

A composite image with a purple-to-pink gradient background. On the left is a stack of papers, and on the right is a clock face.

# **Cashing In on Volunteer Time**

A composite image with a green-to-yellow gradient background. On the left is a stack of papers, and on the right is a clock face.

***AKA Soft Match***

# Maine Commission for Community Service

- Builds capacity and sustainability in Maine's volunteer and service communities by
  - funding programs,
  - developing managers of volunteers and service-learning practitioners,
  - raising awareness of sector issues, and
  - promoting service as a strategy.



# Commission & MEMA

- Partnered with the Maine Emergency Management Agency (MEMA) in 2008 to form the Donations Coordination Team (DCT).
- Co-chairs the DCT with the MEMA
- Administrator of National Donations Management Network
- Promotes establishment of Volunteer Reception Center teams around the state.

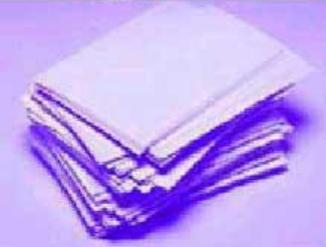


# Objectives

- Understand how to maximize soft match.
- Learn what your organization needs to have in place to leverage volunteer time.



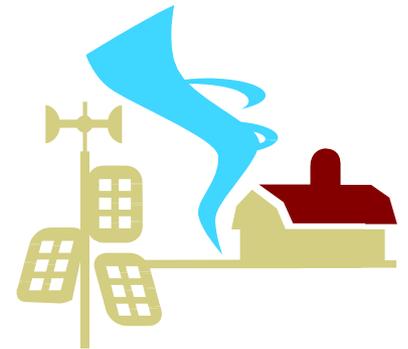
**Hello, I'm with the  
government and I'm here to  
help.**



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# Joplin, MO 2011

- Nation's deadliest tornado in 60 years struck on May 22.
- 300 AmeriCorps members provided vital services.
- Mobilized more than \$17.7 million in donated time and resources.



# Cedar Rapids-Iowa City 2008

- AmeriCorps members staffed Volunteer Reception Center that coordinated more than 7,400 volunteers who provided 205,500 hours of service.
- Value of time given by volunteers is more than \$3.3 million.



# What about Maine?

- Towns of Dresden, Jefferson, Limington, Newfield, and Shapleigh
- Project Work Plans = \$ 33,288
- Required match = \$ 8322
- Required State share = \$ 4993
- Actual State cost = \$ 1454
- Savings to State = \$ 3539



# What if...

- Hurricane Phema strikes two towns!
- Equal damage to each town.
- Response is the same in each town.



*ASSUMPTION – Damage received meets Federal disaster declaration requirements for FEMA.*



# Brain “storm”

- Impact of Hurricane Phema
  - Water
    - Streets
    - Homes
  - Wind
    - Power outages
    - Debris
  - Displaced & injured people



# Turn & Talk

- Necessary response activities
  - What & who
  
- 1 minute to think
- 1 minute for each to share (3 min max)
  
- Selected whole group share





# Numathanahaketon

- Town estimates cash outlay for debris removal to be \$60,000.
- Submits project work sheet and project is approved.
- Raises required match (State & Local share = 25%)
- FEMA Reimbursement = \$45,000





## Wickedsmartville

- Town estimates cash outlay for debris removal to be \$60,000.
- Submits project work sheet and project is approved.
- Raises required match (State & Local share = 25%)
- FEMA Reimbursement = \$60,000





# Why the difference?

- Smartville utilized donated time to offset cash outlay.

Cash outlay = \$60,000

***Volunteer time = \$20,000***

Total project cost = \$80,000

- FEMA reimburses up to 75% of total project cost but not more than 100% of cash outlay.
- 25% of \$80,000 is \$20,000.



# What could it look like for ME?

- State of Maine - 2011
- Project Work Plans = \$ 2,310,729\*
  - \* *Donated services not included.*
- Required match = \$ 577,682
  - State Match (15%) = \$ 346,609
  - Local Match (10%) = \$ 231,073



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## Wit or Witout?



- Without donated services included, eligible FEMA reimbursement = \$ 1,733,047
- With donated services included, eligible FEMA reimbursement = \$ 2,310,729
- Additional FEMA funds available if donated services incorporated into work plan = \$ 577,682





## How do I do dat?

- Estimate cash outlay and add 1/3 for donated services.
- Back to Wickedsmartville example:
  - Cash outlay estimate = \$60,000
  - Add 1/3 donated services = \$20,000
  - Total workplan project cost = \$80,000
- Max FEMA = 75% or \$60,000





# Gotta have it in Writing...before!!!

## ■ Why?

- Consistency of treatment
- Agreements (Mutual Aid or other MOU/MOAs)
- Established policies/procedures

## ■ In particular:

- Time keeping
- Accounting system



# How do you collect time?

## ■ Timesheets need:

- Date when work done
- Amount of time given
- Signature of volunteer AND supervisor
  - Electronic may be okay
- Work done
  - Description of tasks
  - Position title that relates to specific job description





# What's it worth?

## ■ Whatever you do, be consistent!

- Independent Sector

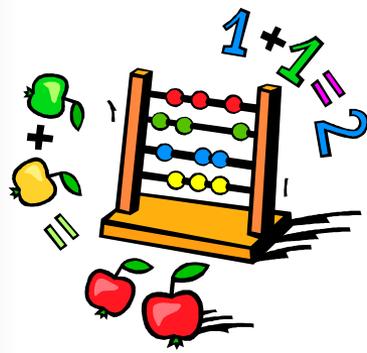
[http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time)

- Bureau of Labor Statistics

<http://www.bls.gov/news.release/volun.toc.htm>



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# Accounting System

- Be prepared to track noncash transactions
- Know what the funder allows
  - FASB 116 – general guidance
  - OMB Circulars
  - FEMA rules
- Consistency



# Remember!!!

- Cash outlay estimate
- Divide by 3 and add to estimate for value needed for donated services
- Get more cash reimbursement from FEMA!





**We're here from the government  
and we tried to help.**



*Maine Commission for Community Service*

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# Count on Us

- <http://www.youtube.com/watch?v=QrPQnG8HuEc>

