



MEMORANDUM

TO: Conservation Districts
FROM: Michelle MacDonald, WDA Natural Resource & Policy Division
SUBJECT: 17-18 Biennium Lab Funds and Base Funding Information and Guidelines
DATE: July 26, 2016

July 1, 2016 marks the first day of the State of Wyoming 2017-18 biennium. Along with the beginning of the new biennium comes a new funding allocation for the Wyoming Department of Agriculture – including money earmarked for Conservation District activities.

Lab Funds: Due to budget cuts, each District is now entitled to \$3,882.00 for the biennium to be used for water quality work in the areas of lab analysis, training, and equipment. This biennium, we will once again ask your District board to review and complete an 'Intent to Use Lab Funds Statement.' The lab funds program reverted \$468 back to the general fund last biennium. By receiving this signed statement from each District, we hope to continue to allocate funds efficiently.

The enclosed Guidelines & Criteria for Reimbursement to Districts of Lab Analysis, Training and Equipment Funds was developed to aid the Districts in what qualifies as a lab funds expenditure. Please read this document carefully and refer to it before making purchases.

Also enclosed is the Lab Funds Timeline that was developed in an effort to increase communication and provide districts with a layout of yearly expectations.

Remember, to obtain lab funds reimbursements, you will need to submit a completed WOLFS-102 form and attach detailed receipts. The form with the original signature must be mailed to the WDA - Natural Resources & Policy Division, Attn: Michelle MacDonald. You may request reimbursement at any time during the biennium for any portion of the total funding. I have a spreadsheet to track reimbursement requests and you can contact me any time to check your available balance of funds. Instructions for completing a lab funds reimbursement can be found on the WDA website: <http://agriculture.wy.gov/divisions/nrp/conservation-districts/funding-resources/lab-funds>.

Please note: In June 2018, after obtaining the final total of funds that would be slated to be returned to the general fund, the WDA reserves the right to allocate that remaining money at our discretion to the Districts who have receipts on hand so as to avoid turning money back to the general fund.

Base Funding: All Districts met the base funding criteria deadline of August 30, 2015 and December 31, 2015, and all Districts are in the process of submitting their vouchers for \$8,824.50 for calendar year 2015. Another allocation of base

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funding will be available in July 2017 if the base funding criteria deadlines are met in calendar year 2016. Please see the following website for help and examples of required documents: <http://agriculture.wy.gov/divisions/nrp/conservation-districts/funding-resources/base-funding>.

If I can be of any assistance or you have any questions regarding lab funds or base funding, please feel free to call me at (307) 777-7323 or email michelle.macdonald@wyo.gov.

Enclosures: Guidelines & Criteria for Reimbursement to Districts of Lab Analysis, Training and Equipment Funds
Lab Funds Timeline for the 2015-2016 Biennium
WOLFS-102 Form

Cc: Chris Wichmann, WDA Natural Resources & Policy Manager
Wyoming Association of Conservation Districts
Julie Cook, WDA Financial Manager