
From: Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>

Sent: Monday, May 10, 2021 10:25 AM

To: Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>; DNR.Soil and Water Conservation Districts staff <dnr.soilandwaterconservationdistrictsstaff@dnr.mo.gov>

Cc: DNR.SWC Staff <dnr.swcstaff@dnr.mo.gov>

Subject: Fiscal Year 2021 Year End Dates

Fiscal Year 2021 (FY21) will close on June 30, 2021. The program wants to remind districts of important dates concerning FY21 year-end procedures.

District Administrative Expenses and Reports

June 30, 2021	All FY21 expenses (including payroll tax liabilities) must be paid on or before.
July 20, 2021	FY21 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 24, 2021, to load FY22 allocations for cost-share. Availability of FY22 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 FY22 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 FY22 allocations (loaded on May 24, 2021) cannot immediately be used for approval of new contracts. The funding is only available to roll started FY21 contracts into FY22.

In an effort to help ensure contract payments may be processed in timely manner in Fiscal Year 2021 (FY21), 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 2021 State Component Average Cost List. Here are some important dates to remember:

May 24, 2021 (5:00 p.m.)	MoSWIMS locked to load FY22 cost-share allocations.
June 18, 2021 (midnight)	Contract payments to be paid in FY21 must be at the status of PEND PO FIN on the Contract Event Lookup screen.
June 30, 2021 (5:00 p.m.)	MoSWIMS locked for statewide rollover.
July 8, 2021	Approximate date MoSWIMS will be unlocked.

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.