

# SWCD Budget Request Instructions

## General Information

The SWCD budget request application is used by SWCDs to report their projected income and expenses for the upcoming biennium, FY 2024-25.

The application consists of three pages that must be submitted.

- Page 1 is for projected income sources, including state funding.
- Page 2 is for projected expenses.
- Page 3 is for comments and submitting the request (which also implies SWCD board approval).
- Pages 1 and 2 must be submitted before Page 3.

Please note **the deadline is the end of the business day on May 31, 2022.**

## Using The Application

1) Login to the application at the following web address:

<https://www.swcd.tsswcb.texas.gov/request/>

2) Login credentials for SWCDs consist of:

**user name** – the SWCD name + swcd as one lowercase word (*ex → bosqueswcd*)

**password** – the SWCD's 3-digit mail code (*not the SWCD number*)

3) After logging in, enter the appropriate data for each field on Page 1, then click the “submit” button at the bottom of the page. Repeat this process for Page 2 and Page 3.

Totals at the bottom of each page will be calculated and updated after the Submit button for the page is clicked.

**NOTE:** It is possible to make changes to data in Pages 1 and 2 before Page 3 is submitted. After Page 3 is submitted, the answers are locked and the request is considered complete. If you need to edit a previously submitted request, contact Clay Wright at the email address below.

4) After submitting your SWCD's request, you will be prompted to print a copy of it for your records.

## **Accessing Previous Request**

If needed, an SWCD's previous budget request can be accessed at the following web address:

[https://www.swcd.tsswcb.texas.gov/request\\_2022/](https://www.swcd.tsswcb.texas.gov/request_2022/)

## **Support Contacts**

**1)** For questions or help on completing specific portions of your request, please contact your TSSWCB field representative.

**2)** For help with a username or password or for help on technical problems with the application, please contact:

Clay Wright  
TSSWCB network specialist  
email: [cwright@tsswcb.texas.gov](mailto:cwright@tsswcb.texas.gov)  
phone: 254.718.4582