

# State Funding



# Mission of Conservation Districts

- Provide leadership for the conservation of Wyoming's soil and water
- Protect the agriculture resource base
- Promote the control of soil erosion
- Develop and protect the quality and quantity of Wyoming's water
- Reduce siltation of streams and reservoirs
- Preserve and enhance wildlife habitat
- Protect the tax base
- Promote the health, safety and general welfare of citizens





Laramie Rivers CD



# CD Activities

- Water quality monitoring and watershed planning
- Septics, Animal Feeding Operations, pet waste
- Living snow fences
- Work with local, state and federal agencies
- Forest planning, rangeland management, wildlife habitat, ESA issues
- Natural resource education programs
- Small-acreage education and assistance





Crook Co NRD



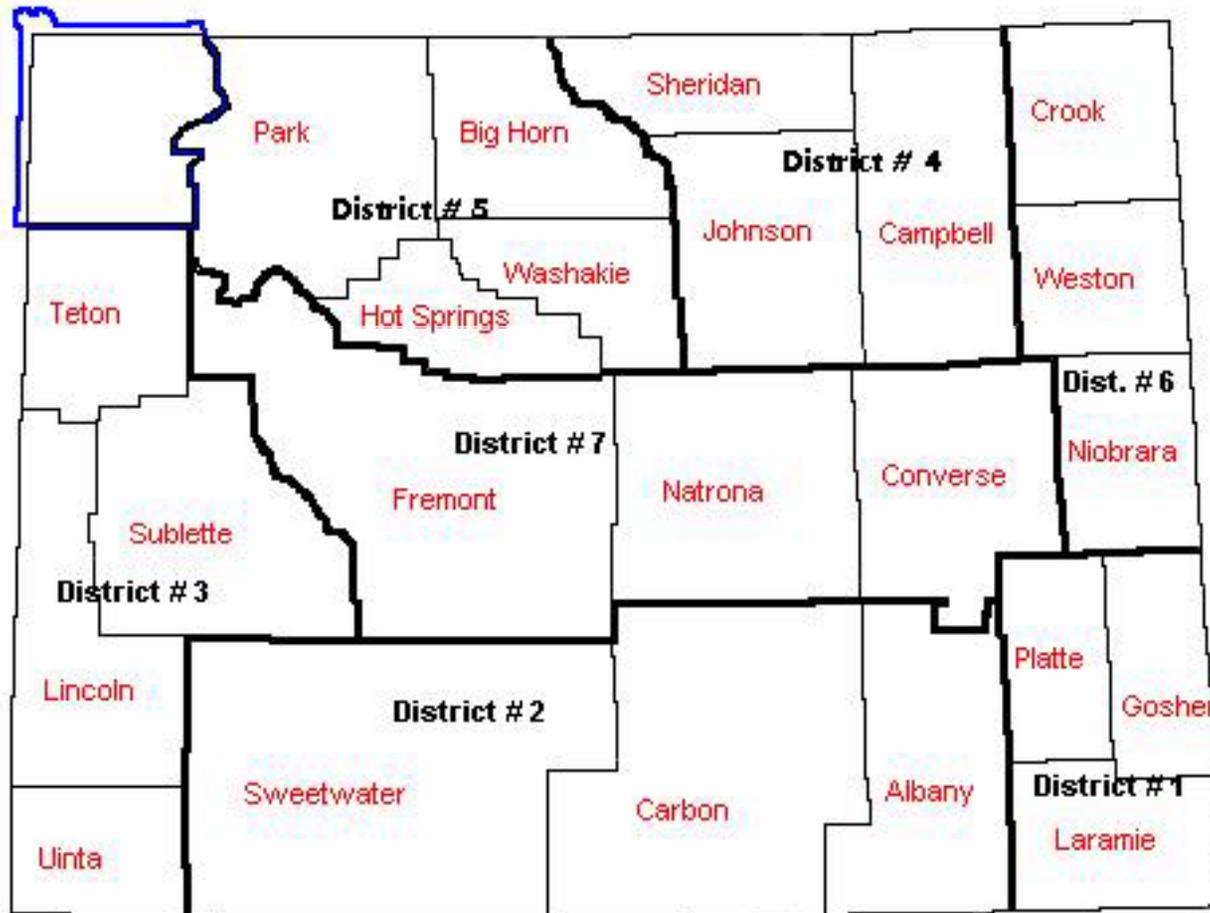
# WDA's Tie with Districts



Sheridan Co. CD



# Wyoming Board of Agriculture



# Board of Agriculture's Tie to Conservation Districts

- Also known in statute as “commission” has 11 voting members, 4 are “youth members” and the remaining 7 board members are appointed by the governor to represent geographical areas of the state.
- W.S. 11-16-105 (ii): commission shall “assist and guide districts...review district programs...coordinate...resolve conflict...coordinate and guide...”



# Board of Agriculture's Tie to Conservation Districts

- W.S. 11-16-105 (v): Recommend the appropriation of state funds necessary to finance the activities of the commission and the conservation districts; distribute to conservation district funds, equipment, supplies and services received by the commission...
- Review all budgets, administrative procedures and operations of the districts and advise the districts concerning their conformance with applicable laws regulations



# Board of Agriculture's Tie to Conservation Districts

- Disseminate information through the state concerning the activities and programs of the conservation districts
- Encourage the formation of districts where their organization is desirable
- W.S. 11-16-118: fill supervisor vacancies for unexpired terms upon recommendation by district supervisors



# Staff Support

- Collaborate with districts to meet base funding compliance in August and December
- Work with BOA to approve appointed supervisors
- Oversight and distribution of conservation district base funding, lab funds and water quality funds
- WDA Lab in Laramie: process water quality samples and provide interpretation of results



# Staff Support

- Send Water Quality Grant RFP for projects, oversee progress of projects through interim and final grant reports
- Work with districts and BOA on Water Quality Extensions and Amendments
- Complete contracts for Water Quality Grants approved by WDA BOA
- Provide technical assistance and opinions through Attorney General's Office



# Staff Support

- Provide supervisor and employee certification training in cooperation with WCDEA and WACD
- Provide other support as needed



# Watershed Coordinators

- Nehi Cole (NRCS/WACD) and Cathy Rosenthal (WACD)
- Assist with monitoring, sampling and analysis plans, watershed planning, TMDL issues, BMP implementation, etc.





# WDA

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## Funding Support



# History of State Funding

- See Handout Summary of State Funding for BOA, March 2011



# FY 11-12 Conservation District Funding Thru WDA

\$1,601,738.00

- 3 Distinct Types



# Type Summary

1. **Conservation Base Funding - \$600,000**
  
2. **Conservation District Water Quality funding - \$1,001,738**
  - Objective 1 - Watershed technical assistance  
\$286,738 Contract between WDA and WACD
  - \*\* Objective 2 - Water Quality Grants to Districts  
\$450,000 Direct grants to districts from WDA
  - Objective 4 - Training & Certification  
\$80,000 Contract between WDA and WACD  
- WACD subcontracts with UW
  
3. Objective 3 - Water Quality Lab Analysis, Training and Equipment  
- \$185,000  
WDA retains \$40k for the lab and the remainder goes to districts (\$4,264 for the biennium per district)



# FY 11-12 Conservation Base Funding

- \$600,000 Biennium allocation
- Each District receives \$17,647
  - \$8,823.50 per year - if base funding documentation submitted on time
- WDA vouchers are made and sent to the Districts and returned with original signatures.



# State Funding Requirements

## Financial Rules

(Adopted by Board of Ag 8/2005)

- Proof of Bonding
- Letter outlining implementation of Risk Management Practices
  - 2 original signatures on checks
  - Perjury statement on vouchers
  - Bank statement reconciliation by board at least quarterly
  - Authorization to incur debt
  - Districts can't use debit cards
- Proof of enrollment in worker's compensation
- Proof of unemployment insurance
- Proof of local government liability insurance

**Must be submitted to WDA and WACD by August 30 each year**



# State Funding Requirements

## Base Allocation Policies

(Adopted by Board of Ag 8/2005)

- Letter of compliance from Department of Audit
- Proof of Budget Hearing
- Letter of compliance from Department of Revenue
- Long Range Plan with public notice pursuant to Admin. Proc. Act
- Current Annual Plan of Work
- Current Annual Report
- Current Budget
- Current Oaths of Office for supervisors
- Education Function for elected officials
- Currently have or are actively pursuing local funding
- One page summary of activities for most recent fiscal year



**Must be submitted to WDA and WACD  
by December 31 each year**



# Timeline for Base Funding

- Aug 30 - District submits required documents to WDA and WACD
- Dec 31 - District submits required documents to WDA and WACD
- January - Compliance letter submitted to BOA from NR&P Division
- February - BOA takes action on Base Funding allocation
- May/June - NR&P Division sends base funding voucher for District's signature
- July/August - base allocation checks distributed to districts



# Water Quality Grants

## Application process



- FY11-12: \$450,000 available to Districts
- Priority given to Districts with 303(d) listed streams
  - Up to \$30,000 grants
- Remaining Districts
  - Up to \$20,000 grants
- WACD Board reviews & recommends to BOA
- BOA approves grant requests
- NR&P Division works with WDA Contract coordinator and Districts to complete contract
- Check is written for full amount of grant after all signatures are obtained



# Water Quality Grants

## District responsibilities

- Interim report(s)
  - A check up along the way
- Provide at least 30% matching
- Request modifications to grant on a timely basis if needed
- Final report
  - You did what you said you would do
  - Matching fund requirement

**\*\*Reports are due to WDA and WACD by the date specified in the contract. If these reports are not submitted on time, the District risks eligibility for future funding.**



# Amendments & Extensions

Water Quality Grant Criteria for amendments  
These criteria apply to water quality grant funds  
Effective July 1, 2008 for FY 09-10 Biennium funds

## Amendments

1. A formal amendment will be required to a grant if one of the following factors apply:
  - a. The proposed change deviates from the original goal of the grant, i.e. the grant was intended to conduct water quality work in the Dirty Water Watershed and now work is proposed in the Somewhat Dirty Watershed – an amendment is necessary
  - b. Change in objectives – if a new objective is being added to the project then an amendment is necessary
  - c. If more than 15% of the total project amount is being moved from one objective to another then an amendment is necessary. Anything less than 15% from one objective to another would not require an amendment. Limited to one time adjustment per term of project.
2. Amendments requests must be submitted to WACD Board of Directors at least 3 months prior to the work being performed to allow for sufficient time for approvals and contract amendments to be made. This will allow sufficient time for WALU Board review and approval, Board of Agriculture review and action and a contract modification.

## Extensions:

1. Extensions are formal changes to the contract and therefore need to be submitted for review and approval.
2. Extension requests must be submitted to WACD Board of Directors at least 3 months in advance of contract expiration date. This will allow sufficient time for WACD Board review and approval, Board of Agriculture review and action and a contract modification.

Districts submitting amendments or extensions may be asked to participate in Board of Ag conference call or attend a meeting to provide explanation of request.



# Lab Funds

## Guidelines & Criteria for reimbursement to Districts of lab analysis, training and equipment funds (These guidelines/criteria apply to the allocation of funds to each district of \$4,264/per district)

These guidelines and criteria will go into effect starting July 1, 2008 for the 09-10 biennium

### Training

Reimbursement of per diem, mileage, registration fees, etc. to attend and host watershed, water quality and related training.

### Lab Analysis, supplies, etc.

Includes lab fees, supplies, postage, solutions, and bottles.

### Equipment

Includes standard equipment for water quality monitoring, including but not limited to:

|                       |                                   |
|-----------------------|-----------------------------------|
| Probes                | Digital cameras/cases             |
| Flow meters           | Depth integrated samplers         |
| Gloves, waders, boots | Sieve Buckets, tubs, etc          |
| Surber samplers       | Software                          |
| Tape measurers        | Clinometers/case                  |
| Scrub brushes         | Data storage & management devices |
| Plexi glass           | Staff gages and wiers             |
| Survey rods/cases     | Incubators                        |
| GPS units/cases       |                                   |

Other items that are not standard equipment for water quality monitoring, such as laptops and ATV's will be determined for eligibility for reimbursement on a case-by case basis considering demonstrated need and justification and will require a preauthorization prior to purchase.

Criteria for determining whether this equipment is a valid use of funds will include a demonstration of the following factors:

1. Financial need – inability to use alternative sources of funds or alternative funds not available.
2. Location and need for item requested. An example: A need for ATV to reach monitoring locations, potential resource damage if vehicles are used, inaccessible by other means, transportation issues related to meeting holding times.

Vehicles such as pick-ups are not reimbursable. However, mileage costs are reimbursable.

### Technical assistance

Technical assistance for water quality monitoring, data analysis and interpretation costs including personnel time, consultants; contracts for technical assistance can be reimbursed. This could include cooperative agreements and contracts with agencies such as USGS.

- Guidelines
- Reimbursable Expenses
- Timeline
  - New allocation at beginning of each biennium
  - Provide voucher with receipts attached at any time
  - Check to reimburse your expenses
  - Jan/Feb of 2<sup>nd</sup> year – email from NR&P Division
  - March of 2<sup>nd</sup> year – reallocate any funds remaining in this area



# 3 Funding Types

- Base Funding
- Water Quality Grant Funds
- Lab Funds



# Additional Questions



# Survey

- Please complete the survey on Survey Monkey.  
An e-mail with the link will take you there.

