

From: [Soil & Water Conservation Program](#)
To: [Soil & Water Conservation Program](#); [DNR.Soil and Water Conservation Districts staff](#)
Cc: [DNR.SWC Staff](#)
Subject: RE: SWCP mapping tool email
Date: Monday, November 23, 2020 12:15:45 PM
Attachments: [SWCD Mapping Tool Collector Guide.docx](#)
[GPS Receivers.docx](#)

Good Morning,

Program staff along with some pilot districts worked with an OA-ITSD GIS Specialist to develop an online mapping tool to assist district staff with providing maps for contracts and contract payments. Additionally a collector app was developed that can be downloaded to an Ipad and used in the field to develop maps.

For practices that require a map submitted with the contract for program office approval, the online mapping tool must now be used to develop the map. As of January 1, 2021, a PDF of a map with features hand drawn on it will no longer be accepted for the contract approval process. In the tool, there is an option to share a link when the user has completed the map and is at that location. The link will be copied from the online program and saved as a "General Note" in MOSWIMS on the contract. Coordinators will be able to use the link to navigate to the map to review with the contract. In the attached guide, there are instructions on how to share and copy the link as well in the training videos mentioned below.

At this time, a map from this system is not required to be submitted with the contract payment. However for the remainder of FY21 when submitting payments districts are encouraged to use the new mapping tool to generate maps for payment. Starting July 1, 2021, maps submitted with payment must be done through the new mapping program. There is a report in the online program that is beneficial to attach to the payment. The report contains a map as well as a summary of the features on the map. Additionally, depending on the size of the property and the number of features for the practice there may need to be a PDF of the map created by printing from the map screen to support the report. The attached guide and the training videos provide instructions on how to create the report and map.

To use either the online program or the collector app, an user account has to be set up by the developer. District coordinators contacted districts inquiring who needs access and those users are setup to access the systems. Additional users can be added anytime. You need to let your district coordinator know if additional users need added for the district.

Here is the link to access the online program. When using the mapping program online, it is recommended that you do not use Internet Explorer. The online program works better with other browsers such as Chrome, Foxfire, or Microsoft Edge. For instructions on how to login, please refer to the attached guide or video.

Program link

<https://modnr.maps.arcgis.com/apps/webappviewer/index.html?id=43a91434e2c942a786c9e2eb47834807>

Instruction videos have been developed on using the program and the collector app. The links to the videos are provided below. To watch the videos it is recommended you download the videos to improve the video quality.

Part 1 (Collector app)

<https://drive.google.com/file/d/1tGytNMTs0CVxHqI9VSclmoNRSt5kanMK/view?usp=sharing>

Part 2 (Online web app)

<https://drive.google.com/file/d/1ndCThtJ3QdGZdfmAODU7z26UUuoZKv8/view?usp=sharing>

There is also a document attached to help you select a GPS receiver and other equipment if it's needed for your district to use the collector app in the field.

When creating a feature on a map make sure you fill out all fields in the Editor, this would include the contract number, practice number, needed notes etc. Filling in these fields will provide the needed information for contract approval and contract payment approval. During the testing phase, it was discovered when these fields are filled out appropriately it helped to speed approval times for contracts and contract payments. Contracts and especially payments if the tool is used to provide the completed map could be returned if contract information is not entered in the fields. This information will also show on the report if it attached as the map for the contract payment review. The header information on the report is editable, this information should contain the same landowner information and Farm and Tract info that is currently required for all payments. Also it was discovered during testing that the payment map and report, when saved/printed as a PDF is more legible than printing and scanning it to create a PDF. By printing it as PDF, this will save districts time and printer ink. Information pertaining to entering the data is in the guidance document and training videos.

If you need assistance with the program or request training, please contact your coordinator.

Thanks.

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.