



## FINANCIAL TIMES

WA ST CONSERVATION  
COMMISSION

06/13/2014

The SCC Financial staff is excited to see all the district staff attending WADE this year! It looks like the weather is going to be fantastic which is always a bonus. We hope to bring you updated information and helpful tools to make our processes easier on your end. We will have a 2 hour track on Tuesday morning. We hope to see you all there!

## Did You Know

For FY15, the Category 1 and Implementation grants will be merged into one grant called Implementation. The funding for the Category 1 grant will be rolled up into the Implementation grant. Our goal is to lessen the burden on the districts to voucher for both grants monthly and instead voucher for just the IM grant monthly.

## Year End Processes

**Here are some key reminders to make the fiscal year end easier for you:**

- June 30<sup>th</sup> is the last day of FY14.
- All FY14 vouchers need to be submitted on or before July 10<sup>th</sup>.
- 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
- 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 **end of July**:
  - 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](http://www.scc.wa.gov) under Financial Forms and Templates

## Online Forms

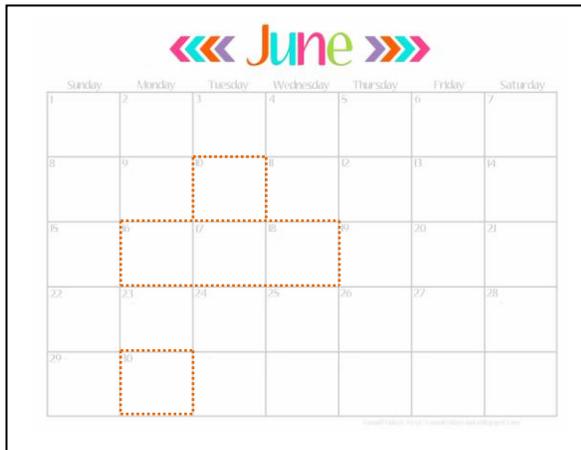
We are so excited to officially introduce our new online financial forms to the districts! We hope the forms will be easier to use and more efficient on both ends. We are really proud of these online fillable forms; Debbie worked her magic and created them with the districts in mind. We would appreciate any feedback you have on the forms.

Please follow the instructions below to access them:

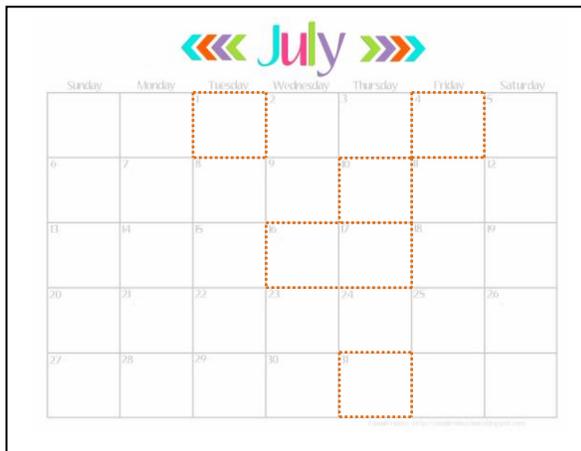
- Go to the WSCC website: [scc.wa.gov](http://scc.wa.gov)
- Scroll down and on the right hand side of the page you will see a column labeled “Conservation District Resources”
- Click on the link “Financial Forms and Templates”
- Scroll down until you see “Operational Forms” under the grant calendar
- Forms 3-7 are fillable forms

**Please note: Beginning FY15, these fillable forms will be required to be submitted online through the link on the SCC website. We will be removing the old standard forms from the website in favor of the fillable versions in hopes to better serve you.**

## Upcoming Important Dates



- June 10<sup>th</sup>: Monthly vouchers due
- June 16<sup>th</sup>-18<sup>th</sup>: WADE Conference, Leavenworth
- June 30<sup>th</sup>: Close of FY14



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

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

## Reminders

### Cost Share and CPDS

When requesting reimbursement for cost share, some updates are required in the CPDS system. Please remember, all projects must have “before and after” photos of each practice being installed. Also, prior to reimbursement from SCC, the district must update the Implementation Measures and Funding sections in the CPDS system. Both the “planned” and “actual” sections must be completed.

### Implementation Measures

OFM is requesting an updated listing of the implementation measures for on the ground work being completed by Conservation Districts. Please update your data in the CPDS system no later than July 9<sup>th</sup>. SCC will be pulling all the data from the CPDS system on July 10<sup>th</sup> and need the most up to date data on the projects to give to OFM.

## Fun Fact

We have added a new feature to our [sccgrants@scc.wa.gov](mailto:sccgrants@scc.wa.gov) mailbox! Now, when you send in a voucher or request, there will be an auto reply email sent to you to let you know your email was successfully received. 😊

## Question of the Month

Q ~ If a district is using a work crew for on the ground projects, what documentation is needed for reimbursement from SCC?

A ~ SCC requires a copy of the contract between the district and the entity providing the work crew. The district will also need a separate outcome on their grant addendum for the services provided by the work crew.

Please feel free to submit questions you would like answered for our next newsletter. Send all submissions to [cwoods@scc.wa.gov](mailto:cwoods@scc.wa.gov).

## Picture of the Month



*This gorgeous view from Lopez Island located in San Juan County. Isn't it spectacular! 😊*

*Photo Credit:  
Jim Armstrong*

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](mailto:cwoods@scc.wa.gov).