ALEA

VOLUNTEER COOPERATIVE GRANT PROGRAM

POLICIES AND PROCEDURES MANUAL

WASHINGTON DEPARTMENT OF FISH AN WI DLIFE

REVISED NOVEMBER 2020

WDFW activities are intended to follow state and federal guidelines for nondiscrimination based on race, creed, color, national origin, age, marital status, sex, sexual orientation, residence, veteran status, and disability.

If you have suggestions for improving this document or the ALEA Volunteer Cooperative Grant Program please contact us. Your comments and suggestions would be greatly appreciated.

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SECTION 1 – GENERAL INFORMATION

OVERVIEW

This manual provides information that will assist grantees in the management of their ALEA grant award.

Contact the ALEA Grant Program if you have questions about:

- Selecting proper forms
- Preparing reimbursement requests
- Other billing or grant program related questions

Mailing Address: Department of Fish and Wildlife
Attention: ALEA Grant Program
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Olympia, WA 98504-3150

Phone: (360) 902-2700
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COMPLIANCE WITH ALL LAWS

Grantees shall comply fully with all applicable federal, state, and local laws, regulations and policies; including any required permits. The following state criteria were used to develop the guidelines included in this manual:

- Washington State Office of Financial Management's State Administration and Accounting Manual (SAAM)
- Washington State Department of Enterprise Services' purchasing policies.
- Washington State Department of Labor and Industries Public Works and Prevailing Wage Manual

WDFW reimbursement requirements are based on these and other rules and regulations.

GENERAL POLICIES

- ALEA grants will only support project activity that occurs in Washington State.
- Funds are made available to grantees on a cost reimbursement basis.
- Grantees are required to follow the purchasing guidelines outlined in this manual.
- Purchases must be consistent with the budgeted line items and project objectives as stated in the grant agreement.
- Grantees are responsible for ensuring that all volunteer hours are reported at least quarterly and all volunteer who are required to register as a WDFW volunteer do so. See page 8, for more information.
- Inventoriable equipment, whose cost is reimbursed in whole or part using grant funds, is the property of the State, not the grantee. In most cases, inventoriable equipment must be returned to WDFW at the end of the grant period.
- Mitigation projects are not eligible for ALEA funding.
- If certain elements of a project involve the grantee charging the public a fee for goods or services, grant funds cannot be used to support development or production of those particular goods or services. For example, if a grantee intended to sell maps of a wildlife area, grant funds could not be used to develop or produce those maps.
- ALEA funds may not be used for grantee wages, stipends, benefits or administrative overhead costs.
- Only costs incurred during the period specified in the grant agreement will be reimbursed.
- The individual/organization applying for funds will be responsible for the management of the project if a grant is awarded. Project management by other parties is not allowed.
- Successful applicants will be required to sign a grant agreement that describes the range of activities the grant will support.
- The outcome of a project must be available to the public. Grantees must submit the data generated from a research project to WDFW.
- All projects must use some level of volunteer effort to conduct project activities.

RECORDS RETENTION AND AUDIT

The grantee shall retain all books, records, documents, data, and other materials relevant to the grant agreement for six years after completion of the project. These records shall be subject at all reasonable times to inspecting, reviewing, copying, or auditing by personnel duly authorized by the WDFW, the Office of the Washington State Auditor, or other authorized federal and/or state officials. If any litigation, claims, or audits are started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

The records must support all project costs and billings provided to the WDFW, including sponsor's match information.

If an auditor's inspection of records discloses any improper or incorrectly claimed reimbursements, the WFDW shall issue a management decision on a proposed corrective action plan after receipt of the audit report.

The following additional guidelines are intended to assist you in preparing for an audit:

- Safeguard assets purchased with government funds
- Tag all equipment required for inventory purposes (tags will be provided).
- Keep expenditures within allowed budget
- Keep expenditures within the allowed timeframe (e.g., the grant agreement period).
- Ensure reimbursement documents show proper grantee authorizing signatures
- Read and follow grant agreement provisions.
- Document changes that substantially alter existing written material such as amendments
- Document and retain records of matching contributions noted in the grant proposal
- Comply with state and federal tax status filings

The following documents also may be helpful to the auditor:

- Directory of officials and organization chart(s)
- Bank statements and reconciliations
- Copies of contracts and agreements
- Status of any prior year's findings and recommendations
- Annual financial report

HOLD BACK

An amount of 10% of the grant may be withheld to ensure compliance with requirements of the grant agreement. After all the requirements have been satisfied, the final payment will be paid to the grantee.

REIMBURSEMENT OF EXPENDITURES

Funds are made available to grantees on a cost reimbursement basis. The ALEA Grant Program reimburses a grantee's incurred costs. Incurred costs are recognized when goods and services are received and a liability to a vendor has been incurred. As evidence that a cost has been incurred, grantees are required to submit vendor receipts or invoices from vendors for all charges. Once a reimbursement request is approved, the grantee will receive a check or funds will be deposited by electronic funds transfer. For more detailed information about reimbursement please see Section 2.

USE TAX

Use tax is a tax on the use of goods or certain services in Washington when sales tax has not been paid. Goods used in this state are subject to either sales or use tax, but not both. Use tax is typically applied against goods purchased in another state that does not have a sales tax or a state with a sales tax lower than Washington's. The use tax rate is the same as your sales tax rate.

Purchases made under the terms of these grants are subject to Washington State Sales Tax. In most cases, payment of use tax will be the responsibility of the grantee. In cases where Inventoriable Equipment (see page 17) is purchased and no sales tax is charged, WDFW is required to remit Use tax to the Department of Revenue, which will be charged against the grant agreement amount.

COSTS - GENERAL PRINCIPLES

This section establishes principles and standards for determining costs for awards carried out through the ALEA Grant Program. The application of these principles is based on the fundamental premises that:

1. Grantees that receive WDFW funds are responsible for the efficient and effective administration of WDFW awards through the application of sound management practices.
2. Grantees assume responsibility for administering WDFW funds in a manner consistent with agreements, program objectives, and the terms and conditions of the award.
3. Each grantee, in recognition of its own unique combination of staff, facilities, and experience, will have the primary responsibility for employing whatever form of organization and management techniques may be necessary to assure proper and efficient administration of WDFW awards.

CRITERIA FOR ALLOWABLE COSTS

GENERAL CRITERIA

1. Be for line items identified in your ALEA application budget.

2. Be necessary and reasonable for proper and efficient performance and administration of WDFW awards. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration shall be given to:

   a. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the grantees and the performance of the WDFW award.

   b. The restraints or requirements imposed by such factors as: sound business practices; arms length bargaining; Federal, State and other laws and regulations; and, terms and conditions of the WDFW award.

   c. Market prices for comparable goods or services.

   d. Significant deviations from the established practices of the grantees, which may unjustifiably increase the cost.

3. Be authorized or not prohibited under federal, state or local laws or regulations. State funded public works construction contracts must comply with State Prevailing Wage requirements and applicable bidding requirements as required by the Public Works Act.

4. Be consistent with policies, regulations, and procedures that apply uniformly to both WDFW awards and other activities of the grantees.

5. Be accorded consistent treatment. A cost may not be assigned to an award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost.

6. Be determined in accordance with generally accepted accounting principles.

7. Not be included as a cost or used to meet cost sharing or matching requirements of any other WDFW award in either the current or a prior period.

8. Be net of all applicable credits.

9. Be adequately documented.

COSTS MUST BE ALLOCABLE TO PROJECT OBJECTIVES

A cost is allocable to a particular grant if the goods or services were necessary for and used in for the performance of the grant. If the goods and services were purchased in a transaction with other items relating to other grants or objectives, the costs charged must be distinguishable from the other costs of the transaction and traceable to the objective of the grant agreement.

COSTS MUST BE INCURRED WITHIN THE GRANT PERIOD

Costs must be incurred during the grant period specified in the grant agreement.
Reimbursement can be only for the amount of goods or services consumed within the grant period. Any costs, such as annual insurance, that overlap into a prior or upcoming grant period, will be prorated.

APPLICABLE CREDITS

Applicable credits refer to those receipts or reduction of expenditure-type transactions that offset or reduce expense items allocable to WDFW awards as direct or indirect costs. Examples of such transactions are: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the grantees relate to allowable costs, they shall be credited to the WDFW award either as a cost reduction or cash refund, as appropriate.

ADMINISTRATIVE COSTS

Examples of Administrative Costs are shown below. To be allowable, these costs must be directly allocable to the project.

- Advertising
- Audit costs
- Communications
- Correspondence
- Travel for project purposes (volunteers only)
- Insurance
- Project administration (no salaries or benefits are allowable)
- Meetings

INELIGIBLE COSTS

The following costs are not eligible for reimbursement (not all inclusive):

- Salaries, Stipends or Benefits
- Bad debts, uncollectible accounts or claims
- Fines, penalties and late fees
- Lobbying
- Scholarships
- Administrative Overhead (Indirect rate, costs)
- Interest and other financing costs
- Motor vehicle purchases
- Depreciation
- Alcoholic beverages

PERFORMANCE REPORTING

Grantees must turn in quarterly progress reports to the ALEA Grant Program Manager within 15 days after each state fiscal quarter ends.

Quarterly reports are required even if no project activity occurred during a particular quarter.

Once a grantee's quarterly report is past due, no further reimbursement requests will be processed until the report is received. If reports are not submitted for two consecutive quarters the grant will be considered for cancellation. In addition, a grantee's failure to submit quarterly reports will be considered when reviewing future grant proposals.

Final reports are due 30 days after the end of the grant agreement period or within 30 days after the project is completed, whichever is sooner.

FIELD CONTACTS

WDFW will assign one staff person to be the grantee's field contact. Field contacts are available to provide technical assistance and will conduct a project site visit and report annually.

ONE-TIME PROJECT BUDGET VARIATION

A one-time variation of line items of the project budget may be allowed without a formal grant agreement amendment. The variation shall not exceed 10% of the project budget total; otherwise, a formal grant agreement amendment must be requested.

To do a one-time project budget variation, grantees must provide a written request to the ALEA Grant Program Manager for review and approval.

A one-time project budget variation may be allowed no more than once per year.

GRANT AGREEMENT AMENDMENTS

The grant agreement may be amended through a formal grant agreement amendment no more than once per year.

The process for executing a grant agreement amendment is as follows:

1. The grantee submits a written amendment request explaining the need for the request and identifies any proposed changes to line items of their budget if applicable.
2. ALEA staff reviews the request, consulting with other staff as necessary.
3. If the amendment request is approved by WDFW Management, the WDFW Contracts Office will send out the grant agreement amendment for review and signature.
4. If denied, the ALEA Grant Program Manager will contact the grantee and provide reasons for the denial of their request.

5. The grantee signs the amendment and returns it to the WDFW Contracts Office.
6. The WDFW Contracts Office sends the grantee a fully executed copy of the amendment.

VOLUNTEER REGISTRATION AND REPORTING OF VOLUNTEER HOURS

Definition of "Volunteer" for ALEA Grant Program purposes

The following criteria must be true of an individual to be considered a volunteer for ALEA Grant Program purposes:

- The person is volunteering of their own free will and is:
  - 18 or older at the time of service,
  - emancipated, or
  - under 18, but has parental or legal guardian/custodian consent.
- If the person is a student, the activity they are volunteering for is not a mandatory school activity. Elective classes are not considered mandatory.
- The person is actively participating in implementing one or more project objectives identified in the grant application.
- The person does not receive any wages, salaries, benefits (such as medical/dental/paid leave, etc.--typical employee benefits), stipends or payments of any kind from the grantee in exchange for their participation in the project. A person may be granted reimbursement for mileage or per diem incurred in performing their duties and still be considered a volunteer.
- The person does not receive any wages, salaries, benefits or stipends from an employer (they are not "on the clock") while participating in the project.
- The person does not have to pay a fee to the grantee in order to participate in the project.

Grantee responsibilities with volunteers

- The grantee is responsible for collecting volunteer timesheets and maintaining those volunteer timesheets, for audit purposes, for up to six years after the grant agreement end-date. Timesheets don't need to be submitted to WDFW.

- The grantee is responsible for tracking volunteer hours and providing a quarterly and cumulative total on their quarterly report form.

- The grantee is responsible for ensuring that project volunteers register as WDFW volunteers, <u>if required</u>.

  Registering as a WDFW volunteer is required if <u>any</u> 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 (if authorized through the grant agreement)
- The volunteer is being supervised by WDFW staff

If none of those 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 register as a WDFW volunteer.

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 to WDFW.

Both instructions for a volunteer to register using CERVIS and the paper registration form are available for download from the ALEA webpage at: https://wdfw.wa.gov/species-habitats/habitat-recovery/alea.

SECTION 2 – PURCHASING AND REIMBURSEMENT

SOME IMPORTANT POINTS ABOUT REIMBURSEMENT

- 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 a SWV#, grantees must complete the Statewide Payee Registration form. Any volunteers who will be claiming mileage reimbursement directly through the grant must also complete and submit this form prior to seeking reimbursement.
- Grantees cannot be reimbursed for expenses that occur before or after the grant period specified in the grant agreement.
- WDFW cannot not provide advances of grant funds.
- Goods must be received and services rendered within the grant period. Grantees may be required to provide vendor documentation confirming goods and services were delivered/received within the grant period.
- Grantees that submit reimbursement requests with receipts or invoices that show a state agency as the payer of the invoice will not be reimbursed for those charges.
- Reimbursement requests should be submitted at least once per quarter if there has been any purchasing activity.
- At the end of the state fiscal year (June 30), grantees are to submit a reimbursement request for any outstanding charges. This billing must be submitted no later than July 15.
- If your reimbursement request is accurate and complete you can expect to be paid within 30 days of our receipt of it.
- If you wish to have your reimbursement deposited electronically contact the ALEA grant program for more information.
- After your project is complete, any remaining reimbursement requests should be submitted within 30 days, unless it's completed at the end of the fiscal year. In that case, submit your last reimbursement request no later than July 15.
- Some services provided by vendors on projects that are not considered "Public Works" are subject to prevailing wage requirements, such as laborers, truck drivers and building maintenance workers. For additional guidance see the Department of Labor and Industries' webpage at: https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/.

GOODS AND SERVICES

Goods and Services are materials, supplies, equipment or services purchased from a vendor.

Note: some equipment may be classified as “Inventoriable Equipment”. Inventoriable equipment has special rules associated with its management. Please see Page 18 for more information.

GOODS AND SERVICES COSTING UP TO $10,000

MAKING THE PURCHASE

If the cost is under $10,000, before tax and shipping, no formal competitive procurement process is required; however, you should attempt to get the most competitive price. If the good or service is allowable per the grant agreement you can go ahead and just make the purchase. *Exceptions: public works (construction) costs and radio purchases (see relevant sections in the following pages).*

GETTING REIMBURSED

To be reimbursed for these purchases, submit the following:

A. A completed A-19 Invoice Voucher
B. Itemized invoices/receipts that support all charges

GOODS AND SERVICES COSTING MORE THAN $10,000

MAKING THE PURCHASE

If the cost is $10,000 or more, before tax and shipping, you must document your requirements and specifications in writing, and obtain written quotes from a minimum of three vendors. If quotes can’t be obtained locally, expand your search as far as necessary to obtain three quotes. After obtaining the quotes, make your purchase from the lowest qualified bidder. A memo of justification must be included if the lowest bidder is not selected. If three bids cannot be obtained, documentation must be provided demonstrating a sincere effort to find bidders.

GETTING REIMBURSED

To be reimbursed for these purchases, submit the following:

A. A completed A-19 Invoice Voucher
B. Itemized invoices/receipts that support all charges
C. Copies of your quotations and responses

SOLE SOURCE PURCHASES OF GOODS AND SERVICES COSTING MORE THAN $10,000

MAKING THE PURCHASE

"Sole source" means a purchase of goods or services of such a unique nature or sole availability at the location required that the vendor is clearly and justifiably the only practicable source to provide the

goods or services. Sole source purchases of goods or services exceeding a cost of $10,000 is allowable provided the grantee has provided a justification for the sole source purchase in advance of purchase to the ALEA Grant Program Manager, and the ALEA Grant Program Manager has approved the purchase.

The justification for a sole source purchase must address the following:

- What project need requires the sole source purchase;
- A description of the unique features, qualifications or expertise of the vendor proposed for the purchase; and
- The consequences of not having the sole source purchase approved.

GETTING REIMBURSED

To be reimbursed for these purchases, submit the following:

A. A completed A-19 Invoice Voucher
B. Itemized invoices/receipts that support all charges
C. A copy of the sole source justification approved by the ALEA Grant Program Manager

CONSTRUCTION (PUBLIC WORKS CONTRACTS)

Public works contracts are publicly funded contracts for the carrying out of construction, building, renovation, remodeling, alteration, improvement, excavation and repair activities.

SOME THINGS TO KEEP IN MIND ABOUT PUBLIC WORKS CONTRACTS

- Washington State Prevailing Wage requirements apply, as stated in the Public Works Act (RCW 39.12), which is under the statutory authority of the Washington State Department of Labor and Industries. Stated plainly: the contractor hired will have to pay prevailing wages to their employees and this payment must be documented on forms from the Department of Labor and Industries. For more information go to: **https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/**.
- Contractors and any subcontractors must be registered as licensed/bonded/insured contractors with WA Department of Labor (RCW 39.06).
- All applicable permits must be obtained before beginning a public works project.
- Some projects may require a design by a licensed Architect and/or Engineer (A & E). This will depend on the complexity and scope of work involved for the project and must comply with RCW 39.80.
- Public works construction contracts must comply with the competitive solicitation for bid, bonding, and/or retainage as set forth in the public work laws (RCW Title 39 and Title 43.19.1939).

Contact the ALEA Grant Program for more information about hiring a contractor for construction activities.

USED EQUIPMENT

Prior approval is required from the ALEA Grant Program to purchase any type of used equipment.

OBTAINING PRE-APPROVAL

To get pre-approval to purchase used equipment, first submit the following:

A. Documentation of a physical inspection detailing they physical condition of the item.
B. A description of the item and its price.
C. Two independent assessments of market value. Acceptable assessments include:
    1. Guidebook publications
    2. Price guides
    3. Web search appraisals
    4. Appraisals from persons or firms not associated with the seller or purchaser. Appraisals shall indicate whether a physical inspection of the used equipment was conducted and that the price is competitive with the market for comparable equipment. Individuals or firms will normally make the appraisals that are knowledgeable of a particular market, not just knowledgeable of the equipment.

If a physical inspection is not conducted, appropriate documentation shall be included in the purchase file outlining the basis for determining the market value of the equipment in question.

MAKING THE PURCHASE

Obtain the ALEA Grant Program Manager's pre-approval for the purchase as noted above. Follow the guidelines for purchasing Goods and Services starting on Page 10

GETTING REIMBURSED

Follow the guidelines for reimbursement for Goods and Services starting on Page 10.

COMPUTER EQUIPMENT

If allocable under the grant agreement, purchase of computer equipment with a cost of less than $300 (including tax and shipping costs) is reimbursable if necessary for the performance of the grant.

Purchase of computer equipment costing more than $300 is not an allowable expenditure for WDFW grants under the ALEA Grant Program. If computer equipment greater than $300 is necessary for the performance of the grant, grantees are encouraged to lease the computer equipment. Grantees will only be reimbursed for lease charges during the period of the lease agreement that falls with the grant period. Before entering into a lease agreement three quotes must be obtained.

Some examples of computer equipment:

Hardware (CPU)	Monitor
Keyboard	Mouse
Scanners	Plotters
Modems	Zip drives, external hard drives or like devices
Digital Cameras	PDA Handhelds
Printer	Projector
USB drive (pen drive)	

MAKING THE PURCHASE (computer equipment less than $300)

Follow the guidelines for purchasing Goods and Services starting on Page 10.

GETTING REIMBURSED (computer equipment less than $300)

Follow the guidelines for reimbursement for Goods and Services starting on Page 10.

PURCHASING RADIOS

Radio purchases must be coordinated through WDFW and purchases will be made by WDFW. Contact the ALEA Grant Program for more information.

TRAVEL AND RELATED COSTS

A volunteer's travel expenses that are allocable and necessary for the performance of the grant may be reimbursed. These expenses are subject to the requirements and restrictions of the Washington Office of Financial Management's (OFM) State Administrative & Accounting Manual and WDFW's travel regulations. WDFW's travel regulations may highlight, further clarify, and/or restrict OFM policies in some areas.

Only volunteers who have submitted a Statewide Payee Registration form (or have a current Statewide Vendor Number are eligible for reimbursement of mileage, lodging and meals (per diem).

Go to the following webpage for current mileage and per diem rates: Mileage/Per Diem Rates.

To be reimbursed for certain travel costs a volunteer must be in travel status. Travel status is attained when a volunteer is away from their official residence for more than three consecutive hours to participate in project activity.

VOLUNTEER MILEAGE

REQUIREMENTS

A. The volunteer must register as a volunteer with WDFW (see page 8).
B. The volunteer must complete a *Statewide Payee Registration* form, if not done previously.
C. The volunteer must have driven their own vehicle.
D. Only mileage incurred driving to and from the project site and miles incurred while doing project work are eligible for reimbursement.

GETTING REIMBURSED

If the volunteer is to be reimbursed directly, they need to submit a completed A-20 Travel Expense Voucher (See Section 3 – Forms). The A-20 must have the signatures of the volunteer and the person authorized in the grant agreement to sign invoices.

If the volunteer has been reimbursed by the grantee and the grantee seeks reimbursement of that payment, the grantee must submit a completed A-19 invoice voucher along with a copy of the volunteer's A-20. If an organization uses their own form to reimburse volunteers for mileage, that form can be used in lieu of an A-20 provided that the form captures the following information: the volunteer's name, address and phone number; the miles driven; the location(s) the volunteer drove to; the purpose of the trip; the month and day(s) that mileage was incurred; the mileage rate used and the total charge. The form must also have the volunteer's signature and the signature of the person authorized by the grantee to sign those documents.

LODGING

Volunteers may be reimbursed for lodging expenses, up to the maximum allowable amounts plus taxes. Go to the following webpage for lodging rates: Lodging Rates

REQUIREMENTS

A. The volunteer must register as a volunteer with WDFW (see page 8).
B. The volunteer must complete a *Statewide Payee Registration* form, if not done previously.
C. The volunteer must have achieved travel status.
D. The lodging facility must be located more than 50 miles from the volunteer's official residence.
E. The volunteer must obtain a receipt.

GETTING REIMBURSED

Submit a completed A-20 Travel Expense Voucher (See Section 3 – Forms) and a copy of the lodging receipt. The A-20 must have the signatures of the volunteer and the person authorized in the grant agreement to sign invoices.

PER DIEM (MEALS)

A volunteer may be eligible for per diem. Reimbursements are to be made on an allowance basis not to exceed the maximum allowable amounts in effect at the time of travel. Go to the following webpage for meal rates: Per Diem Rates.

Volunteer per diem meal reimbursements are limited to a maximum of $750 per biennium.

REQUIREMENTS

A. The volunteer must register as a volunteer with WDFW (see page 8).
B. The volunteer must complete a *Statewide Payee Registration* form, if not done previously.
C. The volunteer must've been in travel status during the entire agency-determined meal period shown below:

Breakfast	6-7 am
Lunch	12-1 pm
Dinner	5-6 pm

GETTING REIMBURSED

Submit a completed A-20 Travel Expense Voucher (See Section 3 – Forms). The A-20 must have the signatures of the volunteer and the person authorized in the grant agreement to sign invoices.

CAMP GROCERIES

Camp groceries are defined as a purchase of fresh food and related items that are prepared and consumed by a group of individuals who are staying overnight at a camp location. Quantities of fresh food and related items (i.e., paper plates, and napkins) should not exceed the number of attendees and meals furnished. Camp groceries do not include purchases such as toiletries, hygiene items, or cookware. Lunches purchased from a deli, restaurant or similar facilities are not considered camp groceries. For these types of purchases see vendor-invoiced meals on the next page.

REQUIREMENTS

A. If not already a line item identified in your project budget, purchases of camp groceries must be pre-approved by WDFW. Contact the ALEA Grant Program for pre-approval.
B. Grantees will only be reimbursed for camp groceries purchased for registered volunteers.
C. The reimbursement rate for camp groceries is not to exceed the maximum allowable amounts in effect on the date of the volunteer activity. The following link will show the maximum amounts in effect by county Camp Groceries.

MAKING THE PURCHASE

Follow the guidelines for purchasing Goods and Services. Keep in mind the maximum allowable amounts discussed above.

GETTING REIMBURSED

To be reimbursed, submit the following:

A. A completed A-19 Invoice Voucher
B. Itemized grocery receipts that support all charges
C. A Statement of Attendees, which must include the following information:
    1. The date of the activity
    2. The hours the activity took place, e.g., 8:00 am – 3:00 pm
    3. The purpose of the activity
    4. A signup sheet or list of names of those participating

VENDOR-INVOICED MEALS AND REFRESHMENTS FOR MEETINGS AND VOLUNTEER EVENTS

At times, grantees may wish to provide coffee and light refreshments or vendor-invoiced meals as an integral part of a meeting or volunteer activity and be reimbursed for expenses incurred.

REQUIREMENTS

A. If not already a line item identified in your project budget, purchases of refreshments and meals for meetings and volunteer events must be pre-approved by WDFW. Contact the ALEA Grant Program for pre-approval.
B. Grantees will only be reimbursed for meals and refreshments purchased for registered volunteers.
C. The maximum reimbursement rate for refreshments is $3.50 per person for a 2½ to 8-hour activity or $7.00 per person for an 8 or more hour activity up to the actual cost of the purchases.
D. The reimbursement rate for vendor-invoiced meals is not to exceed the maximum amounts in effect on the date of the meeting or event. The following link will show the maximum amounts in effect by county: Meal rates
E. In cases where refreshments have been purchased in bulk in anticipation of several volunteer work parties, food costs/reimbursement must be pro-rated across volunteer activities and number of volunteers.

MAKING THE PURCHASE

Follow the guidelines for purchasing Goods and Services. Keep in mind the maximum allowable amounts discussed above.

GETTING REIMBURSED

To be reimbursed, submit the following:

A. A completed A-19 Invoice Voucher
B. Itemized receipts that support all charges
C. A Statement of Attendees, which must include the following information:
    1. The date(s) of the activity
    2. The hours the activity took place, e.g., 8:00 am – 3:00 pm
    3. A description of the activity
    4. A signup sheet or list of names of those participating

TRANSPORTATION

Transportation Costs are the costs of travel on railroads, airlines, ships, buses, car rentals, and other means of conveyance. To be eligible for reimbursement, these costs must be listed in the approved project budget.

To be reimbursed, submit the following:

A. A completed A-19 Invoice Voucher
B. Itemized receipts or invoices that support the travel charges

INVENTORIABLE EQUIPMENT

Inventoriable Equipment includes certain kinds of equipment that are:

- Costing over $300 (including tax/shipping) such as motors, digital cameras, binoculars, spotting scopes, infrared viewers, GPS units, chainsaws, and projectors.

- Miscellaneous equipment costing over $5,000 such as Lab equipment, radar units, generators, or welding units.

- Items that must be licensed or registered such as vehicles, boats, trailers, or firearms.

Inventoriable equipment whose cost is reimbursed using grant funds is state property and would be on loan to the grantee for the duration of the grant agreement.

Inventoriable equipment shall be used only for project work authorized in the grant agreement.

Grantees are not authorized to loan inventoriable equipment to other entities or individuals.

Inventoriable equipment must be returned to WDFW upon completion of the project unless a Loan of State Owned Equipment agreement is in place that allows use beyond the grant period.

REQUIREMENTS PRIOR TO PURCHASE

Inventoriable equipment to be purchased must be an identified line item in the approved project budget.

MAKING THE PURCHASE

Follow the guidelines for purchasing Goods and Services starting on Page 10.

GETTING REIMBURSED

Follow the guidelines for reimbursement of Goods and Services starting on Page 10. **Note: 20% of the inventoriable equipment cost will be held back until the grantee returns a completed inventory memorandum (see next section below).**

INVENTORY MEMORANDUM AND TAGGING

After being reimbursed for inventoriable equipment purchases you will receive a WDFW inventory memorandum and an inventory tag. You will need to complete the inventory memorandum and return it to the ALEA Grant Program within 30 days of receipt. You will also need to affix the inventory tag to the item.

Once a grantee's inventory memorandum is past due, no further reimbursement requests will be processed until it is received.

WHAT IF THE INVENTORIABLE EQUIPMENT IS LOST, STOLEN OR DESTROYED?

Notify the ALEA Grant Program immediately, in writing, if inventoriable items are lost or stolen. You will need to provide a police report and insurance report for each incident.

SECTION 3 – FORMS

This section describes forms that grantees may need to use. These forms are available for download through the ALEA webpage at ALEA Forms.

A-19 INVOICE VOUCHER

The A-19 Invoice voucher is used to submit reimbursement requests for goods and services.

A-20 TRAVEL EXPENSE VOUCHER

The A-20 Travel Expense Voucher is used to submit reimbursement requests for volunteer incurred mileage, per diem and other travel related expenses.

QUARTERLY REPORT FORM

The Quarterly Report Form is used to update WDFW on the grantee's progress toward achieving project goals and objectives.

FINAL REPORT FORM

The Final Report Form is used to summarize the grantee's project over the term of the grant period.

WDFW VOLUNTEER WORKER REGISTRATION – ALEA FUNDED PROJECTS FORM

If your volunteer(s) will need to register with WDFW and are unable to use CERVIS to register, this is the paper form to use.

STATEWIDE PAYEE REGISTRATION FORM

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 a SWV#, grantees must complete the Statewide Payee Registration form.

Any volunteers who will be claiming mileage reimbursement directly through the grant must also complete and submit this form prior to seeking reimbursement.

SECTION 4 - DEFINITIONS

“Award” means grants, cost reimbursement contracts and other agreements between WDFW and the grantee.

“Grant agreement” means a mutually binding legal relationship between WDFW and the grantee.

“Tribe or “Indian tribal government” means the governing body or a governmental agency of any Indian tribe, band, nation, or other organized group or community certified by the Secretary of the Interior as eligible for the special programs and services provided through the Bureau of Indian Affairs.

“Grant” means awards of financial assistance, including cooperative agreements, in the form of money or property, to an eligible grantee.

“Grantee” means all recipients of grant funds from the WDFW.

“Local government” means a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (whether or not incorporated as a non-profit corporation under State law), any other regional or interstate government entity, or any agency or instrumentality of a local government.

“Market Analysis” means contacting by phone, mail, fax, e-mail or by ad potential providers of goods and services regarding their costs, abilities, and other factors to deliver the requested requirements.

“Reimbursable Cost” means expenditures allowable to the grant agreement as determined on a cash, accrual, or other basis acceptable to the WDFW. It does not include transfers to other funds.

“Sole Source contract” is when is only one person or company that can provide the contractual services needed and that any attempt to obtain bids would only result in one person or company being available to meet the need. To do a sole source contract, a market analysis must be conducted. For this analysis, you are required to contact at least 2 or 3 other vendors/consultants to determine whether they can perform the work during the time frame desired and what their estimated costs are before entering into a sole source contract.

“WDFW” means the Washington Department of Fish and Wildlife.