

# Strategic Lean Project Report

## SCC Finance Team Saves Processing Time

Agency: **State Conservation Commission**

### Project Impact

The State Conservation Commission rolled separate grants into one, saving 16 hours of staff time.

Improvements to the efficiency of our grant processes indirectly benefit Washington landowners. The time saved by this project allow our Finance Team to more efficiently process payments to conservation districts. We also eliminated the need for conservation districts to fill out more grant paperwork. For conservation districts, timely reimbursements and a reduction in paperwork translates into more capacity to serve Washington landowners.

### Project Summary

This project was intended to save time on unnecessary grant processing tasks at the SCC. Saving our staff and conservation districts’ staff time indirectly benefits Washington landowners by increasing conservation district capacity to serve them.

For the past several biennia, the SCC Finance Team have set up separate programs for 45 conservation districts when we’ve received funding for one-time special grant programs. These grants then needed to be closed out and weren’t used the remainder of the biennia. Our team was spending several hours at the beginning of each fiscal year setting up separate grants, each of which required different paperwork from conservation districts.

We wanted to save time on unnecessary processing tasks for special grant programs by July 1, 2019. We accomplished the time savings by April 15, 2019, which allowed more time to accomplish other tasks for the beginning of FY20.

To accomplish our goal, the Finance Team evaluated their process for one-time special grant programs. We determined that — instead of setting up a separate, one-time grant for conservation districts — we could roll a one-time grant into a longer-term grant that was already being set up and would be used for the whole biennia.

Our specific improvements include:

- Rolling special funding into the “Implementation Grant Program” that we already were setting up for the biennia, rather than creating a separate special grant program.
- Eliminating the need to set up and close out a separate grant program.
- Eliminating the need for conservation districts to complete a separate set of paperwork for a one-time special grant program.

### Project Results



#### Quality

Avoided unnecessary tasks by reducing the number of operating grant programs we set up/closed out **from 90** programs (two per conservation district) **to 45** (one per conservation district).



*Staff was able to use the time saved to work on setting up other grants that would have multiple payments instead of just a one-time payment.*



#### Time

Decreased staff time spent on setting up/closing out one-time special grant programs **from 16 hours to 0**.



*Staff was able to process more payments with a shorter turn-around time*

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Decreased the operating grant paperwork requested from all 45 conservation districts **from** two sets of paperwork **to** one.

*during a very busy time of year.*



*Conservation Districts appreciate this time savings so their staff could work on other tasks.*

## Project Details

**Date improvement project was initiated: 4/15/2019**

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