



STATE OF WASHINGTON
SERVE WASHINGTON

302 Sid Snyder Avenue S.W. Olympia, WA 98501

P.O. Box 43113

Olympia, WA 98504-3113 Fax: 360-902-7315

Serve Washington AmeriCorps Programs Supplemental Information

OVERVIEW

[Serve Washington](#) 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.

As the Washington State Service Commission, Serve Washington is charged with advancing and supporting AmeriCorps throughout the state of Washington. Serve Washington is responsible for administering all AmeriCorps Single State grants in Washington.

The document is intended to outline requirements, expectations, and resources for Washington AmeriCorps programs. We hope this information helps prepare you for launching an AmeriCorps program in our portfolio. Please direct any questions to Robyn Harris, Senior Program Officer, at robyn.harris@ofm.wa.gov.

APPLICANT REQUIREMENTS (PRE-AWARD)

Serve Washington requires programs to have a minimum of **10 Member Service Years** (MSYs). A waiver to this minimum may be requested and must be approved prior to awarding a Serve Washington state contract agreement.

There is an expectation that all programs engage AmeriCorps members in recruiting and/or managing **community volunteers** unless there is a significant and compelling justification as to why this is not a feasible part of the AmeriCorps program design. A waiver to the volunteer generation requirement may be requested and must be approved prior to awarding a Serve Washington State contract agreement.

Applicants will also be required to submit these **additional documents** for review prior to awarding a Serve Washington State contract agreement:

- Audited Financial Statements (most recent single audit, or audited financials if not subject to federal single audit requirement)
- Serve Washington Financial Management Assessment (the federal Operational and Financial Management Survey may be submitted in lieu of the Serve Washington specific form)
- Serve Washington AmeriCorps Grant Authorized Representatives form
- Labor Union Concurrence (if applicable)

Serve Washington requires all programs use the AmeriCorps designated [National Service Criminal History Check](#) vendors; Truescreen and Fieldprint. All AmeriCorps members, and staff (listed on the budget), are required to have the following checks **completed and adjudicated prior work or service**:

- National Sex Offender Public Website check (NSOPW) *via Truescreen*
- State of Service check (WA check aka WATCH) *via Truescreen*
- State of Residence check (if applying from outside of WA) *via Truescreen*
- FBI check (fingerprint) *via Fieldprint Live Scan Site*

Applicants should immediately begin setting up Truescreen and Fieldprint accounts. Following the link above, scroll down to How to Conduct NSCHC on the AmeriCorps federal website and click on **Using AmeriCorps Approved Vendors Truescreen and Fieldprint Manual**.

BUDGET REQUIREMENTS

Please be aware of the following **additional** required and optional Washington state specific budgetary requirements:

Required Costs

- Serve Washington Annual Subgrantee Meeting – Staff Cost
 - Budget for 2 days located in Olympia (no registration fee)
- Regional Training Conference – Staff Cost
 - Budget for 4 days located out of state in the pacific region/use Los Angeles when destination is unknown (registration fee approximately \$300 per person)
- Swearing-In Ceremony – Staff and Member Costs
 - Budget for single day ceremony located in Seattle (no registration fee)
- Member Support Costs (in addition to Living Allowance and FICA):
 - Washington **DOES** require programs budget for Worker's Compensation costs through the Washington State Department of Labor and Industries
 - Washington **DOES NOT** require or allow programs to budget for unemployment costs
 - Washington **DOES NOT** require or allow programs to budget for Washington State Paid Family Medical Leave premiums
 - Washington **DOES NOT** require or allow programs to budget for Washington Cares Act – Long Term Care Insurance premiums

Optional Costs

- [Leadership Forum for National Service Executives](#) – Staff Cost
 - Budget for 5 days located in Seattle at the University of Washington (registration fee approximately \$750 per person)
- Leader Corps – Member Cost (traditionally 1-2 members only per program)
 - Budget for 4 days located in Olympia (two separate sessions, two days each)(no registration fee)

GENERAL PROGRAM REQUIREMENTS

New AmeriCorps Programs will be assigned a Serve Washington Program Officer and receive New Program Orientation.

AmeriCorps Programs in the Serve Washington portfolio should review all materials located on the [Subgrantee Resources](#) page on the Serve Washington website. We've highlighted specific points of interest below.

Serve Washington has a set of Special Terms and Conditions in addition to the federal AmeriCorps Terms and Conditions. The most recent [Serve Washington Special Terms and Conditions](#) can be found on our website under Subgrantee Resources.

Serve Washington also provides AmeriCorps programs with an [AmeriCorps Program Handbook](#). The Handbook has been specifically designed by Serve Washington as a guide for those who administer AmeriCorps programs in Washington state. In addition to overall program and member management, the Handbook includes information specific to Washington state, such as:

- National Days of Service
- Special Initiatives and Events
- Training and Technical Assistance
- Program and Fiscal Reporting
- Program and Fiscal Monitoring

OTHER CONSIDERATIONS

Serve Washington has a number of other considerations in support of our State Service Plan:

- Serve Washington reserves the right to fund a higher cost/msy for new programs, programs that meet Serve Washington funding priorities, and/or programs that center workforce development models and/or diversity/equity/inclusion initiatives
- While the living allowance is not a wage nor can it be paid on an hourly basis, it is intended to support individuals in meeting basic needs during service, you may want to consider the [cost of living](#) when determining the living allowance
- While living allowances are not required for less than full-time members, many Washington programs do provide stipends for part-time positions and are highly encouraged to raise resources to fully support all positions equitably
- Programs are encouraged to recruit AmeriCorps members that reflect the population served
- Programs are highly encouraged to use and recruit from the [Washington State Service Year](#) platform
- Programs may be required to participate in and pay for grant-approved expenses related to Commission required evaluation initiatives