


MEMORANDUM
2024-003

DATE: August 28, 2023

TO: All Soil and Water Conservation Districts

FROM: Jim Plassmeyer, Director 
Soil and Water Conservation Program

SUBJECT: Fiscal Year 2025 (FY25) Needs Assessment Process

It is time again for the soil and water conservation districts to update their Needs Assessment to assist the state Soil and Water Districts Commission in allocating cost-share funds for Fiscal Year 2025 (FY25) and provide budget projections for future fiscal years. To complete the Needs Assessment process, districts will need to complete the funding request in the Missouri Soil and Water Information Management System (MoSWIMS). Once the information is entered in MoSWIMS, district staff will need to print the MoSWIMS Needs Assessment Report (select **ALL YEARS**) and have that report approved and signed by the district board.

Districts that determine their resource needs have not changed from FY24, can resubmit similar numbers for FY25. It is recommended districts utilize all five years for planning purposes but a minimum of two years are required to be completed. When completing the FY25 Needs Assessment, please input realistic values based on what the district could reasonably accomplish in the upcoming fiscal year. In addition, it is important to consider requesting funding in new resource concerns that would increase the potential for a wider variety of cost-share practices within the district.

The board signed MoSWIMS report must be completed and submitted by 4 p.m. on **October 27, 2023**. The signed request needs to be submitted via e-mail to the program office email at soil&waterconservationprogram@swcd.mo.gov. If this report is not received by the deadline, the district's FY25 initial allocation may be impacted.

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

