

State Matching Funds Program:

General guidelines

Funding granted to Districts on a dollar/dollar matching basis no to exceed \$7,500 per year per district (GAA). The District must raise funds from sources other than State funds or earnings from State funds. The initial allocation will be approved by the State Board and will be provided to Districts at the beginning of each fiscal year.

Funds Eligible for Matching

1. Contributions and Gifts
2. Federal Grants including those passed through the TSSWCB.
3. Profits on Sale of Goods purchased with Trust Funds
4. Local Grants and Donations
5. Rental Income from District owned Property acquired with Trust Funds
6. Proceeds from the Sale of Advertising in Publications and other Media
7. Proceeds from Local District Activities (Area and Regional Activities are not Eligible) including Banquets, Tours, Field Days, etc.
8. Interest on Time Deposits including Savings and Certificates of Deposit

Funds **NOT** Eligible for Matching

1. State Funds or Earnings from State Funds
2. Proceeds from Area or Regional Activities
3. Proceeds from Sales where the District acts strictly as a Clearinghouse.
4. Contributions, Gifts, or Donations received by the District to be returned to their Source at a later date.
5. In-kind or Non-cash Contributions
6. Proceeds from Rentals where the District acts strictly as a Clearinghouse.

Some Examples of Methods used by Districts to Raise Matching Funds

1. Contributions, Gifts, or Donations
 - a. Counties
 - b. Cooperators
 - c. Banks
 - d. Businesses
 - e. School Districts
 - f. Other Governmental Units
2. Rentals

- a. Real Estate
- b. Conservation Equipment
3. Sales of Goods
 - a. Fish
 - b. Seedlings
 - c. Seed
 - d. Pipe
 - e. Conservation Materials
 - f. Surplus Equipment Purchased with Trust Funds
4. Sale of Data
 - a. Soil Surveys
 - b. Studies
 - c. Photographs
 - d. Maps
5. Promotional Activities
 - a. Awards Programs
 - b. Banquets
 - c. Publications
6. Sale of Advertising Space
 - a. Newsletters
 - b. Annual Reports
 - c. Special Reports
7. Interest Earnings
 - a. Savings
 - b. Certificates of Deposit
8. Federal Grants
 - a. Technical Service Provider Grants passed through the TSSWCB
 - b. 319 Clean Water Act Grants passed through the TWWCB
 - c. Federal Grants Applied for and Received Directly by the District

Policy and Procedures for Submitting Claims

Locally raised funds must be deposited into the District's Trust Funds. After depositing into the Trust Fund, the District will approve, in a scheduled board meeting, and submit a claim for Matching Funds to the TWWCB using the appropriate form ("Request for State Matching Funds FY__").

A duplicate copy of each submitted claim should be kept in the District files. Upon receipt of a claim, the TSSWCB will review for approval and cause of payment within 30 days after approval. Payment will be made to the District's State Fund account and should be spent according to the rules and regulations governing the use of this account.

Claims for matching funds should be submitted as soon as the District's share of funds has been deposited to the Trust Fund account, but District's should not submit claims at less than 30-day intervals. The TSSWCB will not approve a request for matching funds unless the District has a current approved

audit on file with the TSSWCB as required by State Law. Claims for matching funds must be dated within the Fiscal Year for which they are being claimed.

Important Deadlines and Additional Information

- September 30th – deadline for claiming District's allocation for current fiscal year.
- Forms should be sent to claims email: claims@tsswcb.texas.gov
- Forms sent by regular mail **MUST** be mail-stamped not later than September 30st.

FAQ – Matching Funds

1.) What documents do we need to submit?

- a. Only the excel spread sheets. Copies of checks, deposit slips, bank statements, or invoices are for the district to keep as back up for auditing purposes.

2.) Can the district email the Matching Fund excel workbook?

- a. No, it needs to be printed so the directors can sign and date it, then it can be scanned and emailed to us for processing.

3.) A technician has been hired to work on a special project, how can we claim the salary?

- a. If the technician has been hired just for a special project (meaning that the employee is not part of the district), only the portion that has been paid can be claimed.
- b. The district cannot claim the entire salary listed on the contract – only the amount paid to that date.

4.) There have been sales or claims not listed in any of the workbook tabs.

- a. There are two additional tabs at the end called "Miscellaneous Income" and "Other" those spreadsheets can be use. An explanation of the type of income needs to be listed in that tab and in the cover sheet (green tab)

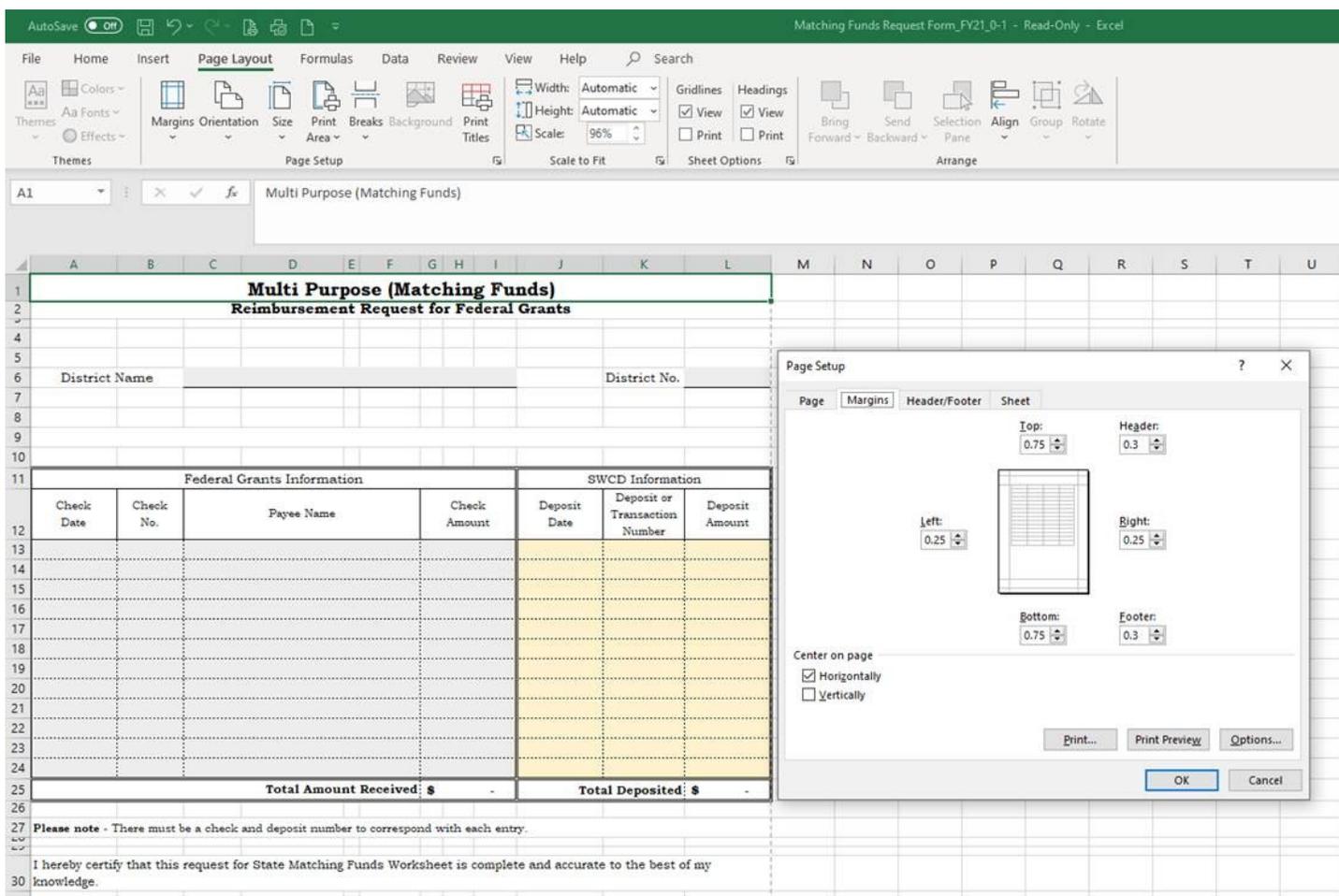
5.) There were multiple sales that do not fit in the lines provided and the workbook is password protected, what can we do?

- a. I encourage the districts to turn in their claims at least once a month, but I usually send them a revised form removing the password cell protection so they can add the number of lines needed to fill out the claim.
- b. When I send the MF workbook unprotected, I also remind the district about the cells containing formulas so please be careful at the time of filling the request.

6.) I am trying to add information, but the cell is blocked, and it says that I need to enter the password, what do I need to do?

- a. Yes, there are some cells containing formulas that has been password protected as part of the changes made this Fiscal Year to facilitate the amount of work done during the process of the claim and to have a more accurate request.

- 7.) In the seed sales tab, it is requested to enter the sub-total of the seed sale invoice, should it be the total, is that a typo mistake?
- No, it is not a typo mistake. The subtotal amount should be one entered to avoid entering freight charges by mistake since these fees are not allowed to be claimed.
- 8.) The spreadsheet did not print in one page but two, I tried to fix the margin, but it says that I need to enter a password, what is the password?
- You do not need a password for it. Districts have different monitor size and that might be the reason the form is not printing in one page. You can adjust the margins by following these steps:
 - Go to page layout,
 - Margins
 - Custom margins
 - Zero out the margin that needs to be adjusted – see picture below:



- 9.) There is rent income, where can we list it?
- It might be listed in the “Rent Income” tab.
- 10.) The district’s clerk used her own credit card to purchase office supplies (napkins, utensils, plates, hand sanitizer, etc) for an event and the directors reimbursed her with a check from the district’s account, can this reimbursement be claimed?
- No. This is an expense rather than a profit transaction; even though it was for an event held in the district, there was no profit involved in the transaction.

- 11.) **Does Ad Min from WQMP qualify for Matching Funds?**
 - a. It is state funds, not eligible for Matching Funds
- 12.) **Can dividends be claimed on Matching Funds?**
 - a. Yes, as long as the premium was paid from other than State Funds
- 13.) **Can they claim CRP and Feral Hog funds received?**
 - a. Yes, as long as the money was paid directly to the district NOT to a contractor.
- 14.) **What can I claim through Matching Funds?**
 - a. Money that enters the district's TRUST ACCOUNT, then they will receive the funds from the agency to the district's STATE ACCOUNT (State account = local account)
- 15.) **Can the Admin Fees WQMP be claimed?**
 - a. ONLY if the funds were for 319.
- 16.) **When a district receive a Grant Reimbursement from the Association, can this money be claimed? If so how much?**
 - a. 100% of the money received can be claimed.