

# Match: Volunteer Hours Tracking Form



Emergency Solutions Grant Program (ESG)

## I. Match: Volunteer Hours Tracking Form

If you intend to use volunteer hours as match for an ESG-funded project, you are required to track those hours on this form (please note that volunteer activities must be eligible under the relevant ESG project component.)

*Calculating the value of volunteer hours:* the dollar value of a given hour is determined using a rate consistent with the rate paid for similar work within the subrecipient organization or, if no similar work is performed within the subrecipient organization, the rate paid for similar work in the subrecipient organization’s labor market. Rate consistency is documented in the Rate Rationale column.

<b>Date</b>	<b>Volunteer Name</b>	<b>Volunteer Activity</b>	<b># Volunteer Hours</b>	<b>Volunteer Rate (\$/Hour)</b>	<b>Rate Rationale</b>

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*Staff Signature*

*Staff Name*

*Date*

## Appendix A: Changelog

Date Effective	Description
5.25.2022	Updated draft into new format