

**From:** [Soil & Water Conservation Program](#)  
**To:** [Soil & Water Conservation Program](#); [DNR.Soil and Water Conservation Districts staff](#)  
**Cc:** [DNR.SWC Staff](#)  
**Subject:** RE: Administrative Grant  
**Date:** Monday, March 29, 2021 3:28:41 PM

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Good afternoon,

The Soil and Water Conservation Program has been monitoring the use of the Administrative Grant through the first 8 months of the fiscal year. During our review we have noticed that the majority of SWCD have a significant amount of their administrative funds left with only 3 plus months left in the fiscal year. This can be attributed to the changes in how offices operate due to COVID. These changes include reduced number of information/education activities, less supervisor and employee travel, no training conference, plus others items that might have affected your district.

Since there is a significant amount of administrative funds left in the SWCDs the program office has decided not to send the 4<sup>th</sup> quarter administrative funds to SWCDs. The program office has decided if your SWCD can justify the need for your 4<sup>th</sup> quarter administrative funds the program office will send the funds. To justify the need for the funds, the SWCD must submit a letter from the board detailing what the administrative funds will be spent on. The letter must include how any current unspent funds plus your 4<sup>th</sup> quarter allocation will be spent. This justification must be received by June 2, 2021.

Funds not sent to the SWCDs for their administrative grant will go into the cash balance for the program and used for other programs, such as cost-share in future years. If you have any questions please contact your district coordinator.

Thank you,  
Soil and Water Conservation Program

*We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.*