M E M O R A N D U M

DATE: February 22, 2006

TO: All Conservation Districts

FROM: Kristy McGuill, Grants Specialist

RE: **BASIC FUNDING MATCH PROGRAM APPLICATION PACKET FOR FY 2007**

This packet contains: the FY 2007 Basic Funding Match Program Application and Management Standards Certification. The Basic Funding Match Program criteria are no longer a part of the Conservation District Procedures Manual, but are included in this application packet. See the reverse side of this memo for a listing of everything contained in this packet.

1. FY 2007 Basic Funding Match Program

Application – It's time again to submit your application for the Basic Funding Match Program. Please complete the Application attached or on the Commission's website at http://filecab.scc.wa.gov/index.html?DIR=Grant_Applications/FY2007_Basic_Funding_Application. **Please return the Application, signed Invoice Voucher, Management Standards Certification, Schedule 04 of your Annual Financial Report, Report of Internal Audit, and Annual Plan of Work by the May 1, 2006 deadline.** These must be postmarked or in our office no later than May 1, 2006.

Basic Funding Amounts – We anticipate the funding level will be similar to FY 2006. If you can't meet the match requirement with both cash and Interlocal match, please give me a call at the number listed below. Interlocal Match is explained in the attached Basic Funding Match Program Application packet. *(See Attachment 6 – In-Kind Accounting/Interlocal Match Form)*

Application Deadline – The **Basic Funding Application deadline is May 1, 2006. This is a firm deadline for FY 2007.** However, you may submit your application earlier if you want. Send your application to me in Olympia. **Don't forget the signed invoice voucher and other required documentation!**

Report the use of Basic Funding dollars – Use the Basic Funding Activities Report form *(Attachment 8)*. This is due July 10, 2006. Give me a call if you have questions about how to report the use of your Basic Funding/Puget Sound dollars

2. **<u>Management Standards Certification</u> – The Management Standards Certification is included as Attachment 7. Please complete the Certification and return with your Basic Funding Application.** You will be required to update this annually with each Basic Funding Application. It is also available on the Commission's website in the File Cabinet.

If you have questions, please contact me by phone at 360/407-6114 or email at kwil461@ecy.wa.gov.

Included in this Packet:

Attachment 1	Basic Funding Match Law – RCW 89.08.410
Attachment 2	Basic Funding Match Program Policy Position – *Revised 9/19/02*
Attachment 3	Policy Clarification & Definitions
Attachment 4	FY 2007 Basic Funding Match Program Application
Attachment 5	FY 2007 Basic Funding Match Program Invoice Voucher
Attachment 6	In-Kind Accounting – Interlocal Match Form
Attachment 7	Conservation District Management Standard & Certification
Attachment 8	Basic Funding Match Program Activity Report Form

Attachments

cc: CC Field Staff

BFMemo

Washington State Conservation Commission
FY 2007 Basic Funding Match Program Application - Face Sheet

Conservation District Name & Address:	Grant Contact Person: Name, Title, Phone #

Federal Tax Identification Number	**APPLICATION DEADLINE**
Funding Year: FY 2007	**1-May-06**
Matching Year: Calendar year 2005	*(Application must be postmarked no later than May 1 to qualify)*

Total match claimed this CY: Enter Revenue Total from Page 2 including Interlocal Match Claimed. $ _____

Basic Funding Match Application Requirements:

The following items are <u>due May 1 and must be included with this application.</u>

- ☐ **Application Face Sheet, Claim Form and Invoice Voucher** *(A19-1A)*
- ☐ **Management Standards Certification -** *(updated annually with each Basic Funding application - See Conservation District Procedure Manual, Appendix I)*
- ☐ **Schedule 04** of the Annual Financial Report for the previous year. The Commission no longer requires a full Financial Report. *(See CD Procedure Manual, Appendix N, BARS Manual for Conservation Districts)*
- ☐ **Report of Internal Audit** for the last calendar year *(See CD Procedure Manual, Appendix Q)*
- ☐ **Annual Plan of Work for the prior State Fical Year**
  (Use the Annual Plan format available in File Cabinet on the Commission's website)
  http://filecab.scc.wa.gov/index.html?DIR=Districts

Basic Funding Match Eligibility Requirements:

The following items <u>must be on file at the Commission, Olympia Office, by the date or frequency indicated.</u>

- ☐ Up-to-date **Grant Vouchers** as required by each grant program
- ☐ Up-to-date **Grant Reports** as required by each grant program

WASHINGTON STATE CONSERVATION COMMISSION
FY 2006 Basic Funding Match Program - Claim Form

Break Out of Match from Schedule 04 for Previous Calendar Year

Instructions: List Cash Match that flows through the district. Do not include moneys obtained from the State *(State grants or State grants passed through another agency such as the county)* or refunds or rebates.		**Schedule 04 Revenue**
Source of Match	**BARS #**	
Federal (Direct)	331	
Federal (Indirect)	333	
County	337	
Intergovernmental Services	338	
Sales/Other Services	340 & 341	
Plan/Products Sales/Testing	343	
Checking/Savings Interest	361	
Other Interest	361	
Rental Income	362	
Contributions/Donations	367	
Miscellaneous Revenues	369	
Sale/Loss of Fixed Asset	395	
Interlocal Match *(if you are claiming, include Attachment #6 "Inkind Accounting - Interlocal Match*	N/A	
Instructions: Read Instructions & Definitions attached. **Enter Total on Basic Funding Application Face Sheet.**	**TOTAL:**	$ -

Conservation District Certification

I certify that local match claimed above is accurate and complete to the best of my knowledge. Match is documented in district records available for audit or review by the State Auditor, Commission staff, or a financial or program auditor designated by the Commission.

☐ We claimed Interlocal Match and have included the "Inkind Accounting - Interlocal Match Form" as Attachment #1.

Authorized Signature _____

_____ *(Printed Name)* _____ *(Conservation District)* _____ *(Date)*

Page 2 of 2

Attachment 5

Washington State Conservation Commission
FY 2007 Basic Funding Match Program Application -- Invoice Voucher

FORM
A19-1A
(Rev. 2/05)

STATE OF WASHINGTON
INVOICE VOUCHER

AGENCY USE ONLY		
AGENCY NO.	LOCATION CODE	P.R. OR AUTH. NO.

AGENCY NAME

CONSERVATION COMMISSION

VENDOR OR CLAIMANT (Warrant is to be payable to)

_____ **Conservation District**

_____

_____

FY 2007 BASIC FUNDING MATCH PROGRAM

INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

By _____
(SIGN IN INK)

TITLE (Chair or Auditor/Treasurer) (DATE)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO.	RECEIVED BY	DATE RECEIVED

This Section to be Completed By Commission Staff

Approved for Payment by:

_____
Authorized WCC Grants Signator

Charge: _____ **$** _____

Charge: _____ **$** _____

Trans. # _____ **Date** _____

AMOUNT THIS VOUCHER

$ _____

PREPARED BY	TELEPHONE NUMBER	DATE	AGENCY APPROVAL	DATE

DOC. DATE	PMT DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NUMBER	VENDOR MESSAGE	USE TAX	UBI NUMBER

REF DOC SUF	TRANS CODE	MOD	FUND	MASTER INDEX: APPN INDEX	MASTER INDEX: PROGRAM INDEX	SUB OBJ	SUB SUB OBJECT	ORG INDEX	ALLOC	BUDGET UNIT	MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT		INVOICE NUMBER

ACCOUNTING APPROVAL FOR PAYMENT	DATE	WARRANT TOTAL		WARRANT NUMBER

Conservation Commission Basic Funding Match Program

In-Kind Accounting - Interlocal Match Form

_____Conservation District

_____ Contributing Governmental Agency for CY 200__

Individual In-Kind Name (Please Print)	Date	Task Description	Miles @ $.485/mi [1]	Time	Rate [2]	Cash Value

Other In-Kind Name of Contributor	Date	Type of Goods or Services		Rate [3]	Cash Value

[1] ***Rate applies to CY 2005 effective 9/14/05, rate was $.375 prior to 9/14/05; Changed to $.445 January 1, 2006***

[2] *Individual Rate: Attach Individual Composite Rate Sheets*

[3] *Other Rate: Attach Documentation*

TOTAL CASH VALUE THIS PAGE _____

CUMULATIVE CASH VALUE (All Pages) TOTAL _____

WASHINGTON STATE CONSERVATION COMMISSION

FY 2007 Basic Funding Match Program Application

Attachment 6

WASHINGTON STATE CONSERVATION COMMISSION CONSERVATION DISTRICT MANAGEMENT STANDARDS CERTIFICATION

Instructions: Enter a **"Y"** in the spaces below if your District meets a Standard. If your District cannot or will not meet a Standard, enter a **"D"** and request a deviation on the form "Request for Deviation from Management Standards" (Conservation District Procedure Manual Appendix I). After completing the entire Standards list, check the appropriate boxes at the bottom of the form; then sign *(three signatures required – unless the County Treasurer is used)*.

CAPACITY*

____ **MEETING MINUTES (RCW 89.08.210) ~ The District maintains a full and accurate record of all District business (proceedings, resolutions, regulation and orders issued or adopted), and makes this record available to the Commission for review.**

____ **SURETY BONDS (RCW 89.08.210) ~ The District has secured surety bonds for supervisors and employees who handle money.**

____ **ANNUAL INTERNAL AUDIT (RCW 89.08.210) ~ The District has completed an annual internal audit of the accounts of receipts and disbursements.** The last annual audit was completed on _____.

____ **LONG RANGE PLAN (RCW 89.08.220 [7]) ~ The District has prepared and kept current** (within the last five years) **a comprehensive Long Range Plan.** The Long Range Plan was updated by the District on _____.

____ **ANNUAL WORK PLAN (RCW 89.08.220 [7]) ~ The District has prepared an Annual Work Plan**. The Annual Work Plan was prepared by the District on _____.

____ **MOA's, MOU's, and AGREEMENTS (RCW 89.08.220 [4] & RCW 89.08.341) ~ The District has written agreements with all of its Conservation Partners**, and the Board has reviewed them within the last year.

____ CONSERVATION DISTRICT LAW - RCW 89.08 ~ The District Board has reviewed RCW 89.08 since the last District Operations Review. 89.08 was reviewed by the Board on_____.

OPERATIONS*

____ **CLAIMS AGENT (RCW 4.96.020) ~ The District has designated a Claims Agent with the County Auditor.** The Claims Agent is _____.

____ **DISTRICT AUDITOR (RCW 89.08.215) ~ The District has designated by resolution a District Auditor.** The District Auditor is _____.

____ **ADA (42 USC, Sec. 12101 *et seq*) ~ The District believes its facilities meet appropriate Americans with Disabilities Act requirements.**

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* *Note: Bolded Standards are mandatory under the cited law and Non-bolded Standards (or portions of Standards) are Commission policy intended to strengthen District capacity and increase accountability*.

____ **DISTRICT TREASURER (RCW 89.08.215) ~ If the District does not use the treasurer of the county in which the District is located as the ex officio treasurer of the District, the District has designated by resolution _____ as District Treasurer.**

____ INSURANCE COVERAGE ~ The District has reviewed its insurance coverage during the past year.

____ COST SHARE POLICY ~ The District has developed and utilizes a written Cost Share Policy that establishes policies and procedures to award cost share to landowners.

BIG FOUR LAWS*

____ **CONSERVATION DISTRICTS LAW (RCW 89.08) ~ The District complies with the Conservation Districts Law.**

____ **OPEN PUBLIC MEETINGS ACT (RCW 42.30) ~ The District complies with the Open Public Meetings Act.**

____ **PUBLIC RECORDS ACT (RCW 42.17.250-348) ~ The District complies with the Public Records Act.**

____ **CODE OF ETHICS (RCW 42.23) ~ The District complies with the Code of Ethics for Municipal Officers.**

PERSONNEL POLICIES*

____ **EMPLOYMENT POSTERS ~ The District has the following required employment posters displayed:**

WASHINGTON STATE DEPARTMENT OF LABOR POSTERS:

- **"Notice to Employees – If a Job Injury Occurs" (RCW 51.14.100) ~ Washington Industrial Insurance Act. Outlines the steps a worker should take if a job-related injury or illness occurs. Also briefly describes the benefits available through Washington workers' compensation system.**
- **"Job Safety and Health Protection" (RCW 49.17.220(1) ~ Describes important parts of the Washington Industrial Safety and Health Act (WISHA) which provides for job safety and health of Washington employees.**
- **"Your Rights as a Non-agricultural Worker" ~ The poster includes the following information:**
  - **Family Care Act (RCW 49.12.275, WAC 296-130-050)**
  - **Family Leave Act (RCW 49.78.200)**
  - **Child Labor, Minor Work Permit (WAC 296-126-020, 296-126-050, 296-126-080)**
- **"Unemployment Compensation/Workers Compensation Notice to Employees" (RCW 50.20.140) ~ Employment Security Act**

U. S. DEPARTMENT OF LABOR POSTERS:

- **"Your Rights under FLSA" (29 CFR.516.4) ~ Fair Labor Standards Act (FLSA)**

** Note: Bolded Standards are mandatory under the cited law and Non-bolded Standards (or portions of Standards) are Commission policy intended to strengthen District capacity and increase accountability.*

- **"Your Rights under the Family Medical Leave Act (FMLA)" (29 CFR 825.300)**
- **"Notice to All Workers Working on Federal Financed Construction Projects" (40 USC 276a) ~ Davis-Bacon Act**
- **"Equal Opportunity is the Law" ~ Equal Employment Opportunity. The poster includes the following information:**
  - **Employers Holding Federal Contracts or Subcontracts:**
    - **Race, Color, Religion, Sex, National Origin (Executive Order 11246, as amended)**
    - **Individuals With Disabilities (Section 503 of the Rehabilitation Act of 1973, as amended)**
    - **Vietnam Era, Special Disabled, Recently Separated, and Other Protected Veterans (38 USC 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended)**
  - **Private Employment, State and Local Governments, Education Institutions:**
    - **Race, Color, Religion, Sex, National Origin (Title VII of the Civil Rights Act of 1964, as amended)**
    - **Disability (The Americans with Disabilities Act of 1990, as amended)**
    - **Age (The Age Discrimination in Employment Act of 1967, as amended)**
    - **Sex (The Equal Pay Act of 1963, as amended)**
  - **Programs or Activities Receiving Federal Financial Assistance:**
    - **Race, Color, Religion, National Origin, Sex (Title VI of the Civil Rights Act)**
    - **Individuals With Disabilities (Sections 501, 504, and 505 of the Rehabilitation Act of 1973, as amended)**

____ BOARD REVIEW OF PERSONNEL POLICIES ~ The District Board has reviewed its Personnel Policies during the last year. The Personnel Policies were reviewed by the Board on _____.

____ EMPLOYEE REVIEW OF PERSONNEL POLICIES ~ The District Employees have reviewed the District's Personnel Policies during the last year.

FINANCES*

____ **ANNUAL FINANCIAL REPORT (RCW 43.09.230) ~ The District prepares, certifies and files an Annual Financial Report with the state Auditor.**

____ **BARS (RCW 89.08.070, RCW 43.09.200) ~ The accounting records of the District are maintained in accordance with methods prescribed by the State Auditor in the "Budgeting, Accounting and Reporting System (BARS) for Conservation Districts."**

____ **DISTRICT CHECKS (RCW 89.08.215) ~ The District Auditor and a second authorized signatory sign all checks after Board approval.** Checks are always filled out before being signed.

____ RECEIPT BOOKS ~ The District uses a pre-printed, numbered receipt book to record all incoming transactions.

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* *Note: Bolded Standards are mandatory under the cited law and Non-bolded Standards (or portions of Standards) are Commission policy intended to strengthen District capacity and increase accountability*.

____ TREASURER'S REPORTS ~ The District receives, understands, and approves monthly District Treasurer's Reports that include all deposits and checks by number, payee, and purpose.

____ TRACKING OF BENEFIT HOURS ~ The District tracks overall and individual employee liability for payment of sick, vacation, and holiday hours.

REPORTS*

The District submits the following reports to the Commission by the Due Date or the required frequency.

		Due Date
____	Schedule 04 of the **Annual Financial Report**	May 1
____	**Annual Work Plan**	May 1
____	**Internal Audit Report**	May 1
____	Management Standards Certification	May 1
____	Basic Funding Application	May 1
____	**Annual Report of Accomplishments**	October 1
____	All Commission Grant Activity Reports	Frequency dictated by Grant Program
____	All Commission Grant Vouchers	No more frequently than monthly, no less frequently than quarterly
____	District Boundary Changes	When changes occur
____	Employee Roster	When changes occur
____	Supervisor Appointments & Elections	When changes occur

* *Note: Bolded Standards are mandatory under the cited law and Non-bolded Standards (or portions of Standards) are Commission policy intended to strengthen District capacity and increase accountability*.

MANAGEMENT STANDARDS CERTIFICATION STATEMENT

I certify that the _____ Conservation District

☐ Has met the above listed standards.

☐ Has included request(s) for deviation from standards.

_____ District Chair Signature _____ Date

_____ District Auditor Signature _____ Date

_____ District Treasurer Signature _____ Date
(Not applicable if the county Treasurer is used)

WASHINGTON STATE CONSERVATION COMMISSION
REQUEST FOR DEVIATION FROM MANAGEMENT STANDARDS

Instructions: Complete the top part of the form. Send one copy to the Commission Office and one copy to your Field Operations Manager. Use separate forms for each request. Deviation decisions will be made by the Commission at the May meeting, after which you will receive written notification.

To: **Conservation Commission**

From: _____ **Conservation District**

Subject: **Request for approval of deviation from standards for:**

Category: _____ *(Capacity, Operations, Big Three Laws, Personnel Policies, Finances, or Reports)*

Standard Title: _____

☐ Reasonable Alternative ☐ Action Plan

Describe the reasonable alternative or action plan on the back of this page.

_____ _____
Authorized Signature Date

↓ *This Section To Be Completed by Conservation Commission* ↓

To: _____ **Conservation District**

From: **Conservation Commission**

Subject: **Request for approval of deviation from standards:**

Your request is: ☐ Approved ☐ Denied ☐ More Information Needed

Comments:

_____ _____
Conservation Commission Date

WASHINGTON STATE CONSERVATION COMMISSION
REQUEST FOR DEVIATION FROM MANAGEMENT STANDARDS

_____ Conservation District _____ Date

RESONABLE ALTERNATIVE TO STANDARD *(Use this space to describe your proposed alternative. Attach additional pages, if needed.)*

ACTION PLAN TO MEET STANDARD (*Use this space to describe your action plan. Include an end date and a review date. If the end date is more than three months away, include date(s) progress reports will be submitted.)*

Task	End Date	Review Date

WASHINGTON STATE CONSERVATION COMMISSION
Basic Funding Match Program
Activity Report Form

Conservation District: _____ Grant Number: BASIC FUND/PUGET SOUND
Staff Person Completing this Report: _____ Date Completed: _____
WRIA(s) Impacted: _____ Legislative District(s) Impacted: _____

INSTRUCTIONS: Answer questions 1-14. Puget Sound districts - use this report for Puget Sound dollars. (NOTE: For all questions, include only those accomplishments completed during the Time Period for which you are reporting.)	REPORT For the Period 07-01-06 thru 06-30-07; DUE DATE is 07-10-07	
1. Of the funds received for FY2007, what was the total grant amount spent during this reporting time period? *(This should be the total of responses to questions 2 through 7 for the time period fo July 1, 2006 - June 30, 2007.)*		
2. Of the total grant amount, how much was spent on salaries & benefits during this reporting time period?		
3. Of the total grant amount, how much was spent for travel during this reporting time period? *(Mileage, meals, lodging, etc. - do not include training expenses.)*		
4. Of the total grant amount, how much was spent for training during this reporting time period? *(Registration, software, books, etc. - do not include travel expenses.)*		
5. Of the total grant amount, how much was spent on equipment during this time period?		
6. Of the total grant amount, how much was spent for cost share implementation during this reporting time period?		
7. Of the total grant amount, how much was spent on education, outreach and marketing?		
8. During this time period, how many BMPs were implemented with Basic Funding/Puget Sound money used as cost share? *(We just need the number of BMPs, not the activity code numbers.)*		
9. During this time period, how many cooperators were assisted with planning from this funding source?		
10. How many cooperators implemented BMP's with Basic Funding/Puget Sound money used as cost share?		
11. How much other funding was leveraged with this grant during this reporting time period? *(What is the dollar value of other funding or match leveraged with this grant during this reporting period? Indicate $ amounts for Local, State and Federal.)*	Local $:	
	State $:	
	Federal $:	

12. What success story funded by this Basic Funding/Puget Sound grant are you most proud of, please tell us only in the space provided *(font no smaller than 10pt).*	
13. Do you have before and after picture(s) of this success story? Please insert them here (in JPG format if possible) and include a caption and identify any people in the pictures.	
14. Were you able to accomplish the deliverables described in this contract? Please explain why or why not and include bulleted accomplishments.	