

Lab Funds Biennium Timeline for 2017-2018 Biennium

July 1 – 1st year of biennium

- \$3882 is available for each district for the biennium.
- NR&P will email lab fund guidelines and lab funds timeline.

July 15 – 1st year of biennium

- WDA will email 'Intent to Use Lab Funds Statement' for all the District boards to review and sign.

Sept 15 – 1st year of biennium

- Adjustments will be made per the 'Intent to Use Lab Funds' responses received from the Districts.
- WDA will email an updated spreadsheet , lab fund guidelines, and lab funds timeline.

Jan 1 – 1st year of biennium

- WDA will email an updated spreadsheet , lab fund guidelines, and lab funds timeline.

Apr 1 – 1st year of biennium

- WDA will email an updated spreadsheet , lab fund guidelines, and lab funds timeline.

July 1 – 2nd year of biennium

- WDA will email an updated spreadsheet , lab fund guidelines, and lab funds timeline.

Oct 1 – 2nd year of biennium

- WDA will email an updated spreadsheet , lab fund guidelines, and lab funds timeline.

Jan 1 – 2nd year of biennium

- WDA will email a notice to all districts asking for each district to submit a simple plan and budget for any remaining lab funds use during the remainder of the biennium to the WDA by February 15th.
- An updated spreadsheet will be attached in addition to the lab fund guidelines, and lab funds timeline.
- Any districts not planning to use all of lab fund allocation need to notify the WDA.
- Additionally, districts may submit requests for reallocated lab funds.
- All remaining lab fund money not budgeted for use after February 15th will be reallocated to districts making requests for reallocated lab funds.

Mar 10 – 2nd year of biennium

- WDA will email an updated spreadsheet showing reallocation adjustments , lab fund guidelines, and lab funds timeline
- A reallocation memo and spreadsheet will be emailed to all districts qualified for reallocation money.

April 1 – 2nd year of biennium

- WDA will email a reminder of the June 1st deadline for vouchers. In addition an updated spreadsheet, lab fund guidelines, and lab funds timeline will be attached

June 1 – 2nd year of biennium

- Final voucher with receipts due to the WDA for the biennium.