

SUMMARY OF CONSERVATION DISTRICT STATE FUNDING
PREPARED FOR
WYOMING BOARD OF AGRICULTURE
JULY 2003
Updated March 2011

HISTORY OF STATE FUNDING FOR CONSERVATION DISTRICTS

1987

- State legislature sunset local Conservation District state funding and gave authority to Districts to seek up to 1 mill levy
- \$354,000 was received by Districts with a base allocation to each district

1988

- WDA and WACD worked on funding package with more accountability built in for state funding
- Legislature continued to fund Districts \$350,000 – this appropriation has continued to date

1990

- WDA and local Districts established a new state funding process whereby Districts would submit grant proposals for specific projects
- WACD Board of Directors review and rank proposals. Proposals are then reviewed by the Board of Agriculture
- Districts can obtain \$4000 biennium base appropriation if they meet certain criteria

1998

- Due to the TMDL issue and necessity for Wyoming to collect credible data to assess water quality, state funding proposal was developed and funded by the state legislature for \$375,000. This funding was utilized to train, equip, and provide for lab analysis for local Districts to build their capacity to collect credible water quality data. This program was implemented through a partnership of WACD, WDA, University of Wyoming, Department of Environmental Quality, US Geological Survey, and NRCS. The funding was appropriated through the WDA from Water Development Commission account.

2000

- State Water Quality funding of \$375,000 was included as a standard line item in WDA budget from the 1998 appropriation. WDA allocated these funds statewide on a grant type basis with review and selection conducted by the Wyoming Board of Agriculture (BOA).

2002

- Due to continued and increased need to address water quality issues statewide, WACD again developed a state funding proposal for the water quality program. The \$675,000 funding request was appropriated by the legislature. The funds are allocated to Districts via a grant application process for up to \$20,000 to address 303(d) listed (impaired/threatened) waters, lab analysis allocation, equipment purchases, maintenance and upgrades, and reimbursement for training per diem and mileage and cost of instructors and materials. As well, \$75,000 was allocated to retain additional Data Analysis and Interpretation assistance for local Districts.

2005

- Due to the administrative burden and time consuming process of the grant application/management process for the base funding of \$354,000, the allocation criteria was modified from a grant process to a straight allocation process to districts if they met certain annual requirements. Each district was allocated a base annual appropriation starting July 1, 2006.

2006

- The Districts requested an increase of \$246,000 in their base appropriation. This was passed by Legislature and raised the total base appropriation for the biennium to \$600,000. Beginning July 1, 2006 each district was allocated a base appropriation of \$8823.52 annually if they meet the adopted criteria.

2008

- Guidelines & Criteria for reimbursement to Districts of lab analysis, training and equipment funds (Attachment A) was approved for implementation July 1, 2008 out of a need to clarify what expenditures were applicable for this area of funding.
- Water Quality Grant Criteria for Amendments and Extensions (Attachment D) was adopted for implementation July 1, 2008 to provide a clear understanding for both WDA personnel and Conservation Districts on when an amendment or extension should be requested and to identify the lead time necessary for the approval process.
- Natural Resources and Policy staff developed a Standard Operating Procedure in August 2008 for Water Quality Grants to improve efficiencies and insure quality assurance and quality control for accountability purposes. Includes the process and who is responsible for each component of new grants and contracts, review and finalization of grant reports and grant extension and amendments.

2009

- Revision and development of WQ templates with examples was created to create consistency and reduce redundancy between original applications and reports, inclusive of templates and examples of cover pages, budgets, milestone charts for both interim and final reports.

2010

- The BOA reviewed the ranking process for water quality grants in conjunction with WACD Board and recommendations. The WACD Board will provide BOA with a small paragraph explaining WACD recommendations to support or not support each grant. (*Water Quality Ranking /RFP: BOA Meeting Minutes, February 2010*)
- The WDA clarified the timeline regarding spending lab funds. Districts holding receipts until the latter part of the biennium made it difficult to track and spend remaining lab funds. All districts must finalize and report plans to have their allocations spent no later than March of the even numbered years in the biennium to provide WDA adequate time to reallocate remaining funds.

STATE FUNDING TIMELINE

APRIL/MAY

- WDA issues request for proposals (RFP) for state water quality grant applications beginning in April of even numbered years.
- WACD Board reviews, ranks and recommends applications to BOA for final review and approval.
- Remaining Lab Funds are reallocated at the end of each biennium (even numbered years)

JUNE/JULY

- WDA Board reviews and makes final decision for approval of first round of water quality funds
- WDA issues vouchers for state Base Funding appropriation

JULY

- Districts develop annual reports, annual plans, budgets, etc.

AUGUST

- Districts submit financial requirements for Base Funding no later than August 31 each year.

OCTOBER

- WDA sends districts the RFP for a second time for remaining water quality funds (if available).

DECEMBER

- WACD reviews second RFP water quality grant applications.
- Districts submit remaining information required for base appropriation criteria by December 31 to receive the next fiscal year's base funding

JANUARY

- WDA staff provide final report of base funding compliance to BOA

FEBRUARY

- Legislature convenes budget session, state funding included as line item in WDA budget (Even numbered years)

FY 11-12 Conservation District Water Quality Funding
\$1,601,738 .00

Objective 1 - Watershed technical assistance

Total \$326,738 Contract between WDA and WACD

Objective 2 – Water Quality Grants to Districts

Total \$450,000 Direct grants to districts from WDA

Objective 3 - Water Quality Lab Analysis, Training and Equipment

Total \$185,000

WDA retains \$40k for the lab and the remainder reimbursable to districts
(\$4,264/district for the biennium)

Objective 4 - Training & Certification

Total \$40,000

Contract between WDA and WACD – WACD subcontracts with UW

FY 11-12 Conservation Base Funding

Total for Biennium \$600,000

Each of the 34 Districts receives \$17,647 broken out to \$8,823.50 per year if base funding documentation criteria deadlines are met.

Vouchers from the WDA are made and sent to the Districts for signatures.

NOTE: Funding Sources

- \$600,000 for base funding comes from the General Fund
- \$675,000 of the water quality funding comes from the Water Development Funds
- \$326,738 of the water quality funding comes from the General Fund

Supplemental Documents Attached:

- 1) Guidelines for lab, equipment and training funds.....(Attachment A)
- 2) Intent to use lab funds form (Attachment B)
- 3) Lab Funds Biennium timeline (Attachment C)
- 4) Water Quality Grant Criteria for Amendments and Extensions (Attachment D)
- 5) WQ grant RFP information (Attachment E)
- 6) WACD criteria ranking sheet (Attachment F)
- 7) Sample motion sheet (Attachment G)

Attachment A

Guidelines for lab, equipment and training 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)

Effective July 1, 2008

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.

Additional guideline for 11-12 Biennium – effect July 1, 2010:

1. Receipts for expenditures eligible for lab funds reimbursement between June 1, 2010 and June 30, 2010 may be turned in between July 1, 2010 and August 30, 2010 and will be paid from 11-12 biennium funds.

Approved by WACD: June 9, 2010

Approved by BOA: July 14, 2010

Attachment B

Intent to use lab funds form



Dave Freudenthal, *Governor*
Jason Fearneyhough, *Director*
2219 Carey Ave. • Cheyenne, WY 82002
Phone: (307) 777-7321 • Fax: (307) 777-6593
Web: agriculture.wy.gov • Email: wda1@state.wy.us

The Wyoming Department of Agriculture is dedicated to the promotion and enhancement of Wyoming's agriculture, natural resources and quality of life.

Intent to Use Lab Funds Statement

Please complete this form by August 1, 2010 and mail to:

Wyoming Department of Agriculture
Natural Resources & Policy Division
Attn: Michelle MacDonald
2219 Carey Ave
Cheyenne, WY 82002

Please check one of the following:

_____ plans to use the lab fund allocation of \$4264.
(Name of District)

_____ will not use the lab fund allocation of \$4264 this biennium and
it may be distributed among the other districts for their use.
(Name of District)

Board Chair Signature

Date

Lab funds and this subsequent decision were discussed at the meeting held on _____
(Date)

Approved by WACD: June 9, 2010

Approved by BOA: July 14, 2010

BOARD MEMBERS

Juan Reyes, *District 1* • Jim Hodder, *District 2* • Shaun Sims, *District 3* • Jim Bennage, *District 4* • Joe Thomas, *District 5*
Bryan Brost, *District 6* • Jim Price, Jr., *District 7*

YOUTH ADVISORY BOARD MEMBERS

Patrick Zimmerer, Southeast • Dalin Winters, Northwest • John Hansen, Southwest • Bridget Kukowski, Northeast

Attachment C

Lab Funds Biennium Timeline

Lab Funds Biennium Timeline for 2011-2012 Biennium

July 1 – 1st year of biennium

- \$4264 is available for each district for the biennium
- NR&P Administrative Assistant will email lab fund guidelines and lab funds timeline
- With this first notice, ask Districts to fill out 'Intent to Use Lab Funds Statement' and return by August 1st

Sept 1 – 1st year of biennium

- Adjustments will be made per the responses received from the Districts
- NR&P Administrative Assistant will email an updated spreadsheet, lab fund guidelines, and lab funds timeline

Jan 1 – 1st year of biennium

- NR&P Administrative Assistant will email an updated spreadsheet, lab fund guidelines, and lab funds timeline

Apr 1 – 1st year of biennium

- NR&P Administrative Assistant will email an updated spreadsheet, lab fund guidelines, and lab funds timeline

July 1 – 2nd year of biennium

- NR&P Administrative Assistant will email an updated spreadsheet, lab fund guidelines, and lab funds timeline

Oct 1 – 2nd year of biennium

- NR&P Administrative Assistant will email an updated spreadsheet, lab fund guidelines, and lab funds timeline

Jan 1 – 2nd year of biennium

- NR&P Administrative Assistant 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 January 30th.
- 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 monies not budgeted for use after Jan 30th will be reallocated to districts making requests for reallocated lab funds.

Feb 10 – 2nd year of biennium

- NR&P Administrative Assistant will email an updated spreadsheet showing reallocation adjustments, lab fund guidelines, and lab funds timeline

April 1 – 2nd year of biennium

- NR&P Administrative Assistant 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.
- With this notice, ask Districts to fill out 'Intent to Use Lab Funds Statement' for the '13-14 biennium and return by June 1st

June 1 – 2nd year of biennium

- Final voucher with receipts due to the WDA for the biennium.
- 'Intent to Use Lab Funds Statement' due to the WDA for the '13-14 biennium

Attachment D

Water Quality Grant Criteria for Amendments and Extensions



Water Quality Grant Criteria for Amendments and Extensions
These criteria apply to water quality grant funds
Effective July 1, 2008

Please return Amendments and Extension requests electronically to Kelly Brown at kbrown@tribcsp.com and Justin Williams at jwilli7@state.wy.us

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 WACD 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.

Attachment E

WQ Grant RFP Information



STATE WATER QUALITY FUNDING AVAILABLE
DEADLINE APRIL 30, 2010

DATE: March 11, 2010

TO: CONSERVATION DISTRICT CHAIRPERSONS
CONSERVATION DISTRICTS

FROM: Justin Williams, Agriculture Program Coordinator

RE: Request For Proposals watershed assessment, planning and
implementation 2011-12 Biennium water quality funding

As part of the Conservation District water quality state funding, \$450,000 is to be targeted toward local Conservation District watershed planning efforts. Grants are available to Conservation Districts as follows:

- \$30,000 grants to be made available to local districts to address impaired/threatened waters that are on the 303(d) list.
- \$20,000 grants for all other Districts to conduct water quality assessment, planning, etc.

Priority will be given to those Districts addressing waters listed on the state's 303(d) list. A list of selection criteria used by the WACD Board of Directors and the Board of Agriculture Members is below. If any water quality grant funds remain in spring 2011, districts with listed streams may be eligible for additional funds over and above the \$30,000.

Applications will be reviewed and ranked by the WACD Board of Directors and their recommendations will be forwarded on to the Board of Agriculture for review and final approval.

The following is a list of application requirements:

- **Deadline for applications is April 30, 2010.**
- Grants may be written for a timeframe longer than the biennium. Funded projects will be required to submit at least one interim report and a final report. Final

Last updated: March 4, 2010

reports and return of unused funds will be due no later than 30 days after the contract expires.

- Written proposal should be no more than 5 pages in length, not including maps and other related attachments. **The enclosed application cover sheet must be attached to each grant proposal.**
- **Please submit one copy of your proposal electronically by April 30, 2010 to both kbrown@tribcsp.com and jwilli7@state.wv.us**
- Projects must have 30 percent match which can be local cash or in-kind. Federal funds such as 319 grant funds can also be used as match. **PLEASE NOTE: IF A DISTRICT SHOWS A HIGHER PERCENT MATCH THAN THE 30% THEN THE DISTRICT MUST SHOW THAT AMOUNT IN THEIR FINAL REPORTS AS PART OF THE CONTRACT.**
- Successful applications will be notified after the proposals are reviewed and approved by both WACD and BOA. A WDA contract must be signed and approved before the implementation of the project. Upon completion of the contract and an approved signed voucher, funds will be remitted.

The following criteria developed jointly by WACD and WDA, as approved by the BOA, shall be considered by WACD when ranking and recommending water quality grant proposals.

- Priority will be given to those proposals with waters listed on Table A or Table C of Wyoming 303(d) list of impaired waters.
- Amount of land mass and number of citizens included in the proposal or possibly impacted by failure of the project to be carried out.
- Active Watershed Steering Committee providing local leadership for watershed effort.
- Augmentation or acceleration of existing assessment, planning, and implementation project.
- Demonstrated need for funding or additional funding in order to continue existing work to address impairments.
- Project demonstrates ability to meet required match of 30%.
- Demonstrates all project costs are reasonable and justifiable. Quality project proposal budget provided.
- Time frame for implementing the project can extend beyond the biennium time period. Please write your proposal keeping in mind to provide your district adequate time to implement the project including analysis of water quality samples.

The following criteria may be considered by the WDA Board of Agriculture when ranking proposals and making final decisions:

- Application is complete and accurate.
- Review of WACD ranking and recommendations

Last updated: March 11, 2010

Cc: WACD Board of Directors
WDA BOA Members
Leanne Stevenson, WDA
Michelle MacDonald, WDA
Nephi Cole, WACD/NRCS Watershed Coordinator - Southern
Cathy Cooper, WACD Watershed Coordinator – Northern

Last updated: March 11, 2010

Attachment F

WACD Criteria Ranking Sheet

WACD Board Water Quality Ranking Worksheet

The following criteria were established in order to rank the grant applications submitted. In order to provide a basis for scoring the applications 10 points are assigned to each criteria, making a total of 70 points. Based on how well you feel the application meets the designated criteria assign a value of 0-10 for each.

_____ Proposal Name

0-10 pts.

_____ *Listed on Table A or Table C of Wyoming 303(d) list of impaired waters. This is a requirement for proposals to be considered.

_____ *Amount of land mass and number of citizens included in the proposal or possibly impacted by failure of the project to be carried out.

_____ *Active Watershed Steering Committee providing local leadership for watershed effort.

_____ *Augmentation or acceleration of existing assessment, planning, and implementation project.

_____ *Demonstrated need for funding or additional funding in order to continue existing work to address impairments.

_____ *Project demonstrates ability to meet required match of 30%.

_____ *Demonstrate that all project costs are reasonable and justifiable. Quality project proposal budget provided

_____ TOTAL

Additional Notes:

Attachment G
Sample Motion Sheet



Dave Freudenthal, *Governor*
Jason Fearneyhough, *Director*
2219 Carey Ave. • Cheyenne, WY 82002
Phone: (307) 777-7321 • Fax: (307) 777-6593
Web: agriculture.wy.gov • Email: wda1@state.wy.us

The Wyoming Department of Agriculture is dedicated to the promotion and enhancement of Wyoming's agriculture, natural resources and quality of life.

Board of Agriculture Recommendations for Conservation Districts Water Quality Grants

District Name: Conservation District

Action Item: Interim Report Final Report

Due Date:

Date Received:

Example of Potential Motion: I (name) move to accept the staff recommendations from Justin Williams for Powder River Conservation District's final report due on 01 August 2010, and received on 02 July 2010, which fulfills their contract requirement for Implementation/Educational Awareness of the Powder River Watershed Plan—Phase I Project.

Action Item: New Grant Approval

Amount Requested:

Recommended by: WACD Ag Program Coordinator

Reporting History: Meeting expectations Needs Improvement **Explanation:**

Proposed Contract Due Dates:

- 1) Contract Expires:
- 2) Interim Report Due:
- 3) Final Report and Return of Unused Funds:

Example of Potential Motion:

Action Item: Amendment/Extension

Recommended by: WACD Ag Program Coordinator

BOARD MEMBERS

Juan Reyes, *District 1* • Jim Hodder, *District 2* • Shaun Sims, *District 3* • Jim Bennage, *District 4* • Joe Thomas, *District 5*
Bryan Brost, *District 6* • Jim Price, Jr., *District 7*

YOUTH ADVISORY BOARD MEMBERS

Patrick Zimmerer, *Southeast* • Dalin Winters, *Northwest* • John Hansen, *Southwest* • Bridget Kukowski, *Northeast*



The Wyoming Department of Agriculture is dedicated to the promotion and enhancement of Wyoming's agriculture, natural resources and quality of life.

Reporting History: Meeting expectations Needs Improvement Explanation:

Original Contract Due Dates:

- 1) Contract Expires:
- 2) Interim Report Due:
- 3) Final Report and Return of Unused Funds:

Proposed Contract Due Date Changes:

- 1) New Contract Expires:
- 2) Interim Report Due:
- 3) Final Report and Return of Unused Funds:

Example of Potential Motion:

BOARD MEMBERS

Juan Reyes, *District 1* • Jim Hodder, *District 2* • Shaun Sims, *District 3* • Jim Bennage, *District 4* • Joe Thomas, *District 5*
Bryan Brost, *District 6* • Jim Price, Jr., *District 7*

YOUTH ADVISORY BOARD MEMBERS

Patrick Zimmerer, *Southeast* • Dalin Winters, *Northwest* • John Hansen, *Southwest* • Bridget Kukowski, *Northeast*