

**SERVE WASHINGTON  
2024-2025 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 AmeriCorps (AmeriCorps is the operating name for the Corporation for National and Community Service also known as CNCS) federal statutes, applicable regulations, [General Grant and Cooperative Agreement Terms and Conditions](#), [2024 Terms and Conditions for AmeriCorps State and National Grants](#) and other guidelines.

**II. SIGNIFICANT CHANGES FROM 2023-24 SPECIAL TERMS AND CONDITIONS**

1. Reordered and re-lettered sections for clarity
2. Section III. E – added language stating Serve Washington will communicate any future NSCHC vendor requirement changes
3. Section III.G – added required Fraud Awareness Training
4. Section III. F – added required Developing Policies and Procedures Training
5. Section IV. - updated due dates for reporting
6. Section IV.D – clarified Great Story reporting language
7. Section IV.E – updated Member Demographic language and removed program reporting requirement
8. Section IV. F – added language stating Serve Washington will de-obligate funds reported as unexpended
9. Section IV. H – changed fixed-amount grant invoice package due date to on or before the last day of the month
10. Section IV. I – changed cost-reimbursement grant invoice package due date to on or before the last day of the month
11. Section VII.A – added dates of mandatory training and optional monthly trainings
12. Section VIII.B – added date for Swearing-In Ceremony
13. Section VIII. A. – updated meeting schedule and added optional “office hours” information

**III. EXPECTATIONS & REQUIREMENTS**

**A. Staff Changes:** 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. This information is gathered annually during grant-making on the Authorized Representatives form and when/if changes occur during the year subgrantees must update Serve Washington by emailing their assigned Program Officer.

**B. Staff Time Keeping:** Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Including the support of distribution of the employee’s salary or wages among specific activities or cost objectives if the employee works on more than one federal award. Budget estimates alone do not qualify as support for charges to federal awards. Standards for documentation of personnel expenses can be found in [2 CFR 200.430](#).

A compliant timesheet will demonstrate a clear distinction between hours claimed on the grant (federal and grantee share both) and non-AmeriCorps hours and will reflect an accurate allocation of wages to the grant during actual pay periods. Any non-allowable activities must be recorded as non-AmeriCorps hours, but all hours recorded by the employer must be recorded on this timesheet. Timesheets should document approval by both employee and supervisor and reconcile to payroll records.

**C. My AmeriCorps Portal:** Member management functions including service opportunities, enrollments, exits, suspensions, reinstatements, transfers, slot conversions, etc., are to be conducted

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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 8 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.

**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 2023 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 Checks (NSCHC):** Serve Washington requires all programs use the AmeriCorps designated vendors: Truescreen and Fieldprint. Truescreen will provide the NSOPW check, State of Service check, and State of Residence check. Fieldprint will provide the FBI check. Any changes to Serve Washington's designated vendor requirements will be communicated with subgrantees.

Serve Washington also 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 AmeriCorps Criminal History Check eCourse via the AmeriCorps Learning Management System ([Litmos](#)). The annual requirement is the responsibility of the program. Completion of this annual requirement is verified during site monitoring.

**F. Key Concepts of Financial Grants Management:** Program Directors and key staff identified as having a role or responsibility in fiscal grants management compliance are required to complete and retain a certificate of completion of the AmeriCorps Key Concepts of Financial Grants Management eCourse. The eCourse is to be completed via the AmeriCorps Learning Management System ([Litmos](#)). Completion of this is required annually and is verified during site monitoring.

**G. Fraud Awareness Training for AmeriCorps Grantees:** Each program must identify at minimum one staff person to complete and retain a certificate of completion of the AmeriCorps Fraud Awareness Training. The AmeriCorps eCourse is to be completed via the AmeriCorps Learning Management System ([Litmos](#)). Completion of this is required annually and is verified during site monitoring.

**F. Developing Policies and Procedures Training for AmeriCorps Grantees:** Each program must identify at minimum one staff person to complete and retain a certificate of completion of the AmeriCorps Fraud Awareness Training. The AmeriCorps eCourse is to be completed via the AmeriCorps Learning Management System ([Litmos](#)). Completion of this is required annually and is verified during site monitoring.

**H. Certification of Member Time and Attendance:** In order for a member to receive a post-service Segal 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. 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.

**I. Compliance with [2 CFR, Part 200, Subpart F](#) (previously known as OMB Circular A-133)**

Subgrantees must comply with Uniform Guidance, including Single Audit requirements for those expending federal grant awards amounting to \$750,000 or more. This Guidance applies to all

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AmeriCorps State and National 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.

### IV REPORTING

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. Member Placement Form:** Each service year, Serve Washington will request subgrantees submit a member placement form. The form includes all active service locations that should align with the active service locations in eGrants. The form will aid in identifying the congressional and legislative district placements for AmeriCorps members serving in Washington State, as well as focus areas and types of organizations, which is not fully captured in eGrants. The member placement form is a valuable tool for Serve Washington and commissioners to use throughout the year when educating elected officials during legislative committee assembly days, legislative session, AmeriCorps Week, and hill days with members of the congressional delegation. Serve Washington will provide subgrantees with a partially completed template a month prior to the due date.

Understanding programs operate off different program years, there are **two due dates**:

- 1) January 19, 2025 (required), and
- 2) April 5, 2025 (required for calendar year programs; optional for updated data).

**B. Service Project/Special Event:** Subgrantees will identify three service project days or special events prior to the member service year that their organization will commit to promoting, participating in, and reporting on. At minimum, one event must include a recognized National Day of Service either the 9/11 Day of Service and Remembrance, the Martin Luther King, Jr. Day of Service, or AmeriCorps Week. 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, Veterans Day, Earth Day, or Global Youth Service Day.

Subgrantees will submit a Great Story in the Serve Washington Smartsheet reporting system as soon as possible after the project/event.

**C. Semi-Annual Progress Reports:** Subgrantees shall complete progress reports via the Serve Washington Smartsheet reporting system. Submit the report through the provided link. Due dates to Serve Washington are as follows:

- April 15, 2025, for the period starting on the first day of the grant through March 31.
- October 15, 2025, for the period starting on the first day of the grant through September 30 or the end date of the grant, whichever is earlier.
- January 31, 2026, for **calendar year programs only**, for any data collected after the October report.

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

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**D. Great Stories:** Subgrantees will submit no less than five Great Stories and corresponding photos over the course of the member service year. These should reflect outstanding examples of impact on service members and/or service recipients/community. Three of the five stories should correspond to a service project or special event. There is not a set due date for Great Stories as they should be submitted as accomplishments/events/highlights happen. This is done through a provided link to Serve Washington's Smartsheet Reporting System. Please see section IX.E regarding media releases.

**E. Member Demographics:** Serve Washington will request demographic information from your members directly. This will be collected anonymously. This information is valuable for Serve Washington, commissioners, and programs to inform equity work and develop programming that makes service accessible for all.

**F. 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 March, for subgrantees who are funded out of a prime level grant in continuation. Serve Washington will notify subgrantees as applicable. Funds reported as unexpended will be de-obligated from the grant and unavailable for the program.

**G. Close-out Form:** Subgrantees shall complete a Close-out Form when requested by Serve Washington. Serve Washington will notify each affected subgrantee when the close-out of a prime grant occurs and what documentation is required. Close-out includes equipment inventory, inventory of residual supplies, and certification of subgrant close-out.

### H. Fiscal Reporting for Fixed-Amount Subgrantees

1. **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.
2. **Accessing Grant Funds under Fixed-Amount Grants:** For fixed-amount grants, you must ensure that you do not request more funds from Serve Washington than you are entitled to draw based on hours served by enrolled members. 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 report of hours served by members. **Submit the entire invoice package by email to your Program Officer and Grants Officer.**

An invoice package is **due on or before the last day of the month** following the reporting period. While prompt payment from the State is the goal, Serve WA cannot honor requests to expedite payments. Invoice packets must include:

- i. Washington state A-19 Invoice Voucher (*signed PDF*);
- ii. Invoice Tracking Sheet (*submit in original Excel format*);
- iii. Current Member Roster from the My AmeriCorps Portal (*PDF*); and
- iv. Relevant Timekeeping Report from a timekeeping system (*any format*).

3. **Budget Modifications:** Fixed-amount grants are not subject to the Terms and Conditions for AmeriCorps State and National Grants related to "Budgetary Changes."

### I. Fiscal Reporting for AmeriCorps State Cost-Reimbursement Subgrantees

1. **Cost-Reimbursement Requests:** Subgrantees are required to submit requests for reimbursement on a monthly basis unless an alternative frequency has been approved by Serve Washington. **Submit the entire invoice package by email to your Program Officer and Grants Officer.**

An invoice package is **due on or before the last day of the month** following the reporting period. While prompt payment from the State is the goal, Serve WA cannot honor requests to expedite payments. Invoice packets must include:

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- i. Washington state A-19 Invoice Voucher (*signed PDF*)
- ii. Periodic Expense Report (*submit in original Excel format*)
- iii. Current Member Roster from the My AmeriCorps Portal (*PDF*)

**2. Budget Modifications:** Cost-reimbursement 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 Grants Officer via email. Additionally, specific items not proposed in the budget will require written approval from the Program Officer. 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 Serve Washington.

Budget modification forms are included in the Fiscal Workbook and should be emailed to your Grants Officer and Program Officer. If approved, a signed form will be returned via email.

**3. Program Income and Other Federal Funds Reports: Cost reimbursement** subgrantees shall complete a Program Income Report and Other Federal Funds Report (OFFR) using the reporting tool provided by Serve Washington. Submit the report by email to your Program Officer and Grants Officer in the original format on or before the dates noted below:

- April 15, 2025, for the period starting on the first day of the grant through March 31;
- October 15, 2025, for the period starting April 1 through September 30 or the end date of the grant, whichever is earlier.

**J. Quick Reference Table**

	<b>Fixed-Amount</b>	<b>Cost-Reimbursement</b>
<b>Monthly:</b>		
<b>A-19 Invoice</b>	X	X
<b>Periodic Expense Report (PER)</b>		X
<b>Invoice Tracking Sheet</b>	X	
<b>Timekeeping Report</b>	X	
<b>Member Roster</b>	X	X
<b>Periodically:</b>		
<b>Great Stories (5x year)</b>	X	X
<b>Member Placement Form</b>	X	X
<b>Semi-Annually:</b>		
<b>Program Income Report</b>		X
<b>Other Federal Funds Report (OFFR)</b>		X
<b>Semi-Annual Progress Reports</b>	X	X
<b>Annually:</b>		
<b>Unexpended Funds Report</b>	when asked	when asked
<b>Close-out Form</b>	when asked	when asked

**V. RECORDS RETENTION**

Subgrantees are required to retain and maintain copies of all documentation associated with the grant in accordance with 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.

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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.

### VI. CONTRACT AMENDMENTS & NO-COST EXTENSIONS

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. The budget modification process for cost reimbursement grants is outlined in section IV.1.2.

A No-Cost Extension (NCE) occurs when a subgrantee's contract end date is changed to an agreed upon later date without any increase to the grant budget (no additional funds are awarded). NCEs may be favorable when a disruption to member service needs extended, or a program design change is warranted. Subgrantees interested in a NCE should talk with their Program Officer as soon as relevant, but no later than 60 days before the end of the contract. A request for a NCE is not a guarantee for approval. Serve Washington will make the final determination. If approved, a formal contract amendment will commence.

### VII. SITE MONITORING

Serve Washington will conduct yearly monitoring to support subgrantee compliance. The type of monitoring process each subgrantee will go through is determined by utilizing a risk-based assessment process 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 process may focus on fiscal or programmatic grants management and 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. Subgrantees must submit the member service agreements to their Program Officer no later than 10 business days before the member start date. 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.

### VIII. PARTICIPATION IN SERVE WASHINGTON-SPONSORED TRAINING AND EVENTS

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

**A. Program Directors and Key Staff:** AmeriCorps Program Directors and key staff are required to attend the following mandatory meetings:

- The National Service Training Conference sponsored by America's Service Commissions (ASC) – Spring 2024, Atlanta, GA

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- The Annual Subgrantee Meeting – July 9-10, 2025
- Bi-Monthly Subgrantee Meetings (All virtual at 9:00am) –
  - September 17, 2024,
  - November 19, 2024,
  - January 21, 2025,
  - March 18, 2025,
  - May 20, 2025
- Other meetings as Serve Washington identifies.

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). When available, the Program Director will be asked to listen to replays of recorded calls. AmeriCorps members may not represent subgrantees at these meetings.

Serve Washington may host optional “office hours” for programs to connect with staff. Refer to the Basecamp calendar for more information.

**B. AmeriCorps Members:** As part of their service commitment, AmeriCorps members should participate in statewide activities including the AmeriCorps Swearing-In Ceremony on October 30, 2024. Other activities include, but are not limited to, the 9/11 Day of Service and Remembrance, 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.

Serve Washington may also provide AmeriCorps member development supports, trainings, and/or resources, such as Leader Corps. These will be optional and programs are encouraged to support member participation.

### IX. 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 General Grant and Cooperative Agreement Terms and Conditions. Suggestions for fulfilling this requirement are noted below:

**A. Use of the AmeriCorps Name and Logo:** AmeriCorps is a registered service mark of AmeriCorps the Federal Agency. 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 AmeriCorps and Serve Washington requirements. Serve Washington provides camera-ready logos for use by AmeriCorps programs in Washington state on our website under [Subgrantee Resources](#). Subgrantees should use the AmeriCorps Washington logo when possible.

**B. Service Gear:** AmeriCorps members must be visually identified as part of the AmeriCorps national service network during all service activities and projects. Members should be provided with and 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

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strongly encourages programs to use the AmeriCorps Washington logo in place of the generic AmeriCorps logo found in the national service catalogs.

**D. Websites and Social Media:** Per the current General Grant and Cooperative Agreement Terms and Conditions, websites, and social media communications when applicable, of all subgrantee organizations must clearly state that they are an AmeriCorps program and display the AmeriCorps logo with prominence. Logo graphics should be embedded with a link back to the [AmeriCorps.gov homepage](https://www.americorps.gov). The AmeriCorps Washington logo is preferred. Serve Washington will repost/reshare social media items in public channels to amplify and promote AmeriCorps and our subgrantees.

**E. Photographs/Videos/Recordings/Etc.:** Each subgrantee is expected to take several well branded, high-quality digital pictures of AmeriCorps members. Preferred shots are those “in action” wearing their AmeriCorps gear with the logo visible. These photos should reflect the diversity of service in Washington as well as of our members. Programs are expected to send any high-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 AmeriCorps the Federal Agency, or in publications. Programs shall share their photos with Serve Washington through the Great Story submission form. Great Stories can be submitted in conjunction with progress reports, after service projects/events, when members or programs are featured in the media, or anytime there is a highlight to share.

- 1. AmeriCorps Member Informed Consent & Media Release Agreement:** 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. Serve Washington provides a media release agreement template highly suggested for organizations to use. If using an alternate template, AmeriCorps the Federal Agency also known as the Corporation for National and Community Service, Serve Washington, the Office of Financial Management, must all be cited in the release and granted the same permissions as the legal applicant (subgrantee), program, and host site. Serve Washington will monitor for this requirement and may ask for a copy of the release when applicable.
- 2. Service Recipient and/or Subgrantee Staff Informed Consent & Media Release Agreement:** Some of the best action photos of AmeriCorps members are those in which members are performing service with their service recipients and program staff. Programs are advised to receive consent from individuals who appear in photos, videos and/or voice recordings. Serve Washington provides a media release agreement template highly suggested for organizations to use. If using an alternate template, AmeriCorps the Federal Agency also known as the Corporation for National and Community Service, Serve Washington, and the Office of Financial Management, must all be cited in the release and granted the same permissions as the legal applicant (subgrantee), program, and host site. Programs should keep the completed forms on file when taking and sending media to Serve Washington and Serve Washington may ask for a copy of the release when applicable.

## X. DISASTER/EMERGENCY RESPONSE

Serve Washington (and thereby AmeriCorps programs and AmeriCorps members) are currently designated as part of the [Washington State Comprehensive Emergency Management Plan](#) under [Emergency Support Function 6](#) – Mass Care, Emergency Assistance, Temporary Housing and Human Services. As a supporting agency, our core capability is identified as mass care services. Specifically, “connecting teams of trained volunteers and/or AmeriCorps members to carry out a wide range of response support actions emphasizing disadvantaged communities and residents with disabilities and others with access or functional needs, including, canvassing and information distribution for state response actions and sheltering and feeding support and distribution of water, food, ice, and emergency supplies.” We take this essential role seriously and pledge to assist with statewide preparedness, response and recovery activities when called.



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AmeriCorps programs and AmeriCorps members potentially play an integral role in disaster/emergency response. To that end, subgrantees may develop policies to allow for members to provide disaster/emergency services, both within Washington and nationally as an AmeriCorps Disaster Response Team (A-DRT). It is acceptable for members to receive hours towards their term of service for participating in local, state, and national efforts and training opportunities, based on their program's approved disaster/emergency response policy. All outside requests for AmeriCorps members to provide disaster/emergency response services must be coordinated through Serve Washington and programs must notify Serve Washington in advance of internally reassigning any members to participate in disaster/emergency activities. Depending on the severity of the disaster/emergency, requests may come through county emergency operations centers, the state emergency operations center, or through our federal partners, FEMA and/or AmeriCorps the Federal Agency.

**A. Local Response:** AmeriCorps programs have the option to respond to local disaster/emergency activities as it fits their program design. If the approved grant application includes disaster/emergency activities, the program may respond to a local or state disaster according to that design. In such cases the program shall notify their Serve Washington Program Officer of such intentions. If the program is seeking to respond to a local or state disaster/emergency and such activities are not included in the approved grant application, please contact your Program Officer for approval of any activities outside program design. In the event that you receive a request for disaster/emergency assistance directly from a local contact or state official, please contact your Program Officer immediately for additional instructions and approval.

**B. State Response:** AmeriCorps programs and AmeriCorps members may be asked to serve in some capacity, as appropriate, in the event of a disaster/emergency that significantly impacts an area(s) of the state. Serve Washington will work closely with the State Emergency Operations Center (SEOC) to determine the necessity of deploying or reassigning AmeriCorps members for disaster/emergency assistance. Requests coming through the SEOC may allow AmeriCorps members to be relieved of their "regular" position descriptions to respond to a disaster/emergency.

**C. Federal Disaster Recovery Cooperative Agreement (DRCA) and AmeriCorps Disaster Response Team (A-DRT):** AmeriCorps programs that desire to respond to federally declared disasters may want to proactively apply for a cooperative agreement as an A-DRT. A-DRTs adequately train AmeriCorps members for disaster/emergency response. A-DRTs deploy under a mission assignment approved by FEMA and AmeriCorps the Federal Agency. Deployment is optional and programs can limit deployment to one's own state. While there are significant requirements, there are also many potential benefits. For more information, contact Serve Washington.