

The Voluntary Stewardship Program (VSP)

2017-2019 Biennium County Budget and Contracting Webinar

Information compiled by:

Ron Shultz, WSCC Policy Director

Bill Eller, WSCC VSP Coordinator



Washington State
Conservation
Commission



Agenda

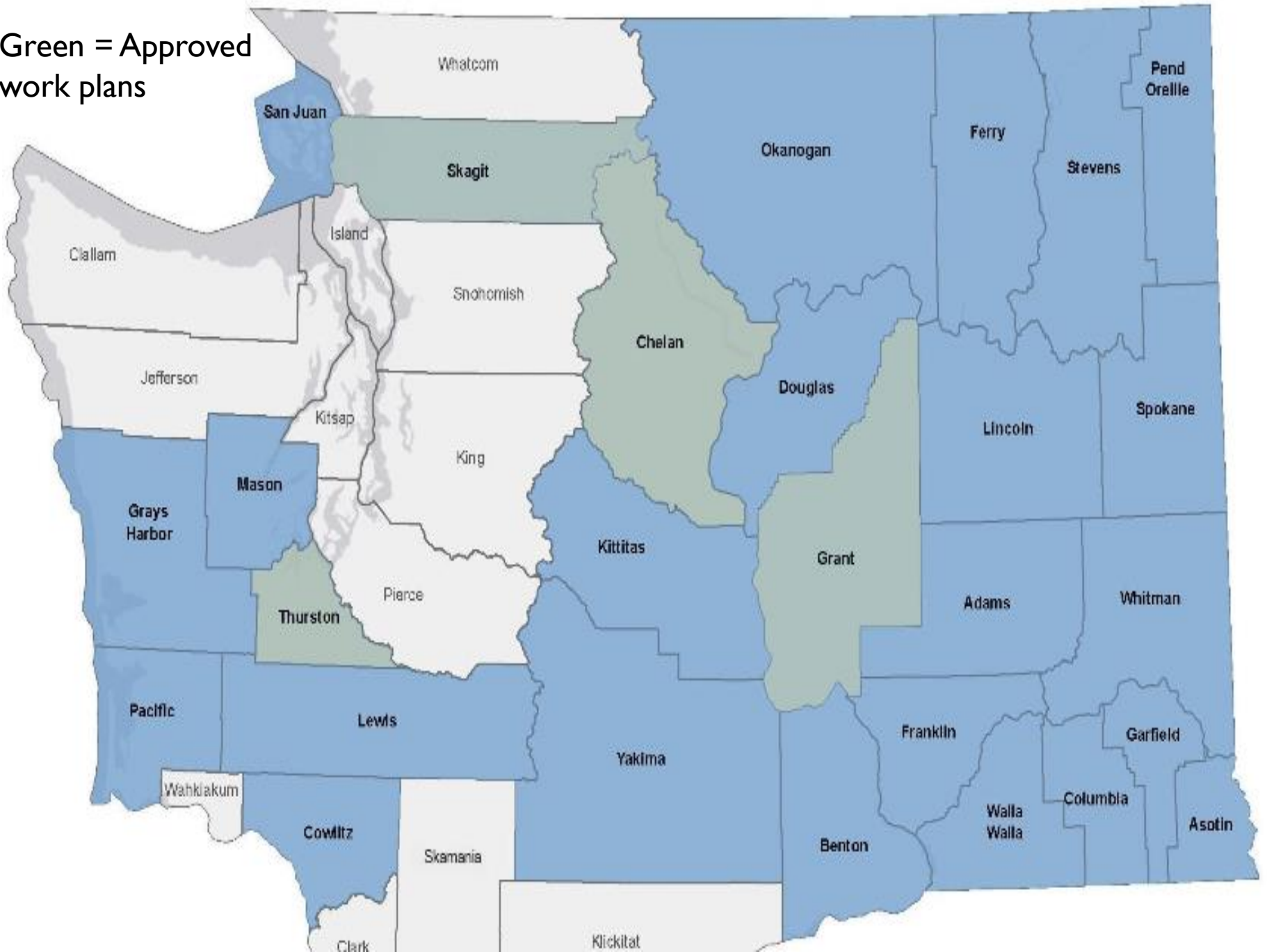
- ▶ Objective: review with county financial and other staff, county contracting officers, conservation district staff, VSP consultants and others, the 2017-2019 VSP biennium budget and contracting process with the Washington State Conservation Commission.
- ▶ Webinar is being recorded for later review on the [Commission's VSP web page](#).
- ▶ All on mute, please use your dashboard to type in questions.
- ▶ VSP budget and county contracting for the 2017-19 biennium.
- ▶ Questions and answers (hold questions until the end in case the question is answered during the presentation).

Assumptions

- ▶ Attendees have a working knowledge of the Voluntary Stewardship Program, its conception, structure and operation.
- ▶ Are responsible for some aspect of the VSP budget for your county.
- ▶ Are responsible for some or all of the contract between the Conservation Commission and the VSP county.

- ▶ Which counties are in VSP? [VSP web page](#) would tell you.
- ▶ Which counties have approved VSP work plans?
 - ▶ So far – Thurston, Chelan, Skagit, Grant
 - ▶ Upcoming – Whitman, Pacific

Green = Approved work plans



2017-2019 VSP Biennium Budget

- ▶ During the last legislative session, the state legislature continued to provide additional funding for VSP into this current fiscal year (2017-2019 biennium).
 - ▶ \$7.602 million for the biennium
- ▶ As a result, funding continues to be available and has been since July 1, 2017 to those counties that have opted-into VSP.

VSP Budget

- 2017-19 Operating budget included \$7.602 million for development and implementation of VSP work plans.
- Funding for each opt-in county is calculated at \$220,000 for the entire 2 year biennium (2017-2019). Each county can decide how it wants to spend those funds.
- Includes funding for 1.5 FTE at the SCC.
- Includes funding for agency participation (amount to be determined soon).
- Funding is required to go to the counties.
- Contracts will be developed for each county with deliverables.
 - July 20, 2017 – email and hard copy



VSP County – Commission Contracts

- ▶ The Commission is working on current biennium contracts with each of the 27 VSP counties. Contracts sent to each county on July 20, 2017.
- ▶ The effective date of each contract will be July 1, 2017. However, delays without reasonable explanation on the part of the county in signing the contract exceeding August 31, 2017 may result in the Commission denying any reimbursement during that time.
- ▶ **If a county finds that it cannot comply by August 31, 2017, the county must contact Karla Heinitz at 360-407-6212 or by email at kheinitz@scc.wa.gov immediately.**

New for 2017-2019's Contract

- ▶ There will be some important differences between last biennium's contract that this new 2017-19 biennium contract. Those include, but are not limited to:
 - ▶ 10% of the contract amount will be retained until after May 1, 2019 or upon sooner satisfactory completion of the contract. After May 1, 2019 (or sooner), this amount will become available to the county.
 - ▶ If the county assigns a VSP lead entity, the Commission will require a copy to be provided of any subcontract between the county and a VSP lead entity.

New for 2017-2019's Contract

- ▶ More important differences, which include, but are not limited to:
 - ▶ The failure of the county to provide any of the following are explicit grounds for termination of the contract:
 - ▶ To complete the scope of work in a reasonable time frame;
 - ▶ To provide timely quarterly status reports;
 - ▶ To submit the work plan within the timeline requirements provided in RCW 36.70A.720-735;
 - ▶ To provide an estimate of the final anticipated costs associated with the completion of this contract by March 1, 2019 (if the contract is not already completed by that date);
 - ▶ To submit monthly invoices for reimbursement to the Commission's VSP Contract Manager; and
 - ▶ To identify and keep current the responsible individual as identified in Appendix D – Responsible Individuals.

Questions on VSP Funding

- ▶ Q1: Can we continue to use VSP funding for work plan development?
- ▶ A: Yes, the funding provided in the new biennium can be used for continuing development of, and completion of, your VSP work plan.
- ▶ Q2: If we are using a consultant or conservation district to lead the development of our work plan, will we need to develop a new contract with them for this new money?
- ▶ A: This will depend on your county contracting procedures and on how the existing contract is written. Consult your county attorney if you have these questions.

Questions on VSP Funding

- ▶ Q3: If we have a completed and approved work plan will we still receive funding and if so, what can we use the funding for?
- ▶ A: Yes, those counties with completed work plans will receive VSP funding. The funding is to be used for implementation of the work plan.

Questions on VSP Funding

- ▶ Q4: If we finish our work plan within the first few months of the new fiscal year and it's approved, will we receive new money for implementation?
- ▶ A: No. Implementation of a work plan completed and approved within the current biennium will be funded within the remaining VSP funds allotted to your county for the biennium. So, if the biennial amount is \$220,000 and you spend \$100,000 in the first year completing your work plan and it's approved, you will have \$120,000 remaining to implement the work plan.

Questions on VSP Contracting

- ▶ Q5: Will counties get reimbursed for anytime spent working on the VSP since July 1st and, will counties be provided instructions on how to get reimbursed?
- ▶ A: Yes, counties will be able to be reimbursed for expenses incurred with VSP planning and implementation, provided the expenses are reimbursable expenses – the same reimbursement criteria as the last biennium contract applies to this biennium contract. The instructions on how to get reimbursed are the same as last biennium and available at the Commission’s VSP county and workgroup web page under the “Billings” tab.

Questions on VSP Contracting

- ▶ Q6: Is there guidance for how funding will be divided among the County and the primary technical assistance provider (in our case, the local Conservation District)?
- ▶ A: No. Each county will decide for itself how that is to be accomplished based on what the county work group has decided in the VSP work plan. Or, if it is not set out in the work plan, the work group and the county need to work together to establish how that funding will be divided to accomplish the goals and benchmarks of the work plan.

Where to VSP Find Billing Procedures, Forms, etc.?

Voluntary Stewardship Program (VSP) – Counties and workgroups

Click on tabs below to find resources to help administer and plan VSP in your county.

Resources

Billing Media Kit Process and timeline Reporting Webinars for administrators

Please refer to this [FAQ Sheet on VSP Billing](#) to learn more about allowable costs, reporting requirements, and more.

Billing documents:

- [A-19 VSP Template](#)
- [Composite Rate Form](#)
- [VSP Summary and Details Page](#)

For additional VSP billing questions, contact: [Karla Heinitz](#), 360.407.6212



[VSP Main Page](#)

[Program Background](#)

Resources for VSP Administrators:

[Counties and workgroups](#)

[Newsletters](#)

[Statewide Advisory Committee](#)

[Technical Panel](#)

Contact:

[Bill Eller, VSP Coordinator](#)
State Conservation Commission

Commission VSP Web Page:

<http://scc.wa.gov/vsp/>



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HOME ABOUT WHAT WE DO CONTACT



Voluntary Stewardship Program (VSP)

Washington State's Voluntary Stewardship Program (VSP) provides an alternative approach for counties to address our state's [Growth Management Act](#) requirements. The program uses a watershed-based, incentive-based process to protect critical areas, promote viable agriculture, and encourage cooperation among diverse stakeholders. [Learn more background about VSP.](#)

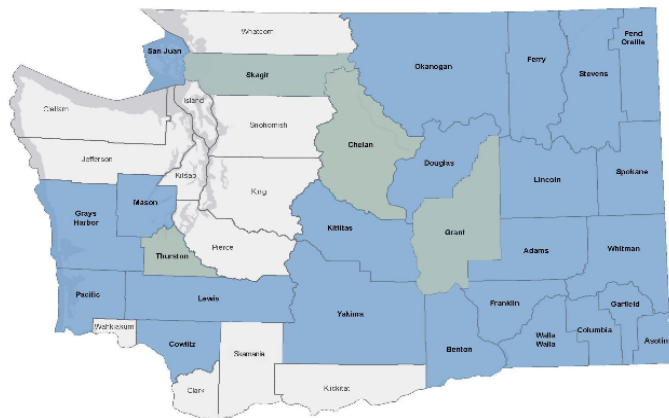
What's new?

- [New! Pacific County VSP Work Plan](#). Click [here](#) to submit public comment. Comments are due by July 14, 2017.
- [New! Whitman County VSP Work Plan](#). Click [here](#) to submit public comment. Comments are due by July 14, 2017.
- [Submit a County VSP work plan to the Commission](#)
- Read the [July 2017 VSP Newsletter](#)
- Read the [July 2017 VSP Newsletter Budget Notice](#)
- Register for the July 21, 2017 [VSP Budget and County Contracting webinar](#)

COUNTIES USING VSP

Click on one of the 27 counties participating in VSP for local program information and resources.

Counties in green have approved VSP work plans. Counties in blue have VSP work plans in development or under review.



[Program Background](#)

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[Technical Panel](#)

Contact:

[Bill Eller, VSP Coordinator](#)
State Conservation Commission
509.385.7512



CONSERVATION DISTRICTS
OF WASHINGTON STATE
your window to healthy lands

VSP Partners:

Commission's VSP Newsletter



VSP Newsletter – April 2016

Hi folks! This is the second installment of a Voluntary Stewardship Program (VSP) informational newsletter. I will produce these periodically. Feedback is welcome at beller@scc.wa.gov.

VSP UPDATE: 27 of 39 counties in Washington have opted-in to VSP. Almost all have signed contracts with the Commission to begin the work group process. We are working through the paperwork on the last few. Some of you are involved in running the work group in your County, others are not. The choice is up to each individual county. If you want more information about that process, please contact me.

COMMISSION VSP WEB PAGE: A VSP web page at the Commission's web site is up and running [here: http://scc.wa.gov/vsp/](http://scc.wa.gov/vsp/). It will be updated by me as I have time (hopefully monthly). Let me know if you see any errors, mistakes, or edits that need to be made.

VSP MONTHLY CONSULTANT Q&A: I'll be hosting a teleconference/webinar each month for all those interested in VSP at a state-wide level. This conference call is meant to be a Q & A on VSP for all 27 VSP opt-in counties. The purpose of the call is to be a forum to disseminate information about VSP on a state-wide level and to answer VSP related questions. It is open to any who want to phone in, but mainly directed at County staff, Conservation District staff, and consultants and facilitators responsible for VSP. The first call is tomorrow from 9am-10am. Register [here](#).

VSP WORKGROUPS: As part of the Commission's VSP web page, we are trying to keep up to date workgroup meeting times, dates, and locations. Please have your workgroup coordinator pass along to me by email your workgroup's meeting time, date, and location so it can be posted on our web page.

COFFEE AND LIGHT REFRESHMENT DURING VSP WORKGROUP MEETINGS: Coffee and light refreshments are allowable VSP costs which can be reimbursed under your VSP contract, but just what exactly is "coffee and light refreshments?"

The State Office of Financial Management has defined what coffee and light refreshment is for purposes of VSP contract reimbursement. The definition can be found in the State Administrative & Accounting Manual (SAAM) Glossary [here](#). A more complete discussion can also be found in Section 70.10.40 of the SAAM at this [link](#).

Meals are not an allowable expense. If a VSP Workgroup is having a working meeting, they are allowed coffee and light refreshments. In the SAAM, "coffee and light refreshment" is defined as:

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.

- ▶ Periodic (monthly)
- ▶ State-wide perspective
- ▶ Available through the Commission's GovDelivery system.
- ▶ For current GovDelivery subscribers who want to update their subscriptions to receive the VSP newsletter, please update your subscriptions here: <https://public.govdelivery.com/accounts/WASCC/subscriber/edit?preferences=true#tab1>
- ▶ For new subscribers to GovDelivery, please sign up for subscriptions at the link below: <https://public.govdelivery.com/accounts/WASCC/subscriber/new>
- ▶ For new and current users: you'll want to choose the subscription for the "Voluntary Stewardship Program (VSP)" under the *Programs and Policy* tab.

Do's and Don'ts

- ▶ Do contact me if you are the responsible person for the VSP contact and have not received an email or hard copy of the contract and cover letter.
 - ▶ Updated contact?
- ▶ Do return the contract as soon as possible, and if you can't before August 31, 2017, do contact Karla Heinitz at the Commission.
- ▶ Don't put off processing the contract – risk not having expenditures covered from July 1, 2017 until the contract is signed.

Questions?

Ron Shultz, *Policy Director*

(360) 407-7507

rshultz@scc.wa.gov

← Policy

Karla Heinitz, *Management Analyst*

(360) 407-6212

kheinitz@scc.wa.gov

← Contract / Financial

Bill Eller, *VSP Coordinator*

(509) 385-7512

beller@scc.wa.gov

← General

