

STATE OF MISSOURI
DEPARTMENT OF NATURAL RESOURCES

Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

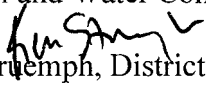
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MEMORANDUM

2011-025

DATE: June 7, 2011

TO: All Soil and Water Conservation Districts

FROM:  Ken Struemph, District Operations Section
Soil and Water Conservation Program

SUBJECT: **MoSWIMS Year End Procedures**

This memorandum provides procedures involving the automated fiscal year rollover process in MoSWIMS. MoSWIMS will be locked down at the end of the day (midnight) on June 30, 2011, in order to initiate the statewide rollover. It is estimated that MoSWIMS will be unlocked on July 5, 2011. A statewide email will be sent when the system is unlocked.

As the end of the fiscal year approaches, it is important that proper procedures are followed so landowner payments are not delayed. It is important to verify that the vendor information is consistent with the cooperator chosen on the contract. In addition, district staff should ensure that documents are scanned in the correct orientation for the record and are legible. To ensure maps are legible, the district should select the option to scan in color as the printer/scanner defaults to black and white. District staff should verify that signatures are correct and in accordance with the policy found in Section IV, pages 2 and 3 of the Cost-Share Handbook.

The entry of the fiscal year (FY) 2012 allocations allows districts to complete termination date extensions into the next fiscal year for contracts that have been started but are unable to be completed this fiscal year. If a district has insufficient funds to complete change orders for time extensions, please contact Colette Weckenborg via e-mail as soon as determination is made that the practice is started but unable to be completed.

Board approved contracts for practices not started prior to the termination date must be cancelled according to policy found in Section IV, page 3 of the Cost-Share Handbook and scanned into MoSWIMS under document type "cancellation". The board approval date of the cancellation must be entered into MoSWIMS and all cost-share forms preceding the cancellation are also required to be scanned into MoSWIMS.

All pending events will roll into FY12. Pending contracts will be issued a new contract number during rollover, as contract numbers are based on the fiscal year of board approval. A MoSWIMS note will be generated stating the old and new contract numbers. District staff

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should review all pending contracts and delete if appropriate. If pending contracts will be completed in FY12, a termination date within the FY12 fiscal year should be entered.

Pending contracts for AgNPS SALT projects ending June 30, 2011, must be deleted prior to rollover as no new contracts can be approved in FY12. Districts with AgNPS SALT projects ending this fiscal year should contact their SALT coordinator if they have questions.

Component costs will be updated by program staff based on the June 2011 Standardized State Average Cost List. Districts will be required to complete updates to the established county average costs for the EARTHMOVING components. The district must retain documentation utilized to develop the county average costs, such as recent receipts or contractor price quotes. If average costs established by the district seem unreasonable, program staff may request the district provide justification for the costs.

District administrators should inactivate all user accounts for individuals no longer employed by the district in the Security Administration screen of MoSWIMS.

If you have questions, please contact your district coordinator.

KS:abd