



DEPARTMENT OF ENVIRONMENTAL QUALITY  
POLICY AND PROCEDURE

Subject: Grant Contract Administration – Acceptable  
Rates for Volunteer Time

Number: 10-001

Original Effective Date: March 5, 2007

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Category:  Internal/Administrative  External/Non-Interpretive  External/Interpretive

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**ISSUE:**

Numerous grants in the DEQ allow the use of volunteer time to match grant funds. This policy and procedure defines what constitutes an acceptable rate for grantees, project administrators, analysts, and others to count as match for volunteer time.

**POLICY:**

The DEQ will allow grantees to claim match using the following three categories:

1. **Unskilled laborers.** (e.g., Boy Scouts/Girl Scouts, volunteers, etc.) The acceptable rate for these workers is the prevailing minimum wage. For the current minimum wage, contact the Michigan Department of Licensing and Regulatory Affairs, Wage & Hour Division, at [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour) or 517-284-7800.
2. **Professionals not working in a professional capacity.** As an example, if a drain commissioner or an attorney hand out brochures at a watershed festival or install rock riprap on a stream bank, they would not claim their normal professional rate because they are not working in a professional capacity. However, professionals' participation in watershed projects, for example, is vital to help obtain buy-in from other stakeholders, so these professionals only claiming minimum wage is not appropriate either. An appropriate rate is based on the Independent Sectors annual evaluation of volunteer time, available at [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time) (under National Value of Volunteer Time). As the rate is updated on the Web site, the DEQ will apply the new rate.

Also in this category are landowners donating their time to install best management practices on their property (very common for agricultural nonpoint source projects).

DEQ POLICY AND PROCEDURE

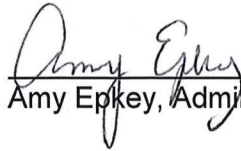
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- 3. Professionals, including skilled labor, working in their normal professional capacity.** Professionals, including skilled laborers, providing their normal professional services may count as match their normal rate of pay; this would be considered the value of the volunteer work provided. For example, a drain commissioner providing technical input at a steering committee could claim his/her normal rate of pay for time spent at the meeting.

Approved:



Amy Epkey, Administration Deputy Director