



FINANCIAL TIMES

*WA ST CONSERVATION
COMMISSION*

08/15/2014

Thank you for all our hard work and assistance in closing out FY14! We are excited to say that we are almost completely finished with FY14 and looking forward to FY15. All of the basic allocation request payments and initial payments have been processed and are on their way to you. We have just begun processing the first FY15 grant payments. Thank you for your patience with us as we closed down FY14! 😊

Road Trippin' with the Finance Staff!

The financial staff is so excited for our upcoming road trip to visit the districts! We are really looking for any topics you would like us to cover at our trainings or any burning questions we can answer for you. The road trip provides us more time to spend with you to go more in depth on subjects than we are able to at our annual WADE training. It has been almost 3 years already since our last one! Please submit feedback, questions or topics to sccgrants@scc.wa.gov.

Here are the locations and dates we will be coming to your areas:

- September 29th: South West – Lewis CD Conference Room
- September 30th: South Central – Yakima Area Arboretum
- October 1st: South East – Best Western Plus: Dayton Conference Room
- October 2nd: North East – County of Lincoln Public Works Bldg.
- October 3rd: North Central – WA Apple Commission
- October 15th: North West – Edmonds Community Center

Cost Share Contract Process

We are fielding an increasing number of questions and confusion around cost share/financial assistance. We believe a portion of this confusion may come from the name ... cost share agreement. It is in fact, a contract, a contract between your district and the landowner. So we have changed the terms on the official form from ‘agreement’ to ‘contract.’

The easiest way to think about how cost share works is to think about the process and requirements of buying a house. *Interest, Offer, Acceptance, Purchase, Payment.*

INTEREST	PROPOSAL / OFFER	BOARD REVIEW	IMPLEMENTATION	REIMBURSEMENT
<p>Landowner seeks financial assistance with BMPs</p>	<p>District writes a proposal that includes proposed BMPs and what the funding rates would be. (This is created in CPDS and includes the detail in section 5.)</p> <p>District and landowner review the document and all the terms, including Section 6. The landowner and district must agree and enter a date in section 6.3.a. Landowner initials are also required in 6.3.h.</p> <p>Landowner signs the Cost Share Contract in block #1. This is obligating the landowner to all the specific terms of this contract, including all elements described in Section 6.</p> <p>District staff member then signs block #2.</p> <p><i>This is now the landowner’s official offer to commit to the contract if accepted.</i></p>	<p>District staff presents the project proposal to the Board of Supervisors for review and approval.</p> <p>If the Board approves the project to move forward, the Board Chair or other authorized signer then signs block #3.</p> <p><i>This is now the acceptance of the offer by the landowner and an “official contract.”</i></p> <p><i>If funding is provided the landowner is given authorization to commence with the project.</i></p>	<p>The landowner has now completed the project. The district staff member reviews the project to ensure compliance with Section 7. If compliance with Section 7 is met, the district staff signs block #4. And the landowner now signs block #5.</p> <p>All receipts and these compliance signatures are provided to the Board of Supervisors. The Board approves reimbursement of the eligible expenses used to implement practices identified in Section 5. The Board Chair or other authorized signer then signs block #6.</p> <p><i>The project and BMP installation is now considered complete.</i></p>	<p>After Board action, the district financial staff reimburses the landowner for their eligible expenses.</p> <p>After the landowner payment, the district submits a copy of the fully signed cost share agreement, copies of the receipts, and the cost share detail page to the Conservation Commission for reimbursement.</p> <p><i>This cost share portion of this project is now considered complete. The remaining terms identified in Section 6 for the landowner continue for the life of the practice.</i></p>

Travel Tip:

Since travel reimbursement is a complicated issue, we are now aiming to bring you a monthly travel tip with rotating subjects. We hope you find this informative and helpful!

Coffee and Light Refreshments – Meals with Meetings

The State Administrative and Accounting Manual (SAAM) has specific requirements for reimbursing coffee and light refreshments. The following is needed in order for the Commission to process payment for coffee and light refreshments, whether a district employee is being reimbursed or payment is made on the district credit card.

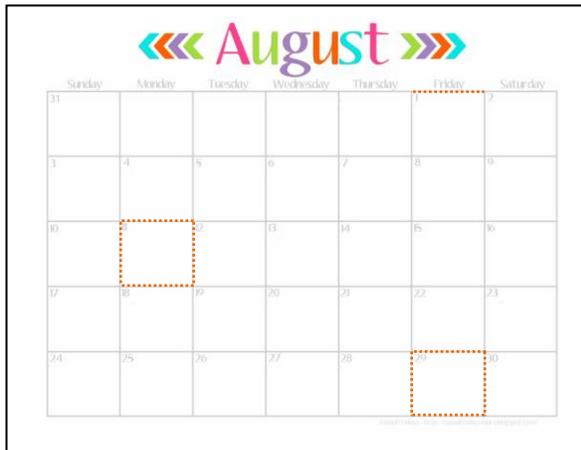
- Documentation including:
 - The purpose of the meeting
 - A list of the organizations and persons attending the meeting
 - Receipt(s) for the actual costs
- **COFFEE AND LIGHT REFRESHMENTS**
 - For state purposes, coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk.
 - For state purposes, a light refreshment is an edible item that may be served between meals, for examples, doughnuts, sweet rolls, and pieces of fruit or cheese. Please note: reimbursement does not include pizza, sandwiches, or other “meals”. This reimbursement is only for between meal snacks served at meetings.

CREP & CPDS

For those districts with CREP TA and Cost Share grants, please be advised that Melissa Livingston will be processing the grant vouchers and approving the Exhibit D forms for cost share funding. Melissa is also our new in house CPDS guru! Any questions you may have, please contact her. Melissa can be reached at mlivingston@scc.wa.gov and 360-407-7617.

However, Melissa is out on her honeymoon and will not be back in the office until August 25th. In the meantime, please direct any CREP questions to Karla Heinitz. She can be reached at kheinitz@scc.wa.gov and 360-407-6212. Alicia Johnson is also trained up on CPDS and can answer any questions that arise. She can be reached at ajohnson@scc.wa.gov and 360-407-6200.

Upcoming Important Dates



- August 11th: FY15 Monthly Vouchers Due
- August 29th: 15-17 Budget Due to OFM



- September 1st: Labor Day – SCC Closed
- September 5th: Report of Accomplishments Due
- September 10th: Monthly Vouchers Due
- September 17th-18th: SCC Meeting, Whatcom CD
- September 24th-25th: Annual CRM Tour, Pacific and Grays Harbor

Click for the link to our calendar on our website: <http://scc.wa.gov/grants-finance/forms/>

Reminders

Next TSP Cycle

The new TSP contract has been signed by both SCC and NRCS. Districts will need to work with their local NRCS technician for local task orders in their area. Once we receive the Attachment D with both the District and NRCS Technician’s signatures, we will contact the district to award the funding and set up the grant.

Grant Vouchering

We have been getting a lot of questions about the grant numbering for FY15. Please note that the grant number will remain: 14-XX-IM for the Implementation grant for example. (XX is the district number). This is the case for all of our grants. Also, please continue the numbering sequence for the FY15. For example July’s vouchers should be the next concurrent number

after June’s voucher. If June’s voucher was #12, then July’s voucher will be payment request #13.

Question of the Month

Q ~ When is the District’s Report of Accomplishments due to the Commission?

A ~ The Report of Accomplishments are due by the close out business on September 5th. Please remember that this year the forms will be filled out online via the Adobe Forms. If you have any questions please contact Laura Johnson at ljohnson@scc.wa.gov

To access the 2014 Annual Report submission form, please follow this link:

<https://adobeformscentral.com/?f=OfCxBF0wH9oOZ8gP05t2Gw>.

Please feel free to submit questions you would like answered for our next newsletter. Send all submissions to cwoods@scc.wa.gov.

Pictures of the Month



This picture was taken on Carol’s last day with us. She was gracious enough to give us a tour of her new office in Ecology. While we are going to miss her in our office every day, we can always pop right upstairs to see her smiling face!

Please feel free to submit pictures for our next newsletter. We love to showcase your hard work! Send all submissions to cwoods@scc.wa.gov.