



TEXAS STATE SOIL & WATER CONSERVATION BOARD

Protecting and Enhancing Natural Resources for Tomorrow

Important Dates and Deadlines for Calendar Year 2017

March 1, 2017

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.

DISTRICT DIRECTOR MILEAGE AND PER DIEM

July 1st is the deadline for submitting Fiscal Year 2017 1st, 2nd, and 3rd Quarter claims.

September 30th is the deadline for submitting Fiscal Year 2017 4th Quarter claims and the return of unused advance funds.

October 15th advance payments for Fiscal Year 2018 will be made.

November 1st supplemental payments for Fiscal Year 2017 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 2018 will not be made if unused advances from Fiscal Year 2017 have not been returned by the deadline.**

MATCHING FUNDS

May 15th is the deadline for claiming two thirds of Fiscal Year 2017 allocation.

August 31st is the deadline for Fiscal Year 2017 regular and supplemental claims.

November 1st supplemental payments for Fiscal Year 2017 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)

OCTOBER 30th is the deadline for submitting claims for the Fiscal Year 2017 NRCS Technical Service Provider (Administrative Assistance Grant). Claims can be made for work performed through September 30, 2017. **Emails and faxes will be accepted.**

CONSERVATION IMPLEMENTATION ASSISTANCE (TA)

August 31st is the deadline for submitting the Fiscal Year 2017 online Performance Reports. The report will be available online beginning **July 1st** on the SWCD Resources page of the TSSWCB Website. Fiscal Year 2018 payments cannot be made until this report is submitted.

September 30th is the deadline for Fiscal Year 2017 regular and supplemental claims.

November 1st supplemental payments for Fiscal Year 2017 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 Fiscal Year 2017 Conservation Activity (CAP) claims using the online web application located on the SWCD Resources page of the TSSWCB website.

November 1st supplemental payments for Fiscal Year 2017 will be made.

SWCD INFORMATION TECHNOLOGY ASSISTANCE

All technology purchases during Fiscal Year 2017 must be reported by August 31, 2017 using the online web application located on the SWCD Resources page of the TSSWCB website. Return of unused advance funds must be **post-marked** by August 31, 2017.

FINANCIAL STATEMENTS

September 1st is the deadline for submitting the Fiscal Year 2017 Financial Statement / Audit Notification Form.

October 31st is the deadline for submitting completed Financial Statements.

December 31st is the deadline for submitting completed Reviews and Audits.

If completed Financial Statements, Reviews, or Audits are not submitted by the respective deadline, all Fiscal Year 2018 payments will be withheld until financial reporting requirements for Fiscal Year 2017 have been met.

BOARD MEMBER ELECTIONS

April 1st is the deadline for submitting Board Member Election Delegate and Alternate Form TSSWCB-43. Areas I, 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 2017.

Important Dates and Deadlines for Calendar Year 2017 is also available on the SWCD Resources page of the TSSWCB website.