



WASHINGTON SERVICE CORPS & WASHINGTON READING CORPS Request for Application – AmeriCorps Members

Guidance Document

Read prior to completing Request for Application

August 16, 2019 – August 31, 2020

INTRODUCTION

Purpose

The Washington Service Corps (WSC) and Washington Reading Corps (WRC) AmeriCorps programs are seeking high-quality projects to recruit, place and utilize AmeriCorps members to impact a variety of community needs in Washington State. Our programs are interested in partnership with community organizations that can support and develop members and projects with an ethic of civic mindedness, and to strengthen common bonds and connections within communities in order to maximize the impact of investment in national service.

Successful applicant organizations will demonstrate how to implement the use of AmeriCorps members in an evidence-informed approach, providing a service intervention that will result in intended solutions to identified community problems.

What is AmeriCorps?

AmeriCorps is a program of the Corporation for National and Community Service (CNCS), an independent federal agency whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps provides opportunities for more than 75,000 Americans each year to provide direct service to their communities and country. AmeriCorps members recruit, train, and oversee community volunteers; tutor and mentor youth; build affordable housing; teach computer skills; restore and preserve endangered natural habitats; support after-school programs; educate communities in preparing for disasters; and build the capacity of nonprofit groups to become self-sustaining, among many other activities. Learn more at the Corporation for National and Community Service [website](#).

AmeriCorps members must be 18 years of age or older (17 with signed Parental Consent Form) and serve full-time as reading and literacy tutors (40 hours per week) for the duration of their service term. Members receive a monthly living allowance, and upon successful completion of their term of service, an educational award through CNCS.

What is the Washington Service Corps?

Washington Service Corps is a national service intermediary, administered by the Washington State Employment Security Department, that runs multiple grants, including the Washington Service Corps multi-focus grant, and the Washington Reading Corps literacy/education focused grant. Created in 1983, WSC builds and expands a statewide ethic of service by engaging individuals of all backgrounds to contribute their time, energy, and talents to improve communities across Washington State. WSC currently provides service opportunities for approximately 700 AmeriCorps members to support communities as they address their most pressing needs. Learn more at the [WSC website](#).

What Are the WSC AmeriCorps Programs?

Washington Service Corps - Multi-Focused Grant

WSC places AmeriCorps members with local nonprofit agencies, community and faith-based organizations, schools and local government organizations to address unmet local needs in the areas of disaster preparedness, economic opportunity, education, environmental stewardship, healthy futures, veterans and military families, and youth opportunity. Applicants must develop the service opportunity, recruit, train, and manage the members as well as manage, track and report project activities.

Washington Reading Corps - Education (Literacy) Focused Grant

Supported by both federal and state funding through CNCS and OSPI, WRC was established in 1998 to address Washington State's literacy needs. WRC places AmeriCorps members serving as literacy tutors with Washington State schools, community and faith-based organizations focusing on Early Learning and K-4 populations. Applicants must develop the service opportunity, recruit, train, and manage the members as well as manage, track and report project activities.

Learn more at the [WSC website](#), and evaluate your organization on its readiness to host members by completing the [WSC Readiness Assessment](#) and/or the [CNCS Organizational Assessment Tool](#).

Grant Period and Incremental Funding

The period of performance of any contract resulting from the Request for Application (RFA) is tentatively scheduled to begin August 16, 2019, and will be in effect through August 31, 2020 with possible amendments extending the contract period into calendar years 2020 and 2021. Projects selected through this RFA process are eligible to continue their project for the duration of WSC's or WRC's three-year grant cycles ending August 31, 2020 (WRC) and August 31, 2021 (WSC), providing that projects meet continuing contractual requirements and expectations.

Funding and Performance Measurement Contingency:

In the event funding for the WSC is reduced or eliminated, or if federal program requirements change, the WSC may terminate or modify this Request for Application without advance written notice and it will be subject to renegotiation under the new CNCS funding level, requirements, terms and conditions or clarification/negotiation.

ELIGIBILITY AND SELECTION

Applicant Eligibility Requirements:

The following organizations are eligible to apply:

- State, local, and tribal government organizations;
- Nonprofit, private organizations; not limited to those with IRS 501(c)(3) status, but rather all organizations with IRS 501(c) status (organizations that focus solely on advocacy and lobbying ARE NOT eligible.)
- Schools: school districts, educational service districts, colleges, universities, alternative schools and others.
- Federal agencies and organizations may apply as long as the funding being used to pay the program participation fee is allowable by federal funding source (written confirmation must be available).

WSC Priority of Selection will go to AmeriCorps projects that:

1. Provide AmeriCorps services in rural, distressed and under-resourced communities.
2. Select one of the following priority WSC performance measures:
 - **Economic Opportunity**
 - Housing Services
 - Job Placement Services
 - **Education**
 - Academic Improvement (math and/or literacy)
 - Academic Engagement
 - **Healthy Futures**
 - K-12 Nutrition Education
 - Health Education
 - **Environmental**
 - Environmental Education
 - At-Risk Ecosystems

WRC Priority of Selection will go to AmeriCorps projects in EL-K4 school districts and community centers that can show high need as indicated by:

1. At least 50% eligibility for free and reduced lunch population in the district, and/or
2. High percentages of low income students, and/or
3. High percentages of ELL student population, and/or
4. High percentages of K-4 students not reading at grade level

(Focus area and Performance Measure are pre-assigned for WRC).

PROGRAM PARTICIPATION FEES

Program Participation Fee:

- Fee rate invoiced will be based on the number of AmeriCorps member placements filled, not awarded.
- The Fee will not be refunded for any member position filled, including for reason of early termination/exit of the member.
- If a member leaves prior to serving 15% of their service term (255 hours for 1,700-hour term 180 hours for 1,200-hour term), WSC may allow the possibility of refilling the position if time allows.

- Refund of Fee for any un-filled member position(s) will be processed approximately six weeks after the last full-time start date.
- The Program Participation Fee may increase incrementally for the continuing years of each program's grant cycle.

Washington Service Corps Program Participation Fees for 2019-20

The 2019-20 pricing structure does not include a mid-size team due to the structure not being financially sustainable for our program. Below, you will find the pricing for individual placement and teams (15 or more members):

Individual Placement - \$10,000 per member

Individual Placement (rural*) - \$9,000 per member

Team (15+ members) - \$5,500 per member

Team (15+ members and rural) - \$4,500 per member

* "Rural" is defined as having ALL members in the project serving in one or more of the following counties: Adams, Benton, Asotin, Chelan, Clallam, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, Kittitas, Klickitat, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, San Juan, Skagit, Skamania, Stevens, Wahkiakum, Walla Walla, Whitman, Yakima

Washington Reading Corps Program Participation Fee for 2019-20

The WRC program participation fee will be \$4,600 per member.

New option to support a state minimum wage stipend

- Our programs are now offering a new contract option allowing sites to augment member stipends above the amount our program is able to offer with standard program participation fees.
- Sites can elect, voluntarily, to help members reach a state minimum wage level stipend by increasing their program participation fee to support their members directly through increased stipends.
- This option will add approximately \$5,200 to the 2019-20 participation fee per member.
- You may not pay different levels of stipends for your members individually; all members must receive the same stipend level at your organization.

Payment of the Program Participation Fee is required for all filled member positions. Failure to provide payment within 30 days of invoice date may result in termination of the contract and removal of members from sites. If federal funds are used, the source of those federal funds must be contacted and approve the use of those funds for Program Participation Fee to the WSC federal award.

MEMBER START DATES

There will be numerous start dates to choose from. Upon award, you will select the start date(s) that best suit your AmeriCorps project. The full-time service term begins on August 16 for WRC and September 1 for WSC. Full-time positions run for approximately 10.5 months and require the AmeriCorps member to serve a minimum of 1,700 service hours.

WRC ONLY Start Dates: In addition to the standard 1,700-hour full-time positions, there will be an option to start WRC members in 1,200-hour terms. These terms will start service on September 16 and October 16 to best match the school year with limited need for alternative service after school closures in the summer. The same program participation fee applies to the 1,200-hour term.

MEMBER RECRUITMENT AND OVERSIGHT

AmeriCorps Candidate (Member) Eligibility Requirements:

Selected member(s) should demonstrate the skills and commitment required to successfully serve in the position, serve 40 hours per week, and meet the 1,700 hour requirement of their designated service term. At a minimum, the following criteria must be met:

1. Be a United States citizen or lawful permanent resident (must submit proof as defined by CNCS regulation);
2. Be 18 years of age and older (17 with parental consent);
3. Have a high school diploma or GED at time of enrollment if in a tutoring position;
4. Pass required criminal history background checks;
5. Not be listed on the National Sex Offender Public Registry (NSOPR).

Documentation for the above must be obtained and verified before a candidate is offered an AmeriCorps position.

What do WSC and WRC members receive for their service?

1. Living allowance of \$1,450.00 per month (before taxes) provided by WSC;
2. Training and experience;
3. Subsidized childcare provided by GAP Solutions Inc. (if qualified and all parties complete required documents);
4. Health insurance (member only and only if no other health insurance coverage);
5. Student loan forbearance (on qualifying loans);
6. \$6,095 Education Award provided by the National Service Trust (upon successful completion of service term commitment and 1,700 hours of service). This rate will fluctuate depending on member's term of service.

Member Development/Oversight/Training:

Service in AmeriCorps must have a positive impact on members. Because of their AmeriCorps service, members develop additional skills, gain valuable experience, and receive education awards they can use to re-pay school loans or for future education; however, as service is a primary goal, no more than 20% of the AmeriCorps member's service hours may be spent in education and training.

Oversight: The applicant organization and service site (if different) must provide members with the oversight, training, skills, and knowledge they need to perform their tasks. Members must be given the background information they need on the community in which they are serving and help them understand the community's need for a specific service or project.

Service Site oversight will be the responsibility of the Applicant Organization: Should awarded organizations plan to place members at service site locations outside the control of their organization, the same standards, expectations, member recruitment and management, and contractual responsibilities will be maintained and upheld by the awarded organization, including completion of required documents for enrollment, training and oversight of assigned site staff who will work directly with members.

It will not be accepted that service sites do not place and fill all assigned positions; and they must provide the same quality oversight expected of the Sponsoring Organization. It is expected that all service site locations assist in the recruitment and selection of the AmeriCorps member(s).

Impact Evaluation (WSC Only):

If selected, WSC projects may be requested to participate in focus group(s), surveys or questionnaires and to provide information and/or data for the required WSC program impact evaluation during the grant period.

MEMBER POSITION REQUIREMENTS

Training Related to Service Activities: The Applicant Organization must ensure training is provided for the activities members will conduct. Whether the activities involve tutoring children, environmental education, or health education, etc., members need to learn the basic skills and technical information associated with good practice before they perform service.

Core Training: The Applicant Organization will be expected to ensure that their members receive core and site-specific training. WSC will provide access to online training that meets the requirements of the core training. The training listed below is the current required core training for all AmeriCorps members serving with WSC. Member core training requirements may change and will be confirmed with the project after the time of the award.

- AmeriCorps Affiliation/ Program Orientation/Prohibited Activities
- Volunteer Recruitment, Management and Recognition
- Effective Communication
- Cultural Awareness
- Leadership Skills
- Performance Measures
- Life After AmeriCorps

Prohibited Activities: While charging time to the AmeriCorps project, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps project or CNCS, staff and members may not engage in the following activities and the grantee may not use grant funds to support the following activities:

1. Attempting to influence legislation;

2. Organizing or engaging in protests, petitions, boycotts or strikes;
3. Assisting, promoting or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing;
8. Providing a direct benefit to –
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in number (7) of the prohibited activities, unless Corporation assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
10. Organizing a letter-writing campaign to Congress;
11. Providing abortion services or referrals for receipt of such services;
12. Participating in activities that pose a significant safety risk to participants;
13. Preparing any part of a grant proposal or performing other fundraising functions to help the program achieve its match requirements, or to pay the program’s general operating expenses;
14. Fundraising is allowable if it provides direct support to a specific service activity, falls within the program’s approved objectives, is not the primary activity of the program, and does not exceed 10% of the total hours served for any member; and
15. Such other activities as the Corporation may prohibit.

Note: Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals must not wear the AmeriCorps logo while doing so.

COMPLETION OF THE APPLICATION

To complete the RFA you will need to know the following information and terms:

The **Applicant Organization** is your organization.

The **Authorized Signer** is the person within your organization who has the authority to enter into a contract with the WSC on behalf of your organization.

The **HR Contact** is staff providing recruitment and member enrollment support, this person will be available during enrollment periods in addition or in place of the primary site staff person.

The **Fiscal Contact** is the staff person who WSC will contact if there are questions regarding the Program Participation

EIN and DUNS Numbers. The WSC cannot enter into a contractual agreement or place members with organizations that do not have an EIN and DUNS number.

Number of AmeriCorps Members Requested: List the amount of AmeriCorps members needed for your project. This number will determine if your project is team or IP based.

Program Selection: If you would like to host members in both programs (WSC and WRC), you will need to complete a separate application for each program.

Project Title (WSC only): Select a title that reflects the service activities and project of the AmeriCorps member. The project title is not the member’s position title nor the name of your organization.

Project Description: Provide a clear picture of how the proposed AmeriCorps project will fit into your organization and the capacity of your organization to support the members. Member prohibited activities listed above, refer to this Guidance Document or refer to the [WSC website](#) to confirm that your proposed project activities are allowable.

Focus Area (WSC only): Select a strategic focus area that represents your project. It may be to your advantage to submit separate applications for projects in different focus areas so that you can describe the project in detail. Or, applicants may select a multi-focus designation and submit one application.

Performance Measure(s): Select at least one performance measure in the chosen focus area that represents intended outputs and outcomes of the AmeriCorps member's activities. Learn more about each available performance measure on our [website](#).

IDENTIFYING WSC FOCUS AREAS, PERFORMANCE MEASURES AND VOLUNTEER GOALS

Focus Area and Related Performance Measures (WSC only):

All WSC projects are required to track and report on at least one aligned performance measure relating to the chosen focus area. (The performance measures listed in this document may be revised with the potential release of future Corporation for National and Community Service's guidance documents, pre-award clarification of WSC grant application, or grant award. Data collection approaches and reporting could be re-negotiated during the grant period.)

Note:

WSC does not expect applicants to report on each and every potential member activity or community impact. There is no expectation that 100% of program activity be allocated to performance measures. If awarded, WSC will assist with any needed performance planning, data collection strategies, or collection tools to meet this grant requirement. All selected interventions should include reportable outputs and outcomes and will be used to inform a Logic Model and Theory of Change worksheets at the beginning of the program year with support from WSC Program Staff.

Focus Area - Disaster Services refers to unmet needs relating to assisting communities to prepare, respond, and mitigate impacts of disasters and to increase community resiliency to emergencies.

Performance measure:

- Disaster Preparedness

Focus Area- Economic Opportunity refers to unmet needs relating to economic opportunities for economically disadvantaged individuals including financial literacy, housing assistance, job training, and asset development.

Performance measures:

- Job Placement Services
- Housing Services
- Financial Literacy
- Adult Basic Education

Focus Area - Education refers to unmet educational needs within communities, especially those that help disadvantaged children and youth to achieve success in school, prevent them from dropping out, and to break cycles of poverty.

Performance measures:

- Academic Improvement
- Academic Engagement
- AVID

Focus Area - Environmental Stewardship refers to unmet energy-efficiency and environmental needs within communities.

Performance measures:

- Environmental Education
- At Risk Ecosystems

Focus Area - Healthy Futures refers to unmet health needs within low-income communities including access to health care, disease prevention and health promotion initiatives, and health literacy.

Performance measures:

- Health Education

- Nutrition Education
- Services to Live Independently
- Food Security
- Access to Care

Focus Area – Veterans and Military Families refers to unmet needs of military veterans and their families including engagement in community volunteering to improve quality of life.

Performance measure:

- Veterans as Volunteers

Focus Area – Youth Opportunity refers to unmet needs of economically disadvantaged youth, ages 16 to 24, including financial literacy, job skill training, GED/HSE obtainment, and college readiness.

Performance measures:

- Academic and Career Planning Services
- Financial Literacy
- Job Skill Training & Other Skill Development Services
- Job Search Training
- Referral to Other Community-Based Services

Multi-Focus: an organization may place members in interventions that cross multiple focus areas. Multi-focus organizations may also place members at multiple member service locations. Applicants seeking consideration as a multi-focus organization must ensure that the activities provided by the organization collectively address a compelling community need or set of needs; has the experience, staffing, and management structure to plan and implement the proposed program; has sufficient financial and management capacity to hold all member service site locations accountable if instances of risk or noncompliance are identified; can ensure that all AmeriCorps members receive sufficient guidance and support from service site staff; and can adequately train/prepare service site staff to follow AmeriCorps and WSC program regulations, priorities, and expectations.

Applicant-Determined Focus Area- Performance Plan Guidance (WSC only)

Applicant-Determined performance measures are intended for programs whose interventions, outputs and outcomes do not fit under existing WSC Performance Measures. Programs may create performance measures to track changes in beneficiary (knowledge, attitude, behavior, or conditions). If selecting an Applicant-Determined performance measure, please ensure outputs and outcomes are aligned correctly (unit of measure is the same for both outputs & outcomes), outputs and outcomes clearly identify what is counted, outcomes clearly identify a change in knowledge, attitude, behavior or condition, the unit of measure is a number, not a percent and can be measured in a single grant year. **Use the following format:**

SAMPLE for Applicant Determined

WSC Performance Plan: 2019-2020	
Organization Name:	
Applicant-Determined Focus Area – Economic Opportunity	
Performance Measure Title:	Target:
Output Description:	
Outcome Description:	

- **Performance Measure Title.** Enter a short, descriptive title for your performance measure. Different aligned performance measures should have different titles so that they can be easily referenced.
- **Description of Output.** Enter your own output title. Make sure it is clear what the output is counting. The unit of measure must be a number, not a percent.
- **Output Target.** Enter the number of beneficiaries you intend to serve, described in the output title. Targets must be numbers, not percent's. Make sure the output is **UNDUPLICATED**.
- **Description of Aligned Outcome.** Clearly state a measurable change in knowledge, attitude, behavior or condition for your beneficiaries.
- **Outcome Target Number.** Identify your numerical Outcome. Include only outcomes that can be measured in a single year. Outcome targets are generally smaller than output targets, with some exceptions (i.e., capacity-building National Performance

Measures). **Note:** In some cases it may be appropriate for the outcome target to be equal to the output target. The unit of measure is a number, not a percent.

VOLUNTEER GENERATION GOALS

WSC requires all AmeriCorps members to be engaged in volunteer recruitment, and management.

Community Volunteer: Citizens or residents in the community who are recruited and/or managed by the CNCS-supported organization or assigned national service participant(s) to offer time, knowledge, skills, and expertise for free to support the CNCS-supported program or organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program. Also referred to as “leveraged volunteers.”

Episodic Volunteer: a volunteer recruited and/or supported directly by AmeriCorps members that participated in one-time service projects. Each volunteer should be counted only once, even if an individual volunteer participated in more than one volunteer opportunity.

Ongoing Volunteer: a volunteer recruited and/or members that have made an ongoing volunteer commitment. Each volunteer should be counted only once, even if an individual volunteer participated in more than one volunteer opportunity.

Number of Volunteer Hours Expected to be Generated by Episodic and On-Going Volunteers: While individual volunteers are counted only once; their volunteer hours can be counted and reported to WSC throughout the program year.

OTHER DEFINITIONS

Additional definitions that will be useful for the purposes of this RFA include:

Sponsoring Organization: Once awarded, an organization that manages their AmeriCorps project. AmeriCorps members may be placed at the Sponsoring Organization, or at multiple member service sites.

Member Service Site: The location (organization) at which an AmeriCorps member is placed to provide their service to the community.

Multi-focus Organization: a Sponsoring Organization that places members in interventions that cross multiple focus areas. Multi-focus organizations may also place members at multiple member service sites. WSC anticipates that applicants have a carefully considered plan for their project implementation and have identified service sites based on demonstrated community needs. It is expected that all service site locations assist in the recruitment and selection of the AmeriCorps member(s).

Corporation for National and Community Service (CNCS): The Corporation for National and Community Service is an independent federal agency charged with administering AmeriCorps; the source of federal funds for AmeriCorps programs.

Employment Security Department (ESD): References to the Department shall mean the Employment Security Department of the state of Washington, any division, section, office, unit or other entity of that Department or any of the officers or other officials lawfully representing the Department.

Member: A person who has been enrolled and is participating in an AmeriCorps project.

Person Providing Primary Oversight: Employee of the Sponsoring Organization who is responsible for (a) recruiting, selecting, training and providing on-going support for AmeriCorps members, and (b) tracking and reporting all data relative to performance measures for the project and service hours of the AmeriCorps member(s). **Note:** Person providing secondary oversight will need to be identified and available when the person providing primary oversight is not available to provide member support.

Proposal: A formal offer submitted in response to this solicitation.

Request for Application (RFA): Formal document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFA is to permit the applicant community to suggest various approaches to meet the need.

Serve Washington: The primary recipient of federal funds for national service programs in Washington State. Formerly known as Washington Commission for National and Community Service.

Washington Service Corps (WSC): The Washington Service Corps is an office of the Washington State Employment Security Department.

Rural Communities: In determining whether a program is rural, WSC will consider “rural” as a county with a population density less than 100 persons per square mile or counties smaller than two hundred twenty-five square miles as of April 1, 2017. **Distressed or Under-resourced:** Counties where the three-year unemployment rate is at least 20 percent higher than the statewide average. See Chapter 43.168 of the Revised Code of Washington.

Applicant Clarification: Some applicants may receive requests to provide clarifying information and/or make changes to their application. This information is used by WSC staff in making award considerations. Applications may be recommended for an award even if they are not asked clarification questions. A request for clarification does not guarantee an award. Failure to respond to requests for clarification adequately and in a timely manner may result in the removal of an application from consideration.

Projected Timeline of RFA and Awarding Process

RFA Release Request for Application distributed and posted on WSC website	March 1, 2019
Technical Assistance A live RFA Clarification Webinar will take place on March 14 th . More details to come	March 14, 2019
Applicant Clarification Period Begins	April 1-15 2019
<u>Evaluation and Scoring Process</u> Applications will be reviewed and scored by a panel of WSC staff. A rating scale will be used. Responses to questions will be rated on completeness, relevancy, and specificity. Selection of applications may be contingent upon the applicant providing additional information or making revisions to their application.	April 1-15 2019
Anticipated notification of award status to applicants	Beginning April 8, 2019
Form and guidance provided from WSC Office: Finalization and approval AmeriCorps Member Position Description due to WSC	2 weeks after award
Form and guidance provided from WSC Office: National AmeriCorps Recruitment Posting due to WSC	2 weeks after award
At your site Start recruiting as soon as possible to fill your AmeriCorps positions. Recruitment and interviews of AmeriCorps member candidates by Sponsoring Organization and service sites (Sponsoring Organization commits to ensuring placements and member enrollment)	Begins 2 weeks after award
At your site Start recruiting as soon as possible to fill your AmeriCorps positions. Deadline to select AmeriCorps member candidate(s)	At the latest, 3 weeks prior to the member's start date
Forms and guidance provided from WSC Office: Member enrollment paperwork due to the WSC	At the latest, 1.5 weeks prior to the member's state date
Form and guidance provided from WSC Office: Contract sent out for signature (electronically) by WSC	2 weeks after award
Signed Electronic Contract due to WSC	3 weeks after receipt of contract; must be received prior to first member start date
Written Union Concurrence due to WSC, if applicable	2 weeks after award
Proof of current, valid Commercial General Liability Insurance with minimum of \$1,000,000 per occurrence with Washington State Employment Security Department endorsed to the policy as additional insured with limit of no less than \$1,000,000 per accident for bodily injury or disease due to WSC by mail or email.	2 weeks after award
Invoice issued	Dependent upon award date
Deadline to submit payment to WSC for Program Participation Fee	30 days from invoice date