

Voluntary Stewardship Program (VSP)

Program Funding Guidelines ~~for 2023-25~~

Biennium

~~Adopted~~ Updated May 2024 July 2025

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SCC Staff

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Program Background

The Washington [Voluntary Stewardship Program \(VSP\)](#) is part of Washington state's Growth Management Act (GMA) and was established in statute in 2011 ~~found in~~ RCW 36.70A.700-760. VSP is an alternative to regulation under the GMA for counties to protect critical areas on agricultural land while maintaining agricultural viability. Each county must opt-in to VSP, establish a watershed work group, and create a countywide watershed work plan that sets protection and enhancement goals and benchmarks. Monitoring and adaptive management of the goals and benchmarks along with the work plan combine to ensure VSP success.

VSP is administered by the Washington State Conservation Commission (SCC) with support from the Statewide Advisory Committee (SAC) and Technical Panel (TP). The SAC is comprised of representatives of county, agricultural, and environmental organizations, and ~~invited~~ tribal governments. The TP is comprised of the directors or director designees of the following agencies: Department of Fish and Wildlife (DFW), Department of Agriculture (WSDA), Department of Ecology (ECY), and SCC.

Legislative Intent

~~The VSP's intent and purpose, per RCW 36.70A.700 (2): of the program is to:~~

- Promote plans to protect and enhance critical areas on agricultural land, while maintaining and improving the long-term viability of agriculture in the state and reducing the conversion of farmland to other uses.
- Focus and maximize voluntary incentive programs to encourage good riparian and ecosystem stewardship as an alternative to a regulatory approach.
- Rely upon RCW 36.70A.060 for the protection of critical areas for those counties that do not choose to participate in this program.
- Leverage existing resources by relying upon existing work and plans in counties and local watersheds, as well as existing state and federal programs to achieve program goals.
- Encourage cooperation and partnership among county, tribal, environmental, and agricultural interests.
- Enhance water quality and fish habitat.
- Rely on voluntary stewardship practices as the primary method of protecting critical areas rather than prohibiting agricultural activities.

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Legislative Construct

Nothing in VSP may be construed to:

(1) Interfere with or supplant the ability of any agricultural operator to work cooperatively with a conservation district or participate in state or federal conservation programs;

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- (2) Require an agricultural operator to discontinue agricultural activities legally existing before July 22, 2011;
- (3) Prohibit the voluntary sale or leasing of land for conservation purposes, either in fee or as an easement;
- (4) Grant counties or state agencies additional authority to regulate critical areas on lands used for agricultural activities; and
- (5) Limit the authority of a state agency, local government, or landowner to carry out its obligations under any other federal, state, or local law.

Definitions

- "Agricultural activities" means all agricultural uses and practices as defined in RCW [90.58.065](#). See also the [Conservation Commission's \(SCC's\) Policy Advisories 04-19 and 06-21](#).
- "Commission or SCC" means the Washington State Conservation Commission as defined in RCW [89.08.030](#).
- "Director" means the executive director of the state conservation commission.
- "Enhance" or "enhancement" means to improve the processes, structure, and functions existing, as of July 22, 2011, of ecosystems and habitats associated with critical areas.
- "Participating watershed" means a watershed identified by a county under RCW [36.70A.710](#)(1) to participate in the program.
- "Priority watershed" means a geographic area nominated by the county and designated by the commission.
- "Program" means the voluntary stewardship program established in RCW [36.70A.705](#).
- "Protect" or "protecting" means to prevent the degradation of functions and values existing as of July 22, 2011.
- "Receipt of funding" means the date a county takes legislative action accepting any funds as required in RCW [36.70A.715](#)(1) to implement the program.
- "Statewide Advisory Committee (SAC)" means the statewide advisory committee created in RCW [36.70A.745](#).
- "Technical Panel (TP)" means the directors or director designees of the following agencies: Department of Fish and Wildlife, Department of Agriculture; Department of

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Ecology; and SCC.

- "Technical Service Provider (TSP)" is hired by the county to implement the VSP program. In most cases, this is a conservation district, in a few cases, this is the county.
- "Watershed" means a water resource inventory area, salmon recovery planning area, or a subbasin as determined by a county.
- "Watershed group," or "work group," means an entity designated by a county under the provisions of RCW 36.70A.715.
- "Work plan" means a watershed work plan developed under the provisions of RCW 36.70A.720.

Eligible Entities

To be eligible to participate in VSP, counties must opt-in and be accepted by the SCC. As of 2025, 28 of Washington's 39 counties participate in VSP. There are currently 27 counties that have opted in though all Washington counties are eligible to join VSP. As of 2023, all non-VSP counties are now eligible to opt-in to the program as of 2023.

General Requirements for Operating and Capital Funds: Cost-Share & Eligible Expenses Budget and Review Process

VSP ~~has~~ may have both operating and capital budget funding available ~~on~~ in a biennium ~~basiscycle~~. Operating funds are non-competitive and awarded equally to participating VSP counties via a two-year contract each biennium. Capital funding is awarded for cost-share projects and District Implemented Projects (DIP) in an initial allocation to each county with an adopted work plan and then subsequently through ~~an~~ competitive grant application process until all funds are awarded.

Unless explicitly provided for as a standalone budget allocation, funding for monitoring efforts and equipment is included within the operating funds awarded to each county. All enrolled counties shall receive the same amount of operating funds. Counties that opt into the program and are tasked with developing work plans will receive additional guidance for the use of operating funds to implement their programs.

VSP monitoring was awarded \$1,420,000 in operating funds for the 2023-25 biennial budget to support county VSP monitoring and reporting efforts (\$47,000 for each participating county for the biennium).

The 2023-25 budget proviso language states, "Funding of the public works assistance account is provided solely to support monitoring and reporting efforts necessary to evaluate the implementation and effectiveness of voluntary stewardship program work plans."

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Design Life: Operating & Capital Funds for Cost-Share and DIP

Both operating and capital funds may be used for cost share and DIP projects. The requirements for design life vary depending on the source of funds used. For projects completed using operating funds the design life can be one year or less. For example, “management practices” such as herbaceous weed control may have a design life of less than 1 year.

Projects seeking capital funding must include activities with design lives of at least one year, with preference given to those including practices having design lives of 5 to 10 or more years. Note that select practices with a design life of less than 10 years may be eligible for capital funding if the practice is completed in conjunction with, and in support of, a structural practice. For example, tree/shrub site preparation, mulching, or soil spreading are potentially eligible if completed in conjunction with a riparian buffer planting. Cover crops and other practices that are part of long-term crop rotations (exceeding 10 years) as part of an individual stewardship plan may qualify for capital funding. Please work with VSP staff if you have any questions about eligibility of a practice for capital funds before you submit award applications.

Cost Share: General

Cost-share procedures are outlined in the Manual and training is available through SCC webinars, SCC staff, and available on the **SCC website**. Counties may find it easier to partner with an entity, such as a local conservation district, that already has training, knowledge, and experience with SCC cost-share requirements. Conservation districts must meet all the accountability requirements under the Conservation Accountability and Performance Program (CAPP) to be eligible to receive funds.

Counties may choose to offer a cost-share program to achieve the goals and objectives of the county work plan and RCW Chapter 36.70A.700-760. If a county chooses to offer a cost-share program to landowners using VSP operating or capital funds, the county must follow Commission cost-share policies and procedures as outlined in the **Grant and Contract Policy and Procedure Manual** (Manual), regardless of who is administering the cost-share program (the county or some other entity on behalf of the county). Further, the county must comply with the following requirements:

- Consult with Commission staff prior to using VSP funds for a cost-share program.
- Provide written documentation that the county work group has approved the cost-share program in an open public meeting.
- Receive training regarding Commission cost-share policies and procedures from Commission staff prior to using VSP funds for a cost-share program, unless county staff or the entity or entities administering a cost-share program have already received such training from the Commission.
- VSP cost-share projects that are funded using any amount of Commission VSP funds shall be documented in the Conservation Practice Database System (CPDS) under RCW 36.70A.720 (2) (b) (i) and (c) (i), and
- Execute a Landowner Agreement with any cost-share participating landowner.

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Preference is given to projects seeking capital funding for practices with design lives of 10 or more years. Note that select practices with a design life of less than 10 years may be eligible for capital funding if the practice is completed in conjunction with, and in support of, a structural practice.

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- Projects must be implemented to the applicable conservation practice standard set forth by the USDA Natural Resources Conservation Service or other approved technical standard.

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Counties and their representatives must follow policies and procedures established in SCC's Maximum cost share per landowner per fiscal year is \$100,000 per the Manual. SCC will give updates on funding availability in the newsletter.

Any permits, designs, or engineering plans needed to complete the project, or current project phase, must be **in hand** before construction. Any cost-share projects involving in-stream and/or engineered bank stabilization components must follow all state and federal requirements for in-water work windows. Where applicable, stream reach scale assessments must be completed. All proposed projects and practices must be completed within the funding time frame.

VSP Operating Funds

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Cost Share: Requirements for Using VSP Operating Funds

1. Any staff of the county, county work group, or conservation district must receive a one-time SCC cost-share training prior to the implementation of a cost-share program. Please contact the SCC staff to schedule a training.
2. The county work group may approve the use of operating funds for cost share each biennium. This can be done at the beginning of the biennial contract period during an open public meeting and proof of such authorization shall be recorded in the meeting minutes. Additionally, the work group may approve the use of operating funds for cost-share projects on a case-by-case basis as new cost-share opportunities arise.
3. Any individual cost-share or DIP project shall be approved by the county work group during an open public meeting.
4. The county work group shall establish a cost-share rate of reimbursement by passing a rate of reimbursement resolution, as per SCC procedures in the **Manual**. If a conservation district is implementing the VSP cost-share program on behalf of a county work group, and if the county work group has not set a rate of reimbursement, then the conservation district rate of reimbursement is used.
5. All cost-share projects are to be reported in the five-year report under RCW 36.70A.720 (2) (b) (i) and (c) (i).
6. If a county wants to use operating funds for cost share, it may elect to have a separate line item in its VSP budget for this purpose.
7. Counties should also review RCW Chapter 36.70A.700-760, Policy Advisory **03-18 Roles and Responsibilities during VSP implementation – Amended**, and 05-18 **VSP Implementation Reporting – two-year and five-year reports** before making a decision to use operating funds for cost share.

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Additional Information: VSP Operating Funds

After receiving operating funding from the Legislature for VSP, SCC makes funds available to each of the participating counties.

Each county must establish ~~and/or maintain a~~ VSP work group made up of local stakeholders and interested parties. The county work group creates ~~and updates~~ a countywide work plan.

~~Each biennium's b~~Budget, spending ~~priorities~~, activities, and project decisions are approved by ~~each of the county's~~ VSP work groups and must advance the goals of the county's approved work plan.

The county VSP work plan ~~then~~ must be approved by the VSP Technical Panel, allowing VSP operating funds to be ~~used for implementation~~ applied to the local program. ~~The work plan should also outline what activities the county will do for monitoring, which may be described more fully in the county's monitoring plan.~~

SCC ~~enters into~~signs a two-year contract with participating counties for each state biennium. ~~The county work plan and budget need to reflect the current VSP Scope of Work and budget.~~

As part of the contract, each county must submit their work group-approved budget to SCC. Each county is free to choose how to allocate operating funds, within activities specified in the contract, but regardless of how the funds are allocated, the county must continue to meet all the requirements of VSP (RCW Chapter 36.70A ~~700-760~~), SCC's contract deliverables, and the ~~countywide work plan~~ goals and ~~objectives-benchmarks~~ of its countywide work plan.

Operating funds are for local VSP work efforts and monitoring purposes. Counties are ~~encouraged to track monitoring expenses in their budgets, but this is not a requirement.~~ Operating funds can be used for outreach (including signs and other public relations materials), work group and program administration, technical assistance for landowners, trainings, travel, and projects with landowners through cost-share or as district implemented projects (DIP).

Note that any cost-share or DIP using operating funds must be approved in advance by the county work group. Work group meeting minutes that show approvals of cost-share or DIP projects using operating funds should be submitted to SCC.

Note that any cost share or DIP using operating funds must be submitted through CPDS for review approval by SCC staff. Cost share or DIP projects using operating funds will be reviewed within two weeks of entry into CPDS.

Any unused operating funds shall be returned at the end of the biennium during the contract close-out period.

Training

Training costs for VSP administrative or operational staff or county work group members need to comply with SCC training policies and procedures as outlined in the Manual. Trainings may

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be paid for using operating funds, and they must be directly related to VSP efforts, which may be demonstrated and justified by referencing work or monitoring plans. There is no cap for training budgets related to VSP work. There are two levels of allowable VSP trainings with separate approval pathways:

1. Trainings under \$500 can be approved by the SCC VSP Coordinator without approval from the work group, OR approved by the work group without SCC approval; and
2. Trainings over \$500 must be approved by the county work group, but no additional approval from SCC will be required.

If approved by the work group under #'s 1 or 2 above, a copy of the work group's minutes showing the approval must be submitted to SCC at time of invoicing.

The two pathways for approval allow flexibility when new trainings have registration deadlines that don't allow for consideration and approval by work groups. Training expenses will only be reimbursed to the extent that they comply with **State Administrative and Accounting Manual (SAAM) training rules**. The work group should clearly authorize the expenditure of VSP funds for training expenses each biennium with the understanding that some trainings may be approved by the SCC VSP Coordinator under #1 above.

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Travel Expenses

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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 or staff working under subcontract with the county for VSP:

- The county may request reimbursement for county employee time and travel expenses if they must attend a meeting related to VSP. If the County sub-contracts all or a portion of the VSP related work, staff of the subcontractor may request reimbursement for staff time and travel expenses if they must attend a meeting related to VSP. Reimbursement is only available for VSP-related expenses. Meetings include formal meetings as well as landowner-related meetings or other outreach meetings.

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Volunteer members of a VSP county work group, who are either:

- New work group members attending a VSP training put on by the SCC abiding by the provisions under "Training" above, or
- A work group member who is attending a VSP 5-year report review meeting as the designated representative of the county work group: During five-year report review meetings where SCC has invited a work group representative to the review, a volunteer member of a work group so designated as representing the work group can be reimbursed for travel expenses. Each five-year report review meeting is also held as a webinar, and work group members are also welcome to attend in that manner.

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Travel expenses will only be reimbursed to the extent that they comply with **State Administrative and Accounting Manual (SAAM) travel rules**. The decision to authorize the expenditure of VSP funds for travel expenses is a decision to be made by the work group.

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Monitoring Expenses as an Allowable Use of Operating Funds

The following categories represent allowable uses of operating funds to support monitoring.

1. Creating a monitoring plan, conducting monitoring, and analyzing and reporting on monitoring, either by the county or the county's Technical Service Provider (TSP).

- A monitoring plan is one that is designed to facilitate the collection, analysis, and reporting of information for VSP. Each county is free to choose how to create a monitoring plan. SCC has created the **Watershed Monitoring Project Development Guide for the Voluntary Stewardship Program in Washington (Guide)** that can be used as a resource for this purpose. If a county wishes to amend its existing monitoring plan, operating funds can be used to revise it and pay the salaries of the county or TSP staff to do so.
- Before and after a monitoring plan is in place, these funds can be used to support monitoring efforts under the current county-wide VSP work plan that was created by the work group. Newly enrolled counties must create a monitoring plan before the end of their first five-year reporting cycle. If commission funding is allocated specifically to the creation of a monitoring plan for a newly enrolled county or counties, each county must submit its respective monitoring plan to SCC VSP staff before any applicable contract may be closed out.

2. Monitoring training.

- Training is often required to meet data quality objectives and overall monitoring goals. Training may relate to field monitoring methods (e.g., wetland, riparian, or habitat assessments), equipment (e.g., water probes, GPS units, or drones), lab analysis (e.g., chain of custody, holding times, or soils analysis), and/or data management and analysis (e.g., spreadsheets, tablets, software, databases, etc.) (**Guide**, page 136). Any training expenses must be approved by the work group, in accordance with the "Training" section above.
- All other training requirements apply per the Manual.

3. Purchasing equipment designed specifically for monitoring.

- A monitoring equipment purchase is a conditionally allowable expense and must have prior written authorization from SCC VSP staff for all purchases over \$2,000. Monitoring equipment purchase costs need to be directly related to the monitoring activities of the county's work plan and/or monitoring plan.
- All monitoring work and any monitoring equipment purchased will be done in accordance with Section 10 of the **Manual**.
- Monitoring equipment should abide by the description of Equipment in the Manual and with the description of equipment eligibility above under "Equipment."
- Monitoring equipment is not defined in the Manual, but includes, *and is not limited to*:
 - Field Measurement devices and equipment. These devices measure conditions on-the-ground, typically using a type of equipment or probe, such as a staff

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gauge, or surface water probe. Examples include the use of equipment to measure stream flow, water temperature, or turbidity in the field (Guide, page 136).

- Monitoring supplies (e.g., water sample bottles, test strips, reagents, etc.) (Guide, pg. 142).
- Field computers (vs. desktop/non-rugged laptop).
- Database software.
- GIS software.
- Batteries.
- Spare parts used in monitoring equipment.
- Well digging for monitoring placement.
- Water quality meter.
- Drones (drone training would be requested under #2, above).
- Cameras/wildlife cams.
- Software for data collection and analysis and the data itself.
- Other equipment costs incurred by the county necessary to adhere to the monitoring plan or program QAPP/SOP guidelines.

- Monitoring equipment includes equipment that facilitates monitoring. In all cases, the monitoring equipment must be identified in the monitoring plan and is needed to achieve countywide work plan goals around monitoring.

- Equipment must be purchased and in the possession of the county or the county's agent or sub-contractor by June 30 at the end of each biennium or SCC cannot guarantee reimbursement.

- Equipment maintenance:

- The inspection, calibration, testing, maintenance, and/or cleaning of field and lab equipment and instruments. Field and lab equipment and instruments used for monitoring should undergo routine inspections, maintenance, and/or cleaning to ensure they are in good working order (Guide, page 141).

- Any supplies needed for monitoring should be periodically inspected to ensure they are in good working order, available in sufficient quantity to meet monitoring objectives, and not expired (e.g., expiration of some reagents or other materials) (Guide, page 142).

4. Hiring a consultant to create a monitoring plan, conduct monitoring, or to analyze and report on monitoring.

- Consultants may be hired to conduct monitoring necessary to document progress toward work plan goals and benchmarks, and to meet VSP statutory requirements.

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- Consultants may be hired to analyze and report on monitoring that is used to document progress toward work plan goals and benchmarks, and to meet VSP statutory requirements.
- State procurement requirements and policies as well as those in the Manual apply to the procurement of consultant services.

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Other Allowable Expenses

Partnering with other entities to conduct VSP-specific monitoring, such as paying for a subset of sampling or staff time to ensure the VSP-appropriate data is collected from, with, or by the partner.

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Monitoring Funds Ineligible Expenses

The following are not eligible for funding under these guidelines:

- Vehicles, ATVs, or UTVs.
- Funding education and outreach materials on monitoring.
- Funding for fair booths.

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VSP Capital Funding

Capital funding can be awarded to eligible projects that meet minimum requirements and are evaluated through a competitive process as described below. Based on the cost-share award, up to an additional 25% will be awarded to include the costs of technical assistance, engineering, travel, and overhead, collectively labelled under the heading of technical assistance, or TA. All TA technical assistance costs must be vouchered for in the month following when the expenditures are incurred. Any unused TA funds for an awarded projects must be returned to SCC following the standard practice and using the required forms.

Cultural resource (CR) costs are awarded on a case-by-case basis. CR costs are separate from the project cost that is entered into CPDS. SCC has set aside some of the VSP capital funds for CR expenses. If CR funding is needed, the district or county should send a CR estimate to the VSP coordinator to request the funds be added into the contract award. See the *Cultural Resources* section for more information.

Capital Cost-Share Ineligible Expenses

- Administrative goods and services.
- Education and outreach.
- Mobile equipment OR equipment deemed not integral to the proposed BMP(s).
- Technical assistance not associated with the project.
- Projects on federal lands that are not subject to GMA (RCW 36A.70).

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Capital Cost-Share Projects Criteria

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- Approved by the county work group.
- In a watershed that the county has opted-in to VSP.
- Support a county's work plan goal(s) or benchmark(s).
- Include a BMP that has a design life greater than one year.
- Include description(s) and outcomes(s) in the next five-year report under RCW 36.70A.700.720 (2) (b) (i) and (c) (i).

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Projects on non-federal public or tribal lands may receive up to 50% cost-share for capital projects in accordance with terms in the "Publicly-Owned Property Eligibility" section in the Manual. A long-term lease and management agreement must be in place between the agricultural operator and the landowning entity that establishes the responsibility of the lessee to remain on the site and maintain the capital improvement for no less than five (5) years from the date of the award.

Capital Cost-Share Returned Funds

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- If a project has been awarded funds, but before the landowner has signed a cost-share agreement, the landowner decides they no longer wish to participate in the project, please follow all SCC policies related to returned funds, including:
 - Submitting a **Returned Funds Form: Contracts Returned Funds Form.**
 - If you are conservation district staff, notify the county that the conservation district will be sending a returned funds form to SCC.
 - SCC financial staff will receive the Returned Funds form and will process an amendment with the county contract to remove the funds and modify the project in CPDS.
- The return of any funds (including those awarded for TA) remaining after a project is completed should follow procedures in the Manual. If a project has been awarded a cost-share grant and the project is unable to proceed for any reason after work has already begun, all remaining cost-share and TA funds must be returned within 30 days of the project's cancellation. This allows any project close-out work to be completed that may require the use of awarded TA.

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For more details see Cost Share: Requirements Using VSP Operating Funds.

VSP Capital Fund Awards Process

Capital funds are awarded for VSP cost-share projects through an SCC application process. Counties submit capital cost-share projects for consideration via SCC's Conservation Practice Data System (CPDS). All projects that receive capital funding must abide by requirements set out in the Manual. ~~**Commission's Grant and Contract Policy and Procedure Manual.**~~

If available, VSP capital funds are awarded by SCC, following deadlines for project submission and review outlined below.

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VSP Program Funding Guidelines

Projects Must Be Entered into CPDS

Projects will be reviewed when the applicable best management practices (BMPs) show “*Ready for Funding*” status in SCC’s CPDS, has been selected by the applicant on the BMP(s) tab, and all information is complete in CPDS, including the set of questions in the CPDS Funding Sources tab specific to the VSP capital program. Please ensure that all BMPs necessary for project completion are entered into CPDS for funding consideration. SCC cannot guarantee funding availability in instances where critical BMPs are left out of CPDS and therefore are not funded.

Projects entered in CPDS for VSP capital funds will be required to select the affected critical area impacts of the proposed BMP(s). Projects that do not provide information regarding the potential impacts to critical areas will not be eligible for awards. Proposals should consider work plan goals and objectives when selecting project locations and BMP(s) for capital grants.

If available, VSP capital funds are awarded monthly by SCC, following deadlines for project submission and review outlined in Attachment B. Projects will be reviewed when the best management practices (BMPs) show “*ready for funding*” status in SCC’s Conservation Practice Data System (CPDS), has been selected by the applicant, and all information is complete in CPDS, including the set of VSP specific questions in the CPDS funding tab.

~~Review of complete applications will be completed by the SCC VSP funding review committee. Funding is awarded based on a project’s score determined by the committee. Higher scoring projects have the best chance to receive funding, subject to funding availability. All projects must have approval by the county work group at an open public meeting prior to submittal. For more information see *Cost Share: Using Capital Funds*.~~

VSP Capital Awards Selection & Funding

Review of Proposals

~~Review of complete applications will be conducted by the SCC VSP funding review committee. Funding is awarded based on a project’s score determined by the committee. Higher-scoring projects have the best chance to receive funding, subject to funding availability. All proposed projects must be approved by the respective county’s work group at an open public meeting prior to submittal, and documentation of this approval must be provided.~~

The funding review committee exists to:

- Ensure consistency with funding procedures and funding intent.
- Request clarity or additional information on the nature of specific projects.
- Provide for case-by-case consideration of projects that are unique cases.
- Provide formal award of funds for projects.

Upon approval of the project by the committee, districts and/or counties will be formally notified of the award by SCC financial staff. Proponents of projects reviewed by the committee but not awarded funding will be notified by the SCC’s VSP staff.

VSP Program Funding Guidelines

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*Note: Periodic reports of conservation district supervisors and associate supervisors receiving cost-share funding will be given to the SCC commissioners.

Applications will be reviewed and scored using a point system. Points will be awarded based on answers to the required and supplemental criteria in the CPDS application on the following basis:

- 0 points: Answer not responsive
- 5 points: Answer partially responsive
- 10 points: Answer fully responsive

Projects qualify for funding in the first three rounds by receiving 20 or more total points collectively from the following categories based on how adequately the answers provided in CPDS address the variable:

- Projects within a priority watershed, as nominated by the county in their VSP opt-in ordinance.
- Projects clustered together (within the same HUC 12 as other projects, or another entity's project) or near other projects or projects previously funded by VSP or another state or federal agency to address salmon habitat resource needs/impacts or similar natural resource concerns identified in the work plan. This unique targeted approach of clustering projects allows for more effective and efficient use of capital funding targeting focused geographic areas for measurable resource improvement.
- Projects that are identified pursuant to RCW 77.95.060 (Regional fisheries enhancement group), or by a lead entity, or by another state agency and/or tribe as a priority in the watershed.
- Projects that will provide watershed uplift to any water quality impairment recognized within EPA Region 10's TMDL exceedances for Category 5 (303(d)) listed water bodies under the Clean Water Act (includes temperature, turbidity, dissolved gas, dissolved oxygen, bacteria, pH, toxic substances (chemicals, metals, or chemicals in the form of nutrients) and radioactive substances).
- Projects with tribal partnership, participation, or funding.
- Projects that have ancillary benefits to selected critical areas and not causing degradation to other critical areas.
- Projects with a BMP having an NRCS design life of 5 years will receive 5 points, and projects with any BMP having an NRCS design life of 10 years or more will receive 10 points.

All projects must answer a specific set of VSP-related questions in the funding tab in CPDS. Incomplete answers will result in the rejection of the project. Unresponsive answers will result in fewer points being awarded to the project and may result in the project not being funded.

Funding Allocations and Timeline

Total VSP capital funding for the 2025-27 biennium is \$3,000,000. Each county with an adopted work plan will receive an initial allocation of \$40,000 of VSP capital funds at the outset of the biennium to initiate any projects approved through CPDS and scoring a minimum of 20 points in accordance with the criteria above. Any county that does not obligate its initial capital funding

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Commented [KD16]: I'm confused. They have to receive 10 points to be eligible but they can get 10 points by being 'fully responsive' to just one of the below variables?

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Commented [KD17]: "other" than what?

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Commented [KD18]: separate paragraph

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Commented [MP20]: See comment below about \$3M vs. \$4M in breakdown of availability. Account for \$40K award at outset for \$3M and \$60K allocation if \$4M.

Commented [MP21R20]: If \$3M: \$40K + 750K -> 750K -> 420K.

If \$4M: \$60K + 800K -> 800K -> 780K.

Commented [KD22]: Hmm this doesn't really fit anymore now that we've deleted the reference to the upcoming biennium at the beginning. Could you instead say something like: "funding availability for the respective biennium will be announced via the VSP newsletter and posted on the VSP website."?

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allocation within the first six months of the biennium (December 31 of the contract year) must return the funds for allocation in a future application round.

The remaining funds for the biennium will have multiple competitive application opportunities, with the capital funds made available in blocks. VSP cost-share awards are capped at \$100,000, excluding TA. No project location may receive more than \$100,000 in a fiscal year from all combined SCC cost-share funding sources.

Commented [MP24]: Does this mean a recipient could get up to \$200K per biennium? Need to be clear on what the limit is.

There will be three (3) award rounds in the first half of the first fiscal year and at least two additional award rounds to allocate any remaining funds following the first three rounds and the return of any capital or TA funds to date. For the first three rounds of awards, plus the Supplemental round, a **minimum of 20 points must be scored for consideration of awards.** All capital funds not designated for qualifying awards in those four rounds will be provisionally awarded in the Biennium Close-out funding round, wherein projects are **not** required to meet the 20-point minimum qualifier.

Counties are capped at receiving no more than \$710,000 of capital cost-share funds in the first three funding rounds, excluding any funds awarded for TA. This caps individual county cost-share awards at 25% of the total capital funds budget allocation prior to Supplemental and Biennium Close-out award rounds. Supplemental and Biennium Close-out funding rounds will have no restrictions on the amount of money awarded to individual counties.

Counties are capped at receiving no more than \$710,000 of capital cost share funds in the first three funding rounds, excluding any funds awarded for TA. This caps individual county awards at \$750,000, or 25%, of the capital funds budget prior to Supplemental and Biennium Close-out award rounds. Supplemental and Biennium Close-out funding rounds will have no restrictions on the amount of money awarded to individual counties.

Note: Projects related to carbon emissions reductions, fire resilience, irrigation efficiency, or riparian projects may be better suited for applications to other SCC programs. VSP counties should work with VSP staff and/or SCC Regional Managers to determine which program's funding opportunities may be best suited for their projects.

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Commented [KD25]: Same comment about removing specific dollar amounts.

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Funding Round Details for VSP Capital Funds

<u>Funding Round</u>	<u>Application Deadline</u>	<u>Anticipated Award Date</u>	<u>Available Funds*</u>
<u>1</u>	<u>July 31 of the first FY†</u>	<u>August 15 of the first FY</u>	<u>\$750,00040%</u>
<u>2</u>	<u>September 15 of the first FY</u>	<u>September 30 of the first FY</u>	<u>\$750,00040%</u>
<u>3</u>	<u>December 1 of the first FY</u>	<u>December 15 of the first FY</u>	<u>\$420,00020%</u>
<u>4 (Supplemental)</u>	<u>April 15 of the first FY</u>	<u>April 30 of the first FY</u>	<u>Any unawarded or returned funds available as of March 1 of the first FY</u>

Biennium Close-out	January 15 of the second FY	January 29 of the second FY	Any unawarded or returned funds available as of January 15 of the second FY
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~~* Values account for initial allocation of \$1,080,000 subtracted from total capital budget of \$3,000,000.~~

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~~† "The first FY" refers to the period of July 1 through June 30 in the first year of the VSP contract with each county.
"The second FY" refers to the period of July 1 through June 30 of the second year of the VSP contract.~~

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~~Projects will be reviewed and approved by a committee made up of SCC staff. The funding review committee exists to:~~

- ~~• Ensure consistency with funding procedures and funding intent.~~
- ~~• Request clarity or additional information on the nature of specific projects.~~
- ~~• Provide for case by case consideration of projects that are unique cases.~~
- ~~• Provide formal award of funds for projects.~~

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~~Upon approval of the project by the committee, districts and/or counties will be formally notified of the award by SCC financial staff. Proponents of projects reviewed by the committee but not awarded funding will be notified by the SCC's VSP staff.~~

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~~*Note: Periodic reports of conservation district supervisors and associate supervisors receiving cost share funding will be given to the SCC commissioners.~~

~~Applications will be reviewed and scored using a point system. Points will be awarded based on answers to the required and supplemental criteria in the CPDS application on the following basis:~~

- ~~• 0 points: Answer not responsive~~
- ~~• 5 points: Answer partially responsive~~
- ~~• 10 points: Answer fully responsive~~

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Project Initiation by 120 Days of Funding Award

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~~Work on funded-awarded projects must be initiated within 120 days of the funding award, or counties must provide a reason(s) or justification for any delays. At the end of 120 days, if progress has not been demonstrated, or if sufficient justification for delays has not been provided, the county or district may forfeit the funding allocation. If funds are returned to SCC or additional funding otherwise becomes available, those funds will be awarded in the Supplemental and/or Biennium Close-out rounds. subsequent application rounds may be conducted.~~

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Contract Agreements for Capital Awards

Each capital award a county or district receives shall be documented in a formal amendment to the standing VSP contract. Each amendment must be signed by the official of record for the county program, as identified in the contract. Counties and districts are advised to develop streamlined processes to reduce inefficiencies in the execution of contract amendments.

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Cultural Resources

Cultural resources (CR) requirements must be met before any installation work begins at a project site. CR review is required by the Governor's Executive Order 05-05 and 21-02 for all projects using either state operating or capital funding provided by SCC and for all cost-share and District Implemented Projects (DIP). Please refer to the **SCC Cultural Resource Policy** located on the SCC website.

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Commented [KD26]: "any" work? like even project planning?

All practices must comply with the SCC cultural resources policy. A cultural resources review can begin once the location and extent/type of potential soil disturbance is known. Any expansion of the extent/type or location of soil disturbance will require a new cultural resources review. Please plan to ensure enough time is allowed before breaking ground as review could take 45 days or more.

District Implemented Projects

A county may choose to offer a District Implemented Projects (DIP) program to achieve the goals and objectives of the county work plan. If a county chooses to offer a DIP program using funds provided under VSP, the county must follow Commission DIP policies and procedures as outlined in the Manual, regardless of who is administering the DIP program (the county or some other entity on behalf of the county). Further, the county must comply with the following requirements:

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Commented [MP27]: Taken from county contract section 3.3 (removed from contract language)

- Consult with Commission staff prior to using VSP funds for a DIP program.
- Provide written documentation that the county work group has approved the DIP program in an open public meeting.
- Receive training regarding Commission DIP policies and procedures from Commission staff prior to using VSP funds for a DIP program, unless county staff or the entity or entities administering a DIP program have already received such training from the Commission.
- VSP DIP projects that are funded using any amount of Commission VSP funds shall be documented in the Conservation Practice Database System (CPDS) under RCW 36.70A.720 (2) (b) (i) and (c) (i), and
- Execute a Landowner Agreement with any DIP participating landowner.

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DIPs can be funded either with operating funds or capital funds. Local staff working on VSP DIPs may charge monthly for work on DIP installation/construction work. Before vouchering for expenses, please ensure that you submit the signed landowner agreement, and any completed cultural resources forms along with the first invoice.

Capital funds recipients must comply with all requirements in the Manual and SCC policies and procedures related to DIPs, in addition to the following VSP requirements:

1. A CD must have an interlocal or interagency agreement (ILA/IAA) with a county for VSP implementation that notes the ability of the CD to use DIP in VSP.
2. All DIPs are to be reported in five-year reports under RCW 36.70A.720 (2) (b) (i) and (c) (i).
3. If a county wants to use operating funds for DIP, it must have or create a separate line item in its VSP budget for this purpose.
4. The county work group will need to approve of the use of operating funds for DIPs each biennium. This can be done at the beginning of the biennial contract period during an open public meeting and proof of such authorization shall be recorded in the meeting minutes.

Equipment & Materials

The county or its agent agrees and understands that pre-approval by the commission is required for equipment purchases over \$2,000. All equipment should be directly related to the activities of the work group, the administration and operation of the local VSP, and/or the capital projects. Equipment may include, but is not limited to, computers, data base software, and GIS software. See the **Manual** for specifics.

Equipment purchases over \$5,000 that use operating funds will be considered on a case-by-case basis and require prior authorization from the work group in a public meeting. Projects awarded capital funding that require equipment purchases must be pre-approved by the work group as part of the capital grant application process.

Equipment or material costs that are not part of a capital project need to be directly related to VSP operations, including outreach and participation costs specific to the program. This could include program signage or program-specific engagement materials. Submit equipment purchase requests to SCC VSP and contracts staff. Any signage expenditures must include incorporation of the official VSP logo in the design to be eligible for reimbursement, even if the total cost is below \$2,000 and does not require advance approval by the work group or SCC.

Any request for equipment or materials must list the county work plan goal(s) and/or benchmark(s) that the equipment is related to. A requestor must specifically identify and explain which goal(s) or benchmark(s) are related to the request and must explain how the request will address the stated goal(s) or benchmark(s).

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General Requirements

Counties and their representatives must follow policies and procedures established in SCC's Grant and Contract Policy and Procedure Manual (Manual).

Billing for Reimbursement of Costs

There are two methods of billing SCC for the incurred costs covered in the contract:

- Option A: The county can bill or voucher SCC directly in accordance with the contract.
- Option B: The county can designate another entity (a conservation district (CD), for example) to be responsible for vouchering SCC. The county must ~~enter into~~execute an inter-local or interagency agreement (ILA/IAA) with the other entity to establish the other entity as the party responsible for vouchering to the SCC. If option B is chosen, SCC requires a copy of the signed ILA/IAA between the county and the billing entity (CD or other).

Monthly grant vouchers are required. Technical assistance must be vouchered for monthly no matter if any cost-share practices or construction of a District Implemented Project (DIP) were completed in the given month. **No advance payments can be made for any VSP projects or activities; they must be reimbursement payments.**

Cost Share: General

~~Cost share procedures are outlined in the Manual and training is available through SCC webinars, SCC staff, and available on the SCC website. Counties may find it easier to partner with an entity, such as a local conservation district, that already has training, knowledge, and experience with SCC cost share requirements. Conservation districts must meet all of the accountability requirements under the Conservation Accountability and Performance Program (CAPP) to be eligible to receive funds.~~

~~SCC will give monthly updates on funding availability in the newsletter.~~

~~Maximum cost share per landowner per fiscal year is \$100,000 per the Grants and Contracts Policy and Procedures Manual.~~

~~Any permits needed to complete the project must be in hand before construction. All project and practices must be completed in the funding time frame.~~

Cost Share: Requirements Using VSP Operating Funds

- ~~1. Any staff of the county, county work group, or conservation district must receive a one-time SCC cost share training prior to the implementation of a cost share program.~~

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Please contact the SCC staff to schedule a training.

2. The county work group will need to approve the use of operating funds for cost share each biennium. This can be done at the beginning of the biennial contract period during an open public meeting and proof of such authorization shall be recorded in the meeting minutes.
3. Any individual cost share or DIP project shall be approved by the county work group during an open public meeting.
4. The county work group shall establish a cost share rate of reimbursement by passing a rate of reimbursement resolution, as per SCC procedures in the SCC's Grant and Contracts Procedures Manual. If a conservation district is implementing the VSP cost share program on behalf of a county work group, and if the county work group has not set a rate of reimbursement, then the conservation district rate of reimbursement is used.
5. All cost share projects are to be reported in the five year report under RCW 36.70A.720 (2) (b) (i) and (c) (i).
6. If a county wants to use operating funds for cost share, it must have a separate line item in its VSP budget for this purpose.
7. Counties should also review RCW Chapter 36.70A.700-760, Policy Advisory 03-18 Roles and Responsibilities during VSP implementation – Amended, and 05-18 VSP Implementation Reporting – two year and five year reports before making a decision to use operating funds for cost share.

Cost Share: Using Capital Funds

Cost share requirements using VSP operating funds apply to capital projects as well. Based on the cost share award, an additional 25% will be awarded to include the costs of technical assistance, engineering, travel, and overhead. All technical assistance costs must be vouchered for in the month following when the expenditures are incurred.

Cultural resource (CR) costs are awarded on a case-by-case basis. CR costs are separate from the project cost that is entered into CPDS. SCC has set aside some of the VSP capital funds for CR expenses. If CR funding is needed, the district or county should send a CR estimate to the VSP coordinator to request the funds be added into the contract award. See the *Cultural Resources* section for more information.

Capital Cost Share Ineligible Expenses:

- Administrative goods and services.
- Education and outreach.

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- ~~Equipment.~~
- ~~Technical assistance not associated with the project.~~
- ~~Projects on publicly-owned lands.~~

Capital Cost Share Projects Must:

- ~~Be approved by the county work group.~~
- ~~Be in a watershed that the county has opted in to VSP.~~
- ~~Meet a county work plan goal or benchmark.~~

Capital Cost Share Supplemental Criteria:

Projects score points by meeting any of the criteria below:

- ~~Projects within a priority watershed, as nominated by the county in their VSP opt in ordinance.~~
- ~~Projects clustered together (within the same HUC 12 as other projects, or another entity's project) or near other projects or projects previously funded by VSP or another state or federal agency to address salmon habitat resource needs/impacts or similar natural resource concerns. This unique targeted approach of clustering projects allows for more effective and efficient use of capital funding targeting focused geographic areas for measurable resource improvement.~~
- ~~Projects that are identified pursuant to RCW 77.95.060 (Regional fisheries enhancement group), or by a lead entity, or by another state agency and/or tribe as a priority in the watershed.~~
- ~~Projects implemented in areas identified on the 303(d) listings for temperature.~~
- ~~Projects with tribal partnership, participation, or funding.~~
- ~~Projects that have ancillary benefits to other critical areas and not causing degradation to other critical areas.~~
- ~~All projects must answer a specific set of VSP-related questions in the funding tab in CPDS. Incomplete answers will result in the rejection of the project. Unresponsive answers will result in fewer points being awarded to the project and may result in the project not being funded.~~

Capital Cost Share Returned Funds

- ~~If a project has been awarded funds, but before the landowner has signed a cost share agreement the landowner decides they no longer wish to participate in the project, please follow all SCC policies related to returned funds, including:~~
- ~~Submitting a **Returned Funds Form: Contracts Returned Funds Form.**~~

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- If you are conservation district staff, notify the county that the conservation district will be sending a returned funds form to SCC.
- SCC financial staff will receive the Returned Funds form and will process an amendment with the county contract to remove the funds and modify the project in CPDS.

Cultural Resources

Cultural resources (CR) review is required by the Governor's Executive Order 05-05 and 24-02 for all projects using both state operating and capital funding provided by SCC, for all cost share and District Implemented Projects (DIP). Please refer to the **SCC Cultural Resource Policy** located on the SCC website.

All practices must comply with the SCC cultural resources policy. A cultural resources review can begin once the location and extent/type of potential soil disturbance is known. Any expansion of the extent/type or location of soil disturbance will require a new cultural resources review. Please plan ahead to ensure enough time is allowed before breaking ground as review could take 45 days or more.

District Implemented Projects (DIP)

DIPs can only be implemented by CDs. The county may choose to offer a District Implemented Projects (DIP) program to achieve the goals and objectives of the VSP county wide work plan. DIPs can be funded either with operating funds or with capital funds. All requirements in the **SCC's Grant and Contracts Procedures Manual** and SCC policies and procedures related to DIPs must be complied with, in addition to the following unique VSP requirements:

1. A CD must have an interlocal agreement (ILA) with a county for VSP implementation that notes the ability of the CD to use DIP in VSP.
2. All DIPs shall be approved by the county work group during an open public meeting.
3. All DIPs are to be reported in the five year report under RCW 36.70A.720 (2) (b) (i) and (c) (i).
4. If a county wants to use operating funds for DIP, it must have a separate line item in its VSP budget for this purpose.
5. The county work group will need to approve of the use of operating funds for DIPs each biennium. This can be done at the beginning of the biennial contract period during an open public meeting and proof of such authorization shall be recorded in the meeting minutes.

Equipment

Equipment purchases over \$2,000 will be considered on a case-by-case basis. See the **Manual** for specifics. These costs need to be directly related to VSP implementation. Submit equipment purchase requests to contracts staff at SCC.

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The request for equipment must list the county work plan goal(s) and / or benchmark(s) that the equipment is related to. A requestor must specifically identify and explain which goal(s) or benchmark(s) are related to the request and must provide enough explanation for the nexus between the request and the goal or benchmark to be easily understood.

Purchases Requiring Prior Authorization

- Equipment purchases over \$2,000.
- Designated work group representative travel for new work group members or for work group members to attend five year review meetings.

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Training

Training costs for VSP implementation staff or county work group members need to comply with SCC training policies and procedures as outlined in the Grant and Contract Policy and Procedure Manual. Training expenses must be approved by the work group and related to VSP.

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 or staff working under subcontract with the county for VSP:

The county may request reimbursement for county employee time and travel expenses if they must attend a meeting related to VSP. If the County sub contracts all or a portion of the VSP related work, staff of the subcontractor may request reimbursement for staff time and travel expenses if they must attend a meeting related to VSP. Reimbursement is only available for VSP related expenses. Meetings include formal meetings as well as landowner related meetings or other outreach meetings.

- Volunteer members of a VSP county work group (WG), who are either:

- New WG members attending a VSP training put on by the SCC, or
- A WG member who is attending a VSP 5-year report review meeting as the designated representative of the county work group. During five year report review meetings where SCC has invited a work group representative to the review, a volunteer member of a WG so designated as representing the work group can be reimbursed for travel expenses. Each five year report review meeting is also held as a webinar, and work group members are also welcome to attend in that manner.

Travel expenses will only be reimbursed to the extent that they comply with State Administrative and Accounting Manual (SAAM) travel rules. The decision to authorize the expenditure of VSP funds for travel expenses is a decision to be made by the work group.

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Monitoring

Monitoring Funds Allowed Uses

1. ~~Creating a monitoring plan, conducting monitoring, and analyzing and reporting on monitoring, either by the county or the county's Technical Service Provider (TSP).~~
 - ~~A monitoring plan is one that is designed to facilitate the collection, analysis, and reporting of information for VSP. Each county is free to choose how to create a monitoring plan. SCC has created the Watershed Monitoring Project Development Guide for the Voluntary Stewardship Program in Washington (*Guide*) that can be used as a resource for this purpose. If a county does not have a monitoring plan in place, these funds can be used to create one and to pay the salaries of the county or TSP staff to do so.~~
 - ~~Until a monitoring plan is in place, these funds can be used to support monitoring efforts under the current county-wide VSP work plan that was created by the work group. The monitoring plan must be complete by the end of the biennium in which it is funded. Before the contract can be closed out the county must demonstrate to SCC VSP staff that a monitoring plan has been created by providing a link.~~
2. ~~Monitoring training.~~
 - ~~Training is often required to meet data quality objectives and overall monitoring goals. Training may relate to field methods (e.g., wetland, riparian, or habitat assessments), equipment (e.g., water probes, GPS units, or drones), lab analysis (e.g., chain of custody, holding times, or soils analysis), and/or data management and analysis (e.g., spreadsheets, tablets, software, databases, etc.) (Guide, page 136).~~
 - ~~All other training requirements apply per the SCC Grants and Contracts Procedure Manual (Manual).~~
3. ~~Purchasing equipment designed specifically for monitoring.~~
 - ~~A monitoring equipment purchase is a conditionally allowable expense and must have prior written authorization from SCC VSP staff for all purchases. Monitoring equipment purchase costs need to be directly related to the monitoring activities of the Voluntary Stewardship Program (VSP) watershed work group.~~
 - ~~All work performed under the grant or contract and any monitoring equipment purchased will be made available to SCC and to any authorized state, federal, or local representative for inspection at any time during the course of the grant or contract and for at least three years following grant or contract termination or dispute resolution (Manual).~~

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• ~~Equipment is defined in the Manual as:-~~

- ~~○ Equipment is considered tangible personal property which is used in operations and has a useful life of more than one year. Some examples are furnishings, tools, and computer hardware and software. Equipment may be attached to a structure for purposes of securing the item, but unless it is permanently attached to, or an integral part of, the building or structure, it is classified as equipment and not real property (Manual, pg.74).~~

• ~~Monitoring equipment is not defined in the Manual, but includes, and is not limited to:-~~

- ~~○ Field Measurement devices and equipment. These devices measure conditions on the ground, typically using a type of equipment or probe, such as a staff gauge, or surface water probe. Examples include the use of equipment to measure stream flow, water temperature, or turbidity in the field (Guide, page, 136).~~
- ~~○ Monitoring supplies (e.g., water sample bottles, test strips, reagents, etc.) (Guide, pg. 142).~~
- ~~○ Field computers (vs. desktop/non rugged laptop).~~
- ~~○ Database software.~~
- ~~○ GIS software.~~
- ~~○ Batteries.~~
- ~~○ Spare parts used in monitoring equipment.~~
- ~~○ Well digging for monitoring placement.~~
- ~~○ Water quality meter.~~
- ~~○ Drones (drone training would be requested under #2, above).~~
- ~~○ Cameras/wildlife cams.~~
- ~~○ Software for data collection and analysis and the data itself.~~
- ~~○ Other equipment costs incurred by the county necessary to adhere to the monitoring plan or program QAPP/SOP guidelines.~~

• ~~Monitoring equipment includes equipment that facilitates monitoring. In all cases, the monitoring equipment must be identified in the monitoring plan and is needed to achieve countywide work plan goals around monitoring.~~

• ~~Equipment must be purchased and in the possession of the county or the county's agent or sub-contractor by June 30 at the end of each biennium or SCC cannot guarantee reimbursement.~~

• ~~Equipment maintenance:~~

- ~~○ The inspection, calibration, testing, maintenance, and/or cleaning of field and lab equipment and instruments. Field and lab equipment and instruments used for monitoring should undergo routine inspections, maintenance, and/or cleaning to~~

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ensure they are in good working order (Guide, page 141).

- Any supplies needed for monitoring should be periodically inspected to ensure they are in good working order, available in sufficient quantity to meet monitoring objectives, and not expired (e.g., expiration of some reagents or other materials) (Guide, page 142).

4. Hiring a consultant to create a monitoring plan, conduct monitoring, or to analyze and report on monitoring.

- Consultants may be hired to conduct monitoring necessary to document progress toward work plan goals and benchmarks, and to meet VSP statutory requirements.
- Consultants may be hired to analyze and report on monitoring that is used to document progress toward work plan goals and benchmarks, and to meet VSP statutory requirements.
- State procurement requirements and policies as well as those in the Manual apply to the procurement of consultant services.

Other Allowable Expenses

Partnering with other entities to conduct VSP-specific monitoring, such as paying for a subset of sampling or staff time to ensure the VSP appropriate data is collected from, with, or by the partner.

Monitoring Funds Ineligible Expenses

The following are not eligible for funding under these guidelines:

- Vehicles, ATVs, or UTVs.
- Funding education and outreach materials on monitoring.
- Funding for fair booths.

SCC Staff

Please refer to the [Conservation Commission staff](#) list on the SCC website for the most current list of staff and contact information.

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Appendix A: VSP Policy Advisories and Resources

- For full access to VSP resources, please visit <https://www.vsp.wa.gov/>.
- [Policy Advisories \(wa.gov\)](#)
 - [VSP-Policy-Advisory-07-22 Adaptive Management in the VSP - May 2022](#)
 - [VSP Opt-In Process Updated for SSB 5353](#)
 - [VSP-SAC-Policy Advisory-06-21 VSP and New Ag Activities](#)
 - [VSP-SAC-Policy Advisory-04-19 CAOs and Counties](#)
 - [VSP-SAC-Policy-Advisory-02-17 Timeline for Remaining Work Plans](#)
 - [VSP-SAC-Policy-Advisory-01-17 Confidentiality of Individual Stewardship Plans](#)
 - [VSP-TP-SAC-Policy-Statement](#)
 - ~~[VSP-SAC-Policy Advisory-05-18 Two & Five-Year Reports](#)~~
 - [VSP-SAC-Policy Advisory 03-18 Roles and Responsibilities during Implementation](#)
- [Watershed Monitoring Project Development Guide for the Voluntary Stewardship Program in Washington](#) (Guide)
- [Five-year reporting process and procedure](#)

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Appendix B: Capital Funds Timeline

When capital funding is available, please note the dates and timing for funding applications to be entered into CPDS, project scoring, and timing of notifications. Dates are approximate and subject to change. "Business day" means excluding holidays and weekend days. Unforeseeable circumstances may interfere with the work of SCC VSP staff, causing a delay in the completion of their work. Notice when funding becomes available will go out in the VSP newsletter and will be posted on the VSP webpage.

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SCC VSP CAPITAL FUNDING REVIEW COMMITTEE TIMELINE 2023-25 BIENNium				
DATE BY WHICH THE PROJECT PROPONENT MUST COMPLETELY AND ACCURATELY ENTER THE PROJECT INTO CPDS TO BE REVIEWED AT THE NEXT COMMITTEE MEETING	MONTHLY PROJECT LIST CREATED FOR SCORING- PROJECTS PULLED FROM CPDS	SCC REVIEW COMMITTEE MEETING DATE	PROJECT PROPONENTS NOTIFIED OF PROJECTS THAT WERE NOT FUNDED & REASON BY VSP COORDINATOR	PROJECT PROPONENT OFFICIALLY NOTIFIED BY SCC FINANCIAL STAFF OF SUCCESSFUL AWARD
NO LATER THAN 11:59 AM ON:	+BETWEEN 1PM-5PM	+FIRST TUESDAY OF EACH MONTH	+NOTICE PROVIDED WITHIN 1-2 BUSINESS DAYS OF REVIEW COMMITTEE MEETING	+NOTICE PROVIDED WITHIN 3-5 BUSINESS DAYS OF REVIEW COMMITTEE MEETING
September 26, 2023	September 26, 2023	October 3, 2023	October 5, 2023	October 10, 2023
October 31, 2023	October 31, 2023	November 7, 2023	November 9, 2023	November 15, 2023
November 28, 2023	November 28, 2023	December 5, 2023	December 7, 2023	December 12, 2023
December 26, 2023	December 26, 2023	January 2, 2024	January 4, 2024	January 9, 2024

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January 30, 2024	January 30, 2024	February 6, 2024	February 8, 2024	February 13, 2024
February 27, 2024	February 27, 2024	March 5, 2024	March 7, 2024	March 12, 2024
March 26, 2024	March 26, 2024	April 2, 2024	April 4, 2024	April 9, 2024
April 30, 2024	April 30, 2024	May 7, 2024	May 9, 2024	May 14, 2024
May 28, 2024	May 28, 2024	June 4, 2024	June 6, 2024	June 11, 2024
June 25, 2024	June 25, 2024	July 2, 2024	July 5, 2024	July 10, 2024
July 30, 2024	July 30, 2024	August 6, 2024	August 8, 2024	August 13, 2024
August 27, 2024	August 27, 2024	September 3, 2024	September 5, 2024	September 10, 2024
September 24, 2024	September 24, 2024	October 1, 2024	October 3, 2024	October 8, 2024
October 29, 2024	October 29, 2024	November 5, 2024	November 7, 2024	November 13, 2024
November 26, 2024	November 26, 2024	December 3, 2024	December 5, 2024	December 10, 2024
December 31, 2024	December 31, 2024	January 7, 2025	January 9, 2025	January 14, 2025
January 28, 2025	January 28, 2025	February 4, 2025	February 6, 2025	February 11, 2025
February 25, 2025	February 25, 2025	March 4, 2025	March 6, 2025	March 11, 2025
March 25, 2025	March 25, 2025	April 1, 2025	April 3, 2025	April 15, 2025

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April 29, 2025	April 29, 2025	May 6, 2025	May 8, 2025	May 13, 2025
May 27, 2025	May 27, 2025	June 3, 2025	June 5, 2025	June 10, 2025

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