

Instructions on Capturing Donated Resources

In response to major disasters and emergencies, it is very common for individuals and organizations to provide donated resources to affected communities. Donated resources might be in the form of goods, supplies, materials, or even volunteer time.

An organization may receive donated resources in their response and recovery efforts in many different ways, but if these donations are fully documented and complete scope that would be otherwise eligible for FEMA Public Assistance funding, the value of the donated resources **may be eligible to offset an organization's local cost share**¹. Some examples of donated resources that may be eligible include:

- » Volunteer Labor: time or services donated by a third party (an individual or entity's time or services that was not a paid as an employee of your organization, or of the Federal, State, or Territorial governments completing that work).
- » Donated Equipment: Loaned or donated equipment provided to the organization to complete eligible work.
- » Donated Supplies or Materials: Supplies or materials required for the completion of eligible work, or to replace supplies or materials damaged during the disaster.
- » Logistical Support: Reasonable logistical support for volunteers or emergency response measures, like providing a warehouse to manage emergency responders.
- » Buildings or Land: Donated buildings or land to repair, replace, or relocate damaged buildings or property.
- » Space: Donated rented space provided to the applicant to continue to provide critical operations.

Since there is no cost incurred for a donated resource, these costs are not reimbursable, but tracking them will reduce your organization's overall out-of-pocket costs.

For Emergency Work, like debris removal (Category A) or emergency protective measures or temporary facilities (Category B), donated resources are captured on a single FEMA Project and approved costs are used to offset the local cost share on all of your organization's Category A and Category B projects. Generally, this project is developed and obligated after all of your Category A and B projects are obligated.

For example, if volunteers from your community helped clear disaster-related debris from your property, their donated time and labor can be used to offset the local cost share your emergency work projects. Or, if your organization received donated sand to make sandbags to mitigate flooding, the value of the sand (based on fair market value) can be used to offset your local cost share.

For Permanent Work (Categories C – G), donated resources may be used to offset the local cost share of a specific project, and the donated resources must be submitted as documentation to that individual project.

¹ [FEMA Donated Resources Policy, June 25, 2018](#)

For example, if part of the scope to repair disaster-related damages at a building including the removing and replacing carpet, the costs to complete the scope would be eligible for reimbursement under a FEMA Project. However, if a carpeting company donated their time and labor to complete that work instead of charging your organization, the cost (based on their standard hourly rate and documented time worked) could be used to offset the local cost share of that specific FEMA Project. Or, if your organization received donated lumber to complete repairs, the value of the lumber (based on fair market value) can be used to offset the cost of the project where that lumber was used for FEMA-approved repairs or reconstruction.

However, donated resources on permanent work projects are limited to the approved scope based on disaster-related damages. For example, if 3 office desks are damaged during the disaster, and your organization receives a donation of 5 office desks to replace what was damaged, the value of your donated resources is limited to the replacement of the 3 damaged office desks.

Requirements to Document Donated Resources

Donated resources must be adequately and clearly documented to be eligible for offsetting the local cost share. Donated resources can be captured using the Donated Resources – Tracking Tool.

Volunteer Labor - Documentation must include:

- » Volunteer's Full Name
- » Date and Location
- » Hours Worked
- » Detailed Description of Work Performed (i.e. removing debris, tarping roofs, etc.)
- » If you have a team of volunteers, it's recommended you use sign-in and sign-out sheets capturing the information listed above.
- » Costs of donated volunteer labor are generally set state by state. For the current approved rate to capture volunteer labor costs, reach out to your FEMA Program Delivery Manager.

Donated Labor - Like a contractor providing her services in-kind, documentation should include:

- » A written agreement between the organization and service provider detailing the services are to be provided in-kind
- » A standard invoice that includes:
 - Date and Location
 - Hours Worked Billed at the service provider's standard hourly rate
 - Detailed Description of Work Performed
 - If donation includes materials or equipment usage, detailed descriptions of the materials and equipment used, including standard rates for materials and equipment usage.

Donated Equipment - In lieu of renting or purchasing equipment, documentation must include:

- » Type of Equipment, including make, model, size, capacity
- » Name of Equipment Operator
- » Date and Location of Equipment Use
- » Hours (or Miles, if applicable) of Equipment Use
- » Equipment time must align to operator's time, date, location, and work performed (even if the labor was not donated labor.)
- » Clarify if equipment is loaned temporarily, or donated outright for the organization's use in completion of eligible work.

Donated Materials, Supplies, or Resources - Documentation must include:

- » Vendor, Organization, or Individual donating materials
- » Date of receipt
- » Description of material or supplies
- » Usage of material or supplies
- » Quantity of material or supplies
- » Price of Donated Material (based on fair market value, local costs, or historical costs for similar materials)
- » If donation is a cash donation to be used generally for the funding of eligible work (not dedicated to the funding of specific eligible scope), a receipt of funding, including the date of receipt, amount donated, donating party or entity, and purpose or description of the intent of the donation.

Buildings or Land - Documentation must include:

- » Written agreement that the building or land is being offered as donation to the organization
- » Independent Property Appraisal, Certified by the Applicant
- » Costs of donation are based on fair market value as established by the independent appraisal

Donated Space - Such as a community center providing free classroom space as a temporary facility for a school while permanent repairs are being made to their facility, documentation must include:

- » Written agreement that details the usage of the space as an in-kind donation
- » Costs are based on the standard rate to rent that space (or a comparable space) in a privately-owned building within the same locality

Logistical Support - Such as reasonable organization and management of volunteers doing eligible work or donation, documentation must include:

- » Hours, equipment, or space utilized for logistical support, as detailed above
- » Detailed description of the work performed
- » **NOTE:** If your organization is providing the logistical support, the costs should be eligible for reimbursement, not as a donated resource.
- » **NOTE:** Inclusion of logistical support as a donated resource or an eligible project cost is subject to FEMA Approval. If you have questions, reach out to your FEMA Program Delivery Manager to discuss eligibility of the logistical support.

Limitations on Capturing Donated Resources

- » An organization may receive donated resources for items or services that are not eligible to include as part of your Public Assistance cost share. Donated resources are restricted to what would normally be eligible for reimbursement under FEMA's Public Assistance program. For example, if volunteers support cleaning private property, or replacing contents that are housed in your offices, but are the private property of a staff member, those donated resources cannot be counted because those activities dealing with private property would not normally be eligible under the FEMA Public Assistance program.
- » Donated resources received from a Federal agency, including donated resources funded by any federal sources or grants, cannot be tracked and used to offset local cost shares. This includes volunteer time provided by federal or state employees in service of a federal or state agency providing assistance during response or recovery activities, or an organization funded by a federal grant who may provide assistance to your organization.
- » If donated resources are claimed to offset the local cost share of FEMA Public Assistance projects, those donated resources cannot be claimed as local costs on any other federal grants.
- » Receipt of donated funds for specific scope captured in a FEMA Project cannot be used to offset the local cost share, as FEMA will interpret the other funds as a duplication of benefits. For example, if a cash donation is provided to specifically replace a damaged playground that would have been eligible for repair or replacement under a FEMA Project, it would be considered a duplication of benefits. However, if a donation was provided for general disaster repairs, it would not be considered a duplication of benefits, and could be used to offset the local cost share. FEMA will reduce the final, obligated value of the project to reflect the duplication of benefits.
- » The offset value of donated resources cannot exceed the local cost share of all emergency work projects, or the local cost share of the specific permanent work project in which they are captured.