

ALEA

VOLUNTEER COOPERATIVE GRANT PROGRAM

Quick Start Guide



November, 2016

Funded by the Aquatic Lands Enhancement Account

Congratulations on receiving your ALEA grant award!

This guide will give you some basic information about how to get started with your ALEA grant and managing your grant award. You will also need to review the ALEA Policies and Procedures Manual, which will provide greater detail on the subjects covered here as well as other important information you will need to know to understand purchasing, reimbursement and other rules.

In the guide you will come across the icons below. Pay special attention to the information accompanying them.



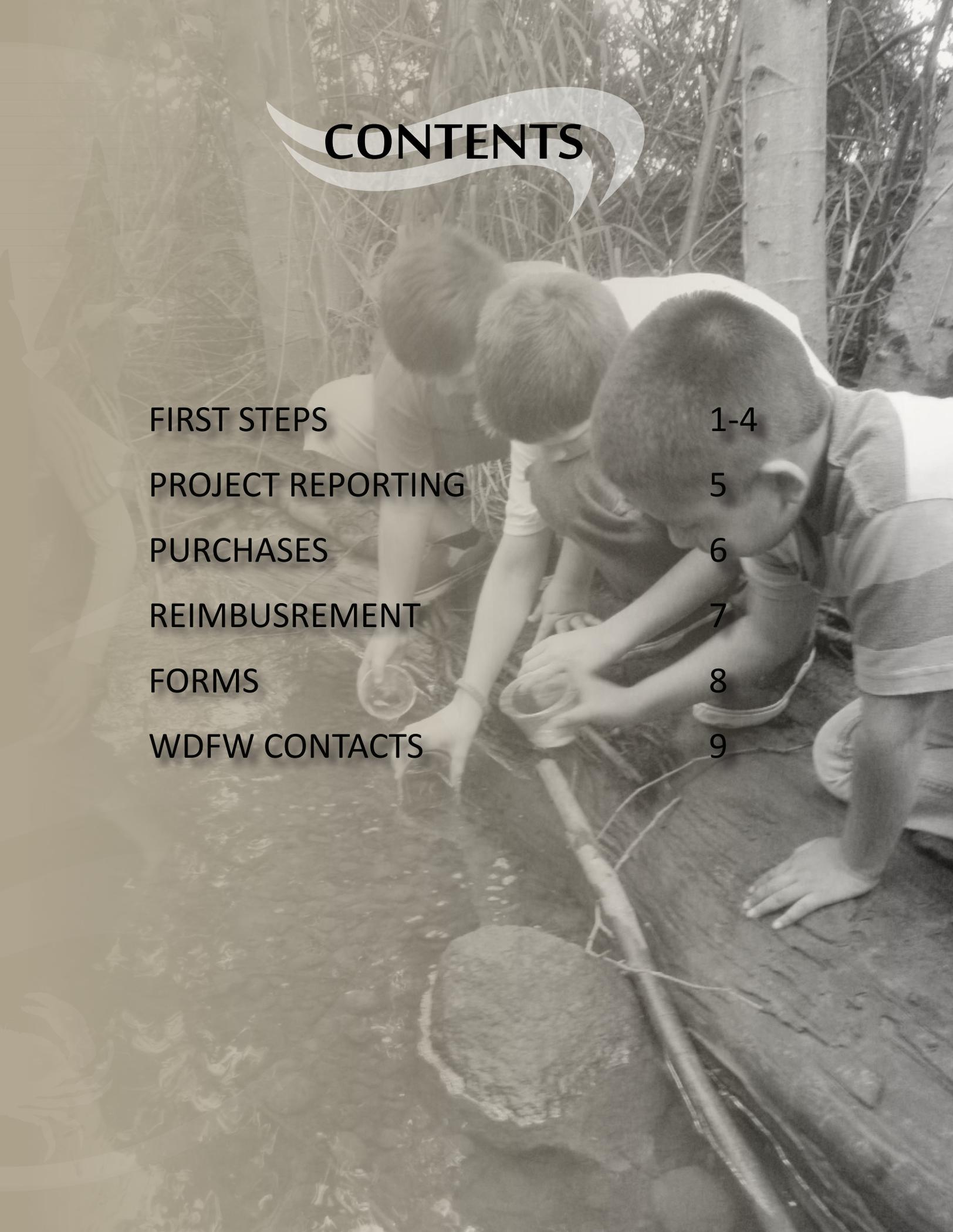
Represents content that will clarify certain ALEA Grant Program rules and/or exemptions to them



Identifies certain simple tasks grantees should do to ensure efficient processing of their paperwork



Identifies certain tasks certain contractually required of the grantee (not all inclusive)

A black and white photograph of three children crouching by a stream, looking into small clear containers. The scene is outdoors with trees and foliage in the background. The image is semi-transparent, allowing text to be overlaid.

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FIRST STEPS

1 Sign and return your grant contract and Signature Authority Form

Both the grant contract and Signature Authority Form will be sent by email in late June to early July. The Signature Authority Form lets us know who has authority to sign contract documents and reimbursement requests. When the documents arrive, review, print, sign and return them as instructed, as soon as possible.



Take note of the 7-digit grant contract number shown on your contract documents (ex. 15-12345). Write or provide this number when corresponding or contacting the ALEA Program Manager and include it on all reimbursement requests (A-19s Invoice Vouchers and A-20 Travel Expense Vouchers). This allows faster response to your contact or processing of your paperwork.

FIRST STEPS

2 Get registered to receive reimbursement payments

- All grantees must have a Statewide Vendor Number (SWV#) assigned to receive reimbursement payments from the State of Washington through their grant. To be assigned an SWV#, grantees must complete the Statewide Payee Registration Form. Also, if any of your volunteers will be receiving mileage reimbursement directly through your grant, those volunteers must also complete a Statewide Payee Registration form.
- Submit completed Statewide Payee Registration Form to the Department of Enterprise Services as noted on the form, not to the ALEA Program Manager or other WDFW staff.



If you had an ALEA grant last biennium, you already have a SWV# and don't need to re-register unless your address has changed.

FIRST STEPS

3 Register your volunteers as WDFW volunteers, if necessary

Registering as an official WDFW volunteer is required if any of the following apply:

- The ALEA project takes place at a WDFW operated facility (such as a hatchery) or on WDFW property (such as a Wildlife Area)
- The volunteer will be claiming reimbursement for mileage/per diem through the grant by submitting an A-20 Travel Expense Voucher. In order to be a reimbursable expense, volunteer mileage and/or per diem reimbursement must be line items within the approved proposal budget.
- The volunteer is being supervised by WDFW staff



If none of the above conditions applies, your volunteer does not need to register as a WDFW volunteer.



If your volunteer has previously registered as a volunteer with WDFW and their contact information has not changed, they do not need to re-register.

FIRST STEPS

How to register as a WDFW volunteer

Individual volunteers can register online using WDFW's CERVIS program. Those that do not have online access or wish to do so can submit hard copy Volunteer Registration Forms (see page 8 FORMS)



Grantees are required to document and track all volunteer hours (WDFW registered or not) and report them on each quarterly progress report and the final report.



PROJECT REPORTING



Grantees are required to submit quarterly progress reports and a final report.

Here are the due dates for your reports:

| Fiscal Year: | Report: | Covering project activity from: | Due date: |
|--------------|-------------|---------------------------------|------------------|
| 2016 | 1st quarter | July – September, 2015 | October 15, 2015 |
| | 2nd quarter | October – December, 2015 | January 15, 2016 |
| | 3rd quarter | January – March, 2016 | April 15, 2016 |
| | 4th quarter | April – June 2016 | July 15, 2016 |
| 2017 | 1st quarter | July – September, 2016 | October 15, 2015 |
| | 2nd quarter | October – December, 2016 | January 15, 2016 |
| | 3rd quarter | January – March, 2017 | April 15, 2016 |
| | Final | July 2015-June 2017 | July 31, 2016 |



A quarterly report is required even if no project activity occurred.

PURCHASES

- Before making purchases, review your budget. Grantees will be reimbursed for the purchased goods and services identified in the project proposal's budget.
- Purchases must be made according to State purchasing guidelines (see ALEA Policies and Procedures Manual for more information).



Prior to making purchases \$10,000 and higher (pre-tax and freight), grantees, must solicit quotes or obtain prices from a minimum of three vendors

- If you feel you need to purchase items not identified in your budget, write or email the ALEA Grant Program Manager with your request before making any purchases. Written approval from WDFW or a contract amendment may be required.



REIMBURSEMENT

- Grant award monies are disbursed on a cost-reimbursement basis (make the purchase, submit reimbursement request, get reimbursed)
- You will use the A-19 Invoice Voucher to request reimbursement for goods and services purchases.
- Itemized invoices/receipts, for every charge, must be provided with your A-19.
- Volunteers will use the A-20 Travel Expense Voucher to request reimbursement for mileage/per diem (if allowed under your contract).



When submitting A-19s and A-20s, ensure that you submit the originals with required signatures in-ink and include your contract number on these forms.



Not having the required signatures or original in-ink signatures on A-19s and A-20s is the most common reason for denial of a reimbursement request!



FORMS

All forms and documents you will need to manage your grant award are available for download from the ALEA webpage at: <http://wdfw.wa.gov/grants/alea/index.html>.

Forms and documents you will need:

A-19 Invoice Voucher - complete to request reimbursement for purchases of goods and services

2015-2017 ALEA Policies and Procedures Manual - provides information about ALEA Grant Program rules, processes, etc.

Quarterly report form - complete to report your project progress

Final Report form - complete to summarize your project accomplishments

Forms and documents you may need:

A-20 Travel Expense Voucher - complete for reimbursement of a volunteer's incurred mileage and travel expenses

Statewide Payee Registration Form - complete to be registered with the State of Washington to receive reimbursements

Cervis volunteer registration instructions - provides guidance on how volunteers can register with WDFW (if required)



Discard or delete form copies you may have used with a previous ALEA grant award and download the up-to-date versions. Previous versions of forms may have outdated information and travel vouchers may have incorrect mileage rates.

WDFW CONTACTS

ALEA GRANT PROGRAM - Josh Nicholas

Your primary point-of-contact for managing your ALEA grant.

Joshua.nicholas@dfw.wa.gov, 360-902-2685

CERVIS VOLUNTEER SYSTEM - Christine Redmond

Contact if you have questions about utilizing CERVIS to register volunteers.

Christine.redmond@dfw.wa.gov, 360-902-8303

CONTRACTS - Margaret Rennie

Contact if you have any questions or concerns regarding your grant contract documents.

Margaret.Rennie@dfw.wa.gov, 360-902-2203

FIELD CONTACTS - To be assigned

One WDFW staff person is assigned to each project to act as the project's Field Contact. Field Contact's duties are to provide technical assistance to the grantee as needed, conduct annual project site visits during the grant period and complete a Field Contact report. The ALEA Grant Program Manager will send the project leader the name and contact information for their Field Contact once they've been assigned.

Read the ALEA Grant Program's Policies and Procedures Manual for greater detail on the previous topics and much more that will help you manage your grant award and understand the rules and procedures of this program.

We look forward to working with you this year and helping your project be successful.



GOOD LUCK!