Washington State Conservation Commission

Voluntary Stewardship Program (VSP) Billing FAQ

Who is responsible for billing SCC?

- There are two methods of billing SCC for the costs incurred covered in the contract:
  - Option A: The County can bill SCC directly in accordance to the contract.
  - Option B: The County and conservation district sign an inter-local agreement to establish the district as the party responsible for vouchering to SCC. The Commission will be providing an inter-local agreement template the parties can use to designate the district to bill SCC.
    - If Option B is chosen, SCC will need a letter from the County designating the local conservation district as the lead entity. This letter must be on file with SCC before we will reimburse any costs.
    - If Option B is chosen, we will also need a copy of the signed inter-local agreement between the county and the conservation district.

What documentation is required for billing?

- SCC has a specific A-19 that will be required for all billings against the VSP contract. This will be provided to the billing entity. For conservation districts, the A-19 followed by our standard Summary and Detail voucher pages will need to be submitted along with backup for all of the charges requested for reimbursement. Billings will need to be submitted monthly to SCC.

What costs are allowable?

- Each contract will have only one Intermediate Outcome with the following sub objects:
  - Salaries and Benefits
  - Overhead – Limited to 20% of salaries and benefits
  - Travel
  - Meeting rooms and light refreshments
    - Light refreshments are defined as: an edible item that may be served between meals, for examples, doughnuts, sweet rolls, and pieces of fruit or cheese. **A list of meeting attendees is also required.**
  - Reports, studies and research
  - Copy and printing costs (for reports, studies, etc.)
  - Facilitation costs (if any).

Will equipment purchases be considered?

- Equipment purchases will be considered on a case by case basis. These costs need to be directly related to the activities of the work group. Any equipment purchased must remain with the governmental entity (conservation district, county), and requests must specify which entity will retain the equipment. The purchase will need to be approved in writing by SCC prior to the costs being incurred, or the costs will not be reimbursed.
    - Equipment includes, but is not limited to:
        - Computers
        - Database software
        - GIS software.
- To purchase equipment, please follow the following procedure:
    - Send an email to Karla Heinitz at the Conservation Commission, making the request.
    - Include in the emailed request information on what the equipment will be used for and how it is essential for the VSP.
    - If the request is under $1,000, it will be reviewed by Karla. Once she is finished with her review, she will send an email to you on whether or not the expense has been approved.
    - If the request is over $1,000, Commission staff will further review the request. Once that review by additional Commission staff is finished, Karla will send an email to you on whether or not the expense has been approved.
    - Purchase cannot be made and is not authorized until approval from Karla is received.

What are the reporting requirements?

- Reports are due quarterly for this contract.
    - Period of January 1- March 31, 2016 – Due April 11, 2016
    - Period of April 1 – June 30, 2016 – Due July 11, 2016
    - Period of July 1 – September 30, 2016 – Due October 10, 2016
    - Period of October 1 – December 31, 2016 – Due January 10, 2017
    - Period of January 1 – March 31, 2017 – Due April 10, 2017
    - Period of April 1 – June 30, 2017 – Due July 10, 2017
- Please submit them via our online form system using this link:
    - https://www.formstack.com/forms/?2221155-U3eHq4N8zh

Please note: The ultimate responsibility for the contract deliverables is the county. The conservation district needs to let the county know that an invoice request has been sent to

SCC, how that is done is between the district and the county as to how that will work. The county is responsible for the quarterly reporting as well.