

# **FY20 Conservation District “Administrative Grants”**

**Webinar**

**Mar 28, 2019**

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**444-3022**



For Department  
Application # \_\_\_\_\_  
Date Received: \_\_\_\_\_

## APPLICATION FOR ADMIN/OPERATING GRANT FUNDS

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- ✓ **Background**
- ✓ **Purpose**
- ✓ **Eligibility**
- ✓ **Application Process**
  - ✓ Helpful Hints
- ✓ **Timeline**
- ✓ **Q&A's**

# Background

Funding for the operations and conservation activities of each district comes from a mill levied on real property within the boundaries of the district.

- The mill levied revenue is based on the prior year. It is a floating mill which means your total revenue should not go down. Your mill may float up or down itself, and total revenue should actually increase each year due to a small inflation factor added on.
- The annual CD millage varies from  $\pm \$2,300$  in less populated counties to over \$100,000 in counties with a greater population.
- In most cases, funding is inadequate to meet the goals of districts, so they rely heavily on grants and other creative funding sources.
- Administrative Grant: In FY19, 36 out of 58 CD's applied for admin grants
  - Cumulatively, a total shortfall of  $\$+775,878$
  - Requested  $\$ \pm 679,574$
  - Available funds \$450,000
  - Target amount awarded was to get all CD's to a operating level of  $+31,500$  *(this is CD mill levy income plus admin grant)*
  - *The budget that you develop can also be used when you submit your budget estimate to the county the first week in July.*

**Purpose:** Provide funding for CD's to cover basic operating expenses such as:

- Administrative Wages (benefits & taxes)
- Health Stipends
- Office Supplies, Postage
- Communications (phone, internet)
- Insurance
- Travel (administrator and/or supervisor)
- Utilities
  
- Equipment (computer, cameras, etc) *Request separately*

**Not Eligible:**

*MACD Dues*

*Food for workshops etc.*

**Eligibility:** CD's with mill levy's that don't cover all operating expenses, and their estimated budget shows a shortfall.

- Have levied the maximum mill levy allowed for FY20;
- Have a need for additional funds for general operation of the conservation district;
- Report budget expenses from FY19.

**What we hope for in FY20 (tentative at this time)**

- Estimate \$450,000 for Administrative Grants (this is contingent on getting OTO funds back)
  - Hope to keep at last years operating level  
 $\pm \$31,500$
- 310 Revenue... at this time, since the legislature is still in, and the final budget has not been approved, I can't give you a potential dollar figure yet..

## Identifying your Assets

**DO NOT TYPE IN GRAY BOXES**

**ASSETS** as of \_\_\_\_\_ (date)

**EXPLANATION OF AS**

REQUIRED.. Please note what your CD's future plan for funds may be, (for any amount of money on hand) or other assets in this column.

Checking Account Balance	\$0
Saving Account	\$0
Certificates of Deposit	\$0
Other Investments	\$0
Permissive Levy Balance	\$0
Petty Cash	\$0
<b>TOTAL CURRENT ASSETS</b>	<b>\$0</b>

(use the first three columns to report FY19  
- current - income and expenses)  
(column F is for FY20 application)

FY 2019  
Actual  
Date From-To:

FY 2019  
Estimated  
Date From-To:

FY 2019  
TOTAL

**PROPOSED**  
**Actual**  
**FY 2020**

Carry Over from FY18  
Carry Over from FY19

\$0



## Permissive Levy Balance

**DO NOT TYPE IN GRAY BOXES**

ASSETS as of _____ (date)		EXPLANATION OF ASSETS		
Checking Account Balance	\$0			
Saving Account	\$0			
Certificates of Deposit	\$0			
Other Investments	\$0			
Permissive Levy Balance	\$0			
Petty Cash	\$0			
<b>TOTAL CURRENT ASSETS</b>	\$0			

Please estimate the balance of your permissive levy at the end of the fiscal year.

(use the first three columns to report FY19 - current - income and expenses) (column F is for FY20 application)	FY 2019 Actual Date From-To:	FY 2019 Estimated Date From-To:	FY 2019 TOTAL	PROPOSED Actual FY 2020
Carry Over from FY18				
Carry Over from FY19				\$0

# FY18 Carry Over

**DO NOT TYPE IN GRAY BOXES**

ASSETS as of _____ (date)		EXPLANATION OF ASSETS		
Checking Account Balance	\$0			
Saving Account	\$0			
Certificates of Deposit	\$0			
Other Investments	\$0			
Permissive Levy Balance	\$0			
Petty Cash	\$0			
<b>TOTAL CURRENT ASSETS</b>	\$0			

  

(use the first three columns to report FY19 - current - income and expenses) (column F is for FY20 application)	FY 2019 Actual Date From-To:	FY 2019 Estimated Date From-To:	FY 2019 TOTAL	PROPOSED Actual FY 2020
Carry Over from FY18				
Carry Over from FY19				

This amount should be equal to the balance of the June 30, 2018 (FY 2018) profit and loss statement. The figure needed here is the balance of FY 2018 funding that is available for operation expenses in FY 2020.



## Considering Actual and Projected Income

(use the first three columns to report FY19 - current - income and expenses) (column F is for FY20 application)	FY 2019 Actual Date From-To:	FY 2019 Estimated Date From-To:	FY 2019 TOTAL	PROPOSED Actual FY 2020
Carry Over from FY18				
Carry Over from FY19				\$0
<b><u>Income</u></b>				
Mill Levy	\$0	\$0	\$0	\$0
Permissive Levy (health insurance/stipend)	\$0	\$0	\$0	\$0
Administrative Grant Received	\$0	\$0	\$0	***
Administrative Equipment Grant	\$0	\$0	\$0	\$0
310 Admin Funds Received	\$0	\$0	\$0	\$0
District Development Grant	\$0	\$0	\$0	\$0
PILT Funds	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Sales (maps, probes, books, etc)	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
_____ Grant Project	\$0	\$0	\$0	\$0
_____ Grant Project	\$0	\$0	\$0	\$0
_____ Grant Project	\$0	\$0	\$0	\$0
_____ Grant Project	\$0	\$0	\$0	\$0
Tree Sales income	\$0	\$0	\$0	\$0
Other Income (list)	\$0	\$0	\$0	\$0
<b>TOTAL INCOME</b>	\$0	\$0	\$0	\$0

# Considering Admin Fee Income

## Income

Mill Levy	\$0	\$0	\$0	\$0
Permissive Levy (health insurance/stipend)	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
223-20-1122 Grant Project Range Wkshp	\$0	\$0	\$0	\$10,000
Grant Project	\$0	\$0	\$0	\$0
Grant Project	\$0	\$0	\$0	\$0
Grant Project	\$0	\$0	\$0	\$0
Tree Sales income	\$0	\$0	\$0	\$0
Other Income (list)	\$0	\$0	\$0	\$0
<b>TOTAL INCOME</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>

## Expenses

Salary, benefits, taxes	\$0	\$0	\$0	\$0
Health Insurance	\$0	\$0	\$0	\$0
Registration for Meetings	\$0	\$0	\$0	\$0
Education (camp registrations, tours, etc.)	\$0	\$0	\$0	\$0
Advertising/Public Relations/Tours	\$0	\$0	\$0	\$0
Items purchased for sale (probes, maps)	\$0	\$0	\$0	\$0
Tree Sales expenses	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0
Equipment (drills, tree planters, etc.)	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0
223-20-1122 Grant Project Range Wkshp	\$0	\$0	\$0	\$9,000
Grant Project	\$0	\$0	\$0	\$0
Grant Project	\$0	\$0	\$0	\$0
Grant Project	\$0	\$0	\$0	\$0
Other Expenses (list if needed)	\$0	\$0	\$0	\$0
<b>TOTAL EXPENSE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,000</b>

TOTAL INCOME + CARRY OVER

TOTAL EXPENSE

CARRY OVER

\$0  
\$0  
\$0

\$10,000  
\$9,000  
\$1,000

TOTAL INCOME FY20  
TOTAL EXPENSES FY20  
BUDGET SHORTFALL

ADMINISTRATIVE GF

# Considering Actual and Projected Expenses

(use the first three columns to report FY 19 - current - income and expenses) (column F is for FY20 application)	FY 2019 Actual Date From-To:	FY 2019 Estimated Date From-To:	FY 2019 TOTAL	PROPOSED Actual FY 2020
<b>Expenses</b>				
Salary, benefits, taxes	\$0	\$0	\$0	\$0
Health Insurance	\$0	\$0	\$0	\$0
Health Stipend	\$0	\$0	\$0	\$0
Supervisor Travel	\$0	\$0	\$0	\$0
Employee Travel	\$0	\$0	\$0	\$0
Insurance, Liability	\$0	\$0	\$0	\$0
310 Expenses	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0
Office Equipment (computers, etc)	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0
Phone, Internet	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Annual Dinner/Banquet	\$0	\$0	\$0	\$0
Dues	\$0	\$0	\$0	\$0
Registration for Meetings	\$0	\$0	\$0	\$0
Education (camp registrations, tours, etc.)	\$0	\$0	\$0	\$0
Advertising/Public Relations/Tours	\$0	\$0	\$0	\$0
Items purchased for sale (probes, maps)	\$0	\$0	\$0	\$0
Tree Sales expenses	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0
Equipment (drills, tree planters, etc.)	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0
_____ Grant Project	\$0	\$0	\$0	\$0
_____ Grant Project	\$0	\$0	\$0	\$0
_____ Grant Project	\$0	\$0	\$0	\$0
_____ Grant Project	\$0	\$0	\$0	\$0
Other Expenses (list if needed)	\$0	\$0	\$0	\$0
<b>TOTAL EXPENSE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Shortfall vs no shortfall

TOTAL EXPENSE	\$0					\$16,950			
TOTAL INCOME + CARRY OVER	\$0					\$15,500	TOTAL INCOME FY20		
TOTAL EXPENSE	\$0					\$16,950	TOTAL EXPENSES FY20		
CARRY OVER	\$0					-\$1,450	BUDGET SHORTFALL		
						1450	ADMINISTRATIVE GRANT		

INSERT ADMINISTRATIVE  
GRANT REQUEST HERE.  
Reminder.... You must  
show a shortfall to be  
eligible for a grant.





# Signature required

Office Equipment (computers, etc)	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0
Phone, Internet	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Annual Dinner/Banquet	\$0	\$0	\$0	\$0
Dues	\$0	\$0	\$0	\$0
Registration for Meetings	\$0	\$0	\$0	\$0
Education (camp registrations, tours, etc.)	\$0	\$0	\$0	\$0
Advertising/Public Relations/Tours	\$0	\$0	\$0	\$0
Items purchased for sale (probes, maps)	\$0	\$0	\$0	\$0
Tree Sales expenses	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0
Equipment (drills, tree planters, etc.)	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0
223-20-1122 Grant Project Range Wkshp	\$0	\$0	\$0	\$0
Grant Project	\$0	\$0	\$0	\$0
Grant Project	\$0	\$0	\$0	\$0
Grant Project	\$0	\$0	\$0	\$0
Other Expenses (list if needed)	\$0	\$0	\$0	\$0
<b>TOTAL EXPENSE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,950</b>
<b>TOTAL INCOME + CARRY OVER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,500</b>
<b>TOTAL EXPENSE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,950</b>
<b>CARRY OVER</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$1,450</b>
				<b>1450</b>
<b>Supervisor Signature</b> _____				<b>ADMINISTRATIVE GRANT REC</b>
<b>Date</b> _____				

# Application Process Cont'd:

2. Has your district levied the maximum mill levy allowed for current fiscal year?

No ☐ Yes ☐

Amount of Mills 1.89 Value of one Mill 7,687

Total Amount of Mill Levy Revenue \$ 14,528

\_\_\_\_\_  
*County Commissioner Signature*

3. Total estimated cost of district operating expenses/admin for FY20 \$ \_\_\_\_\_

4. Total grant requested \$ \_\_\_\_\_

5. Give a brief statement of what additional funds will allow your district to accomplish. **(Use additional sheet to explain)**

6. Does the district pay for district employee's health insurance? Yes ☐ No ☐

7. Does the district pay district employees a health stipend? Yes ☐ No ☐

8. Has your district implemented a permissive mill levy? Yes ☐ No ☐ (if yes, annual amount \_\_\_\_\_)

9. If your computer was identified as being required to be updated to meet NRCS computer specifications, do you anticipate a need for funding for a new computer in FY20? Yes ☐ No ☐

10. Fill out the attached Excel spreadsheet, print it, have a supervisor sign it and send with this cover sheet to Conservation Districts Bureau, Box 201601, Helena, MT 59620-1601.

11. **Additional Information.** On a separate sheet, provide any additional information that may help us determine need, such as number of employees and funding sources, major activities in which your district is involved, etc. A copy of your annual work plan would work as well.

12. The information provided in this application is correct and complete to the best of my knowledge and was approved for submission by the district board of supervisors at its board meeting on \_\_\_\_\_ (meeting date).

\_\_\_\_\_  
District Chairman

\_\_\_\_\_  
Date



Montana Department of Natural Resources and Conservation  
P.O. Box 201601  
Helena, MT 59620-1601

Mill Levy Verification Form

Effective September 2013, conservation districts may now submit to DNRC an annual mill levy verification form that will be effective from September 1 through August 30 of each year. The original form will be kept on file at DNRC. When a conservation district applies for a 223 grant or an administrative grant, a copy of the form can be attached to the application, rather than requesting a county verification for each 223 submission. The form will only be effective for applications submitted between the dates described above. (A CD may continue to seek verification for each application if it so chooses.)

Conservation District Annual Mill Levy Verification

- 1) Name of District: County Conservation District
- 2) Has the district levied the maximum county mills allowed for the current fiscal year? ☐ No ☒ Yes
- 3) Mill Levy = \$ 19,643 (total amount)
- 4) Number of Mills Levied: .94
- 5) Mill Levy verification Commissioner 1-29-2014
- a. Name Title Date

This form must be signed by a county commissioner, treasurer, or clerk and recorder.

## **FY19 Tentative schedule:**

May 3: Applications due back to me

May 17: Proposed allocations approved/modified by RCAC

June 20: Estimated date of when contracts are sent out

July 1: Start paying out contracts that have been signed  
(however, this is always slow due to our state fiscal year end)

**Q&A's:** *questions and answers will be added as a separate pdf after the webinar, and posted to the DNRC website for future reference:*

<http://dnrc.mt.gov/divisions/cardd/conservation-districts/training-and-information>

*Thank you for listening in. Please direct questions to:*

*Karl Christians*

*DNRC CDB*

*444-3022*

[kchristians@mt.gov](mailto:kchristians@mt.gov)