

MATCHING FUNDS REQUEST FY22 – PROCEDURES

Matching Funds has new procedures for FY22. There is a COVER tab that MUST be submitted along with the claim form(s).

Each line of the COVER tab corresponds to a specific category tab, EXCEPT for the second line that has one for FEDERAL GRANTS and one for TSP. Once you enter the information regarding the funds received, it will automatically calculate the totals not only in that specific category tab but in the COVER tab as well.

Once you have entered all claims, you will email the COVER tab and the form attached to each category tab that you used to the CLAIMS email

1.) Go to the Financial Form section on our agency's website and open the Matching Funds Request FY22 (Request for Matching Regular and Supplemental Funds). This will open the new COVER tab.

<https://www.tsswcb.texas.gov/swcds/swcd-resources>

2.) Once opened, there are several category tabs; go to "COVER" tab:

The screenshot shows a spreadsheet-style form titled "REQUEST FOR STATE MATCHING FUNDS FY21". The form includes sections for "Regular Request" and "Supplemental Request", a field for "Soil & Water Conservation District #", and a list of funding sources such as "Contributions, Gifts, and Donations", "Federal Grants", "Profit on Sale of Goods", etc. At the bottom, there is an "AGENCY APPROVAL" box and a navigation bar with tabs for "Cover", "Contributions", "Federal Grants", "TSP", "Seed_Tree Sales", "Equipment Rental", "Advertising", "Local Activities", "Interest Income", and "Other Income". The "Cover" tab is highlighted with a red circle and a red arrow pointing to it.

3.) The form looks the same as FY21, there have been small modifications to it – new tabs created and the opportunity to add lines or rows to enter additional information except for TSP, Seed Sales, Tree Sales, Drip Supplies, and Book Sales

REQUEST FOR STATE MATCHING FUNDS FY21

(check one) Regular Request Supplemental Request

The _____ Soil & Water Conservation District # _____
 hereby requests \$ _____ as authorized in the GAA.

As evidence of the District's eligibility to receive such Matching Funds, we hereby certify the amount requested above has been received from sources other than State funds or earnings from State funds since the beginning of this fiscal year and prior to the date of this request. We further certify that such funds are not to be returned to the source from which they were received if such funds were received in the form of contributions. We further certify that the source of these funds is as follows:

\$	-	Contributions, Gifts, and Donations
\$	-	Federal Grants including TSP / Section 319(h) Clean Water Act
\$	-	Profit on Sale of Goods purchased with Trust Funds
\$	-	Income from Equipment Rental - Equipment NOT purchased with State Funds or Earnings from State Funds
\$	-	Proceeds from Sale of Advertising in Publications or other Media
\$	-	Proceeds from Local Activities - Banquets, Tours, Field Days, Book Sales
\$	-	Interest Income on Trust Fund Time Deposits
\$	-	Other - briefly explain below:
\$	-	Total

We also agree that official representatives of the State Soil & Water Conservation Board may inspect the District's records at any time for verification purposes. This request was officially approved by the Board of Directors of the District during FY20____ and entered in the minutes on the _____ day of _____, 20____.

AGENCY APPROVAL

Cover Contributions Federal Grants TSP Seed_Tree Sales Equipment Rental Advertising Local Activities Interest Income Other Income

4.) This will take you to the Contributions tab:

REQUEST FOR STATE MATCHING FUNDS FY21

(check one) Regular Request Supplemental Request

The _____ Soil & Water Conservation District # _____
 hereby requests \$ _____ as authorized in the GAA.

As evidence of the District's eligibility to receive such Matching Funds, we hereby certify the amount requested above has been received from sources other than State funds or earnings from State funds since the beginning of this fiscal year and prior to the date of this request. We further certify that such funds are not to be returned to the source from which they were received if such funds were received in the form of contributions. We further certify that the source of these funds is as follows:

\$	-	Contributions, Gifts, and Donations
\$	-	Federal Grants including TSP / Section 319(h) Clean Water Act
\$	-	Profit on Sale of Goods purchased with Trust Funds
\$	-	Income from Equipment Rental - Equipment NOT purchased with State Funds or Earnings from State Funds
\$	-	Proceeds from Sale of Advertising in Publications or other Media
\$	-	Proceeds from Local Activities - Banquets, Tours, Field Days, Book Sales
\$	-	Interest Income on Trust Fund Time Deposits
\$	-	Other - briefly explain below:
\$	-	Total

We also agree that official representatives of the State Soil & Water Conservation Board may inspect the District's records at any time for verification purposes. This request was officially approved by the Board of Directors of the District during FY20____ and entered in the minutes on the _____ day of _____, 20____.

AGENCY APPROVAL

Cover Contributions Federal Grants TSP Seed_Tree Sales Equipment Rental Advertising Local Activities Interest Income Other Income

5.) You will fill out the information needed. In the gray section, enter the information regarding the contribution received and the yellow section is for the deposit information regarding that contribution or donation.

Regarding the Deposit slip or Transaction Number, please use the transaction ID number from the bank's receipt as reference. Please see an example of what to look for.

Multi Purpose (Matching Funds) Reimbursement Request for TSP Grants

District Name

District No.

TSP Grants Information

Direct Deposit Date	Direct Deposit No.	TPS Month Paid	Amount paid by TSSWCB	Amount Allowed to by Claimed
		August	\$ 500.00	375.00
		September	\$ 350.00	262.50
		October	\$ 675.00	506.25
		November	\$ 230.00	172.50
		December	\$ 510.00	382.50
		January	\$ 487.00	365.25
		February	\$ 259.00	194.25
		March	\$ 179.00	134.25
		April	\$ 564.00	423.00
		May	\$ 254.00	190.50
		June	\$ 364.00	273.00
		July	\$ 784.00	588.00
Total Amount Claimed			\$ 3,867.00	

Fill out all cells available, then print the page

Page 1

Please note - There must be a direct deposit or transaction number to correspond with each entry.

Multi Purpose (Matching Funds)

Reimbursement Request for TSP Grants

District Name			District No.

TSP Grants Information

Direct Deposit Date	Direct Deposit No.	TPS Month Paid	Amount paid by TSSWCB	Amount Allowed to by Claimed
		From Page 1	\$ 5,156.00	3,867.00
		August	\$ 450.00	337.50
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
Total Amount Claimed			\$ 4,204.50	

Enter total amount from page printed



Fill out remaining data



Page 1

- 9.) if you need more pages, you need repeat these steps for each additional page printed
- 10.) Please make sure you give a detailed explanation of the funds claimed if you are using the "OTHER" category.
- 11.) As a result, you could turn in a maximum of 15 pages in total (given the case that you would be claiming funds from each category).