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

## MEMORANDUM

**TO:** Conservation Districts  
**FROM:** Michelle MacDonald  
WDA - Natural Resource & Policy Division  
**SUBJECT:** Lab Funds and Base Funding Information and Guidelines  
**DATE:** July 1, 2010

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July 1, 2010, is the first day of the State of Wyoming 2011-12 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:** Each District is entitled to \$4264.00 for the biennium to be used for Water Quality work in the areas of lab analysis, training and equipment. This biennium, we are asking that your District complete the attached Intent To Use Lab Funds Statement and return it to me no later than **August 1, 2010**. By receiving a signed statement from each district, we hope to allocate funds more efficiently.

The enclosed Guidelines & Criteria for Reimbursement to Districts of Lab Analysis, Training and Equipment Funds was developed to further aid the Districts in what qualifies as a lab funds expenditure. The WACD Board approved one additional guideline for the 2011-12 biennium and the Board of Agriculture will review as outlined below. Please read this document carefully and refer to it before making purchases.

After several discussions between the WDA and WACD, a timeline for lab funds was developed in an effort to provide districts with a layout of expectations and when they can expect updates. Our hope is to further streamline the Lab Funds process for the biennium.

Additionally, the WDA is asking that any personal mileage being claimed for reimbursement reflects the following information and that this information be submitted as an invoice to the District:

- Number of miles traveled
- Mileage rate
- Water body or watershed being worked on
- License number of vehicle
- If traveling to training – include starting location and ending location
- Mileage dollar amount requested for reimbursement

Remember, to obtain lab funds reimbursements, you will need to submit a completed WOLFS-102 form and attach detailed receipts. Send the form to the WDA - Natural Resources & Policy Division, Attn: Michelle McDonald. You may

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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.

**Base Funding:** All Districts met the base funding criteria deadline and each District will receive \$8,824.52 later in July. (NOTE: Most Districts have submitted the WOLFS-102 form and their payment will be processed shortly. If your district has not submitted the paperwork, please do so by July 7, 2010.) Another allocation of base funding will be available in July 2011 if the base funding criteria deadlines are met in calendar year 2010.

All of the documents enclosed have been reviewed by the WACD Board of Directors at their meeting in June and will be reviewed by the Wyoming Board of Agriculture at their July 14<sup>th</sup> conference call. The effective date for all documents is July 1, 2010.

If I can be of any assistance, you have any questions regarding lab funds or base funding, please feel free to call me at (307) 777-7323 or email [mmacdo@state.wy.us](mailto:mmacdo@state.wy.us).

Enclosures: Guidelines & Criteria for Reimbursement to Districts of Lab Analysis, Training and Equipment Funds  
Intent To Use Lab Funds Statement  
Lab Funds Timeline for the 2011-2012 Biennium

Cc: Julie Cook, WDA Financial Manager  
Leanne Stevenson, WDA Natural Resources & Policy Manager  
WACD  
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