



Jeremiah W. (Jay) Nixon, Governor • Mark N. Templeton, Director

## DEPARTMENT OF NATURAL RESOURCES

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### MEMORANDUM

2011-001

DATE: July 13, 2010

TO: All Soil and Water Conservation Districts

FROM: Ken Struempfh, Operations Section  
Soil and Water Conservation Program

**SUBJECT: Cost-Share Handbook and MoSWIMS Manual Updates**

The Soil and Water Conservation Program recently updated the Cost-Share Handbook and MoSWIMS Manual. An electronic version of the updates will be available on the district intranet homepage later this week. In addition, due to numerous sections being updated, a hard copy of each is being mailed to the district offices.

The Cost-Share Handbook has undergone extensive updates that include the following:

- integration of general commission policy information
- inclusion of information regarding the needs assessment process
- streamlining to make the handbook more concise
- removal of cross-references
- removal of duplicated information
- standardization of formatting to the Practices section
- clarification of "Acres Served" to be reported for all practices

Please reference the clarified definition of acres served for each practice to ensure the proper value is reported for practices in fiscal year 2011. **It is strongly recommended that the handbook be read in its entirety to ensure knowledge of program policies.**

The MoSWIMS Manual was updated with additional, detailed information and new administrative system changes to clarify processes. Updates include an explanation of "Qualifying Criteria" within MoSWIMS, the scanning process and updated screenshots.

If you have questions regarding these updates, please contact your district coordinator.

KS:cat