



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

DEPARTMENT OF NATURAL RESOURCES

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MEMORANDUM 2014-005

DATE: September 09, 2013

TO: All Soil and Water Conservation Districts

FROM: ^{BW}for Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: Fiscal Year 2015 Needs Assessment Process

To assist the Commission in allocating cost-share funds for fiscal year (FY) 2015, it is time for districts to update their Needs Assessments. The due date for submission of the Needs Assessments is November 1, 2013. A change has been made for submission of the narrative portion of the Needs Assessment in order to standardize the information and improve the process for submittal. To complete the Needs Assessment Narrative, a fillable form and instructions are located on the Intranet site. The board signed narrative will need to be submitted to your district coordinator by close of business November 1, 2013. This narrative should support the requested dollar amounts entered into the Needs Assessment in MoSWIMS.

Districts that determine their resource needs have not changed from FY14, can resubmit similar numbers for FY15. For district staff unfamiliar with the Needs Assessment process or those who would like a refresher, please reference the background information and narrative template located at <http://swcd.mo.gov/internal/needsassessment.htm>. District staff should validate the numbers in MoSWIMS to make certain it is an accurate reflection of the district's needs requests in the various resource concern areas.

The Needs Assessment Process requires both the narrative and entry into MoSWIMS to be complete. If you have questions or require assistance with the Needs Assessment process, please contact your district coordinator or Alan Freeman at alan.freeman@dnr.mo.gov or 573-751-1373. Thank you.