

## **Texas Water Development Board Application Instructions**

The Texas Water Development Board's Agricultural Water Conservation Fund offers grants to state agencies or political subdivisions of the State of Texas for agricultural water conservation that addresses the Texas Water Development Board's topics published in the recent Request for Applications.

**When to apply:** The Texas Water Development Board publishes Request for Applications in the *Texas Register* at least once each fiscal year. Any state agency(s) or political subdivision(s) interested in applying for an agricultural water conservation grant may contact the Contract Administration Division to be included on a mailing list that provides notification that a request has been published. Unsolicited applications can be filed at anytime but will only be considered for funding if there is urgency for the activity to be done and is also dependent upon the availability of funds.

**Who may apply:** Any state agency(s) or political subdivision(s) is eligible to apply for an agricultural water conservation grant. Political subdivisions include municipalities, counties, districts or authorities created under the Texas Constitution, Article III, Section 52, or Article XVI, Section 59; an institution of higher education as defined by Section 61.003, Education Code; any interstate compact commission to which the state is a party; and any nonprofit water supply corporation created and operating under Texas Water Code Chapter 67.

**Application submittal:** Six double-sided, double-spaced copies on recycled paper and one digital copy (CD) of a complete application should be submitted to the following address on or before 12:00 p.m. on Wednesday, April 18, 2012:

David Carter  
Texas Water Development Board  
Contract Administration Division  
P. O. Box 13231  
1700 N. Congress Ave.  
Austin, Texas 78711-3231

All applications **must be complete** and include general information, proposed project information, and written assurances, as outlined below. A list of required items has been provided in the following pages to assist you in completing the application.

**If you have questions regarding preparation of an application, please call Comer Tuck, Conservation Division Director, at (512) 936-2343.**

## **Application Requirements**

According to the Texas Administrative Code, Title 3, Part 10, Chapter 367, Rule 367.5  
Application Requirements

### **Section I. Administrative Requirements**

1. Official name and address of the applicant.
2. Constitutional and statutory authority creating the applicant and under which the applicant currently operates, and the Vendor ID number.
3. Names and addresses of the individual or individuals with the legal authority to perform the acts of the entity, and title of position.
4. An affidavit from the individual with the authority to act on behalf of the applicant, or a certified copy of a resolution adopted or minutes approved by the governing body with the authority to act on behalf of the applicant, which:
  - a. Identifies the amount that the applicant is requesting
  - b. Authorizes the submission of an application on behalf of the entity
  - c. Designates an authorized representative to submit the application and perform all reasonable and necessary action in support of the application and, if approved by the TWDB, to perform the terms and conditions of the award of money from the Fund.
5. Name, address, and title of the designated representative; also include phone number and email addresses.
6. Map and description of the geographic area in which the applicant is authorized to conduct such actions as are necessary for the proposed conservation program or project.
7. Description of the proposed program or project that includes:
  - a. The geographic area in which it will occur
  - b. The time schedule in which it will occur.
8. Proposed budget for the program or project that identifies:
  - a. The total cost
  - b. The cost of each significant element of the program or project
  - c. Other sources of funds, if any.
9. The predicted water conservation and other benefits that will be created from the proposed program or project.
10. Conservation plan and program of work or other sufficient description of the applicant's commitment to water conservation.

11. Identification of a water conservation water management strategy identified in the most recent applicable regional water plan or state water plan that it will be implemented by the use of the grant.

## **Section II. Agricultural Water Conservation Program/Project Information**

12. Explanation of why this activity is needed.
13. A scope of work describing project work tasks with a time schedule for each.
14. A task and expense category budget (see attached example).
15. A list of products (data, reports, plans, or other products) that the TWDB will receive as a result of this project.
16. A description of suggested monitoring procedures and estimated water savings to be realized by implementation of this program/project (include a description of methodology for calculating water savings).
17. Qualifications and experience of staff that are directly related to this application.
18. A description of the extent to which the project will include an education component to be directed at project participants, area producers, and/or the general public including school children.

## **Section III. Written Assurances**

Written assurance of the following items:

19. If applicable, written evidence that supplemental funding is available.
20. If application is for irrigation meters, the request must include the political subdivisions justification for the number of meters being requested.
21. Implementation of results identified through the application will be diligently pursued including:
  - a. Identification of and involvement of potential users
  - b. Implementation of water conservation water management strategy(s) identified in the most recent applicable regional water plan or state water plan.
22. If the application is for funding the construction of a conservation project to be considered by the board, an engineering feasibility report and/or an environmental assessment may be required according to rules established by the Texas Administrative Code Chapter 367 Rules 6, 7, and 12.

## **Section IV. Task and Expense Budgets**

### **TASK BUDGET**

<b>TASK</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1		\$ 0.00
2		\$ 0.00
3		\$ 0.00
4		\$ 0.00
<b>TOTAL</b>		<b>\$ 0.00</b>

### **EXPENSE BUDGET**

<b>CATEGORY</b>	<b>AMOUNT</b>
Salaries & Wages <sup>1</sup>	\$ 0.00
Fringe <sup>2</sup>	\$ 0.00
Travel <sup>3</sup>	\$ 0.00
Other Expenses <sup>4</sup>	\$ 0.00
Equipment	\$ 0.00
Subcontract Services	\$ 0.00
Overhead <sup>5</sup>	\$ 0.00
<b>TOTAL</b>	<b>\$ 0.00</b>

<sup>1</sup> Salaries and Wages is defined as the cost of salaries of engineers, draftsmen, stenographers, surveymen, clerks, laborers, etc., for time directly chargeable to this contract.

<sup>2</sup> Fringe is defined as the cost of social security contributions, unemployment, excise, and payroll taxes, workers' compensation insurance, retirement benefits, medical and insurance benefits, sick leave, vacation, and holiday pay applicable thereto.

<sup>3</sup> Travel is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2011, Article IX, Part 5, as amended or superseded

<sup>4</sup> Other Expenses is defined to include expendable supplies, communications, reproduction, and, postage directly chargeable to this CONTRACT.

<sup>5</sup> Overhead is defined as the costs incurred in maintaining a place of business and performing professional services similar to those specified in this contract. These costs shall include the following:

- Indirect salaries, including that portion of the salary of principals and executives that is allocable to general supervision;
- Indirect salary fringe benefits;
- Accounting and legal services related to normal management and business operations;
- Travel costs incurred in the normal course of overall administration of the business;
- Equipment rental;
- Depreciation of furniture, fixtures, equipment, and vehicles;
- Dues, subscriptions, and fees associated with trade, business, technical, and professional organizations;
- Other insurance; Rent and utilities; and Repairs and maintenance of furniture, fixtures, and equipment

## **Deadline and Submission of Application**

Six double-sided, double-spaced copies on recycled paper and one digital copy (CD) of a complete agricultural water conservation grant application, including the required attachments must be filed with the TWDB on or before 12:00 p.m. on Wednesday, April 18, 2012.

Applications can be delivered in person to:

David Carter  
Texas Water Development Board  
Room 610D, Stephen F. Austin Building  
1700 North Congress Avenue  
Austin, Texas 78701

Applications can also be mailed to:

David Carter  
Texas Water Development Board  
P.O. Box 13231 - Capitol Station  
Austin, Texas 78711-3231

Requests for technical information may be directed to:

Comer Tuck  
Director, Water Conservation Division  
Texas Water Development Board  
P.O. Box 13231  
Austin, Texas 78711-3231  
E-mail at [comer.tuck@twdb.texas.gov](mailto:comer.tuck@twdb.texas.gov)  
Phone: (512) 936-2343

## **Review of Applications**

31 TAC Chapter 367.8 and 367.9 require that in reviewing an application for an agricultural water conservation grant, the TWDB shall consider the following:

### **Criteria for Administrative Considerations**

In reviewing an application by a political subdivision, the TWDB shall consider the:

- Commitment of the applicant to agricultural water conservation
- Benefits that will be gained by making the grant
- Degree to which the political subdivision has used other available resources to finance the use for which the application is being made
- Willingness and ability of the political subdivision to raise revenue.

Prior to approving a grant, the TWDB must find that the grant funds will:

- Supplement rather than replace money of the applicant
- Serve the public interest. TWDB shall include a finding that the grant will assist in the implementation of a water conservation water management strategy identified in the most recent applicable approved regional water plan or state water plan
- Further water conservation in the state.

### **Criteria for Technical Considerations**

A technical peer review panel will evaluate the applications using the following criteria:

- Sound and practical approach for implementing project as per RFA guidelines
- Application has clear identified tasks, products, and reporting timelines
- Project staff has the technical expertise needed to carry out the project
- Proposed costs estimate (budget) is reasonable and adequately justified.

### **Selection Process**

Prior to the technical review, each application will be screened for completeness and compliance with the provisions of this notice. Incomplete applications and those that do not meet the provisions of this notice will be eliminated from competition. Applications meeting the provisions of this notice will be scored by a Technical Review Panel. To be given priority consideration, the project should demonstrate effectiveness, utility, affordability, and usability in the field.

### **Funding and Partial Funding Provisions**

TWDB reserves the right to reject all proposals and make no awards under this announcement. In addition, TWDB reserves the right to partially fund proposals by funding discrete activities, portions, or phases of a proposed project. If TWDB decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated or selected for award, and that maintains the integrity of the competition and the evaluation/selection process.

The applicable scope of work, deliverables, tasks timelines, and contract amount will be negotiated after the TWDB selects the most qualified applicants. Failure to arrive at mutually agreeable terms of a contract with the most qualified applicant shall constitute a rejection of the Board's offer and may result in subsequent negotiations with the next most qualified applicant. In the event that acceptable applications are not submitted, or if the funding available is less than the requested funding, the TWDB retains the right to not award contract funds.