

MEMORANDUM

TO: Select SPCR Staff

FROM: Milward Simpson, Director
Wyoming Department of State Parks & Cultural Resources

DATE: September 16, 2011

RE: New/Adjusted Fund Request (NAFR)

This memo is to make sure you are all aware of your responsibilities relative to the New/Adjusted Fund Request (NAFR) form. This information is crucial and I thank you all in advance for reading it carefully and for being proactive about asking for any needed clarification.

Most importantly, this document must be submitted and approved by the Governor prior to applying for or receiving any grant funding be it federal, foundation or private. It also must be filled out before being able to accept amended or expanded dollars relating to an existing grant. It also must be submitted prior to being allowed to accept grant moneys that are gifted to the agency whether the agency had anticipated the gifted funds or not. (In this case, A&I budget advises us to indicate on the NAFR that it's a non-competitive grant and that the agency is being gifted with the funds).

For your convenience, the official explanation and process described on A&I's website follows:

"This [NAFR] form is used by the Budget Division and the Governor's Office to review requests for: (1) new or unappropriated federal program funding as well as new or unappropriated private or other endowment funding; (2) significant dollar expansions to existing programs and/or additional personnel requirements; and (3) amendments that change the scope of existing federal or other privately/publicly supported programs or grants.

W.S. 9-2-1005(b) allows the Governor to increase legislative appropriations from non-general fund sources. Through the B-11 process budgets can be increased with federal and, for the most part, other funds that have NOT been appropriated by the legislature. This makes it possible for agencies to apply for and receive federal and other funds that are newly available or that an agency has not received before. ***However, before this can be done W.S. 9-1-208 requires that the Governor give prior approval.***



This is accomplished through the NAFR form. This form is required for:

1. New or unappropriated federal program funding.
2. New or unappropriated private or other endowment funding
3. Significant dollar expansion of an existing program/grant.
4. Program/grant that requires additional state employee positions as a condition of receiving funds.
5. Amendments to appropriated federal or other privately/publicly supported programs that would change the scope of the original appropriation." (emphasis added)

Following is a step by step process for obtaining new funds (not previously approved in the budget process):

1. Well before the deadline for submitting any desired grant application, contact Accounting (Pam Bogan at 777-5925) to initiate the NAFR. This must be done prior to submitting the grant proposal. Be aware that, once the NAFR has been submitted, this process can take 45 days or more. If a complete grant application has been prepared, that must be submitted with the NAFR. If not, a written summary of the grant and why it's being sought must be submitted with the NAFR along with a blank copy of the grant application form.

2. Accounting submits the NAFR to the director for review, approval and signature.

3. Accounting submits signed NAFR to A&I for processing.

4. A&I prepares their analysis and submits to the Governor's Office for approval.

5. If approved, the NAFR is then returned to A&I.

6. Accounting receives the approved NAFR from A&I. Accounting contacts the appropriate program manager that NAFR is approved.

7. Program has the "green light" to apply for the grant.

8. Upon Grant Award, the Program must contact Accounting (Pam or Bryan) to initiate a B-11 to add the grant award to the program spending authority.

9. B-11 follows same process as NAFR (see 1-5 above).

10. Upon receipt of B-11 approval and proper Accounting Documents processed (Budget docs - see Pam/Bryan, Grant Setup - see Justine Morris), the program may spend the new funds.

The Program does not have the authority to spend any new funds until the final approval of the B-11.

For questions and clarification concerning this policy, please contact Bryan Sandlian at 777-6538 at your earliest convenience.

Thank you for your attention and cooperation.



Matthew H. Mead, Governor
Milward Simpson, Director