

# DONATED EQUIPMENT WEEKLY SUMMARY FORM

Consolidated by Eligible Work Performed



EVENT (FEMA Disaster Number)				PARISH				PAGE of						
VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)				CONTACT PHONE #				CONTACT EMAIL						
LOCATION / SITE ADDRESS				PERIOD COVERING				TO						
ORGANIZATION CONTACT				CONTACT PHONE #				CONTACT EMAIL						
DESCRIPTION OF ELIGIBLE WORK PERFORMED														
TYPE OF EQUIPMENT		EQUIPMENT CODE NUMBER*	OPERATOR'S NAME	DATES + HOURS USED EACH DAY							TOTAL HOURS	EQUIPMENT RATE*	TOTAL COSTS	
(INDICATE SIZE + CAPACITY + HORSEPOWER + MAKE AND MODEL AS APPROPRIATE)	DAY			M	T	W	T	F	S	S				
				HOURS									\$	\$
				HOURS									\$	\$
				HOURS									\$	\$
				HOURS									\$	\$
				HOURS									\$	\$
				HOURS									\$	\$
				HOURS									\$	\$
				HOURS									\$	\$
				TOTAL								\$		

NOTE: \* Equipment code numbers and equipment rates can be found at:  
[https://www.fema.gov/media-library-data/1504646556623-5df6d34cb30e72f6821337472903d310/2017\\_FEMA\\_Schedule\\_of\\_Equipment\\_Rates\\_508\\_FINAL.pdf](https://www.fema.gov/media-library-data/1504646556623-5df6d34cb30e72f6821337472903d310/2017_FEMA_Schedule_of_Equipment_Rates_508_FINAL.pdf)



GOVERNOR'S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS

Volunteer + Donated Resources - Offsetting Non-Federal Share



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## 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.

[**SOURCES:** FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24 + FEMA Public Assistance Program and Policy Guide (PAPPG) FP 104-009-2 / April 2017, pages 26-29 and 36-37]

## 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.**

[**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.