


POLICY NUMBER 220.300

TITLE


**VETERANS LICENSE PLATE EMBLEM PROGRAM - FUND
 EXPENDITURES**

EFFECTIVE DATE:	May 28, 2019
AUTHORITY:	General authority of the Director of the Department of Veterans Affairs, hereinafter referred to as WDVA, to manage and direct the Department, RCW 43.60A.040, .050, and .060.
PURPOSE:	To define policy and procedures for expenditures made by WDVA from the veterans emblem account.
APPLICABILITY:	All employees within WDVA and the Veterans Affairs Advisory Committee (VAAC).
DEFINITIONS:	<u>Veterans Remembrance Emblem Program</u> permits eligible veterans to purchase and display approved decals (U.S. Flag, U.S. Veteran and replicas of several campaign ribbons) on their vehicle license plates.
POLICY:	<ol style="list-style-type: none"> I. In accordance with RCW 46.16, the Department of Licensing (DOL) may set fees and administer the Veterans Remembrance Emblem Program. II. Fees collected from the sale of Veterans Remembrance Emblems are deposited in the Veterans Emblem Account, which is held by the state treasurer. III. Expenditures From The Veterans Emblem Account Are Limited. <ol style="list-style-type: none"> A. DOL may expend funds for: <ol style="list-style-type: none"> 1. Costs of production of remembrance emblems, or 2. Program administration. B. WDVA may expend funds for direct costs and project administration related to: <ol style="list-style-type: none"> 1. Projects that pay tribute to living and deceased veterans, who have defended our nation's freedom; 2. Upkeep and operations of existing memorials; and 3. Land acquisition and construction of new memorials.

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PROCEDURE:

- I. Creation And Upkeep Of Memorials To Veterans.
 - A. WDVA reviews and gives final approval for expenditures to construct or maintain memorials to veterans.
 - B. When the Director or designee determines sufficient funds have accumulated in the Veterans Emblem Account, WDVA solicits proposals for expenditures of the funds. Proposals are reviewed and scored by a subcommittee of the VAAC. Solicitation shall be done by:
 1. A statewide press release;
 2. Mailing the press release to all veterans service organizations; and
 3. Mailing the press release to any organization/individual on file who has requested such information.
 - C. Project proposals shall be submitted in writing to the Director and the accompanying narrative shall include the following:
 1. Describe how this project pays tribute to living or deceased veterans;
 2. Identify how maintenance and upkeep will be funded;
 3. Describe your organizations purpose and goals, include a copy of your IRS 501 (C) (3) letter.;
 4. Describe the project in detail and include artists drawings, plans or copies or blueprints;
 5. Detail the total cost of the project including all sources of funds collected or pledged, including in-kind contributions;
 6. Specify the amount of funds requested from the Veterans Emblem Account and how the will be spent;
 7. Enclose a completed IRS Form W-9 (attached);
 8. Include the organization's name, address, telephone number and the name of the individual who may be contacted regarding the proposed project;
 - D. Organizations requesting funds shall:
 1. Have a certificate of incorporation, or
 2. Have IRS tax exemption status (IRS 501 (C)(3)), or
 3. Be a public entity (e.g. city, county, or state).
 - E. Veterans Emblem Award proposal processing:
 1. Proposals are received by WDVA and checked for completeness.
 2. Complete proposals are submitted to the Governor's Veterans Affairs Advisory Committee (VAAC) for review and recommendation.
 3. The VAAC returns its recommendations to the Director, for final approval.
- II. Award Letters For Approved Projects.
 1. WDVA prepares award letters for approved projects.

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2. Award letters include a requirement that the recipient of emblem funds provide information on how the funds were spent, including receipts, photos or other documentation.
3. An award letter may be rescinded without consulting the VAAC when the organization does not complete a proposed project as described in their initial request or does not comply with the requirements of the award letter.

REVIEW: This policy shall be reviewed every three years and updated as needed.

REFERENCES: RCW 46.16.332 License Plate Emblems – Fees, Chapter 43.88 RCW (allotment procedures)

SUPERSESSON DVA policy # 220.300, dated March 6, 2018
DVA policy # 1-07, dated March 17, 1995

ATTACHMENTS: IRS [W-9 Form](#)
Emblem Fund Fillable Form:
<https://docs.google.com/forms/d/1xpIsnMc62abUa0mhz8UOwgjQl7hkMkmmM-1tSTjSodA/viewform>



Lourdes E. Alvarado-Ramos, Director



Date

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**WDVA Emblem Fund
 Application Form**

Please ensure all fields are completed before submitting the application to WDVA. Incomplete applications will not be considered. If additional documents are being included to satisfy a field below, please indicate that additional documents are attached.

Online fillable form available here:
<https://docs.google.com/forms/d/1xplsnMc62abUa0mhz8UOwgjQI7hkMkmmM-1tSTjSodA/viewform>

Or mail this completed form to:
 WDVA
 Attn: Rene Morales
 PO Box 41150
 Olympia, WA 98504

1. Describe below how this project pays tribute to living or deceased veterans. (20 points)

2. Identify how maintenance and upkeep will be funded. (20 points)

3. Describe your organizations purpose and goals. (20 points)

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4. Describe the project in detail and include artists drawings, plans or copies or blueprints if available. (20 points)

5. Detail the total cost of the project including all sources of funds collected or pledged, including in-kind contributions. (20 points)

6. Specify the amount of funds requested from the Veterans Emblem Account and how the will be spent

7. Enclose a completed IRS Form W-9 (attached).

8. Include a copy of your IRS 501 (C)(3) documentation; or Incorporation Documents; or Proof of Government Status.

9. Include the organization's name, address, telephone number and the name of the individual who may be contacted regarding the proposed project.

Name

Email Address

Mailing Address

Phone
