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Scott Buckles, Vice Chairman
Joe Freeman, Member
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Barry Mahler, Member
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Rex Isom, Executive Director

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

IMPORTANT DATES/DEADLINES FOR CALENDAR YEAR 2025

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 (DDM&PD)

Payments for Fiscal Year 2025 will be reimbursement only.

July 1st is the deadline for submitting Fiscal Year 2025 1st, 2nd, and 3rd Quarter claims.

September 30th is the deadline for submitting Fiscal Year 2025 4th Quarter claims.

November 15th final payments for Fiscal Year 2025 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 submitting Fiscal Year 2025 regular and supplemental claims.

November 15th supplemental payments for Fiscal Year 2025 will be made.

MATCHING FUNDS (MF)

September 30th is the deadline for submitting Fiscal Year 2025 regular claims.

TECHNICAL SERVICE PROVIDER (FARM BILL ASSISTANCE GRANT)

September 30th is the deadline for submitting claims for Fiscal Year 2025 NRCS Farm Bill Assistance (TSP) claims.

*Claims can be made for work performed through **August 31, 2025**. Funds may be pooled as of **July 1st**, and claims will be paid on a first come, first served basis.*

CONSERVATION ACTIVITY PROGRAM (CAP)

September 30th is the deadline for submitting Fiscal Year 2025 Conservation Activity (CAP) claims.

November 15th supplemental payments for Fiscal Year 2025 will be made.

SWCD INFORMATION TECHNOLOGY ASSISTANCE (IT)

September 30th is the deadline for submitting Fiscal Year 2025 IT Assistance claims.

ANNUAL PLAN OF WORK

September 1st is the deadline for submitting Fiscal Year 2025 Annual Plan of Work.

CYBERSECURITY TRAINING

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

FINANCIAL STATEMENTS

September 1st is the deadline for submitting the Fiscal Year 2025 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 having Financial Statements prepared by the SWCD approved.

December 30th is the deadline for submitting Financial Statement, Reviews, and Audits prepared by a CPA.

February 28th is the deadline for having Financial Statement, Reviews, and Audits prepared by a CPA approved.

*Note: If completed Financial Statements, Reviews, or Audits are not submitted by the respective deadlines, **all Fiscal Year 2026 payments will be withheld until financial reporting requirements for Fiscal Year 2025 have been met.***

BOARD MEMBER ELECTIONS

April 1st 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 2025.

Important Dates and Deadlines for Calendar Year 2025 are available on the [SWCD Resources page](#) of the TSSWCB website.