February 21, 2019

All documentation accepted by email may be sent to the following address: 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**

**July 1st** is the deadline for submitting Fiscal Year 2019 1st, 2nd, and 3rd Quarter claims.

**September 30th** is the deadline for submitting Fiscal Year 2019 4th Quarter claims and the return of unused advance funds.

**October 15th** advance payments for Fiscal Year 2019 will be made.

**November 1st** supplemental payments for Fiscal Year 2019 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. Emails and faxes will be accepted. Return of unused advance funds must be post-marked by the deadline. Advance payments for Fiscal Year 2020 will not be made if unused advances from Fiscal Year 2019 have not been returned by the deadline.

**MATCHING FUNDS**

**May 15th** is the deadline for claiming two thirds of Fiscal Year 2019 allocation.

**August 31st** is the deadline for Fiscal Year 2019 regular and supplemental claims.

**November 1st** supplemental payments for Fiscal Year 2019 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.

**TECHNICAL SERVICE PROVIDER (ADMINISTRATIVE ASSISTANCE GRANT)**

**September 30th** is the deadline for submitting claims for the Fiscal Year 2019 NRCS Technical Service Provider (Administrative Assistance Grant). Claims can be made for work performed through August 31, 2019. Emails and faxes will be accepted.
CONSERVATION IMPLEMENTATION ASSISTANCE (TA)

September 30th is the deadline for Fiscal Year 2019 regular and supplemental claims.

November 1st supplemental payments for Fiscal Year 2019 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)

September 30th is the deadline for submitting Fiscal Year 2019 Conservation Activity (CAP) claims.

November 1st supplemental payments for Fiscal Year 2019 will be made.

SWCD INFORMATION TECHNOLOGY ASSISTANCE

September 30th is the deadline for submitting SWCD Information Technology Assistance (data service reimbursement) claims.

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

FINANCIAL STATEMENTS

September 1st is the deadline for submitting the Fiscal Year 2019 Financial Statement / Audit Notification Form.

October 31st is the deadline for submitting Financial Statements prepared by the SWCD.

December 31st 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 2020 payments will be withheld until financial reporting requirements for Fiscal Year 2019 have been met.

BOARD MEMBER ELECTIONS

April 1st 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 2019.

Important Dates and Deadlines for Calendar Year 2019 is also available on the SWCD Resources page of the TSSWCB website.