



# Serve Washington

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**Changing Communities. Changing Lives.**

## Planning Grants – Closeout

June 17 – 10:00AM

Please sign-in via the chat box:

- Organization/Program
- Name(s)
- What has been most helpful during PG Curriculum; and what is one thing you would change?

# Learning To Date

## Previous Content

- Quarter 1 Content
- Quarter 2 Content
- Quarter 3 Content
- Quarter 4 Content

## Today's Agenda

- **Grant Close-Out**
- **Open Q&A**

## Next Up (*TBD*)

- Apply for Operational Grant!
- *(If already awarded, attend Annual Subgrantee Meeting.)*



# Quarterly Questions

- *What “gear” will be provided to AmeriCorps members.*
- *How will the program educate the community and potential service recipients on availability of services?*
- *How will the program educate local leaders, state/congressional delegates, and other VIPs on the value of AmeriCorps?*
- *Where will records be stored? Who will manage records retention?*
- ***How does this new knowledge change the budget/match in order to run a successful program?***



# Grant Close-Out

- Planning Grants end July 31.
- Submit final invoice on/around August 10.
- Submit final FFR (located in fiscal workbook).
- Submit final OFF (located in fiscal workbook).
- Submit close-out form (Robyn will send).



# Records Retention – Remember!

- Outlined in the [Serve Washington Special Terms and Conditions for Planning Grants](#)
- Subgrantees are required to retain and maintain copies of all documentation associated with the grant in accordance to 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.
- 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 when to begin the retention period.



# “Homework”

- *Continue any unfinished objectives from Quarter 1, 2, 3 and 4.*
- **Finalize budget framework.**
- **Submit all close-out requirements.**
- **Develop a system for records retention.**
- **\*If awarded an Operational Grant, attend Serve WA Annual Subgrantee Meeting.**
  - **Also, based on the Auth Rep form submitted, you and your organization will begin to be add to distribution lists as noted on the form.**



# Deliverables

- Final Requests?

Submit to Program Officer anytime through **June 30** for general feedback.

Jenny Benson – [jenny.benson@ofm.wa.gov](mailto:jenny.benson@ofm.wa.gov)

Robyn Harris – [robyn.harris@ofm.wa.gov](mailto:robyn.harris@ofm.wa.gov)

Mary Van Verst – [mary.vanverst@ofm.wa.gov](mailto:mary.vanverst@ofm.wa.gov)



# Highly Suggested Deliverable

- NSCHC Policy/Procedure
- Set Up and Test Truescreen Account
- Set Up and Test Fieldprint Account
- Run Staff Checks (even if duplicative to test the system)
  - NSOPW, State of WA, FBI

Jenny Benson – [jenny.benson@ofm.wa.gov](mailto:jenny.benson@ofm.wa.gov)

Robyn Harris – [robyn.harris@ofm.wa.gov](mailto:robyn.harris@ofm.wa.gov)

Mary Van Verst – [mary.vanverst@ofm.wa.gov](mailto:mary.vanverst@ofm.wa.gov)

**\*Once you have a Truescreen account, please give the TS Division number and Organization EIN to your PO.**





# Closing

“NEVER DOUBT THAT  
A SMALL GROUP OF  
THOUGHTFUL, COMMITTED  
PEOPLE CAN CHANGE  
THE WORLD. INDEED,  
IT IS THE ONLY THING  
THAT EVER HAS.”

MARGARET MEAD

