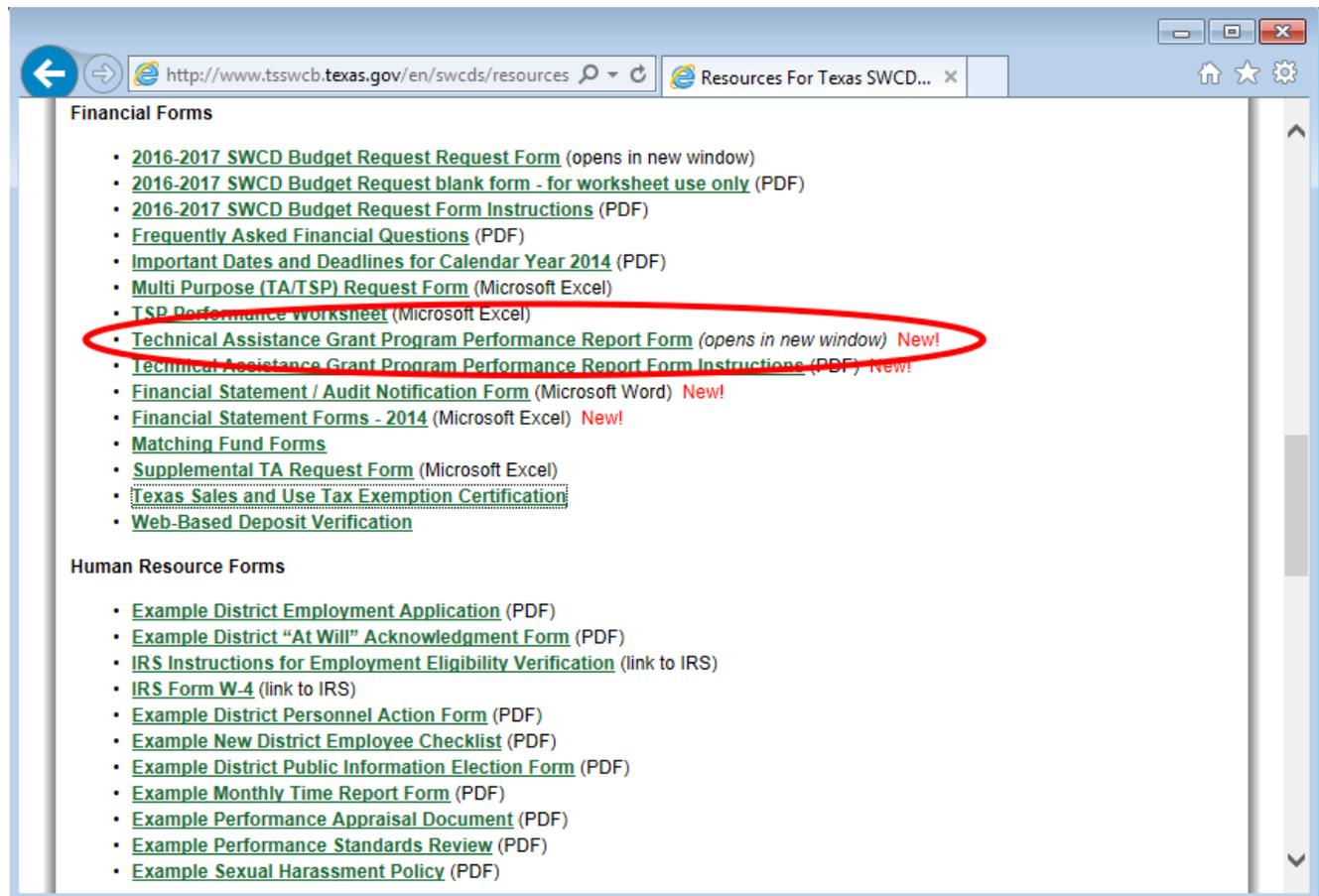


# Technical Assistance Grant Program Performance Report SWCD Login Instructions

1) Using a Web browser, visit the Resources for SWCDs page of the TSSWCB website  
<http://www.tsswcb.texas.gov/swcds/resources>.

The link is titled "Technical Assistance Grant Performance Report Form"



The screenshot shows a web browser window with the address bar displaying <http://www.tsswcb.texas.gov/en/swcds/resources>. The page content is organized into two main sections: "Financial Forms" and "Human Resource Forms".

**Financial Forms**

- [2016-2017 SWCD Budget Request Request Form](#) (opens in new window)
- [2016-2017 SWCD Budget Request blank form - for worksheet use only](#) (PDF)
- [2016-2017 SWCD Budget Request Form Instructions](#) (PDF)
- [Frequently Asked Financial Questions](#) (PDF)
- [Important Dates and Deadlines for Calendar Year 2014](#) (PDF)
- [Multi Purpose \(TA/TSP\) Request Form](#) (Microsoft Excel)
- [TSP Performance worksheet](#) (Microsoft Excel)
- [Technical Assistance Grant Program Performance Report Form](#) (opens in new window) **New!**
- [Technical Assistance Grant Program Performance Report Form Instructions](#) (PDF) **New!**
- [Financial Statement / Audit Notification Form](#) (Microsoft Word) **New!**
- [Financial Statement Forms - 2014](#) (Microsoft Excel) **New!**
- [Matching Fund Forms](#)
- [Supplemental TA Request Form](#) (Microsoft Excel)
- [Texas Sales and Use Tax Exemption Certification](#)
- [Web-Based Deposit Verification](#)

**Human Resource Forms**

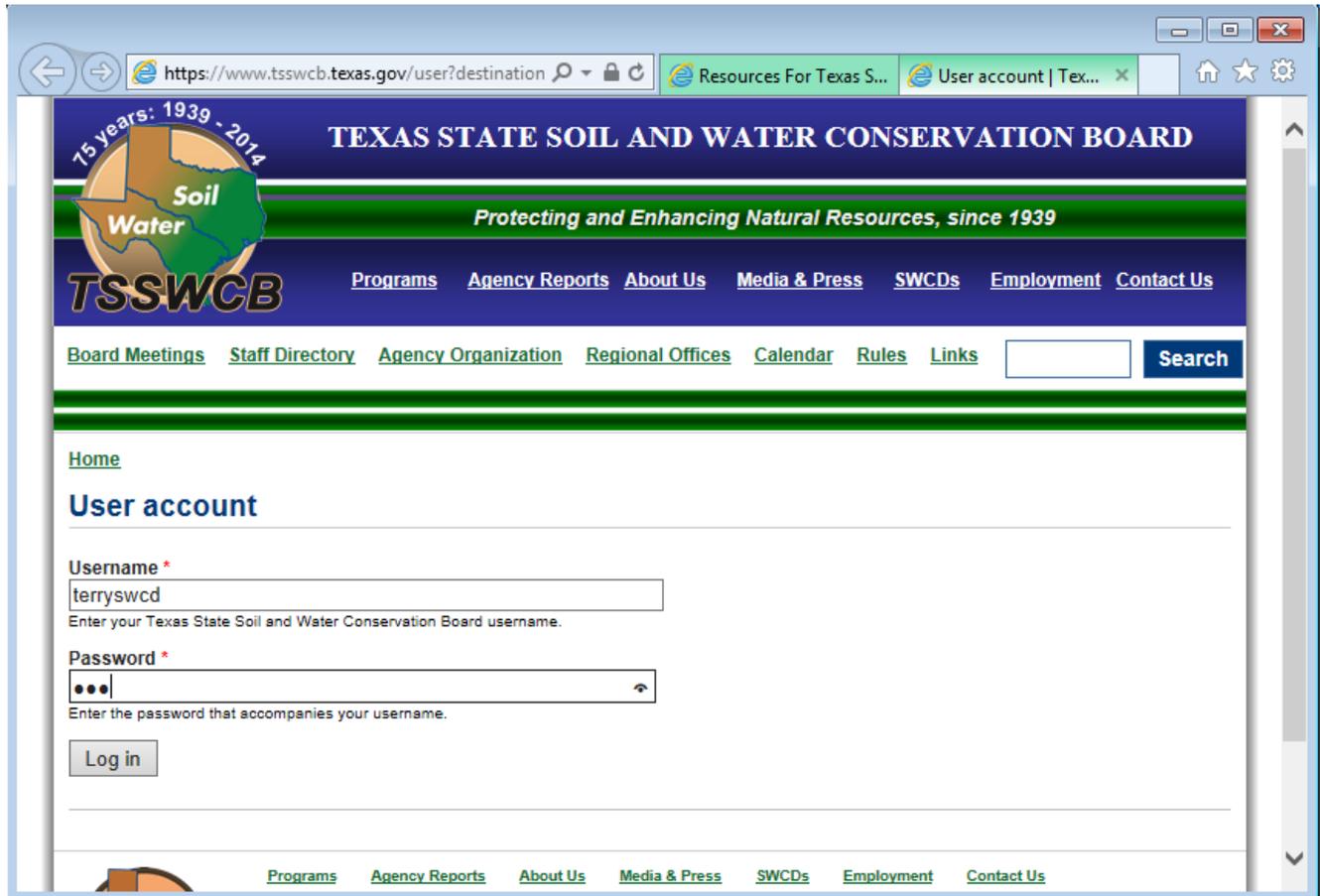
- [Example District Employment Application](#) (PDF)
- [Example District "At Will" Acknowledgment Form](#) (PDF)
- [IRS Instructions for Employment Eligibility Verification](#) (link to IRS)
- [IRS Form W-4](#) (link to IRS)
- [Example District Personnel Action Form](#) (PDF)
- [Example New District Employee Checklist](#) (PDF)
- [Example District Public Information Election Form](#) (PDF)
- [Example Monthly Time Report Form](#) (PDF)
- [Example Performance Appraisal Document](#) (PDF)
- [Example Performance Standards Review](#) (PDF)
- [Example Sexual Harassment Policy](#) (PDF)

2) A username and password will be required to login. SWCD usernames are the first part of an SWCD's email address (the part on the left side of the "@" character). SWCD passwords are the SWCD's three-digit mail code.

Example for Terry SWCD

Username: *terryswcd*

Password: *xxx [three-digit mail code]*



3) After logging in, the form will be displayed. Fill in and submit the form -- red asterisks denote a required field. Be sure to click the “Submit” button at the bottom of the form.

The screenshot shows a web browser window with the URL <https://www.tsswcb.texas.gov/en/swcds/resou>. The form contains several questions with radio button options:

- 34. Forage testing \*
- 35. Woodland management \*
- 36. Watershed operations \*
- 37. Post wildfire management \*
- 38. Waste oil collection activity/waste management systems \*

Below the questions, a text block states: "By clicking on the Submit button below, the SWCD certifies that the answers on this form were approved by the Chairman of the SWCD." A red circle highlights the "Submit" button.

The footer includes the TSSWCB logo and a navigation menu with links such as "Programs", "Agency Reports", "About Us", "Media & Press", "SWCDs", "Employment", "Contact Us", "Board Meetings", "Staff Directory", "Agency Organization", "Regional Offices", "Calendar", "Rules", "Links", "Compact with Texans", "Negotiated Rulemaking", "Texas Veterans Portal", "Fraud Policy", "Alternative Dispute Resolution", "Webmaster", "Site Map", "Accessibility Policy", "Texas Homeland Security", "Open Records Policy", "Texas Online", "Complaints", and "Statewide Search".

4) After the form is submitted, it is possible to view or make edits to the form by following the link to view the submitted form. Otherwise, log out at this time.

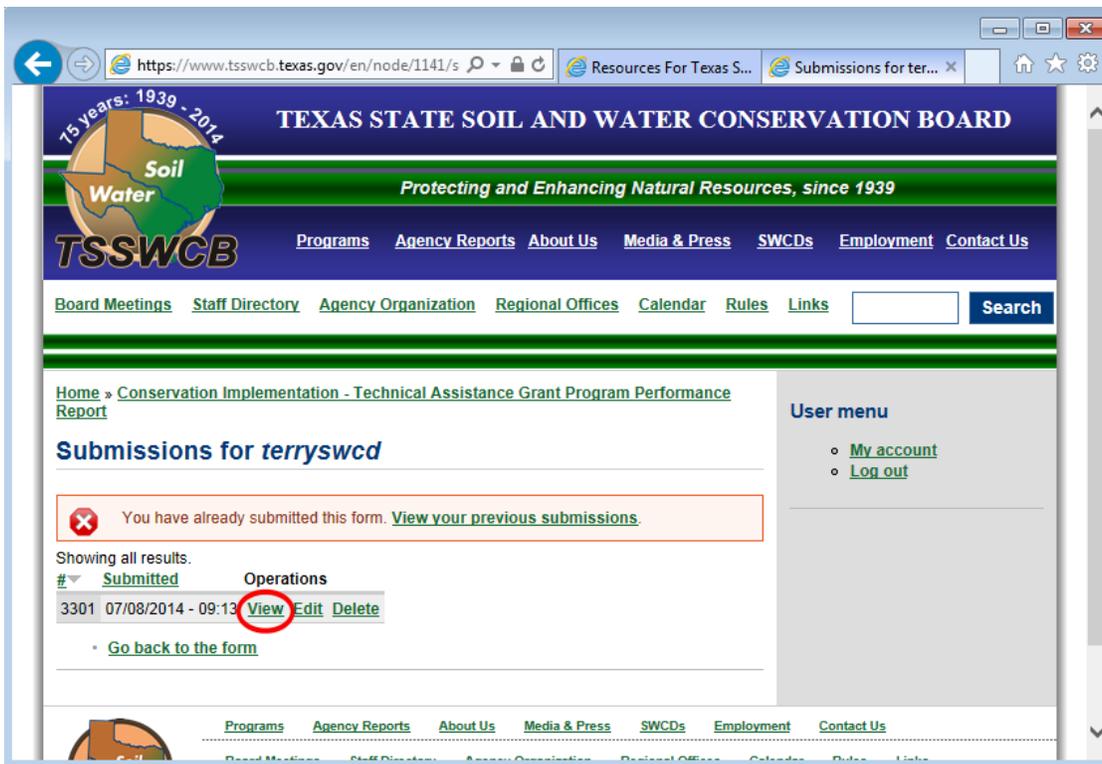
The screenshot shows the "Technical Assistance Performance Report - Submitted" page on the TSSWCB website. The page header includes the TSSWCB logo and the text "TEXAS STATE SOIL AND WATER CONSERVATION BOARD" and "Protecting and Enhancing Natural Resources, since 1939".

The main content area displays the message: "Your Technical Assistance Performance Report form has been successfully submitted." Below this message, a red circle highlights the link "View the submitted form.".

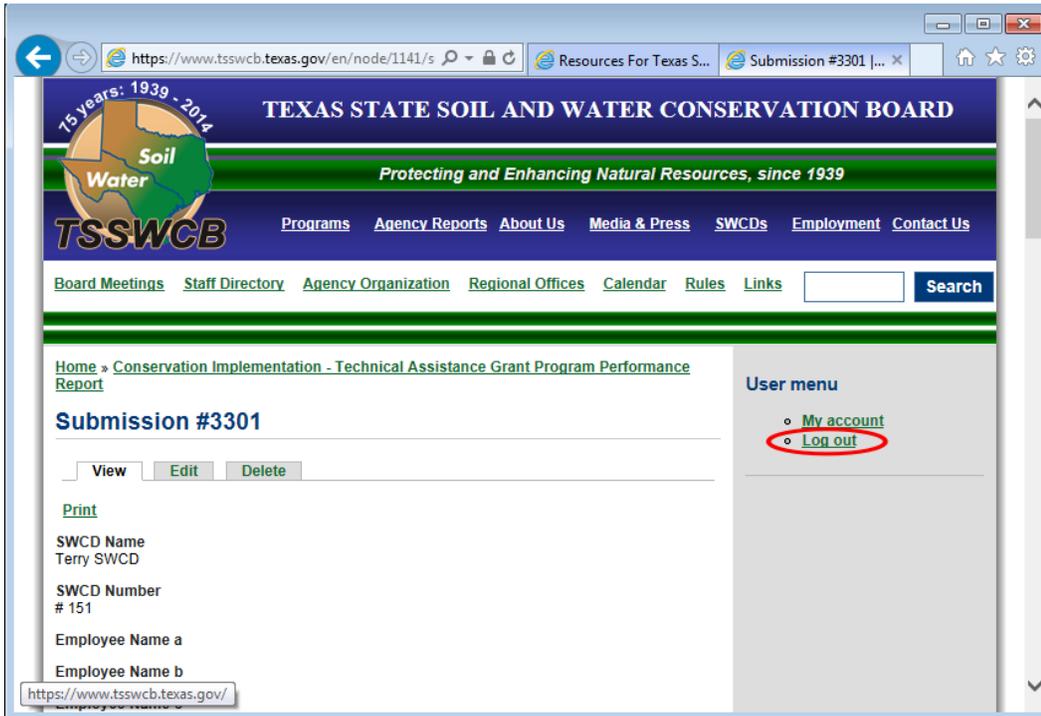
On the right side, a "User menu" is visible, containing links for "My account" and "Log out". A red circle highlights the "Log out" link, and a red arrow points from the text "View or logout" (written in red) to this link.

The footer includes the TSSWCB logo and a navigation menu with links such as "Programs", "Agency Reports", "About Us", "Media & Press", "SWCDs", "Employment", "Contact Us", "Board Meetings", "Staff Directory", "Agency Organization", "Regional Offices", "Calendar", "Rules", "Links", "Compact with Texans", "Negotiated Rulemaking", "Texas Veterans Portal", "Fraud Policy", "Alternative Dispute Resolution", "Webmaster", "Site Map", "Accessibility Policy", "Texas Homeland Security", "Open Records Policy", "Texas Online", "Complaints", and "Statewide Search".

4) The form may also be viewed and printed, edited, or deleted at a later date by logging back into to the form anytime before August 31, 2016.



5) Logout when you are finished.



6) Please contact TSSWCB Network Specialist, Clay Wright, for help logging into or using the form.

phone: 254-947-8547

email: [cwright@tsswcb.texas.gov](mailto:cwright@tsswcb.texas.gov)