



Missouri Department of dnr.mo.gov

# NATURAL RESOURCES

Eric R. Greitens, Governor

Carol S. Comer, Director

## MEMORANDUM 2018-004

DATE: September 25, 2017

TO: All Soil and Water Conservation Districts

FROM: <sup>JB</sup>for Colleen Meredith, Director  
Soil and Water Conservation Program

SUBJECT: Fiscal Year 2019 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 2019 (FY19) and provide budget projections for future fiscal years. In an effort to streamline the process, the Soil and Water Conservation Program will no longer be requiring districts to submit the Needs Assessment narrative. Instead, to complete the Needs Assessment process, districts will only 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 (for ALL YEARS) and have that report board approved.

Districts that determine their resource needs have not changed from FY18, can resubmit similar numbers for FY19. It is recommended that districts utilize all five years for planning purposes but a minimum of two years are required to be completed.

The board signed MoSWIMS report must be completed by **November 6, 2017**. The signed request needs to be submitted via e-mail to the program office email at [soil&waterconservationprogram@swcd.mo.gov](mailto:soil&waterconservationprogram@swcd.mo.gov).

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

CM:tcd