

# ALEA

AQUATIC LANDS ENHANCEMENT ACCOUNT  
VOLUNTEER COOPERATIVE GRANT PROGRAM

## Quick Start Guide 2023-2025



Revised August, 2023

# Congratulations on receiving an ALEA grant award!

This guide will give you some basic information about how to get started with your ALEA grant. You will also need to review the ALEA Policies and Procedures Manual, which will provide greater detail on the subjects covered here as well as other important information you will need to know to manage your grant award

In the guide you will come across the icons below:



Represents content that will clarify certain ALEA Grant Program rules and/or exemptions to them



Identifies certain things grantees should do or pay attention to to ensure efficient processing of their paperwork



Identifies certain tasks contractually required of the grantee

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# FIRST STEPS

## **1** Sign and return your grant contract and Signature Authority Form

By now most of you will have received your DocuSign email with the contract documents. If you have not received the DocuSign email, please contact the grant program manager. If you have, but have not signed and submitted the documents, please do so as soon as possible

The Signature Authority Form lets us know who has authority to sign contract documents and reimbursement requests. This form was included with your contract documents or provided separately. Please complete and submit it if you haven't already

Take note of the 7-digit grant contract number shown on your contract documents (example: 21-xxxxx). Provide this number each time you correspond with or contact the ALEA Program Manager and include it on all grant forms. This allows faster response to you and more efficient processing of your paperwork.



# FIRST STEPS

## 2 Get registered to receive reimbursements

All grantees must have a Statewide Vendor Number (SWV#) assigned to receive reimbursement payments from the State of Washington through their grant. To be assigned an SWV#, grantees must complete the Statewide Payee Registration Form (and Direct Deposit Form if payment by direct deposit (rather than check) is desired.



Submit the completed Statewide Payee Registration Forms as directed on the forms, not to the ALEA Program Manager or other WDFW staff.



If you had an ALEA grant last biennium, you already have an SWV# and unless your bank account number has changed (if receiving payment by direct deposit) or your address has changed (if receiving payment by check), you don't need to take any action.

If it's been over two years since you received payments from the state, your SWV# may have expired. You can check to see if you still have a SWV# here: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>

# PROJECT REPORTING



Grantees must submit quarterly progress reports and a final report. Report forms will be emailed to grantees.

Here are the due dates for your reports:

Fiscal Year:	Report:	Covering project activity from:	Due date:
2024	1st quarter	July – September, 2023	October 15, 2023
	2nd quarter	October – December, 2023	January 15, 2024
	3rd quarter	January – March, 2024	April 15, 2024
	4th quarter	April – June 2024	July 15, 2024
2024	1st quarter	July – September, 2024	October 15, 2024
	2nd quarter	October – December, 2024	January 15, 2025
	3rd quarter	January – March, 2025	April 15, 2025
	Final	July 2023 - June 2025	July 31, 2025



A quarterly report is required even if no project activity occurred in that quarter.

# PURCHASES

- Before making project purchases, review your budget. Grantees will be reimbursed for the purchased goods and services identified in the project proposal budget.
- In most cases, purchases must be made according to State purchasing guidelines (see the ALEA Policies and Procedures Manual for more information).



Prior to making purchases \$30,000 and higher with a single vendor, grantees must solicit quotes or obtain prices from a minimum of three vendors. This documentation must be submitted with your reimbursement request.

- If you have a need to make purchases not identified in your budget, contact the ALEA Grant Program Manager about your requested changes before making any purchases. Written approval from the ALEA Grant Program Manager or a contract amendment may be required.



# REIMBURSEMENT

- Grant award monies are disbursed on a cost-reimbursement basis (make the purchase, submit reimbursement request, get reimbursed)
- You will use the A-19 Invoice Voucher to request reimbursement.
- Backup documentation must be submitted with your A-19.
  - If the charge is for a good or service, itemized invoices/receipts, must be provided
  - If the charge is for volunteer mileage reimbursement, the volunteer's A-20 Travel Expense Voucher must be provided as backup. If you use a proprietary form for volunteer mileage, check with the ALEA Program Manager to confirm that this form will be suitable in lieu of the A-20.



Sending reimbursement requests my email is preferred. Please ensure that all documents are combined into one .pdf file.





# FORMS

Most forms and documents you will need to manage your grant award are available for download from the ALEA webpage at: <https://wdfw.wa.gov/species-habitats/habitat-recovery/alea>.

## Forms and documents you may need:

**A-19 Invoice Voucher** - complete to request reimbursement for purchases of goods and services

**2023-2025 ALEA Policies and Procedures Manual** - provides information about ALEA Grant Program rules, procedurs, etc. You should have received a copy with your grant contract.

**Quarterly report form** - to report your project progress.

**Final Report form** - to summarize your project accomplishments.

**A-20 Travel Expense Voucher** - backup documentation for reimbursement of a volunteer's mileage and travel expenses.

**Statewide Payee Registration Forms** - complete to be registered with the State of Washington to receive reimbursement payments.



Discard or delete form copies you may have used with a previous ALEA grant award and download the up-to-date versions. Previous versions of forms may have outdated information and A-20 travel vouchers may have incorrect mileage rates.

# WDFW CONTACTS

**ALEA GRANT PROGRAM - Josh Nicholas, Program Mgr.**  
Your primary point-of-contact for managing your ALEA grant.  
[Joshua.nicholas@dfw.wa.gov](mailto:Joshua.nicholas@dfw.wa.gov), 360-902-2685 or 360-280-8615 (cell)

**CONTRACTS - Deanna Luque**  
Contact if you have any questions or concerns regarding your grant contract documents.  
[Deanna.Luque@dfw.wa.gov](mailto:Deanna.Luque@dfw.wa.gov), 360-902-8358

**FIELD CONTACT - To be assigned**  
One WDFW staff person is assigned to each project to act as the project's Field Contact. A Field Contact's duties are to provide technical assistance to the grantee as needed, conduct a project site visits and complete a report.

Read the ALEA Grant Program's Policies and Procedures Manual for greater detail on the previous topics and much more that will help you manage your grant award and understand the rules and procedures of this program.

We look forward to working with you this biennium and helping your project be successful.

**GOOD LUCK!**