

**Iowa Statewide Emergency Solutions Grant (ESG)  
Match Policy – Appendix B  
Match: Volunteer Hours Tracking Form**



**SAMPLE**

**Match: Volunteer Hours Tracking Form**

For volunteer hours contributed as ESG Match, the Subrecipient must track those hours using this or a similar form or spreadsheet. To be considered eligible Match, if the Subrecipient had to pay for the volunteer activities with ESG grant funds, the costs must have been allowable under ESG rules.

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’s labor market. Rate consistency should be documented in the “Rate Rationale” column.

Date	Volunteer Name	Volunteer Activity	Number of Volunteer Hours	Volunteer Rate (\$/Hour)	Rate Rationale

Authorized Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_