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

**IMPORTANT DATES/DEADLINES FOR CALENDAR YEAR 2023**

*All documentation accepted by email may be sent to the following address: [claims@tsswcb.texas.gov](mailto: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 (DDM&PD)*

**Payments for Fiscal Year 2023 will be reimbursement only.**

**July 1<sup>st</sup>** is the deadline for submitting Fiscal Year 2023 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Quarter claims.

**September 30<sup>th</sup>** is the deadline for submitting Fiscal Year 2023 4<sup>th</sup> Quarter claims.

**November 1<sup>st</sup>** final payments for Fiscal Year 2023 will be made.

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

*CONSERVATION IMPLEMENTATION ASSISTANCE (TA)*

**September 30<sup>th</sup>** is the deadline for submitting Fiscal Year 2023 regular and supplemental claims.

**November 1<sup>st</sup>** supplemental payments for Fiscal Year 2023 will be made.

*MATCHING FUNDS (MF)*

**September 30<sup>th</sup>** is the deadline for submitting Fiscal Year 2023 regular and supplemental claims.

**November 1<sup>st</sup>** supplemental payments for Fiscal Year 2023 will be made.

*TECHNICAL SERVICE PROVIDER (FARM BILL ASSISTANCE GRANT)*

**September 30<sup>th</sup>** is the deadline for submitting claims for Fiscal Year 2023 NRCS Farm Bill Assistance (TSP) claims.

*Claims can be made for work performed through **August 31, 2023**. Funds may be pooled as of **July 1st**, and claims will be paid on a first come, first served basis.*

*CONSERVATION ACTIVITY PROGRAM (CAP)*

**August 31<sup>st</sup>** is the deadline for submitting Fiscal Year 2023 Conservation Activity (CAP) claims.

**November 1<sup>st</sup>** supplemental payments for Fiscal Year 2023 will be made.

*SWCD INFORMATION TECHNOLOGY ASSISTANCE (IT)*

**September 30<sup>th</sup>** is the deadline for submitting Fiscal Year 2023 IT Assistance claims.

*ANNUAL PLAN OF WORK*

**September 1<sup>st</sup>** is the deadline for submitting Fiscal Year 2023 Annual Plan of Work.

*CYBERSECURITY TRAINING*

**August 31<sup>st</sup>** is the deadline for reporting completion of a DIR-approved cybersecurity training program.

*FINANCIAL STATEMENTS*

**September 1<sup>st</sup>** is the deadline for submitting the Fiscal Year 2023 Financial Statement / Audit Notification Form.

**October 30<sup>th</sup>** is the deadline for submitting Financial Statements prepared by the SWCD.

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

**December 30<sup>th</sup>** is the deadline for submitting Financial Statement, Reviews, and Audits prepared by a CPA.

*Note: If completed Financial Statements, Reviews, or Audits are not submitted by the respective deadlines, **all Fiscal Year 2024 payments will be withheld until financial reporting requirements for Fiscal Year 2023 have been met.***

### *BOARD MEMBER ELECTIONS*

**April 1<sup>st</sup>** 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 2023.

*Important Dates and Deadlines for Calendar Year 2023 is also available on the [SWCD Resources page](#) of the TSSWCB website.*