



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

DEPARTMENT OF NATURAL RESOURCES

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MEMORANDUM

2012-003

DATE: August 9, 2011

TO: All Soil and Water Conservation Districts

FROM: ^{BW} Ken Struempf, District Operations Section
Soil and Water Conservation Program

SUBJECT: Fiscal Year 2013 Needs Assessment Process

The time has come to address the conservation needs of your soil and water conservation district (SWCD) by completing the fiscal year (FY) 2013 Needs Assessment. The Needs Assessment has been a valuable tool for developing cost-share allocations specific to each SWCD. This memo identifies the timeline for submitting the completed FY13 Needs Assessment.

The district should update the MoSWIMS Needs Assessment with the cost-share funds that could be utilized in FY13 keeping in mind current staffing and workload of the district and federal partners. Also, they should enter the estimated need for FY14 into MoSWIMS. As in the past, at the time FY13 advance cost-share allocations are made available, the total commission-approved allocation amount for Nutrient and Pest Management Resource Concern will be included.

Districts must have their Needs Assessments data entered into MoSWIMS and written narratives submitted to the program office by the close of business on Friday, October 14, 2011. For new district staff unfamiliar with the Needs Assessment process or those who would like a refresher, please use the background information and a narrative template located at <http://swcd.mo.gov/internal/needsassessment.htm>. Program staff will be available to assist districts with questions related to the Needs Assessment process. Please ensure your staff validates the numbers entered into the MoSWIMS program to make certain it is an accurate reflection of your county's needs in the various resource concern areas.

If you have questions or require assistance with the Needs Assessment process, please contact your district coordinator. Thank you.

KS:afd