



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director


DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM 2017-007

DATE: September 20, 2016

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: Fiscal Year 2018 Needs Assessment Process

To assist the state Soil and Water Districts Commission in allocating cost-share funds for Fiscal Year (FY) 2018 and provide budget projections for future fiscal years, it is time for districts to update their Needs Assessment. To complete the Needs Assessment Narrative, select the fillable form named FY18 Needs Assessment Narrative located on the Soil and Water Conservation District's (SWCD) Intranet site: <http://swcd.mo.gov/internal/needsassessment.htm>. Districts will need to complete both the narrative and enter the funding request in the Missouri Soil and Water Information Management System (MoSWIMS). It is recommended districts utilize five years for planning purposes, but two years is the minimum that must be completed.

Districts that determine their resource needs have not changed from FY17, can resubmit similar numbers for FY18. For district staff unfamiliar with the Needs Assessment process or those who would like a refresher, please refer to the Needs Assessment Overview located at <http://swcd.mo.gov/internal/needsassessment.htm>. District staff should validate the numbers in MoSWIMS to make sure they are accurate.

The board signed narrative and information entered in MoSWIMS must be completed by **November 10, 2016**. The signed narrative needs to be submitted to the program office email at soil&waterconservationprogram@swcd.mo.gov.

If you have questions or need assistance completing the narrative form or entering the data in MoSWIMS, please contact your district coordinator. Thank you.

CM:tcd



Recycled Paper