



Missouri Department of dnr.mo.gov

**NATURAL RESOURCES**

Eric R. Greitens, Governor

Carol S. Comer, Director

**MEMORANDUM  
2017-016**

DATE: June 28, 2017

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director  
Soil and Water Conservation Program

SUBJECT: Changes to District Grant Funds

The Soil and Water Conservation Program will be implementing changes to the district grant fund structure effective fiscal year 2018 (July 1, 2017). These efforts are to streamline funds, provide additional spending flexibility for districts and to address numerous resolutions put forward by the Missouri Association of Soil and Water Conservation Districts. The program strives for transparency in the use of tax funds that we are administering for the tax payers of this state. The changes you see below are not exhaustive for all eligible and ineligible expenditures; the District Operations Manual will be updated to provide all financial guidelines related to state provided grant funds including the specific changes referenced below.

Personnel Grant (fund 02)

- Gross salary for all positions provided to the SWCDs (including interns)

Additional funding will be provided for the position of intern through the Personnel Grant; requirements for an individual to qualify as an intern remain unchanged but funding will now be provided for up to 500 hours annually at a rate of \$10.00 per hour. This funding is only available to districts who hire someone in this capacity.

Indirect Grant (fund 03)

The following are eligible expenditures from the newly named Indirect Grant:

- Employer's Portion of Social Security (6.2% of state funded gross salary)
- Employer's Portion of Medicare (1.45% of state funded gross salary)
- Health Insurance
- Retirement (7% of state funded gross salary)

Administrative Grant (fund 04) (\$12,000)

The following are eligible expenditures from the Administrative Grant:

- Employee Travel
- Employee Training
- Unemployment
- Worker's Compensation, LincPass Certification and Background Checks
- Outsourcing (\$1,000 annually)
- Organizational and Professional Dues
- Supervisor Travel (including expenses related to attendance at the annual training conference)
- Supervisor Training (including expenses related to attendance at the annual training conference)
- Stand-Alone Districts - expenses related to districts who are not co-located in federal facilities (stand-alone districts include Camden, Carter, Dent, Iron, Madison, Maries, Ozark, Pulaski, Reynolds, Stone, Taney and Washington) (\$10,000 annually):
  - rent
  - janitorial services or supplies
  - facility phone services
  - utilities (electric, heating, air, water, trash, etc.)
  - building maintenance not otherwise covered by a rental agreement

The following are ineligible expenditures from the Administrative Grant:

- Donations

Donations cannot, with any level of certainty, be guaranteed to be for an eligible and appropriate use of state granted funds, therefore, donations will no longer be allowed. Districts may continue to utilize state funds in support of entities and activities that relate directly to the protection of the productive power of Missouri's agricultural land through saving soil or protecting the water resources of the state but must do so directly to vendors of eligible services and/or products. Examples of ways to accommodate this change are: a district may directly make payment to a presenter or speaker for a conference for a soil and water related subject, or a district may directly pay for travel rental related to a workshop or soil competition.

With these changes it will be important that boards, with their staff, seriously consider budgeting annually the priorities of the district. A sample budget form will be made available on the SWCD intranet site as a starting point for discussion and for future use by districts.

District Coordinators will be available to attend board meetings to discuss these changes with districts. If you have any questions relating to the changes set forth in this memo please contact your district coordinator. Thank you.

CM:jbl