Value of Volunteer + Donated Resources

In Louisiana, we KNOW the power of friends helping friends, neighbors helping neighbors and strangers helping strangers when communities are confronted with catastrophic emergencies or disasters. As surely as disasters happen, people will want to help. Volunteers—both those trained and untrained—with a nonprofit, a response partner or other relevant entities, and those unaffiliated with a response agency, organization or partners—will come forward. Groups, organizations and individuals will send donations whether they are requested or not.

Challenge

The challenge is determining:

• Who is going to be responsible to manage volunteer and donated resources, ensuring proper reprocurement?

• How to take advantage of volunteer resources without hindering emergency response professionals in their work.

• How to ensure we document these gifts of time, supplies and materials so they maximally benefit the response and recovery.

Volunteer time and donations that come through an affiliated nonprofit like United Way can provide the logistical support, OR as an eligible Emergency Work which a response agency, organization or partners will come forward. Groups, organizations and individuals will send donations whether they are requested or not.

Why Should We Care?

What FEMA cannot provide FEMA Public Assistance funding for donated resources, Subrecipients (Applicants) may use the value of donated resources to offset (fulfill) the Subrecipient’s non-Federal cost share of eligible Emergency Work – Category A and B – projects and Direct Federal Assistance (DFA). The offset can also include assistance provided through a突击 Agreement (if provided there was NO COST to the Subrecipient). These offsets can save your organization and the State MILLIONS of dollars!

What is the Non-Federal Cost Share?

All projects approved under the FEMA PA Program are subject to cost-sharing. The local match is typically 25% of the total Federal assistance provided. The Federal share is less than 75% of the eligible cost.

Offset Eligibility

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

• Donated resources may include volunteer labor, donated equipment, goods and materials.

• “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 Preparedness) or Category B (Disaster). The eligible work must also be the legal responsibility of the Subrecipient (Applicant) and must be responsive to meeting pre or post event needs to lives and property resulting from a major disaster.

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

  • Work provided through an MAA is eligible, provided there is NO COST to the Subrecipient (Applicant).

  • Resources and work performed are tracked and documented.

To Learn More

Download the GOHSEP Volunteer + Donated Resources Toolbox for identifying and articulating a detailed data collection process, value and determining value to eligible volunteer and donated resources to apply to the non-Federal cost share.

To find out what you can do, contact GOHSEP at 225-358-5600 or gopher@gohsep.state.la.us.

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

The public document is published by the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP), State of Louisiana. One hundred and fifty (150) copies of this public document were published in the 1st printing at a cost of $644.90. This document was published for the purpose of providing public information. The material is provided in accordance with standards by State agencies established pursuant to L.S.A. 44:1 of the Louisiana Revised Statutes. This document is not subject to cost-sharing granted by the United States Department of Homeland Security (DHS), Federal Emergency Management Agency. Public Assistance (PA) grant program. Grant Catalogue of Federal Disaster (CFDA) number is PA 97.036. Points of view or options expressed in this document are those of the authors and do not necessarily represent the official position or policies of DHS or FEMA.
Six (6) Steps to Offsetting

to help local authorities offset the non-federal cost share of their FEMA PA Emergency Work grantees, GOHSEP has created a Six (6) Step Process for capturing, quantifying, documenting and determining value of donated volunteer and donated resources to the offset. However, there are NO specific forms that address these needs. To facilitate the specific documentation requirements for each of the above types of donations made—volunteer hours, donated equipment, and donated goods and materials— we have taken the forms currently used in the FDAA reimbursement process and adapted them for use in this effort.

Candidates for Managing Volunteer + Donated Resources

The success of the documentation effort relies heavily on the availability of a Volunteer + Donated Resources Coordinator (VDOC) and Organization Contact. Both positions can be staffed physically (in person) or virtually.

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

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

- Volunteer: Tracks incoming logins of reported in-kind hours and eligible work performed.
- Donated equipment: Eligible and usable, etc.
- Donated goods and materials.

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. In addition, it will then submit the data collection forms to the VDOC. The VDOC will use the information from the forms to produce a draft of PWs, forwards it and a draft PW to FEMA.

At the end of an emergency or disaster, the VDOC produces a Summary Disaster Report that shall then be submitted to the Subrecipient (Applicant) and GOHSEP up-to-date with any additional documentation.

Once both parties have approved the information, the GOHSEP Subrecipient (Applicant) forwards it to the GOHSEP (PW) to FEMA.

FEMA, along with the GOHSEP SAL, will initiate the Off-Payoff Request for non-federal cost share. FEMA PA determines final eligible offsets.

CAPTURING DATA

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

Candidates for Managing Volunteer + Donated Resources

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

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

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

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

- Volunteer: Tracks incoming logins of reported in-kind hours and eligible work performed.
- Donated equipment: Eligible and usable, etc.
- Donated goods and materials.

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. In addition, it will then submit the data collection forms to the VDOC. The VDOC will use the information from the forms to produce a Summary Disaster Report that shall then be submitted to the Subrecipient (Applicant) and GOHSEP up-to-date with any additional documentation.

At the end of an emergency or disaster, the VDOC produces a Summary Disaster Report that shall then be submitted to the Subrecipient (Applicant) and GOHSEP for review.

Once both parties have approved the information, the GOHSEP Subrecipient (Applicant) forwards it to the GOHSEP (PW) to FEMA.

FEMA, along with the GOHSEP SAL, will initiate the Off-Payoff Request for non-federal cost share. FEMA PA determines final eligible offsets.