

Course Overview, Course Goal, and Objectives

This course is designed to provide an overview of processes using donated resources for disaster-related response activities to the Public Assistance Program.

Upon successfully completing the course, the participants will be able to:

- Define donated resources as it relates to the Public Assistance grant program
- Describe strategies to document and track donated resources contributions
- Explain how to use donated resources to offset the non-Federal cost share for Emergency Work and Direct Federal Assistance

By the end of the course, State, Local, Tribal, and Territorial Applicants and Recipients will be able to accurately document and effectively manage and coordinate donated resources.

[Select this link to access the Public Assistance acronym list.](#)

Lesson 1 Overview and Objectives

This lesson provides FEMA's definition of donated resources and delivers high-level examples of donated resources and activities.

At the end of this lesson, participants will be able to:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Define donated resources as it relates to the Public Assistance grant program

Donated Resources (1 of 3)

What are donated resources?

- Labor
- Equipment
- Materials
- Supplies

Who donates these resources?

- Individuals
- Organizations

Why do individuals and organizations donate resources?

- Individuals and organizations often donate resources to assist with disaster response activities



Donated Resources (2 of 3)

FEMA does not provide Public Assistance grant funding for donated resources; however, the Applicant may use the value of donated resources to offset the non-Federal share of its eligible Emergency Work projects (Category A and B) and Damage Frequency Assessment.

In some disasters, individuals and organizations donate volunteer labor, equipment, and material. The Federal government is not required to credit the value of "in-kind" contributions toward cost share arrangements. However, FEMA has determined that the value of "in-kind" contributions by third parties may be credited toward the calculation of the non-Federal share for eligible Emergency Work following declared disasters.

Donated Resources (3 of 3)

Donated resources used on eligible work that is essential to meeting immediate threats to life and property resulting from a major disaster may be credited toward the non-Federal share of grant costs under the Public Assistance program.



Donated Resources: Examples

Examples of eligible work for donated resources:

- Removing eligible debris
- Filling and placing sandbags
- Donating equipment or reinforcing a levee
- Donating materials, such as rocks or sand
- Search and rescue, when part of an organized search and rescue operation
- Professional safety inspections
- Mass care and sheltering for disaster survivors



What is an Applicant?

When a non-Federal government entity or certain private nonprofit organizations applies for Public Assistance funding, the entity is an Applicant.

Applicants could consist of:

- State and Territorial Governments
- Tribal Governments
- Local Governments
 - Counties and parishes
 - Municipalities, cities, towns, boroughs, and townships
 - School districts
 - Councils of governments (regardless of whether incorporated as nonprofit corporation under State law)
 - Agencies or instrumentalities of local governments
 - State-recognized Tribes
 - Special districts established under State law
- Private Nonprofit organizations
 - IRS letter granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954
 - Documentation from the State sustaining it is a non-revenue producing, nonprofit entity organized or doing business under State law



Lesson 1 Summary

This lesson is complete.

Participants can now:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Define donated resources as it relates to the Public Assistance grant program

The next lesson will identify donated resources requirements and efficient data collection.

Lesson 2 Overview and Objectives

This lesson identifies the types of donated resources and the required information Applicants should collect to use donated resources to offset the non-Federal cost share for Emergency Work and Direct Federal Assistance.

At the end of this lesson, participants will be able to:

- Describe the general requirements for donated resources to be used to offset the non-Federal cost share for Emergency Work
- Describe the required data to collect on donated resources to meet Emergency Work requirements

Donated Resources Criteria for Public Assistance (1 of 2)

FEMA has determined that the value of "in-kind" contributions by third parties may be credited toward the calculation of the non-Federal share for eligible Emergency Work following declared disasters.

To provide consistency within the disaster operation, it is necessary to point out two items:

- The work performed by the volunteer resources must be eligible Emergency Work that is the legal responsibility of the Applicant wanting to use the value of the volunteer resources
- Volunteer resources must be provided by a third party

Donated Resources Criteria for Public Assistance (2 of 2)

Donated resources used on eligible Emergency Work (Category A and B) that is essential to meeting immediate threats to life and property resulting in a presidentially declared disaster may be credited toward the non-Federal share of grant costs under the Public Assistance program.

Donated resources must:

- Apply to Emergency Work that has been organized by an eligible Applicant and is eligible under the Public Assistance program

- Be documented by a local public official or a person designated by a local public official

Only materials donated by third party entities are eligible for credit.

Federal vs. Non-Federal Cost Share

Cost Share, also known as "non-Federal share," or "match," is the portion of the costs of a federally assisted project or program not borne by the Federal government.

Both the Federal share and the non-Federal cost share must be for eligible costs used in direct support of activities that FEMA has approved in the grant award.

Contributions of cash, third-party in-kind services, materials, or any combination thereof, may be accepted as part of the non-Federal cost share.

An example of Federal vs. Non-Federal Cost Share where 75/25 cost share was listed in the declaration:

- Total Debris cost \$100,000
- Federal Share \$75,000
- Non-Federal Cost Share \$25,000

Donated resources would apply to the \$25,000.

Utilizing Donated Resources to Reduce Non-Federal Cost Share for Emergency Work Projects

FEMA does not provide Public Assistance grant funding for donated resources; however, the Applicant may use the value of donated resources to offset the non-Federal share of its eligible Emergency Work projects and Direct Federal Assistance.



Eligibility Criteria

Donated resources are eligible to offset the non-Federal share of eligible costs if they meet the following criteria:

1. The donated resources must be documented by a local public official or a person designated by a local public official. The documentation must include:

- Record of hours worked
- Work location
- Description of work for each volunteer
- Equivalent information for equipment and materials

Regional Administrators may establish alternate documentation requirements when required by an extraordinarily demanding situation.

2. The donated resources must apply to Emergency Work that has been organized by an eligible Applicant and is eligible under the Public Assistance program.

Conditions to Apply the Offset

The Applicant may apply the offset if all the following conditions are met:

1. The donated resource is from a third party (a private entity or individual that is not a paid employee of the Applicant or Federal, State, Territorial, or Tribal government).
2. The Applicant uses the resource in the performance of eligible Emergency Work.
3. The Applicant or volunteer organization tracks the resources and work performed, including description, specific locations, and hours.

Eligible Activities

Some eligible activity examples include:

- Removing eligible debris for public property
- Filling and placing sandbags
- Donating equipment to raise or reinforce a levee
- Donating equipment to clear the city or county's right of



- way debris from their roads
- Donating chainsaws used to cut a fallen tree blocking a public hospital's driveway
- Donating materials, such as rocks and sand
- Search and rescue, when part of an organized search and rescue operation
- Professional safety inspection

Ineligible Activities

Some ineligible activity examples include:

- Debris removal on private property
- Private Property Debris Removal is eligible only if Private Property Debris Removal has been approved by the Federal Coordinating Officer for the disaster in the designated area
- Feeding volunteers that are doing ineligible work
 - i.e., private property debris removal when it hasn't been approved for Public Assistance
- Volunteer firefighters working within their own jurisdiction
- Emergency repairs to private property
- Unapproved donation warehouse and Point of Distribution activities

Offset Amounts - Volunteer Labor

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 Applicant's organization who normally performs similar work.

FEMA does not offset volunteer labor based on overtime or premium rates. If the Applicant does not have employees performing similar work, FEMA credits the non-Federal share based on a rate consistent with those ordinarily performing the work in the same labor market.

Usually, FEMA and the Recipient will determine a flat hourly rate for all donated labor for the event.



Offset Amounts - Donated Equipment and Supplies

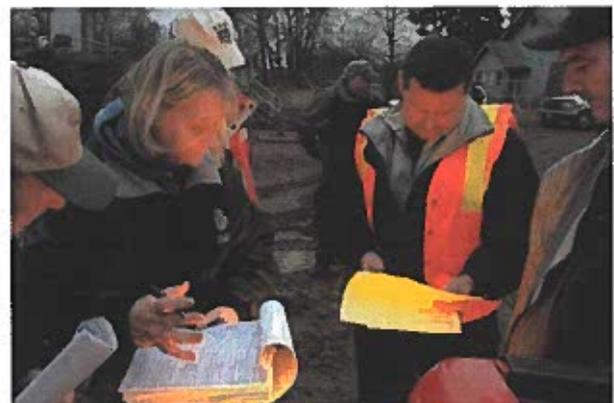
The offset for donated equipment is based on FEMA equipment rates.

The offset for donated supplies or materials is based on current commercial rates, which FEMA validates based on invoices from previous purchases or information available from vendors in the area.



Offset Amounts - Logistical Support

Reasonable logistical support for volunteers doing eligible work, such as donations warehousing and management related to eligible Emergency Work, may be eligible either for funding (if the Applicant provides the logistical support) or as a donations credit (if a third party provides the logistical support), subject to approval by FEMA.

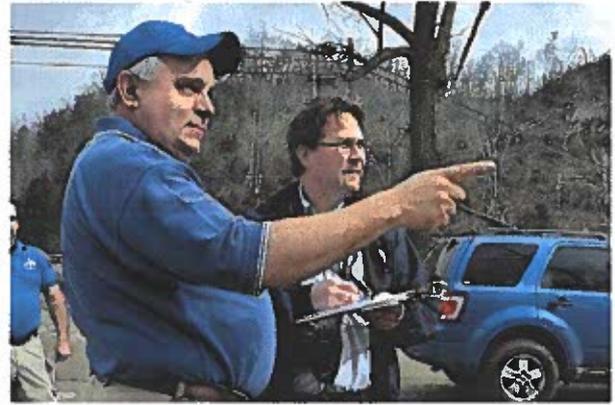


Resources Donated by an Organization

Resources donated to the Applicant by an organization that would normally provide the same resources under its mission are eligible

as an offset provided the organization is not Federally funded.

Additionally, if a mutual aid agreement provides for assistance at no cost to the Applicant, the Applicant may use the value of that assistance to offset the non-Federal cost share of its Emergency Work.



Resources Donated by a Federal Agency

Resources donated by a Federal agency, funded through a Federal award, or from another Federally funded source are not eligible as an offset to the non-Federal share.

Additionally, when an Applicant uses donated resources for ineligible Emergency Work, or for any Permanent Work (eligible or ineligible), the value of those resources is not eligible as an offset to the non-Federal share.



Documentation Requirements

All volunteer hours, equipment, and materials must be documented.

The following information must be included:

- Hours
 - Volunteer's full name, date, hours worked, location, and detailed description of work performed (e.g. removing debris, serving food at a shelter, donating water or ice, etc.)
- Equipment
 - Type of equipment (to include size, capacity, horsepower, and make and model as applicable), operator's name, date, hours, and miles (if applicable)
 - The equipment time must match to an operator, location of work performed and time worked
- Materials

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

Lesson 2 Summary

This lesson is complete.

Participants can now:

- Describe the general requirements for donated resources to be used to offset the non-Federal cost share for Emergency Work
- Describe the required data to collect on donated resources to meet Emergency Work requirements

The next lesson will review donated resource documentation and calculations.

Lesson 3 Overview and Objectives

This lesson provides the best practices and common mistakes in documenting donated resources. Additionally, this lesson describes how to calculate the offset for various types of donated resources.

At the end of this lesson, participants will be able to:

- Describe how to manage documentation of various donated resources and how the resources are used
- Explain how to calculate donated resources offset amounts

Managing Documentation of Donated Resources

When it comes to donated resources, documentation is key!

For volunteer work, local public officials must show the following:

- Hours worked
- Work site
- Description of work for each volunteer

FEMA requires the same data for donated equipment and materials.



Documentation to Support Costs Claimed (1 of 4)

The following are examples for how a person would document costs claimed.

For Individuals:

- Name
- Days and hours worked
- Location of work and work performed

Equipment:

- Who donated each piece of equipment?
- Description of the equipment
- Days and hours the equipment was used
- Location the equipment was used
- Name of the operator of the equipment

Supplies or materials:

- Quantity donated
- Who donated
- Location(s)
- Use

Documentation to Support Costs Claimed (2 of 4)

Cost Estimates:

- Cost estimate for the agreed-upon scope of work developed with unit costs
- Qualifications of the company or individual who prepared the cost estimate



Documentation to Support Costs Claimed (3 of 4)

Cost reasonableness (if requested by FEMA)

Documentation showing current market price for similar goods or services, such as:

- Historical documentation
- Average costs in the area

- Published unit costs from national cost estimating databases

Documentation supporting necessity of unique services or extraordinary level of effort.

Documentation supporting shortages, challenging procurement circumstances, and length of time shortages or procurement challenges existed, such as:

- News stories
- Supply chain vendor reports

Documentation to Support Costs Claimed (4 of 4)

For Direct Administrative Costs:

- Specific description of administrative task performed by individual
- Skill level and position description of individual performing task



Other:

- Documentation regarding cash donations or other funding received
- Cost comparisons and source documentation, if applicable
- Actual insurance proceeds, if available

Calculations (1 of 2)

Total project cost means the out-of-pocket costs (labor, equipment, materials, and contracts).

The maximum credit allowed for donated resources is calculated by dividing the non-Federal cost share percentage by the Federal cost share percentage (e.g., $25\%/75\% = .333$ and $10\%/90\% = .111$) and multiplying that factor by the out-of-pocket expenses for a Project or multiple Projects.



When multiple Projects are going to be used for Emergency Work, the donations credit (with documentation listing each applicable

Emergency Work Project) may be placed on one "credit" Project after all Emergency Work is completed

Calculations (2 of 2)

The documented donations credit (not to exceed the maximum credit allowed for donation) is to be entered on a donated resource (Category B) project to capture all donated credits. The total amount will be applied to all Category A and B Non-Federal cost share. The total amount credited may not exceed the maximum allowable credit for the non-Federal share of all Category A and B projects.



Donated Resources Limitations (1 of 2)

The donations credit is capped at the non-Federal share of Emergency Work (Category A and Category B) so that the Federal share will not exceed the actual out-of-pocket cost.

The value of excess donated resources cannot be credited toward another Applicant, toward other State obligations, or toward permanent work.

Donated Resources Limitations (2 of 2)

A State may claim credit for the value of donated resources only according to the disaster cost-share agreement for the non-Federal share of cost for the eligible work.

Credit for donated resources may not be applied for any work performed during a 100% Federally-funded period because the non-Federal share for that period would be zero.

Reasonable logistical support for volunteers doing eligible work may be considered an eligible cost or donations credit by the Regional Administrator.



Lesson 3 Summary

This lesson is complete.

Participants can now:

- Describe how to manage documentation of various donated resources and how the resources are used
- Explain how to calculate donated resource offset amounts

The next lesson will be a review of the entire course.

Lesson 4 Overview and Objectives

This lesson will review the course objectives. Participants will take a Post-Course Assessment at its conclusion.

At the end of this lesson, participants will be able to summarize the content of the course.

Course Objectives

In this course, you learned how to:

- Define donated resources as it relates to the Public Assistance grant program
- Describe strategies to document and track donated resources contributions
- Explain how to use donated resources to offset the non-Federal cost share for Emergency Work and Direct Federal Assistance

Lesson 1 Review

Lesson 1: Overview explained FEMA's definition of a donated resource, and the purpose of using donated resources to offset the non-Federal cost share.

Participants are now able to:

- Define donated resources as it relates to the Public Assistance grant program
- Describe strategies to document and track donated resources contributions
- Explain how to use donated resources to offset the non-Federal cost share for Emergency Work and Direct Federal Assistance

Lesson 2 Review

Lesson 2: Requirements for Donated Resources identified the types of donated resources, and the required information Applicants needed to collect to use donated resources to offset the non-Federal cost share for Emergency Work and Direct Federal Assistance.

Participants are now able to:

- Describe the general requirements for donated resources to be used to offset the non-Federal cost share for Emergency Work
- Describe the required data to collect on donated resources to meet Emergency Work requirements

Lesson 3 Review

Lesson 3: Documenting and Calculating Offset for Donated Resources presented the best practices in documenting donated resources. Additionally, this lesson described how to calculate the offset for various types of donated resources.

Participants are now able to:

- Describe how to manage documentation of various donated resources and how the resources are used
- Explain how to calculate donated resources offset amounts

Course Summary

This course is now complete.

Participants are now able to:

- Define donated resources as it relates to the Public Assistance grant program
- Describe strategies to document and track donated resources contributions
- Explain how to use donated resources to offset the non-Federal cost share for Emergency Work and Direct Federal Assistance