



**Texas Water Development Board  
Regional Flood Planning Grant  
Application Instructions**

Updated February 2024

## Overview

This document is intended to provide information and instructions related to the Texas Water Development Board's (TWDB) Request for Applications for Regional Flood Planning Grant contracts, supporting Regional Flood Planning Group (RFPG) efforts to complete the 2028 Regional Flood Plans in accordance with statute, rule, and guidance requirements.

**When to apply:** Applications are due to TWDB no later than 5:00 PM (CST) on February 22, 2024.

**Who may apply:** A political subdivision, as defined by [Texas Administrative Code §361.10](#), that has been designated by the RFPG as the group's Planning Group Sponsor to receive funds for all or part of the cost of developing a regional flood plan.

### **Application Submittal:**

Respondent must submit one (1) electronic copy of the application as follows:

1. One (1) complete, original application in Portable Document Format (PDF) submitted to TWDB at [Bid-Room@twdb.texas.gov](mailto:Bid-Room@twdb.texas.gov) with a copy to [floodplanning@twdb.texas.gov](mailto:floodplanning@twdb.texas.gov).
2. Application pages must be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the application.
3. The application must be clearly marked RESPONSE TO **RFA 580-23-RFA-0015**.

All applications **must be complete** and RFPGs should use the [Texas Water Development Board Regional Flood Planning Grant Application Checklist](#), which provides a comprehensive list of required items with check boxes to assist completing the application. These items include, but are not limited to:

- General information (includes legal name of sponsor, contact information, etc.)
- Written designation from the RFPG naming the Planning Group Sponsor
- A copy of or link to the RFPG's adopted bylaws
- Scope of Work (including any requested modifications)
- Task budget for detailed scope of work by task (subject to adjustment after hiring of professional services contracts)
- Expense budget for scope of work by expense category
- Time schedule for completing scope of work
- Specific deliverables for each task in scope of work
- Method of monitoring study progress
- Written assurances

The EA may request clarification from the Planning Group Sponsor, if necessary, to evaluate the application. Incomplete applications may be rejected and returned to the applicant.

## Application Information and Instructions

**General:** TWDB requests the submission of Regional Flood Planning Grant applications leading to the possible award of contracts to develop regional flood plans as described in 31 TAC Chapter 361 and 362. Activities to be performed under this Request for Applications will be based on a scope of work developed by TWDB that supports RFPG efforts to complete their 2028 Regional Flood Plans in accordance with statute, rule, and guidance requirements.

**Notice and meeting requirements:** The RFPG must hold a public meeting to consider its additional region-specific public notice requirements in accordance with 31 TAC § 361.12(3). Documentation of such meeting must be included in the application for funding.

Additionally, RFPGs must hold a meeting which includes as an action item, approval of requests of funds from the Board. In accordance with TAC § 361.21(h)(1)(B), notice must be provided at least seven days prior to the meeting and meeting materials must be made available online at least three days prior to and seven days following the meeting.

**Activities to be performed:** Activities to be performed under this Request for Applications will be based on the standard [TWDB Regional Flood Planning Grant Scope of Work](#) developed by the TWDB, which addresses all necessary elements required for preparation of a regional flood plan as described in 31 TAC Chapters 361 and 362, including the following tasks:

- Task 1 – Planning Area Description
- Task 2A – Existing Condition Flood Risk Analyses
- Task 2B – Future Condition Flood Risk Analyses
- Task 3A - Evaluation and Recommendations on Floodplain Management Practices
- Task 3B - Flood Mitigation Needs Analysis
- Task 3C – Flood Mitigation and Floodplain Management Goals
- Task 4A – Identification and Evaluation of Potential Flood Management Evaluations and Potentially Feasible Flood Management Strategies and Flood Mitigation Projects
- Task 4B – Preparation and Submission Technical Memorandum
- Task 4C - Performance of Identified Flood Management Evaluations
- Task 5A – Recommendation of flood management evaluations, flood mitigation projects and flood management strategies
- Task 5B – Recommendation of a list of flood management evaluations to be performed by TWDB
- Task 6A – Impacts of Regional Flood Plan
- Task 6B – Contributions to and Impacts on Water Supply Development and the State Water Plan
- Task 7 – Flood Response Information and Activities
- Task 8 – Administrative, Regulatory, and Legislative Recommendations
- Task 9 – Flood Infrastructure Financing Analysis
- Task 10 – Public Participation and Plan Adoption
- Task 11 – Implementation and Comparison to Previous Regional Flood Plan

**Contract and subcontract details and requirements:** The TWDB Regional Flood Planning Grant contract budget will address all planning activities of this planning cycle and the contract term will be for the full time period through adoption of the 2028 regional flood plans.

After TWDB Regional Flood Planning Grant contract execution, the Planning Group Sponsor will be responsible for procuring and executing a subcontract with a technical consultant selected by the RFPG in accordance with the procurement requirements that apply to the sponsor and Texas Government Code Chapter 2254.

**Funding:** TWDB has \$38,000,000.00 in total available funds to be committed and allocated by region as shown in *Table 1, Available funds allocated by region*. For this cycle of regional flood planning, TWDB has assigned the available funds of each region into standard task budgets, see [Contractor \(RFPG Planning Group Sponsor\) Task Budget](#). While the total amount of available funds for each region is fixed, TWDB understands that regional differences in the availability of flood risk information and other relevant factors may necessitate an RFPG suggesting shifts in the allocation of funds between certain budget tasks. If an RFPG chooses to suggest modifications to the TWDB's proposed task budget, the applicant is required to submit a revised task budget with their application and provide written justification for the changes.

Once the RFPG selects a technical consultant and the Planning Group Sponsor procures such consultant, TWDB recognizes that additional modification may need to be made to the task budget. Once the scope of work and associated budgets have been approved by the Board and signed into contract, the RFPGs will have the option of reallocating funds between tasks up to 35 percent of the lesser task's budget, without approval by the TWDB as described in the contract. The reallocation of funds beyond this limit will require approval by the RFPG and written approval by TWDB in accordance with the contract.

Examples of eligible activities for funding include those related to the development or revision of regional flood plans including costs associated with public meetings and hearings, certain Planning Group Sponsor's personnel costs, and subcontracting for professional services. Examples of activities ineligible for funding include activities which the TWDB determines existing information or data is sufficient, activities directly related to the preparation of applications for state or federal permits or other approvals, activities associated with administrative or legal proceedings by regulatory agencies, or preparation of engineering plans and specifications. Additional eligible and ineligible expenses for Regional Flood Planning Grants can be found in [31 TAC §361.72](#).

The expense budget to be included in the application should follow the format provided in Attachment 1. These funding amounts are not guaranteed funds and must be requested in grant applications submitted to TWDB by the deadline.

**Table 1: Available funds allocated by region.**

<b>Region number</b>	<b>RFPG name</b>	<b>Allocated funds</b>
1	Canadian-Upper Red	\$2,305,100
2	Lower Red-Sulphur-Cypress	\$2,078,400
3	Trinity	\$2,857,800
4	Sabine	\$2,151,300
5	Neches	\$2,394,700
6	San Jacinto	\$3,770,000
7	Upper Brazos	\$2,345,100
8	Lower Brazos	\$2,520,600
9	Upper Colorado	\$2,324,000
10	Lower Colorado-Lavaca	\$2,612,500
11	Guadalupe	\$2,144,600
12	San Antonio	\$2,146,300
13	Nueces	\$2,653,900
14	Upper Rio Grande	\$2,591,800
15	Lower Rio Grande	\$3,103,900
	<b>TOTAL</b>	<b>\$38,000,000</b>

## Important Dates

**November 10 , 2023** –Request for Application posted on TWDB website

**February 22 , 2024** – Planning Group Sponsor to submit application, including required scope of work (as developed by TWDB) via email to [Bid-Room@twdb.texas.gov](mailto:Bid-Room@twdb.texas.gov) with a copy to [floodplanning@twdb.texas.gov](mailto:floodplanning@twdb.texas.gov) due to TWDB no later than 5:00 PM (CST).

**May 2024** – Estimated deadline for executing second cycle Regional Flood Planning Grant contracts.

**February 26, 2027** – Submission deadline for the Second Cycle Draft Regional Flood Plans to TWDB.

**January 10, 2028** – Submission deadline for the Second Cycle Final, Adopted Regional Flood Plans to TWDB.

### Relevant documents for the application:

- [Request for Applications](#)
- [Application Checklist](#)
- [TWDB Regional Flood Planning Grant Scope of Work](#) (prepared by TWDB)
- [Texas Water Code §16.061 and §16.062](#) – State and Regional Flood Planning Statute
- [31 Texas Administrative Code Chapter 361](#) and [31 Texas Administrative Code Chapter 362](#), administrative rules relating to regional and state flood planning.

**ATTACHMENT 1: CONTRACTOR (RFPG PLANNING GROUP SPONSOR) EXPENSE BUDGET**

CATEGORY	TOTAL AMOUNT
Contractor Other Expenses <sup>1</sup>	\$X
Contractor Salaries and Wages <sup>2</sup>	\$X
Subcontract Services	\$X
Voting Planning Member Travel <sup>3</sup>	\$X
Total Study Cost <sup>4</sup>	\$XX,XXX

<sup>1</sup>Eligible Other Expenses as described in 31 TAC § 361.72(b) include the following administrative costs if the RFPG or its chairperson approves that the expenses are eligible for reimbursement and are correct and necessary:

- a) Travel expenses as authorized by the General Appropriations Act are available only for attendance at a posted meeting of the RFPG, unless the travel is specifically authorized by the RFPG and EA;
- b) Costs associated with providing translators and accommodations for persons with disabilities for public meetings when required by law or deemed necessary by the RFPGs and certified by the chairperson;
- c) Direct costs, of the Planning Group Sponsor, for placing public notices for the legally required public meetings and of providing copies of information for the public and for members of the RFPGs as needed for the efficient performance of planning work:
  - 1. expendable supplies actually consumed in direct support of the planning process;
  - 2. direct communication charges;
  - 3. limited direct costs/fees of maintaining RFPG website domain, website hosting, and/or website;
  - 4. reproduction of materials directly associated with notification or planning activities (the actual non-labor direct costs as documented by the Contractor);
  - 5. direct postage (e.g., postage for mailed notification of funding applications or meetings); and
  - 6. other direct costs of public meetings, all of which must be directly related to planning (e.g., newspaper and other public notice posting costs).
- d) The cost of public notice postings including a website and for postage for mailing notices of public meetings;
- e) The Planning Group Sponsor’s personnel costs, for the staff hours that are directly spent providing, preparing for, and posting public notice for RFPG meetings, including time and direct expenses for their support of and attendance at such RFPG meetings in accordance with, and as specifically limited by, the flood planning grant contract with the. This may not exceed: \$5,000 per regular RFPG meeting nor a total of \$80,000 over the associated planning cycle.
- f) The reasonable cost of purchase or rental of audio-visual equipment that is necessary to comply with Texas Government Code Chapter 551 related to Open Meetings; and
- g) The reasonable cost of rental space to hold RFPG meetings.

<sup>3</sup> Voting Planning Member Travel Expenses is defined as eligible mileage expenses incurred by regional flood planning members that cannot be reimbursed by any other entity, planning group sponsor, etc. as certified by the voting member. Travel expenses are available only for attendance at a posted meeting of the RFPG unless the travel is specifically authorized by the RFPG and EA. The reimbursed amount is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2019, Article IX, Part 5, as amended or superseded.

<sup>4</sup> Ineligible Expenses as described in 31 TAC § 361.72(a) include, but are not limited to:

- a) Activities for which the EA determines existing information, data, or analyses are sufficient for the planning effort
- b) Activities directly related to the preparation of applications for state or federal permits or other approvals, activities associated with administrative or legal proceedings by regulatory agencies, and preparation of engineering plans and specifications;
- c) Compensation for the time or expenses of RFPGs members' service on or for the RFPG
- d) Costs of administering the RFPG, other than those explicitly allowed under 31 TAC § 361.72(b)
- e) Costs for training;
- f) Costs of developing an application for funding or reviewing materials developed due to this grant;
- g) Analysis or other activities related to planning for disaster response or recovery activities;
- h) Analyses of benefits and costs of FMSs beyond the scope of such analyses that is specifically allowed or required by regional flood planning guidance to be provided by the EA unless the RFPG demonstrates to the satisfaction of the EA that these analyses are needed to determine the selection of the FMS or FMP.
- i) Labor, reproduction, or distribution of newsletters;
- j) Food, drink, or lodging for Regional Flood Planning Group members (including tips and alcoholic beverages);
- k) Purchase, rental, or depreciation of equipment (e.g., computers, copiers, fax machines);
- l) General purchases of office supplies not documented as consumed directly for the planning process; and
- m) Costs associated with social events or tours.

**If a Grant is Awarded:**

The TWDB standard contract for Regional Flood Planning Grants will be provided. The following is a non-exhaustive list of requirements in the Regional Flood Planning Grant contract:

- a) Planning Group Sponsors must coordinate existing flood planning for the purpose of providing information for the proposed planning and to avoid duplication of activities;
- b) all subcontracts for professional services must be awarded in accordance with the Professional Services Procurement Act, Tex. Gov't Code § 2254.001, *et seq.* and any other procurement requirements that apply to the Planning Group Sponsor;
- c) all subcontracts for work performed must be accepted in writing by the Texas Water Development Board before being contracted or assigned;
- d) all subcontracts must include a detailed task and expense budget for each item of work to be



performed;

- e) all subcontracts must include provisions that require the subcontractor to comply with Texas Water Development Board rules and the Planning Group Sponsor's Grant Agreement;
- f) all subcontractor charges must be paid by the applicant prior to submitting a voucher to the Texas Water Development Board;
- g) funding from the Texas Water Development Board will be on a 20-percent advance or cash reimbursable basis with a 5% retainage to be withheld by the Texas Water Development Board until conclusion of the planning contract;
- h) Planning Group Sponsors must submit payment requests including substantiating documentation and progress reports to the Texas Water Development Board for reimbursement of expenses;
- i) Planning Group Sponsors must submit two(2) double-sided copies of the draft regional flood plan to the Texas Water Development Board for review and comment, and two (2) electronic copies of the entire draft regional flood plan, one (1) in searchable Portable Document Format (PDF) and one (1) in Microsoft Word (MSWord) Format, as well as required electronic appendices;
- j) Planning Group Sponsors must submit two (2) electronic copies of the entire Final Regional Flood Plan, one (1) in searchable Portable Document Format (PDF) and one (1) in Microsoft Word (MSWord) Format; and one (1) electronic copy of all files on which the plan is based, as well as required electronic appendices;
- k) TWDB retains unlimited rights to technical or other data or models resulting directly from the planning, including associated with subcontracts; and
- l) applicants must provide TWDB with copies of all original electronic data, models, and programs resulting directly from the planning for the draft and the adopted regional flood plan.

**If you have questions regarding preparation of an application, call the Texas Water Development Board's Contract and Purchasing Division at (512) 936-6079.**