



FINANCIAL TIMES

*WA ST CONSERVATION
COMMISSION*

07/15/2014

The SCC Financial staff is excited to close out FY14 and start FY15 with a full staff! This will be the first time in many years that we will have a full staff to aid in this process. We hope this will improve our service to each district during this busy time.

Did You Know

The Financial Staff is planning another road trip to your area! This is our opportunity to visit with you, provide training, updates and hear from you. Our previous road trip and your valuable feedback resulted in the Commission updating the landowner wage rate, cost share rate, and other improvements to our systems. We look forward to your feedback and recommendations during this trip!

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

- September 29th: South West
- September 30th: South Central
- October 1st: South East
- October 2nd: North East
- October 3rd: North Central
- October 15th: North West

What are we looking for from you? Any questions you want answered or any topics you want additional training on. Please submit feedback, questions or topics to sccgrants@scc.wa.gov.

FY 15 Processes ~ Reminders

Here are some key reminders to make the fiscal year end and the start of FY15 easier for you:

- All FY14 vouchers need to be submitted on or before July 10th.
- We have had a slight change in our close out process:
 - We will not be closing out the grants this year with the exception of the Category 1 grant. That being said, we will still need a grant close out form to close out FY14 funds in the grant (the left over FY14 funds cannot carry over to FY15), but the grant will remain open and we will amend the FY15 funds directly into the same grant. The following grants will require a grant close out form:
 - Category 1
 - Implementation
 - Engineering
 - Irrigation
 - TSP
 - The grant numbers will remain with 14 as the start of the grant code.
 - Ex. 14-XX-IM (XX is for the district number)
- Before the first payment for any grant for FY15 can be made, the following have to be submitted by the **July 31st**:
 - Final FY14 voucher with applicable close out form
 - Authorized signature form (if needed)
 - Basic Allocation Form (if requesting)
 - Initial Payment Form (if requesting)
 - Grant addendum for each grant program with FY15 funding
 - Updated composite rates (if needed).
 - All forms can be found on the SCC website at www.scc.wa.gov under Financial Forms and Templates

WADE RECAP

Thank you for everyone that attended our session at WADE! We hope you found it informative and worthwhile. We know we threw a ton of information at you in a short period of time so we wanted to follow up with a quick recap of what was covered.

- Travel:
 - Be sure your District has a policy establishing defined meal periods.

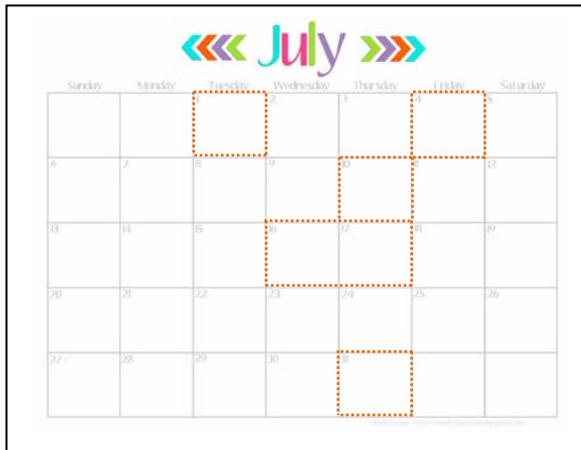
- Per diem rates are based on where you lay your head at night when entering travel status.
- Over per diem forms are required when lodging exceeds the state established per diem rate. The forms must be signed by an authorized signer prior to travel occurring.
- Taxable Meals
 - If you take a day trip and meet the 3 hour rule, but return home the same day, your meals are taxable.
- Non Taxable Meals
 - If you enter travel status and stay overnight, your meals are non taxable.
- Cost Share
 - Districts by resolution decided on the rate of cost share they would allow for cost share projects. The rates need to be updated annually.
 - The Financial Staff need to receive your cost share rate for FY15 which starts July 1, 2014.
 - If no new resolution is received it will default to 50% cost share rate.
 - The FY15 rate is due to SCC July 31, 2015.
 - Caution: Avoid giving different rates to different landowner in your district.
 - Before costs share can be paid, the following must be uploaded into the CPDS System:
 - Before and after photos
 - Updated implementation measures. Must fill in the “actuals” for each BMP.
- Shellfish/Non Shellfish
 - Once funding is awarded for a project, the district has 90 days to start.
 - All projects must be completed by June 30, 2015.

CREP

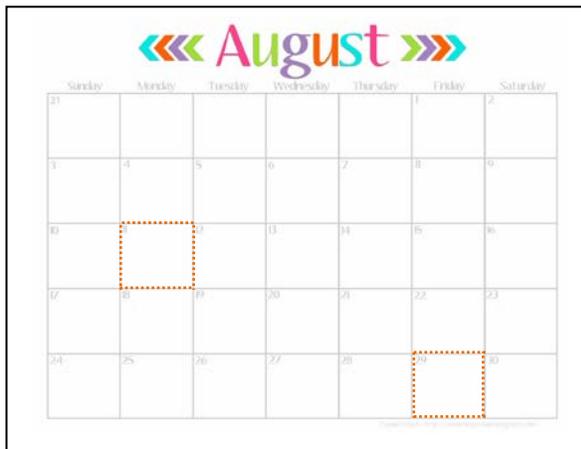
As you may or may not have heard yet, Carol Smith has accepted a job as the Environmental Assessment Program Manager at the Department of Ecology. We will miss her here in our office and the excellent job she has done as the CREP program manager for SCC. Her last day with us will be July 31st.

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. Any questions you may have, please contact her. Melissa can be reached at mlivingston@scc.wa.gov and 360-407-7617.

Upcoming Important Dates



- July 1st: FY15 Begins
- July 4th: Holiday – SCC Closed
- July 10th: All FY14 Final Vouchers Due
- July 10th: All 15-17 Budget Request Items Due
- July 16th-17th: SCC Meeting, Okanogan
- July 31st: All FY15 Grant Forms Due



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

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

Reminders

TSP Vouchering

When requesting reimbursement for TSP, please send all documents in one packet via the mail once all original signatures are obtained. Please do not scan and send to the grants inbox. This will help the Financial Staff when processing the TSP vouchers and quicken the payment time for the districts.

Online Forms

Please remember to use our new online forms and submittal system for year end FY14 documents, FY15 documents and budget requests. The forms are easy to fill out online and you can submit them directly to us via our website. Here is the link to access the online forms:

<http://scc.wa.gov/grants-finance/forms/>

Question of the Month

Q ~ Will the grant numbers stay the same for FY15?

A ~ Yes! For each grant, the numbering will stay the same. For example for the IM grant, the grant number will remain: 14-XX-IM. (XX is the district number).

Q ~ What does the “No Activity” voucher submittal mean?

A~ When a district sends in a “No Activity” grant voucher, they are certifying that “No Activity” has occurred for the grant period in the amount greater than \$250. You must voucher for costs under the \$250 threshold within 90 days of incurring the expense. Please note, it is a best practice to voucher for all costs in the month in which expenses are incurred.

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





These gorgeous photos were taken by our very own Kathy Whalen of Thurston Conservation District. Aren't they stunning!? The first image was captured near Colville, and the second image is the sunrise on Longs Pond in Lacey.

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.