

Chapter 131-49 WAC

REGULATIONS FOR THE ADMINISTRATION OF THE DISPLACED HOMEMAKER PROGRAM

(Formerly chapter 250-44 WAC)

WAC

131-49-010	Purpose.
131-49-020	Program administration.
131-49-030	Advisory committee.
131-49-040	Definitions.
131-49-050	Utilization of available contract funds.
131-49-060	Eligibility to apply for contracts.
131-49-070	Calendar and closing dates for applications and awards.
131-49-080	Content of application.
131-49-090	Standards to be met by applicants.
131-49-100	Required assurances.
131-49-110	Criteria for selection of contracts to be awarded.
131-49-120	Procedure for selection of contracts to be awarded.
131-49-130	Incorporation of applications in contracts.
131-49-140	Length of contract periods.
131-49-150	Amendment of contracts.
131-49-160	Eligible expenditures and matching requirements.
131-49-170	Payments under approved contracts.
131-49-180	Withholding of contract payments.
131-49-190	Accounting, reporting, and records retention requirements.
131-49-200	Program audits.

WAC 131-49-010 Purpose. The Displaced Homemaker Act, chapter 28B.04 RCW establishes guidelines under which the state board for community and technical colleges shall contract to establish both multipurpose service centers and programs of service to provide necessary training opportunities, counseling and services for displaced homemakers so that they may enjoy the independence and economic security vital to a productive life. This chapter is promulgated by the board to establish necessary regulations for the operation of the displaced homemaker program.

[Statutory Authority: Chapter 28B.04 RCW. WSR 08-21-041, § 131-49-010, filed 10/8/08, effective 11/8/08. WSR 07-23-089, recodified as § 131-49-010, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-010, filed 7/31/87; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-010, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-010, filed 8/17/79.]

WAC 131-49-020 Program administration. Responsibility for all aspects of administration of the displaced homemaker program, subject to these regulations, shall be vested in the executive director of the board.

[WSR 07-23-089, recodified as § 131-49-020, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, § 250-44-020, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-020, filed 7/31/87; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-020, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-020, filed 8/17/79.]

(10/8/08)

WAC 131-49-030 Advisory committee. (1) The executive director shall establish an advisory committee, to be known as the displaced homemaker program advisory committee.

(2) The advisory committee shall be advisory to the executive director and staff of the board, and is intended to provide an effective and efficient means for the consultation required by sections 4 and 8 of the act.

(3) Members of the advisory committee shall include one person from each of the agencies listed in section 8 of the act, plus such other persons as the executive director deems necessary to provide adequate consultation and geographic and general public representation, but total advisory committee membership shall not exceed twenty-two persons. At least one member of the advisory committee shall either be or recently have been a displaced homemaker.

(4) Functions of the advisory committee shall be:

(a) To provide advice on all aspects of administration of the displaced homemaker program, including content of program rules, guidelines, and application procedures;

(b) To assist in coordination of activities under the act with related activities of other state and federal agencies, with particular emphasis on facilitation of coordinated funding.

[WSR 07-23-089, recodified as § 131-49-030, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-030, filed 7/31/87; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-030, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-030, filed 8/17/79.]

WAC 131-49-040 Definitions. Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Act" means the Displaced Homemaker Act, chapter 28B.04 RCW, as amended.

(2) "Advisory committee" means the advisory committee established pursuant to WAC 131-49-030.

(3) "Appropriate job opportunities" means opportunities to be gainfully employed, as defined in subsection (9) of this section, in jobs which build upon all relevant skills and potential skills of the individual displaced homemaker, including opportunities in jobs which in the past may not generally have been considered traditional for women.

(4) "Center" means a multipurpose service center as defined in subsection (10) of this section.

(5) "Board" means the state board for community and technical colleges.

(6) "Displaced homemaker" means an individual who:

(a) Has worked in the home for ten or more years providing unsalaried household services for family members on a full-time basis; and

[Ch. 131-49 WAC p. 1]

- (b) Is not gainfully employed;
- (c) Needs assistance in securing employment; and
- (d) Meets one of the following criteria;
 - (i) Has been dependent on the income of another family member but is no longer supported by that income; or
 - (ii) Has been dependent on federal assistance but is no longer eligible for that assistance; or
 - (iii) Is supported as the parent of minor children by public assistance or spousal support, but whose youngest child is within two years of reaching majority.
- (7) "Executive director" means the executive director of the board.
- (8) "Executive officer" of the sponsoring organization means the chief executive or senior officer of the organization.
- (9) "Gainfully employed" means employed for salary or wages on a continuing basis and earning at least an amount equal to the standard of need established under RCW 74.04.770.
- (10) "Multipurpose service center" means a center contracted for under the act, which either provides directly, or provides information about and referral to, each type of program of service as defined in subsection (14) of this section.
- (11) "Objective" means a purpose of a program of service which can be quantified and for which objective measurements of performance can be established.
- (12) "Displaced homemaker program" means the program of contracts for multipurpose service centers and programs of service for displaced homemakers authorized by the act.
- (13) "Program" means a program of service as defined in subsection (14) of this section.
- (14) "Program of service" means one of the specific services listed in subdivisions (a) through (g) of this subsection, and meeting the criteria set forth in the subdivision.
 - (a) Job counseling services, which shall:
 - (i) Be specifically designed for displaced homemakers;
 - (ii) Counsel displaced homemakers with respect to appropriate job opportunities (as defined in subsection (3) of this section); and
 - (iii) Take into account and build upon the skills and experience of a homemaker and emphasize job readiness as well as skill development.
 - (b) Job training and job placement services, which shall:
 - (i) Emphasize short-term training programs and programs which expand upon homemaking skills and volunteer experience and which prepare the displaced homemaker to be gainfully employed as defined in subsection (9) of this section;
 - (ii) Develop, through cooperation with state and local government agencies and private employers, model training and placement programs for jobs in the public and private sectors;
 - (iii) Assist displaced homemakers in gaining admission to existing public and private job training programs and opportunities, including vocational education and apprenticeship training programs; and
 - (iv) Assist in identifying community needs and creating new jobs in the public and private sectors.
 - (c) Health counseling services, including referral to existing health programs, which shall:

- (i) Include general principles of preventative health care;
- (ii) Include health care consumer education, particularly in the selection of physicians and health care services, including, but not limited to, health maintenance organizations and health insurance;
- (iii) Include family health care and nutrition;
- (iv) Include alcohol and drug abuse; and
- (v) Include other related health care matters as appropriate.
- (d) Financial management services, which shall:
 - (i) Provide information and assistance with respect to insurance, taxes, estate and probate problems, mortgages, loans and other related financial matters; and
 - (ii) Include referral, wherever feasible and appropriate, to public legal assistance programs staffed by attorneys.
- (e) Educational services, which shall:
 - (i) Include outreach and information about courses offering credit through secondary or postsecondary education programs, and other reentry programs, including bilingual programming where appropriate; and
 - (ii) Include information about such other programs determined by the board to be of interest and benefit to displaced homemakers, and for which appropriate informational materials have been provided by the board.
- (f) Legal counseling and referral services, which shall:
 - (i) Be limited to matters directly related to problems of displaced homemakers;
 - (ii) Be supplemental to financial management services as defined in subdivision (d) of this subsection; and
 - (iii) Emphasize referral, wherever feasible and appropriate, to public legal assistance programs staffed by attorneys.
- (g) General outreach and information services with respect to federal and state employment, education, health, public assistance, and unemployment assistance programs which the board may determine to be of interest and benefit to displaced homemakers, and for which the board distributes appropriate informational materials.
- (15) "Reaching majority" means reaching age eighteen.
- (16) "Sponsoring organization" means a public institution, agency or governmental entity, or a chartered private nonprofit institution or organization which has legal authority to submit an application, enter into a contract, and provide the programs of service covered by the application, and which agrees to provide supervision and financial management to ensure compliance with the terms and conditions of the contract.
- (17) "Training for service providers" means activities which provide training for persons serving the needs of displaced homemakers.
- (18) "Statewide outreach and information services" means activities designed to make general outreach and information services for displaced homemakers available throughout Washington including but not limited to areas directly served by multipurpose service centers or other programs of service under the displaced homemaker program.
- (19) "Subsistence" means support provided to, or paid to recipients for support services including all living expenses, child care, and transportation.
- (20) "Performance indicators" means expected levels of services and outcomes as established by the executive director and made available in the application guidelines.

(21) "Initial contract" means a contract awarded based on a competitive process and the evaluation of an initial application.

(22) "Renewal contract" means a contract awarded to a current sponsoring organization for the ensuing biennium, based on the evaluation of a renewal application.

[Statutory Authority: Chapter 28B.04 RCW. WSR 08-21-041, § 131-49-040, filed 10/8/08, effective 11/8/08. WSR 07-23-089, recodified as § 131-49-040, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, § 250-44-040, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-040, filed 7/31/87; WSR 85-10-022 (Order 1/85, Resolution No. 85-44), § 250-44-040, filed 4/23/85; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-040, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-040, filed 8/17/79.]

WAC 131-49-050 Utilization of available contract funds. (1) The executive director shall issue contract application guidelines which shall establish criteria for specific utilization of available contract funds. The guidelines shall set forth:

(a) The maximum contract amount available for funding of a multipurpose service center.

(b) The maximum contract amount available for funding of a program or programs of service.

(c) A reservation of funds for contracts to provide statewide outreach and information services and/or training for service providers.

(2) At least two multipurpose service centers, each located in a highly populated area, shall be supported under the displaced homemaker program, provided adequate funds have been appropriated.

(3) Remaining funds shall be used for contracts selected to provide geographic dispersion of displaced homemaker multipurpose service centers and programs of service.

[WSR 07-23-089, recodified as § 131-49-050, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, § 250-44-050, filed 12/11/00, effective 1/11/01. Statutory Authority: RCW 28B.10.806 and chapter 28B.04 RCW as amended. WSR 95-07-087 (Order 95-02), § 250-44-050, filed 3/16/95, effective 4/16/95; WSR 93-07-061 (Resolution No. 93-8), § 250-44-050, filed 3/17/93, effective 4/17/93; WSR 91-14-009, § 250-44-050, filed 6/24/91, effective 7/25/91. Statutory Authority: Chapter 28B.04 RCW as amended. WSR 89-08-056 (Order 1-89, Resolution No. HECB 89-3), § 250-44-050, filed 3/31/89; WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-050, filed 7/31/87; WSR 85-10-022 (Order 1/85, Resolution No. 85-44), § 250-44-050, filed 4/23/85; WSR 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-050, filed 7/3/84; WSR 83-14-041 (Order 3/83, Resolution No. 83-66), § 250-44-050, filed 6/30/83; WSR 82-23-017 (Order 11/82, Resolution No. 83-21), § 250-44-050, filed 11/8/82; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-050, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-050, filed 8/17/79.]

WAC 131-49-060 Eligibility to apply for contracts. Either an initial or renewal application for a contract to provide either a multipurpose service center or one or more programs of service for displaced homemakers or training for service providers may be submitted by a sponsoring organization, as defined in WAC 131-49-040(16).

(1) The board shall require appropriate documentation of the nonprofit status of an applicant that is nonprofit.

(2) Organizations that apply as a consortium shall submit a single application. The application shall be submitted by the

(10/8/08)

sponsoring organization that will serve as fiscal agent for the consortium.

[Statutory Authority: Chapter 28B.04 RCW. WSR 08-21-041, § 131-49-060, filed 10/8/08, effective 11/8/08. WSR 07-23-089, recodified as § 131-49-060, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, § 250-44-060, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-060, filed 7/31/87; WSR 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-060, filed 7/3/84. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-060, filed 8/17/79.]

WAC 131-49-070 Calendar and closing dates for applications and awards. (1) Applications for both initial and renewal contracts to provide services to displaced homemakers shall be submitted by eligible organizations pursuant to WAC 131-49-040(16) by the date specified in the contract application guidelines.

(2) The executive director of the board shall approve awards of contracts, provided qualifying applications were received by the closing dates specified in the application guidelines.

(3) In the event that available funds for contracts under the act are not fully utilized after approval of contracts, the executive director shall either establish a new calendar for further consideration of applications and award of contracts, or award supplemental funds to existing centers and programs by amendment of contracts in effect, or award supplemental funds for targeted displaced homemaker program initiatives.

[Statutory Authority: Chapter 28B.04 RCW. WSR 08-21-041, § 131-49-070, filed 10/8/08, effective 11/8/08. WSR 07-23-089, recodified as § 131-49-070, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, amended and recodified as § 250-44-070, filed 12/11/00, effective 1/11/01. Statutory Authority: RCW 28B.10.806 and chapter 28B.04 RCW as amended. WSR 95-07-087 (Order 95-02), § 250-44-130, filed 3/16/95, effective 4/16/95; WSR 93-07-061 (Resolution No. 93-8), § 250-44-130, filed 3/17/93, effective 4/17/93; WSR 91-14-009, § 250-44-130, filed 6/24/91, effective 7/25/91. Statutory Authority: Chapter 28B.04 RCW as amended. WSR 89-08-056 (Order 1-89, Resolution No. HECB 89-3), § 250-44-130, filed 3/31/89; WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-130, filed 7/31/87; WSR 85-10-022 (Order 1/85, Resolution No. 85-44), § 250-44-130, filed 4/23/85; WSR 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-130, filed 7/3/84; WSR 83-14-041 (Order 3/83, Resolution No. 83-66), § 250-44-130, filed 6/30/83; WSR 82-23-017 (Order 11/82, Resolution No. 83-21), § 250-44-130, filed 11/8/82; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-130, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-130, filed 8/17/79.]

WAC 131-49-080 Content of application. Both initial and renewal applications shall be submitted using the format and forms prescribed in the contract application guidelines.

[WSR 07-23-089, recodified as § 131-49-080, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, amended and recodified as § 250-44-080, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-140, filed 7/31/87; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-140, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-140, filed 8/17/79.]

WAC 131-49-090 Standards to be met by applicants. In addition to eligibility as a public or nonprofit organization, each sponsoring organization shall be required to provide evidence of adequate staff or governing board provisions to

provide administrative and financial management oversight services to ensure contract compliance.

[WSR 07-23-089, recodified as § 131-49-090, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, amended and recodified as § 250-44-090, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW as amended. WSR 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-070, filed 7/3/84. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-070, filed 8/17/79.]

WAC 131-49-100 Required assurances. No contract shall be awarded unless the sponsoring organization includes in its application the following assurances:

(1) No person in this state, on the grounds of sex, age, race, color, religion, national origin, or the presence of any sensory, mental, or physical handicap, shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under the act;

(2) The sponsoring organization shall actively seek to employ for all staff positions supported by funds provided under the act, and for all staff positions supported by matching funds under any contract, including supervisory, technical and administrative positions, persons who qualify as displaced homemakers;

(3) Services provided to displaced homemakers under the contract shall be provided without payment of any fees for the services: Provided, That the executive director may approve exceptions to this requirement upon determining that such exceptions would be in the best interest of displaced homemaker program objectives;

(4) First priority for all services provided under the contract shall be given to persons who qualify in all regards as displaced homemakers. Other persons in need of the services due to similar circumstances may be assisted if provision of such assistance shall not in any way interfere with the provision of services to displaced homemakers as defined in the act. The sponsoring organization shall include in its reports separate and distinct accountability for services to displaced homemakers and to other persons in need of the services;

(5) The sponsoring organization agrees to comply in full with the accounting and reporting requirements set forth in WAC 131-49-190 and such other accounting and reporting requirements as may be established by the executive director.

(6) The sponsoring organization agrees to participate in evaluation procedures, including the use of all specified uniform client classification forms for persons to whom services are provided, and specified uniform evaluation questionnaires;

(7) The sponsoring organization will actively seek to coordinate activities under the contract with related activities and services provided by other organizations;

(8) The sponsoring organization understands and agrees that payments from the board under the contract will be provided monthly or quarterly upon submission and approval of payment requests in a form and containing information specified by the executive director of the board, and that approval of payments shall be conditioned upon the executive director's determination that the sponsoring organization is in compliance with the terms of the contract and this chapter;

(9) The executive officer of the sponsoring organization has reviewed the application, including all assurances con-

tained therein, and is authorized to submit the application and execute a contract in accordance with the application if it is approved by the board; and

(10) The executive director and staff of the board will be provided access to financial and other records pursuant to the contract.

[Statutory Authority: Chapter 28B.04 RCW. WSR 08-21-041, § 131-49-100, filed 10/8/08, effective 11/8/08. WSR 07-23-089, recodified as § 131-49-100, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-10-020, § 250-44-100, filed 4/23/01, effective 5/24/01; WSR 01-01-050, amended and recodified as § 250-44-100, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-090, filed 7/31/87; WSR 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-090, filed 7/3/84; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-090, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-090, filed 8/17/79.]

WAC 131-49-110 Criteria for selection of contracts to be awarded. (1) Initial contracts. For each closing date established as specified in WAC 131-49-070, applications will be ranked competitively according to their performance with respect to:

(a) Size of the potential population to be served;

(b) Demonstrated need for the proposed services;

(c) Experience and capabilities of the sponsoring organization;

(d) Provisions for coordination of services with other organizations providing related services in the geographic area.

(2) The executive director shall develop a system for evaluating initial applications with respect to the above-stated criteria, and make available in the application guidelines a description of the system.

(3) Final selection of initial applications to be approved will be based upon both relative ranking on factors listed in subsection (1) of this section and appropriate geographic distribution.

(4) Renewal contracts. The sponsoring organization may be eligible to renew its contract for one ensuing biennium provided the sponsoring organization was in full compliance with the contract and performance indicators established by the executive director.

(5) The executive director shall develop a system for evaluating renewal applications and make available in the application guidelines a description of the system.

[Statutory Authority: Chapter 28B.04 RCW. WSR 08-21-041, § 131-49-110, filed 10/8/08, effective 11/8/08. WSR 07-23-089, recodified as § 131-49-110, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-10-020, § 250-44-110, filed 4/23/01, effective 5/24/01; WSR 01-01-050, amended and recodified as § 250-44-110, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-150, filed 7/31/87; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-150, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-150, filed 8/17/79.]

WAC 131-49-120 Procedure for selection of contracts to be awarded. (1) Initial contracts. The following steps will be employed in screening and selection of applications to be approved for initial contracts:

(a) Applications will be screened for eligibility and completeness;

(b) A panel of application readers will be established, to consist of board staff members designated by the executive director, members of the advisory committee who are not members of the legislature or employees of sponsoring organizations, and such other persons as may be deemed appropriate by the executive director;

(c) Within each category of application as described in WAC 131-49-110(1), the panel of readers will evaluate and rank qualifying applications according to the system published in accordance with WAC 131-49-110(2);

(d) The advisory committee will consider evaluations prepared by the readers, and will develop a list of recommended approved applications to be awarded contracts;

(e) The list of recommended approved applications will be submitted to the executive director of the board for approval. Upon approval the executive director will award the contracts.

(2) Renewal contracts. The following steps will be employed in screening and selection of applications to be approved for renewal contracts:

(a) Applications will be screened for eligibility and completeness;

(b) In cooperation with the advisory committee, or a subset thereof, the board will evaluate qualifying applications in accordance with WAC 131-49-110(4) and develop a list of recommended approved renewal applications according to the system published in WAC 131-49-110(5);

(c) The list of recommended approved renewal applications shall be submitted to the executive director of the board for approval. Upon approval the executive director will award the renewal contracts.

[Statutory Authority: Chapter 28B.04 RCW. WSR 08-21-041, § 131-49-120, filed 10/8/08, effective 11/8/08. WSR 07-23-089, recodified as § 131-49-120, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-10-020, § 250-44-120, filed 4/23/01, effective 5/24/01; WSR 01-01-050, amended and recodified as § 250-44-120, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-160, filed 7/31/87; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-160, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-160, filed 8/17/79.]

WAC 131-49-130 Incorporation of applications in contracts. Each approved application will be incorporated into and made a part of the contract between the board and the sponsoring organization, to be signed by the executive director and the executive officer of the sponsoring organization.

[WSR 07-23-089, recodified as § 131-49-130, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, recodified as § 250-44-130, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-170, filed 7/31/87. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-170, filed 8/17/79.]

WAC 131-49-140 Length of contract periods. (1) Contract periods for each contract awarded under the act shall be in accordance with each application proposal, subject to contract application guidelines issued by the executive director, but shall not begin before the starting date or extend beyond the end date of the upcoming biennium.

(2) An initial contract shall be awarded on a biennial basis.

(10/8/08)

(3) An initial contract may be renewed for one ensuing biennium provided the sponsoring organization was in full compliance with the contract and performance indicators established by the executive director.

[Statutory Authority: Chapter 28B.04 RCW. WSR 08-21-041, § 131-49-140, filed 10/8/08, effective 11/8/08. WSR 07-23-089, recodified as § 131-49-140, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, amended and recodified as § 250-44-140, filed 12/11/00, effective 1/11/01. Statutory Authority: RCW 28B.10.806 and chapter 28B.04 RCW as amended. WSR 95-07-087 (Order 95-02), § 250-44-110, filed 3/16/95, effective 4/16/95; WSR 93-07-061 (Resolution No. 93-8), § 250-44-110, filed 3/17/93, effective 4/17/93; WSR 91-14-009, § 250-44-110, filed 6/24/91, effective 7/25/91. Statutory Authority: Chapter 28B.04 RCW as amended. WSR 89-08-056 (Order 1-89, Resolution No. HECB 89-3), § 250-44-110, filed 3/31/89; WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-110, filed 7/31/87; WSR 85-10-022 (Order 1/85, Resolution No. 85-44), § 250-44-110, filed 4/23/85; WSR 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-110, filed 7/3/84; WSR 83-14-041 (Order 3/83, Resolution No. 83-66), § 250-44-110, filed 6/30/83; WSR 82-23-017 (Order 11/82, Resolution No. 83-21), § 250-44-110, filed 11/8/82; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-110, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-110, filed 8/17/79.]

WAC 131-49-150 Amendment of contracts. A contract may be amended by mutual agreement between the executive director and the executive officer of the sponsoring organization.

[WSR 07-23-089, recodified as § 131-49-150, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, recodified as § 250-44-150, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-180, filed 7/31/87; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-180, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-180, filed 8/17/79.]

WAC 131-49-160 Eligible expenditures and match- ing requirements. (1) Eligible expenditures include all operating expenses necessary to carry out the training, counseling, and referral services covered in the proposal, and to provide outreach activities related to the services, subject to the following limitations:

(a) No funds under the contract budgets shall be utilized to provide subsistence or stipends for recipients of the services provided.

(b) No funds under the contract budgets shall be utilized to pay for student tuition and fees for enrollment in education programs or courses except under specific prior approval by the executive director.

(c) All out-of-state travel or any subcontracts with other agencies or organizations, to be paid for with funds under contract budgets, must be specifically approved in advance by the executive director or the director's designee; and

(d) Formula allocations of overhead or other expenses of the sponsoring organization not directly related to the provision of the services covered by the contract shall not be included in the contract budget, but charges for direct services in support of the contract such as financial accounting services, printing services, transportation, etc., may be included.

(2) Although the contract budget shall not support subsistence, stipends, or tuition and fee payments (unless approved in advance) for recipients of services under the contract, sponsoring organizations are encouraged wherever pos-

sible and appropriate to obtain and provide funds for such purposes from other sources.

(3) Matching requirements. At least thirty percent of the funding for each center or program supported by a contract under the act must be provided by the sponsoring organization, based on the original contract amount.

(a) Validation of the provision of required matching support shall be provided as required in each application.

(b) Matching may be provided either in the form of supplemental funds, from any source other than the contract under the act, to pay for services separately accounted for in carrying out the activities covered by the contract, or in the form of contributed services or contributions in-kind also specifically and separately accounted for.

(c) Contributions in-kind may include materials, supplies, chargeable services such as printing services or transportation, salaries and fringe benefit costs for paid employees of the sponsoring organization to the extent such employees work directly in the provision of services under the contract or providing direct support such as secretarial or accounting support, and the equivalent value of contributed volunteer services on the same basis: Provided, That the dollar value of contributed volunteer services shall be calculated by determining the hourly rate for comparable paid positions for which the volunteer is fully qualified, and multiplying the hourly rate times the number of hours of service contributed.

[WSR 07-23-089, recodified as § 131-49-160, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, amended and recodified as § 250-44-160, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-080, filed 7/31/87; WSR 84-14-084 (Order 2/84, Resolution No. 84-76), § 250-44-080, filed 7/3/84. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-080, filed 8/17/79.]

WAC 131-49-170 Payments under approved contracts. Payments to sponsoring organizations under approved contracts for multipurpose service centers, programs of service, and training for service providers shall be authorized and processed according to the following procedure:

(1) Payments will be made, one month at a time; unless less frequent payments are requested by the contractor.

(2) Sponsoring organizations will submit requests for payment on Invoice Voucher A 19-x form and to contain information specified by the executive director to include:

(a) Actual expenditures for request period;

(b) Expenditures listed by the following categories: Personnel, travel, facilities, advertising, supplies/materials, communications, and other.

(3) Upon approval of the request for payment, and receipt of the quarterly report for the most recent completed quarter under the contract, the executive director will authorize disbursement of the funds.

(4) Requests for payments must be received in the board office at least two weeks prior to the requested payment date.

[WSR 07-23-089, recodified as § 131-49-170, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, recodified as § 250-44-170, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-120, filed 7/31/87; WSR 85-10-022 (Order 1/85, Resolution No. 85-44), § 250-44-120, filed 4/23/85; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-120, filed 7/12/82. Statutory

Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution 80-4), § 250-44-120, filed 8/17/79.]

WAC 131-49-180 Withholding of contract payments.

If the executive director determines that a sponsoring organization is not in compliance with contract provisions of this chapter, the executive director shall suspend payments under the contract and shall file a report with the board and with the sponsoring organization of the reason for suspension of payments. The sponsoring organization may correct the state of noncompliance or may appeal the executive director's determination to the board at its next regular meeting. If the executive director finds that any claimed expenditures under the contract are not eligible under this chapter, the executive director shall deduct such amounts from the next request for payment. The sponsoring organization may, through the executive director, request a hearing on the executive director's decision before the board at its next regular meeting.

[WSR 07-23-089, recodified as § 131-49-180, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, amended and recodified as § 250-44-180, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-190, filed 7/31/87. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-190, filed 8/17/79.]

WAC 131-49-190 Accounting, reporting, and records retention requirements. (1) Accounting. Sponsoring organizations shall maintain separate accounts for funds received under approved contracts and for matching funds expended and in-kind matching provided under such contracts. The accounting records shall include:

(a) Sufficient detail by object of expenditure to permit verification and reporting of expenditures according to object categories used in the budget format provided with the application; and

(b) Documentation of all expenditures charged to the contract or matching accounts, in the form of either:

(i) Direct charges supported by vouchers;

(ii) Journal vouchers for allocated portions of shared costs such as rental or communication costs, supported by explanations of allocation methods consistent with accounting practices generally used by the sponsoring organization; or

(iii) Records of actual time worked for persons not employed one hundred percent, but whose salary or wages are charged in part to the contract or matching account.

(2) Reporting. Sponsoring organizations shall:

(a) Provide quarterly reports to the executive director, in a format and containing information specified by the executive director, sufficient to provide:

(i) An evaluation of outreach and participation in the services provided under the contracts; and

(ii) An evaluation of performance under the contract.

(b) Maintain such records as are necessary to provide information contained in the reports.

(3) Records retention. Sponsoring organizations shall retain accounting and other supporting records until notified by the executive director of the completion of a program audit after the end of the contract period. This requirement is in addition to requirements of the state auditor's office applicable to public institutions and agencies.

[WSR 07-23-089, recodified as § 131-49-190, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW. WSR 01-01-050, recodified as § 250-44-190, filed 12/11/00, effective 1/11/01. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-100, filed 7/31/87. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-100, filed 8/17/79.]

WAC 131-49-200 Program audits. The executive director may arrange for a program audit, including review of accounts for expenditures under the contract, upon completion of the contract period. If any claimed expenditures are determined to be ineligible, the sponsoring organization shall be required to repay the amount of such ineligible expenditures.

[WSR 07-23-089, recodified as § 131-49-200, filed 11/20/07, effective 11/20/07. Statutory Authority: Chapter 28B.04 RCW, as amended. WSR 87-16-061 (Order 4-87, Resolution No. 87-57), § 250-44-200, filed 7/31/87; WSR 82-15-018 (Order 2-82, Resolution No. 82-54), § 250-44-200, filed 7/12/82. Statutory Authority: RCW 28B.10.806. WSR 79-09-042 (Order 7-79, Resolution No. 80-4), § 250-44-200, filed 8/17/79.]