

From: [Soil & Water Conservation Program](#)
To: [DNR.Soil and Water Conservation Districts staff](#); [DNR.MGS SWC Staff](#)
Subject: Potential Federal Government Shutdown
Date: Thursday, September 28, 2023 12:22:50 PM

Good afternoon,

As most of you are already aware, there is a possibility of a federal government shutdown occurring at the end of the week, this action would likely affect our partner NRCS and access to USDA buildings and resources (case files, computer systems, survey equipment, vehicles, etc.) across the state. District staff should discuss with their boards how the district can continue to serve cooperators if the shutdown goes into effect. MoSWIMS, the DNR mapping tool, and email will all continue to be accessible from anywhere on a personal computer, smart phone or tablet. There have been questions about districts purchasing laptops and printers to use outside the office. Administrative 04 funding may not be used to purchase any IT equipment. Following is a list of actions that the district can take in order to be prepared:

- District employees and boards should clearly establish how they will communicate if access to USDA buildings is not allowed. This includes planning how and where to address signing cost-share documents, approving timesheets, and keeping the board informed of daily activities. A temporary telework agreement form is available [here](#) if the district would like to use it to document the plan.
- Keys, fuel cards and vehicle logs for district owned vehicles should be taken out of the office.
- District owned survey equipment and tools should be taken out of the office and stored in another secure location that is accessible to staff.
- A district employee or board member will need to take the district checkbook, credit card and any other pertinent documentation out of the office in order to pay bills. Extra care must be taken to ensure these items are securely stored.
- Financial records such as invoices, receipts and paystubs may need to be taken out of the office in order to complete transactions in the MoSWIMS financial tracking system. At this point in the quarter, most transactions should already be entered and quarterly report deadlines will still apply as normal. If a shutdown goes on for a significant amount of time, district coordinators can help with any corrections that need completed.
- Rental equipment; you will have to get equipment rental agreements, keys, instructions, receipt books and any other information or items needed to rent the equipment from the office prior to the shutdown.

If you have any questions, please contact your district coordinator. If any new information about the execution, extent or duration of a shutdown is received we will pass it along.

Thank you,

Soil & Water Conservation Program
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Find us on the web at dnr.mo.gov

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.