

**STATE OF WASHINGTON
DEPARTMENT OF VETERANS AFFAIRS**

**AMENDMENT NO. 2
TO
DVA CONTRACT NO. 305V-19-088**

DVA Contract/Agreement No. 305V-19-088 by and between the Washington State Department of Veterans Affairs ("WDVA") and Washington State University ("Site/College/University"), is amended as follows:

1. Period of Performance

Section IV. PERIOD OF PERFORMANCE is revised to change the end date of the contract from August 31, 2021 to August 31, 2022.

The period of performance under this Amendment No. 2 will be from September 1, 2019 through August 31, 2022. Once accepted, either party may give written notice of non-renewal to the other party not less than ninety (90) days prior to the expiration of the initial term or any renewal term then in effect

2. V. FEES

The WDVA Veterans Conservation Corps requires a site participation fee for each Vet Corps representative assigned to the Site/College/University. The Site/College/University shall pay site participation fee required per the below table based on the number of Vet Corps representatives assigned.

Participation Fee Guidelines

Number of Vet Corps Representatives	Vet Corps Representative			
	1	2	3	4
Participation Fee	\$3,000	\$6,000	\$9,000	\$12,000

During the initial period of performance of September 1, 2019 through June 30 2020 Site/College/University received one (1) Vet Corps representatives.
During the period of performance from July 1, 2020 through August 31, 2021 under the Site/College/University received one (1) Vet Corps representatives.
During the current period of performance from September 1, 2021 through August 31, 2022 under this amendment the Site/College/University is slated to receive one (1) Vet Corps representatives.

The Washington State University main and Tri-Cities campuses will pay the Site/College/University participation fee for their respective Site/College/University.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties hereby execute this Amendment No.2.

WASHINGTON STATE UNIVERSITY

DocuSigned by:

Heather Davison

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Signature

Heather Davison

Printed Name

Assoc. Mgr., REBO

Title

9/21/2021 | 13:23:48 PDT

Date

WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS

DocuSigned by:

Terry Westhoff

8B0286E7F622448...
Signature

Terry Westhoff

Printed Name

Chief Financial Officer

Title

9/25/2021 | 16:08:52 PDT

Date

**STATE OF WASHINGTON
DEPARTMENT OF VETERANS AFFAIRS**

**AMENDMENT NO. 1
TO
DVA CONTRACT NO. 305V-19-088
WSU Contract No. 28020**

DVA Contract/Agreement No. 305V-19-088/ WSU Contract No. 28020 by and between the Washington State Department of Veterans Affairs ("WDVA") and Washington State University ("Site/College/University"), is amended as follows:

1. Period of Performance

Section IV. PERIOD OF PERFORMANCE is revised to change the end date of the contract from June 30, 2020 to August 31, 2021.

The period of performance under this Amendment No. 1 will be from September 1, 2019 through August 31, 2021. Upon the expiration of this Amendment the Agreement may be renewed for one additional one (1) year period, upon successful selection to receive a Vet Corps representative for the next academic school year. Once accepted, either party may give written notice of non-renewal to the other party not less than ninety (90) days prior to the expiration of the initial term or any renewal term then in effect

2. V. FEES

The WDVA Veterans Conservation Corps requires a site participation fee for each Vet Corps representative assigned to the Site/College/University. The Site/College/University shall pay site participation fee required per the below table based on the number of Vet Corps representatives assigned.

Participation Fee Guidelines

	Vet Corps Representative			
Number of Vet Corps Representatives	1	2	3	4
Participation Fee	\$3,000	\$6,000	\$9,000	\$12,000

During the initial period of performance of September 1, 2019 through June 30 2020 Site/College/University received three (3) Vet Corps representatives. During the current period of performance from July 1, 2020 through August 31, 2021 under this amendment the Site/College/University is slated to receive two (2) Vet Corps representatives. The Washington State University main and Tri-Cities campuses will pay the Site/College/University participation fee for their respective Site/College/University.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties hereby execute this Amendment No.1.

**WASHINGTON STATE
UNIVERSITY**

DocuSigned by:

Heather Davison

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Signature

Heather Davison

Printed Name

**Contracts and Real Estate Associate
Manager**

8/11/2020 | 09:48:43 PDT

Title

Date

**WASHINGTON STATE DEPARTMENT
OF VETERANS AFFAIRS**

DocuSigned by:

David Puente Jr.

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Signature

David Puente Jr.

Printed Name

Deputy Director

8/18/2020 | 08:11:11 PDT

Title

Date



AGREEMENT BETWEEN

WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS

AND

WASHINGTON STATE UNIVERSITY

I. PURPOSE

The purpose of this Agreement (the "Agreement") is to define the working relationship between the Washington State Department of Veterans Affairs ("WDVA"), through its Veterans Conservation Corps Program and Washington State University ("Site/College/University"). This Agreement will clarify the collaborative roles and responsibilities of the two parties with respect to veterans' affairs on the University's main campus in Pullman, its campus in the Tri-Cities, and its Clark County Extension Office.

II. AUTHORITY OR LEGAL STATUS

Site/College/University is eligible to receive the delivery of services by WDVA Vet Corps members on its campuses, and WDVA is authorized to provide such services.

III. ROLES AND RESPONSIBILITIES

The WDVA and its representative Vet Corps members shall aid and assist the Site/College/University faculty and staff in increasing awareness of veteran's programs on and off Site/College/University by providing the following services:

- Act as the liaison for new veteran students to help facilitate their transition to the Site/College/University, including participating in new student orientations and welcome sessions as needed/applicable.
- Encourage the success of veteran students through the development of workshops on relevant topics for veteran students, work with veterans who are on academic warning or academic probation, work with and encourage veterans who are close to completing a degree, and (if education and experience allow) provide academic advising to veterans.
- Educate campus community about working with veterans.
- Understand and comply with Family Educational Rights and Privacy Act (FERPA).
- Communicate with student veterans about important information and updates with assistance from the Site/College/University where needed.
- Support veterans completing materials needed by certifying official at the Site/College/University.
- Other duties as assigned.

The Vet Corps member is an augment of already established services, and is not there to replace a full time staff member.

Vet Corps member will be engaged in an advisory committee that provides recommendations on serving student veterans and will be collaborating with services off campus to handle student veteran needs and emergencies.

The Vet Corps member at the Site/College/University is to be complementary to other services and in no way is intended to supplant or compete with the Site/College/University service providers.

The Vet Corps member's role and service shall not be construed as having an employment or contractor relationship with the Site/College/University and will not entitle the Vet Corps member to any compensation or benefits from the Site/College/University.

WDVA and the Vet Corps member shall adhere to the terms and conditions in the: (a) Vet Corps Member Contract, attached for reference, and (b) the Serve Washington (formerly known as Commission for National and Community Service) guidelines, is attached hereto for reference.

The Site/College/University shall provide, if available, work space to include access to email and phone on a part-time basis.

The Site/College/University shall through best efforts provide a safe and welcoming working environment to foster optimal collaboration.

IV. PERIOD OF PERFORMANCE

The term of this Agreement shall be from September 1, 2019 through June 30, 2020. Upon the expiration of the initial term, this Agreement may be renewed for two (2) additional one (1) year periods; but, only upon successful selection to receive a Vet Corps representative(s) for the next academic school year. Once accepted, either party may give written notice of non-renewal to the other party not less than ninety (90) days prior to the expiration of the initial term or any renewal term then in effect. If one of the WSU Sites covered by this Agreement does not need or qualify for a Vet Corps representative for the additional period, this Agreement shall remain in effect for the Site/College/University Site or Sites that do qualify to continue with this program.

V. FEES

The Site/College/University shall pay a \$3,000 site participation fee for each Vet Corps Representative required by the Site/College/University. The Site/College/University is slated to receive three (3) Vet Corps representatives. The Site/College/University main and Tri-Cities campuses and the Clark County Extension Office will pay the Site/College/University participation fee for their respective Site/College/University.

VI. CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all Communications regarding the performance of this contract.

Site: Washington State University Main Campus	WDVA Contract Manager Information
Name: Penny Martinez Title: Veteran Coordinator Address: PO Box 641035 City/State/Zip: Pullman, WA 99164-1035 Phone: (509) 335-5346 Email: penny.martinez@wsu.edu With a copy to:	Jason Alves Department of Veterans Affairs P.O. Box 41150 Olympia, WA 98504-1150 Phone: (360) 725-2224 Email address: JasonA@dva.wa.gov
Site: Heritage Farm Site	Site: Washington State University Tri-Cities Campus
Name: Zena Edwards Youth and Families Extension Facility 1919 NE 78 th Street Vancouver, WA 98665 Phone: (564) 397-5700 Email: xena_edwards@wsu.edu	Name: Dr. Chris Meiers Vice Chancellor for Enrollment Management & Student Services 2710 Crimson way Richland, WA 99354 Phone: (509) 372-7284 Email: chris.meiers@tricity.wsu.edu

VII. GENERAL TERMS AND CONDITIONS

- **Prohibited Activities:** Site/College/University shall ensure Vet Corps members do not engage in Prohibited activities.

AmeriCorps members assigned to your Site/College/University may not engage in prohibited activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the prohibited activities listed below.

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National and Community Service (CNCS), Site/College/University and AmeriCorps members may not engage in the following activities (see 45 CFR § 2520.65):

Prohibited Activities.

1. Attempting to influence legislation;

2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

However, as private citizens, individuals and AmeriCorps members may exercise their rights and may participate in the activities listed above on their own initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while engaged in any of the activities on their personal time.

WDVA will develop a standard poster and provide hard and electronic copies to the Site/College/University.

- **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. Site/College/University shall not be responsible for payment of any statutory workers

compensation or employer's liability insurance as required by state law for any WDVA employee, or independent contractor performing this agreement.

- **Responsibility:** Each party to this Agreement shall be responsible for its own acts or omissions and for those of its directors or trustees, officers, employees, agents, and volunteers. Neither party shall be responsible to the other party for the acts or omissions of persons or entities not a party to this Agreement.
- **Insurance:** During the term of this Agreement, WDVA shall maintain general liability insurance coverage in limits of at least one million dollars (\$1,000,000) per occurrence with the State of Washington Self Insurance Program. WDVA will provide the Site/College/University with a certificate of insurance as proof of the required coverage. The parties acknowledge that AmeriCorps maintains liability insurance coverage on Vet Corps members.
- **Controlling Law:** The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of Washington. The State courts of Washington will have exclusive jurisdiction of the parties with respect to any dispute or controversy between them arising under or in connection with this Agreement.
- **Entire Agreement:** This Agreement, including any attachments, contains the entire agreement of the parties with respect to this matter. No representations have been made or relied upon by either party, other than those expressly provided for in this Agreement. This Agreement can only be amended or modified in writing by authorized agents of the parties.
- **Authority:** The undersigned represent and warrant to each other that they possess all right, interest and authority necessary to be bound by the terms and conditions of this Agreement.

VIII. SIGNATURES

WASHINGTON STATE UNIVERSITY

WASHINGTON STATE DEPARTMENT OF VETERANS AFFAIRS



Signature



Signature

Heather Davison

Michael Kashmar

Printed Name

Printed Name

Contracts and Real Estate Associate
Manager

Chief Financial Officer

Title

2/18/2020
Date

Title

2/25/2020
Date

ATTACHMENT A

Vet Corps Member Contract



State Member
Contract Final 2019-

Attachment B

SERVE WASHINGTON 2019-20 SPECIAL TERMS AND CONDITIONS

I. PURPOSE

Serve Washington developed these Special Terms and Conditions to provide guidance on specific items that are relevant to its subgrantees and/or not otherwise covered in the Corporation for National and Community Service (CNCS) federal statutes, applicable regulations, General Grant Terms and Conditions, Terms and Conditions for AmeriCorps State and National Grants, FAQs and other guidelines.

II. SIGNIFICANT CHANGES FROM 2018-19 SPECIAL TERMS AND CONDITIONS

1. Section III.B and C – Changed language of operating site to service location for consistency.
2. Section III.B – Changed enrollment policy from 5 days to 7 days.
3. Section III.E – Removed requirement to submit NSCHC policy/procedure every time changes are made. While programs are still required to maintain an accurate and up-to-date policy/procedure on NSCHC, submission of changes is not required. Serve Washington will continue to review such policies/procedures during monitoring.
4. Section III.H.6 and III.I.3 – Added new requirement of Service Project/Special Event Requests & Reports.
5. Section III.H.7 and III.I.4-5 – Updated due dates for reporting requirements.
6. Section III.K – Updated quick reference table.
7. Section VIII.A-D – Strengthened language that the preferred logo is the AmeriCorps Washington logo.

III. REPORTING EXPECTATIONS & REQUIREMENTS

The subgrantee is required to comply with all reporting requirements as outlined below as well as any modifications to the reporting requirements and/or deadlines requested by Serve Washington. In the event the subgrantee is not able to meet the stated deadline in a timely manner for reasons legitimately beyond the control of the subgrantee, an extension will be considered only if Serve Washington receives a written request explaining the need for an extension prior to the deadline. Subgrantees should not assume approval has been authorized by Serve Washington until it receives written confirmation.

A. Staff Changes - Program and Fiscal

Subgrantees must ensure that Serve Washington is informed in writing of changes regarding key staff positions including the legal applicant's executive leadership, authorized representative designated for contract signature, the AmeriCorps program staff and fiscal staff assigned to the AmeriCorps program.

B. My AmeriCorps Portal

Member management functions including service opportunities, enrollments, exits, suspensions, reinstatements, transfers, slot conversions, etc., are to be conducted in the My AmeriCorps Portal in eGrants. Subgrantees are required to input all active service locations where AmeriCorps members will be serving in the My AmeriCorps Portal. In addition, service locations no longer hosting AmeriCorps members should be inactivated. Pre-Enrollment must be completed prior to a member's first day of service (start date), enrollment must be completed within 7 calendar days of a member's first day of service (start date) and exit must be completed within 30 calendar days of a member's last day of service (end date); this includes members completing their portion in their My AmeriCorps account and staff completing their portion in eGrants.

C. Member Placement Form

Each service year, Serve Washington will request subgrantees submit a member placement form. The form includes all active service locations similar to the active service locations in the eGrants. The form will aid in identifying the congressional and legislative district placements for AmeriCorps members serving in Washington state which is not fully captured in eGrants.

D. Member Service Agreement

Subgrantees must submit a copy of the program's proposed member service agreement to their program officer for review and approval at least 10 working days prior to the first day of service. Subgrantees must ensure their member service agreement contains the elements outlined in the current Terms and Conditions for AmeriCorps State and National Grants. Upon submission, please indicate whether or not changes have been made from the prior year.

E. National Service Criminal History Check (NSCHC) Policy and Procedure

Serve Washington requires all programs to have a policy/procedure on Criminal History Checks, including the roles and responsibilities of staff conducting and documenting NSCHCs. Subgrantees' policy and procedure must comply with 45 CFR 2522 and 2540.

Program staff identified as having a role or responsibility in conducting and documenting NSCHCs must complete the CNCS Criminal History Check E-Course via the CNCS Learning Management System (Litmos). The annual requirement is the responsibility of the program. Completion of this annual requirement is verified during site monitoring.

F. Certification of Time and Attendance

In order for a member to receive a post-service education award from the National Service Trust, the subgrantee is required to have a time and attendance recordkeeping system in place to certify to the National Service Trust that the member is eligible to receive in-service and post-service benefits including the Segal Education Award. The subgrantee (and any individual or entity acting on behalf of the subgrantee) is responsible for the accuracy of the information certified on the end-of-term certification. The subgrantee is required to ensure that time and attendance records are signed and dated both by the member and by an individual with oversight responsibilities.

G. Compliance with 2 CFR, Part 200, Subpart F (previously known as OMB Circular A-133)

Subgrantees must comply with Uniform Guidance for those expending federal grant awards amounting to \$750,000 or more.

H. Reporting for Fixed Amount Subgrantees

- 1. Uniform Guidance:** Guidance for all AmeriCorps State and National grants apply to fixed amount grants. They stipulate the standards for financial management systems and procurement services you must establish and your responsibilities before, during and after the grant period. These requirements follow generally accepted accounting principles and your accounting system should comply without additional burden.
- 2. Exemptions from Cost Principles:** Fixed amount grants are exempt from the cost principles in 2 CFR, Part 200, Subpart E. However, fixed amount grants must comply with the remaining provisions of 2 CFR Part 200, including Subpart F relating to audit requirements.

- 3. Accessing Grant Funds under Fixed Amount Grants:** For full-cost fixed amount grants, you must ensure that you do not request more funds from Serve Washington than you are entitled to draw based on members enrolled. You may request funds on a monthly basis throughout the year. Reconciliation will occur in the final month to ensure the subgrantee does not draw funds in excess of member hours served. The schedule to request funds from Serve Washington is based on a monthly review of the member roster and reimbursement is invoiced based on 1/12th of the fixed amount per member enrolled.
An invoice package is **due on or before the 10th** of the month for the previous month's reporting period and must include: 1) a Washington state A-19 Invoice Voucher; and 2) a current Member Roster from the My AmeriCorps Portal. Submit the entire invoice package by email to your Program Officer and Fiscal Grants Officer. Any documents requiring signature shall be a scanned original.
- 4. Budget Modifications:** Fixed amount grants are not subject to the Terms and Conditions for AmeriCorps State and National Grants related to "Budgetary Changes."
- 5. Status Reports:** Subgrantees shall complete a status report via the status report template provided by Serve Washington. Submit the report by email to your Program Officer. Due dates to Serve Washington are as follows:
- 45 calendar days after the start of the grant (*for example, programs starting August 1, would submit September 14*); and
 - 90 calendar days after the start of the grant (*for example, programs starting August 1, would submit October 30*)
- 6. Service Project/Special Event Requests & Reports:** Subgrantees will identify three service project days or special events prior to the member service year that their organization will commit to promoting and reporting on. At minimum, one event must include either the 9/11 Day of Service and Remembrance, the Martin Luther King, Jr. Day of Service, or the National Service Recognition Day. Choosing more than one of these days is highly recommended to amplify the National Service and AmeriCorps brand in alignment with the rest of the nation and service network. Alternatively, subgrantees may choose to include specific days relative to their focus area and/or organization mission; such as, but not limited to, Veteran's Day, Earth Day, or Global Youth Service Day. Subgrantees shall complete a request form and report via the template provided by Serve Washington. Submit by email to your Program Officer. Due dates to Serve Washington are as follows:
- Service Project/Event Request Form at least 10 working days prior to the first day of service.
 - Service Project/Event Report no later than 10 working days after the completion of the service project/event.
- 7. Semi-Annual Progress Reports:** Subgrantees shall complete progress reports via the progress report template provided by Serve Washington. Submit the report by email to your Program Officer. Due dates to Serve Washington are as follows:
- April 10, 2020 for the period starting on the first day of the grant through March 31; and
 - October 16, 2020 for the period starting on the first day of the grant through September 30 or the end date of the grant, whichever is earlier.

NOTE: The report due dates stated in the current Terms and Conditions for AmeriCorps State and National Grants are set by the Corporation and apply to State Commissions, not its subgrantees.

I. Reporting for AmeriCorps State “Reimbursement” Subgrantees

- 1. Reimbursement Requests:** Subgrantees are required to submit requests for reimbursement on a monthly basis unless an alternative frequency has been approved by Serve Washington.

An invoice package is **due on or before the 10th** of the month for the previous month's reporting period and must include: 1) a Washington state A-19 Invoice Voucher; 2) a Periodic Expense Report; 3) a Program Income Report; and 4) a current Member Roster from the My AmeriCorps Portal. Submit the entire invoice package by email to your Program Officer and Fiscal Grants Officer. Any documents requiring signature shall be a scanned original.

- 2. Status Reports:** Subgrantees shall complete a status report via the status report template provided by Serve Washington. Submit the report by email to your Program Officer. Due dates to Serve Washington are as follows:

- 45 calendar days after the start of the grant (*for example, programs starting August 1, would submit September 14*); and
- 90 calendar days after the start of the grant (*for example, programs starting August 1, would submit October 30*)

- 3. Service Project/Special Event Requests & Reports:** Subgrantees will identify three service project days or special events prior to the member service year that their organization will commit to promoting and reporting on. At minimum, one event must include either the 9/11 Day of Service and Remembrance, the Martin Luther King, Jr. Day of Service, or the National Service Recognition Day. Choosing more than one of these days is highly recommended to amplify the National Service and AmeriCorps brand in alignment with the rest of the nation and service network. Alternatively, subgrantees may choose to include specific days relative to their focus area and/or organization mission; such as, but not limited to, Veteran's Day, Earth Day, or Global Youth Service Day. Subgrantees shall complete a request form and report via the template provided by Serve Washington. Submit by email to your Program Officer. Due dates to Serve Washington are as follows:

- Service Project/Event Request Form at least 10 working days prior to the first day of service.
- Service Project/Event Report no later than 10 working days after the completion of the service project/event.

- 4. Semi-Annual Progress Reports:** Subgrantees shall complete progress reports via the progress report template provided by Serve Washington. Submit the report by email to your Program Officer. Due dates to Serve Washington are as follows:

- April 10, 2020 for the period starting on the first day of the grant through March 31; and
- October 16, 2020 for the period starting on the first day of the grant through September 30 or the end date of the grant, whichever is earlier.

NOTE: The report due dates stated in the current Terms and Conditions for AmeriCorps State and National Grants are set by the Corporation and apply to State Commissions not its subgrantees.

5. Federal Financial Reports: Subgrantees shall complete a Federal Financial Report (FFR) and Other Federal Funds Report (OFFR) using the reporting tool provided by Serve Washington. Submit the FFR and OFFR by email to your Program Officer and Fiscal Grants Officer. Serve Washington must receive a scanned signed copy on or before the dates noted below:

- April 10, 2020 for the period starting on the first day of the grant through March 31; and
- October 16, 2020 for the period starting April 1 through September 30 or the end date of the grant, whichever is earlier.

NOTE: The report due dates stated in the current Terms and Conditions for AmeriCorps State and National Grants are set by the Corporation and apply to State Commissions, not its subgrantees.

J. Unexpended Funds Report

Subgrantees shall complete an Unexpended Funds Report when requested by Serve Washington. This report occurs on an annual basis, usually during the month of April, for subgrantees who are funded out of a prime level grant in continuation. Serve Washington will notify subgrantees as applicable.

K. Quick Reference Table

	Fixed Grants	Reimbursement
Monthly:		
A-19 Invoice	X	X
Periodic Expense Report (PER)		X
Program Income Report		X
Member Roster	X	X
Periodically:		
Status Reports (45-day and 90-	X	X
Project/Event Reports (3x year)	X	X
Semi-Annually:		
Federal Financial Report (FFR)		X
Other Federal Funds Report		X
Unexpended Funds Report	when	when
Semi-Annual Progress Reports	X	X

IV. RECORDS RETENTION

Subgrantees are required to retain and maintain copies of all documentation associated with the grant in accordance to Washington State Law RCW 40.14.060, which requires official public records or office files and memoranda to be retained for a period of six years following the formal closeout of the prime Serve Washington grant. Because state law is more restrictive than the federal law, subgrantees of Serve Washington must retain records for the longer period of time.

Serve Washington will provide a formal notice to each affected subgrantee when the closeout of a prime grant occurs. This notice will include which subgrant agreements are included and the applicable retention period dates.

V. CONTRACT AMENDMENTS & BUDGET MODIFICATIONS

The subgrantee must first obtain written approval from Serve Washington prior to making the following changes: a) changes in the scope, slot conversion, or performance measures of the program, whether or not they involve budgetary changes; and b) entering into additional subgrants or contracts for AmeriCorps activities funded by the grant, but not identified or included in the approved application and grant budget.

For reimbursement grants only, subgrantees may transfer funds among approved line items when the cumulative amount of such transfers does not exceed 10% of the total budget. Line items may reflect under-spending or over-spending as long as the budget total remains positive. Significant over-spending in any one line item requires notification to and approval from your Program Officer and Fiscal Grants Officer via email. Formal budget modifications are only required when the cumulative amount of such transfers exceeds 10% of the total budget or if a subgrantee reallocates dollars to a line item that has zero approved dollars. Such occurrences are rare and should be discussed with your Program Officer.

VI. SITE MONITORING

Serve Washington utilizes a risk-based process for subgrantee monitoring with variables including: new subgrantee; new legal applicant; new staff; size of grant; past monitoring findings or compliance issues; audit findings; financial compliance or length of time passed since the last monitoring visit. The monitoring visit may consist of an on-site visit, desk review or other methods deemed suitable based upon the Commission's programmatic and financial risk assessment of the subgrantee.

A. Attention to Prohibited Activities

Serve Washington staff will review member service agreements and host site agreements to ensure that all prohibited activities are stated. Position descriptions will also be reviewed to guarantee that no prohibited or unallowable activities are permitted. AmeriCorps members' service activities must correlate to what is stated in the approved application. It is important that the position descriptions be reviewed and updated to accurately reflect the assigned duties (i.e., if a new or alternative service site should be reflected). Any changes to position descriptions and performance outcomes that differ from what was previously approved in the grant application – even temporarily – must be discussed in advance with Serve Washington staff.

B. Subgrantee Oversight and Monitoring Responsibilities

Each subgrantee must have and implement a plan for oversight and monitoring to ensure that its subgrantees and/or service locations have agreed to comply and are complying with the current Terms and Conditions for AmeriCorps State and National Grants and other relevant grant requirements.

VII. PARTICIPATION IN SERVE WASHINGTON-SPONSORED EVENTS

The subgrantee must ensure that the AmeriCorps Program Director, key staff and AmeriCorps members attend Serve Washington-sponsored meetings, events and training as described below.

A. Program Directors and Key Staff

AmeriCorps Program Directors and key staff are required to attend mandatory meetings such as the Regional National Service Training Conference, Subgrantee Training and Technical Assistance meetings, and Subgrantee quarterly conference calls. In the event that the Program Director is unable to attend a mandatory meeting, the subgrantee must notify Serve Washington prior to the event and name an alternate designee (alternate designees should be rare and not common place). AmeriCorps members may not represent subgrantees at these meetings. Program Directors and staff are also strongly encouraged to attend State Commission-sponsored professional development opportunities such as the Leadership Forum for National Service Executives.

B. AmeriCorps Members

As part of their service commitment, AmeriCorps members should participate in statewide activities including but not limited to the 9/11 Day of Service and Remembrance, the AmeriCorps Swearing-In Ceremony, Martin Luther King, Jr. Day of Service, and AmeriCorps Week. AmeriCorps Program Directors and staff are expected to promote and support member attendance at these events.

VIII. AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK

AmeriCorps partners and members play an important role in helping to increase public awareness of AmeriCorps by helping to promote the AmeriCorps brand name, logo, slogans and phrases. To establish the relationship between AmeriCorps and the program, the subgrantee must ensure that all organizations affiliated with the AmeriCorps program (e.g. host sites) as well as its AmeriCorps members are identified as part of the AmeriCorps national service network. Strengthened language and requirements are identified in the current Terms and Conditions for AmeriCorps State and National Grants. Suggestions for fulfilling this requirement are noted below:

A. Use of the AmeriCorps Name and Logo

AmeriCorps is a registered service mark of the Corporation for National and Community Service. Subgrantees must use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, orientation materials, member curriculum, signs, banners, press releases and publications in accordance with CNCS and Serve Washington requirements. Serve Washington provides camera-ready logos for use by AmeriCorps programs in Washington state on our website under [Subgrantee Resources](#). The AmeriCorps Washington logo is preferred.

B. Service Gear

AmeriCorps members must be identified as part of the AmeriCorps national service network during all service activities and projects. Members should wear appropriate service gear, including but not limited to apparel, lapel pins, badges, etc., suitable to the day's tasks and according to guidelines provided by the Program Director.

C. Host Site

To further promote AmeriCorps in communities across the state, each subgrantee must ensure that the legal applicant and all of its member host sites have signage designating them as an AmeriCorps host site sponsor. Also, it is recommended that programs have AmeriCorps banners or sandwich boards to increase visibility for special service projects or program-sponsored events.

Various options are available from the national service catalogs. The most commonly used vendors are <http://gooddeed.org/> and <http://www.nationalservicegear.org/>. Local print shops and graphic designers have also been widely used in recent years; if using a local vendor, Serve Washington strongly encourages programs to use the AmeriCorps Washington logo in place of the generic AmeriCorps logo found in the national service catalogs.

D. Website

Per the current Terms and Conditions for AmeriCorps State and National Grants, the website of all subgrantee organizations must clearly state that they are an AmeriCorps program and display the AmeriCorps logo with prominence. The AmeriCorps Washington logo is preferred.

To help increase the visibility of AmeriCorps programs in Washington state on the internet and various search engines, Serve Washington requires each subgrantee to build a link from the AmeriCorps page of the organization's website to the Serve Washington website: <http://servewashington.wa.gov/>.

E. Photographs

Each subgrantee is expected to take several high quality digital pictures of AmeriCorps members "in action" wearing their AmeriCorps gear. These photos should reflect the diversity of service in Washington as well as of our members. Programs are expected to send any quality photos along with stories or captions that describe the activity to Serve Washington to share and highlight member achievements on a regular basis through social media and with the CNCS, or in publications. Some of the opportunities for programs to share their photos with Serve Washington can be with status reports, progress reports, or when members or programs are featured in local news.

1. Member Informed Consent

During the enrollment of members, programs need to obtain member informed consents to ensure they are aware of this expectation. Members will agree to use of their photo, video and/or voice recording by signing their member service agreement, or in some cases, programs may elect to have members sign a separate consent form.

2. Client Informed Consent

Some of the best action photos of members are those in which members are performing service with their clients or students. Programs are advised to receive consent from individuals who appear in photos, videos and/or voice recordings. Programs should keep the completed forms on file when taking and sending photos to Serve Washington.