




POLICY

POLICY NUMBER **220.300**


TITLE VETERANS LICENSE PLATE EMBLEM PROGRAM – FUND EXPENDITURES

EFFECTIVE DATE:	June 24, 2024
AUTHORITY:	General authority of the Director of the Department of Veterans Affairs, hereinafter referred to as WDVA, to manage and direct the Agency, 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:	Veterans Remembrance Emblem Program 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"> 1. In accordance with RCW 46.16, the Department of Licensing (DOL) may set fees and administer the Veterans Remembrance Emblem Program. 2. Fees collected from the sale of Veterans Remembrance Emblems are deposited in the Veterans Emblem Account, which is held by the state treasurer. 3. 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:

1. 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. Emailing the press release to all Veteran service organizations; and
 3. Emailing 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 organization's 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 funds 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).

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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 review.
4. The Director is the final approving authority.

2. Award Letters for Approved Projects

- A. WDVA prepares award letters for approved projects.
- B. 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.
- C. 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 42.16A.215 Military Emblems–Fees, Chapter 43.88 RCW (allotment procedures)

SUPERSESSSION DVA policy 220.300 dated May 28, 2019 and March 6, 2018
DVA policy 1-07 dated March 17, 1995.

ATTACHMENTS: IRS [W-9 Form](#)

Emblem Fund Fillable Form:
<https://forms.office.com/g/x8P75KK9iK>



David Puente, Jr., Director

06/24/2024

Date