



# Grant Applicant Toolkit

## FY 2025-27



The [Washington Climate Corps Network](https://www.climate.wa.gov) (WCCN) is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at: [www.climate.wa.gov](https://www.climate.wa.gov)

<b>OVERVIEW .....</b>	<b>3</b>
Serve Washington .....	3
Purpose of the Network .....	3
History of the Network.....	3
<b>WCCN Grant Program Details.....</b>	<b>4</b>
2025-27 Grant Budget .....	4
Award Amounts.....	4
Budget Categories .....	4
<b>Eligibility Requirements .....</b>	<b>5</b>
Applicants .....	5
Architects.....	5
<b>Important Dates &amp; Timeline .....</b>	<b>7</b>
Round 1 Timeline: May – June.....	7
Rolling Monthly Timeline .....	7
<b>Grant Process.....</b>	<b>8</b>
WCCN Grant Webinar.....	9
Letter of Intent.....	Error! Bookmark not defined.
How to Apply .....	9
Application Follow-up and Notices .....	10
<b>Awards Priorities &amp; Restrictions .....</b>	<b>11</b>
Benefiting Vulnerable Populations, Overburdened Communities .....	11
Award Principles .....	11
Award Restrictions.....	12
<b>Negotiations, Execution, and Invoicing.....</b>	<b>14</b>
Reimbursable Invoicing.....	14
<b>Partner Commitments.....</b>	<b>15</b>
Partners (Grant Recipients) .....	15
Architect Storytelling Requirement.....	15
Program Expectations .....	16
Network Development Support .....	16
Liability Insurance Coverage .....	16
<b>Reporting &amp; Performance Requirements.....</b>	<b>17</b>
Minimum Project Achievements.....	17
Quarterly Reporting.....	17
Closeout Reporting .....	18
<b>Questions? Contact WCCN!.....</b>	<b>20</b>
<b>Definitions.....</b>	<b>21</b>
<b>REFERENCES.....</b>	<b>25</b>

# OVERVIEW

The Washington Climate Corps Network (WCCN) is pleased to administer the WCCN Grant Program with funds from the Climate Commitment Act (CCA) throughout the 2025-27 biennium.

These funds shall mobilize young adults, veterans, and vulnerable populations through service projects building climate resiliency in overburdened communities.

WCCN is seeking qualified entities to join the WCCN to implement service projects building low-carbon and climate-resilient communities, ecosystems, and economies.

## Serve Washington

[Serve Washington](#), a state service commission, advances national service, volunteerism, and civic engagement to improve lives; expands opportunity to meet the local critical needs of residents of Washington; and strengthens community capacity while creating healthy and resilient communities. Authorized by Executive Order 16-08, a 20-member board of Governor-appointed commissioners supports and advises Serve Washington.

## Purpose of the Network

WCCN is creating a climate resilient Washington through enterprising service projects, community partnership, and investing in the next generation of environmental leaders.

WCCN invests in service projects and service-learning opportunities for young adults (17-31), veterans (any age), and overburdened communities<sup>1</sup>. These activities shall improve the climate resilience of Washington and professional development of the service participants.

The WCCN will achieve the following goals:

1. Increase participation in addressing climate challenges in overburdened communities.
2. Expand the diversity, awareness, and accessibility of climate service opportunities in Washington.
3. Create a service-learning program for funded network partners and their service project members.
  - a. The service-learning program will increase awareness of and access to clean energy and climate-related career opportunities and networks.

## History of the Network

In 2023, the Washington State Legislature passed [Second Substitute House Bill 1176](#) to create more service projects mobilizing young adults and veterans, provide training and educational opportunities, and expand our state's climate workforce opportunities. The creation of the Washington Climate Corps Network acknowledges climate change as one of our state's greatest challenges and recognizes service projects as a unique opportunity to address this challenge.

# WCCN Grant Program Details

## 2025-27 Grant Budget

The WCCN Grant Program has approximately \$2,300,000\* available for funding grant awards in the 2025-27 biennium. These funds are generated by the revenues of the [Climate Commitment Act](#) and all grant awardees are subject to the definitions, reporting requirements, and accountability standards set forth.

\*On April 27, 2025, the WA State Legislature approved a funding bill that includes the FY26-27 budget for the WCCN. Governor Ferguson has 20 days (not counting Sundays) to sign the bill into law, which has not yet occurred. Therefore, the WCCN budget is not yet official, and the numbers presented are merely a projection based on the legislature's funding decision. It is possible that this will change.\*

## Award Amounts

This grant supports two tiers of awards, hereafter referred to as Tier 1 and Tier 2.

### 1. Tier 1 (Cedar Level) Grants: Up to \$35,000

- a. Accessible to small organizations and applicants located in overburdened communities.
- b. Contracts will involve less reporting and contractual requirements.
- c. Project budget prioritizes increasing community participation, project activation, and service member compensation.

### 2. Tier 2 (Hemlock Level) Grants: \$35,001 +

- a. Accessible to all eligible applicants.
- b. Contracts will involve quarterly reporting and contractual requirements.
- c. Project budget may support personnel, project costs, and more organizational capacity building.

## Budget Categories

Grantees may use WCCN funds on personnel, project costs, participant stipends, and indirect costs.

**Personnel costs** are defined as:

- Compensation including all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the award, including but not necessarily limited to wages and salaries.

**Project costs** are defined as:

- Any supplies, equipment, or costs incurred to the organization which allows the project and the Architect to successfully implement the project.
- All project costs must be **directly** tied to the project awarded WCCN grant funds.

**Participant Stipends** are defined as:

- Any funds directed to the Architect serving the community service project to provide a living allowance for the Architect.

**Indirect costs** are defined as:

- Indirect costs are the overhead expenses that support the organization and are not solely attributable to individual projects.
- No more than **10% of the grant award** may be applied to indirect costs.

# Eligibility Requirements

To receive a contract and join the WCCN as a grantee one must meet the following requirements for any funded architects, community partners, and projects.

## Applicants & Grantees

The WCCN has the following requirements for all applicants interested in joining the grant program. These are established to assure compliance with Washington generally acceptable accounting principles and vendor requirements.

1. Must be an eligible organization or host site:
  - a. Nonprofit organization
  - b. Academic Institution (K-12, Collegiate, Technical, etc.)
  - c. Special Purpose District
  - d. Local Government Agencies (County, Municipality)
  - e. Tribe or tribal organization
  - f. Fiscally sponsored organization
2. Must prioritize service by and for overburdened communities, though applications may request support for projects or sites of varied overburdened community ranking.
  - a. WCCN values equity in every aspect of our work. This is represented in the service and funding we provide.
  - b. WCCN encourages applicants to develop projects that are culturally responsive and partner with the communities served to implement a project.
3. Must submit as part of their application budget the determination of the area as overburdened using the [Overburdened Communities of Washington State](#) map.
  - a. The mapping tool identifies geographic areas considered as “overburdened communities.”<sup>1</sup>

## Architects (Service Project Participants)

- ***Building a resilient future for their community, career, and network of fellow climate leaders.***

All participants receiving a stipend or any form of support from the WCCN to implement a service project shall be uniquely known as ‘**Architects**’ in all WCCN grant, contract, and communications. Investments and Corps programs across the state often refer to these individuals as ‘service members’. ‘**Architects**’ is more than a designation—it reflects the transformative role these individuals play in the network. **Architects** are actively involved in designing more climate-resilient communities, career pathways, and connections for a sustainable career in the green and blue economies of the future. By joining the WCCN, **Architects** are building the linkages that drive the dynamic, interconnected network of climate action and professional growth that is essential to achieving the WCCN goals.

To be considered an **Architect**, individuals must meet the following criteria.

1. Be between 17 – 31 years old; **OR**
2. a U.S. military veteran; **OR**

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<sup>1</sup> The mapping tool is a composite of map layers depicting census tracts ranked 9 or 10 on the Environmental Health Disparities map, areas characterized as “disadvantaged” on the federal Climate and Economic Justice Screening Tool (CEJST)<sup>1</sup>, and census tracts that are fully or partially on “Indian Country” as defined in 18 U.S.C. Sec. 11514. (Indian Affairs (IA). “MMU’s Service Area and Jurisdiction | Indian Affairs,” <https://www.bia.gov/mmujurisdiction>.)

3. Individuals with physical or sensory disabilities; **OR**
4. Come from a vulnerable population in an overburdened community.
  - a. Priority is given to individuals from overburdened communities, including young adults, veterans, and those from other vulnerable populations.
5. The individual does not have to be from the overburdened community being served.
6. Receive a living allowance that meets or exceeds the appropriate tier living allowance, as defined in the Budget section of this grant and Exhibit B: Definitions.
7. Participate in service-learning and networking events coordinated by WCCN.

# Important Dates & Timeline

Due to the high volume of interest and limited funds, we have established **two distinct funding rounds** for applicants to start the 2025-2027 biennium. If funds are available following the first two funding rounds, we will review applications on a rolling monthly basis.

## Round 1 Timeline: May – June 2025

Grant Webinar (Live & Recorded) with Q&A	May 14, 2025 @ 11:00 AM (PST) Recording Available: <a href="#">Microsoft Virtual Events</a>
Submit Letter via <a href="#">LOI Form</a>	WCCN response within 2 business days.
If invited to apply, Submit Application Form	WCCN reviews all Round 1 applicants after deadline.
<b>1<sup>st</sup> Round Application Deadline</b>	<b>June 2 @ 8:00 AM (PST)</b>
Review Window*	June 2 – June 9, 2025
<b>Awards Decision sent to Applicants</b>	<b>June 13, 2025</b>
Contract Negotiations	Estimated 2-3 weeks, starting June 13, 2025
Contract Executed (Begin Invoicing)	On the date all parties sign the contract, estimated 1-2 weeks after final negotiation.

\*WCCN staff may reach out to applicants during the application review period.

If funds remain following Round 1 applications, WCCN will maintain the following **Rolling Monthly Timeline** until all available funds have been allocated.

## Rolling Monthly Timeline (June 2025 - June 2027)<sup>2</sup>

Application Rolling Monthly Deadline	<b>21<sup>st</sup> day of the month</b>
Review Window*	2 weeks following the 21 <sup>st</sup>
Awards Decision sent to Applicants	By the 10 <sup>th</sup> day of the following month
Contract Negotiations	Estimated 2-3 weeks following award notice
Contract Executed (Begin Invoicing)	On the date all parties sign the contract, estimated 1-2 weeks after final negotiation.

\*WCCN staff may reach out to applicants during the application review period.

<sup>2</sup> Updated on 05/28/2025 to reflect the rolling monthly timeline starts in June 2025.

# Grant Process





# WCCN Grant Webinar

Applicants are encouraged to review the recorded online informational session to learn about Serve Washington, the WCCN structure, completing the application, and other answers to commonly asked questions.

Join the WCCN 2025-2027 [Grant Webinar via Microsoft Teams](#).

This live webinar will be recorded on May 14, 2025 and available for 180 days.

## Letter of Intent

To receive a link to the application, organizations must first submit a Letter of Intent [via Smartsheet form](#).

**Please include the following in your Letter of Intent:**

1. Overview of you/your organization (may provide external links)
2. A summary of your proposed service project(s)
3. Communities supported by the service project(s)
4. A budget estimate for your proposal
5. Brief description of proposal's alignment with WCCN goals
6. Outcomes for the Architects and community

WCCN will review all letters of intent submitted. You will receive a response seeking additional information, providing feedback for better alignment, or inviting you to apply.

**NOTE:** Only those applicants that submitted a Letter of Intent and were invited by WCCN to apply are eligible to receive WCCN funds.

## How to Apply

Click the links below to begin the process for submitting a Letter of Intent, selected letters will be invited to apply in a follow-up message.

- [Submit a Letter of Intent](#) (Smartsheet Form)

Applications shall include the complete responses to each of the application sections included below.

**Tier 1:** 14 prompts (10 scored), 19 points available

**Tier 2:** 17 prompts (13 scored), 28 points available

### 1. Applicant Contact and Grant Details:

- a. Provide application tier, contact name, e-mail address, organization name, and organization type (with multiple possible categories).

### 2. Project Overview:

- a. A concise project name (3–7 words; not scored).
- b. Selection of [Climate Resilience Focus Area](#) (scored 0–1).
- c. A Project Summary (short narrative; scored 0–3).
  - i. **For Tier 2 Only:** Additional Project Details (longer narrative; scored 0–3) addressing alignment with focus areas, advancement of clean energy, and specific activities or funding needs.
- d. "Your Story": A short video or audio recording (< 5 minutes; not scored) describing the project's benefits and additional context.

### 3. Project Location:

- a. Describe where the service project(s) will take place.

- b. **Content Includes:**
  - i. Selecting the counties where the project will occur (scored 0–1).
  - ii. Indicating if the project serves an ‘overburdened community’ (scored 0–1), using the Overburdened Communities map.
  - iii. If not automatically located in an overburdened area:
    1. Providing a Location Rationale or selecting Overburdened Tracts (scored 0–2).
4. **Community Benefit & Timeline:**
  - a. Explain how the project will provide direct benefits to the community.
    - i. **Content Includes:**
      1. A Community Benefit narrative (longer narrative; scored 0–3) that describes impact measurement and resilience indicators.
      2. **For Tier 2 Only:** Community Involvement narrative (longer narrative; scored 0–3) that explains how overburdened communities or vulnerable populations are engaged in planning, recruitment, and project implementation.
      3. A timeline narrative (short narrative; not scored) describing key milestones and deliverables for both the project and the Architect.
5. **Architect Benefit & Resilience:**
  - a. Describe how the project will benefit the Architect (the service member) through training, networking, and educational opportunities.
  - b. **Content Includes:**
    - i. A narrative about Training, Networking, and Educational Opportunities (scored 0–3).
    - ii. **For Tier 2 Only:** A Recruitment Strategy (narrative; scored 0–3) detailing targeted recruitment and alignment with eligibility requirements.
    - iii. A narrative on Architect Career Climate Resilience (scored 0–3) that connects the opportunities provided to long-term professional and leadership growth.
6. **Budget & Supplemental Information:**
  - a. Provide detailed budget information and justify the expense categories.
  - b. **Content Includes:**
    - i. A Budget Worksheet & file upload for additional documents (scored 0–1).
      1. The Budget Worksheet is provided as an Excel file and may be submitted in Excel format or as a PDF.
      2. Please combine any additional documents into a single PDF and upload it to the online application.
    - ii. A Budget Rationale (narrative; scored 0–2) explaining the necessity of each expense and considerations for reduced awards.
    - iii. An unscored Additional Comments section for any extra information.

## **Application Follow-up and Notices**

- Applicants are encouraged to request the funding tier, amount, and budget categories that best support their project goals.
- WCCN reserves the right to adjust award amounts, request modifications to project budgets, or require additional documentation as needed to ensure that all awards align with program priorities and accountability standards.
- WCCN will notify applicants of their status via the e-mail address provided in the application. Notification should occur within one month of submission, unless otherwise specified.
  - In some cases, additional clarification or documentation may be requested during the review process.

# Awards Priorities & Restrictions

Applicants will be selected based on several factors, including, but not limited to:

1. **Location & Community Partnership:** The extent to which the project is within, and developed in strong partnership with, overburdened communities.
2. **Climate Resilience Impact:** The ability to address the greatest climate risks in alignment with the strategies and metrics [identified by the State of Washington](#).
3. **Clean Energy & Emissions Reductions:** The degree to which the service project advances Washington state's clean energy goals, including the implementation of innovative low-carbon solutions and renewable energy technologies that contribute to significant emissions reductions.
4. **Direct Community Benefits:** The project's impact in delivering direct and [meaningful benefits to vulnerable populations](#), addressing environmental burdens and promoting civic engagement.
5. **Architect Development:** The quality of professional development provided to Architects, including enhancements in leadership skills, credentials, and access to climate-related professional, educational, and networking opportunities.

## Benefiting Vulnerable Populations, Overburdened Communities

WCCN seeks to award no less than 40 percent of WCCN funds to provide **direct** and **meaningful** benefits to vulnerable populations within the boundaries of overburdened communities through:

1. The reduction of disproportionate, cumulative risk from environmental burdens in overburdened communities, including those associated with climate change.
2. The support of a community-led project through a by-and-for model of development, planning, implementation, and sustainability.
3. Advancing an overburdened community's climate resiliency goals.

WCCN shall use the following criteria to determine whether the application will benefit vulnerable populations and overburdened communities:

1. The project is located within the geographic areas identified as overburdened, including:
  - a. Areas identified on the [overburdened communities mapping tool](#); OR
  - b. Areas not identified on the mapping tool but identified through additional information and data from the agency program or funding applicant; and
2. Is reasonably expected to benefit a vulnerable population based on one or more of the "vulnerable populations" criteria established in the HEAL Act (RCW 70A.02.010).
  - a. *Exception:* Any project applicant or project proponent that indicates their project area as an overburdened community and provides rationale for how the project will create environmental benefits for vulnerable populations, regardless of whether the project is in an area identified on the mapping tool, shall be counted as such.
3. It is expected to create meaningful environmental benefits per criteria established in the CCA per RCW 70A.65.030(1).

## Award Principles

In alignment with Washington's pursuit of [Environmental Justice](#), the WCCN adheres to the following funding principles:

1. Benefits and programs should be directed to areas serving vulnerable populations and overburdened communities to reduce statewide disparities;
2. Investments and benefits should be made roughly proportional to the health disparities that a specific community experiences, with a goal of eliminating the disparities;
3. Investments and programs should focus on creating environmental benefits, including eliminating health burdens, creating community and population resilience, and raising the quality of life of those in the community; and
4. WCCN grants strive to balance investments across the state and within counties, local jurisdictions, and unincorporated areas as appropriate to reduce disparities by locations and to ensure efforts contribute to a reduction in disparities that exist based on race or ethnicity, socioeconomic status, or other factors exacerbating environmental health.

## **Award Restrictions**

Awarded funds under the Climate Commitment Act are subject to strict limitations that ensure public funds are used exclusively to advance climate action, build community resiliency, and support innovative service projects. This section highlights a few requirements to be followed by all award recipients; these items will also be identified in all WCCN contracts.

Awarded organizations **MUST** comply with the following requirements:

### **1. Supplantation Prohibition**

- Funds may not be used to replace or duplicate public funds previously allocated to a similar program. Projects must demonstrate that these funds are additional—enabling initiatives that would not occur without this financial support.

### **2. Religious Use Exclusion**

- Funds may not be directed toward any activities that involve religious instruction, worship services, or proselytization. The intent is to maintain a secular use of public funds and ensure inclusivity.

### **3. Political Activity Limitation**

- Awarded funds cannot support, assist, or deter any form of political activity.
- Specifically, they may not be used to finance activities intended to influence the outcome of Federal, State, or local elections, nor to interfere with union organizing efforts.

### **4. Interference with Contracts or Collective Bargaining**

- Funds must not be used in a manner that impairs existing contracts for services or collective bargaining agreements. The funds should not disrupt established labor arrangements, or the rights of employees as set out in current contracts.

### **5. Nonduplication Requirement**

- The funding must be applied solely to projects that are not already provided by a State or local government agency within the same locality. Awarded organizations should ensure that their project offers a unique service or fills a gap in public programs.

### **6. Nondisplacement Clause**

- Funding may not be used to displace existing employees or reduce their hours, wages, or benefits. Additionally, service opportunities provided under the award should not replace positions or duties that a currently employed

individual is expected to perform, including roles safeguarded by collective bargaining agreements or recall rights.

- For a more detailed outline, please see the [definition of Nondisplacement](#).

# Negotiations, Execution, and Invoicing

Awarded organizations will receive a draft contract that clearly outlines the final negotiated funding amount, project scope, deliverables, and associated timelines. Organizations are strongly encouraged to review the draft carefully and provide edits via tracked changes. This review should focus on ensuring that the project scale, critical milestones, and timeline align with both the final award amount and the program's overarching priorities, including community impact, climate resilience, and Architect benefit.

- WCCN anticipates that the contract negotiation process will last between 1 and 3 weeks and may involve multiple rounds of revisions. During this time, both parties are expected to work collaboratively to fine-tune the contractual details, address any ambiguities regarding deliverables (including engagement activities and reporting requirements), and adjust the project scale as necessary.

Once the draft contract is finalized between the awarded organization and WCCN, the WCCN Administrator will coordinate with the contracts and legal teams in the Office of Financial Management to secure state approval, assign a state contract number, and process the agreement for electronic execution. The finalized contract will then be routed through DocuSign to all relevant parties.

- **Please Note:** The contractual agreement will not be considered executed—and thus not enforceable—until both WCCN and the awarded organization have provided their signatures via DocuSign.

## Reimbursable Invoicing

- **Awarded organizations must be under agreement before project spending or invoicing.**

Grant awards will be issued on a reimbursement basis (monthly or quarterly), following the execution of a formal contract and submission of complete and appropriate invoices.

The following will help facilitate timely reimbursements:

- Accurate and current W9 and ACH forms
- Invoices aligned with the budget expenses and scope of work in the grant agreement.
- Supporting documentation displaying expenses incurred by the project included with the completed invoice.

**\*Please note:** Invoices and payments must be reviewed and approved by teams within WCCN and the Office of Financial Management. The invoicing process includes submission, review, approval, and disbursement of funds and is expected to take **30 days from approval** if submitted invoices and documentation are sufficient and complete.

# Commitments

## Partners (Grant Recipients)

1. Actively seek out local community partners to advance the goals of the project and Architect development.
2. Support WCCN's goal to achieve a minimum of 60% of climate corps funding supporting service in, for, or by members of overburdened communities as defined in RCW 70A.65.010, the Climate Commitment Act.
3. Include preference in recruiting individuals who represent the diversity of the communities being served in the project description.
4. Ensure participants receive stipend amounts that correspond to the defined tier for their service location (see budget worksheet).
5. Implement the project in accordance with the milestones and timelines of the executed grant agreement.

## Architect Storytelling Requirement

In support of the WCCN's commitment to transparency, civic engagement, and the professional development of Architects, all awarded organizations must implement a structured storytelling process using the WCCN Storytelling format. WCCN will utilize a program, such as [Memory Fox](#), to serve as the official repository for capturing and preserving the authentic experiences of Architects throughout their term of service.

Each WCCN-funded Architect is required to record and submit their personal narrative via the WCCN-provided platform at three key stages during their service term:

1. **Initial Submission:**
  - **Timing:** Within the first month of service, shortly after accepting the position.
  - **Content:** A personal introduction outlining the Architect's motivations for joining the program, initial expectations, and envisioned contributions to the project and community.
2. **Mid-Term Submission:**
  - **Timing:** Around the midway point of their service—ideally following a significant achievement or after participating in a key training or networking event.
  - **Content:** An update detailing their evolving experiences, insights gained, challenges encountered, and progress toward professional and personal growth.
3. **Final Submission:**
  - **Timing:** At the conclusion of the service term, following the Architect's leadership in hosting or leading a community engagement activity.
  - **Content:** A comprehensive reflection on their overall service experience, lessons learned, and the impact their service has had on the community and their future.

### Submission Format and Review:

- The WCCN platform will support multiple formats, including video, audio, and written multimedia entries. Architects should choose the format that best allows them to convey their experience.
- Awarded organizations are responsible for ensuring that all Architects complete these submissions through the WCCN Storytelling platform.



- Selected narratives may be featured via WCCN's public engagement channels to showcase the program's impact and to inspire future participants.

This structured storytelling requirement, facilitated through the WCCN storytelling platform, reinforces the program's "By and For" model by ensuring that the voices of Architects remain central to the WCCN narrative, driving both community engagement and enhanced climate action outcomes.

## **Program Expectations**

1. Ensure member participation in a service-learning program as defined by WCCN.
2. Ensure the safety and well-being of program participants, including compliance with proper health and safety procedures, providing WCCN members with personal protective equipment (PPE).
3. Invest in the success of WCCN members by providing meaningful organizational capacity to manage and oversee their service experience.
4. Provide channels for direct communication between WCCN members, host sites, and WCCN staff, as appropriate.
5. Provide WCCN Architects with opportunities to network for career exploration and professional mentorship.

## **Network Development**

1. Participate in network calls with WCCN and other participating programs to:
  - share resources and challenges with partners
  - promote opportunities and partnerships, and
  - collaborate with network partners to improve the service-learning program and contribute to feedback opportunities.
2. Share timely updates with WCCN on project activities (e.g., project or host partner identification, member recruitment, program completion).
3. Comply with WCCN and CCA communications requirements (e.g., branding, messaging)
4. Participate in network communications activities including but not limited to:
  - amplification of WCCN activities on social channels,
  - storytelling opportunities (e.g., video/photography, interviews with WCCN members, success stories), and
  - coordinated press/media efforts as needed.

## **Liability Insurance Coverage**

The grantee is responsible for ensuring adequate general liability coverage for the organization, employees and members, including coverage of members engaged in on- and off-site project activities.

Please refer to L&I for guidance regarding insurance coverage:

<https://lni.wa.gov/insurance/insurance-requirements/volunteers>



# Reporting & Performance Requirements

## Minimum Project Achievements

All awarded organizations are expected to meet the following minimum achievements throughout their partnership with WCCN:

1. **Address Critical Issues:**
  - Implement a project addressing environmental and climate challenges.
2. **Deliver Measurable Community Benefits:**
  - Provide direct, demonstrable benefits that are recognized and valued by the communities where the service is delivered.
3. **Ensure Inclusive and Accessible Engagement:**
  - Create service projects that are accessible to and actively engage young adults, veterans, and members of vulnerable populations—including those with little or no experience.
4. **Public Engagement Deliverable:**
  - Conduct at least one public engagement activity (such as a community outreach activity, town hall meeting, workshop, or similar gathering) during the project period. This activity should aim to:
    - Foster a more civically engaged public.
    - Improve local climate action through direct community input and awareness.
    - Provide an opportunity for the service members (Architects) to take a leadership role by facilitating and guiding the engagement.

## Project Deliverables and Outcome Metrics:

Every project must produce a comprehensive deliverable that incorporates a set of key performance indicators (KPIs) to reflect its overall anticipated outcomes. These KPIs will serve as critical benchmarks in assessing progress in the following areas:

1. **Community Impact:**
  - Evaluate how well the project addresses local community needs and the specific benefits delivered.
2. **Member Recruitment and Engagement:**
  - Track the effectiveness of recruiting and engaging service members, including demographic details and participation rates.
3. **Advancement in Climate Resilience:**
  - Measure progress against the [Climate Resilience Strategy Areas](#), including the implementation of initiatives that contribute to clean energy deployment and emissions reductions.

## Quarterly Reporting

Awarded organizations are required to submit detailed quarterly reports that document progress toward project milestones as well as how the project is achieving key outcomes in alignment with WCCN goals. Each quarterly report may include, but is not limited to the following elements:

- **Performance Against KPIs:**
  - **Service Hours:** Provide a breakdown of total service hours, distinguishing between learning-based and service-based hours as well as the specific locations (project sites versus broader community impact).
  - **Community Impact:** Report the number of overburdened communities served and any measurable improvements (e.g., reduced environmental burdens, enhanced public safety, or improved educational outcomes).
  - **Member Engagement:** Include updated demographic data, recruitment statistics, and participation rates to demonstrate the effectiveness of engaging young adults, veterans, and vulnerable populations.
- **Public Engagement Activities:**
  - Detail any public outreach events—such as community workshops, town hall meetings, or other gatherings—conducted during the reporting period.
  - Describe outcomes of these engagements in terms of increased civic participation, public awareness of climate issues, and the leadership roles assumed by Architects.
- **Advancements in Climate Resilience & Clean Energy:**
  - Outline progress on initiatives that advance Washington state's clean energy goals, including low-carbon projects, renewable energy activities, or other measures that contribute to significant emissions reductions.
  - Provide narrative updates on how the project is building local capacity to respond to climate change.
- **Challenges, Innovations, and Best Practices:**
  - Summarize any challenges encountered during the reporting period and detail the strategies implemented to address them.
  - Share examples of successful practices, lessons learned, and innovations that could benefit WCCN administrators and partners.
- **Supporting Documentation:**
  - Attach relevant charts, photographs, attendance logs, or other artifacts that demonstrate project progress and community impact.

#### **Submission Requirements:**

- All quarterly reports must be submitted using the WCCN Quarterly Reporting Form, which will be provided upon grant award.
- The information gathered will be reviewed by WCCN to guide network development, identify areas for targeted support, and refine future reporting requirements.

## **Closeout Reporting**

The Closeout Report is a comprehensive summary of the project's outcomes over the grant period. It should not only confirm that all deliverables have been met but also provide insights into long-term impacts and lessons learned.

The Closeout Report may include, but is not limited to:

- **Final Outcome Summary:**
  - **Achievement of Project Objectives:**
    - Confirm that the project has addressed key climate change or environmental issues in Washington state.

- Summarize the direct, demonstrable benefits achieved for the communities served, particularly for vulnerable populations.
- **Community and Architectural Impact:**
  - Describe how the project enhanced community climate resilience, advanced clean energy initiatives, or contributed to emissions reduction goals.
  - Highlight the professional development and leadership skills gained by Architects through their service, education, and public engagement activities.
- **Performance Metrics and Deliverables:**
  - Provide complete final figures on key performance indicators, such as:
    - Total service hours.
    - Updated demographic data for all participating service members.
    - Specific performance data related to climate resilience.
  - Summarize the success and outcomes of any public engagement activities (e.g., workshops, town halls) including indicators of increased civic engagement and improved community awareness.
- **Narrative Reflection on Challenges and Learnings:**
  - Discuss any challenges encountered during the project implementation and describe how these were managed or overcome.
  - Share lessons learned, including innovations and best practices that might inform future WCCN projects or network-wide improvements.
- **Recommendations for Ongoing Impact:**
  - Offer suggestions for maintaining the achieved benefits, potential follow-up activities, or areas that may require continued support.
  - Provide feedback on the service-learning programming and network support provided by WCCN.
- **Supporting Documentation and Media:**
  - Include any additional documentation (e.g., photographs, press articles, participant testimonials, event recaps) that further demonstrate the project's impact and effectiveness.

### **Submission Requirements:**

The Closeout Report must be submitted **prior** to final invoice approval.

Reports should be comprehensive and use the WCCN Closeout Smartsheet form provided, ensuring that all quantitative and qualitative aspects of the project's performance are clearly captured.

# Questions? Contact WCCN!

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- **Website:** <https://servewashington.wa.gov/programs/washington-climate-corps-network>
- **E-Mail Address:** [WCCN@OFM.WA.GOV](mailto:WCCN@OFM.WA.GOV)

The WCCN staff are available to answer any additional questions via e-mail or via virtual meeting. WCCN staff will not advise, author, or edit any applications.

All requirements, priorities, and data about the WCCN funds have been captured in this toolkit and other application materials on the WCCN Website. Please review these detailed documents before submitting your questions.

If you still have questions or need additional information regarding your project or the WCCN:

- [Book virtual time on the WCCN Program Administrator's calendar](#)

# Definitions

The definitions below are not intended to be an extensive, comprehensive list of detailed definitions. This list of terms provides clarity on the structure of the network with intentional flexibility as the needs of the network evolve.

Please consider these terms for the reporting, program compliance, and application to the network. Some definitions included in the WCCN legislation have been copied into this document.

**Architect:** Service members enrolled in a WCCN-affiliated service project.

**Benefits:** Projects or activities that achieve any of the following:

- a) Reduce vulnerable population characteristics, environmental burdens, or associated risks that contribute significantly to the cumulative impact designation of overburdened communities;
- b) Meaningfully protect an overburdened community from, or support community response to, the impacts of air pollution or climate change; or
- c) Meet a community need identified by vulnerable members of the overburdened community.

**"By and For" Model:** An approach to service project design and delivery in which community members actively lead and participate at every stage—from planning and development to implementation and evaluation. This model ensures that projects are conceived, executed, and assessed by individuals who understand and are invested in the community's unique needs and dynamics.

- In the context of the WCCN, the "By and For" Model emphasizes creating initiatives that are both informed by and benefit overburdened communities, thereby enhancing their capacity, resilience, and overall well-being.

**Career Pathways:** Exposing young adults to hands-on trainings, professional networks, and skills-based certifications for service architects to be better prepared for careers that build Washington's clean energy, climate-resilient future.

Example: A young adult in rural Washington joins a bioengineering firm to support a green energy project. This young adult creates drawings and blueprints for preliminary construction activities using CAD software. After joining the WCCN, they are exposed to roles, tasks, and tools required for a career designing bioengineering systems and structures.

**Climate and Economic Justice Screening Tool:** The [Climate and Economic Justice Screening Tool \(CEJST\)](#) is a geospatial mapping tool designed to identify disadvantaged communities that are marginalized and overburdened by pollution and underinvestment.

**Climate Resilience:** Strategies, activities, or plans that strengthen communities' capacity to prepare for, adapt to, and mitigate the effects of climate change.

- Climate resilient strategies, activities, or plans may focus on mitigation or adaptation activities, including but not limited to urban greening, wildfire reduction, heat island mitigation, distributed energy systems, sea-level rise management and response, air quality improvement, soil restoration, carbon sequestration, or food security.
- Climate resilience goals and approaches may be updated through future Washington plans or reports, such as:
  - o The Department of Ecology's [Integrated Climate Change Response Strategy](#).
  - o The WCCN Community Engagement Report
  - o The Department of Health's [Environmental Justice Council](#)
- WCCN climate resilience service program strategies, activities, or plans should relate to and support those plans.

**Environmental Justice:** Addressing disproportionate environmental and health impacts in all laws, rules, and policies with environmental impacts by prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm.

- Established under [RCW 70a.02.010](#): “means the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, rules, and policies.”

**“Fiscal Sponsor” or “Sponsor”:** An established organization that has an established 501(c)(3) tax-exemption.

**“Fiscally Sponsored Organization” or “Sponsored Project”:** The organization or project that does not have its own 501(c)(3) status and is “borrowing” the fiscal sponsor’s 501(c)(3) status. These terms are used interchangeably, unless specifically noted otherwise.

**Fiscal Sponsorship:** The arrangement previously described between a Sponsored Organization and a Sponsor that should be captured into a written agreement called a fiscal sponsorship agreement.

- From a legal perspective there are different models to structure a fiscal sponsorship relationship. Depending on the model, the roles and responsibilities of Sponsor and Sponsored Organization will be different.
- For more information, please review [the Fiscal Sponsorship Toolkit](#), by the Communities of Opportunity.

**Green Jobs:** The U.S. Bureau of Labor Statistics defines [green jobs](#) as either:

- I. Jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources; or
- II. Jobs in which workers' duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources.

**Host Agencies:** Any businesses, committees, boards, organizations, academic institutions, public agencies, and service programs supporting the mission goals, and service-learning program of the WCCN.

**Indirect Costs:** Indirect costs are the overhead expenses that support the entire organization or the specific project but are not easily attributable to individual projects. Examples of Indirect costs may include but are not limited to internet, utilities, administrative salaries, accounting, legal services, general office supplies, and general office equipment.

**Indirect Cost Rate:** All awarded organizations will be allowed a rate of no more than **10% of their award** to be spent on indirect costs.

**Low-Carbon:** Strategies, activities, or plans that reduce or aim to reduce emissions of greenhouse gases (carbon dioxide and other defined greenhouse gases).

- Such strategies, activities, or plans may focus on, but are not limited to, carbon sequestration, carbon capture, deployment of renewable resources, or decarbonization in buildings, transportation, and vehicles.
- Specific low-carbon goals and approaches may be defined further in specific Washington plans or policies. Where possible WCCN low-carbon service program strategies, activities, or plans should relate to and support those plans.

**Mentorship:** Mentoring takes place between young people (i.e., mentees) and older or more experienced people (i.e., mentors) who are engaged in a relationship to provide support that benefits one or more areas of the mentee's development.<sup>3</sup>

- WCCN architects must receive some form of mentorship throughout their service with a host agency.
- Mentors may be a WCCN alumni, staff, community residents, or fellow architects uniquely positioned to help WCCN architects excel in their roles, receive support throughout their project, and advance their connections and professional goals in the green and blue economies.

**Nondisplacement (Award Restriction):** An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits.

- A service opportunity may not infringe upon the promotional opportunity of an employed individual.
- A participant in a program receiving WCCN funds may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that
  - o Will supplant the hiring of employed workers; or
  - o Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- A participant in any program receiving WCCN funds may not perform services or duties that have been performed by or were assigned to any—
  - o Presently employed worker;
  - o Employee who recently resigned or was discharged;
  - o Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - o Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - o Employee who is on strike or who is being locked out.

**Overburdened Communities:** A geographic area where vulnerable populations face combined, multiple environmental harms and health impacts<sup>4</sup>, and includes but is not limited to *highly impacted communities* (a community designated by the Department of Health based on a cumulative impact analysis)<sup>5</sup> or a community located in census tracts that are fully or partially on *Indian Country*<sup>6</sup>.

**Personnel:** All employees, staff members, and administrators whose work is essential to the execution of the project. This includes full-time, part-time, temporary, and contractual employees whose compensation—such as wages, salaries, and associated fringe benefits—is paid during the project period. Personnel costs must be directly attributable to the service project's implementation and be clearly detailed in the budget. These costs may include not only base compensation but also legally mandated benefits, overhead allocations where permitted, and other related expenses as defined by the proposed project.

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<sup>3</sup> (Adapted from DuBois and Karcher, "Youth Mentoring in Contemporary Perspective," in the Handbook of Youth Mentoring, 2nd edition (Sage Publications, 2014).

<sup>4</sup> Per [RCW 70A.02.010](#).

<sup>5</sup> Per [RCW 19.405.020](#) and [RCW 19.405.140](#).

<sup>6</sup> As defined in [18 U.S.C. Sec. 1151](#).



**Positive Youth Development:** An intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.

**Service Project:** A service project is a coordinated, community-based initiative designed to address specific public or environmental needs. These projects mobilize volunteers or service members to provide tangible, on-the-ground benefits to local communities.

- In the context of the WCCN, a service project specifically targets building low-carbon and climate-resilient communities, engaging participants in hands-on activities that advance environmental justice, and improves community capacity in overburdened areas.

**Service-Learning Program<sup>7</sup>:** A method of encouraging learning and professional development administered by ServeWA and WCCN host agencies. This program requires active participation in thoughtfully organized service that is conducted in, and meets the needs of, an overburdened community in Washington.

A service-learning program must contain at least two of the following elements:

- It involves a school, institution of higher education, or community service along with the community.
- It helps foster civic responsibility and environmental stewardship.
- It is integrated into, and enhances, the professional skills or the educational components of the service project.
- It provides structured time for participants to reflect on their service experience.
- It exposes architects to climate-related professional and educational pathways.

**Small Organization:** An organization with fewer than 20 full-time staff equivalents and an operating budget of less than \$4M in the fiscal year prior.

**Stipends/Living Allowance:** A stipend or living allowance is not a wage and awardees may not pay living allowances on an hourly basis. Programs must distribute the living allowance at regular intervals and in regular increments and may increase living allowance payments only on the basis of increased living expenses such as food, housing, or transportation. Living allowance payments may only be made to a participant during the participant's term of service and must cease when the participant concludes the term of service. Programs may not provide a lump sum payment to a participant who completes the originally agreed-upon term of service in a shorter period of time.

**Stipend Tier Guidance:** Second Substitute House Bill 1176 (2SHB 1176) directs WCCN to "support equitable access to participation in the Washington climate corps network and reduce financial barriers for service members. This includes, but is not limited to, augmenting an architect's living allowance with the intent to achieve or exceed the living wage established in the county of service, if a living wage is in place."

**Tribal Lands:** Synonymous with "Indian country" as provided in [18 U.S.C. Sec. 1151](#) and includes sacred sites, traditional cultural properties, burial grounds, and other tribal sites protected by federal or state law. Established under [RCW 70a.02.010](#).

**Vulnerable Populations:** Racial or ethnic minorities, low-income populations, low-income populations, populations disproportionately impacted by environmental harm; populations of workers experiencing environmental harms (the individual or cumulative environmental health impacts and risk to

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<sup>7</sup> The year one service-learning program will be developed in partnership with WCCN funded programs. Programs are expected to provide member training specific to their program's objectives and design.



communities caused by historic, current, or projected exposure to pollution, conventional or toxic pollutants, environmental hazards, or other contamination in the air, water, and land; adverse environmental effects, including exposure to contamination, hazardous substances, or pollution that increase risk of adverse environmental health outcomes or create vulnerabilities to the impacts of climate change; loss or impairment of ecosystem functions or traditional food resources or loss of access to gather cultural resources or harvest traditional foods; health and economic impacts from climate change. Established under [RCW 70a.02.010](#).

**Washington Environmental Health Disparities Map:** The [Washington Environmental Health Disparities Map](#) is an interactive mapping tool that compares communities across our state for disparities in environmental health. It combines multiple indicators of environmental threats, such as proximity to heavy traffic roadways and toxic releases from facilities with indicators of vulnerability, like socioeconomic status and health outcomes into one final rank. This rank indicates where vulnerable populations face multiple, combined environmental harms and risks, including from air pollution.

**Veterans:** Washington residents who served at least one day in the United States military.

**Young Adults:** Residents between the ages of 17 and 31.

## REFERENCES

Please find below a collection of Washington specific reports, policies, and resources. These are provided for your information and should not be considered a definitive list of reports applicable to climate action in Washington.

[Preparing for a Changing Climate: Washington State's Integrated Climate Response Strategy – Report dated 2012. An updated, final report is due September 30, 2024.](#)

[Safeguarding Our Lands, Waters, and Communities: DNR's Plan for Climate Resilience.](#)

[Washington's Green Economy: Washington State Department of Commerce](#)

[Washington Department of Health: Environmental Justice](#)

[Health Equity: Environmental Justice Task Force](#)

[Outdoor Industry Jobs report:](#) The Washington State Workforce Training and Education Coordinator Board and the Washington State University Social and Economic Sciences Research Center led this report (2018).

[Roadmap to a Green Economy – aligning education, workforce, and economic development systems:](#) The Governor's Policy Office for Education and Workforce Development and Employment Security Department has been provided funding to The Pacific Education Institute and E3 Washington to complete this report.

[Tiered-Evidence Grantmaking:](#) Tiered-evidence grant programs, also called innovation funds, are a way for public agencies to design competitive grant programs to emphasize and incentivize both evidence and innovation. In particular, they provide larger grants to applicants with approaches backed by stronger evidence of effectiveness, while providing smaller grants to applicants with approaches that are innovative but less tested.

[Washington State Legislature – RCW 70A.02.010](#)