



Developing a Contact List

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What is it?

The Planning Committee and Technical Advisory Committee will be working with different agencies, organizations, and individuals throughout the Resource Planning process. Participants may not be familiar with everyone who attends meetings and provides data, information, and support.

One way to address this problem is to create a “contact list” of field staff and partners who are assisting with the planning process. The contact list provides a readily accessible list of people to call between meetings when the committees have questions.

Be sure to include the primary contact person (for example, the NRCS District Conservationist) plus other partners who are working on the planning project. If the planning area spans more than one county, include the District Conservationists, Resource Conservationists, and other technical specialists from all counties.

Others to include on the contact list:

- Community Planner, NRCS
- Resource Conservationist, SWCD
- Biologist, USFWS
- Water Quality Specialist, EPA/IEPA
- Agricultural Engineer, NRCS
- Streambank Stabilization Specialist, NRCS
- Landscape Architect, NRCS
- Archeologist, NRCS
- Sociologist, NRCS
- Public Affairs Specialist, NRCS
- Other specialists from the private sector

Following is an example of a contact list that can be prepared by NRCS or partners for the benefit of the Planning Committee:

Our Contact List

Agencies & Organizations

Natural Resources Conservation Service (NRCS)

An agency of the U.S. Department of Agriculture whose mission is to protect, preserve, and enhance natural resources and the environment on private lands. Working with landowners and land managers for more than 60 years, NRCS specializes in conservation technology and practical natural resource solutions.

Whatever County Soil and Water Conservation District (SWCD)

A locally led, grassroots organization whose mission and priorities are directed by local issues and governed by locally elected officials. SWCDs work to address conservation and natural resource issues within their district boundaries. The Districts work hand-in-hand with NRCS to accomplish mutual goals.

Other local/federal partners involved in the planning process--EPA, DNR, USFWS, FS, etc. Provide a brief overview of the function, purpose, or mission of each agency.

Individuals & Technical Specialists

Primary Contact Person during planning process:

Sally Smith, USDA-NRCS
100 Residue Management Lane
Farmtown, USA

PH: ()
FX: ()

Les Erosion, District Conservationist, NRCS
100 No Till Way
Farmtown, USA

PH: ()
FX: ()

Here, list the services and assistance the DC can provide--soils data, maps, land use information, farming practices in the region, technical assistance in designing and implementing conservation practices for rural and urban settings, etc. List those services appropriate for the planning area.

Lon Range, Resource Planning Specialist, NRCS
1234 Conservation Lane
Anytown, USA

PH: ()
FX: ()

Diane Design, Engineer, NRCS
Technical Hwy. 4
Your Town, USA

PH: ()
FX: ()

Here, list the services and assistance the RC can provide--facilitation, resource inventory data for the region or the watershed, watershed boundary information or maps, etc.