

# ALEA

WDFWS VOLUNTEER COOPERATIVE GRANT PROGRAM

## Quick Start Guide 2017



Revised July, 2017

# 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:



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



Identifies certain things grantees should do or pay attention to to ensure efficient processing of their paperwork



Identifies certain tasks contractually required of the grantee

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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 regular mail or 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 forms 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. 17-xxxxx). 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 the 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 an SWV# and don't need to re-register unless your name, address, or bank account (if receiving payments through direct deposit, rather than mailed check) 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. See page 8 for instructions. Those that do not have online access or wish to do so, can submit hard copy Volunteer Registration Forms.



Grantees are required maintain individual volunteer timesheets, track all volunteer hours (WDFW registered or not) and report them on each quarterly progress report and the final report.



# PROJECT REPORTING



Grantees must submit quarterly progress reports and a final report.

Here are the due dates for your reports:

<b>Fiscal Year:</b>	<b>Report:</b>	<b>Covering project activity from:</b>	<b>Due date:</b>
2017	1st quarter	July – September, 2017	October 15, 2017
	2nd quarter	October – December, 2017	January 15, 2018
	3rd quarter	January – March, 2018	April 15, 2018
	4th quarter	April – June 2018	July 15, 2018
2018	1st quarter	July – September, 2018	October 15, 2018
	2nd quarter	October – December, 2018	January 15, 2019
	3rd quarter	January – March, 2019	April 15, 2019
	Final	July 2017-June 2019	July 31, 2019



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

# PURCHASES

- Before making project purchases, review your budget. Grantees will be reimbursed for the purchased goods and services identified in the project proposal budget.
- In most cases, 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. This documentation must be submitted with your reimbursement request.

- If you have a 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).



Volunteers receiving reimbursements must complete and submit the Statewide Payee Registration form to be assigned a Statewide Vendor Number (SVN) and eligible to receive payment.



If a volunteer has previously registered and been assigned an SVN, they do not need to re-register unless their name, address or method of payment is changing.



Reimbursement request documentation may be sent by regular mail or email. If sending by email, ensure that all documents are combined into one .pdf file.



# 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 may 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

**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 reimbursement payments

**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](mailto: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](mailto: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](mailto: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. A Field Contact's duties are to provide technical assistance to the grantee as needed, conduct annual project site visits and complete Field Contact reports. The ALEA Grant Program Manager will send the grantee's project leader the name and contact information for their Field Contact once assignments have been made.

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 biennium and helping your project be successful.

**GOOD LUCK!**