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**TEXAS STATE SOIL AND WATER CONSERVATION BOARD**  
*Protecting and Enhancing Natural Resources for Tomorrow*

**IMPORTANT DATES/DEADLINES FOR CALENDAR YEAR 2021**

*All documentation accepted by email may be sent to the following address: [claims@tsswcb.texas.gov](mailto:claims@tsswcb.texas.gov). A return email will be sent to the sender's address confirming receipt. Please follow-up if you have not received either payment or a notice of corrections needed within thirty days of your confirmed receipt.*

*DISTRICT DIRECTOR MILEAGE AND PER DIEM*

**Advance payments for Fiscal Year 2022 will NOT be made, all payments for Fiscal Year 2022 will be reimbursement only.**

**July 1<sup>st</sup>** is the deadline for submitting Fiscal Year 2021 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Quarter claims.

**September 30<sup>th</sup>** is the deadline for submitting Fiscal Year 2021 4<sup>th</sup> Quarter claims and the return of unused advance funds.

**November 1<sup>st</sup>** final payments for Fiscal Year 2021 will be made.

Claims for District Director Mileage and Per Diem must be **post-marked, emailed, or faxed** by submission deadline to be accepted for payment. Claims are due 30 days after the end of each fiscal quarter. **Emails and faxes will be accepted.**

*MATCHING FUNDS*

**September 30<sup>th</sup>** is the deadline for Fiscal Year 2021 regular and supplemental claims.

**November 1<sup>st</sup>** supplemental payments for Fiscal Year 2021 will be made.

Regular and supplemental claims must be **post-marked, emailed, or faxed** by the submission deadline to be accepted for payment. **Emails and faxes will be accepted.**

**February 1, 2021**

<http://www.tsswcb.texas.gov>

*TECHNICAL SERVICE PROVIDER (FARM BILL ASSISTANCE GRANT)*

**September 30<sup>th</sup>** is the deadline for submitting claims for the Fiscal Year 2021 NRCS Technical Service Provider (Farm Bill Assistance Grant). Claims can be made for work performed through **August 31, 2021**. Funds will be pooled as of **July 1<sup>st</sup>**, and claims will be paid on a first come, first served basis. **Emails and faxes will be accepted.**

*CONSERVATION IMPLEMENTATION ASSISTANCE (TA)*

**September 30<sup>th</sup>** is the deadline for Fiscal Year 2021 regular and supplemental claims. **November 1<sup>st</sup>** supplemental payments for Fiscal Year 2021 will be made.

Regular and supplemental claims must be **post-marked, emailed, or faxed** by the submission deadline to be accepted for payment. **Emails and faxes will be accepted.**

*CONSERVATION ACTIVITY PROGRAM (CAP)*

**August 31<sup>st</sup>** is the deadline for submitting FY 2021 Conservation Activity (CAP) claims. **November 1<sup>st</sup>** supplemental payments for Fiscal Year 2021 will be made.

*SWCD INFORMATION TECHNOLOGY ASSISTANCE – SUSPENDED DUE TO BUDGET REDUCTIONS*

*ANNUAL PLAN OF WORK*

**SEPTEMBER 1<sup>st</sup>** is the deadline for submitting FY 2021 Annual Plan of Work.

*FINANCIAL STATEMENTS*

**September 1<sup>st</sup>** is the deadline for submitting the Fiscal Year 2021 Financial Statement / Audit Notification Form.

**October 30<sup>th</sup>** is the deadline for submitting Financial Statements prepared by the SWCD.

**December 30<sup>th</sup>** is the deadline for submitting Financial Statement, Reviews, and Audits prepared by a CPA.

If completed Financial Statements, Reviews, or Audits are not submitted by the respective deadline, **all Fiscal Year 2022 payments will be withheld until financial reporting requirements for Fiscal Year 2021 have been met.**

**February 1, 2021**

<http://www.tsswcb.texas.gov>

## *BOARD MEMBER ELECTIONS*

**April 1<sup>st</sup>** is the deadline for submitting Board Member Election Delegate and Alternate Form TSSWCB-43. Areas 1, III, and V for odd number years and Areas II and IV for even number years. Areas I, III, and V are to be submitted for Fiscal Year 2021.

*Important Dates and Deadlines for Calendar Year 2021 is also available on the SWCD Resources page of the TSSWCB website.*

**February 1, 2021**

<http://www.tsswcb.texas.gov>