similar work; OR
- A rate consistent with those ordinarily performing the work in the same labor market IF the Subrecipient (Applicant) does not have an employee performing similar work.
- Overtime or premium rates do NOT apply.

Donated Equipment

Donated equipment rates are determined by FEMA and may be found at fema.gov/schedule-equipment-rates OR in the APPENDIX of this publication.

Donated Goods + Materials

The offset for donated goods or materials is based on current commercial rates or fair market values as established. Rates are validated by FEMA based on invoices from previous purchases or information available from vendors in the area.

[SOURCE: 2 CFR 200.306]

Volunteer Reception Centers (VRCs)

As noted in earlier Sections of this publication, the Volunteer Reception Center (VRC) and unaffiliated volunteers fall under the domain of the Lt. Governor’s Office – Volunteer Louisiana. Should a VRC be stood up, GOHSEP provides coordination and support.
When VRCs are stood up, VRCs must be staffed. VRCs can be physical or virtual or both.

Activities at VRCs include gathering volunteer information, background checks, needs and skills assessments, volunteer requests, volunteer referrals, training, data collection and more. Because VRCs are typically the heart of the intake system for volunteers, they are a busy place seeing multiple functions.

The VOLUNTEER RECEPTION CENTER (VRC) APPENDIX within this publication includes SAMPLE JOB DESCRIPTIONS, a SAMPLE VRC FLOOR PLAN as well as needed forms, documentation and badging, wristbands and signage creative.

Staffing + Training + Logistics

Trained VDRCs and Organization Contacts are needed to oversee operations and manage the program, especially data collection needed to document and quantify eligible time worked and eligible work to be applied to the non-Federal cost share.

GOHSEP will conduct quarterly comprehensive and interactive training on volunteer and donated resources management and data collection.

DOCUMENTATION COORDINATORS

Throughout this publication, we have referred to those positions who are responsible for documentation coordination as the VDRC and Organization Contact.

You may prefer to name these positions differently. It is important to note that the person or persons assigned to documentation efforts may or may not be the same as the person or persons assigned to design, implement and oversee the management of the entire Volunteer + Documented Resources Program and is not the same job function as the Organization Contact.

Best Practices calls for the persons assigned documentation tasks to have no other duties.

Logistics

Staging areas, warehousing and check-in procedures are needed for both donated equipment and donated goods and materials.

Protocols need to be established to ensure the right volunteer or donation gets to the right agency, ensuring maximum use of the resources provided and mutual satisfaction of the experience. The right match saves time and potential frustration, AND helps ensure maximum use of eligible activities and donations to offset the non-Federal cost share.

Finding the right match involves interviewing the potential volunteer and/or the analyzing of donations. Interviewing the volunteer can provide a clear understanding of skills and motivations.
Making it Work – Coordination Management + Resources

To successfully develop and implement a Volunteer + Donated Resources MANAGEMENT Plan requires resources and coordination. There are possibilities for help with both.

- Consider coordinating and liaising with various groups, organizations and government programs to secure buy-in, participation, funds, grants and other resources.
- In addition to accessing traditional voluntary organizations:
  - Resources may be found through the Corporation for National and Community Service, Citizen Corps, U.S. Department of Labor (DOL) National Emergency Grants (NEG), Workforce Development and the Hazard Mitigation Grant Program (HMGP).
  - One example of coordinating with and utilizing the resources of nontraditional voluntary organizations might be hiring volunteer coordination specialists for response and long-term recovery using DOL emergency grants. Specialists could be responsible for managing the Volunteer + Donated Resources effort and ensuring documentation requirements are met for Federal reimbursement or offsetting the non-Federal cost share.

[SOURCE: The Synergy of Structure and Good Intentions (produced by the UPS Foundation) and found at: fema.gov/pdf/donations/ManagingSpontaneousVolunteers.pdf]
APPENDIX – OFFSETTING THE NON-FEDERAL COST SHARE

- SAMPLE Documentation Forms + FEMA’s Schedule Equipment Rates
  » Volunteer Hours Daily Collection Form
  » Volunteer Hours Weekly Summary Form
  » Donated Equipment Weekly Summary Form
  - FEMA’s Schedule of Equipment Rates
  » Donated Supplies + Materials Weekly Summary Form

- SAMPLE Offset Project Worksheet (PW) for Volunteer + Donated Resources – PLACEHOLDER

- Standard Operating Procedure (SOP) for Volunteer + Donated Resources Project Worksheet (PW) Development – PLACEHOLDER

- SAMPLE Training Calendar
# Volunteer Hours Daily Collection Form

<table>
<thead>
<tr>
<th>EVENT (FEMA Disaster Number)</th>
<th>PARISH</th>
<th>PAGE</th>
<th>of</th>
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<tr>
<th>VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)</th>
<th>CONTACT PHONE #</th>
<th>CONTACT EMAIL</th>
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<th>LOCATION/SITE ADDRESS</th>
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<tr>
<th>VOLUNTEER ORGANIZATION</th>
<th>DESCRIPTION OF ELIGIBLE WORK PERFORMED</th>
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<tr>
<th>ORGANIZATION CONTACT</th>
<th>CONTACT PHONE #</th>
<th>CONTACT EMAIL</th>
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## Volunteer Hours Daily Collection Form

<table>
<thead>
<tr>
<th>VOLUNTEER NAME</th>
<th>HOURS WORKED</th>
<th>LOCATION WORKED</th>
<th>DESCRIPTION OF WORK PERFORMED</th>
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</table>

Please read before signing: I have received safety instructions for working at this site and agree to follow the safety procedures and the directions of the site supervisor.

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<tr>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>TOTAL HOURS</th>
<th>PROVIDE ADDRESS/LOCATION OF WORKSITE WITH ZIP CODE</th>
<th>PLEASE PROVIDE A SPECIFIC DESCRIPTION OF WORK PERFORMED (Debris Cleanup + Removal, Roof Tarping, Sand Bagging, Repair, etc.) *</th>
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### Daily Total Hours

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Governor’s Office of Homeland Security & Emergency Preparedness
Volunteer + Donated Resources - Offsetting Non-Federal Share

Getting it right!
HOW TO COMPLETE THIS FORM

- **Event:** Enter the FEMA Disaster Number.
- **Parish:** Enter Parish where volunteer work was performed.
- **Page of:** Enter page number of current page and pages of entire document.
- **Volunteer and Donated Resources Coordinator (VDRC):** Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
- **Contact Phone #:** Enter phone # of VDRC.
- **Contact Email:** Enter email address of VDRC.
- **Location/Site Address:** Enter the address where volunteer work was performed.
- **Period Covering:** Enter period of time covered on this data form.
- **Volunteer Organization:** Enter the name of the organization volunteers performed work under.
- **Description of Eligible Work Performed:** Enter a specific description of work performed eligible work performed.
- **Organization Contact:** Enter name of the Volunteer Organization Contact that is collecting the data for this form.
- **Contact Phone #:** Enter phone # of Organization Contact.
- **Contact Email:** Enter email address of Organization Contact.
- **Volunteer Name:** Read provided instructions before signing last and first name of volunteer.
- **Hours Worked:** Enter time in, time out and total hours for each designated volunteer.
- **Location Worked:** Enter the address of the location volunteer work was performed.
- **Description of Work Performed:** Enter a specific description of work performed by designated volunteer.

EXAMPLES OF INELIGIBLE ACTIVITIES + DONATIONS

- Debris removal on private property EXCEPT if Private Property Debris Removal (PPDR) policy is approved by the Federal Coordinating Office (FCO) for the disaster in the designated area.
- Feeding volunteers doing ineligible work.
- Volunteer firefighters working within their own districts.
- Emergency repairs to private property.
- Unapproved donation warehouse and POD activities.

**[Sources]: FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24**

If in doubt about eligible activities and/or donations, document anyway. It is better to over document rather than under.

EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

- Removing eligible debris from public property.
- Filling and placing sandbags.
- Muck and gut, mold work.
- Warehouse and logistical support.
- Supply distribution.
- Shelter and feeding operations.
- Search and rescue when part of an organized search and rescue operation.
- Professional safety inspections.
- Others.

**[Sources]:** FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24

Reasonable logistical support for volunteers doing eligible work, such as donations warehousing and management related to eligible Emergency Work, MAY – subject to FEMA approval – be eligible for either:

- **Funding** – If the Subrecipient (Applicant) provides the logistical support; OR
- **As a donation credit** – If a third party provides the logistical support.

## Volunteer Hours Weekly Summary Form

**Consolidated by Eligible Work Performed**

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<thead>
<tr>
<th>EVENT (FEMA Disaster Number)</th>
<th>PARISH</th>
<th>PAGE of</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)</td>
<td>CONTACT PHONE #</td>
<td>CONTACT EMAIL</td>
</tr>
<tr>
<td>LOCATION/SITE ADDRESS</td>
<td>PERIOD COVERING to</td>
<td></td>
</tr>
<tr>
<td>VOLUNTEER ORGANIZATION</td>
<td>DESCRIPTION OF ELIGIBLE WORK PERFORMED</td>
<td></td>
</tr>
<tr>
<td>ORGANIZATION CONTACT</td>
<td>CONTACT PHONE #</td>
<td>CONTACT EMAIL</td>
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</table>

### Volunteer Hours

<table>
<thead>
<tr>
<th>VOLUNTEER NAME</th>
<th>VOLUNTEER + DONATED RESOURCES</th>
<th>DATES + HOURS WORKED EACH WEEK</th>
<th>COSTS (FEMA/GOHSEP DETERMINES)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>DAY</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>Last:</td>
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<td>HOURS WORKED</td>
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<td>First:</td>
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</tbody>
</table>

**NOTE:** * Straight-time + fringe benefits as a similarly qualified person in your organization that normally performs similar work. Overtime + premium rates DO NOT apply. See reverse.
VOLUNTEER HOURS WEEKLY SUMMARY FORM
Consolidated by Eligible Work Performed

HOW TO COMPLETE THIS FORM

• **Event:** Enter the FEMA Disaster Number.
• **Parish:** Enter Parish where volunteer work was performed.
• **Page _ of _:** Enter page number of current page and pages of entire document.
• **Volunteer and Donated Resources Coordinator (VDRC):** Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
• **Contact Phone #:** Enter phone # of VDRC.
• **Contact Email:** Enter email address of VDRC.
• **Location/Site Address:** Enter the address where volunteer work was performed.
• **Period Covering _ to _:** Enter period of time covered on this data form.
• **Volunteer Organization:** Enter the name of the organization volunteers performed work under.
• **Description of Eligible Work Performed:** Enter a specific description of work performed eligible work performed.
• **Organization Contact:** Enter name of the Volunteer Organization Contact that is collecting the data for this form.
• **Contact Phone #:** Enter phone # of Organization Contact.
• **Contact Email:** Enter email address of Organization Contact.
• **Volunteer Name:** Enter last and first name of volunteer.
• **Dates + Hours Worked Each Week:** Enter hours the designated volunteer worked on designated day, Monday through Sunday.
• **Total Hours:** Enter total number of hours volunteer work was performed throughout the designated week.
• **Hourly Rate:** Enter hourly rate for eligible volunteer work. The hourly rate is calculated by straight-time + fringe benefits as a similarly qualified person in your organization that normally performs similar work. Overtime and premium rates DO NOT apply.
• **Total Hourly:** Enter total hourly costs by multiplying hourly rate by total hours.
• **Grand Total:** Enter grand total by adding all total hourly rates together.

EXAMPLES OF INELIGIBLE ACTIVITIES + DONATIONS

• Debris removal on private property **EXCEPT if** Private Property Debris Removal (PPDR) policy is approved by the Federal Coordinating Office (FCO) **for the disaster in the designated area.**
• **Feeding** volunteers doing ineligible work.
• **Volunteer firefighters** working **within** their own districts.
• Emergency repairs to **private property.**
• Unapproved **donation warehouse** and **POD activities.**


If in doubt about eligible activities and/or donations, **document anyway.** It is better to over document rather than under.

EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

• Removing **eligible debris** from **public property.**
• Filling and placing **sandbags.**
• **Muck** and **gut,** mold work.
• Warehouse and **logistical support.**
• **Supply distribution.**
• **Shelter and feeding operations.**
• **Search and rescue** when part of an **organized search and rescue operation.**
• Professional **safety inspections.**
• **Others.**


Reasonable logistical support for volunteers doing eligible work, such as donations warehousing and management related to eligible Emergency Work, **MAY – subject to FEMA approval – be eligible for either:**

• **Funding –** If the Subrecipient (Applicant) provides the logistical support; OR
• As a **donation credit –** If a third party provides the logistical support.

# DONATED EQUIPMENT WEEKLY SUMMARY FORM

Consolidated by Eligible Work Performed

<table>
<thead>
<tr>
<th>EVENT (FEMA Disaster Number)</th>
<th>PARISH</th>
<th>PAGE of</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)</th>
<th>CONTACT PHONE #</th>
<th>CONTACT EMAIL</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>LOCATION / SITE ADDRESS</th>
<th>PERIOD COVERING TO</th>
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</table>

<table>
<thead>
<tr>
<th>ORGANIZATION CONTACT</th>
<th>CONTACT PHONE #</th>
<th>CONTACT EMAIL</th>
</tr>
</thead>
</table>

### DESCRIPTION OF ELIGIBLE WORK PERFORMED

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>EQUIPMENT CODE NUMBER*</th>
<th>OPERATOR'S NAME</th>
<th>DATES + HOURS USED EACH DAY</th>
<th>TOTAL HOURS</th>
<th>EQUIPMENT RATE*</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>HOURS</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Equipment code numbers and equipment rates can be found at: [https://www.fema.gov/media-library-data/1504646556623-5df6d34cb30e72f682133742903d310/2017_FEMA_Schedule_of_Equipment_Rates_508_FINAL.pdf](https://www.fema.gov/media-library-data/1504646556623-5df6d34cb30e72f682133742903d310/2017_FEMA_Schedule_of_Equipment_Rates_508_FINAL.pdf).
DONATED EQUIPMENT WEEKLY SUMMARY FORM
Consolidated by Eligible Work Performed

HOW TO COMPLETE THIS FORM

- **Event**: Enter the FEMA Disaster Number.
- **Parish**: Enter Parish where volunteer work was performed.
- **Page of**: Enter page number of current page and pages of entire document.
- **Volunteer and Donated Resources Coordinator (VDRC)**: Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
- **Contact Phone #**: Enter phone # of VDRC.
- **Contact Email**: Enter email address of VDRC.
- **Location/Site Address**: Enter the address where volunteer work was performed.
- **Period Covering to**: Enter period of time covered on this data form.
- **Organization Contact**: Enter name of the Volunteer Organization Contact that is collecting the data for this form.
- **Contact Phone #**: Enter phone # of Organization Contact.
- **Contact Email**: Enter email address of Organization Contact.

- **Description of Eligible Work Performed**: Enter a specific description of work performed eligible work performed.
- **Type of Equipment**: Enter size, capacity, horsepower, make and model of equipment used.
- **Equipment Code Number**: Enter equipment code number.
- **Operator’s Name**: Enter name of equipment operator.
- **Dates + Hours Used Each Day**: Enter hours used on designated day, Monday through Sunday.
- **Total Hours**: Enter total number of hours equipment was used throughout the designated week.
- **Equipment Rate**: Enter equipment rate designated by FEMA or the Subrecipient (Applicant) equipment rate, whichever is lower and reflects all costs associated with operating the equipment.
- **Total Costs**: Enter total costs by multiplying equipment rate by total hours used.
- **Total**: Enter total by adding all total costs together.

EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

- Donating equipment to raise or reinforce a levee.
- Donating equipment to clear Parish or City road right-of-way debris.
- Donating chainsaws to cut fallen trees blocking a public hospital drive.
- Donated equipment may also be Subrecipient- (Applicant-) owned equipment – called Force Account Equipment or FAE.
- It may include permanently mounted generators – based on hourly equipment rates or may be based on mileage for vehicles if the mileage is documented and is less costly than hourly rates.

**EXAMPLES OF INELIGIBLE ACTIVITIES + DONATIONS**

- Debris removal on private property **EXCEPT** if Private Property Debris Removal (PPDR) policy is approved by the Federal Coordinating Office (FCO) for the disaster in the designated area.


If in doubt about eligible activities and/or donations, **document anyway**. It is better to over document rather than under.
The rates on this Schedule of Equipment Rates are for applicant owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhaul, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 Allowable Costs. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 Appeals.

**THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 1, 2017.**

<table>
<thead>
<tr>
<th>FEMA Code ID</th>
<th>Equipment Description</th>
<th>Capacity or Size</th>
<th>HP</th>
<th>Notes</th>
<th>Unit</th>
<th>2017 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8010</td>
<td>Air Compressor</td>
<td>Air Delivery</td>
<td>41 CFM to 10</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$1.51</td>
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<tr>
<td>8011</td>
<td>Air Compressor</td>
<td>Air Delivery</td>
<td>103 CFM to 30</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$8.84</td>
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<td>Air Compressor</td>
<td>Air Delivery</td>
<td>130 CFM to 50</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$11.14</td>
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<tr>
<td>8013</td>
<td>Air Compressor</td>
<td>Air Delivery</td>
<td>175 CFM to 90</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$18.39</td>
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<tr>
<td>8014</td>
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<td>Air Delivery</td>
<td>400 CFM to 145</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$30.47</td>
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<td>8015</td>
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<td>Air Delivery</td>
<td>575 CFM to 230</td>
<td>Hoses included.</td>
<td>hour</td>
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<td>8016</td>
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<td>Air Delivery</td>
<td>1100 CFM to 355</td>
<td>Hoses included.</td>
<td>hour</td>
<td>$92.88</td>
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<tr>
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<td>Hoses included.</td>
<td>hour</td>
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<tr>
<td>8040</td>
<td>Ambulance</td>
<td>to 150</td>
<td>hour</td>
<td></td>
<td></td>
<td>$28.00</td>
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<tr>
<td>8041</td>
<td>Ambulance</td>
<td>to 210</td>
<td>hour</td>
<td></td>
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<td>$40.50</td>
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<tr>
<td>8050</td>
<td>Board, Arrow</td>
<td>to 8</td>
<td>Trailer Mounted.</td>
<td>hour</td>
<td>$4.43</td>
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<tr>
<td>8051</td>
<td>Board, Message</td>
<td>to 5</td>
<td>Trailer Mounted.</td>
<td>hour</td>
<td>$11.61</td>
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<tr>
<td>8060</td>
<td>Auger, Portable</td>
<td>Hole Diameter</td>
<td>16 In to 6</td>
<td>hour</td>
<td>$2.14</td>
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<tr>
<td>8061</td>
<td>Auger, Portable</td>
<td>Hole Diameter</td>
<td>18 In to 13</td>
<td>hour</td>
<td>$4.30</td>
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<tr>
<td>8062</td>
<td>Auger, Tractor Mntd</td>
<td>Max. Auger Diameter</td>
<td>36 In to 13</td>
<td>Includes digger, boom and mounting hardware.</td>
<td>hour</td>
<td>$3.16</td>
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<tr>
<td>8063</td>
<td>Auger, Truck Mntd</td>
<td>Max. Auger Size</td>
<td>24 In to 100</td>
<td>hour</td>
<td>$34.28</td>
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<tr>
<td>8064</td>
<td>Hydraulic Post Driver</td>
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<td>hour</td>
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<td>8065</td>
<td>Auger</td>
<td>Horizontal Directional Boring Machine</td>
<td>250 X 100</td>
<td>300</td>
<td>DD-140B YR-2003</td>
<td>hour</td>
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<tr>
<td>8066</td>
<td>Auger</td>
<td>Horizontal Directional Boring Machine</td>
<td>50 X 100</td>
<td>hour</td>
<td>$31.95</td>
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<tr>
<td>8067</td>
<td>Auger, Directional Boring Machine</td>
<td>Auger, Directional Boring Machine</td>
<td>to 130</td>
<td>Transporting people.</td>
<td>mile</td>
<td>$0.535</td>
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<tr>
<td>8070</td>
<td>Automobile</td>
<td>to 130</td>
<td>Transporting cargo.</td>
<td>hour</td>
<td>$12.32</td>
<td></td>
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<tr>
<td>8071</td>
<td>Automobile</td>
<td>to 250</td>
<td>Patrolling.</td>
<td>mile</td>
<td>$0.535</td>
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<tr>
<td>8073</td>
<td>Automobile, Police</td>
<td>to 250</td>
<td>Stationary with engine running.</td>
<td>hour</td>
<td>$15.69</td>
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<tr>
<td>8075</td>
<td>Motorcycle, Police</td>
<td>to 130</td>
<td>Transporting cargo.</td>
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<tr>
<td>8076</td>
<td>Automobile - Chevy Trailblazer</td>
<td>6 or 8 cl</td>
<td>285 to 300</td>
<td>hour</td>
<td>$22.00</td>
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<tr>
<td>8077</td>
<td>Automobile - Ford Expedition</td>
<td>Fire Command Center</td>
<td>hour</td>
<td>$19.00</td>
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<tr>
<td>8080</td>
<td>All Terrain Vehicle (ATV)</td>
<td>Engine 110cc, 4-Wheel; 20&quot; tyre</td>
<td>6.5-7.5</td>
<td>hour</td>
<td>$8.20</td>
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<tr>
<td>8081</td>
<td>All Terrain Vehicle (ATV)</td>
<td>Engine 125cc, 4-Wheel; 21&quot; tyre</td>
<td>7.6-8.6</td>
<td>hour</td>
<td>$8.50</td>
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<tr>
<td>8082</td>
<td>All Terrain Vehicle (ATV)</td>
<td>Engine 150cc, 4-Wheel; 22&quot; tyre</td>
<td>9.0-10.0</td>
<td>hour</td>
<td>$8.51</td>
<td></td>
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<tr>
<td>8083</td>
<td>All Terrain Vehicle (ATV)</td>
<td>Engine 200cc, 4-Wheel; 24&quot; tyre</td>
<td>12-14.0</td>
<td>hour</td>
<td>$9.00</td>
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</tr>
<tr>
<td>8084</td>
<td>All Terrain Vehicle (ATV)</td>
<td>Engine 250cc, 4-Wheel; 24&quot; tyre</td>
<td>15-17</td>
<td>hour</td>
<td>$9.40</td>
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<tr>
<td>Cost Code</td>
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<td>Specifications</td>
<td>Capacity or Size</td>
<td>HP</td>
<td>Notes</td>
<td>Unit</td>
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<tr>
<td>8085</td>
<td>All Terrain Vehicle (ATV) Engine 300cc, 4-Wheel; 24&quot; tyre</td>
<td>18-20</td>
<td>hour</td>
<td>$10.20</td>
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<tr>
<td>8086</td>
<td>All Terrain Vehicle (ATV) Engine 400cc, 4-Wheel; 25&quot; tyre</td>
<td>26-28</td>
<td>hour</td>
<td>$11.64</td>
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<td>8087</td>
<td>All Terrain Vehicle (ATV) Engine 450cc, 4-Wheel; 25&quot; tyre</td>
<td>26-28</td>
<td>hour</td>
<td>$12.40</td>
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<tr>
<td>8088</td>
<td>All Terrain Vehicle (ATV) Engine 650cc, 4-Wheel; 25&quot; tyre</td>
<td>38-40</td>
<td>hour</td>
<td>$13.20</td>
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<td></td>
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<tr>
<td>8089</td>
<td>All Terrain Vehicle (ATV) Engine 750cc, 4-Wheel; 25&quot; tyre</td>
<td>44-46</td>
<td>hour</td>
<td>$14.00</td>
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<tr>
<td>8110</td>
<td>Barge, Deck</td>
<td>Size 50'x35'x7.25'</td>
<td>hour</td>
<td>$49.10</td>
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<tr>
<td>8112</td>
<td>Barge, Deck</td>
<td>Size 50'x35'x9'</td>
<td>hour</td>
<td>$58.70</td>
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<tr>
<td>8120</td>
<td>Boat, Tow</td>
<td>Size 55'x20'x5' to 870 Steel.</td>
<td>hour</td>
<td>$317.54</td>
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<tr>
<td>8121</td>
<td>Boat, Tow</td>
<td>Size 60'x21'x5' to 1050 Steel.</td>
<td>hour</td>
<td>$358.65</td>
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<tr>
<td>8122</td>
<td>Boat, Tow</td>
<td>Size 70'x30'x7.5' to 1350 Steel.</td>
<td>hour</td>
<td>$569.00</td>
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<tr>
<td>8123</td>
<td>Boat, Tow</td>
<td>Size 120'x34'x8' to 2000 Steel.</td>
<td>hour</td>
<td>$1,094.24</td>
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<tr>
<td>8124</td>
<td>Airboat</td>
<td>815AGIS Airboat w/spray unit 15'x8'</td>
<td>400</td>
<td>hour</td>
<td>$31.00</td>
<td></td>
</tr>
<tr>
<td>8125</td>
<td>Airboat</td>
<td>815AGIS Airboat w/spray unit 15'x8'</td>
<td>425</td>
<td>hour</td>
<td>$31.95</td>
<td></td>
</tr>
<tr>
<td>8126</td>
<td>Swamp Buggy</td>
<td>Conquest</td>
<td>360</td>
<td>hour</td>
<td>$39.25</td>
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</tr>
<tr>
<td>8129</td>
<td>Compactor</td>
<td>-2-Ton Pavement Roller 2 ton</td>
<td>hour</td>
<td>$28.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8130</td>
<td>Boat, Row</td>
<td>Heavy duty</td>
<td></td>
<td>hour</td>
<td>$1.44</td>
<td></td>
</tr>
<tr>
<td>8131</td>
<td>Boat, Runabout</td>
<td>Size 13'x5' to 50 Outboard.</td>
<td>hour</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8132</td>
<td>Boat, Tender</td>
<td>Size 14'x7' to 100</td>
<td>hour</td>
<td>$16.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8133</td>
<td>Boat, Push</td>
<td>Size 45'x21'x6' to 435 Flat hull.</td>
<td>hour</td>
<td>$217.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8134</td>
<td>Boat, Push</td>
<td>Size 54'x21'x6' to 525 Flat hull.</td>
<td>hour</td>
<td>$267.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8135</td>
<td>Boat, Push</td>
<td>Size 50'x24'x7.5' to 705 Flat hull.</td>
<td>hour</td>
<td>$326.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8136</td>
<td>Boat, Push</td>
<td>Size 64'x25'x8' to 870 Flat hull.</td>
<td>hour</td>
<td>$358.50</td>
<td></td>
<td></td>
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<tr>
<td>8140</td>
<td>Boat, Tug</td>
<td>Length 16 Ft to 100</td>
<td>hour</td>
<td>$42.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8141</td>
<td>Boat, Tug</td>
<td>Length 18 Ft to 175</td>
<td>hour</td>
<td>$62.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8142</td>
<td>Boat, Tug</td>
<td>Length 26 Ft to 250</td>
<td>hour</td>
<td>$76.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8143</td>
<td>Boat, Tug</td>
<td>Length 40 Ft to 380</td>
<td>hour</td>
<td>$196.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8144</td>
<td>Boat, Tug</td>
<td>Length 51 Ft to 700</td>
<td>hour</td>
<td>$271.85</td>
<td></td>
<td></td>
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<tr>
<td>8147</td>
<td>Boat, Inflatable Rescue Raft</td>
<td>Zodiac</td>
<td></td>
<td>hour</td>
<td>$1.10</td>
<td></td>
</tr>
<tr>
<td>8148</td>
<td>Boat, Runabout</td>
<td>1544 lbs 11 passenger capacity 190-250</td>
<td>hour</td>
<td>$62.55</td>
<td></td>
<td></td>
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<tr>
<td>8149</td>
<td>Boat, removable engine</td>
<td>2000 Johnson Outboard Motor w 15&quot; shaft</td>
<td>15</td>
<td>hour</td>
<td>$1.50</td>
<td></td>
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<tr>
<td>8150</td>
<td>Broom, Pavement</td>
<td>Broom Length 72 In to 35</td>
<td>hour</td>
<td>$24.50</td>
<td></td>
<td></td>
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<tr>
<td>8151</td>
<td>Broom, Pavement</td>
<td>Broom Length 96 In to 100</td>
<td>hour</td>
<td>$27.60</td>
<td></td>
<td></td>
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<tr>
<td>8153</td>
<td>Broom, Pavement, Mntd</td>
<td>Broom Length 72 In to 18</td>
<td>Add Prime Mover cost for total rate</td>
<td>hour</td>
<td>$6.20</td>
<td></td>
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<tr>
<td>8154</td>
<td>Broom, Pavement, Pull</td>
<td>Broom Length 84 In to 20</td>
<td>Add Prime Mover cost for total rate</td>
<td>hour</td>
<td>$20.77</td>
<td></td>
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<tr>
<td>8157</td>
<td>Sweeper, Pavement</td>
<td>to 110</td>
<td>hour</td>
<td>$76.70</td>
<td></td>
<td></td>
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<tr>
<td>8158</td>
<td>Sweeper, Pavement</td>
<td>to 230</td>
<td>hour</td>
<td>$96.80</td>
<td></td>
<td></td>
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<tr>
<td>8160</td>
<td>Bus</td>
<td>to 150</td>
<td>hour</td>
<td>$20.95</td>
<td></td>
<td></td>
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<tr>
<td>8162</td>
<td>Bus</td>
<td>to 300</td>
<td>hour</td>
<td>$38.35</td>
<td></td>
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<tr>
<td>8183</td>
<td>Blower</td>
<td>Gasoline powered Toro Pro Force</td>
<td>27</td>
<td>hour</td>
<td>$15.37</td>
<td></td>
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<tr>
<td>8184</td>
<td>Back-Pack Blower</td>
<td>to 4.4</td>
<td>hour</td>
<td>$1.50</td>
<td></td>
<td></td>
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<tr>
<td>8185</td>
<td>Walk-Behind Blower</td>
<td>13</td>
<td>hour</td>
<td>$6.50</td>
<td></td>
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<tr>
<td>8187</td>
<td>Chainsaw</td>
<td>20&quot; Bar, 3.0 cu in</td>
<td>hour</td>
<td>$1.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8188</td>
<td>Chainsaw</td>
<td>20&quot; Bar 5.0 cu in</td>
<td>hour</td>
<td>$2.45</td>
<td></td>
<td></td>
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<tr>
<td>8189</td>
<td>Chainsaw</td>
<td>20&quot; Bar 6.0 cu in</td>
<td>hour</td>
<td>$2.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8190</td>
<td>Chain Saw</td>
<td>Bar Length 16 In</td>
<td>hour</td>
<td>$1.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8191</td>
<td>Chain Saw</td>
<td>Bar Length 25 In</td>
<td>hour</td>
<td>$3.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8192</td>
<td>Chain Saw, Pole</td>
<td>Bar Size 16 In</td>
<td>hour</td>
<td>$1.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8193</td>
<td>Skidder</td>
<td>model 748 E to 173</td>
<td>hour</td>
<td>$52.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8194</td>
<td>Skidder</td>
<td>model 648 G11 to 177</td>
<td>hour</td>
<td>$104.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8195</td>
<td>Cutter, Brush</td>
<td>Cutter Size 8 ft to 150</td>
<td>hour</td>
<td>$115.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8196</td>
<td>Cutter, Brush</td>
<td>Cutter Size 8 ft to 190</td>
<td>hour</td>
<td>$129.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8197</td>
<td>Cutter, Brush</td>
<td>Cutter Size 10 ft to 245</td>
<td>hour</td>
<td>$136.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Code</td>
<td>Equipment</td>
<td>Specifications</td>
<td>Capacity or Size</td>
<td>HP</td>
<td>Notes</td>
<td>Unit</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>8198</td>
<td>Bruncher Cutter</td>
<td>Cutter, Brush - 247 hp, 1997 Model 511 Feller</td>
<td>to 247</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8199</td>
<td>Log Trailer</td>
<td>40 ft</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8200</td>
<td>Chipper, Brush</td>
<td>Chipping Capacity</td>
<td>6 in to 35</td>
<td></td>
<td>Trailermounted.</td>
<td>hour</td>
</tr>
<tr>
<td>8201</td>
<td>Chipper, Brush</td>
<td>Chipping Capacity</td>
<td>9 in to 65</td>
<td></td>
<td>Trailermounted.</td>
<td>hour</td>
</tr>
<tr>
<td>8202</td>
<td>Chipper, Brush</td>
<td>Chipping Capacity</td>
<td>12 in to 100</td>
<td></td>
<td>Trailermounted.</td>
<td>hour</td>
</tr>
<tr>
<td>8203</td>
<td>Chipper, Brush</td>
<td>Chipping Capacity</td>
<td>15 in to 125</td>
<td></td>
<td>Trailermounted.</td>
<td>hour</td>
</tr>
<tr>
<td>8204</td>
<td>Chipper, Brush</td>
<td>Chipping Capacity</td>
<td>18 in to 200</td>
<td></td>
<td>Trailermounted.</td>
<td>hour</td>
</tr>
<tr>
<td>8208</td>
<td>Loader - Tractor - Knuckleboom</td>
<td>model Barko 595 ML</td>
<td>to 173</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8209</td>
<td>Loader - Wheel</td>
<td>model 210 w/ Buck Saw 50 inch Bar</td>
<td>to 240</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8210</td>
<td>Clamshell &amp; Dragline, Crawler</td>
<td>149,999 lbs to 235</td>
<td>Bucket not included in rate.</td>
<td>hour</td>
<td>$127.40</td>
<td></td>
</tr>
<tr>
<td>8211</td>
<td>Clamshell &amp; Dragline, Crawler</td>
<td>250,000 lbs to 520</td>
<td>Bucket not included in rate.</td>
<td>hour</td>
<td>$166.20</td>
<td></td>
</tr>
<tr>
<td>8212</td>
<td>Clamshell &amp; Dragline, Truck</td>
<td>to 240</td>
<td>Bucket not included in rate.</td>
<td>hour</td>
<td>$145.00</td>
<td></td>
</tr>
<tr>
<td>8220</td>
<td>Compactor</td>
<td>to 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8221</td>
<td>Compactor, towed, Vibratory Drum</td>
<td>to 45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8222</td>
<td>Compactor, Vibratory, Drum</td>
<td>to 75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8223</td>
<td>Compactor, pneumatic, wheel</td>
<td>to 100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8225</td>
<td>Compactor, Sanitation</td>
<td>to 300</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8226</td>
<td>Compactor, Sanitation</td>
<td>to 400</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8227</td>
<td>Compactor, Sanitation</td>
<td>535</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8228</td>
<td>Compactor, towed, Pneumatic, Wheel</td>
<td>10000 lbs</td>
<td>Include prime mover rate</td>
<td>hour</td>
<td>$17.00</td>
<td></td>
</tr>
<tr>
<td>8229</td>
<td>Compactor, towed, Drum Static</td>
<td>20000 lbs</td>
<td>Include prime mover rate</td>
<td>hour</td>
<td>$15.80</td>
<td></td>
</tr>
<tr>
<td>8240</td>
<td>Feeder, Grizzly</td>
<td>to 35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8241</td>
<td>Feeder, Grizzly</td>
<td>to 65</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8242</td>
<td>Feeder, Grizzly</td>
<td>to 75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8250</td>
<td>Dozer, Crawler</td>
<td>to 75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8251</td>
<td>Dozer, Crawler</td>
<td>to 105</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8252</td>
<td>Dozer, Crawler</td>
<td>to 160</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8253</td>
<td>Dozer, Crawler</td>
<td>to 250</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8254</td>
<td>Dozer, Crawler</td>
<td>to 360</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8255</td>
<td>Dozer, Crawler</td>
<td>to 565</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8256</td>
<td>Dozer, Crawler</td>
<td>to 850</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8260</td>
<td>Dozer, Wheel</td>
<td>to 300</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8261</td>
<td>Dozer, Wheel</td>
<td>to 400</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8262</td>
<td>Dozer, Wheel</td>
<td>to 500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8263</td>
<td>Dozer, Wheel</td>
<td>to 625</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8269</td>
<td>Box Scraper</td>
<td>3 hitch attach for tractor; 2007 Befco</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8270</td>
<td>Bucket, Clamshell</td>
<td>Capacity</td>
<td>1.0 CY</td>
<td>Includes teeth. Does not include Clamshell &amp; Dragline</td>
<td>hour</td>
<td>$4.62</td>
</tr>
<tr>
<td>8271</td>
<td>Bucket, Clamshell</td>
<td>Capacity</td>
<td>2.5 CY</td>
<td>Includes teeth. Does not include Clamshell &amp; Dragline</td>
<td>hour</td>
<td>$8.73</td>
</tr>
<tr>
<td>8272</td>
<td>Bucket, Clamshell</td>
<td>Capacity</td>
<td>5.0 CY</td>
<td>Includes teeth. Does not include Clamshell &amp; Dragline</td>
<td>hour</td>
<td>$13.10</td>
</tr>
<tr>
<td>8273</td>
<td>Bucket, Clamshell</td>
<td>Capacity</td>
<td>7.5 CY</td>
<td>Includes teeth. Does not include Clamshell &amp; Dragline</td>
<td>hour</td>
<td>$22.40</td>
</tr>
<tr>
<td>8275</td>
<td>Bucket, Dragline</td>
<td>Capacity</td>
<td>2.0 CY</td>
<td>Does not include Clamshell &amp; Dragline</td>
<td>hour</td>
<td>$3.96</td>
</tr>
<tr>
<td>8276</td>
<td>Bucket, Dragline</td>
<td>Capacity</td>
<td>5.0 CY</td>
<td>Does not include Clamshell &amp; Dragline</td>
<td>hour</td>
<td>$9.90</td>
</tr>
<tr>
<td>8277</td>
<td>Bucket, Dragline</td>
<td>Capacity</td>
<td>10 CY</td>
<td>Does not include Clamshell &amp; Dragline</td>
<td>hour</td>
<td>$14.10</td>
</tr>
<tr>
<td>8278</td>
<td>Bucket, Dragline</td>
<td>Capacity</td>
<td>14 CY</td>
<td>Does not include Clamshell &amp; Dragline</td>
<td>hour</td>
<td>$18.65</td>
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<tr>
<td>8280</td>
<td>Excavator, Hydraulic</td>
<td>Bucket Capacity</td>
<td>0.5 CY to 45</td>
<td>Crawler, Truck &amp; Wheel. Includes bucket.</td>
<td>hour</td>
<td>$18.00</td>
</tr>
<tr>
<td>8281</td>
<td>Excavator, Hydraulic</td>
<td>Bucket Capacity</td>
<td>1.0 CY to 90</td>
<td>Crawler, Truck &amp; Wheel. Includes bucket.</td>
<td>hour</td>
<td>$34.20</td>
</tr>
<tr>
<td>8282</td>
<td>Excavator, Hydraulic</td>
<td>Bucket Capacity</td>
<td>1.5 CY to 160</td>
<td>Crawler, Truck &amp; Wheel. Includes bucket.</td>
<td>hour</td>
<td>$52.70</td>
</tr>
<tr>
<td>8283</td>
<td>Excavator, Hydraulic</td>
<td>Bucket Capacity</td>
<td>2.5 CY to 265</td>
<td>Crawler, Truck &amp; Wheel. Includes bucket.</td>
<td>hour</td>
<td>$153.00</td>
</tr>
<tr>
<td>Cost Code</td>
<td>Equipment</td>
<td>Specifications</td>
<td>Capacity or Size</td>
<td>HP</td>
<td>Notes</td>
<td>Unit</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>8284</td>
<td>Excavator, Hydraulic</td>
<td>Bucket Capacity</td>
<td>4.5 CY to 420</td>
<td>Crawler, Truck &amp; Wheel. Includes bucket.</td>
<td>hour</td>
<td>$264.50</td>
</tr>
<tr>
<td>8285</td>
<td>Excavator, Hydraulic</td>
<td>Bucket Capacity</td>
<td>7.5 CY to 650</td>
<td>Crawler, Truck &amp; Wheel. Includes bucket.</td>
<td>hour</td>
<td>$223.70</td>
</tr>
<tr>
<td>8286</td>
<td>Excavator, Hydraulic</td>
<td>Bucket Capacity</td>
<td>12 CY to 1000</td>
<td>Crawler, Truck &amp; Wheel. Includes bucket.</td>
<td>hour</td>
<td>$455.00</td>
</tr>
<tr>
<td>8287</td>
<td>Excavator</td>
<td>2007 model Gradall XL3100 III</td>
<td>184</td>
<td>hour</td>
<td>$105.46</td>
<td></td>
</tr>
<tr>
<td>8288</td>
<td>Excavator</td>
<td>2003 model Gradall XL4100 III</td>
<td>238</td>
<td>hour</td>
<td>$113.20</td>
<td></td>
</tr>
<tr>
<td>8289</td>
<td>Excavator</td>
<td>2006 model Gradall XL5100</td>
<td>230</td>
<td>hour</td>
<td>$88.80</td>
<td></td>
</tr>
<tr>
<td>8290</td>
<td>Trowel, Concrete</td>
<td>Diameter</td>
<td>48 In to 12</td>
<td>hour</td>
<td>$4.80</td>
<td></td>
</tr>
<tr>
<td>8300</td>
<td>Fork Lift</td>
<td>Capacity</td>
<td>6000 Lbs to 60</td>
<td>hour</td>
<td>$13.00</td>
<td></td>
</tr>
<tr>
<td>8301</td>
<td>Fork Lift</td>
<td>Capacity</td>
<td>12000 Lbs to 90</td>
<td>hour</td>
<td>$18.50</td>
<td></td>
</tr>
<tr>
<td>8302</td>
<td>Fork Lift</td>
<td>Capacity</td>
<td>18000 Lbs to 140</td>
<td>hour</td>
<td>$24.00</td>
<td></td>
</tr>
<tr>
<td>8303</td>
<td>Fork Lift</td>
<td>Capacity</td>
<td>50000 Lbs to 215</td>
<td>hour</td>
<td>$51.40</td>
<td></td>
</tr>
<tr>
<td>8306</td>
<td>Fork Lift Material handler</td>
<td>Diesel, CAT TH360B</td>
<td>6600-11500 gvw lbs</td>
<td>99.9</td>
<td>hour</td>
<td>$27.90</td>
</tr>
<tr>
<td>8307</td>
<td>Fork Lift Material handler</td>
<td>Diesel, CAT TH460B</td>
<td>99.9</td>
<td>hour</td>
<td>$30.15</td>
<td></td>
</tr>
<tr>
<td>8308</td>
<td>Fork Lift Material handler</td>
<td>Diesel, CAT TH560B</td>
<td>99.9</td>
<td>hour</td>
<td>$35.80</td>
<td></td>
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<tr>
<td>8309</td>
<td>Fork Lift Accessory</td>
<td>2003 ACS Paddle Fork</td>
<td>hour</td>
<td>$3.46</td>
<td></td>
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</tr>
<tr>
<td>8310</td>
<td>Generator</td>
<td>Prime Output</td>
<td>5.5 KW to 10</td>
<td>hour</td>
<td>$3.35</td>
<td></td>
</tr>
<tr>
<td>8311</td>
<td>Generator</td>
<td>Prime Output</td>
<td>16 KW to 25</td>
<td>hour</td>
<td>$7.45</td>
<td></td>
</tr>
<tr>
<td>8312</td>
<td>Generator</td>
<td>Prime Output</td>
<td>43 KW to 65</td>
<td>hour</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>8313</td>
<td>Generator</td>
<td>Prime Output</td>
<td>100 KW to 125</td>
<td>hour</td>
<td>$34.95</td>
<td></td>
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<tr>
<td>8314</td>
<td>Generator</td>
<td>Prime Output</td>
<td>150 KW to 240</td>
<td>hour</td>
<td>$50.00</td>
<td></td>
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<tr>
<td>8315</td>
<td>Generator</td>
<td>Prime Output</td>
<td>210 KW to 300</td>
<td>hour</td>
<td>$62.45</td>
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<tr>
<td>8316</td>
<td>Generator</td>
<td>Prime Output</td>
<td>280 KW to 400</td>
<td>hour</td>
<td>$80.40</td>
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<tr>
<td>8317</td>
<td>Generator</td>
<td>Prime Output</td>
<td>350 KW to 500</td>
<td>hour</td>
<td>$90.50</td>
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<tr>
<td>8318</td>
<td>Generator</td>
<td>Prime Output</td>
<td>530 KW to 750</td>
<td>hour</td>
<td>$153.30</td>
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<tr>
<td>8319</td>
<td>Generator</td>
<td>Prime Output</td>
<td>710 KW to 1000</td>
<td>hour</td>
<td>$222.00</td>
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<tr>
<td>8320</td>
<td>Generator</td>
<td>Prime Output</td>
<td>1100 KW to 1500</td>
<td>Open</td>
<td>hour</td>
<td>$349.00</td>
</tr>
<tr>
<td>8321</td>
<td>Generator</td>
<td>Prime Output</td>
<td>2500 KW to 3000</td>
<td>hour</td>
<td>$553.75</td>
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<tr>
<td>8322</td>
<td>Generator</td>
<td>Prime Output</td>
<td>1,000 KW to 1645</td>
<td>Enclosed</td>
<td>hour</td>
<td>$403.30</td>
</tr>
<tr>
<td>8323</td>
<td>Generator</td>
<td>Prime Output</td>
<td>1,500 KW to 2500</td>
<td>Enclosed</td>
<td>hour</td>
<td>$511.22</td>
</tr>
<tr>
<td>8324</td>
<td>Generator</td>
<td>Prime Output</td>
<td>1100KW to 2500</td>
<td>Enclosed</td>
<td>hour</td>
<td>$495.80</td>
</tr>
<tr>
<td>8325</td>
<td>Generator</td>
<td>Prime Output</td>
<td>40KW to 60</td>
<td>hour</td>
<td>$14.80</td>
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</tr>
<tr>
<td>8326</td>
<td>Generator</td>
<td>Prime Output</td>
<td>20KW to 40</td>
<td>hour</td>
<td>$13.32</td>
<td></td>
</tr>
<tr>
<td>8330</td>
<td>Graders</td>
<td>Moldboard Size</td>
<td>10 Ft to 110</td>
<td>Includes Rigid and Articulate equipment.</td>
<td>hour</td>
<td>$43.30</td>
</tr>
<tr>
<td>8331</td>
<td>Graders</td>
<td>Moldboard Size</td>
<td>12 Ft to 150</td>
<td>Includes Rigid and Articulate equipment.</td>
<td>hour</td>
<td>$46.50</td>
</tr>
<tr>
<td>8332</td>
<td>Graders</td>
<td>Moldboard Size</td>
<td>14 Ft to 225</td>
<td>Includes Rigid and Articulate equipment.</td>
<td>hour</td>
<td>$67.50</td>
</tr>
<tr>
<td>8350</td>
<td>Hose, Discharge</td>
<td>Diameter</td>
<td>3 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$0.15</td>
</tr>
<tr>
<td>8351</td>
<td>Hose, Discharge</td>
<td>Diameter</td>
<td>4 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$0.24</td>
</tr>
<tr>
<td>8352</td>
<td>Hose, Discharge</td>
<td>Diameter</td>
<td>6 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$0.60</td>
</tr>
<tr>
<td>8353</td>
<td>Hose, Discharge</td>
<td>Diameter</td>
<td>8 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$0.60</td>
</tr>
<tr>
<td>8354</td>
<td>Hose, Discharge</td>
<td>Diameter</td>
<td>12 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$0.90</td>
</tr>
<tr>
<td>8355</td>
<td>Hose, Discharge</td>
<td>Diameter</td>
<td>16 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$1.70</td>
</tr>
<tr>
<td>8356</td>
<td>Hose, Suction</td>
<td>Diameter</td>
<td>3 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$0.30</td>
</tr>
<tr>
<td>8357</td>
<td>Hose, Suction</td>
<td>Diameter</td>
<td>4 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$0.35</td>
</tr>
<tr>
<td>8358</td>
<td>Hose, Suction</td>
<td>Diameter</td>
<td>6 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$1.15</td>
</tr>
<tr>
<td>8359</td>
<td>Hose, Suction</td>
<td>Diameter</td>
<td>8 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$1.10</td>
</tr>
<tr>
<td>8360</td>
<td>Hose, Suction</td>
<td>Diameter</td>
<td>12 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$1.70</td>
</tr>
<tr>
<td>8361</td>
<td>Hose, Suction</td>
<td>Diameter</td>
<td>16 In</td>
<td>Per 25 foot length. Includes couplings.</td>
<td>hour</td>
<td>$3.15</td>
</tr>
<tr>
<td>8380</td>
<td>Loader, Crawler</td>
<td>Bucket Capacity</td>
<td>0.5 CY to 32</td>
<td>Includes bucket.</td>
<td>hour</td>
<td>$14.66</td>
</tr>
<tr>
<td>Cost Code</td>
<td>Equipment</td>
<td>Specifications</td>
<td>Capacity or Size</td>
<td>HP</td>
<td>Notes</td>
<td>Unit</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>----------------</td>
<td>-----------------</td>
<td>----</td>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>8381</td>
<td>Loader, Crawler</td>
<td>Bucket Capacity</td>
<td>1 CY to 60</td>
<td>includes bucket.</td>
<td>hour</td>
<td>$34.30</td>
</tr>
<tr>
<td>8382</td>
<td>Loader, Crawler</td>
<td>Bucket Capacity</td>
<td>2 CY to 118</td>
<td>includes bucket.</td>
<td>hour</td>
<td>$68.10</td>
</tr>
<tr>
<td>8383</td>
<td>Loader, Crawler</td>
<td>Bucket Capacity</td>
<td>3 CY to 178</td>
<td>includes bucket.</td>
<td>hour</td>
<td>$101.30</td>
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<tr>
<td>8384</td>
<td>Loader, Crawler</td>
<td>Bucket Capacity</td>
<td>4 CY to 238</td>
<td>includes bucket.</td>
<td>hour</td>
<td>$120.00</td>
</tr>
<tr>
<td>8385</td>
<td>Loader, Wheel</td>
<td>Bucket Capacity</td>
<td>0.5 CY to 38</td>
<td></td>
<td>hour</td>
<td>$20.10</td>
</tr>
<tr>
<td>8386</td>
<td>Loader, Wheel</td>
<td>Bucket Capacity</td>
<td>1 CY to 60</td>
<td></td>
<td>hour</td>
<td>$36.90</td>
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<tr>
<td>8387</td>
<td>Loader, Wheel</td>
<td>Bucket Capacity</td>
<td>2 CY to 105</td>
<td>CAT-526</td>
<td>hour</td>
<td>$35.50</td>
</tr>
<tr>
<td>8388</td>
<td>Loader, Wheel</td>
<td>Bucket Capacity</td>
<td>3 CY to 152</td>
<td></td>
<td>hour</td>
<td>$43.85</td>
</tr>
<tr>
<td>8389</td>
<td>Loader, Wheel</td>
<td>Bucket Capacity</td>
<td>4 CY to 200</td>
<td></td>
<td>hour</td>
<td>$59.30</td>
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<tr>
<td>8390</td>
<td>Loader, Wheel</td>
<td>Bucket Capacity</td>
<td>5 CY to 250</td>
<td></td>
<td>hour</td>
<td>$64.00</td>
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<tr>
<td>8391</td>
<td>Loader, Wheel</td>
<td>Bucket Capacity</td>
<td>6 CY to 305</td>
<td></td>
<td>hour</td>
<td>$104.00</td>
</tr>
<tr>
<td>8392</td>
<td>Loader, Wheel</td>
<td>Bucket Capacity</td>
<td>7 CY to 360</td>
<td></td>
<td>hour</td>
<td>$124.50</td>
</tr>
<tr>
<td>8393</td>
<td>Loader, Wheel</td>
<td>Bucket Capacity</td>
<td>8 CY to 530</td>
<td></td>
<td>hour</td>
<td>$171.40</td>
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<tr>
<td>8401</td>
<td>Loader, Tractor, Wheel</td>
<td>Bucket Capacity</td>
<td>0.87 CY to 80</td>
<td>Case 580 Super L</td>
<td>hour</td>
<td>$33.73</td>
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<tr>
<td>8410</td>
<td>Mixer, Concrete Portable</td>
<td>Batching Capacity</td>
<td>10 CF</td>
<td></td>
<td>hour</td>
<td>$3.05</td>
</tr>
<tr>
<td>8411</td>
<td>Mixer, Concrete Portable</td>
<td>Batching Capacity</td>
<td>12 CF</td>
<td></td>
<td>hour</td>
<td>$4.00</td>
</tr>
<tr>
<td>8412</td>
<td>Mixer, Concrete, Trailer Mntd</td>
<td>Batching Capacity</td>
<td>11 CF to 10</td>
<td></td>
<td>hour</td>
<td>$12.70</td>
</tr>
<tr>
<td>8413</td>
<td>Mixer, Concrete, Trailer Mntd</td>
<td>Batching Capacity</td>
<td>16 CF to 25</td>
<td></td>
<td>hour</td>
<td>$19.60</td>
</tr>
<tr>
<td>8419</td>
<td>Breaker, Pavement Hand-Held</td>
<td>Weight</td>
<td>25-90 Lbs</td>
<td></td>
<td>hour</td>
<td>$1.10</td>
</tr>
<tr>
<td>8420</td>
<td>Breaker, Pavement</td>
<td></td>
<td>70</td>
<td></td>
<td>hour</td>
<td>$57.45</td>
</tr>
<tr>
<td>8423</td>
<td>Spreader, Chip</td>
<td>Spread Hopper Width</td>
<td>12.5 Ft to 152</td>
<td></td>
<td>hour</td>
<td>$85.85</td>
</tr>
<tr>
<td>8424</td>
<td>Spreader, Chip</td>
<td>Spread Hopper Width</td>
<td>16.5 Ft to 215</td>
<td></td>
<td>hour</td>
<td>$116.60</td>
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<tr>
<td>8425</td>
<td>Spreader, Chip, Mntd</td>
<td>Hopper Size</td>
<td>8 Ft to 8</td>
<td>trailer &amp; truck mounted.</td>
<td>hour</td>
<td>$4.60</td>
</tr>
<tr>
<td>8430</td>
<td>Paver, Asphalt, Towed</td>
<td></td>
<td>to 50</td>
<td>includes wheel and crawler equipment.</td>
<td>hour</td>
<td>$12.40</td>
</tr>
<tr>
<td>8431</td>
<td>Paver, Asphalt</td>
<td></td>
<td>to 125</td>
<td>includes wheel and crawler equipment.</td>
<td>hour</td>
<td>$95.10</td>
</tr>
<tr>
<td>8432</td>
<td>Paver, Asphalt</td>
<td></td>
<td>to 175</td>
<td>includes wheel and crawler equipment.</td>
<td>hour</td>
<td>$126.80</td>
</tr>
<tr>
<td>8434</td>
<td>Paver, Asphalt</td>
<td></td>
<td>35,000Lbs &amp; Over to 250</td>
<td>includes wheel and crawler equipment.</td>
<td>hour</td>
<td>$209.65</td>
</tr>
<tr>
<td>8436</td>
<td>Pick-up, Asphalt</td>
<td></td>
<td>110</td>
<td></td>
<td>hour</td>
<td>$96.85</td>
</tr>
<tr>
<td>8437</td>
<td>Pick-up, Asphalt</td>
<td></td>
<td>150</td>
<td></td>
<td>hour</td>
<td>$135.00</td>
</tr>
<tr>
<td>8438</td>
<td>Pick-up, Asphalt</td>
<td></td>
<td>200</td>
<td></td>
<td>hour</td>
<td>$93.50</td>
</tr>
<tr>
<td>8439</td>
<td>Pick-up, Asphalt</td>
<td></td>
<td>275</td>
<td></td>
<td>hour</td>
<td>$204.00</td>
</tr>
<tr>
<td>8440</td>
<td>Stripper</td>
<td>Paint Capacity</td>
<td>40 Gal to 22</td>
<td></td>
<td>hour</td>
<td>$16.20</td>
</tr>
<tr>
<td>8441</td>
<td>Stripper</td>
<td>Paint Capacity</td>
<td>90 Gal to 60</td>
<td></td>
<td>hour</td>
<td>$22.90</td>
</tr>
<tr>
<td>8442</td>
<td>Stripper</td>
<td>Paint Capacity</td>
<td>120 Gal to 122</td>
<td></td>
<td>hour</td>
<td>$42.60</td>
</tr>
<tr>
<td>8445</td>
<td>Stripper, Truck Mntd</td>
<td>Paint Capacity</td>
<td>120 Gal to 480</td>
<td></td>
<td>hour</td>
<td>$78.60</td>
</tr>
<tr>
<td>8446</td>
<td>Stripper, Walk-behind</td>
<td>Paint Capacity</td>
<td>12 Gal</td>
<td></td>
<td>hour</td>
<td>$4.00</td>
</tr>
<tr>
<td>8447</td>
<td>Paver accessory - Belt Extension</td>
<td></td>
<td>2002 Leeboy Conveyor Belt Extension</td>
<td>crawler</td>
<td></td>
<td>$32.50</td>
</tr>
<tr>
<td>8450</td>
<td>Plow, Snow, Grader Mntd</td>
<td>Width</td>
<td>to 10 Ft</td>
<td>include Grader for total cost</td>
<td>hour</td>
<td>$28.00</td>
</tr>
<tr>
<td>8451</td>
<td>Plow, Snow, Grader Mntd</td>
<td>Width</td>
<td>to 14 Ft</td>
<td>include Grader for total cost</td>
<td>hour</td>
<td>$32.90</td>
</tr>
<tr>
<td>8452</td>
<td>Plow, Truck Mntd</td>
<td>Width</td>
<td>to 15 Ft</td>
<td>include truck for total cost</td>
<td>hour</td>
<td>$24.35</td>
</tr>
<tr>
<td>8453</td>
<td>Plow, Truck Mntd</td>
<td>Width</td>
<td>to 15 Ft</td>
<td>with leveling wing. Include truck for total cost</td>
<td>hour</td>
<td>$40.80</td>
</tr>
<tr>
<td>8455</td>
<td>Spreader, Sand</td>
<td>Mounting</td>
<td>Tailgate, Chassis</td>
<td></td>
<td>hour</td>
<td>$7.35</td>
</tr>
<tr>
<td>8456</td>
<td>Spreader, Sand</td>
<td>Mounting</td>
<td>Dump Body</td>
<td></td>
<td>hour</td>
<td>$10.45</td>
</tr>
<tr>
<td>8457</td>
<td>Spreader, Sand</td>
<td>Mounting</td>
<td>Truck (10yd)</td>
<td></td>
<td>hour</td>
<td>$13.15</td>
</tr>
<tr>
<td>8458</td>
<td>Spreader, Chemical</td>
<td>Capacity</td>
<td>5 CY to 4</td>
<td>trailer &amp; truck mounted.</td>
<td>hour</td>
<td>$6.00</td>
</tr>
<tr>
<td>8469</td>
<td>Pump - Trash Pump</td>
<td>10 MTC</td>
<td>2&quot; Pump to 7</td>
<td>10,000 gph</td>
<td>hour</td>
<td>$7.25</td>
</tr>
<tr>
<td>8470</td>
<td>Pump</td>
<td>Centrifugal, 8M pump</td>
<td>2&quot; - 10,000 gal/hr. to 4.5</td>
<td>hoses not included.</td>
<td>hour</td>
<td>$6.10</td>
</tr>
<tr>
<td>8471</td>
<td>Pump</td>
<td>Diaphragm pump</td>
<td>2&quot; - 3,000 gal/hr. to 6</td>
<td>hoses not included.</td>
<td>hour</td>
<td>$6.75</td>
</tr>
<tr>
<td>8472</td>
<td>Pump</td>
<td>Centrifugal, 18M pump</td>
<td>3&quot; - 18,000 gal/hr. pump to 10</td>
<td>hoses not included.</td>
<td>hour</td>
<td>$7.99</td>
</tr>
<tr>
<td>8473</td>
<td>Pump</td>
<td></td>
<td>to 15</td>
<td>hoses not included.</td>
<td>hour</td>
<td>$10.30</td>
</tr>
<tr>
<td>8474</td>
<td>Pump</td>
<td></td>
<td>to 25</td>
<td>hoses not included.</td>
<td>hour</td>
<td>$13.60</td>
</tr>
<tr>
<td>8475</td>
<td>Pump</td>
<td></td>
<td>to 40</td>
<td>hoses not included.</td>
<td>hour</td>
<td>$16.65</td>
</tr>
<tr>
<td>8476</td>
<td>Pump</td>
<td></td>
<td>4&quot; - 40,000 gal/hr. to 60</td>
<td>hoses not included.</td>
<td>hour</td>
<td>$27.10</td>
</tr>
<tr>
<td>FEMA Code ID</td>
<td>Equipment</td>
<td>Specifications</td>
<td>Capacity or Size</td>
<td>HP</td>
<td>Notes</td>
<td>Unit</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------</td>
<td>----------------</td>
<td>-----------------</td>
<td>----</td>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>8477</td>
<td>Pump</td>
<td></td>
<td>to 95</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8478</td>
<td>Pump</td>
<td></td>
<td>to 140</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8479</td>
<td>Pump</td>
<td></td>
<td>to 200</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8480</td>
<td>Pump</td>
<td></td>
<td>to 275</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8481</td>
<td>Pump</td>
<td></td>
<td>to 350</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8482</td>
<td>Pump</td>
<td></td>
<td>to 425</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8483</td>
<td>Pump</td>
<td></td>
<td>to 500</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8484</td>
<td>Pump</td>
<td></td>
<td>to 575</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8485</td>
<td>Pump</td>
<td></td>
<td>to 650</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8486</td>
<td>Aerial Lift, Truck Mntd</td>
<td>Max. Platform Height</td>
<td>40 Ft</td>
<td>Add this rate to truck rate for total lift and truck rate</td>
<td>hour</td>
<td>$11.38</td>
</tr>
<tr>
<td>8487</td>
<td>Aerial Lift, Truck Mntd</td>
<td>Max. Platform Height</td>
<td>61 Ft</td>
<td>Add this rate to truck rate for total lift and truck rate</td>
<td>hour</td>
<td>$20.54</td>
</tr>
<tr>
<td>8488</td>
<td>Aerial Lift, Truck Mntd</td>
<td>Max. Platform Height</td>
<td>80 Ft</td>
<td>Add this rate to truck rate for total lift and truck rate</td>
<td>hour</td>
<td>$39.00</td>
</tr>
<tr>
<td>8489</td>
<td>Aerial Lift, Truck Mntd</td>
<td>Max. Platform Load - 600Lbs</td>
<td>81 Ft-100 Ft. Ht.</td>
<td>Add this rate to truck rate for total lift and truck rate</td>
<td>hour</td>
<td>$39.50</td>
</tr>
<tr>
<td>8490</td>
<td>Aerial Lift, Self-Propelled</td>
<td>Max. Platform Height</td>
<td>37 Ft. Ht. to 15</td>
<td>Articulated, Telescoping, Scissor</td>
<td>hour</td>
<td>$8.95</td>
</tr>
<tr>
<td>8491</td>
<td>Aerial Lift, Self-Propelled</td>
<td>Max. Platform Height</td>
<td>60 Ft. Ht. to 30</td>
<td>Articulated, Telescoping, Scissor</td>
<td>hour</td>
<td>$16.10</td>
</tr>
<tr>
<td>8492</td>
<td>Aerial Lift, Self-Propelled</td>
<td>Max. Platform Height</td>
<td>70 Ft. Ht. to 50</td>
<td>Articulated, Telescoping, Scissor</td>
<td>hour</td>
<td>$29.26</td>
</tr>
<tr>
<td>8493</td>
<td>Aerial Lift, Self-Propelled</td>
<td>Max. Platform Height</td>
<td>125 Ft. Ht. to 85</td>
<td>Articulated and Telescoping</td>
<td>hour</td>
<td>$55.65</td>
</tr>
<tr>
<td>8494</td>
<td>Aerial Lift, Self-Propelled</td>
<td>Max. Platform Height</td>
<td>150 Ft. Ht. to 130</td>
<td>Articulated and Telescoping</td>
<td>hour</td>
<td>$70.15</td>
</tr>
<tr>
<td>8495</td>
<td>I.C. Aerial Lift, Self-Propelled</td>
<td>Max. Platform Load - 500 Lbs</td>
<td>75&quot;x155&quot;, 40Ft Ht. to 80</td>
<td>2000 Lbs Capacity</td>
<td>hour</td>
<td>$28.95</td>
</tr>
<tr>
<td>8496</td>
<td>Crane, Truck Mntd</td>
<td>Max. Lift Capacity</td>
<td>24000 Lbs</td>
<td>Include truck rate for total cost</td>
<td>hour</td>
<td>$14.90</td>
</tr>
<tr>
<td>8497</td>
<td>Crane, Truck Mntd</td>
<td>Max. Lift Capacity</td>
<td>36000 Lbs</td>
<td>Include truck rate for total cost</td>
<td>hour</td>
<td>$22.40</td>
</tr>
<tr>
<td>8498</td>
<td>Crane, Truck Mntd</td>
<td>Max. Lift Capacity</td>
<td>60000 Lbs</td>
<td>Include truck rate for total cost</td>
<td>hour</td>
<td>$36.50</td>
</tr>
<tr>
<td>8499</td>
<td>Pump - Trash-Pump</td>
<td>CPB Rating - 10MTC</td>
<td>10000 gal/Hr</td>
<td>7</td>
<td>Self- Priming Trash Pump</td>
<td>hour</td>
</tr>
<tr>
<td>8500</td>
<td>Crane</td>
<td>Max. Lift Capacity</td>
<td>8 MT to 80</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8501</td>
<td>Crane</td>
<td>Max. Lift Capacity</td>
<td>15 MT to 150</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8502</td>
<td>Crane</td>
<td>Max. Lift Capacity</td>
<td>50 MT to 200</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8503</td>
<td>Crane</td>
<td>Max. Lift Capacity</td>
<td>70 MT to 300</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8504</td>
<td>Crane</td>
<td>Max. Lift Capacity</td>
<td>110 MT to 350</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8510</td>
<td>Saw, Concrete</td>
<td>Blade Diameter</td>
<td>14 In to 14</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8511</td>
<td>Saw, Concrete</td>
<td>Blade Diameter</td>
<td>26 In to 35</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8512</td>
<td>Saw, Concrete</td>
<td>Blade Diameter</td>
<td>48 In to 65</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8513</td>
<td>Saw, Rock</td>
<td></td>
<td>to 100</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8514</td>
<td>Saw, Rock</td>
<td></td>
<td>to 200</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8517</td>
<td>Jackhammer (Dry)</td>
<td>Weight Class</td>
<td>25-45 Lbs</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8518</td>
<td>Jackhammer (Wet)</td>
<td>Weight Class</td>
<td>30-55 Lbs</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8521</td>
<td>Scraper</td>
<td>Scraper Capacity</td>
<td>16 CY to 250</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8522</td>
<td>Scraper</td>
<td>Scraper Capacity</td>
<td>23 CY to 365</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8523</td>
<td>Scraper</td>
<td>Scraper Capacity</td>
<td>34 CY to 475</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8524</td>
<td>Scraper</td>
<td>Scraper Capacity</td>
<td>44 CY to 600</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8540</td>
<td>Loader, Skid-Steer</td>
<td>Operating Capacity</td>
<td>1000 Lbs to 35</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8541</td>
<td>Loader, Skid-Steer</td>
<td>Operating Capacity</td>
<td>2000 Lbs to 65</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8542</td>
<td>Loader, Skid-Steer</td>
<td>Operating Capacity</td>
<td>3000 Lbs to 85</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8550</td>
<td>Snow Blower, Truck Mntd</td>
<td>Capacity</td>
<td>600 Tph to 75</td>
<td>Does not include truck</td>
<td>hour</td>
<td>$34.60</td>
</tr>
<tr>
<td>8551</td>
<td>Snow Blower, Truck Mntd</td>
<td>Capacity</td>
<td>1400 Tph to 200</td>
<td>Does not include truck</td>
<td>hour</td>
<td>$94.00</td>
</tr>
<tr>
<td>8552</td>
<td>Snow Blower, Truck Mntd</td>
<td>Capacity</td>
<td>2000 Tph to 340</td>
<td>Does not include truck</td>
<td>hour</td>
<td>$142.50</td>
</tr>
<tr>
<td>8553</td>
<td>Snow Blower, Truck Mntd</td>
<td>Capacity</td>
<td>2500 Tph to 400</td>
<td>Does not include truck</td>
<td>hour</td>
<td>$154.80</td>
</tr>
<tr>
<td>8558</td>
<td>Snow Thrower, Walk Behind</td>
<td>Cutting Width</td>
<td>25 in to 5</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8559</td>
<td>Snow Thrower, Walk Behind</td>
<td>Cutting Width</td>
<td>60 in to 15</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8560</td>
<td>Snow Blower</td>
<td>Capacity</td>
<td>2,000 Tph to 400</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8561</td>
<td>Snow Blower</td>
<td>Capacity</td>
<td>2,500 Tph to 500</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8562</td>
<td>Snow Blower</td>
<td>Capacity</td>
<td>3,500 Tph to 600</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>Cost Code</td>
<td>Equipment</td>
<td>Specifications</td>
<td>Capacity or Size</td>
<td>HP</td>
<td>Notes</td>
<td>Unit 2017 Rate</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>----------------</td>
<td>-----------------</td>
<td>----</td>
<td>-------</td>
<td>----------------</td>
</tr>
<tr>
<td>8569</td>
<td>Dust Control De-Ice Unit</td>
<td>1300-2000 gal</td>
<td>173&quot;Lx98&quot;Wx51&quot;H</td>
<td>5.5</td>
<td>Hydro Pump w/100' 1/2&quot; hose</td>
<td>hour $3.45</td>
</tr>
<tr>
<td>8570</td>
<td>Loader-Backhoe, Wheel</td>
<td>Loader Bucket Capacity</td>
<td>0.5 CY to 40</td>
<td>Loader and Backhoe Buckets included</td>
<td>hour $22.15</td>
<td></td>
</tr>
<tr>
<td>8571</td>
<td>Loader-Backhoe, Wheel</td>
<td>Loader Bucket Capacity</td>
<td>1 CY to 70</td>
<td>Loader and Backhoe Buckets included</td>
<td>hour $29.50</td>
<td></td>
</tr>
<tr>
<td>8572</td>
<td>Loader-Backhoe, Wheel</td>
<td>Loader Bucket Capacity</td>
<td>1.5 CY to 95</td>
<td>Loader and Backhoe Buckets included</td>
<td>hour $38.60</td>
<td></td>
</tr>
<tr>
<td>8573</td>
<td>Loader-Backhoe, Wheel</td>
<td>Loader Bucket Capacity</td>
<td>1.75 CY to 115</td>
<td>Loader and Backhoe Buckets included</td>
<td>hour $47.77</td>
<td></td>
</tr>
<tr>
<td>8580</td>
<td>Distributor, Asphalt</td>
<td>Tank Capacity</td>
<td>500 Gal</td>
<td>burners, insulated tank, and circulating spray bar</td>
<td>hour $14.76</td>
<td></td>
</tr>
<tr>
<td>8581</td>
<td>Distributor, Asphalt</td>
<td>Tank Capacity</td>
<td>1000 Gal</td>
<td>burners, insulated tank, and circulating spray bar</td>
<td>hour $21.30</td>
<td></td>
</tr>
<tr>
<td>8582</td>
<td>Distributor, Asphalt</td>
<td>Tank Capacity</td>
<td>4000 Gal</td>
<td>burners, insulated tank, and circulating spray bar</td>
<td>hour $30.15</td>
<td></td>
</tr>
<tr>
<td>8583</td>
<td>Distributor</td>
<td>ETNYRE Oil Distributor Model - PB348</td>
<td>300</td>
<td></td>
<td>hour $41.60</td>
<td></td>
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<tr>
<td>8584</td>
<td>Distributor</td>
<td>ETNYRE Quad Chip Spreader</td>
<td>280</td>
<td></td>
<td>hour $83.20</td>
<td></td>
</tr>
<tr>
<td>8590</td>
<td>Trailer, Dump</td>
<td>Capacity</td>
<td>20 CY</td>
<td>Does not include Prime Mover</td>
<td>hour $11.36</td>
<td></td>
</tr>
<tr>
<td>8591</td>
<td>Trailer, Dump</td>
<td>Capacity</td>
<td>30 CY</td>
<td>Does not include Prime Mover</td>
<td>hour $13.10</td>
<td></td>
</tr>
<tr>
<td>8600</td>
<td>Trailer, Equipment</td>
<td>Capacity</td>
<td>30 Tons</td>
<td></td>
<td>hour $14.15</td>
<td></td>
</tr>
<tr>
<td>8601</td>
<td>Trailer, Equipment</td>
<td>Capacity</td>
<td>40 Tons</td>
<td></td>
<td>hour $15.50</td>
<td></td>
</tr>
<tr>
<td>8602</td>
<td>Trailer, Equipment</td>
<td>Capacity</td>
<td>60 Tons</td>
<td></td>
<td>hour $18.85</td>
<td></td>
</tr>
<tr>
<td>8603</td>
<td>Trailer, Equipment</td>
<td>Capacity</td>
<td>120 Tons</td>
<td>with sump and a rear spraybar</td>
<td>hour $28.35</td>
<td></td>
</tr>
<tr>
<td>8610</td>
<td>Trailer, Water</td>
<td>Tank Capacity</td>
<td>4000 Gal</td>
<td>with sump and a rear spraybar</td>
<td>hour $13.50</td>
<td></td>
</tr>
<tr>
<td>8611</td>
<td>Trailer, Water</td>
<td>Tank Capacity</td>
<td>6000 Gal</td>
<td>with sump and a rear spraybar</td>
<td>hour $16.55</td>
<td></td>
</tr>
<tr>
<td>8612</td>
<td>Trailer, Water</td>
<td>Tank Capacity</td>
<td>10000 Gal</td>
<td>with sump and a rear spraybar</td>
<td>hour $19.20</td>
<td></td>
</tr>
<tr>
<td>8613</td>
<td>Trailer, Water</td>
<td>Tank Capacity</td>
<td>14000 Gal</td>
<td>with sump and a rear spraybar</td>
<td>hour $23.77</td>
<td></td>
</tr>
<tr>
<td>8614</td>
<td>Truck- Water Tanker</td>
<td>1000 gal. tank</td>
<td>175</td>
<td></td>
<td>hour $33.35</td>
<td></td>
</tr>
<tr>
<td>8620</td>
<td>Tub Grinder</td>
<td></td>
<td>to 440</td>
<td></td>
<td>hour $95.35</td>
<td></td>
</tr>
<tr>
<td>8621</td>
<td>Tub Grinder</td>
<td></td>
<td>to 630</td>
<td></td>
<td>hour $143.65</td>
<td></td>
</tr>
<tr>
<td>8622</td>
<td>Tub Grinder</td>
<td></td>
<td>to 760</td>
<td></td>
<td>hour $183.60</td>
<td></td>
</tr>
<tr>
<td>8623</td>
<td>Tub Grinder</td>
<td></td>
<td>to 1000</td>
<td></td>
<td>hour $322.00</td>
<td></td>
</tr>
<tr>
<td>8627</td>
<td>Horizontal Grinder</td>
<td>Model HG6000</td>
<td>630</td>
<td></td>
<td>hour $57.36</td>
<td></td>
</tr>
<tr>
<td>8628</td>
<td>Stump Grinder</td>
<td>1988 Vermeer SC-112</td>
<td>102</td>
<td></td>
<td>hour $47.00</td>
<td></td>
</tr>
<tr>
<td>8629</td>
<td>Stump Grinder</td>
<td>24&quot; grinding wheel</td>
<td>110</td>
<td></td>
<td>hour $45.00</td>
<td></td>
</tr>
<tr>
<td>8630</td>
<td>Sprayer, Seed</td>
<td>Working Capacity</td>
<td>750 Gal to 30</td>
<td>Does not include Prime Mover</td>
<td>hour $14.00</td>
<td></td>
</tr>
<tr>
<td>8631</td>
<td>Sprayer, Seed</td>
<td>Working Capacity</td>
<td>1250 Gal to 50</td>
<td>Trailer &amp; truck mounted. Does not include Prime Mover</td>
<td>hour $19.80</td>
<td></td>
</tr>
<tr>
<td>8632</td>
<td>Sprayer, Seed</td>
<td>Working Capacity</td>
<td>3500 Gal to 115</td>
<td>Does not include Prime Mover</td>
<td>hour $29.25</td>
<td></td>
</tr>
<tr>
<td>8633</td>
<td>Mulcher, Trailer Mntd</td>
<td>Working Capacity</td>
<td>7 TPH to 35</td>
<td></td>
<td>hour $14.10</td>
<td></td>
</tr>
<tr>
<td>8634</td>
<td>Mulcher, Trailer Mntd</td>
<td>Working Capacity</td>
<td>10 TPH to 55</td>
<td></td>
<td>hour $20.80</td>
<td></td>
</tr>
<tr>
<td>8635</td>
<td>Mulcher, Trailer Mntd</td>
<td>Working Capacity</td>
<td>20 TPH to 120</td>
<td></td>
<td>hour $29.45</td>
<td></td>
</tr>
<tr>
<td>8636</td>
<td>Scraper</td>
<td>Soil Recycler WR 2400 w 317 gal fuel tank</td>
<td>563</td>
<td></td>
<td>hour $239.85</td>
<td></td>
</tr>
<tr>
<td>8637</td>
<td>Trailer CAT</td>
<td>Double Belly Bottom-dump Trailer</td>
<td>26 CY of soil in one dump</td>
<td>13 CY of soil each berry</td>
<td>hour $92.33</td>
<td></td>
</tr>
<tr>
<td>8638</td>
<td>Rake</td>
<td>Barber Beach Sand Rake 6000HDr, towed</td>
<td></td>
<td></td>
<td>hour $15.40</td>
<td></td>
</tr>
<tr>
<td>8639</td>
<td>Chipper</td>
<td>Wildcat 626 Cougar Trommel Screen chipper w belt</td>
<td>125</td>
<td></td>
<td>hour $34.30</td>
<td></td>
</tr>
<tr>
<td>8640</td>
<td>Trailer, Office</td>
<td>Trailer Size</td>
<td>8' x 24'</td>
<td>Cargo Size 16ft</td>
<td>hour $1.95</td>
<td></td>
</tr>
<tr>
<td>8641</td>
<td>Trailer, Office</td>
<td>Trailer Size</td>
<td>8' x 32'</td>
<td>Cargo Size 24ft</td>
<td>hour $2.30</td>
<td></td>
</tr>
<tr>
<td>8642</td>
<td>Trailer, Office</td>
<td>Trailer Size</td>
<td>10' x 32'</td>
<td>Cargo Size 20ft</td>
<td>hour $2.65</td>
<td></td>
</tr>
<tr>
<td>8643</td>
<td>Trailer</td>
<td>Haz-Mat Equipment trailer</td>
<td>8'x18'</td>
<td></td>
<td>hour $37.75</td>
<td></td>
</tr>
<tr>
<td>8644</td>
<td>Trailer, Covered Utility Trailer</td>
<td>(7' X 16')</td>
<td></td>
<td></td>
<td>hour $5.65</td>
<td></td>
</tr>
<tr>
<td>8645</td>
<td>Trailer, Dodge Ram</td>
<td>8' x 24' shower trailer- 12 showers</td>
<td>101</td>
<td></td>
<td>hour $29.45</td>
<td></td>
</tr>
<tr>
<td>8646</td>
<td>Trailer, Dodge</td>
<td>32' flatbed water</td>
<td></td>
<td></td>
<td>hour $27.90</td>
<td></td>
</tr>
<tr>
<td>8650</td>
<td>Trencher</td>
<td></td>
<td>to 40</td>
<td>Wheel Mounted. Chain and Wheel</td>
<td>hour $16.30</td>
<td></td>
</tr>
<tr>
<td>Cost Code</td>
<td>Equipment</td>
<td>Specifications</td>
<td>Capacity or Size</td>
<td>HP</td>
<td>Notes</td>
<td>Unit</td>
</tr>
<tr>
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</tr>
<tr>
<td>8651</td>
<td>Trencher</td>
<td></td>
<td>to 85</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8654</td>
<td>Trencher accessories</td>
<td>2008 Griswold Trenchbox</td>
<td></td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8660</td>
<td>Plow, Cable</td>
<td>Plow Depth</td>
<td>24 in to 30</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8661</td>
<td>Plow, Cable</td>
<td>Plow Depth</td>
<td>36 in to 65</td>
<td></td>
<td></td>
<td>hour</td>
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<tr>
<td>8662</td>
<td>Plow, Cable</td>
<td>Plow Depth</td>
<td>48 in to 110</td>
<td></td>
<td></td>
<td>hour</td>
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<tr>
<td>8670</td>
<td>Derrick, Hydraulic Digger</td>
<td>Max. Boom Length</td>
<td>60 Ft</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8671</td>
<td>Derrick, Hydraulic Digger</td>
<td>Max. Boom Length</td>
<td>90 Ft</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8680</td>
<td>Truck, Concrete Mixer</td>
<td>Mixer Capacity</td>
<td>13 CY to 300</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8684</td>
<td>Truck, Fire</td>
<td>100 Ft Ladder</td>
<td></td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8690</td>
<td>Truck, Fire</td>
<td>Pump Capacity</td>
<td>1000 GPM</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8691</td>
<td>Truck, Fire</td>
<td>Pump Capacity</td>
<td>1250 GPM</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8692</td>
<td>Truck, Fire</td>
<td>Pump Capacity</td>
<td>1500 GPM</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8693</td>
<td>Truck, Fire</td>
<td>Pump Capacity</td>
<td>2000 GPM</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8694</td>
<td>Truck, Fire Ladder</td>
<td>Ladder length</td>
<td>75 FT</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8695</td>
<td>Truck, Fire Ladder</td>
<td>Ladder length</td>
<td>150 FT</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8696</td>
<td>Truck, Fire</td>
<td>No Ladder</td>
<td>330</td>
<td></td>
<td>Rescue</td>
<td>hour</td>
</tr>
<tr>
<td>8700</td>
<td>Truck, Flatbed</td>
<td>Maximum Gvw</td>
<td>15000 Lbs to 200</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8701</td>
<td>Truck, Flatbed</td>
<td>Maximum Gvw</td>
<td>25000 Lbs to 275</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8702</td>
<td>Truck, Flatbed</td>
<td>Maximum Gvw</td>
<td>30000 Lbs to 300</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8703</td>
<td>Truck, Flatbed</td>
<td>Maximum Gvw</td>
<td>45000 Lbs to 380</td>
<td></td>
<td></td>
<td>hour</td>
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<tr>
<td>8708</td>
<td>Trailer, semi flatbed</td>
<td>50,000+ gvw</td>
<td>48ft to 53ft, flat-bed, freight, two axle</td>
<td>50,000+ gvw</td>
<td>hour</td>
<td>$8.45</td>
</tr>
<tr>
<td>8709</td>
<td>Trailer, semi flatbed</td>
<td>50,000+ gvw</td>
<td>enclosed 48 ft to 53 ft, two axles</td>
<td>50,000+ gvw</td>
<td>hour</td>
<td>$9.50</td>
</tr>
<tr>
<td>8710</td>
<td>Trailer, semi flatbed</td>
<td>25,000 gvw</td>
<td>28ft, single axle, freight</td>
<td>25,000 gvw</td>
<td>hour</td>
<td>$9.70</td>
</tr>
<tr>
<td>8711</td>
<td>Flat bed utility trailer</td>
<td>6 ton</td>
<td></td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8712</td>
<td>Cleaner, Sewer/Catch Basin</td>
<td>Hopper Capacity</td>
<td>5 CY</td>
<td>Truck Mounted.</td>
<td>hour</td>
<td>$24.80</td>
</tr>
<tr>
<td>8713</td>
<td>Cleaner, Sewer/Catch Basin</td>
<td>Hopper Capacity</td>
<td>14 CY</td>
<td>Truck Mounted.</td>
<td>hour</td>
<td>$31.30</td>
</tr>
<tr>
<td>8714</td>
<td>Vactor</td>
<td>500/800 gal</td>
<td>800 Gal Spoils/400 Gal Water</td>
<td>49</td>
<td>hour</td>
<td>$82.75</td>
</tr>
<tr>
<td>8715</td>
<td>Truck, Hydro Vac</td>
<td>model LP555DT</td>
<td></td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8716</td>
<td>Leaf Vac</td>
<td>85</td>
<td>60,000 GVW</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8717</td>
<td>Leaf Vac</td>
<td>85</td>
<td>60,000 GVW</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8718</td>
<td>Litter Picker</td>
<td>model 2007 Barber</td>
<td></td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8720</td>
<td>Truck, Dump</td>
<td>Struck Capacity</td>
<td>8 CY to 220</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8721</td>
<td>Truck, Dump</td>
<td>Struck Capacity</td>
<td>10 CY to 320</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8722</td>
<td>Truck, Dump</td>
<td>Struck Capacity</td>
<td>12 CY to 400</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8723</td>
<td>Truck, Dump</td>
<td>Struck Capacity</td>
<td>18 CY to 400</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8724</td>
<td>Truck, Dump, Off Highway</td>
<td>Struck Capacity</td>
<td>28 CY to 450</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8725</td>
<td>Truck, Dump</td>
<td>Struck Capacity</td>
<td>14 CY to 400</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8730</td>
<td>Truck, Garbage</td>
<td>Capacity</td>
<td>25 CY to 255</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8731</td>
<td>Truck, Garbage</td>
<td>Capacity</td>
<td>32 CY to 325</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8733</td>
<td>E-BAM Services</td>
<td>Environmental Beta Attenuation Air Monitor</td>
<td>Powered by Solar System</td>
<td>85</td>
<td>Leaf Vac + Truck Code 8811</td>
<td>hour</td>
</tr>
<tr>
<td>8734</td>
<td>Attenuator, safety</td>
<td>that can stop a vehicle at 60 mph</td>
<td></td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8735</td>
<td>Truck, Attenuator</td>
<td>2004 Truck Mounted for 60 mph</td>
<td></td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8736</td>
<td>Truck, tow</td>
<td>1987 Chevy Kodiak 70</td>
<td>175</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8744</td>
<td>Van, Custom</td>
<td>Special Service Canteen Truck</td>
<td>350</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8745</td>
<td>Van, step</td>
<td>model MT10FD</td>
<td>300</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8746</td>
<td>Van-up to 15 passenger</td>
<td>light duty, class 1</td>
<td>225-300</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8747</td>
<td>Van-up to 15 passenger</td>
<td>light duty, class 2</td>
<td>225-300</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8748</td>
<td>Van-cargo</td>
<td>light duty, class 1</td>
<td>225-300</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8749</td>
<td>Van-cargo</td>
<td>light duty, class 2</td>
<td>225-300</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8750</td>
<td>Vehicle, Small</td>
<td>to 30</td>
<td></td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8753</td>
<td>Vehicle, Recreational</td>
<td>to 10</td>
<td></td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8755</td>
<td>Golf Cart</td>
<td>Capacity</td>
<td>2 person</td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8761</td>
<td>Vibrator, Concrete</td>
<td>to 4</td>
<td></td>
<td></td>
<td></td>
<td>hour</td>
</tr>
<tr>
<td>8770</td>
<td>Welder, Portable</td>
<td>to 16</td>
<td></td>
<td></td>
<td>Includes ground cable and lead cable.</td>
<td>hour</td>
</tr>
<tr>
<td>Cost Code</td>
<td>Equipment</td>
<td>Specifications</td>
<td>Capacity or Size</td>
<td>HP</td>
<td>Notes</td>
<td>Unit 2017 Rate</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>----------------</td>
<td>-----------------</td>
<td>----</td>
<td>-------</td>
<td>----------------</td>
</tr>
<tr>
<td>8771</td>
<td>Welder, Portable</td>
<td>to 34</td>
<td>Includes ground cable and lead cable.</td>
<td>hour</td>
<td>$6.80</td>
<td></td>
</tr>
<tr>
<td>8772</td>
<td>Welder, Portable</td>
<td>to 50</td>
<td>Includes ground cable and lead cable.</td>
<td>hour</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>8773</td>
<td>Welder, Portable</td>
<td>to 80</td>
<td>Includes ground cable and lead cable.</td>
<td>hour</td>
<td>$13.76</td>
<td></td>
</tr>
<tr>
<td>8780</td>
<td>Truck, Water Tank Capacity 2500 Gal</td>
<td>to 175</td>
<td>Include pump and rear spray system.</td>
<td>hour</td>
<td>$28.70</td>
<td></td>
</tr>
<tr>
<td>8781</td>
<td>Truck, Water Tank Capacity 4000 Gal</td>
<td>to 250</td>
<td>Include pump and rear spray system.</td>
<td>hour</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>8782</td>
<td>Container &amp; roll off truck</td>
<td>30 yds</td>
<td></td>
<td></td>
<td>hour</td>
<td>$23.05</td>
</tr>
<tr>
<td>8783</td>
<td>Truck, Tractor 1997 Freightliner F120</td>
<td>430</td>
<td></td>
<td></td>
<td>hour</td>
<td>$54.90</td>
</tr>
<tr>
<td>8784</td>
<td>Truck, Tractor 4 x 2</td>
<td>25000 lbs</td>
<td>to 210</td>
<td></td>
<td>hour</td>
<td>$42.40</td>
</tr>
<tr>
<td>8785</td>
<td>Truck, Tractor 4 x 2</td>
<td>35000 lbs</td>
<td>to 330</td>
<td></td>
<td>hour</td>
<td>$46.00</td>
</tr>
<tr>
<td>8786</td>
<td>Truck, Tractor 6 x 2</td>
<td>45000 lbs</td>
<td>to 360</td>
<td></td>
<td>hour</td>
<td>$52.75</td>
</tr>
<tr>
<td>8787</td>
<td>Truck, freight Enclosed w/lift gate. Medium duty</td>
<td>class 5</td>
<td>16000-19500 Lbs</td>
<td></td>
<td>hour</td>
<td>$23.25</td>
</tr>
<tr>
<td>8788</td>
<td>Truck, backhoe carrier</td>
<td>Three axle, class 8, heavy duty</td>
<td>over 33000Lbs</td>
<td></td>
<td>hour</td>
<td>$34.50</td>
</tr>
<tr>
<td>8789</td>
<td>Truck, freight Enclosed w/lift gate. Heavy duty, class</td>
<td>7, 26,001 to 33,000 lbs</td>
<td></td>
<td></td>
<td>hour</td>
<td>$31.00</td>
</tr>
<tr>
<td>8790</td>
<td>Truck</td>
<td>Tilt and roll-back, two axle, class 7 heavy duty.</td>
<td>to 33,000 gvw</td>
<td></td>
<td>hour</td>
<td>$32.00</td>
</tr>
<tr>
<td>8791</td>
<td>Truck, Tilt and roll back, three axle. class 8 heavy duty</td>
<td>over 33,001+ gvw</td>
<td></td>
<td></td>
<td>hour</td>
<td>$40.60</td>
</tr>
<tr>
<td>8800</td>
<td>Truck, Pickup</td>
<td>When transporting people.</td>
<td>mile</td>
<td></td>
<td></td>
<td>$0.54</td>
</tr>
<tr>
<td>8801</td>
<td>Truck, Pickup 1/2-ton</td>
<td>4x2-Axle</td>
<td>160</td>
<td></td>
<td>hour</td>
<td>$12.30</td>
</tr>
<tr>
<td>8802</td>
<td>Truck, Pickup 1-ton</td>
<td>4x2-Axle</td>
<td>234</td>
<td></td>
<td>hour</td>
<td>$17.65</td>
</tr>
<tr>
<td>8803</td>
<td>Truck, Pickup 1 1/4-ton</td>
<td>4x2-Axle</td>
<td>300</td>
<td></td>
<td>hour</td>
<td>$26.40</td>
</tr>
<tr>
<td>8804</td>
<td>Truck, Pickup 1 1/2-ton</td>
<td>4x2-Axle</td>
<td>362</td>
<td></td>
<td>hour</td>
<td>$26.75</td>
</tr>
<tr>
<td>8805</td>
<td>Truck, Pickup 1 3/4-ton</td>
<td>4x2-Axle</td>
<td>362</td>
<td></td>
<td>hour</td>
<td>$27.50</td>
</tr>
<tr>
<td>8806</td>
<td>Truck, Pickup 3/4-ton</td>
<td>4x2-Axle</td>
<td>362</td>
<td></td>
<td>hour</td>
<td>$27.50</td>
</tr>
<tr>
<td>8807</td>
<td>Truck, Pickup 3/4-ton</td>
<td>4x4-Axle</td>
<td>285</td>
<td>Crew</td>
<td>hour</td>
<td>$20.80</td>
</tr>
<tr>
<td>8808</td>
<td>Truck, Pickup 1-ton</td>
<td>4x4-Axle</td>
<td>360</td>
<td>Crew</td>
<td>hour</td>
<td>$22.85</td>
</tr>
<tr>
<td>8809</td>
<td>Truck, Pickup 1 1/4-ton</td>
<td>4x4-Axle</td>
<td>362</td>
<td>Crew</td>
<td>hour</td>
<td>$26.40</td>
</tr>
<tr>
<td>8810</td>
<td>Truck, Pickup 1 1/2-ton</td>
<td>4x4-Axle</td>
<td>362</td>
<td>Crew</td>
<td>hour</td>
<td>$26.75</td>
</tr>
<tr>
<td>8811</td>
<td>Truck, Pickup 1 3/4-ton</td>
<td>4x4-Axle</td>
<td>362</td>
<td>Crew</td>
<td>hour</td>
<td>$27.50</td>
</tr>
<tr>
<td>8820</td>
<td>Skidder accessory</td>
<td>2005 JCB Grapple Claw</td>
<td></td>
<td></td>
<td>hour</td>
<td>$1.75</td>
</tr>
<tr>
<td>8821</td>
<td>Forklift, accessory</td>
<td>2005 ACS Grapple Bucket</td>
<td></td>
<td></td>
<td>hour</td>
<td>$1.50</td>
</tr>
<tr>
<td>8822</td>
<td>Truck, Loader</td>
<td>Debris/Log (Knuckleboom Loader/Truck)</td>
<td>230</td>
<td></td>
<td>hour</td>
<td>$52.26</td>
</tr>
<tr>
<td>8823</td>
<td>Chipper- Wood Recycler</td>
<td>Cat 16 engine</td>
<td>700</td>
<td></td>
<td>hour</td>
<td>$115.00</td>
</tr>
<tr>
<td>8824</td>
<td>Skidder</td>
<td>model Cat 525B</td>
<td>up to 160</td>
<td></td>
<td>hour</td>
<td>$62.90</td>
</tr>
<tr>
<td>8825</td>
<td>Skidder</td>
<td>40K lbs- model Cat 525C</td>
<td>161 and up</td>
<td></td>
<td>hour</td>
<td>$118.77</td>
</tr>
<tr>
<td>8840</td>
<td>Truck, service</td>
<td>fuel and lube</td>
<td>up to 26,000 gvw</td>
<td>215-225</td>
<td>hour</td>
<td>$38.65</td>
</tr>
<tr>
<td>8841</td>
<td>Truck, fuel</td>
<td>2009 International 1,800 gal. storage tank</td>
<td>200</td>
<td></td>
<td>hour</td>
<td>$30.50</td>
</tr>
<tr>
<td>8842</td>
<td>Mobile Command Trailer</td>
<td>(8' X 28') with 7.5 KW Generator</td>
<td></td>
<td></td>
<td>hour</td>
<td>$14.66</td>
</tr>
<tr>
<td>8843</td>
<td>Mobile Response Trailer</td>
<td>(8' X 31') with 4.5 KW Generator?</td>
<td></td>
<td></td>
<td>hour</td>
<td>$13.60</td>
</tr>
<tr>
<td>8844</td>
<td>Mobile Command Center</td>
<td>(unified) (RV) Utilimaster MP-35</td>
<td>43 FT Long with Generator</td>
<td>400</td>
<td>hour</td>
<td>$75.00</td>
</tr>
<tr>
<td>8845</td>
<td>Mobile Command Post Vehicle</td>
<td>(RV) (In- Motion)</td>
<td>22-Fl Long</td>
<td>340</td>
<td>hour</td>
<td>$31.00</td>
</tr>
<tr>
<td>8846</td>
<td>Mobile Command Post Vehicle</td>
<td>(RV) (Stationary) w/9.6 KW Generator</td>
<td>22-Fl Long</td>
<td>340</td>
<td>hour</td>
<td>$49.90</td>
</tr>
<tr>
<td>8847</td>
<td>Mobile Command Center (Trailer)</td>
<td>48x8' Trailer, Fully Equipped Mobile Command Center</td>
<td>48-Fl Long</td>
<td></td>
<td>hour</td>
<td>$49.45</td>
</tr>
<tr>
<td>8848</td>
<td>Mobile Command Center (Trailer)</td>
<td>48x8' When being Moved w/Truck Tractor</td>
<td>310</td>
<td></td>
<td>hour</td>
<td>$48.90</td>
</tr>
<tr>
<td>8849</td>
<td>Mobile Command Center</td>
<td>43x8.5' x 13.5'H with self 30kw Generator</td>
<td></td>
<td></td>
<td>hour</td>
<td>$52.00</td>
</tr>
<tr>
<td>8850</td>
<td>Mobile Command Center</td>
<td>2007-Freightliner MT-55, (RV)</td>
<td>260</td>
<td></td>
<td>hour</td>
<td>$45.50</td>
</tr>
<tr>
<td>8851</td>
<td>Mobile Command Van</td>
<td>1990- Ford Econoline- Communication Van</td>
<td>230</td>
<td></td>
<td>hour</td>
<td>$41.00</td>
</tr>
<tr>
<td>8852</td>
<td>Mobile Command Center</td>
<td>47.5' X 8.75 Fully Equip' (In motion) (RV)</td>
<td>410</td>
<td></td>
<td>hour</td>
<td>$65.30</td>
</tr>
<tr>
<td>8853</td>
<td>Mobile Command Center</td>
<td>47.5' X 8.75 Fully Equip' (Stationary)</td>
<td>410</td>
<td></td>
<td>hour</td>
<td>$45.00</td>
</tr>
<tr>
<td>FEMA Code ID</td>
<td>Equipment</td>
<td>Specifications</td>
<td>Capacity or Size</td>
<td>HP</td>
<td>Notes</td>
<td>Unit</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>----------------</td>
<td>-----------------</td>
<td>----</td>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>8854</td>
<td>Mobile Command Vehicle</td>
<td>53' X 8.75 Fully Equip</td>
<td>480-550</td>
<td>hour</td>
<td>$96.20</td>
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<tr>
<td>8870</td>
<td>Light Tower</td>
<td>Terex/Amida AL 4000, 500 watt lights</td>
<td>13.5</td>
<td>hour</td>
<td>$10.68</td>
<td></td>
</tr>
<tr>
<td>8871</td>
<td>Light Tower</td>
<td>2004 Allmand</td>
<td>hour</td>
<td>$6.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8872</td>
<td>SandBagger Machine</td>
<td>(Spider) automatic</td>
<td>4.5</td>
<td>hour</td>
<td>$48.75</td>
<td></td>
</tr>
<tr>
<td>8900</td>
<td>Helicopter</td>
<td>OH-58 KIOWA (Military) is the same as &quot;Bell-206B3&quot;</td>
<td>420</td>
<td>hour</td>
<td>$474.00</td>
<td></td>
</tr>
<tr>
<td>8901</td>
<td>Helicopter</td>
<td>OH-58 KIOWA (Military) is the same as &quot;Bell-206BR&quot;</td>
<td>420</td>
<td>hour</td>
<td>$496.00</td>
<td></td>
</tr>
<tr>
<td>8902</td>
<td>Helicopter</td>
<td>Model Bell 206-L3 Jet Range Helicopter</td>
<td>650</td>
<td>Jet Range III-Helicopter</td>
<td>hour</td>
<td>$582.00</td>
</tr>
<tr>
<td>8903</td>
<td>Helicopter</td>
<td>Model Bell 206L1 Long Range Helicopter</td>
<td>650</td>
<td>Long Ranger</td>
<td>hour</td>
<td>$596.00</td>
</tr>
<tr>
<td>8904</td>
<td>Helicopter</td>
<td>Model Bell 206LT Long Range Twinranger</td>
<td>450</td>
<td>Twinranger</td>
<td>hour</td>
<td>$780.00</td>
</tr>
<tr>
<td>8905</td>
<td>Helicopter</td>
<td>Model Bell 407 EMS- Ambulance</td>
<td>250</td>
<td>hour</td>
<td>$626.00</td>
<td></td>
</tr>
<tr>
<td>8906</td>
<td>Piper-Fixed wing</td>
<td>Model Navajo PA-31</td>
<td>310</td>
<td>hour</td>
<td>$456.00</td>
<td></td>
</tr>
<tr>
<td>8907</td>
<td>Piper-Fixed wing</td>
<td>PA-31-350, Navajo Chiefn twin engine</td>
<td>350</td>
<td>hour</td>
<td>$487.00</td>
<td></td>
</tr>
<tr>
<td>8908</td>
<td>Sikorsky Helicopter</td>
<td>Model UH-60 (Blackhawk) Medium lift</td>
<td>1890</td>
<td>Fire Fighter Same as S70C</td>
<td>hour</td>
<td>$2,945.00</td>
</tr>
<tr>
<td>8909</td>
<td>Helicopter</td>
<td>Model UH-A (Blackhawk) Medium lift</td>
<td>1890</td>
<td>Fire Fighter</td>
<td>hour</td>
<td>$5,504.00</td>
</tr>
<tr>
<td>8910</td>
<td>Boeing Helicopter</td>
<td>Model CH-47 (Chinook) Heavy lift</td>
<td>2850</td>
<td>Fire Fighter</td>
<td>hour</td>
<td>$10,750.00</td>
</tr>
<tr>
<td>8911</td>
<td>Helicopter</td>
<td>Model Bell 407GX - 7 seater</td>
<td>675</td>
<td>Passenger Aircraft</td>
<td>hour</td>
<td>$621.00</td>
</tr>
<tr>
<td>8912</td>
<td>Helicopter</td>
<td>Model Bell 206L- 7 seater</td>
<td>420</td>
<td>Passenger Aircraft</td>
<td>hour</td>
<td>$596.00</td>
</tr>
<tr>
<td>8913</td>
<td>Helicopter</td>
<td>Model Bell-206L4</td>
<td>726</td>
<td>hour</td>
<td>$575.00</td>
<td></td>
</tr>
<tr>
<td>8914</td>
<td>King Air 200 Turboprop Aircraft</td>
<td>Blackhawk King Air B200XP61</td>
<td>669</td>
<td>hour</td>
<td>$1,316.00</td>
<td></td>
</tr>
<tr>
<td>8915</td>
<td>Turboprops Blackhawk Aircraft</td>
<td>Blackhawk Caravan XP42 A</td>
<td>850</td>
<td>hour</td>
<td>$697.00</td>
<td></td>
</tr>
<tr>
<td>8916</td>
<td>Turboprops Blackhawk Aircraft</td>
<td>King Air C90 XP135 A</td>
<td>550</td>
<td>hour</td>
<td>$1,075.00</td>
<td></td>
</tr>
<tr>
<td>8917</td>
<td>Aerostar Piston Aircraft</td>
<td>Aerostar 601P</td>
<td>290</td>
<td>hour</td>
<td>$447.00</td>
<td></td>
</tr>
<tr>
<td>8944</td>
<td>Wire Tensioning Machine</td>
<td>3000 Lbs</td>
<td>Overhead Wire Tensioning Machine</td>
<td>hour</td>
<td>$14.50</td>
<td></td>
</tr>
<tr>
<td>8945</td>
<td>Aerial Lift</td>
<td>model 2008 Genie Scissor Lift</td>
<td>hour</td>
<td>$6.30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# DONATED SUPPLIES + MATERIALS WEEKLY SUMMARY FORM

<table>
<thead>
<tr>
<th>EVENT (FEMA Disaster Number)</th>
<th>PARISH</th>
<th>PAGE</th>
<th>of</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)</td>
<td>CONTACT PHONE#</td>
<td>CONTACT EMAIL</td>
<td></td>
</tr>
<tr>
<td>VOLUNTEER ORGANIZATION</td>
<td>PERIOD COVERING</td>
<td>to</td>
<td></td>
</tr>
<tr>
<td>ORGANIZATION CONTACT</td>
<td>CONTACT PHONE#</td>
<td>CONTACT EMAIL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATERIALS/VENDOR</th>
<th>DATE OF DONATION</th>
<th>QUAN.</th>
<th>UNIT PRICE*</th>
<th>TOTAL PRICE</th>
<th>DATE USED</th>
<th>DESCRIPTION OF DONATED MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Please Provide a Specific Description of Materials Donated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Water, Food, Cleaning Supplies, Toiletries, New Clothing, Diapers, etc.)</td>
</tr>
</tbody>
</table>

NOTE: * Based on fair market value as established in 2CFR200.306 OR current commercial rates. FEMA validates unit costs based on invoices from previous purchases or information from area vendors.

HOW TO COMPLETE THIS FORM

- **Event**: Enter the FEMA Disaster Number.
- **Parish**: Enter Parish where volunteer work was performed.
- **Page _ of _**: Enter page number of current page and pages of entire document.
- **Volunteer and Donated Resources Coordinator (VDRC)**: Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
- **Contact Phone #**: Enter phone # of VDRC.
- **Contact Email**: Enter email address of VDRC.
- **Volunteer Organization**: Enter the name of the organization volunteers performed work under.
- **Period Covering _ to _**: Enter period of time covered on this data form.
- **Organization Contact**: Enter name of the Volunteer Organization Contact that is collecting the data for this form.
- **Contact Phone #**: Enter phone # of Organization Contact.
- **Contact Email**: Enter email address of Organization Contact.
- **Description of Eligible Work Performed**: Enter a specific description of work performed eligible work performed.
- **Materials/Vendor**: Enter name of materials received/vendor received from.
- **Date of Donation**: Enter date donation was received.
- **Quantity**: Enter how many of designated material were received.
- **Unit Price**: Enter fair market value of designated material.
- **Total Price**: Enter total price by multiplying quantity and unit price.
- **Date Used**: Enter date designated material was used.
- **Description of Donated Materials**: Enter a specific description of materials donated.
- **Total**: Enter total price by adding all total prices together.

EXAMPLES OF INELIGIBLE DONATIONS

- Unapproved donation warehouse and POD activities.


If in doubt about eligible activities and/or donations, **document anyway**. It is better to over document rather than under.

EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

- Warehouse and logistical support.
- Supply distribution.
- Shelter and feeding operations.
- Donating materials such as dirt, rock, sand and materials associated with flood-fighting activities.

SAMPLE PROJECT WORKSHEET (PW)
FOR VOLUNTEER + DONATED RESOURCES OFFSET
PLACEHOLDER
STANDARD OPERATING PROCEDURE (SOP) FOR VOLUNTEER + DONATED RESOURCES PROJECT WORKSHEET (PW) DEVELOPMENT

PLACEHOLDER
SAMPLE TRAINING CALENDAR

Louisiana GOHSEP

SAMPLE
APPENDIX – GETTING STARTED: PLANNING + COMMUNICATIONS

• Planning Tips
• SAMPLE Volunteer + Donated Resources MANAGEMENT Plan
• Key Activities + Roles + Responsibilities for Management of Volunteers + Donated Resources Throughout a Disaster Cycle
• SAMPLE Volunteer + Donated Resources Coordinator (VDRC) / Organization Contact – Roles + Responsibilities
• SAMPLE Volunteer + Donated Resources Planning Matrix
• SAMPLE Communications Plan Summary Matrices
• SAMPLE Media Releases
**PLANNING TIPS**

The following are planning tips to assist with developing a comprehensive *Volunteer + Donated Resources MANAGEMENT Plan.*

**Overall Requirements**

Be sure YOUR plan includes:

- Planning requirements **specific** to:
  - Affiliated and Unaffiliated Volunteers
  - Donated Goods and Materials
  - Unsolicited Donations

- **Relationships** with other stakeholders and local officials.

- **Visibility** and **transparency** to partners, stakeholders and constituents.

- **Offsetting** the non-Federal cost share.

- Identify and stand-up **Volunteer Reception Centers (VRC).**

- Staffing, training, logistics and coordination **management.**

- **Funding**

- Strategic and coordinating **oversight** at both the local and State / Tribal levels.

- A **Continuity of Operations Plans (COOP) component.**

- Standards for volunteer **induction** and **training.**

- Standards for **receipt** of donations so they are appropriate, acceptable and needed.

- Articulate **organizational management processes** or **frameworks** that:
  - Provide for coordination with local Incident Command System (ICS) response partners and stakeholders – organizations with affiliated volunteers, nonprofits, others who may be involved in the response effort, unaffiliated volunteers, and solicited and non-solicited goods, materials and equipment donations.
  - Ensure highest and best use of donated time and resources.
  - Meet documentation and eligibility requirements applicable to the non-Federal cost share offset.

- Identify **staffing** needed to support a robust volunteer and donated resources management and documentation process.

- Access to **funding** and **other resources** needed to implement plan-identified Action Steps should be ensured pre-event as well as those needed for activation.
Setup a process for documenting success, challenges and how those challenges were met during the activity from stand up to stand down, so that a continuous cycle of Lessons Learned are captured and included in plan revisions and future activations.

Develop a planning statement regarding the use of the plan when responding to emergencies. Consider:

- At what level of emergency will the plan be activated?
- Who will activate the plan?
- Who will coordinate volunteer and donated resources activities, including data collection? Under what authority?
- How and when will the Volunteer + Donated Resources Coordinator (VDRC) and Organization Contacts activate?
- Who will decide if volunteers are to be used or donations accepted?
- If there is a call for volunteers, what will happen? If not, what will happen?
- Who will deactivate the plan?
- How will the plan be reviewed following an emergency?

Affiliated + Unaffiliated Volunteers

Public awareness campaigns should be considered to encourage people to pre-register their interest in volunteering or donating in an emergency situation.

Skills and needed goods, materials and equipment should be announced.

Background checks needed for volunteers should be identified.

Appropriate referral information should be provided for pre-training after screening.

Pre-registration could provide a database of available volunteer skills with information on whether individuals have current checks, licenses and registrations.

Plan development should identify clearly documented pathways for recruitment, induction, training, retention, deployment and management of affiliated and unaffiliated volunteers.

Ensure your plan identifies processes to capture information on skills, qualifications, licenses and background checks. Consider including those in your registration process. See Sample Volunteer Information Form in the APPENDIX for list of data to collect.

Your plan should include a process for matching identified volunteer skill-sets to response need.

Liability

To offer guidance on liability issues, FEMA funded the nonprofit Public Entity Risk Institute (PERI) to develop Citizen Corps Volunteer Liability Guide (CCVLG). CCVLG provides an overview of liability and suggests approaches for addressing those concerns.

Learn more by visiting fema.gov/media-library/assets/documents/29267.
Relationships

- Include **coordination** with local, State and national nonprofits when constructing your plan.
- Consider naming a nonprofit as the **local** or **State Coordinating Agency** as the VDRC.

Donated Goods + Materials

- Your plan should identify clearly documented pathways for **receiving**, **documenting**, **quantifying**, **deploying** and **managing** donated goods and materials.
- Ensure your plan includes **protocols** for handling online, phone donations, those that come in person and by mail.

Donated Equipment

- Your plan should identify clearly documented pathways for **receiving**, **documenting**, **quantifying**, **deploying** and **managing** donated equipment.

Donations

- Be sure your plan includes **proper storage** of donations. Some food donations will need to be **refrigerated**. All donations will need to be **secure** and **dry**.
- When donations other than cash are received, those managing donations may want to use the **National Donations Management Network (NDMN)** to connect donors with organization their need that specific donation.
- To minimize unsolicited donations, ensure your plan calls for developing and maintaining a current **list if disaster needs. Screen donation offers** and public outreach to manage expectations.

Donations (Outreach)

Ensure that your plan identifies **Communications Strategies** that:

- **Aggressively** provide information to the public and potential donors on **current needs** AND those items and services **not required**.
- Encourage donations of **money**.
- Help the public and potential donors know the location of **drop-off sites** for donations.
- Ensure **disaster survivors** know when donations are ready for **distribution** and **locations** where they can be picked up.
Review the Communications Matrix in the APPENDIX of this publication for more strategies.

Plan to provide web-sites to the public where they can learn more and make online donations.

Visibility + Transparency + Outreach

Create a robust Communications Plan:

- Use the Communications Matrices in the APPENDIX of this publication to guide messaging.
- Ensure to include social media and especially hashtag strategies and monitoring. For example, #2016Flood, #HarveyRescue, etc.
- Be ready to address the fact that disaster survivors may want and need immediate access to donations before they are sorted and ready to be distributed, OR worse, believe that donations have not or are not being distributed fairly or at all.
- Ensure your plan calls for proper tracking of goods and materials donations received and a live database maintained to track distribution.
- How do you express needs when all sites and instruments are down? Community brands? E.g., Cajun Navy, Zello, Facebook, Twitter.

Offsetting

- Ensure your plan has a detailed protocol for capturing, quantifying, documenting, establishing value and submission to FEMA for those donations and activities that are eligible.

Volunteer Reception Centers (VRCs)

Online systems can require volunteers to upload proof of relevant qualifications and licenses directly into a centralized database.

VRCs should host volunteer event-specific training to include the following:

- Volunteer’s role, including boundaries and limitations.
- Situational updates.
- Command and communications structures.
- Health and safety.
Staffing

- Ensure your plan includes a detailed organizational chart, identifying leadership, key-functions, line positions and documentation coordinators.

- **Develop job descriptions NOW!** SAMPLE job descriptions are included in the APPENDIX of this publication.

Training

- Your plan should ensure that the Organization Contact and other key leadership agree with stakeholders on the level of training volunteers and staffing need.

- Details on how to register volunteers, match skills to needs, manage activities, while ensuring maximum productivity of the volunteer and the responders he/she supports, track time and donations.

- How to identify volunteer skills and roles, and how to evaluate donated resources so they are appropriately matched to the need.

- How to capture, quantify document, value and apply eligible volunteer and donated resources to the non-Federal cost share offset.

- Offer specialized training for expected assignments.

Logistics

- The level of screening required may vary between potential agencies the volunteer or donation might be routed to OR the team of responders that might be receiving the volunteer or the donated resources.

- Refrigeration trucks should be considered for restaurants and grocery stores or donated to Parish or American Red Cross (ARC) as a food source to feed victims, responders or store in their own refrigerated trucks.
SAMPLE VOLUNTEER + DONATED RESOURCES MANAGEMENT PLAN

The following is a SAMPLE Volunteer + Donated Resources MANAGEMENT Plan.

Please note that this template contains sample language that can be discarded or used in part or completely at the discretion of the jurisdiction. Items in regular text are the sample language. Bolded text in parentheses is guidance information. All underlined text must be replaced with jurisdiction-specific information.

I. PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS

A. Purpose

This (Plan/Annex) provides guidance for the departments and agencies within the (City/Parish), with the purpose of outlining the concept of operations, organizational arrangements, and responsibilities for coordinating the efforts of volunteer groups and governments to manage spontaneous volunteers in the aftermath of a disaster event.

B. Scope

This (Plan/Annex) applies to all departments and agencies of the (City/Parish), along with the private sector, volunteer organizations, citizens, and tribal entities. This (Plan/Annex) also governs support agencies that respond within the (City/Parish) to a disaster or emergency and that have responsibilities involving the recruitment, processing, assignment, and/or management of volunteers.

C. Situations

1. General
   a. The (City/Parish) is subject to the effects of many disasters, varying widely in type and magnitude. The impact of these disasters can be felt across the local community, regionally, and even across the State. (The jurisdiction's hazard analysis in the base plan may be referenced here instead of the following verbiage.) Disaster conditions could be a result of natural phenomena such as hurricanes, floods, severe thunderstorms, drought, severe winter weather, fires (including urban, grass, and forest fires), flu epidemic, severe heat, or high winds. Apart from natural disasters, the (City/Parish) is subject to a myriad of other disaster contingencies, such as derailments, aircraft accidents, transportation accidents involving chemicals and other hazardous materials, plant explosions, chemical oil and other hazardous material spills, leaks, or pollution problems, dumping of hazardous wastes, building or bridge collapses, utility service interruptions, energy shortages, civil disturbance or riots, terrorism, warfare, applicable criminal acts, or a combination of any of these.
   b. Disaster conditions resulting from natural phenomena or from technological threats, or a combination of any of those hazards, could result in the need for volunteers to assist in response and recovery.

2. Volunteers
   a. The (City/Parish) does not wish to operate or change an organization's system to recruit, train, or background check volunteers who are affiliated with a volunteer organization.
b. The (City/Parish) does, however, reserve the right to coordinate these efforts.

c. All spontaneous volunteers who are not affiliated with a volunteer organization must acquire a Temporary Emergency Worker Credential to provide volunteer services after a disaster. Emergency Worker Credentials are provided by the (Parish) Office of Homeland Security and Emergency Preparedness (OHSEP).

d. Additional requirements or assessments of volunteers may be necessary to meet jurisdictional or legal requirements or needs.

e. Recognized local and national volunteer organizations have been recruiting, training, credentialing, and background checking volunteers for many years. These volunteer organizations are skilled in the volunteer management process, and they should be the first source for processing and managing volunteers after a major emergency or catastrophic disaster.

f. Volunteers outside the local area should be encouraged to work through recognized community, State, or national volunteer organizations where they live. These organizations are capable of receiving volunteers in areas across the State or nation and then providing assistance for a particular disaster.

D. Planning Assumptions

1. An overwhelming number of spontaneous volunteers will arrive in the impacted area in order to assist with the response and recovery efforts.

2. All departments and agencies of the (City/Parish) involved in the management of volunteers may be expected to perform additional duties and responsibilities during disaster and emergency situations.

3. Assistance to the (City/Parish) by other response organizations is expected to supplement efforts, in an efficient, effective, and coordinated response, when the local officials determine their own resources to be insufficient.

4. Effective response to a catastrophic incident will occur when local jurisdictions coordinate efforts at the county level. Parish volunteer liaisons will then coordinate on a regional level.

5. Both Federal and State disaster assistance will supplement, not be a substitute for, the response provided by the (City/Parish). This assistance is provided only when jurisdictional resources are clearly insufficient to cope with the effects of the disaster.

6. During a disaster affecting the (City/Parish), local government and local volunteer groups and agencies may be adversely affected and may not be able to cope with a sizable influx of spontaneous volunteers.

7. In a catastrophic event, a Federal declaration will occur.

II. CONCEPT OF OPERATIONS

A. General

1. The National Incident Management System (NIMS) and the Incident Command System (ICS) will be used in all emergency and disaster situations.

2. As spontaneous volunteers arrive in the impacted area or surges in volunteers occur and overwhelm the system, resources will be requested to assist with volunteer management. This could include requests to the next level of government or to nongovernmental entities.
3. This (Plan/Annex) defines the actions and roles necessary to provide a coordinated response by departments and agencies of the (City/Parish).

4. When the Local Volunteer Management Plan is activated, it will be activated at the (City/Parish) level. This plan describes actions taken in the identified jurisdiction.

5. Conference calls with activated entities within the Parish will occur at least daily to coordinate volunteer management activities.

6. Regional coordination calls between volunteer liaisons will be held at least daily as well.

**B. (Plan/Annex) Activation**

1. Before this (Plan/Annex) is activated, a need or potential need for spontaneous volunteer management must be identified. Indicators that volunteer management is or may be required include but are not limited to the following:
   
   a. Survivors who have not previously affiliated with a response organization looking for opportunities to assist with the response and recovery efforts
   
   b. The arrival of large numbers of out-of-area volunteers
   
   c. Requests for volunteers from any response agency or organization
   
   d. Regional entity requesting volunteers and/or volunteer management from the (City/Parish)

2. Once the need for volunteers and volunteer management has been identified, the Unified Command (UC), Incident Command (IC), or Emergency Manager will request (Emergency Support Function [ESF] 6/ ESF 7/responsible local organization) to begin the call out of the Volunteer Management Unit.
   
   a. Each department and agency of the (City/Parish) with responsibilities in this (Plan/Annex) will be contacted upon plan activation.
   
   b. Each department and agency with responsibilities in this (Plan/Annex) will then communicate the activation to its personnel as needed to ensure an effective response.

3. Once activated, the Volunteer + Donated Resources Coordinator (VDRC) will maintain continuous contact with the Emergency Operations Center (EOC) by providing a liaison to the (ESF 6/ESF 7/responsible local organization) Supervisor.

4. The VDRC at the EOC will work with representatives from the primary and support agencies for volunteer management to assess what resources are required to meet the growing need for volunteer management. Potential requirements include but are not limited to those listed below.
   
   a. Facilities to serve as:
      
      i. Volunteer Reception Centers (VRCs)
      
      ii. Portable volunteer staging area
      
      iii. Billeting, care, and feeding space
   
   b. Transportation
c. Communications
   i. Radios
   ii. Phone Bank/Call Center

d. Personnel
   i. VRC staff
   ii. Security for the VRC
   iii. Receiving agency liaisons at the VRC

e. Office equipment and supplies

f. VRC go-kits

(The following sections describe the basic flow of response to many emergency and disaster situations. The steps and activities that follow constitute the general response framework. A subset of these tasks may be appropriate for some situations; it is not required that all the activities and steps are performed.)

C. Volunteer Management

The scope of volunteer management is to organize and vet spontaneous volunteers and assign them to a supervising agency, organization, or ESF. This (Plan/Annex) is designed to be scalable and will be used for very large or catastrophic disasters as well as disasters on a smaller scale. The design and operation of the volunteer management system are flexible in order to provide appropriate support to these situations. Activation is dependent on the type and level of assistance needed. In many cases, the level of assistance needed will not necessitate activation of the entire volunteer management system, since some donation and volunteer needs during disasters can be handled by local agencies as part of their normal disaster operations.

Three levels of volunteer management have been identified to permit flexibility in the system so that it meets the unique needs of the disaster. In Level A, the VDRC can be staffed physically (in-person) or virtually. In Levels B and C, the VDRC should be staffed physically (in-person) within the EOC.

1. Volunteer Management–Level A: This level will be used in disasters that are small, limited, or localized in nature. Spontaneous volunteers will generally come from surrounding neighborhoods, and there will be no need to stand up a VRC. The need for volunteer management will typically be identified by the IC and first responders. Voluntary, faith-based, or community organizations responding to the scene will identify and appoint a Volunteer Coordinator who will manage the spontaneous volunteers onsite. This level of volunteer management activity is consistent with a Phase I or II activation of the EOC.

2. Volunteer Management–Level B: This level will be implemented for medium to large disasters. Often significant attention is paid to this size incident by local and regional media outlets, prompting mobilization by both gawkers and those desiring to help. A more coordinated level of volunteer management will be necessary, and a small VRC will need to be set up just outside the impact area. Not all components of this (Plan/Annex) or the VRC Standard Operating Procedures (SOPs) will need to be activated, and VRC staff will fill multiple roles. This level of volunteer management activity is seen when the EOC is at a large Phase II or Phase III activation.
3. Volunteer Management–Level C: This level of volunteer management will occur in very large or catastrophic disasters and disasters that generate a great amount of spontaneous volunteers. Volunteer activity will overwhelm the local capacity for volunteer management. A Volunteer Management Unit will be established at the EOC and at least one large VRC will be established and a Phone Bank/Call Center set up. The EOC will be activated to a Phase III or IV.

Any time this (Plan/Annex) is activated, in whole or part, close coordination with the Parish EOC is essential to ensure volunteer needs, information on the availability of volunteers, and pertinent information on the volunteer management program are provided to the media for dissemination to the public.

D. Facility Management

1. Parish/local VRC
When the Volunteer Management Unit begins to operate at Levels B and C, the VDRC at the EOC will notify the VRC Director of the need to open the VRC. The liaison also will brief the Director on the status of the situation.

2. Phone Bank/Call Center
The VDRC will discuss with the (ESF 6/ESF 7/responsible local organization) Supervisor, (Logistics) Section Chief, and the Public Information Officer the need for opening up the Phone Bank/Call Center, which will be located at the VRC.

E. Public Information and Outreach
One of the keys to keeping volunteers from impeding the response and recovery processes of a catastrophic incident, and essentially becoming a second disaster; is timely, informative, and accurate information distributed to the public. For example, it is important to make it clear what the needs are in the impacted areas, appropriate ways to help, and what is not needed.

1. Pre-disaster messages
2. Joint Information System/Joint Information Center (JIC)
3. Media

F. Recovery
1. Volunteers will continue to work for and be managed by their assigned agency until their job is completed and there is no longer need for their services.
2. Volunteers may return to the VRC and be reassigned to another opportunity.

G. Demobilization
1. Volunteers will need to be provided disaster mental health services once they have completed their work.
2. Volunteers will need to sign out with their assigned agency and that information will need to be provided to the (Parish/Local VRC) so the volunteer hours can be tracked and compiled.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
(This section establishes the organization that will be relied on to respond to an emergency or disaster. It includes a listing by role of what kinds of tasks are to be performed. When two or more units within a department or agency perform the same kind of task, one should be given primary responsibility, and the other(s) should be given a
supporting role. This listing may include organizations that are not under direct control of the jurisdiction but that have defined responsibilities for responding to emergencies/disasters.)

**A. General**

(This section contains general statements concerning the organization and assignment of responsibilities. The following is sample language.)

The departments and agencies of the (City/Parish) have emergency assignments in addition to their normal, day-to-day duties. The emergency assignments usually parallel or complement normal duties. The assignments of each department and agency are listed in this section. Each department or agency that provides response personnel is responsible for developing and maintaining its own emergency management procedures and training, including details of how to carry out the emergency assignments in this (Plan/Annex).

Departments and agencies maintain SOPs that include:

1. The specific emergency authorities to be assumed by a designated successor
2. When these authorities would become effective
3. When the delegated authorities would be terminated

**B. Organization**

(This section should contain details of the organizational structure during an emergency or disaster.)

**C. Assignment of Responsibilities**

(This section should assign emergency/disaster response responsibilities to each unit recognized in the organizational structure in the previous section.

Understanding that every jurisdiction is different, we are providing a list of organizations or roles that must be filled and a list of tasks that must be completed. This section must be customized to reflect the operational approach of the jurisdiction. To do this, look at the roles/organizations and validate whether they are active in your jurisdiction, then match the tasks with the appropriate role/organization. If you find an unmatched role/organization or task, it is likely that the matching role/organization or task was left out of this list. The following is sample language.)

The following is the assignment of responsibilities to roles/organizations of the (City/Parish) Volunteer Management Structure. The designated emergency assignment applies to all parts of the (Plan/Annex) when a specific part is not designated. The expected support from external organizations and agencies is also included.

1. Roles/organizations:
   a. The chief elected official of (City/Parish)
   b. Local Volunteer Management Leader
   c. VDRC
   d. VRC Director
   e. Phone Bank/Call Center Supervisor
f. Volunteer, voluntary organizations, and community-based agencies

g. Volunteer-receiving organizations

h. Private-sector parties

i. Media

j. Law enforcement agencies

2. Tasks:

   a. Appoint a VDRC.

   b. Identify and recruit volunteer management partners.

   c. Coordinate the development of a volunteer management program for the (City/Parish) and Standard Operating Guidelines (SOGs) for the volunteer management function.

   d. Schedule and coordinate regular meetings between VDRC, Parish OHSEP, State and volunteer groups to coordinate, update, and collaborate on the volunteer management system and operational process before, during, and after a disaster.

   e. Determine which volunteer management functions should be activated before and after a disaster occurs.

   f. Identify suitable candidates for managing the various volunteer management functions.

   g. Locate volunteers and volunteer agencies to work in the volunteer management functions.

   h. Coordinate with the OHSEP and the Public Information Office to collect information about needed volunteers.

   i. Coordinate with the OHSEP and the Public Information Office to disseminate information to the community about available volunteer opportunities.

   j. Determine when to terminate or consolidate volunteer management functions.

   k. Ensure that a volunteer management program coordinating the efforts of the volunteer groups and local government is planned and ready for activation.

   l. Coordinate with other (City/Parish) organizations and agencies as the situation demands.

   m. Develop and maintain a separately published VRC SOP.

   n. Assist the VDRC in developing a volunteer management program for the (City/Parish) and in preparing SOGs for the spontaneous, unaffiliated volunteer management function.

   o. Meet regularly to coordinate, update, and collaborate on the volunteer management system and operational process before, during, and after a disaster.

   p. Provide advice to the VDRC on suitable candidates for managing the volunteer management functions.

   q. Assist in locating volunteers to work in the VRC.
t. Assist the VDRC in maintaining records on volunteer recruitment and management activities. Select a site(s) for a VRC and coordinate equipping and staffing the facility.

u. Develop operating guidelines for the operation of the VRC.

v. Coordinate training of volunteers for operation of the VRC.

w. Supervise VRC operations.

x. Select a site for a (Phone Bank/Call Center) and coordinate equipping and staffing the facility.

y. Develop operating guidelines for operation of the (Phone Bank/Call Center).

z. Coordinate training of volunteers for the operations of the (Phone Bank/Call Center).

aa. Identify needed volunteers.

bb. Manage the (Phone Bank/Call Center).

c. Coordinate field logistics, media releases, emergent organizations, and spontaneous volunteers.

d. Establish the internal volunteer management program.

e. Determine support requirements.

f. Recruit, select, assign, train, and supervise volunteers.

g. Provide knowledge of resources that can be brought to bear in an emergency.

h. Provide own response plans.

i. Provide specialized personnel and equipment resources needed in an emergency.

j. Provide electronic and print media support for program activities and emergency response and recovery operations.

k. Maintain law and order.

l. Establish and secure perimeters.

mm. Control and limit access.

3. Support functions

a. Initial support from local response organizations may be provided without a local disaster declaration. If the situation warrants, the IC or the local OHSEP may request that a local disaster be declared to support and supplement ongoing operations.

b. Initial support from State agencies may be provided without a State disaster declaration. If the situation warrants, the State OHSEP will request that a State disaster be declared to support and supplement ongoing operations.
V. DIRECTION, CONTROL, AND COORDINATION

(In this section, the emergency response command structure should be established. Once the response to an emergency or disaster begins, there should be no confusion on who reports to whom. The following is sample language.)

A. Authority to Initiate Actions

The (Agencies/Organizations) of (City/Parish) have the authority and responsibility to implement this (Plan/Annex), which is the official operations source for (City/Parish) pertaining to all emergencies and disasters managing volunteers when a coordinated response is required.

All volunteer management activities will be coordinated with the Parish EOC. Regular communication will occur between the Parish EOC and local jurisdictions.

Regional conference calls will occur regularly between volunteer liaisons in each county to enhance coordination and collaboration.

B. Command Responsibility for Specific Actions

1. The VDRC, Parish OHSEP, State and volunteer groups will provide general guidance for volunteer management operations.

2. The VDRC will supervise key volunteer management personnel, and coordinate the efforts of volunteer groups, local government and State agencies.

3. The work of volunteers and paid government employees at a VRC will be directed by the supervisor of that facility.

4. Volunteers working as an integral part of a recognized volunteer group (e.g., the American Red Cross, Adventist Community Services, and Salvation Army) will respond to direction from those organizations.

5. Each individual supervising a volunteer management function will select an appropriate assistant or designee to run the operation in his or her absence.

6. The VDRC will work out of and communicate from the Volunteer Management Unit, which will be located in the Parish EOC.

7. Each volunteer group assisting in the disaster will designate a specific individual with authority to accept task assignments, liaison with the VRC, and coordinate with the VDRC.

VI. INFORMATION COLLECTION AND DISSEMINATION

(This section describes the required critical or essential information common to all operations identified during the planning process. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed. The following is sample language.)

A. Identify the type of information needed.

B. Determine where the information is expected to come from.
C. Identify who will use the information.

D. Establish how the information will be shared.

E. Select the appropriate format for providing the information.

F. Determine specific times when the information will be needed.
   1. Initial reports
   2. Periodic unscheduled updates
   3. Termination of incident

VII. COMMUNICATIONS

(This section describes the response organization-to-response organization communication protocols and coordination procedures used during emergencies and disasters. It discusses the framework for delivering communications support and how the jurisdiction's communications integrate into the Regional or National disaster communications network. It does not describe communications hardware or specific procedures found in departmental SOPs. Separate interoperable communications plans should be identified and summarized. This section may be expanded as an annex and is usually supplemented by communications SOPs and field guides.

This section should highlight any communication needs for Volunteer Management beyond the existing concepts for the jurisdiction)

VIII. ADMINISTRATION, FINANCE, AND LOGISTICS

(This section covers general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources. Mutual aid agreements should be referenced; authorities for and policy on augmenting staff by reassignment of employees should be addressed. This section should provide the general policies on keeping financial records, reporting, tracking resource needs, tracking the source and use of resources, and acquiring ownership of resources. The following is sample language.)

A. Agreements and Understandings

Should (City/Parish) resources prove to be inadequate during emergency operations, requests may be made for assistance from local jurisdictions and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. Duly authorized officials enter into all agreements and understandings. Copies of existing agreements are on file at the EOC.

B. Policies

1. (Authorities for and policy on augmenting staff by reassigning public employees and recruiting volunteers, along with relevant liability provisions

2. General policies on keeping financial records for volunteer management, reporting, tracking resource needs, tracking the source and use of spontaneous volunteers, acquiring ownership of donated resources, and compensating the owners of private property used by the jurisdiction)
C. Reporting

During emergency operations, the VDRC will compile and provide a daily summary of significant volunteer management activities to the EOC for use in staff briefings and inclusion in periodic Situation Reports. If the EOC has been deactivated, a periodic summary of activities will be provided to local OHSEP officials and the heads of volunteer organizations participating in the recovery process.

The VRC will provide a daily report of activities to the VDRC. Such reports will include the following information:

1. Phone Bank/Call Center
   a. Number of calls by type (volunteer inquiries, request for volunteers, referrals to agencies for disaster assistance, requests for information, etc.)
   b. Major issues or challenges

2. Volunteer Reception Center (VRC)
   a. Number of volunteers processed
   b. Number of volunteers assigned to tasks
   c. General types of jobs to which volunteers have been dispatched
   d. Number of workers in the facility
   e. Number of volunteer hours worked
   f. Number of available volunteers and types of services offered
   g. Current hours of operation
   h. Expenses incurred
   i. Major operational activities
   j. Support activities (e.g., feeding, lodging)
   k. Major issues or challenges
   l. Unmet volunteer needs

D. Records

1. Each VRC will maintain a log of major activities at that facility, including activation and deactivation, arrivals and departure of staff, receipt of or return of major equipment, and the commitment of people, equipment, or materials to specific tasks.

E. Post-Incident Review

The VDRC will organize and conduct a review of the emergency operations in the aftermath of a major emergency or disaster. The purpose of this review is to identify needed improvements in this (Plan/Annex), its procedures, its facilities, and its equipment.
F. Training

1. The VDRC should attend training in volunteer management. Such training is offered by State OHSEP, FEMA, and several volunteer groups.

2. VRC Supervisors are responsible for providing on-the-job training for individuals who will be working in the facility.

G. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises should periodically include a VRC scenario based on the anticipated hazards that could be faced by this jurisdiction.

IX. (PLAN/ANNEX) DEVELOPMENT AND MAINTENANCE

(The overall approach to planning, including the assignment of planning responsibilities, should be discussed in this section. Statements should focus on the planning process, participants in that process, and how development and revisions of different levels of the Plan/Annex will be coordinated. Provisions should also be made for a regular cycle of testing, reviewing, and updating the Plan/Annex).

A. The (City/Parish) is responsible for developing and maintaining this (Plan/Annex).

B. Individuals, departments, agencies, and volunteer organizations assigned responsibilities in this (Plan/Annex) and its appendices are responsible for developing and maintaining appropriate SOPs or SOGs to carry out those responsibilities.

C. Responsible officials of the (City/Parish) should recommend changes at any time and provide information periodically as to changes of personnel and available resources. The (City/Parish) in collaboration with other response agencies will conduct an annual review and revise as necessary. Revisions will be forwarded to those on the distribution list.

D. This (Plan/Annex) should be activated at least once a year in the form of a simulated emergency, regardless of actual events, in order to provide practical, controlled operations experience to those who have response responsibilities.

E. An After-Action Review (AAR) will be conducted as deemed necessary following exercises and actual events. The effectiveness of this (Plan/Annex) and any recommended changes should be part of the AAR process.

X. AUTHORITIES AND REFERENCES

(This section should indicate the legal basis for emergency operations and activities. Laws, statutes, ordinances, executive orders, regulations, and formal agreements relevant to emergencies should be listed. Some of the Federal authorities are listed for your reference. State and local authorities should be researched and placed in this Plan/Annex.)

A. Legal Authority

1. Federal
   b. FEMA Public Assistance Program and Policy Guide (PAPPG)
   c. FEMA Donated Resources Criteria for Public Assistance, FEMA Disaster Assistance Policy (DAP) 9525.2:44


f. National Response Framework (NRF)

g. NRF, Volunteer and Donations Management Support Annex

h. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93o-288, as amended.

2. State

a. Louisiana Homeland Security and Emergency Assistance and Disaster Act (Louisiana Disaster Act)

b. Louisiana Good Samaritan Act LSA-R.S. 37:1731

3. Local

a. Act 58-4-01905 American National Red Cross Statement of Understanding

b. Parish Emergency Operations Plans

4. Volunteer, quasi-governmental


b. Mennonite Disaster Services Agreement with Federal Disaster Assistance Administration (FDAA).

c. Salvation Army Charter, May 12, 1974

B. References

(Citing reference material, including related plans of other levels of government, can be valuable for indicating what has influenced the writing of the Plan/Annex. References also help by directing the user to the full text of procedures, data analyses, and other pertinent information.)

XI. ACRONYMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AAR</td>
<td>After-Action Report</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>ESF</td>
<td>Emergency Support Function</td>
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<td>FDAA</td>
<td>Federal Disaster Assistance Administration</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>HSPD</td>
<td>Homeland Security Presidential Directive</td>
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<td>IC</td>
<td>Incident Command</td>
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<td>ICS</td>
<td>Incident Command System</td>
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<td>Acronym</td>
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<td>JIC</td>
<td>Joint Information Center</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<td>NRF</td>
<td>National Response Framework</td>
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<td>OHSEP</td>
<td>Office of Homeland Security and Emergency Preparedness</td>
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<td>SOG</td>
<td>Standard Operating Guideline</td>
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<td>SOP</td>
<td>Standard Operating Procedure</td>
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<td>UC</td>
<td>Unified Command</td>
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<td>VRC</td>
<td>Volunteer Reception Center</td>
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<tr>
<td>VDRC</td>
<td>Volunteer + Donated Resources Coordinator</td>
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### Key Activities + Roles + Responsibilities for Management of Volunteers + Donated Resources Throughou a Disaster Cycle

#### Pre-Event

- **Volunteer + Donated Resources Coordinator** role created, defined and staffed – to be activated in an emergency or disaster.
- Identify key volunteer partners, including those who self-deploy, from the private sector, nonprofits, NGOs and BEOC.
- Job descriptions written for potential roles, including details of tasks and skills required.
- Corporate Volunteer + Donated Resources Management Plan.
- Induction / Training Plan developed, to include procedures for standing down volunteers, etc.
- Connectivity established between Coordinator and/or host organization and response and recovery agencies, organizations and activities within the jurisdictions impacted by the emergency or disaster – those who will need and can utilize volunteer and donated resources.
- Create staffing chart.
- Attend GOHSEP pre-training workshops.
  - Identify and incorporate volunteer and donated resource partner and activities into training opportunities, whole community workshops, drills, tabletops and exercises focusing on volunteer labor, supplies and materials donations and equipment resources.
- Pre-prepare and pre-screen volunteers NOW – DO background and other checks.
- Define volunteer activities and donated supplies, materials and equipment that are eligible for offset.
- Dedicated telephone number set up.
- Phone scripts developed.
- Develop a comprehensive Communications Plan.
- Identify potential capacity and/or skills gaps for emergency-related work and develop job descriptions for potential roles (including skills required and tasks to be undertaken).
- Ensure existing insurance covers spontaneous volunteers or obtain the relevant insurance.

#### Immediately Pre-Event

- Activate Mutual Aid Agreements (MAA) / Memorandums of Understanding (MOU) contracts.
- Activate key staff.
- Participate in just-in-time Training (JITT).
- Activate of Volunteer + Donated Resources Management Plan.
- Stand up Volunteer Reception Centers (VRCs).
  - Can be physical or virtual or both.
- Identify and announce resource areas.
  - VRC location.
  - Equipment yards or staging areas for equipment donations (locations may be varied and multiple).
  - Goods, materials collection drop-off areas, warehouse and distribution sites.
- Identify and announce types of donations needed.
- Volunteer event-specific training begins.
- Identity types of volunteers, supplies, materials and equipment donations you might need AND those you are likely to get.

#### During Event

- Implement activation of Volunteer + Donated Resources Management Plan – course correcting as needed.
- Continue creation of Volunteer + Donated Resources Management Plan - course correcting as needed.
- Continue activation of Volunteer + Donated Resources Management Plan – course correcting as needed.
- Volunteer becomes part of normal rostering, briefings and debriefings system.
- Volunteers and first responders begin to receive daily updates and distribution of Incident Action Plan.
- Receive daily updates (from Volunteers + First Responders)
- Scheduled updates to media, general public, stakeholders regarding volunteers and donations needed begin.
- Continue activation of Volunteer + Donated Resources Management Plan - course correcting as needed.
- Activate decision-making processes regarding the use of volunteers and acceptance of donations, coordination and data collection efforts.
- Activate Communications Plan.
- Activate potential volunteer registration and screening activities.
- Activate resource infrastructure as appropriate (website, phone lines face-to-face screening sessions, pre-deployment training).
- Integrate volunteers into existing volunteer deployment plans, if applicable.
- Ensure forms are utilized/completed to track and capture volunteer and donated resources data.
- Continue onboarding process as needed.
- Sign-in at beginning of shifts.
- Track time through timesheets.
- Sign-out at end of shifts.
- Activate United Manning Roster (UMR) positions, Emergency Operations Center (EOC) seat, WebEOC access.
- Submit all documentation to Organization Contact.

#### Immediately Post-Event

- Stand down VRC(s).
- Continue media messaging: Announce types of donations still needed and how donations can be made.
- Onsite, on phone, online, in person.
- Volunteers’ registration and badging begins.
  - Right-of-Entry forms and other documentation completed.
  - Assignments made with special emphasis on work eligible to offset non-federal share.
- Implement record keeping protocols for organization contacts.
  - Volunteers
  - Supplies and materials donations
  - Equipment donations
  - Logistics and expenses

#### Post-Event

- Activate plan review process.
- Update plan as appropriate.
- Stand down, thank volunteers and donors.
- Promote ongoing volunteering opportunities.
- Conduct a risk assessment and develop strategies for risk mitigation.
- Submit record keeping documentation to Subrecipient and/or Coordinating Agency.
- Ongoing GOHSEP training and relationship building opportunities.

### Legend

- Subrecipient
- Volunteer and Donated Resources Coordinator(s) (VDRC)
- Volunteer

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**Pre-EVENT**

- Volunteer + Donated Resources Coordinator role created, defined and staffed – to be activated in an emergency or disaster.
- Identify key volunteer partners, including those who self-deploy, from the private sector, nonprofits, NGOs and BEOC.
- Job descriptions written for potential roles, including details of tasks and skills required.
- Corporate Volunteer + Donated Resources Management Plan.
- Induction / Training Plan developed, to include procedures for standing down volunteers, etc.
- Connectivity established between Coordinator and/or host organization and response and recovery agencies, organizations and activities within the jurisdictions impacted by the emergency or disaster – those who will need and can utilize volunteer and donated resources.
- Create staffing chart.
- Attend GOHSEP pre-training workshops.
  - Identify and incorporate volunteer and donated resource partner and activities into training opportunities, whole community workshops, drills, tabletops and exercises focusing on volunteer labor, supplies and materials donations and equipment resources.
- Pre-prepare and pre-screen volunteers NOW – DO background and other checks.
- Define volunteer activities and donated supplies, materials and equipment that are eligible for offset.
- Dedicated telephone number set up.
- Phone scripts developed.
- Develop a comprehensive Communications Plan.
- Identify potential capacity and/or skills gaps for emergency-related work and develop job descriptions for potential roles (including skills required and tasks to be undertaken).
- Ensure existing insurance covers spontaneous volunteers or obtain the relevant insurance.

**IMMEDIATELY PRE-EVENT**

- Activate Mutual Aid Agreements (MAA) / Memorandums of Understanding (MOU) contracts.
- Activate key staff.
- Participate in just-in-time Training (JITT).
- Activate of Volunteer + Donated Resources Management Plan.
- Stand up Volunteer Reception Centers (VRCs).
  - Can be physical or virtual or both.
- Identify and announce resource areas.
  - VRC location.
  - Equipment yards or staging areas for equipment donations (locations may be varied and multiple).
  - Goods, materials collection drop-off areas, warehouse and distribution sites.
- Identify and announce types of donations needed.
- Volunteer event-specific training begins.
- Identity types of volunteers, supplies, materials and equipment donations you might need AND those you are likely to get.

**DURING EVENT**

- Implement activation of Volunteer + Donated Resources Management Plan – course correcting as needed.
- Continue creation of Volunteer + Donated Resources Management Plan - course correcting as needed.
- Continue activation of Volunteer + Donated Resources Management Plan – course correcting as needed.
- Volunteer becomes part of normal rostering, briefings and debriefings system.
- Volunteers and first responders begin to receive daily updates and distribution of Incident Action Plan.
- Receive daily updates (from Volunteers + First Responders)
- Scheduled updates to media, general public, stakeholders regarding volunteers and donations needed begin.
- Continue activation of Volunteer + Donated Resources Management Plan - course correcting as needed.
- Activate decision-making processes regarding the use of volunteers and acceptance of donations, coordination and data collection efforts.
- Activate Communications Plan.
- Activate potential volunteer registration and screening activities.
- Activate resource infrastructure as appropriate (website, phone lines face-to-face screening sessions, pre-deployment training).
- Integrate volunteers into existing volunteer deployment plans, if applicable.
- Ensure forms are utilized/completed to track and capture volunteer and donated resources data.
- Continue onboarding process as needed.
- Sign-in at beginning of shifts.
- Track time through timesheets.
- Sign-out at end of shifts.
- Activate United Manning Roster (UMR) positions, Emergency Operations Center (EOC) seat, WebEOC access.
- Submit all documentation to Organization Contact.

**IMMEDIATELY POST-EVENT**

- Stand down VRC(s).
- Continue media messaging: Announce types of donations still needed and how donations can be made.
- Onsite, on phone, online, in person.
- Volunteers’ registration and badging begins.
  - Right-of-Entry forms and other documentation completed.
  - Assignments made with special emphasis on work eligible to offset non-federal share.
- Implement record keeping protocols for organization contacts.
  - Volunteers
  - Supplies and materials donations
  - Equipment donations
  - Logistics and expenses

**POST-EVENT**

- Activate plan review process.
- Update plan as appropriate.
- Stand down, thank volunteers and donors.
- Promote ongoing volunteering opportunities.
- Conduct a risk assessment and develop strategies for risk mitigation.
- Submit record keeping documentation to Subrecipient and/or Coordinating Agency.
- Ongoing GOHSEP training and relationship building opportunities.

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**Volunteer + Donated Resources Coordinator(s) (VDRC)**

- Assignments made with special emphasis on work eligible to offset non-federal share.
- Implement record keeping protocols for organization contacts.
  - Volunteers
  - Supplies and materials donations
  - Equipment donations
  - Logistics and expenses

---

**Volunteer**

- Continue media messaging: Announce types of donations still needed and how donations can be made.
- Onsite, on phone, online, in person.
- Volunteers’ registration and badging begins.
  - Right-of-Entry forms and other documentation completed.
  - Assignments made with special emphasis on work eligible to offset non-federal share.
- Implement record keeping protocols for organization contacts.
  - Volunteers
  - Supplies and materials donations
  - Equipment donations
  - Logistics and expenses

---

**Subrecipient**

- Continue onboarding process as needed.
- Sign-in at beginning of shifts.
- Track time through timesheets.
- Sign-out at end of shifts.
- Activate United Manning Roster (UMR) positions, Emergency Operations Center (EOC) seat, WebEOC access.
- Submit all documentation to Organization Contact.

---

**Project Worksheet (PW)**

- GOHSEP SAL to write, with FEMA, Office Project Worksheet (PW).

---

**Right-of-Entry**

- Forms and other documentation.
SAMPLE VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC) / ORGANIZATION CONTACT — ROLES + RESPONSIBILITIES

Volunteer + Donated Resources Coordinator (VDRC) and Organization Contacts have important roles and responsibilities prior to an emergency or disaster, and during and after an event.

Prior to an Emergency or Disaster

- Coordinator focuses on preparation. This could include working with agencies and local authorities on the development and ongoing testing of a unaffiliated Volunteer + Donated Resource MANAGEMENT Plan, management capacity and practices, and a Communications Plan.
- Identifying in advance — anticipated skills, capacity and capabilities shortfalls.
- Developing job descriptions for potential roles volunteers might play and identifying usage requirements for supplies, materials and equipment donations to address any anticipated short falls.
- Liaising with Subrecipient's (Applicant's) Emergency Management Teams to identify gaps in skills, capacity and capabilities needed in the event of an emergency or disaster.
- Working with participating agencies and local, State and Federal partners to create training opportunities pre-event for volunteers and those involved in the management and documentation of volunteers and donations.
- Agreeing on information to be collected from volunteers and badging protocols, assignment processes and documentation requirements and processes.

More specifically, in preparing itself for an emergency, the VDRC or Coordinating Agency may consider the issues outlined in the following table.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>POTENTIAL ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROMOTING VOLUNTEER PRE-REGISTRATION</td>
<td>• Develop and implement communications strategies for promoting volunteer opportunities and a pre-registration process.</td>
</tr>
</tbody>
</table>
| REGISTERING SPONTANEOUS VOLUNTEERS | • Ensure agreement between the VDRC or Coordinating Agency, relevant government authorities and nonprofits on the most effective approach for registering those interested in volunteering and/or donating supplies, materials and equipment – with instructions on how to donate.  
  • Identity infrastructure needs – e.g., web capacity, phone lines, etc.– and develop back-up Continuity of Operations Plans (COOP) in case infrastructure fails.  
  • Identify what information should be gathered from potential volunteers through the registration process. |
<table>
<thead>
<tr>
<th>ISSUE</th>
<th>POTENTIAL ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTIFYING THE PUBLIC AND INDIVIDUAL VOLUNTEERS THAT UNAFFILIATED VOLUNTEERS ARE NOT NEEDED AT THIS TIME</td>
<td>• Develop communications strategy that includes media messages and scripts for staff who are likely to interact with unaffiliated volunteers who want to participate.</td>
</tr>
<tr>
<td>ROLES AND RESPONSIBILITIES</td>
<td>• Agreement between local recipients (Subrecipients [Applicants], volunteer agencies, other) of volunteer time and donated resources on who the VDRC or Coordinating Agency will be and on the coordination role.</td>
</tr>
</tbody>
</table>
| PROCESS DEVELOPMENT | • Management process designed and/or reviewed to identify transferable duties and what new processes need to be developed.  
• Identify required roles for successful coordination and management.  
• Develop job descriptions, including skills required and tasks to be undertaken, are developed.  
• Individuals identified to carry out required roles and trained to take on these roles in an emergency. |

During an Emergency

- Activate the VDRC as soon as possible.
- VDRC’s role is to coordinate, manage and ensure appropriate data is collected to ensure maximum efficiency and productivity of donated volunteer time and resources, and capture and quantify volunteer time and donated resources eligible to apply to the non-Federal share match.

Post-emergency + Annually

- Facilitate and participate in a plan review process to ensure Lessons Learned from current activations are captured and inform future events.
Mapping the unaffiliated volunteer journey from the time he/she expresses interest to when he/she stands down may help prepare for the effective management of unaffiliated volunteers. A possible journey, with suggested processes at each stage, is offered below.

<table>
<thead>
<tr>
<th>STAGE OF JOURNEY</th>
<th>SUGGESTED PROCESSES</th>
</tr>
</thead>
</table>
| BEFORE EMERGENCY   | **Local authorities** and likely FEMA Public Assistance (PA) Subrecipients (Applicants) in the event of an emergency or disaster, **State, Territory** and non-profit community:  
- Develop and agree on operational guidelines and processes for managing volunteers and donations; identify and agree on roles and responsibilities.  
- Develop and agree on public pre-education/registration messages and appoint spokesperson.  
- Identify potential capacity and skills gaps and decide in what instances they might use unaffiliated volunteers, and/or need donated equipment, goods and materials.  
- Develop a plan for those accepting unaffiliated volunteer help and/or donations – what will be needed, what will be accepted, job descriptions, including required skills, how documentation will be handled and who is responsible, tasks to be undertaken.  
- Develop a comprehensive Communications Plan including managing accepted and unaccepted unaffiliated volunteers and/or donations. |
| UNAFFILIATED VOLUNTEER REGISTERS | • Volunteer + Donated Resources Coordinator (VDRC) or Coordinating Agency supplies potential unaffiliated volunteer with information on the skills, background checks, training, etc. that may be required by volunteer agencies and other recipients of assistance provided by the unaffiliated volunteer.  
- Unaffiliated volunteer undertakes background checks and training. |
| UNAFFILIATED VOLUNTEER ACTIVATION | • Decision made to activate unaffiliated volunteer and donation operational guidelines.  
- Pre-agreed communications strategy initiated, stating whether or not unaffiliated volunteers are being used.  
- Messages disseminated via the media, government spokesperson, VDRC or Coordinating Agency, municipalities and other appropriate agencies or entities. |
| IF NEEDED AND REQUESTED AND IF NOT PRE-REGISTERED, UNAFFILIATED VOLUNTEER REGISTERS VIRTUALLY OR IN PERSON | • Unaffiliated volunteer is thanked for their offer and given a reality check on the likelihood of being used.  
- Unaffiliated volunteer screening – if appropriate – is conducted. |
<table>
<thead>
<tr>
<th>STAGE OF JOURNEY</th>
<th>SUGGESTED PROCESSES</th>
</tr>
</thead>
</table>
| UNAFFILIATED VOLUNTEER IS WILLING TO TAKE AN ASSIGNMENT | • If there is a **volunteering vacancy** that matches the unaffiliated volunteer’s **skills and experience**, the unaffiliated volunteer’s details are passed on to the relevant entity, **giving those who pre-registered preference**.  
  • When there is **no relevant opportunity**, the unaffiliated volunteer is updated on a **scheduled basis** either through the website or by phone, **thanking** him/her for their offer and including the number of unaffiliated volunteers registered versus number used and any other relevant information.  
  • After the emergency, if **no opportunities** were available, the unaffiliated volunteer is thanked again and provided potential **future training** and **volunteer opportunities** with response and recovery agencies, nonprofits and other relevant entities. |
| UNAFFILIATED VOLUNTEER IS REFERRED TO AN AGENCY OR APPROPRIATE ENTITY | • The unaffiliated volunteer **receives a call** from **receiving entity** using unaffiliated volunteers.  
  • The receiving entity provides details of the **role the unaffiliated volunteer is intended to fill** and any other relevant information.  
  • The receiving entity conducts a **telephone interview** asking prepared questions.  
  • If both sides are **happy to proceed**, the receiving entity invites the unaffiliated volunteer to **pre-deployment / induction training**. |
| UNAFFILIATED VOLUNTEER ATTENDS PRE-DEPLOYMENT INDUCTION TRAINING | • Unaffiliated volunteer **training**, including:  
  » Receiving **entity’s role** in the current emergency.  
  » **Unaffiliated volunteer’s role** in the current emergency, including boundaries and limitations.  
  » A **situation briefing**.  
  » **Command and communications** structures.  
  » **Occupational health and safety** requirements.  
  » Affirmation that the unaffiliated volunteer activities will be conducted under the receiving entities **existing volunteer management practices**.  
  • If applicable, the unaffiliated volunteer receives an **ID badge, uniform**, etc. |
| UNAFFILIATED VOLUNTEER IS DEPLOYED                    | **Unaffiliated volunteer**:  
  • Receives a briefing **before each shift**.  
  • Is **“buddied”** with an **experienced volunteer** for at least his/her first shift and maybe ongoing if appropriate.  
  • Takes part in a **debrief after each shift**. |
| UNAFFILIATED VOLUNTEER STANDS DOWN                    | **Unaffiliated volunteer**:  
  • Contributes to the **post-emergency entity debrief**.  
  • Is **thanked** by the receiving entity and informed of **future volunteering opportunities**.  
  • Is advised where they can seek help on **occupational health** and **safety** following the debrief, should they feel the need for further assistance. |

**SOURCE:** Managing spontaneous volunteers in emergencies: *Draft Communication Strategy* and cited in *Spontaneous Volunteer Management Resource Kit*, produced by the American Red Cross (ARC) under the auspices of the Australian Government, Department of Families, Housing, Community Services and Indigenous Affairs.
SAMPLE COMMUNICATIONS PLAN SUMMARY MATRICES

Communications MATRIX 1

Communications MATRIX 1 provides **broad messages** on how to **reach out** to and **channel** the energy and activities of those wanting to volunteer or equipment, donate supplies or materials.

The **Talking Points** identified in the chart below are intended to be used by **local, State and Tribal authorities**, and **revised** as local circumstances require for the use of **Volunteer + Donated Resources Coordinators** or **Coordinating Agencies** or other **leaders** within the community.

All messaging should be coordinated with **local authorities** to ensure **consistency** of messaging and to avoid confusion.

<table>
<thead>
<tr>
<th>EMERGENCY PHASE</th>
<th>TALKING POINTS</th>
<th>RATIONALE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMERGING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Our hearts go out to those affected by this emergency. We are assessing the situation and will give more details as soon as possible.</td>
<td>• A holding message designed to <strong>take the heat out</strong> of the situation and provide <strong>guidance</strong> to those who want to volunteer or donate.</td>
<td></td>
</tr>
<tr>
<td>• Emergency Services are currently <strong>responding to the situation</strong>.</td>
<td>• If no message is given people will <strong>go</strong> to the affected site or start contacting agencies, particularly those involved in the response.</td>
<td></td>
</tr>
<tr>
<td>• The <strong>danger has not yet passed</strong>, so authorities are asking you to assist them by please <strong>staying away</strong> from the site for the time being.</td>
<td>• The message <strong>acknowledges</strong> the invaluable support that community members give each other, but is not a call for action.</td>
<td></td>
</tr>
<tr>
<td>• Community support is appreciated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Please wait for more information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• More information will be available within the next few hours and we will provide those details to the public as quickly as we can.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INITIAL RESPONSE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Emergency has been <strong>contained</strong>.</td>
<td>• Updates holding message.</td>
<td></td>
</tr>
<tr>
<td>• Damage is <strong>extensive</strong>.</td>
<td>• Announces a <strong>web platform</strong> for those who want to follow the response and monitor the <strong>need for volunteers</strong> and donations.</td>
<td></td>
</tr>
<tr>
<td>• Our <strong>priority</strong> remains those affected by the disaster and we are continuing to work with <strong>affected communities to assess their needs</strong>.</td>
<td>• Acknowledges that <strong>specific skills, supplies, materials and equipment</strong> may be needed even if not currently identified.</td>
<td></td>
</tr>
<tr>
<td>• To ensure a <strong>coordinated response</strong> to <strong>offers of help</strong> from the public, a website is being set up.</td>
<td>• Lets people know how they can help <strong>now</strong>.</td>
<td>[WEB ADDRESS HERE]</td>
</tr>
<tr>
<td><strong>CALL-TO-ACTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Donations of <strong>money</strong> are the <strong>best form of help</strong> (goods are not required) at this time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Specialist volunteers may be needed in the near future.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• <strong>Specific supplies, materials and equipment</strong> may also be needed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Please visit our <strong>website</strong> for more information on how you can <strong>offer</strong> your help if you have the <strong>skills or supplies, materials or equipment required</strong> [WEB ADDRESS HERE].</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Please offer your assistance through your normal <strong>volunteer channels</strong>.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Listen to your local news for more information.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## EMERGENCY PHASE

**TALKING POINTS**

- Thank you for ongoing your interest, support and offers of help.
- Thanks to all who have generously donated money or offered to donate time, supplies, materials and equipment.
- Our priority remains those affected by the disaster.
- Please know that the needs of the community are being addressed.
- We continue to work with the communities to aid their recovery.
- All those working this emergency appreciate your patience while the needs of the affected community/communities continue to be assessed.

**RATIONALE**

- Message could be updated daily.
- It is important to thank those who want to help.
- It reassures the public that the needs of those affected by the emergency are being or have been met.
- It is specific about what help is required.
- It is a reality check on the likelihood of utilization if individuals do not have these skills.

## CALL-TO-ACTION

- Volunteers with specialist skills are now NEEDED.
- Members of the public who are interested in helping and have specialist skills defined are encouraged to register on the website or contact [CONTACT INFORMATION HERE].
- The website identifies the range of skills (and supplies, materials and equipment) needed and provides details on HOW you can offer help.
- If you would like to help, but do not have the skills currently required or want to help in other ways, donating or raising money through an approved activity are the best ways to help those affected. See the website for how to do this. [WEB ADDRESS HERE]
- Please continue to assist the response and recovery effort by continuing to stay away from the impact site unless you have been specifically asked to provide your specialized skills at the site.
- Those currently helping affected people at the site need to focus on their work, not be diverted to manage offers of help.
- Please visit the [WEB ADDRESS HERE] and please continue to listen to your local news networks for more information as it becomes available.

<table>
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<tr>
<th>ONGOING RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Thank you for ongoing your interest, support and offers of help</td>
</tr>
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<td>• Thanks to all who have generously donated money or offered to donate time, supplies, materials and equipment.</td>
</tr>
<tr>
<td>• Our priority remains those affected by the disaster.</td>
</tr>
<tr>
<td>• Please know that the needs of the community are being addressed.</td>
</tr>
<tr>
<td>• We continue to work with the communities to aid their recovery.</td>
</tr>
<tr>
<td>• All those working this emergency appreciate your patience while the needs of the affected community/communities continue to be assessed.</td>
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<tbody>
<tr>
<td>• Thank you for ongoing your interest, support and offers of help</td>
<td>• Message could be updated daily.</td>
<td></td>
</tr>
<tr>
<td>• Thanks to all who have generously donated money or offered to donate time, supplies, materials and equipment.</td>
<td>• It is important to thank those who want to help.</td>
<td></td>
</tr>
<tr>
<td>• Our priority remains those affected by the disaster.</td>
<td>• It reassures the public that the needs of those affected by the emergency are being or have been met.</td>
<td></td>
</tr>
<tr>
<td>• Please know that the needs of the community are being addressed.</td>
<td>• It is specific about what help is required.</td>
<td></td>
</tr>
<tr>
<td>• We continue to work with the communities to aid their recovery.</td>
<td>• It is a reality check on the likelihood of utilization if individuals do not have these skills.</td>
<td></td>
</tr>
<tr>
<td>• All those working this emergency appreciate your patience while the needs of the affected community/communities continue to be assessed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### EMERGENCY PHASE

<table>
<thead>
<tr>
<th>STAND DOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Thank you to all who have generously donated money or have offered to donate their time, supplies, materials and equipment.</td>
</tr>
<tr>
<td>• Money and services continue to be offered.</td>
</tr>
<tr>
<td>• Immediate needs of the community have NOW been met and there is no longer a need for volunteers or donations for the response effort.</td>
</tr>
<tr>
<td>• Additional volunteer resources specific to the immediate response to the emergency are not needed at this time.</td>
</tr>
<tr>
<td>• However, community recovery is complex and takes place over an extended period of time.</td>
</tr>
<tr>
<td>• Volunteers will be involved in the recovery effort for months to come and other donations may be needed at a future time.</td>
</tr>
</tbody>
</table>

**CALL-TO-ACTION**

- If you are interested in volunteer training to help you assist in a future emergency or disaster, please visit our website [WEB ADDRESS HERE] or contact [PROVIDE APPROPRIATE INFORMATION].

### PRE-EVENT / NON-EMERGENCY (PREPAREDNESS)

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• People’s hearts open at times of disaster and they want to help by volunteering or making donations.</td>
</tr>
<tr>
<td>• If you want help next time there is an emergency, you need to attend training now – do not wait for an emergency to volunteer.</td>
</tr>
<tr>
<td>• There are plans in place to respond to any type of emergency.</td>
</tr>
<tr>
<td>• Trained personnel, including volunteers, implement these plans by responding to the emergency and aiding the recovery of affected communities.</td>
</tr>
<tr>
<td>• If you are interested in volunteer training to help you assist in a future emergency or disaster, please visit our website [WEB ADDRESS HERE] or contact [PROVIDE APPROPRIATE INFORMATION].</td>
</tr>
</tbody>
</table>

**RATIONAL**

- It is important to thank those who want to help or have helped. |
| • Message reassures the public that the needs of those affected by the emergency are being or have been met. |
| • Recovery phase continues over an extended period of time. |
| • Message strengthen agencies through new volunteer recruitment. |

**SOURCE:** Managing spontaneous volunteers in emergencies: Draft Communication Strategy and cited in Spontaneous Volunteer Management Resource Kit, produced by the American Red Cross (ARC) under the auspices of the Australian Government, Department of Families, Housing, Community Services and Indigenous Affairs]
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Communications MATRIX 2 – Messages FROM Volunteer + Donated Resources Coordinator to Potential Volunteers

Regardless of how clear we are in letting the public who want to help know that initially the greatest need may be for them to stay away, volunteers will self-deploy and show up at the disaster site.

Following are messages that might help channel those resources.

<table>
<thead>
<tr>
<th>EMERGENCY PHASE</th>
<th>TALKING POINTS</th>
<th>RATIONALE</th>
</tr>
</thead>
</table>
| INITIAL RESPONSE | • Thank you for wanting to assist those who have been impacted by this emergency.  
• The emergency has been contained.  
• Damage is extensive.  
• Please understand that the needs of the community are our first priority. Those needs are being assessed now.  
• The staff and volunteers currently being used have a specialized skills and training.  
• Further volunteers are not need at this time. | • It is important to always thank people who want to help.  
• This is a holding message that acknowledges specific skills, supplies, materials and equipment may be needed even if they have not currently been identified.  
• It reminds everyone that those affected by the emergency or disaster are the first priority.  
• This message provides guidance on what is needed, when and how to participate.  
• It strengthens volunteer skills-building and training, and volunteer recruitment efforts by other nonprofits.  
• Encouraging the public to contact organizations they may already be affiliated with or know, and offer their help diverts them from the agencies involved in the current response and recovery.  
• It also gives people an outlet for their desire to help. |
|                | • However, if you would like to help, donating money is the best form of help you can give (goods are not required at this time).  
• Please know that volunteers with special skills – or specific supplies, materials and equipment – may be required in the near future.  
• Members of the public who are interested in helping and have specialist skills are encouraged to register on the website or contact [CONTACT INFORMATION HERE].  
• The website identifies the range of skills (and supplies, materials and equipment) needed and provides details on HOW you can offer help.  
• If you would like to help, but do not have the skills currently required or want to help in other ways, donating or raising money through an approved activity are the best ways to help those affected. See the website for how to do this.  
• If you are interested in volunteer training to help you assist in a future emergency or disaster, please visit our website [WEB ADDRESS HERE] or contact [PROVIDE APPROPRIATE INFORMATION]. |
<table>
<thead>
<tr>
<th>EMERGENCY PHASE</th>
<th>TALKING POINTS</th>
<th>RATIONALE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ONGOING RESPONSE</strong></td>
<td><strong>MESSAGE THAT COULD BE GIVEN AT TIME OF REGISTRATION</strong></td>
<td></td>
</tr>
<tr>
<td>• Thank you for your wanting to help those in need as a result of this emergency.</td>
<td></td>
<td>• We should always thank those who want to help.</td>
</tr>
<tr>
<td>• We are pleased to tell you that we have had an overwhelming response to this emergency.</td>
<td></td>
<td>• Provides a reality check to volunteers on likelihood of their being called to service.</td>
</tr>
<tr>
<td>• As a result, your offer of on-site help is not needed at this time.</td>
<td></td>
<td>• Diverts calls away from agencies involved in response and recovery.</td>
</tr>
<tr>
<td>• You will be registered in our data base and will be contacted if we need additional volunteers or donations or volunteers with special skills.</td>
<td></td>
<td>• Offers opportunities for the volunteer or donor to channel their interest in assisting.</td>
</tr>
<tr>
<td>• If you are needed, you may be required to go through one or more background checks and provide licenses, registration and or any certifications that you have, if appropriate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If you are not contacted, this means that we do not require additional help at this time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Again, thank you for your registration and patience.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CALL-TO-ACTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If you would like to help, but your skills are not currently required there are other ways you can make a difference. Please consider donating or raising money through an approved activity to help those affected.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• You can learn more on how to donate money at the following website [WEB ADDRESS HERE].</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If you are interested in volunteer training to help you assist in a future emergency or disaster, please visit our website [WEB ADDRESS HERE] or contact [PROVIDE APPROPRIATE INFORMATION].</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STAND DOWN</strong></td>
<td><strong>MESSAGE THAT COULD BE GIVEN AT TIME OF REGISTRATION</strong></td>
<td></td>
</tr>
<tr>
<td>• Thank you for your offer of help.</td>
<td></td>
<td>• It is always important to thank those who are want to help assist those who are in need.</td>
</tr>
<tr>
<td>• The agencies involved do not require additional volunteers at this time to help in this emergency.</td>
<td></td>
<td>• Message strengthens agencies through new volunteer recruitment.</td>
</tr>
<tr>
<td><strong>CALL-TO-ACTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If you would like to help, but your skills are not currently required there are other ways you can make a difference. Please consider donating or raising money through an approved activity to help those affected.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• You can learn more on how to donate money at the following website [WEB ADDRESS HERE].</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• If you are interested in volunteer training to help you assist in a future emergency or disaster, please visit our website [WEB ADDRESS HERE] or contact [PROVIDE APPROPRIATE INFORMATION].</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[SOURCE: Managing spontaneous volunteers in emergencies: Draft Communication Strategy and cited in Spontaneous Volunteer Management Resource Kit, produced by the American Red Cross (ARC) under the auspices of the Australian Government, Department of Families, Housing, Community Services and Indigenous Affairs]
Communications MATRIX 3 - Messages From Agencies/Entities, Both ACCEPTING + NOT ACCEPTING Volunteers and/or Donations

The following is a recorded phone message that members of the public might hear when they first reach out to an agency or authorities and before they speak to an operator.

<table>
<thead>
<tr>
<th>EMERGENCY PHASE</th>
<th>TALKING POINTS</th>
<th>RATIONALE</th>
</tr>
</thead>
</table>
| EMERGENCY + INITIAL RESPONSE + ONGOING RESPONSE | • Thank you for your call.  
• If you are in immediate danger please hang up and call 911.  
• If you are calling to volunteer OR donate supplies, materials or equipment for [NAME OF THE EMERGENCY], please call [APPROPRIATE PHONE NUMBER] or visit [WEB ADDRESS HERE].  
• If you are calling about something else, please hold and you will be connected shortly. | • Filters calls that distract resources away from the agency's main task in emergency response or recovery.  
• Promotes a coordinated approach to the registration and management of spontaneous volunteers. |

[SOURCE: Managing spontaneous volunteers in emergencies: Draft Communication Strategy and cited in Spontaneous Volunteer Management Resource Kit, produced by the American Red Cross (ARC) under the auspices of the Australian Government, Department of Families, Housing, Community Services and Indigenous Affairs]

Messages From Agencies ACCEPTING Spontaneous Volunteers

<table>
<thead>
<tr>
<th>EMERGENCY PHASE</th>
<th>TALKING POINTS</th>
<th>RATIONALE</th>
</tr>
</thead>
</table>
| EMERGENCY + INITIAL RESPONSE + ONGOING RESPONSE | • Thank you very much for your offer of help.  
• If you are interested in volunteering or donating supplies, materials or equipment for this emergency, please register at the following website [WEB ADDRESS HERE]. | • Promoting a coordinated approach to the registration and management of spontaneous volunteers.  
• Minimizing agency resources diverted to manage offers of help. |

| STAND DOWN | • Thank you for your help during this emergency.  
• If you are interested in volunteer training to help you assist in a future emergency or disaster, please visit our website [WEB ADDRESS HERE] or contact [PROVIDE APPROPRIATE INFORMATION] | • It is important to thank those who have helped.  
• Message strengthens agencies through new volunteer recruitment. |

[SOURCE: Managing spontaneous volunteers in emergencies: Draft Communication Strategy and cited in Spontaneous Volunteer Management Resource Kit, produced by the American Red Cross (ARC) under the auspices of the Australian Government, Department of Families, Housing, Community Services and Indigenous Affairs]
Messages From Agencies NOT ACCEPTING Spontaneous Volunteers

<table>
<thead>
<tr>
<th>EMERGENCY PHASE</th>
<th>TALKING POINTS</th>
<th>RATIONALE</th>
</tr>
</thead>
</table>
| EMERGENCY + INITIAL RESPONSE + ONGOING RESPONSE | • Thank you very much for your offer of help.  
• We are fortunate to not need additional help at this time.  
CALL-TO-ACTION  
• However, please register at our website [WEB ADDRESS HERE] so that should the situation change, we will have your information. Our website is [WEB ADDRESS HERE].  
• If you are interested in volunteer training to help you assist in a future emergency or disaster, please visit our website [WEB ADDRESS HERE] or contact [PROVIDE APPROPRIATE INFORMATION]. | • Promotes a coordinated approach through web-based registration.  
• Provides the rationale for declining offer of help.  
• Promotes ongoing volunteer opportunities. |

[SOURCE: Managing spontaneous volunteers in emergencies: Draft Communication Strategy and cited in Spontaneous Volunteer Management Resource Kit, produced by the American Red Cross (ARC) under the auspices of the Australian Government, Department of Families, Housing, Community Services and Indigenous Affairs]
FOR IMMEDIATE RELEASE:
September **, 2017

MEDIA CONTACT:
Mike Steele
mike.steele@la.gov

Louisiana Collecting Specific Donations for Hurricane Ravaged Puerto Rico

BATON ROUGE (September **, 2017) – The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is leading a statewide donation drive for Hurricane Maria survivors in Puerto Rico. Maria’s hurricane force winds whipped the island and knocked out most communication, while heavy rains caused severe flooding and put a major dam at risk of failure.

"We must work together during these difficult times to help those in great need," said Gov. John Bel Edwards. "Puerto Rican officials say the island is on the brink of a humanitarian crisis if help does not arrive soon. I am asking everyone in Louisiana to once again support those facing tremendous adversity. We know how difficult the long road to recovery can be. We are looking for basic items to help the people of Puerto Rico begin that process."

The state will begin collecting these items on (Date):

- Diapers
- Non-perishable formula
- Baby wipes
- Bottles and nipples
- Feminine care products
Collection sites are being established in all 64 parishes. You can find a link for the collection sites at *************. It is important to only donate the items on the list. Donation drives, at times, can cause more burden for a disaster area if a planned system is not used from start to finish. Keeping the initial statewide drive limited to specific items will make shipping the donations easier and will speed the delivery of the items to the people of Puerto Rico.

"It is difficult to see our neighbors go through some of the same heartbreak we have felt in the past," said GOHSEP Director Jim Waskom. "The support of others has helped Louisiana recover from previous events. This is a chance for all of us to share our compassion with others."

The Louisiana Army National Guard (LANG) will handle collecting the donated items and transporting them to Puerto Rico. LANG has previously helped with this type of drive after Hurricane Mitch devastated Central America.

(GUARD Quote)

The donation drive may continue in the future with additional items should that support be needed.

Find more tips on weather and preparedness on GOHSEP’s Facebook and Twitter accounts. You can receive emergency alerts on most smartphones and tablets by downloading the new Alert FM App. It is free for basic service. The Get A Game Plan App is another resource available to help you and your family prepare for any type emergency. You download the Louisiana Emergency Preparedness Guide and find other information at www.getagameplan.org.

###
APPENDIX – VOLUNTEER RECEPTION CENTER (VRC)

- SAMPLE Volunteer Reception Center (VRC) Job Descriptions
- SAMPLE VRC Station Signage
- SAMPLE VRC Floor Plan
- SAMPLE VRC Creative
  » SAMPLE Directional Signage
  » SAMPLE Banner
  » SAMPLE Badge
  » SAMPLE Wristband
  » SAMPLE Volunteer Lanyard
- SAMPLE VRC Supplies + Equipment List
- SAMPLE Request for Volunteers Form
- SAMPLE Volunteer Instructions Card
- SAMPLE Volunteer Information Form
- SAMPLE Volunteer Referral Card
- SAMPLE Volunteer What to Expect + Safety Tips

DRAFT
PUBLICATION DATE: DECEMBER 2017
SAMPLE JOB DESCRIPTIONS

There are various jobs required for a successful Volunteer Reception Center (VRC) and a comprehensive volunteer and donated resources management program. Key jobs are identified below and discussed within the framework of the SAMPLE VRC Floor Plan.

Volunteer + Donated Resources Coordinator (VDRC)

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.

**ITEMS NEEDED**

- ID Badge and/or Wristband.
- Documentation Forms.

Organization Contact

The position of **Organization Contact** is envisioned to ensure Documentation Forms to document volunteers and donated resources are completed by their agency and/or volunteers and submitted to the VDRC.

Organization Contacts are responsible for working with the VDRC to ensure **eligible activities** to offset non-Federal cost share are captured on the Documentation Forms.

**ITEMS NEEDED**

- ID Badge and/or Wristband.
- Documentation Forms.
Volunteer Reception Center (VRC) Director

The role of the VRC Director may be filled by the same person filling the role of the Organization Contact.

VRC Director oversees the operation of the VRC. The VRC Director:

• Clearly designates one (1) entrance and one (1) exit.
• Sets up the room for efficient flow of volunteer and information.
• Briefs and assigns tasks to staff and volunteers of the center.
• Monitors the operation, making changes when necessary.
• Works with Volunteer + Donated Resources Coordinator (VDRC) on creating policy and procedures to ensure compliant documentation for capturing and quantifying eligible volunteer time and donated resources to offset non-Federal share.

You should meet and thank all volunteers who help in the VRC and instruct them to sign in and out on the Volunteer Sign-in / Sign-out Record daily.

ITEMS NEEDED

• ID Badge and/or Wristband.
• Tables + chairs. (See VRC Floor Plan for details)
• Office supplies + Documentation Forms to stock VRC for the first two (2) to three (3) days.
• Items on the VRC Supplies + Equipment List.

Greeters

Greeters orient volunteers inside and outside the volunteer entrance. They should greet people with a friendly and firm demeanor, determining the purpose of their visit and directing them accordingly.

• If visitors are there to volunteer, Greeters thank them, give each a Volunteer Instructions Card and ask each to fill out a Volunteer Information Form.
• When the form is completed, direct each to the next available interviewer. (See VRC Floor Plan – Station #2 Interviews)
• If the visitor is media personnel, direct him/her to the Public Information Officer (PIO).
• If he/she is a disaster survivor, refer him/her to the appropriate organization.
• If the visitor has food, clothing, etc., to donate, refer him/her to the appropriate agency or donation receiving drop-off or designated warehouse.

If there is a long wait, some volunteers may not understand the reason and may become impatient. Please thank everyone for volunteering, briefly explain the process and ask everyone to be patient or to come back later.

ITEMS NEEDED

• ID Badge and/or Wristband for each greeter.
• Sign. (See VRC Floor Plan – Station #1 Registration / Orientation)
• Table + chairs for volunteers to use while filling out forms.
• Supply of Volunteer Instructions Cards.
• Supply of Volunteer Information Forms.
• Flag.

Phone Staff

Phone Bank Staff will be handling two (2) types of calls:

• Those from agencies requesting volunteers, and
• Those from people wanting to volunteer.

The information you record from each call must be complete and in sufficient detail to facilitate matching volunteers to response needs.
When a call is received from an agency, Phone Bank Staff fill out a Request for Volunteers Form while speaking with the agency caller.

If there is a computer available for entering, staff should enter data.

Runners raise the flag at your station. Post the volunteer request on a dry erase board in view of the Interviewers (See VRC Floor Plan – Station #2 Interviews) and then give the Request for Volunteers Form to data entry. (See VRC Floor Plan – Station #3 Data / Agency Coordination)

If internet is up, data entry will input data immediately. If not, data will be entered when systems are back online.

When people call to volunteer, they should be thanked and follow registration options below:

- If they register online:

  Volunteers will be e-mailed or called to discuss possible assignments and given further instructions.

  If the caller represents a group that wishes to volunteer together, assure them that you do need their help and ask them to be patient while you determine where they can be of most help. It might take several days to match a volunteer – or donor – with a need, especially if they are coming from out of town.

  Post the caller’s inquiry on the board behind the Phone Bank.

  When a match is found for the volunteer, volunteer group or donation, e-mail or call and schedule a time for the volunteer or donor to come to the VRC to:

  » Sign his/her on-line information form;
  » Pick up his/her referral form and ID(s) and/or wristband(s); and
  » Attend a safety briefing.

  Make sure that the volunteer’s – or donor’s – on-line information form is waiting with the Interviewers (See VRC Floor Plan – Station #2 Interviews) on their arrival date.

  » If they choose to register in person at the VRC, they will be given instructions when they arrive.

ITEMS NEEDED

- ID Badge and/or Wristband for each phone staffer.
- Sign (Phone Bank).
- Two (2) tables + four (4) chairs.
- Phones.
- Supply of Request for Volunteers Forms.
- Pens + push pins + masking tape.
- Flag.

PHONE BANK FOR VOLUNTEER CALLS.

Runners

Runners carry information from station to another within the VRC. When a station needs forms picked up, supplies restocked or volunteers escorted from one (1) place to another, runners are signaled by raising the flag at their station. Please watch carefully for this signal and respond promptly to keep information and volunteers moving smoothly through the registration and referral process.

When asked to post a Volunteer Request on the board, write neatly and large enough so that Interviewers can see the requests clearly.

After posting the request on the board, give the Request for Volunteers Form to Data Coordination (See VRC Floor Plan – Station #3) – Immediately if internet is up, or hand-written for later input once systems are back online.
ITEMS NEEDED

• **ID Badge** and/or **Wristband** for each Runner.
• Dry erase marker + eraser

**Volunteer Loading Ice to Distribute to the Community.**

---

**Data Entry**

Data Entry enters the information from the *Request for Volunteers Forms* and *Volunteer Information Forms* into the database so that the Parish has an accurate record of who participated in the recovery effort, what kinds of work they performed and when.

The computer assigns a **number** to each *Request for Volunteers Form* and *Volunteer Information Form*, which may also be hand-written on the paper forms if internet services are down.

As needed by VRC staff, print updated lists of unfilled **Requests** and ask a Runner to distribute copies to Phone Bank staff, Data Coordination, Interviewers, VRC Director and Organization Contacts. Even if you are familiar with the software being used by the VRC, please ask for a brief orientation before beginning your first shift.

**Accuracy** is more important than **speed**.

The information entered is used to determine the **amount of money** the Parish will receive from the Federal Government as a result of the disaster.

---

**ITEMS NEEDED**

• **ID Badge** and/or **Wristband** for each data entry staffer.
• One (1) table and two (2) chairs.
• Printer.
• Pens.
• Flag.
• One (1) or more computers – multiple computers should be **networked** to provide all users access to information on the status of *Request for Volunteers Form* and the **availability** of volunteers.

**Volunteer Loading Ice to Distribute to the Community.**

---

**Interviewers**

Interviewers do a quick interview of the prospective volunteer and refer him/her to an agency or Emergency Support Function (ESF) appropriate to his/her **abilities** and **interests**.

• Volunteer requests are posted on a **board** (behind the volunteer being interviewed) and **erased** as they are filled.
• The VRC computer system can provide a printed list of current needs.
• Ask for the Volunteer’s *Information Form*.
• With the volunteer, verify its **completeness** and **accuracy**, and use it as a guide from which to inquire more about volunteer’s **skills**.
• At the conclusion of the interview, keep his/her *Information Form*.
• When the volunteer **accepts an assignment**, fill out a *Volunteer Referral Card*, give it to the volunteer.
and instruct him/her to report to Data / Agency Coordination. (See VRC Floor Plan – Station #3 Data / Agency Coordination)

- Before signaling the Greeter that you are ready for another interview, take a minute to jot down in the “Notes” section anything about the volunteer you feel is important, that the volunteer did not include on his/her Information Form (e.g. a special skill, an obvious physical limitation, etc.)

- If the VRC decides to use the blind field labeled “Office Use Only,” check the appropriate box. Place his/her registration form in the bin or file.

Appropriate use of the “Office Use Only” field should be determined by the VRC Director, possibly with input from the local ESF 15 lead agency. It is intended to provide a customizable “blind” field in which special information can be noted about volunteers. If, for future referral of that volunteer, it would be helpful to know his/her general level of ability to work independently, boxes 1-5 could be coded: 1. Learns quickly, able to supervise the activities of others; 2. Works well independently...5. Needs close supervision. A drawback to this kind of field is that interviewers may not be able to judge the appropriate entry from only a short interview. The advantage is that a volunteer with an obvious special ability or limitation can be utilized to his/her full potential or placed in a relatively low-risk, closely supervised environment.

Key Points to Remember:
- Disaster registration differs from a “normal” volunteer intake – there is less time to try to fit each volunteer into an ideal assignment.
- Refer the volunteer on the spot if possible – it may be impossible to contact him/her later.
- If the volunteer has special training or unusual skills that might be needed soon, he/she should be asked to wait in the sitting area and to check the Volunteer Request Board for new requests for their specialized skills.
- It is likely that some volunteers will exhibit the stress of the disaster – an extra measure of patience and understanding is needed.

- Be sure to watch for volunteers who would be effective working in the VRC.
- You may be called upon to train volunteers to assist with the interviewing.

ITEMS NEEDED

- ID Badge and/or Wristband for each interviewer.
- Sign. (See VRC Floor Plan – Station #2 Interviews)
- Two (2) tables and eight (8) chairs that allow four (4) interviewers to sit across from the four (4) new volunteers they are interviewing.
- Supply of Volunteer Referral Cards.
- Bin or file in which to keep the Volunteer Information Forms.
- Pens.
- Flag.

INTERVIEWERS HELP MATCH VOLUNTEER SKILLS AND DONATIONS TO NEEDS.

Data / Agency Coordinator (DC)

Data / Agency Coordinators (DC) match Volunteer Referral Cards to the Request for Volunteers Forms and close out Requests when they have been filled or are no longer needed.

Calls to an agency contact may be needed to clarify agency requests.
Volunteer ID Staff

Ask if the volunteers have been referred to a volunteer position yet. If they have not been referred, thank them for coming and ask them to please wait in the sitting area.

If a volunteer has been referred, confirm that his/her Volunteer Referral Card clearly shows the name of the volunteer, the dates to be worked and the name of the agency or ESF or entity to which the volunteer is referred, fold the Volunteer Referral Card and put in ID Badge on volunteer.

Explain to the volunteer that the ID will be “good” only for the date(s) written on the Volunteer Referral Card in the badge. Authorities will not permit him/her to enter any of the disaster recovery areas on any other day, without a current ID Badge or wristband.

Thank them for coming and direct them to Station #5 Safety Briefing.

ITEMS NEEDED

- ID Badge and/or Wristband for each volunteer ID staff member.
- Two (2) tables and four (4) chairs.
- Sign. (See VRC Floor Plan – Station #4 Volunteer ID)
- Supply of volunteer ID Badges or wristbands.
- Markers.
- Scissors.
- Flag.

BADGES AND/OR WRISTBANDS INDICATE APPROVED ACCESS TO THE DISASTER AREA.
Safety Trainers

Safety Trainers brief all new volunteers on what to expect at job sites, how to be safe while volunteering and how to take good care of themselves after their experience.

When a small group has gathered, thank the volunteers for offering to help.

Pass around a clipboard with an attendance sheet and check to be sure that all participants have signed it.

Read the entire Volunteer What-to-Expect + Safety Tips sheet slowly, emphasizing the importance of following supervisors’ instructions at the work site.

Encourage everyone to attend a debriefing, if available, at the end of their shift.

Ask if there are any questions.

If a question arises to which you do not know the answer, raise your flag and ask a runner to summon the appropriate VRC staff to answer the question.

Some volunteers will be required to take additional training for their particular work. Direct those volunteers to where that training is provided.

When the briefing is concluded, explain how volunteers will get to their worksites.

File the attendance sheet for each class in a folder and turn in to the VRC Director daily.

If the content of your safety briefing changes (new material is added or safety instructions change), staple a copy of the new safety training script to the attendance sheet of the first class in which the new script was used.

Maintenance of these records is important to help protect local disaster officials and staff from liability, should a volunteer be injured on the job.

ITEMS NEEDED

• ID Badge and/or Wristband for each safety trainer.
• Sign. (See VRC Floor Plan – Station #5 Safety Briefing)
• Clipboard with attendance sheets.
• Pen.
• A supply of Volunteer What-to-Expect + Safety Tips handouts.
• Stapler.
• 10 or more chairs, preferably in a semi-circle so participants can see one another.
• List of additional training required by specific worksites, training locations and instructors.
• Flag.

SAFETY TRAINER BRIEFING.

Specialized Job Trainers

Some jobs will require extra orientation or training that will be provided by the agency to which you are referred.

Job training specific to each worksite or function can be provided before volunteers depart for their work areas. If possible, training should be given by someone with firsthand knowledge of current operations at the site.

ITEMS NEEDED

• ID Badge and/or Wristband for each trainer.
• Sign. (See VRC Floor Plan – Station #6 Specific Job Training)
• Clipboard with attendance sheets.
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SAMPLE VOLUNTEER RECEPTION CENTER (VRC) STATION SIGNAGE

Need one (1) each, unless otherwise specified.

<table>
<thead>
<tr>
<th>SIGNAGE</th>
<th>WHERE TO POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Volunteer Reception Center (VRC) (2+ as needed)</td>
<td>On Street Visible from Either Direction</td>
</tr>
<tr>
<td>• Station #1 Registration / Orientation</td>
<td>Registration / Orientation Area</td>
</tr>
<tr>
<td>• Enter</td>
<td>Volunteer Entrance to VRC</td>
</tr>
<tr>
<td>• Station #2 Interviews</td>
<td>Interview Area Visible from Volunteer Entry</td>
</tr>
<tr>
<td>• Station #3 Data / Agency Coordination</td>
<td>Data Coordination Visible from Station #2</td>
</tr>
<tr>
<td>• Station #4 Volunteer ID</td>
<td>Volunteer ID Area Visible from Station #3</td>
</tr>
<tr>
<td>• Station #5 Safety Briefing</td>
<td>Safety Training Visible from Station #4</td>
</tr>
<tr>
<td>• Station #6 Specific Job Training</td>
<td>Job Training Visible from Station #5</td>
</tr>
<tr>
<td>• Exit</td>
<td>Exit, Visible from Stations #5, #6 + #7</td>
</tr>
<tr>
<td>• Transportation to Worksite (with arrows)</td>
<td>Near Exit + Outside, as Needed</td>
</tr>
<tr>
<td>• Staff Only (2+ as needed)</td>
<td>Staff Rest Area, Supply Area, etc.</td>
</tr>
<tr>
<td>• Current Needs</td>
<td>Dry Erase Board in Interview Area</td>
</tr>
<tr>
<td>• Data Entry</td>
<td>Data Entry Area</td>
</tr>
<tr>
<td>• Phone Bank</td>
<td>Phone Bank Area</td>
</tr>
<tr>
<td>• Offers of Volunteer Help</td>
<td>Top Left of Bulletin Board in Phone Bank</td>
</tr>
<tr>
<td>• Individuals</td>
<td>Beneath “Offers of Volunteer Help” Sign</td>
</tr>
<tr>
<td>• Groups</td>
<td>Beneath “Offers of Volunteer Help” Sign</td>
</tr>
<tr>
<td>• Other Resources</td>
<td>Top Right of Bulletin Board in Phone Bank</td>
</tr>
<tr>
<td>• Public Information Officer</td>
<td>Public Information Officer’s Table</td>
</tr>
</tbody>
</table>

NOTE: All signs should be large enough to be seen from across a large room.
SAMPLE VRC FLOOR PLAN

Volunteer Registration Stations
Volunteer Sitting Area
Staff Only Areas
Volunteer Movement
Line of Sight

Station #1 Registration/Orientation

Volunteer Entrance

Station #2 Interviews

Station #3 Data/Agency Coordination

Station #4 Volunteer ID

Station #5 Safety Briefing

Station #6 Specific Job Training

Sitting Area

Request Board

Public Information

Phone Bank

Data Entry

Supply Area

Exit
SAMPLE DIRECTIONAL SIGNAGE
(To be Customized by Parish)

24” x 18” Double-sided Coroplast signs with "H" stakes
SAMPLE — BANNERS

(To be Customized by Parish)

8’ Horizontal Triangle Frame - Size: 100.75” x 38”, Vinyl Banner with grommets for frame (2 banners per frame) - Size: 94” x 33”
SAMPLE BADGE CREATIVE

(Version 1 - Branded to GOHSEP)

4” x 6” Infinity Laminates (Paper Core) 4/4 (double sided) Full Color Pass, Rounded Corners & Slot Punched, Digital Proof
2 3/4” X 4 1/2” Adhesive Pouch, Attached to the front of the passes before shipping
SAMPLE BADGE CREATIVE

(Version 2 - Customized by Parish)

4” x 6” Infinity Laminates (Paper Core) 4/4 (double sided) Full Color Pass, Rounded Corners & Slot Punched, Digital Proof
2 3/4” X 4 1/2” Adhesive Pouch, Attached to the front of the passes before shipping
THIS PAGE INTENTIONALLY LEFT BLANK.
SAMPLE WRISTBAND CREATIVE

Custom Regular Vinyl Wristband

Custom Narrow Vinyl Wristband

Custom Wide Vinyl Wristband
SAMPLE – VOLUNTEER LANYARD
(To be Customized by Parish)

End Fitting: Swivel Bulldog Clip
Finishing Options: Crimp
Material: Microweave
Material Color: Rich Red 187C
Positioning: Positional
Printing Method: Silk Screen - ONE SIDED
Width: Three Quarters Inch (3/4")
SAMPLE VOLUNTEER RECEPTION CENTER (VRC) SUPPLIES + EQUIPMENT LIST

Quantities listed are the minimum required to set up and operate the VRC for the first day. Depending on the magnitude of the event, the purchase of additional supplies may be needed. The equipment listed as optional and has been found to be extremely useful.

OFFICE SUPPLIES

- Dry erase markers (set of 4)
- Dry eraser
- Pens (box of 12)
- 1 Highlighter
- Pencils (box of 12 sharpened)
- 2 Lined pads of paper
- Copy paper, 1 ream
- 2 Flip chart pads
- 3 x 5 Cards (pack of 100) and file box
- 12 File folders and labels
- 3 Hanging file folders and labels
- Push pins (pack of 100)
- 1 Clipboard
- Stapler, staples
- Masking and clear tape
- Staff name tags
- Post-its:
  - 3 packs of 3”x3”
  - 1 Post-it fax pad
- 12 #10 envelopes
- 1 Medium size binder clip
- Scissors
- Pencil sharpener
- Paper clips (box of 100)
- 200 Hospital ID bracelets
- ID bracelet tool and markers (if required)

FORMS

- Volunteer Instructions Card – 25 sheets (4 / page)
- Volunteer Information Form – 100
- Request for Volunteers Form – 50
- Volunteer Referral Card – 50 (2 / page)
- Employee & Volunteer Sign-in / out – 10 each

LISTS + MAPS

- VRC floor plan
- City + Parish maps
- Emergency phone list
- VRC job descriptions

EQUIPMENT

- Battery-operated radio + batteries
- Battery-operated clock (optional)
- Coffee urn + cups + coffee + creamer + sugar
- Large ice chest
- Disposable camera
- Phone system (rollover with 8-10 lines, optional)
- 5 Free-standing sign posts (optional)
- Printed signs
THIS PAGE INTENTIONALLY LEFT BLANK.
SAMPLE REQUEST FOR VOLUNTEERS FORM

Complete one (1) form for each job request.

Request #: ___________ Today’s Date: ___________ Start Date: ___________ End Date: ___________
Title of Volunteer Position: ________________________________________________________________
Agency Name: ___________________________________________ Agency Contact: _________________
Agency Address: _________________________________________ Phone: ___________________ Ext: _____
Duties: _________________________________________________________________________________
Volunteers must be physically able to: _______________________________________________________
Number Needed: ___________________ Days/Hrs Needed: ________________________________
For this position, volunteers must be at least _________ years of age.

SKILLS NEEDED (IF COMPUTERIZED, DIGITAL VERSION INCLUDES DROP DOWN MENU)

<table>
<thead>
<tr>
<th>JOB SKILL</th>
<th>DESCRIPTION</th>
<th>JOB SKILL #</th>
<th>DESCRIPTION</th>
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<tbody>
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</table>

FOLLOW-UP CONTACTS WITH REQUESTING AGENCY / CLARIFICATION OF NEED

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMENTS</th>
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<tbody>
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</table>

VOLUNTEERS REFERRED

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>NAME</th>
<th>DATE</th>
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</table>

Request closed on ___ / ___ / ____ Completed ____ No placements possible ____ No longer needed ____
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SAMPLE VOLUNTEER INSTRUCTIONS CARD

1. Reception Area: Please fill out a Volunteer Information Form and proceed as directed to an Interviewer at Station #2.

2. Interview Area: Interviewer will take your form, talk with you about your skills and refer you to an agency needing your help. Next take your Volunteer Referral Card to the Data / Agency Coordinator (Station #3).

3. Data / Agency Coordination Area: Coordinator will record and initial your Volunteer Referral Card and, if possible, notify the agency to expect you. Take your Volunteer Referral Card to the ID area (Station #4).

4. Identification Area: You will receive an ID badge or bracelet that will allow you to enter restricted areas during the day(s) written on ID. Proceed to Safety Briefing area (Station #5).

5. Safety Briefing Area: You will be given special instructions about safety, security and transportation. You may be directed to Station #6 for additional job training.

6. Specific Job Training: Some jobs will require extra orientation or training that will be provided by the agency to which you are referred.

Thank you for Volunteering!

GOVERNOR’S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS
Volunteer + Donated Resources - Offsetting Non-Federal Cost Share

Thank you for Volunteering!

GOVERNOR’S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS
Volunteer + Donated Resources - Offsetting Non-Federal Cost Share
SAMPLE VOLUNTEER INFORMATION FORM

Name of Event: __________________________________________ Location: __________________________________________

CONTACT INFORMATION
Name: __________________________________________ Age: ______ Gender: M or F
Phone/Cell: __________________________ Email: __________________________ Emergency Contact: __________________________
Mailing Address: __________________________________________
Availability (immediate + long-term): __________________________ Travel Capability: Y or N Occupation: __________________________

Previous Emergency Management Experience: __________________________________________

Details of Checks + Licenses (if needed) + Registration + Certifications: __________________________________________

Any Affiliations?
Details of What You are Prepared to Do: __________________________________________
Details of Any Limitations or Health Issues (describe): __________________________________________
Volunteer Requirements (accommodation, expenses, etc.): __________________________________________
Other Resources Volunteer Can Provide (e.g., vehicles, etc.): __________________________________________

SKILLS/SERVICES

MEDICAL
☐ EMT Specialty: ________________
☐ Emergency Medical Certification
☐ Mental Health Counseling
☐ Veterinarian or Vet Technician

COMMUNICATIONS
☐ CB or Ham Operator
☐ Hotline Operator
☐ Own a Cell Phone # __________________________
☐ Own a Satellite Phone # __________________________
☐ Public Relations
☐ Web Page Design
☐ Public Speaker

LANGUAGE OTHER THAN ENGLISH:
☐ French
☐ Spanish
☐ Vietnamese
☐ Other: __________________________

OFFICE SUPPORT
☐ Clerical — Filing, Copying, Phones
☐ Computer Skills + Data Entry
☐ Software Proficiency: __________________________________________
☐ Other: __________________________

SERVICE
☐ Food Preparation
☐ Food Distribution
☐ Elderly/Disabled Assistant
☐ Child Care
☐ Spiritual Counseling
☐ Social Work
☐ Search + Rescue
☐ Auto Repair/Towing
☐ Traffic Control
☐ Crime Watch
☐ Animal Rescue
☐ Animal Care
☐ Other: __________________________

STRUCTURAL
☐ Damage Assessment
☐ Metal Construction
☐ Wood Construction
☐ Construction Cert. # __________________________
☐ Plumbing Cert.# __________________________
☐ Electrical Cert.# __________________________
☐ Roofing Cert.# __________________________

TRANSPORTATION
☐ Car
☐ Minivan or SUV
☐ Maximum Capacity __________________________

LABOR
☐ Loading/Shipping
☐ Sorting/Packing
☐ Clean-up
☐ Operate Equipment
☐ Types: __________________________
☐ Experience Supervising Others

EQUIPMENT OPERATIONS
☐ Backhoe
☐ Chainsaw
☐ Generator
☐ Other: __________________________

☐ ATV
☐ Own Off-Road / 4WD
☐ Own Truck (description): __________________________
☐ Own Boat (capacity): ________________
☐ Type: __________________________
☐ Commercial Driver Class + License #: __________________________
☐ Camper/RV, Capacity + Type: __________________________

☐ ATVs
☐ Own Off-Road / 4WD
☐ Own Truck (description): __________________________
☐ Own Boat (capacity): ________________
☐ Type: __________________________
☐ Commercial Driver Class + License #: __________________________
☐ Camper/RV, Capacity + Type: __________________________

☐ Other: __________________________

☐ Language Other Than English: __________________________

☐ Office Support: __________________________

☐ Service: __________________________

☐ Structural: __________________________

☐ Transportation: __________________________
GENERAL INFORMATION

Volunteers can look for updates on the [NAME] website and Facebook page and [DESCRIBE OTHER WAYS VOLUNTEERS WILL UPDATE].

As a volunteer, prepare for self-sufficiency. Report to help with sufficient snacks and water.

Be patient. Be flexible. A volunteer’s unique talents may not be immediately needed.

Be committed to the response effort. Your help is needed. Response and recovery work can be dirty, mundane and definitely unglamorous. Be patient.

RELEASES / HOLD HARMLESS FOR VOLUNTEERS

Liability Release

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless [THE COORDINATING AGENCY] or designated staff and authorities, local government, State of Louisiana, Federal Government, other organizations, employees and supervisors of all emergency and disaster preparedness, response and recovery activities, the agency where I volunteer, sponsors and others with whom I may interact will volunteering – including all activities – from any and all liability and/or any injury I may suffer (including any injury caused by negligence) in conjunction with the volunteer work and / or activity(ies) I perform, participate in or am in proximity to.

☐ I likewise hold harmless from liability any person(s) transporting me to and from disaster relief activities.

☐ I certify that I am in good health and able to participate in program activities and activities for which I am volunteering.

☐ I certify that I am 18 years of age or older and am competent to contract in my name insofar as the above is concerned.

☐ If I am not 18-years of age, I understand a parent or guardian must sign below.

☐ I have read the foregoing release, authorization and agreement, before affixing my signature below and warrant that I fully understand the contents there.

Signature of Volunteer

Signature of Guardian (If volunteer is under 18 years of age)

Date

Print Name

Print Guardian Name

Repeat Cell Number Here

COMMUNICATIONS RELEASE

I hereby waive any claim to the rights of photographic recordings made of me during my time and activities while volunteering. I hereby authorize the editing, duplication, reproduction, copyright, exhibition, broadcast and/or non-profit use and distribution or said recordings for purposes deemed suitable to the State, local authorities, the State, the Federal Government, participating volunteer agencies and other stakeholders.

☐ I hereby waive my right to approve the finished products.

☐ I hereby certify that I am 18 years of age or older and am competent to contract in my own name insofar as the above is concerned.

☐ I have read the foregoing release, authorization and agreement, before affixing my signature below and warrant that I fully understand the contents thereof.

Signature of Volunteer

Signature of Guardian (If volunteer is under 18 years of age)

Date

Print Name

Print Guardian Name

Repeat Cell Number Here
SAMPLE VOLUNTEER REFERRAL CARD

Name of Volunteer __________________________________________ Date _________________________

Referred to (agency/ESF) __________________________________ Need# _______________________

Agency contact name ______________________________________ Phone _______________________

Address of Agency/Site ____________________________________

Directions to Site _________________________________________

Title/description of volunteer assignment ____________________

___________________________________________________________________________________

Days + hours needed by entity ________________________________

VRC Staff Initials:__________________________________________

Interview        Data Coord.      Safety Brief

GOVERNOR’S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS
Volunteer + Donated Resources - Offsetting Non-Federal Cost Share

Getting it right!
SAMPLE VOLUNTEER WHAT-TO-EXPECT + SAFETY TIPS

Edit training for the specific incident.

1. If you will be working outside, dress for the weather.
   - Boots may be helpful, as debris on the ground can be sharp and dangerous.

2. Bring work gloves, sunscreen, hat and any appropriate tools you have.
   - You will be responsible for your tools.

3. Water may be available at your work site, but you are encouraged to bring a personal water container.
   - It is important to drink lots of water while you work.

4. There is a high possibility of bacteria in the area you are working.
   - When you take a break, wash thoroughly.

5. When you arrive at your worksite, you will be warned if there is a possibility of encountering victims.
   - Follow the instructions given to you at your job site.

6. The work you will be doing may cause you stress, anxiety, fear or other strong emotions.
   - You are providing a valuable service by volunteering today.
   - Please understand that, by helping, we will not be able to undo the effects of this event.
   - We are each just one (1) person.
   - All we can do is help in our own small ways to assist victims into the recovery process.
   - If you care for one (1) lost animal, find one (1) child's lost favorite toy, or hold the hand of one (1) wheelchair bound senior in a shelter, you will have eased a little of the pain.
   - Do not feel guilty because you are not able to fix everything.
   - Just work your shift, then go home to rest and eat well. Both will help to relieve the stress.
   - Be sure to attend any debriefing that may be conducted at the end of your shift.
   - Seek crisis counseling if necessary.

7. Older children can help with the disaster recovery work in some areas, but parents must sign a Release of Liability Form for each child under the age of 18.
   - It is recommended that children remain in school, if it is open.
   - Older children can participate with parents on weekends.

8. Carefully follow any instructions given to you at your job site.
APPENDIX – ROLE OF TECHNOLOGY

- Role of WebEOC
- Single Platform Database System – PLACEHOLDER
ROLE OF WEBEOC

WebEOC will be a significant tool for managing and capturing volunteer and donated resources. The Documentation Forms will be stored in the file library on WebEOC. This will allow the Parishes and volunteer organizations to download, complete, and upload the forms to WebEOC. They will also be rebuilt into an electronic version, which will allow each Parish to edit and submit the forms directly into WebEOC.

Information sharing is another important aspect of WebEOC and volunteer and donations management. Each Parish will have the ability to view the volunteer resources available in other Parishes via WebEOC. Volunteer organizations can also be added to the State Sit Rep List to facilitate better communication.
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SINGLE PLATFORM DATABASE SYSTEM PLACEHOLDER
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RESOURCE APPENDIX

- Frequently Asked Questions FAQs
- Task Force Roles + Responsibilities – PLACEHOLDER
- Volunteer Organization List by Parish – PLACEHOLDER
FREQUENTLY ASKED QUESTIONS (FAQS)

Below are some frequently asked questions (FAQs) that we have noticed throughout conversations during development of this ToolBox.

Q – What is the Goal of this Initiative?
A – This publication is intended to be a high-level view of volunteer and donated resources management issues and challenges to inform future planning and Best Practice guidance. This ToolBox:

• Articulates a process for identifying, capturing, quantifying, documenting and establishing the value of volunteer hours and donated resources, including supplies, materials and equipment.

• Includes SAMPLE data collection forms, instructions on how to complete those forms and submit to FEMA so the value of eligible activities and goods and services can be applied to offsetting the non-Federal cost share.

• Provides communications tools to support outreach and stakeholder education initiatives.

• Contains SAMPLE job aids, including badging, wrist bands, banners, directional signage and other creative – along with ordering instructions – along with instructions to volunteers, registration, request and referral forms and more.

• Provides planning tips for those who want to consider developing a local Volunteer + Donated Resources Comprehensive MANAGEMENT Plan.

• And MORE!

Q – Who Coordinates Documentation Needs Applicable to the Offset?
A – As noted above and throughout the ToolBox, GOHSEP is suggesting three (3) approaches to filling the Volunteer + Donated Resources Coordinator (VDRC) position during a disaster. The approach taken will depend on the size, location and impact of the emergency or disaster.

1. The Parish identifies a staff member to fill the role of the VDRC during an emergency or disaster; OR

2. Use GOHSEP’s previously identified and trained selected personnel to function as a VDRC during a disaster. This liaison will be deployed to the most impacted Parishes. AmeriCorps may also provide Coordinators when needed; OR

3. A volunteer organization identifies and provides a person(s) to fill the role of the VDRC and work with the Parish Office of Homeland Security and Emergency Preparedness (OHSEP).

Q – Who gets the Offset Credit for Volunteers and Donations that Go to Out-of-Parish Shelters?
A – The Host Parish receives the credit for their eligible volunteer time and donated resources.
Q – How is Volunteer Time and Donations that Come through Major Nonprofit Organizations (Such as American Red Cross [ARC], Salvation Army, United Way, Council of Churches, Etc.) Captured?

A – With regard to ARC, their staff (paid and affiliated volunteers) and donations do NOT count towards the offset due their unique relationship with the Federal Government.

However, time (hours) logged by unaffiliated volunteers that are assigned to ARC DO count towards the offset.

Q – What is the Role of ESF 16?

A – In Terrebonne Parish, all volunteers, donations and goods are coordinated through ESF 16.

Q – What is the Role of ESF 7?

A – All volunteers, donations and goods can be coordinated through ESF 7.

Q – What is the Role of GOHSEP?

A – GOHSEP will provide training, coordination and support, as well as a State liaison to fill the VDRC role, if requested.

Q – What is the Role of the Lt. Governor’s Office?

A – The Volunteer Reception Center (VRC) and unaffiliated volunteers fall under the domain of the Lt. Governor’s Office – Volunteer Louisiana. Should a VRC be stood up, GOHSEP provides coordination and support.
VOLUNTEER ORGANIZATION LIST BY PARISH
PLACEHOLDER
TASK FORCE
ROLE + RESPONSIBILITIES
PLACEHOLDER
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