

Voluntary Stewardship Program (VSP) Billing FAQ

March 2018

Who is responsible for billing the State Conservation Commission (SCC)?

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

What documentation is required for billing?

- SCC has a specific A-19 required for all billings against the VSP contract. This is available on the SCC's website [here](#). The A-19 needs to be sent listing the categories as listed on the A-19 and the contract. No additional categories can be included. The A-19 followed by our VSP Summary and Detail voucher pages will need to be submitted along with backup (receipts) for all of the charges requested for reimbursement. Billings will need to be submitted **monthly** to SCC.

What costs are allowable?

- Salaries and Benefits
- Overhead – Limited to 20% of salaries and benefits
- Travel* (see special note below)
- 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, a receipt for items purchased, and a meeting agenda are required for reimbursement.
- Reports, studies and research
- Copy and printing costs (for reports, studies, etc.)
- Facilitation costs (if any).

- Training for VSP implementation staff: Training for staff responsible for VSP implementation will be considered on a case-by-case basis. These costs need to be directly related to implementation activities of the VSP work plan to be covered. Prior approval in writing by the SCC is required prior to any costs being incurred, or the costs will not be reimbursed. Costs for training shall not exceed \$1,500 annually, per calendar year, for each VSP contract. Costs associated with travel for any training are not covered. Please contact [Karla Heinitz](#) at the SCC for authorization.
- Special note on travel expenses
 - VSP funds can be used to reimburse certain persons for travel related expenses in certain circumstances. Those persons and circumstances are set out below:
 - County staff: VSP county staff are employees of the county and the county can request reimbursement for employee time. The county can only reimburse for county staff employees (i.e. salaries & benefits, or travel if they have to attend a meeting related to VSP, etc.). Reimbursement is only available for VSP-related expenses.
 - Consultants under subcontract with the county for the VSP: The County can assign or delegate a lead entity as an agent of the county in its county agreement under VSP with the Conservation Commission. Third party reimbursement can only occur with a facilitator or consultant who the county has contracted with for facilitation of workgroup meetings, or an entity designated as an agent for the county as the lead entity (for example if the county has contracted with a conservation district to be the lead entity). These are all through a separate sub-contract between the entity and the county. Reimbursement is only available for VSP-related expenses.
 - Volunteer members of a VSP county work group attending VSP Technical Panel formal work plan review meetings as the designated representative of the county work group: During VSP Technical Panel meetings where the Conservation Commission has invited a VSP work group representative to present on work plans submitted to the VSP Technical Panel for formal review, a volunteer member of a VSP county work group so designated as representing the VSP County work group can be reimbursed for mileage expenses only. Remember, each Technical Panel meeting is held as a webinar, and work group members are welcome to attend in that manner.
- Please note: Travel expenses will only be reimbursed to the extent that they comply with State Administrative and Accounting Manual (SAAM) travel rules:

<http://www.ofm.wa.gov/policy/10.10.htm>. The decision to authorize the expenditure of VSP funds for travel expenses is a decision to be made by the county and/or the county VSP work group. Funds used to reimburse for travel expenses shall not exceed the current biennial allocation for each county. Counties and county work groups must determine if they want to use their fiscal year VSP funding allocation to pay for travel expenses.

- All materials related to reimbursements for travel should be provided to the county staff person responsible for VSP financial obligations. The county financial staff then seeks reimbursement from the Commission for those expenses as outlined in this FAQ.

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. The purchase will need to be approved in writing by SCC prior to the costs being incurred, or the costs will not be reimbursed. Please contact [Karla Heinitz](#) at the SCC for authorization.
 - Equipment includes, but is not limited to:
 - Computers
 - Database software
 - GIS software.

What are the reporting requirements?

- Reports are due quarterly for this contract.
 - Period of July 1 – September 30, 2017– Due October 10, 2017
 - Period of October 1 – December 31, 2017 – Due January 10, 2018
 - Period of January 1 – March 31, 2018 – Due April 10, 2018
 - Period of April 1 – June 30, 2018 – Due July 10, 2018
 - Period of July 1 – September 30, 2018 – Due October 10, 2018
 - Period of October 1 – December 31, 2018 – Due January 10, 2019
 - Period of January 1 – March 31, 2019 – Due April 10, 2019
 - Period of April 1 – June 30, 2019 – Due July 10, 2019
- Please submit them via our online form system using this link:
 - <http://www.formstack.com/forms/?2263641-c3g8UytcVr>

Please note:

The ultimate responsibility for the contract deliverables is the county. The billing entity 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.