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

IMPORTANT DATES/DEADLINES FOR CALENDAR YEAR 2020

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 2020 1st, 2nd, and 3rd Quarter claims.

September 30th is the deadline for submitting Fiscal Year 2020 4th Quarter claims and the return of unused advance funds.

October 15th advance payments for Fiscal Year 2021 will be made.

November 1st final payments for Fiscal Year 2020 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.** Quarterly claims are due 30 days after the end of each fiscal quarter. Return of unused advance funds must be **post-marked** by the deadline. **Advance payments for Fiscal Year 2021 will not be made if unused advances from Fiscal Year 2020 have not been returned by the deadline.**

MATCHING FUNDS

~~**May 15th** (Cancelled) is the deadline for claiming two thirds of Fiscal Year 2020 allocation.~~

August 31st is the deadline for Fiscal Year 2020 regular and supplemental claims.

November 1st supplemental payments for Fiscal Year 2020 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 25, 2020

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

TECHNICAL SERVICE PROVIDER (ADMINISTRATIVE ASSISTANCE GRANT)

October 30th is the deadline for submitting claims for the Fiscal Year 2020 NRCS Technical Service Provider (Administrative Assistance Grant). Claims can be made for work performed through **September 30, 2020**. Funds will be pooled as of **July 1st**, and claims will be paid on a first come, first served basis. **Emails and faxes will be accepted.**

CONSERVATION IMPLEMENTATION ASSISTANCE (TA)

September 30th is the deadline for Fiscal Year 2020 regular and supplemental claims. **November 1st** supplemental payments for Fiscal Year 2020 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 31st is the deadline for submitting FY 2020 Conservation Activity (CAP) claims. **November 1st** supplemental payments for Fiscal Year 2020 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 2020 Financial Statement / Audit Notification Form.

October 30th is the deadline for submitting Financial Statements prepared by the SWCD.

December 30th 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 2021 payments will be withheld until financial reporting requirements for Fiscal Year 2020 have been met.

February 25, 2020

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