

FAQ

Funding for Cultural Resource Work on Conservation District Projects

November 2015

Based on questions received from conservation districts and existing information, the following will be the content of a cultural resources "FAQ" on the WSCC website.

1. Will the Commission pay for cultural resources (CR) surveys for unfunded projects?

Yes, the Commission will pay for CR surveys for unfunded projects. The details are as follows:

- A. For non-shellfish capitol dollars, the Conservation Commission will pay CR costs on the first two highest priority capital projects.
- B. For shellfish capitol dollars, the Conservation Commission will pay CR costs on funded projects.
 - i. We would be open to fund CR work on the next highest priority capital project in each district only after first two are funded.
 - ii. Contact Courtney Woods, Ray Ledgerwood, or your Commission Regional Manager on other requests including funding a grouping of CR project reviews done in an specific geographic area which would be funded as a separate grant item through Courtney Woods.
 - iii. Any additional CR work would be on a request basis after we see how much is available from the \$1 million capital funding set aside.

2. Will we retroactively pay for staff to prepare CR if district spends other funds?

Yes as long as it is within the same fiscal year, and:

- A. If part of a capital funded project, and in the same fiscal year funding from the 25% add should be utilized. Staff time can be billed to the overhead given to each project awarded funding.
- B. If different than capital funded project, still Commission funded, then CR work would be paid in a separate grant and billed after completed and based upon actual invoices. Staff time is not included.
- C. Implementation funding can be utilized for CR work if included as an implementation element.

3. Would we pay for staff to fill out EZ-1 and other forms and prepar letters?

Yes, only on projects funded by WSCC:

- A. If the proposed project is a priority capital project, using the 25% allowed on top of the cost share amount on capital funded projects established for CR, engineering and permits is acceptable.
- B. The 25% (eg \$12,500 on \$50,000 project) was derived from 2014's failed attempts at breaking out TA, Engineering, Travel, and Overhead. In most cases, districts never spent all of the money, particularly engineering and travel.
- C. The district's Implementation grant can also be utilized to cover all CR staff time costs, regardless of project funding (capital or operating).

4. Do we pay for CR surveys on implementation grant funded projects?

- A. Yes, implementation funding can be utilized for CR work if included at an implementation element.

5. What is required for CR payment?

Each district has a grant set up to cover cultural resource costs (16-XX-CR). Once the CR has been completed and the district is invoiced, the district can ask for reimbursement from SCC. It is highly recommended that CDs add a line onto the existing voucher form to allow tracking of cultural resources costs specifically.

The following is required for reimbursement:

- 1. Voucher pages (summary and detail)
- 2. Copy of all receipts (regardless of amount)
- 3. Documentation that meets one of the following:
 - A. a GEO-O505 review has been completed or
 - B. the project/practice is exempted from the GEO-0505 review or
 - C. a GEO-0505 review is not needed. The grant has a zero balance, each time the district invoices SCC, we amend in the funding to pay the invoice.

Note: Many districts think they each have an award amount sitting in the grant to use to cover all their costs that come up and want to know the balance. They do not, they will be reimbursed based on actual costs incurred and the grant will return to zero once the invoice is paid.