DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES

SUBJECT:	**GRANT ADMINISTRATION** **ACCEPTABLE RATES FOR VOLUNTEER TIME**	**NUMBER: 10-001**
DATE:	**Revised March 5, 2007**	**Page 1 of 1**

ISSUE:

Numerous grants in the Department of Environmental Quality (DEQ) allow the use of volunteer time to match grant funds. This policy 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.** (For example, 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 Labor and Economic Growth at www.michigan.gov/cis, select "Wage & Hour Division" from the left menu, then select "Minimum Wage & Overtime, or you can call the Wage & Hour Division, at 517-335-0400.

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, which has been $17.55 since 2004 (available at http://www.independentsector.org/, click on RESEARCH, Dollar 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).

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: _____ Date: 3-14-07