

October 2, 1972

GUIDELINES FOR UPDATING SOIL CONSERVATION DISTRICT PROGRAMS

There have been significant changes during the past decades which should be the basis for Soil Conservation Districts to carefully examine their district program to determine if they properly recognize not only the current needs in resource development but the authorities with which Districts are now empowered.

The following guidelines may be helpful to Commissioners as they approach the task of updating the district program:

1. The district program should be a professional document of reasonable quality. A suitable cover should be provided. The program should be printed in sufficient copies to provide copies to all district commissioners as well as agencies and organizations within the District that have involvement in resource development.

2. An outline might include the following sections of the program:

- a. Table of contents.
- b. Preface (include credits to those assisting in the updating).
- c. Purpose and objectives.

The District may wish to consider the broad objectives included in the SCS framework plan which was concurred in by the District Outlook Committee; also, basic concepts and objectives outlined in NACD publication "Working Together".

- d. Organization and authorities.

Include a very brief history and include a resume of the authorities of the District as defined by Iowa law. Included here should be the type of governing body and the broad responsibilities of the District, representing cities and towns, Conservancy Law, number and election of commissioners.

- e. Inventory of Soil and Water Resources.

Could include:

- (1) Brief summary of soil and water resources (do not put in too much soils information. Refer to the soil survey if available).
- (2) Conservation Needs Data.

Guidelines for Updating Soil Conservation
District Programs

2

- (3) Land use map
 - (4) Inventory map of recreation areas.
 - (5) Watershed inventory.
 - (6) Critical sediment source inventory.
 - (7) Other appropriate inventory information.
- f. A section on interpretations and projections about population, land use including agriculture, industrial growth, outdoor recreation needs, needed land use changes, and urban expansion. (One District has headed this - A Look At the Past, Present and Future.)
- g. A summary of current programs and resources available to the District and progress.
- (List REAP, PL-566 Watersheds, RC&D, Rural Development Committees, with a short explanation of each program including other agencies assisting with these programs.)

List agencies available to assist the District in implementing the program.

- h. Implementation.
- (1) Include here a listing of those items which the District considers important in terms of both long-range and short-term objectives and/or goals. (May include a timetable.) This should include agricultural and non-agricultural lands and assistance to individuals.
 - (2) State the operating policies of the District including the District's recommendation on land use. Recognize the resource development responsibilities in relation to over-all community planning (functional role vs. comprehensive planning).
 - (3) Indicate District priorities.
- i. Include a statement on policy for review and updating including use of the program for development of the annual plan of work.

Guidelines for Updating Soil Conservation
District Programs

3

j. Final page to include the following:

Statement of adoption: We, the Commissioners of
_____ County Soil Conservation District,
adopt this program on the _____ day of _____, 19____.

Chairman

Statement of approval: This updated program of the
_____ County Soil Conservation District was
reviewed and approved by the State Soil Conservation Committee
on _____, 19____.

Director
Department of Soil Conservation

References:

SCS Districts Memorandum 1 (Rev.) 2-7-66
SCS Districts Memorandum 11 2-28-62
Secretary's Memorandum 1488 2-1-62
Basic Memorandum of Understanding between the
Soil Conservation District and the USDA
SCS Districts Memorandum 13 4-30-65, with
attached guidelines for developing a soil
and water conservation district long-range program
The Future of Districts - NACD
Working Together - NACD

Prepared by:

William H. Greiner, Department of Soil Conservation
Howard M. Hughes, Soil Conservation Service