

Matthews, Diane

From: Soil & Water Conservation Program
Sent: Thursday, May 16, 2024 8:47 AM
To: DNR.Soil and Water Conservation Districts staff
Cc: DNR.MGS SWC Staff; Soil & Water Conservation Program
Subject: Fiscal Year 2024 Year End Dates

Fiscal Year 2024 (FY24) will close on June 30, 2024. The program wants to remind districts of important dates concerning FY24 year-end procedures.

District Administrative Expenses and Reports

June 10, 2024	If you have a District Truck, you may request additional administrative funds (Fund 04) for truck expenses if needed. Please send an email with a detailed line-item estimate of remaining 04 fund eligible expenses for this fiscal year to: soil&waterconservationprogram@swcd.mo.gov .
June 30, 2024	All FY24 expenses (including payroll tax liabilities) must be paid on or before.
July 20, 2024	FY24 Fourth Quarter Reports must be submitted to the program office (submit electronically through MoSWIMS).

Cost-Share

MoSWIMS will be locked at 5:00 pm on May 28, 2024, to load FY25 allocations for cost-share. Availability of FY25 funding will allow districts to complete termination date extensions for contracts that have been started. If a district has insufficient funds in a resource concern to complete change orders for time extensions with the FY25 initial allocation, notify April Brandt at april.brandt@dnr.mo.gov. Board approved contracts for practices not started prior to the established termination date must be cancelled in accordance with cost-share policy contained in Section IV, page 3, of the Cost-Share Handbook.

The FY25 allocations (loaded on May 28, 2024) cannot immediately be used for approval of new contracts. The funding is only available to roll started FY24 contracts into FY25.

In an effort to help ensure contract payments may be processed in timely manner in Fiscal Year 2024 (FY24), please submit the State of Missouri "Vendor Input/ACH- EFT Application" to the Office of Administration as soon as possible.

During rollover, all pending contracts will be issued a new contract number as numbering is based on the fiscal year of board approval. A MoSWIMS note will be generated by the system to indicate the old and new contract numbers. Component costs will be updated based upon the June 2024 State Component Average Cost List. Here are some important dates to remember:

May 28, 2024 (5:00 p.m.)	MoSWIMS locked to load FY25 cost-share allocations.
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June 14, 2024 (midnight)	Contract payments to be paid in FY24 must be at the status of PEND PO FIN on the Contract Event Lookup screen.
June 30, 2024 (5:00 p.m.)	MoSWIMS locked for statewide rollover.
July 10, 2024	Approximate date MoSWIMS will be unlocked.

Reminder: The Program Office will be closed Wednesday, June 19th to observe the Juneteenth holiday.

If you have any questions on the information contained in this email, please contact your district coordinator.

Thank you.

Soil and Water Conservation Program

We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.