

# June 2019 VSP Newsletter

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**B**UDGET AND FY 19-21 CONTRACT WEBINAR: The Conservation Commission (Commission) will host a webinar for those involved in VSP implementation (primarily county and conservation district staff). The webinar will be Friday, June 7, 2019, from 9 am – 10:30 am.

The webinar will

- Review the new FY 19-21 contract between the VSP counties and the Commission,
- Provide an [example template](#) that a VSP sub-contractor or technical service provider might use when contracting with a VSP county for implementation, and
- Summarize the VSP budget for FY 19-21 will be discussed, including the budget amount, timeline, vouchering, deliverables, responsible parties, and other items.

To register for the webinar, please use this link:

<https://attendee.gotowebinar.com/register/1019887593503735299>

After registering, you will receive a confirmation email containing information about joining the webinar.

If you have questions or are a person with a disability and need special accommodations, please contact the Commission at (360) 407-6200.

FISCAL YEAR 2019-2021 VSP BUDGET: During the last legislative session, the state legislature continued funding VSP at \$8,456,000 for the FY 19-21 biennium. Therefore, funding for counties to continue VSP implementation will be available. Each county will have access to \$240,000 for the biennia.

The Conservation Commission sent to each Board of County Commissioners for the 27 VSP counties a FY 19-21 contract and cover letter on May 24, 2019. The contract and cover letter

were sent by email. We also sent them by email to the county staff person listed in last years' contract as the "responsible individual."

If your county did not receive one, please contact Karla Heinitz immediately at 360-407-6212 or [kheinitz@scc.wa.gov](mailto:kheinitz@scc.wa.gov) in order to remain eligible to be reimbursed for VSP expenses.

If you are interested about the specific funding status of a particular VSP county, please contact that county directly. County VSP contacts can be found by clicking on the appropriate county on the map [here](#).

Please remember that any expense incurred between July 1, 2019 and the effective date of the new VSP FY 19-21 agreement between your county and the Commission will not be able to be reimbursed, so please plan VSP activities accordingly.

VSP END-OF-FISCAL-YEAR VOUCHERING: The end of the fiscal year is fast approaching. ***As a reminder, all vouchers for VSP eligible expenditures must be received no later than Monday, July 10, 2019 to be processed and eligible for reimbursement.*** Vouchers received after July 10, 2019 will not be reimbursed. Submit vouchers to [Karla Heinitz](#) at the Commission.

TWO YEAR STATUS REPORTS: ***The two-year status report required in RCW 36.70A.720 (1) (j) is due on August 30, 2019.*** Some of you have already begun preparing this report, even though the due date is after the end of this fiscal year. That is a best practice and we encourage such planning and forethought.

How to send the two year reports to the Commission: Two year status reports should be sent as PDF's by email to [beller@scc.wa.gov](mailto:beller@scc.wa.gov), and should be "cc-ed" to [AMcClendon@scc.wa.gov](mailto:AMcClendon@scc.wa.gov). Upon receipt by the Commission, a confirmation email will be send back to the sender. Please keep in mind that the two year reports will be posted on the [Commission's VSP web page](#).

All work groups, county staff, conservation district staff, and other staff responsible for VSP implementation should review [Policy Advisory 05-18](#) to ensure they understand the two-year report and deadline.

The Commission suggests setting up a project management system to track reporting requirements and deadlines. More details and a complete schedule for submittal of the two-year report is in [PA 05-18](#). All policy advisories can be found on the VSP web page [here](#) and on the SAC web page [here](#).

The guidance found in [PA 05-18](#) is currently the main resource to use when writing your 2 year reports.

A word of caution to those who have not yet begun to plan for the two-year report:

As the Commission has outlined in [Policy Advisory 03-18](#), [Policy Advisory 05-18](#), and [the statement on cost-share for VSP](#), after a county VSP work plan has been approved by the VSP Technical Panel, VSP funds are to be used for implementation. Each county is free to choose how to allocate those funds, but regardless of how the funds are allocated, each county must continue to meet all the requirements of the VSP (RCW Chapter 36.70A), and must also meet the goals and objectives of their own VSP work plan. Some of those obligations include:

- Maintaining a regularly-meeting VSP work group which oversees work plan implementation
- Conducting periodic evaluations of the county work plan
- Instituting adaptive management
- **Providing a detailed, written report every 2 and 5 years of implementation efforts and success**
- Meet contract obligations with the Commission and others responsible for VSP implementation

- Conducting outreach and education to meet work plan goals
- Providing technical assistance, or contracting with an entity to so provide, to VSP participants
- Meet the goals and objectives of the county work plan
- Staffing needs, including salary, equipment and other items required to perform their job

The Commission suggests setting up a [project management system](#) to track reporting requirements and deadlines, and to ensure that each county's VSP implementation budget accounts for completing the 2 year and 5 year reports. A [sample spreadsheet](#) is available for use as well to track duties and tasks, including report writing.

UPCOMING JOINT MEETING 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. The next meeting is set for Wednesday, August 7, 2019, from 9 am – 12 pm. The meeting is

available by webinar and we encourage webinar attendance.

To register for the August 7<sup>th</sup> webinar meeting, please use the link below:

<https://attendee.gotowebinar.com/register/3617946708893371906>

After registering, you will receive a confirmation email containing information about joining the webinar.

VSP REIMBURSEMENT FOR LIGHT REFRESHMENTS: Please remember to submit a receipt, meeting attendee list, **AND a meeting agenda** in order to receive reimbursement for light refreshments as part of a VSP meeting. All requests for payment should be emailed to [sccgrants@scc.wa.gov](mailto:sccgrants@scc.wa.gov).

There is a specific A-19 form that needs to be sent in for VSP reimbursements, it can be found on our website at this link: <http://scc.wa.gov/vsp-counties-workgroups/>. For other details of the changes, please see the updated Billing FAQ [here](#) on the [VSP County and work group web page](#). If you have any questions, please contact [Karla Heinitz](#) at the Commission.

SUBSCRIBE TO THE VSP NEWSLETTER: New subscribers should access this link and choose the subscription for the “*Voluntary Stewardship Program (VSP)*” under the *Programs and Policy* tab:

<https://public.govdelivery.com/accounts/WASCC/subscriber/new>.

If you have any questions on how to sign up, please contact Bill Eller ([beller@scc.wa.gov](mailto:beller@scc.wa.gov)) or Laura Johnson ([LJohnson@scc.wa.gov](mailto:LJohnson@scc.wa.gov)) at the Commission.

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