The VSP requires a report on whether the county work group has met the work plan’s protection and enhancement goals and benchmarks to be submitted at five year intervals from the date of receipt of funding to the Director of the Commission and the county by each county work group.\(^1\) The Director of the Commission must decide if she concurs, or not, with the county work group’s determination.\(^2\) This decision is made in consultation with the Statewide Advisory Committee.\(^3\) The report is also reviewed and evaluated by the State Technical Panel.\(^4\)

In order for the Director of the Commission to decide if she will concur or not with the county work group in their determination of whether or not the county work group has met the work plan’s protection and enhancement goals and benchmarks, the Director will need to know the following from each work group:

A.  What are your work plan’s goal and benchmarks for protection of critical areas? Have these goals and benchmarks been met? Why or why not? Explain. Make sure explanations cite data or other materials included in supporting materials or appendices. If it’s determined the goal and benchmarks are not being met, describe the adaptive management approaches that will be used to correct.

B.  What are your work plan’s goal and benchmarks for maintaining agricultural viability? Have these goals and benchmarks been met? Why or why not? Explain. Make sure explanations cite data or other materials included in supporting materials or appendices. If it’s determined the goal and benchmarks are not being met, describe the adaptive management approaches that will be used to correct.

C.  What are your work plan’s goal and benchmarks for enhancement of critical areas? Have these goals and benchmarks been met? Why or why not? Explain. Make sure explanations cite data or other materials included in supporting materials or appendices. If it’s determined the goal

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\(^1\) RCW 36.70A.720 (2)(b)(i) and (c)(i)
\(^2\) RCW 36.70A.730
\(^3\) RCW 36.70A.730 (1)
\(^4\) RCW 36.70A.705 (2) (e) (ii)
and benchmarks are not being met, describe the adaptive management approaches that will be used to correct.

D. What are your work plan’s goal and benchmarks for enhancement of agricultural viability? Have these goals and benchmarks been met? Why or why not? Explain. Make sure explanations cite data or other materials included in supporting materials or appendices. If it’s determined that the goal and benchmarks are not being met, describe the adaptive management approaches that will be used to correct.

The VSP Technical Panel assists the Director in doing her evaluation by reviewing and evaluating the five year reports. The Director also consults with VSP Statewide Advisory Committee during the review and evaluation process. The Statewide Advisory Committee also assists the Director in deciding if the Director should approve an adaptive management plan, if one is required.

To assist the Director, the Technical Panel, and Statewide Advisory Committee in their review and evaluation of the 5-year report, the following items are required:

1. That the report, when submitted, is entitled “________ County Five Year VSP Review and Evaluation Report, Dated __________” and clearly identifies the author or authors of the report and / or those who contributed to the report.

2. Reports and supporting materials should be electronically submitted to the Commission or a link provided to the Commission that allows for electronic download of the reports and supporting materials.

3. For ease of reference, please ensure sequential page numbers and / or line numbering for the report and all appendices.

4. A clear statement in the report, on the first page or immediately after the table of contents, of the work groups’ determination of whether or not the protection and enhancement goals and benchmarks of the work plan have been met.

5. A summary report that supports the above assertion [that the work group determines the protection and enhancement goals and benchmarks of the work plan have been met or not, as appropriate], and all supporting materials as appendices or attachments to the report.
6. Make reference in the summary report of all the appendices or materials that support the report. Do not submit other materials that are not part of appendices. Include an explanatory statement in the report summary identifying each appendix or supporting material and explaining its purpose for inclusion or reference in the report.

7. Ensure clearly identified units of measurement (i.e. feet, acres, miles, etc.) are used and clearly identified in all relevant materials (narrative, summary, tables, graphs, appendices, etc.).

8. Do not submit two year and five year reports together. Each serves a different purpose in the VSP statute. While some counties might have deadlines for each that are close-in-time, each also has separate deadlines.

9. The Technical Panel provides the following uniform definitions for reference throughout their review process. These terms are not defined in statute, but the Technical Panel wants to provide guidance on the following concepts:
   a. **Goal**: the end toward which effort is directed; aim.
   b. **Objective**: something toward which effort is directed; an aim, goal, or end of action.
      Please note the similarity to goal above. Generally, this is the description of “how” the goal will be achieved.
   c. **Benchmark**: something that serves as a standard by which others may be measured or judged; a point of reference from which measurements may be made. Benchmarks typically contain numbers for measurement, not action verbs, unless the action is in reference to a number.
   d. **Indicator**: a thing, especially a trend or fact that indicates the state or level of something. Note the difference between indicator and benchmark. An indicator is a thing; a benchmark is a number.