

## April 2018 VSP Newsletter

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This is the monthly installment of a Voluntary Stewardship Program (VSP) newsletter. Please sign up to receive the newsletter [here](#). Feedback is welcome - please direct it to [Bill Eller](#).

VSP QUARTERLY REPORT: The [VSP quarterly report](#) is due every quarter as a deliverable in the contract between the Commission and each of the 27 VSP counties. If you are the responsible party for the VSP contract in your county, please remember to set a reminder for yourself to timely submit the quarterly report.

The quarterly report and schedule for submittal can be found on the "[Counties and Work Groups](#)" page of the Commission's VSP web page, under the tab called "Reporting." It can also be found on the [quarterly report form](#) itself.

For your convenience, the remaining quarterly report schedule is reproduced below:

**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

The quarterly report serves to inform the Commission as to the progress each county has made on certain contract deliverables. Please summarize the VSP activities undertaken during the reporting period. Please don't list every activity, action, function or meeting that the county or work group has taken, attended, or began. If you have any questions about what to submit, please contact [Bill Eller](#) at the Commission.

After you submit the quarterly report, you will receive back a confirmation email of the data you provided. You will see that some of the sections in the reply email are blank - that is because the quarterly report has been updated so that there are slightly different questions depending on if your county has an approved VSP work plan from the Technical Panel.

The quarterly report form is intended to be responsive to where a county is at in the VSP process - planning or implementation. Certain questions will only appear if a county has checked the box on the form for having an approved plan. So, depending on how that box is checked, certain questions are not asked, but still appear in the reply email that goes back to the person who filled out the report.

Please make sure your county has completed the report on time at the end of each quarter.

TRAINING FOR VSP IMPLEMENTATION STAFF: The [FAQ on Billing for VSP](#) has been updated. It now includes the following information related to whether or not the costs of training is reimbursable under VSP county-Commission contracts:

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.

STATEWIDE ADVISORY COMMITTEE POLICY ADVISORIES: The Commission, after consultation with the VSP Statewide Advisory Committee, has created a new policy advisory for county work groups to use related to VSP implementation. This [new Policy Advisory 03-18](#) addresses the roles and responsibilities of the various entities responsible for VSP implementation. It and all the policy advisories can be found on the VSP web page [here](#) and on the Statewide Advisory Committee web page [here](#).

UPDATE: VSP WORK PLAN “PRACTICE POINTERS”: The [VSP Work Plan practice pointers](#) have been updated. The practice pointers are provided by the VSP Technical Panel and Statewide Advisory Committee for use by the VSP work groups when preparing their work plans for successful submittal to the Technical Panel.

SUBMITTAL OF VSP WORK PLANS TO THE COMMISSION: The Commission has set up a schedule for the formal submittal of VSP work plans. Counties wishing to formally submit work plans must contact [Bill Eller](#) at the Commission before submitting their work plans so that the plan can be assigned in the schedule. [Bill Eller](#) can be reached at 509-385-7512 or by email at [beller@scc.wa.gov](mailto:beller@scc.wa.gov).

*Action by Work Group on Work Plan:* Remember, the action the VSP work group needs to take in sending the work plan to the Commission is that the work group should move to submit the work plan to the Commission and VSP Technical Panel, not “approve” the work plan.

*Technical Panel Review Process:* The Technical Panel typically has at least two meetings during the review process. The first meeting is the first time the Technical Panel has an opportunity to discuss the work plan amongst themselves as they can only talk about the plans amongst themselves during an open public meeting. They also make oral comments on the work plan during that initial meeting. A representative from the submitting work group is asked to attend and make a brief presentation (30 minutes) on the work plan goals and benchmarks. After that initial meeting, the Technical Panel members work to craft written agency comments that are compiled by the Commission and supplied back to the work group that submitted the plan. Then, at the next Technical Panel meeting on the work plan, the Technical Panel considers the work plan in light of the written comments the members made. Sometimes more than two meetings are needed to complete the review process.

UPCOMING MEETINGS OF THE VSP TECHNICAL PANEL AND STATEWIDE ADVISORY COMMITTEE: The VSP Technical Panel and Statewide Advisory Committee continue to update their meeting schedules. The most complete and up-to-date meeting schedule and meeting agendas can

always be found on the [Technical Panel web page](#) and the [Statewide Advisory Committee web page](#). All meetings will be held at the Farm Bureau building, 975 Carpenter Rd NE #101, Lacey, WA 98516, unless otherwise noted. Each meeting is also available by webinar. The VSP Statewide Advisory Committee and the Technical Panel will meet jointly at the end of each month. To register for a webinar, please use the links below:

Technical Panel meeting on April 13, 2018 at 8:00 AM PST at:  
<https://attendee.gotowebinar.com/register/6242290737537556227>

Joint Technical Panel and Statewide Advisory Committee meeting on April 27, 2018 8:00 AM PST at: <https://attendee.gotowebinar.com/register/1314977811729089283>

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