

Marty H. Graham, Chairman
David Basinger, Vice Chairman
Scott Buckles, Member
José O. Dodier, Jr., Member



Barry Mahler, Member
Tina Y. Buford, Member
Carl Ray Polk, Jr., Member
Rex Isom, Executive Director

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

IMPORTANT DATES/DEADLINES FOR CALENDAR YEAR 2022

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.

*All documentation accepted by hard copy must be **post-marked or faxed** by submission deadline to be accepted.*

DISTRICT DIRECTOR MILEAGE AND PER DIEM

Advance payments for Fiscal Year 2023 will NOT be made, all payments for Fiscal Year 2023 will be reimbursement only.

July 1st is the deadline for submitting Fiscal Year 2022 1st, 2nd, and 3rd Quarter claims.

September 30th is the deadline for submitting Fiscal Year 2022 4th Quarter claims.

November 1st final payments for Fiscal Year 2022 will be made.

Claims are due 30 days after the end of each fiscal quarter.

CONSERVATION IMPLEMENTATION ASSISTANCE (TA)

September 30th is the deadline for Fiscal Year 2022 regular and supplemental claims.

November 1st supplemental payments for Fiscal Year 2022 will be made.

MATCHING FUNDS

September 30th is the deadline for Fiscal Year 2022 regular and supplemental claims.

November 1st supplemental payments for Fiscal Year 2022 will be made.

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TECHNICAL SERVICE PROVIDER (FARM BILL ASSISTANCE GRANT)

September 30th is the deadline for submitting claims for the Fiscal Year 2022 NRCS Technical Service Provider (Farm Bill Assistance Grant).

*Claims can be made for work performed through **August 31, 2022**. Funds will be pooled as of **July 1st**, and claims will be paid on a first come, first served basis.*

CONSERVATION ACTIVITY PROGRAM (CAP)

August 31st is the deadline for submitting FY 2022 Conservation Activity (CAP) claims. **November 1st** supplemental payments for Fiscal Year 2022 will be made.

SWCD INFORMATION TECHNOLOGY ASSISTANCE

September 30th is the deadline for submitting Fiscal Year 2022 IT Assistance claims.

SWCD BIENNIAL BUDGET REQUEST

May 31st is the deadline for submitting the 2024 – 25 District Budget Request.

ANNUAL PLAN OF WORK

September 1st is the deadline for submitting FY 2022 Annual Plan of Work.

CYBERSECURITY TRAINING

August 31st is the deadline for reporting completion of a DIR-approved cybersecurity training program.

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FINANCIAL STATEMENTS

September 1st is the deadline for submitting the Fiscal Year 2022 Financial Statement / Audit Notification Form.

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

October 30th is the date all required information should be provided to a CPA for Financial Statement, Reviews, and Audits being prepared by a CPA.

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 2023 payments will be withheld until financial reporting requirements for Fiscal Year 2022 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 II and IV are to be submitted for Fiscal Year 2022.

Important Dates and Deadlines for Calendar Year 2022 is also available on the [SWCD Resources page](#) of the TSSWCB website.