

MEMO

To: Terry Westhoff
Chief Financial Officer

From: Zabrina Hansen-Lumbert

Date: May 26, 2023

Subject: DOCUMENT EXECUTION 305V-23-033

Contract / Amendment # / Other _____

Parties: Mason County WSU Extension

Purpose: The purpose of this contract is to setup an internship opportunity between Mason County WSU Extension and WDVA.

Commencement Date: 5/1/2023

Expiration Date: 12/31/2023

SOW Reviewed By: HR IT Compliance N/A

Contract/Amendment Amount: (\$800.00) Revenue

Comments: Contract Manager is Keith Meyer

Contract Processing Action Request (CPAR)- Revenue
(see instructions on page 3)



1. What are you requesting?

New Contract: # **305V-23-033**

Amend Existing Contract: # _____ Amend. #: _____

*Competitive Solicitation: # _____

***Delegated Authority:**
 -Direct Buy Limits: \$30,000 / \$40,000 (for small and/or veteran-owned businesses)
 -Client Services: \$1,000,000 (per projected amount of initial contract term)
 -IT Purchase Limit: \$1,000,000 (per projected amount of initial contract term / requires DVA IT and OCIO review and approval.)

2. Type of Contract/Procurement (check all that apply)

Goods and Services Client Services

Interagency Agreement Prof. Serv./Consultant

Information Tech Agreement Capital Projects

Other: **INTERNSHIP** MOU/MOA

3. Contractor Legal Name: Mason County WSU Extension

Universal Business Identifier (UBI): _____ UBI Search- [Link](#)

Contractor Contact: Dan Teuteberg

Contractor Signatory: Dan Teuteberg

Contractor Address: 303 N. Fourth Street, Shelton, WA 98584

Contractor Contact (email/phone): dan.teuteberg@wsu.edu / (360)427-9670 ext. 690

4. Contracting Method: Master Contract Sole Source Emergency Direct Buy Competitive Procurement: # _____

5. Purpose for Amendment? (Only complete this section if amending an existing contract – Check ALL applicable boxes)

Add Funds Update Statement of Work

Reduce Funds Extend Contract Period

Update Terms & Conditions Reduce Contract Period

Other: _____

6. Is the contractor/vendor either of the following businesses? (Check ALL applicable boxes)

Minority/Women Owned Business

Veteran Owned Business

To search for small and/or certified veteran owned and OMWBE businesses, click the following links: [Veteran-Owned](#) | [OMWBE](#)

7. DES Web Status: WDVA requires contractors/vendors to be registered in DES WEBS. Is the contractor/vendor registered?

YES NO Date Registered: _____

If 'NO' is checked, have the contractor/vendor register at:
<https://des.wa.gov/sell/how-work-state>

6. Is the contractor/vendor either of the following businesses? (Check ALL applicable boxes)

Minority/Women Owned Business

Veteran Owned Business

To search for small and/or certified veteran owned and OMWBE businesses, click the following links: [Veteran-Owned](#) | [OMWBE](#)

If yes, are they certified with OMWBE and/or Veteran Affairs? (select one) **If veteran-owned business is not certified, refer them to Shamekia Moultrie, VSOB Mgr.*

Number of small, veteran-owned and/or OMWBE certified businesses found in your search?

If no search was performed, provide justification here:

8. Describe the services/goods to be provided by the contractor/vendor and how this supports DVA's strategic goals and objectives. Be sure to include DVA departments and partners impacted by this work and explain why this work cannot be completed internally by DVA staff:

Position Summary
 This position may include the following responsibilities:
 • Assists with multiple community education and outreach events, including noxious weed workshops and events, Master Gardener programs, Small Farms workshops, and 4-H Youth Development activities such as Panhandle Lake 4-H Summer Youth Camp and the Grays Harbor County Fair
 • Assists with creating and distributing education and outreach materials such as flyers, brochures, handouts, posters, social media posts, etc. for all programs
 • Conducts field inspections and surveys utilizing GPS/GIS for noxious weeds within the county boundaries to assist with noxious weed control enforcement according to 17.10 RCW, while keeping accurate records of all property visits and surveys data
 • Participates directly in weed control activities, including the use of herbicides and physical removal, and may work in various physically challenging and hazardous terrains and weather
 • Maintains county workplace and vehicles in a clean and organized manner

- **If an acquisition, what are the expected ongoing costs of this acquisition? Describe costs here and how they contribute to total costs:** (For example: UAT, additional staff, IT and other equipment, software, and licensing)
 - **What is the impact on Central Office and other administrative costs to support operations and staffing for this work?**
- Program Manager VCC, Program Specialist VCC, Program Specialist CWP

Est. Start Date:	Est. End Date:	Current Contract Maximum (if amending contract)	New/Amended Contract Amount	New/Total Contract Maximum	Funding Type(s) & Amount(s):
05/01/2023	12/31/2023		\$ 800.00	\$ 800.00	<input type="checkbox"/> Federal <input checked="" type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Private <i>*If Federal funds, include a completed FFATA form if funding is equal to or greater than \$25,000.</i>

9. Contract Oversight: (Who will manage/oversee this work?)

Contract Manager: Keith Meyer Email/Phone: Keith.Meyer@DVA.WA.GOV / (360)789-9304 Department: VSCW

Name of person submitting CPAR (if different than contract manager): J.R. Fletcher Email/Phone: Jeffreyf@dva.wa.gov / (360)338-2644

Contract Manager passed DES Contracts Training? YES NO **If no, ALL State employees who initiate, manage, monitor, or serve on a contract are required to take WA- State Contract Management 101 and Procurement Ethics trainings in the Learning Management System (LMS). To access required trainings, click the following LINK.*

(CPAR will not be processed until all DES required trainings are complete)

PIC Code	Percentage
C1210	100 %
	%
	%
	%

Page 2 Instructions

- **Yellow Table** to be completed (if PIC code is known) by individual filling out CPAR
- **Orange Table** to be completed by budget staff for CPAR-Expenditure
- **Green Table** to be completed by budget staff for CPAR-Revenue

Only complete this section if submitting CPAR-Expenditure

MASTER INDEX	% OF PROGRAM FUNDING	SUB OBJ & SUB SUB OBJ	Current Total Contract Amount	Total Amendment Amount <i>(Only complete this column if AMENDING an existing contract)</i>	Total Contract Maximum
	%	/	\$	\$	\$ 0.00
	%	/	\$	\$	\$ 0.00
	%	/	\$	\$	\$ 0.00
	%	/	\$	\$	\$ 0.00
			\$ 0.00	\$ 0.00	\$ 0.00

Does the above funding include State, Federal, Private and/or Local Funds? YES NO

- If State, enter the percent of state funds and source..... **Percent of State Funds:** % **Source:**
- If Federal, enter amount of federal funds and source/CFDA#..... **Percent of Federal Funds:** % **CFDA#:**
- If federally funded, complete the following..... **Notice of Award (NOA) #:**
- Federal Funds:** Under this proposed agreement, is the contractor considered a subrecipient? (select one)
(If contractor is a federal subrecipient, complete a risk assessment and monitoring plan (RAMP) form if funding is equal to or greater than \$25,000.)
- If Private, enter the percent of private funds and source..... **Percent of Private Funds:** % **Source:**
- If Local, enter the percent of local funds and source..... **Percent of Local Funds:** % **Source:**

Only complete this section if submitting CPAR-Revenue

REVENUE CODING	% OF PROGRAM FUNDING	New or Current Total Contract Amount	Total Amendment Amount <i>(Only complete this column if AMENDING and existing contract)</i>	Total Contract Maximum
C12100	100 %	\$ 800.00	\$	\$ 800.00
	%	\$	\$	\$ 0.00
	%	\$	\$	\$ 0.00
		\$ 800.00	\$ 0.00	\$ 800.00

Does this additional revenue stream require an unanticipated receipt or an adjustment in spending authority? (select one)

If so, has the WDVA budget analyst been notified of the additional revenue? YES NO

If yes, when and for how much? **Date:** **Amount:** \$

By signing below, I acknowledge that I have reviewed this document and the accuracy of the contents within, and hereby give my approval to WDVA's Contracts Unit to execute this agreement.

Contract/Program Mgr.: Keith Meyer	Date Reviewed: 03/15/2023	Signature: Meyer, Keith (DVA) <small>Digitally signed by Meyer, Keith (DVA) Date: 2023.03.15 12:06:09 -0700'</small>
Division Leader/ Sup.: Mary Forbes	Date Reviewed: 5/26/2023 17:05:10	Signature: Mary Forbes <small>DocuSigned by: Mary Forbes</small>
Budget Staff: Chony T. Culley	Date Reviewed: 03/23/2023	Signature: Chony T. Culley <small>Digitally signed by Chony T. Culley Date: 2023.03.23 16:37:58 -0700'</small>
Chief Financial Officer: Terry Westhoff	Date Reviewed: 5/26/2023 17:05:10	Signature: Terry Westhoff <small>DocuSigned by: Terry Westhoff 8B0286E7F622448...</small>

CPAR Instructions

Top of Page 1- Click the dropdown at the top of the page to identify if you are requesting a CPAR-Expenditure or CPAR-Revenue.

Box 1- Check the box that best identifies your request. If amending a contract, enter the contract number in the space provided along with amendment number. *If requesting a new contract or competitive solicitation, the contracts team will enter the new contract and/or competitive solicitation number.*

Box 2- Identify the type of contract/procurement that you are requesting. Check all boxes that apply.

Box 3- Enter all contractor information in the spaces provided. *Use the embedded link to lookup Universal Business Identifier (UBI) numbers.*

Box 4- Check one box to identify the appropriate contracting method. *If requesting a competitive procurement, the contracts team will enter the competitive procurement number.*

Box 5- Only complete this section if amending an existing contract/agreement. Check all appropriate boxes to identify the purpose of the amendment.

Box 6- Identify if the contractor/vendor is a certified veteran-, minority-, and/or women-owned business. To search for certified veteran-, minority-, and/or women-owned businesses utilize the embedded links within this section. Click the drop-down to confirm (yes/no) that the vendor is certified. Identify the number of veteran-, minority-, and/or women-owned businesses found in your search. If no search was performed, provide a justification/explanation why a search was not performed. *All boxes outlined in **RED** are required fields. The document will not accept a signature until these sections have been completed.*

Box 7- Identify Yes/No if the contractor/vendor is registered in WEBS. If registered in WEBS, enter the date the contractor/vendor was registered. If vendor/contractor is not registered, provide them with the link embedded in this section to register their business. *ALL contractors/vendors **MUST** be registered in WEBS prior to execution of contract/agreement.*

Box 8- Provide a narrative describing the services/goods to be provided and how the contract/agreement supports DVA's strategic goals and objectives. Include a description of the potential impact this work would have on DVA departments and partners and explain why this work cannot be completed internally by DVA. If this is an acquisition, describe expected ongoing costs and how they contribute to total cost. Identify the impact on Central Office and other administrative costs to support operations and staffing for this work.

- Enter the estimated start date for the request
- Enter the estimated end date
- If amending a contract, enter the current contract maximum *(only complete this section if amending a current contract/agreement)*
- Enter the new/amended contract amount. *The New/Total contract maximum will automatically calculate.*
- Identify funding types (check all that apply) *If contract/agreement utilizes Federal funds in excess of \$25,000, a Federal Funding Accountability and Transparency Act (FFATA) form is required. If contractor is considered a Federal subrecipient under this contract/agreement, a risk assessment and monitoring plan form is required as well. These forms will be provided by the contracts department and must be completed prior to execution.*

Box 9- Complete this section to identify who at WDVA is responsible for overseeing this work. *Note: ALL State employees who initiate, manage, monitor, or serve on a contract are required to take WA- State Contract Management 101 and Procurement Ethics trainings in the LMS. Click the link embedded in this section to complete the required trainings.*

Top of Page 2- If known, enter the PIC Code and percentage in the **yellow** table. If unknown, the contracts department will work with budget to complete this section.

- **Orange Table-** To be completed by budget staff for CPAR- Expenditures
- **Green Table-** To be complete by budget staff for CPAR- Revenue

Final Step- Contract manager must sign the CPAR before submitting it to the WDVA Contracts Department. Once signed, you will be prompted to save this document. Be sure to save a signed copy for your records. Once signed and saved, send a copy of this CPAR to the Contracts Department to initiate your request. *Note: You will not be able to sign this document until all 'required' fields (top of page 1 and section 6) have been completed.*



Agreement

BETWEEN

**WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS
AND
MASON COUNTY WSU EXTENSION**

I. PURPOSE

The purpose of this Agreement is to define the working relationship between the Washington State Department of Veterans Affairs ("WDVA"), through its Veterans Conservation Corps Program ("VCC") and Mason County WSU Extension, 303 N. Fourth Street, Shelton, WA 98584 ("SITE"). This Agreement will clarify the collaborative roles and responsibilities of the two parties with respect to placing an Intern from the VCC program with your Site.

II. ROLES AND RESPONSIBILITIES

The WDVA and its representative VCC Intern will have the opportunity to support Mason County Noxious Weed Control, Small Farms, Master Gardeners, and 4-H Youth Development programming. The VCC intern will work closely with program managers, as well as independently to accomplish organizational goals. This position is ideal for someone interested in developing leadership skills and using research-based knowledge to improve their economic status and quality of life through lifelong learning.

Program Descriptions

The **Mason County Noxious Weed Control Board (MCNWCB)** is a county agency that aims to protect the citizens, natural resources, and agricultural resources of Mason County from the degrading effects of noxious weeds. MCNWCB endeavors to develop programs that reflect local priorities, meet the needs of county landowners and residents, and carry out the mandate of the Washington State noxious weed law, RCW 17.10. Mason County Noxious Weed Control Program staff are available for community education programs and consultations with landowners to discuss weed management options, including measures to prevent the establishment of noxious weeds on their own property using integrated pest management (IPM) principles.

The **WSU Extension Mason County Small Farms Program** partners with regional organizations and university resources to help safeguard Mason County's diverse natural resources through building public support for agriculture, helping farmers adopt sustainable economic, social, and environmental practices, unifying farmers and consumers, and preserving Washington's farmland. The program provides educational opportunities, access to resources, and facilitates projects to improve local food security efforts.

The **WSU Extension Mason County Master Gardener Program** was formed in 1973 in King and Pierce counties as a response to the general public's rapidly growing interest in urban horticulture. It has grown over 50 years into a nationwide program with the mission to "engage university-trained volunteers to empower and sustain diverse communities with relevant, unbiased, research-based horticulture and environmental stewardship education." Mason County Certified Master Gardener's fulfill this mission through hosting plant clinics, creating demonstration gardens, offering community garden beds, providing educational workshops, growing food for the local food bank, and supporting school gardens.

The **WSU Extension Mason County 4-H Youth Development program** is a community of young people who are learning leadership, citizenship, and life skills. 4-H your programs provide opportunities for youth to develop skills they can use now and throughout life.

The VCC intern is at the SITE to be complementary to other services, provide an educational opportunity to Washington State Veterans, and is in no way intended to supplant or compete with the SITE's existing or potential staff.

The VCC intern's role and day to day interaction with SITE staff and VCC staff shall not be construed as having an employment relationship with the SITE.

WDVA and the VCC Intern shall adhere to the terms and conditions in the: (Attachment A) Position description developed in conjunction with the SITE, incorporated herein, and (Attachment B) the VCC internship agreement, incorporated herein.

The SITE shall provide access to a work email. The SITE shall provide a safe and welcoming working environment to foster optimal collaboration.

IV. PERIOD OF PERFORMANCE

The term of this Agreement shall be from May 1, 2023, or date of execution, whichever is later through December 31, 2023, with the possibility of an extension depending on the SITE's capacity and VCC intern's interest.

V. FEES

The WDVA Veterans Conservation Corps requires a site participation fee for each Veteran internship. The SITE shall pay a site participation fee for internships that are either full or part-time in accordance with the table below

Site Participation Fee Guidelines

Full-time	\$100 per month
Part-time	\$50 per month

During the initial period of performance of May 1, 2023, through December 31, 2023, SITE has selected an 8-month internship to be allocated through the use of either one full-time internship or two part-time internships at any given time. The fee for this internship period will be Eight hundred Dollars (\$800.00). The full participation fee amount will be invoiced within the first month after the start of each internship.

VI. CONTRACT MANAGEMENT

The Contract Manager or Director for each of the parties shall be the contact person for all communications regarding the performance of this Agreement.

Mason County WSU Extension Contract Manager	WDVA Contract Manager Information
<p>Dan Teuteberg, WSU Extension Director</p> <p>Mason County WSU Extension</p> <p>303 N. Fourth Street</p> <p>Shelton, WA 98584</p> <p>Phone: (360) 427-9670 ext. 690</p> <p>Email address: dan.teuteberg@wsu.edu</p>	<p>Keith Meyer</p> <p>Department of Veterans Affairs</p> <p>P.O. Box 41150</p> <p>Olympia, WA 98504-1150</p> <p>Phone: (360) 789-9304</p> <p>Fax: (360) 586-1093</p> <p>Email address: Keith.Meyer@dva.wa.gov</p>

VII. GENERAL TERMS AND CONDITIONS

- **Termination:** This Agreement can be canceled at any time by either party, upon thirty (30) days written notice.
- **Relationship of the Parties:** The parties are independent entities. This Agreement does not create any employment, joint venture, partnership, or agency relationship between the parties or their employees, subcontractors, volunteers, or agents.
- **Mutual Indemnification:** WDVA shall indemnify, defend and hold harmless the SITE and its trustees, officers, employees, and agents from and against any and all suits, claims, actions, losses, damages, costs, expenses or liabilities (excluding attorney's fees and costs) of any sort arising from intentional or negligent acts or omissions of WDVA, its officers, agents, employees, or registered volunteers acting in connection with the services to be provided pursuant to this Agreement. The SITE shall indemnify, defend and hold harmless WDVA and its officers, directors, employees and agents from and against any and all suits, claims, actions, losses, damages, costs, expenses or liabilities (excluding attorney's fees and costs) of any sort arising from intentional or negligent acts or omissions of the SITE, its officers, agents, employees, or registered volunteers acting in the scope of their official duties in connection with the services to be provided pursuant to this Agreement. See Addendum A
- **Unlawful Discrimination:** Under this Agreement, the contractor shall not unlawfully discriminate against Vet Corps members on the basis of religion, age, sex, status as a breastfeeding mother, pregnancy, marital status, race, color, creed, national origin, political affiliation, military status, status as an honorably discharged veteran, a disabled veteran or Vietnam era veteran, sexual orientation, gender identity, gender expression, any real or perceived sensory, mental or physical disability, use of a trained guide or service animal by a person with a disability, genetic information, status as a victim of domestic violence, sexual assault, stalking, or any other legally protected characteristic.

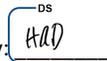
ADDENDUM A

- A. Washington State University and its officers, agents, employees and registered volunteers, when acting in good faith and within the scope of their official duties, are covered by the State of Washington's Self-Insurance Liability Program (SILP) and the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against Washington State University and its covered entities in the performance of this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.

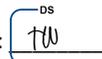
- B. Anything in this Agreement to the contrary notwithstanding, the parties expressly acknowledge and agree that (1) Washington State University's liability and indemnification obligations hereunder are subject to the coverage limits (as to type and amount) as described in the SILP, and (2) Washington State University will only provide a defense to Washington State Department of Veteran Affairs if the Office of the Attorney General for Washington determines that (a) coverage for the costs of the same are within the scope of the coverage afforded to Washington State University by the SILP and the Tort Claims Act, or (b) notwithstanding a lack of coverage for such defense costs, it is appropriate for Washington State University and the State of Washington to do so.

Initialed:

Washington State University:



Washington State Department of Veteran Affairs:



ATTACHMENT A



NOXIOUS WEED CONTROL



303 N. Fourth Street
Shelton, WA 98584

<https://extension.wsu.edu/mason/>

Veterans Conservation Corps Internship Program *with* Mason County WSU Extension

Program Overview

Washington State University Mason County Extension connects the people of Mason County to the research and knowledge bases of the state's land grant research university by providing solutions to local problems and stimulating local economies. County-based educators work with partners in the Mason County community to provide educational programs and leverage the broad resources of a major university to resolve issues and create a positive future for the residents of Mason County. Mason County WSU Extension's stated mission is to help people develop leadership skills and use research-based knowledge to improve their economic status and quality of life through lifelong learning.

Mason County WSU Extension programs include SNAP-Ed, 4-H Youth Development, Small Farms, and Master Gardeners. In addition to these programs, the Mason County Noxious Weed Control Program partners with Mason County WSU Extension. This position will have the potential to support Mason County Noxious Weed Control, Small Farms, Master Gardeners, and 4-H Youth Development programming.

Program Descriptions

The **Mason County Noxious Weed Control Board (MCNWCB)** is a county agency that aims to protect the citizens, natural resources, and agricultural resources of Mason County from the degrading effects of noxious weeds. MCNWCB endeavors to develop programs that reflect local priorities, meet the needs of county landowners and residents, and carry out the mandate of the Washington State noxious weed law, RCW 17.10. Mason County Noxious Weed Control Program staff are available for community education programs and consultations with landowners to discuss weed management options, including measures to

prevent the establishment of noxious weeds on their own property using integrated pest management (IPM) principles.

The **WSU Extension Mason County Small Farms Program** partners with regional organizations and university resources to help safeguard Mason County's diverse natural resources through building public support for agriculture, helping farmers adopt sustainable economic, social, and environmental practices, unifying farmers and consumers, and preserving Washington's farmland. The program provides educational opportunities, access to resources, and facilitates projects to improve local food security efforts.

The **WSU Extension Mason County Master Gardener Program** was formed in 1973 in King and Pierce counties as a response to the general public's rapidly growing interest in urban horticulture. It has grown over 50 years into a nationwide program with the mission to "engage university-trained volunteers to empower and sustain diverse communities with relevant, unbiased, research-based horticulture and environmental stewardship education." Mason County Certified Master Gardener's fulfill this mission through hosting plant clinics, creating demonstration gardens, offering community garden beds, providing educational workshops, growing food for the local food bank, and supporting school gardens.

The **WSU Extension Mason County 4-H Youth Development Program** is a community of young people who are learning leadership, citizenship, and life skills. 4-H your programs provide opportunities for youth to develop skills they can use now and throughout life.

Position Summary

This position may include the following responsibilities:

- Assists with multiple community education and outreach events, including noxious weed workshops and events, Master Gardener programs, Small Farms workshops, and 4-H Youth Development activities such as Panhandle Lake 4-H Summer Youth Camp and the Grays Harbor County Fair
- Assists with creating and distributing education and outreach materials such as flyers, brochures, handouts, posters, social media posts, etc. for all programs
- Conducts field inspections and surveys utilizing GPS/GIS for noxious weeds within the county boundaries to assist with noxious weed control enforcement according to 17.10 RCW, while keeping accurate records of all property visits and surveys data
- Participates directly in weed control activities, including the use of herbicides and physical removal, and may work in various physically challenging and hazardous terrains and weather
- Maintains county workplace and vehicles in a clean and organized manner

Schedule and Compensation

This 6-month internship, with possibility of extension, begins in May 2023 and includes a VCC stipend of \$2400/month for a full-time internship (~40 hours/week) or \$1200/month for a part-time

internship (~20 hours/week) to help cover living expenses. Position open until filled.

Schedule is flexible and can be 8- or 10-hour days, depending on staff activities and the time of year. There may be some weekend work opportunities, for staffing volunteer events, etc., but never weekend work requirements. Alternative hours and flexible scheduling to meet the intern's needs will be discussed on a case-by-case basis.

Training

All necessary training required to perform the essential functions/duties is provided on the job.

In addition to on-the-job training, this position may include the following formal trainings and certifications to aid in personal & professional development:

- Herbicide mixing and application training
- Noxious weed knowledge and identification
- WA Pesticide License education, training, and test (cost covered by the MCNWCB)
- Veterans Cultural Engagement Training
- Environmental conservation symposiums/workshops
- Posttraumatic Growth Training
- PTSD/TBI/Mental Health/ Suicide Awareness & Prevention
- Veteran Peer Support Training
- Other trainings/certifications as available and desired by intern

Requirements

- Must be a veteran of the United States Uniformed Services
- Must have dependable transportation to and from the Mason County WSU Extension building in downtown Shelton, WA

Preferred Knowledge, Skills, and Abilities

This is considered an entry level position and no experience is required. Applicants with the following skills, knowledge, and abilities will be given preference:

- Currently possess or be able to obtain a valid driver's license
- Experience implementing safety practices in the field with and without supervision
- Able to work outside in inclement weather conditions over uneven terrain
- Able to take direction and work as a member of a team
- Motivated and enthusiastic
- Organized and excellent attention to detail
- Comfortable speaking to landowners and other members of the public
- Basic computer skills and data entry skills (Microsoft Word and Excel)
- Experience working with Microsoft Publisher, Canva, and other similar media-creation platforms
- GIS experience is a plus
- Plant-based background or education is a plus

Apply

All applicants must pass a background check.

To apply, email **a copy of your DD214 or service discharge certificate, a copy of your driver license, a resume, and a cover letter** explaining your interest in this internship to:

Kim Pham
Veterans Conservation Corps Program Manager
kim@dva.wa.gov

Questions?

To learn more about the Veterans Conservation Corps, contact:

Kim Pham
Veterans Conservation Corps Program Manager
kim@dva.wa.gov

For more information about the Mason County WSU Extension and its programs, contact:

Kela Hall-Wieckert
Mason County Noxious Weed Control Program Coordinator
360-427-9670 ext. 592
Khall-wieckert@masoncountywa.gov

ATTACHMENT B



STATE OF WASHINGTON

DEPARTMENT OF VETERANS AFFAIRS

1102 Quince Street, Box 41150 □ Olympia, Washington 98504-1150 □ 1-800-562-0132

Month Date Year

Name, Address

Dear xx:

You have been accepted into the Veterans Conservation Internship Program. You are assigned to xxx (employer) for the period of date to date, for this internship opportunity for the purpose of gaining education and skills in the conservation area.

During your internship the sponsoring partner will provide you with on-the-job training, which may include gaining certifications, and other learning opportunities. You will be provided a work schedule and assigned to a supervisor who will be your main point of contact during your internship with xxx (employer name).

As part of your internship orientation, you will receive information and training on safety including training on any equipment you may be using. You are required to familiarize yourself with, and comply with all policies, rules and regulations required of the sponsoring partner.

As an intern, you will not receive wages and will not be an employee of either the Washington Department of Veterans Affairs (WDVA) or (employer). However, you will receive \$xxxx per month for your living allowance during your participation in the internship. This allowance will come directly to you from the Washington State Department of Veterans Affairs. The living allowance is provided for assistance with necessary living expenses incurred while participating in the internship program. You will receive this amount in two installments on the 10th and 25th of each month. This living allowance is taxable income and you should receive a W-2 so stating and you may then be required to file the W-2 at the end of the tax year.

As part of this internship program WDVA will provide and link you to any support services you may need as a Veteran to assist you in successfully completing the internship. Please feel free to contact me (360) xxx-xxxx or email me at xxxx if you have questions.

Sincerely,

Kim Pham, Program Manager

cc: Sponsoring Partner

I accept this internship.

Print Name

Sign Name

Date

Certificate Of Completion

Envelope Id: 7E9CF245FB724A76AF51A446D364FD8C	Status: Completed
Subject: Complete with DocuSign: 305V-23-033 CPAR Mason County WSU Extension - 03.16.2023 - CODED.pdf, 3...	
Source Envelope:	
Document Pages: 14	Signatures: 4
Certificate Pages: 3	Initials: 3
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Zabrina Hansen-Lumbert
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	zabrina.hansenlumbert@dva.wa.gov
	IP Address: 147.55.7.170

Record Tracking

Status: Original 5/26/2023 8:38:45 AM	Holder: Zabrina Hansen-Lumbert zabrina.hansenlumbert@dva.wa.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO State of Washington Department of Veterans Affairs	Location: DocuSign

Signer Events

Mary Forbes
maryf@dva.wa.gov
Assist Director, WDVA
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Mary Forbes
63838276DFD54A6...
Signature Adoption: Pre-selected Style
Using IP Address: 147.55.7.170

Timestamp

Sent: 5/26/2023 8:50:58 AM
Viewed: 5/26/2023 5:04:08 PM
Signed: 5/26/2023 5:04:25 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Terry Westhoff
terry.westhoff@dva.wa.gov
CFO
Washington State Dept of Veterans Affairs
Security Level: Email, Account Authentication (None)

DocuSigned by:
Terry Westhoff
8B0286E7F622448...
Signature Adoption: Pre-selected Style
Using IP Address: 198.238.73.253

Sent: 5/26/2023 5:04:28 PM
Viewed: 5/26/2023 5:30:45 PM
Signed: 5/26/2023 5:30:57 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Zabrina Hansen-Lumbert
zabrina.hansenlumbert@dva.wa.gov
Contract Specialist 3
Washington State Department of Veterans Affairs
Security Level: Email, Account Authentication (None)

ZH
Signature Adoption: Pre-selected Style
Using IP Address: 147.55.7.170

Sent: 5/26/2023 5:30:59 PM
Viewed: 5/31/2023 7:54:24 AM
Signed: 5/31/2023 7:54:30 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Heather Davison
heather.davison@wsu.edu
Contract Mgr.
Security Level: Email, Account Authentication (None)

DocuSigned by:
Heather Davison
71FA23C0525F45A...
Signature Adoption: Pre-selected Style
Using IP Address: 134.121.19.6

Sent: 5/31/2023 7:54:33 AM
Resent: 6/2/2023 8:11:51 AM
Resent: 6/5/2023 8:05:03 AM
Resent: 6/6/2023 8:17:53 AM
Resent: 6/14/2023 7:48:35 AM
Viewed: 6/14/2023 10:36:25 AM
Signed: 6/15/2023 8:48:06 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Heather Davison heather.davison@wsu.edu Contract Mgr. Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/15/2023 8:48:08 AM Viewed: 6/15/2023 8:56:42 AM
Dan Teuteberg dan.teuteberg@wsu.edu Director Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/15/2023 8:48:10 AM
Kim Pham kim@dva.wa.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/15/2023 8:48:12 AM
Jeff Fletcher jeffreyf@dva.wa.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/15/2023 8:48:13 AM
Melissa Rhault melissar@dva.wa.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/15/2023 8:48:15 AM
Yacob Zekarias yacob.zekarias@dva.wa.gov Interim CFO Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/15/2023 8:48:17 AM
Accounts Payable coacctspay@dva.wa.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/15/2023 8:48:19 AM

Carbon Copy Events	Status	Timestamp
Accounts Receivable dvadlcoar@dva.wa.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/15/2023 8:48:21 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/26/2023 8:50:58 AM
Certified Delivered	Security Checked	6/14/2023 10:36:25 AM
Signing Complete	Security Checked	6/15/2023 8:48:06 AM
Completed	Security Checked	6/15/2023 8:48:21 AM

Payment Events	Status	Timestamps
----------------	--------	------------