



TEXAS STATE SOIL & WATER CONSERVATION BOARD

Protecting and Enhancing Natural Resources for Tomorrow

Important Dates and Deadlines for Calendar Year 2018

March 1, 2018

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.

The State of Texas is transitioning to a new accounting system this year. The State Board will be unable to process any claims during this transition. Any claims received after August 10, 2018 will not begin processing until September 5, 2018. All August 31 deadlines for submission of claims still apply.

DISTRICT DIRECTOR MILEAGE AND PER DIEM

July 1st is the deadline for submitting Fiscal Year 2018 1st, 2nd, and 3rd Quarter claims.

September 30th is the deadline for submitting Fiscal Year 2018 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 2018 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 2019 will not be made if unused advances from Fiscal Year 2018 have not been returned by the deadline.**

MATCHING FUNDS

May 15th is the deadline for claiming two thirds of Fiscal Year 2018 allocation.

August 31st is the deadline for Fiscal Year 2018 regular and supplemental claims.

November 1st supplemental payments for Fiscal Year 2018 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 2018 NRCS Technical Service Provider (Administrative Assistance Grant). Claims can be made for work performed through September 30, 2018. **Emails and faxes will be accepted.**

CONSERVATION IMPLEMENTATION ASSISTANCE (TA)

September 30th is the deadline for Fiscal Year 2018 regular and supplemental claims.

November 1st supplemental payments for Fiscal Year 2018 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 2018 Conservation Activity (CAP) claims.

November 1st supplemental payments for Fiscal Year 2018 will be made.

SWCD INFORMATION TECHNOLOGY ASSISTANCE

September 30th is the deadline for submitting SWCD Information Technology Assistance 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

To Be Determined for Fiscal Year 2018.

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 II and IV are to be submitted for Fiscal Year 2018.

Important Dates and Deadlines for Calendar Year 2018 is also available on the SWCD Resources page of the TSSWCB website.