



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
THE DEPUTY SECRETARY
WASHINGTON, DC 20410-0050

NOV - 8 2012

MEMORANDUM FOR: All Employees

FROM: Maurice Jones, Deputy Secretary, SD

A handwritten signature in black ink that reads "Maurice A. Jones".

SUBJECT: Volunteering with the Superstorm Sandy Recovery Efforts

In light of Superstorm Sandy, which brought considerable damage and destruction to the Northeast corridor last week, I know that a number of you are looking for ways to reach out and help those affected by the massive storm. I appreciate your generosity and want to let you know what you can do.

HUD's "Standard Operating Procedures and Guidance on Employee Volunteer Activities" allow employees to use up to 96 hours of administrative leave per year, with supervisory approval, to engage in volunteer activity done in response to an emergency, disaster, or any other situation officially sponsored or sanctioned by the Department. AFGE Bargaining unit employees have a separate MOU that allows their supervisors to approve administrative leave for non-profit volunteer purposes not to exceed 8 hours per month per twelve month period. Superstorm Sandy would qualify as such a disaster under our volunteerism policies.

Employees who wish to volunteer can contact organizations participating in the recovery effort, such as the Red Cross (877-733-2767 or visit <http://www.nyredcross.org>) or the Salvation Army (212-337-7200 or 908-851-8238 or visit <http://www.salvationarmy.org>).¹ Additionally, the FEMA website contains information on organizations providing disaster relief assistance (<http://www.fema.gov/volunteer-donate-responsibly>). All volunteer activities should be approved by an Ethics Officer. Thus, prior to providing service, please contact the Ethics Law Division in headquarters or your Regional Counsel.

We have set up a HUD-specific fund with the Federal Employee Education and Assistance Fund (FEEA) to help those HUD employees affected by the storm. HUD has a long history with FEEA. Through FEEA, we were able to provide substantial help to our HUD employees after the bombing of the Murrah Building in Oklahoma City and Hurricanes Katrina and Rita. If you would like to provide assistance to your HUD colleagues, you may donate money to FEEA which will then distribute the funds to HUD colleagues with demonstrated need. You may go to www.feea.org. Once on the FEEA webpage, click on the "Give Now" box at the top right side of the screen. Then

¹ Employees may also participate in the Federal Emergency Management Agency (FEMA) Disaster Recovery Center assignments. However, these efforts are not covered by HUD's volunteerism policies.

you will see a drop-down menu under the heading "Gift Designation." You will then be able to select the "HUD Relief Fund" and follow the instructions on how to make a donation. Please note that FEEA will use no more than 7.5% of your donation toward the administrative costs associated with administering the HUD Relief Fund.

Some of you may want to reach out to individual HUD colleagues affected by the storm. You may purchase nominal supplies and or gift cards for co-workers, who were impacted by the storm. Please note that any direct assistance is strictly voluntary and should not be directed toward supervisors or superiors. If you have any questions about the propriety of a direct donation, please contact your Ethics Officer.

Thank you for reaching out and supporting those in need.