



**Guidance for Preparation of the 2015 Application for
Regional Water Planning Grant**

Fifth Cycle of Regional Water Planning

December 2014

TABLE OF CONTENTS

Timeline for Regional Water Planning Contracting 3

**Required Public Notice Associated with Submitting an Application to
TWDB for Regional Water Planning Funds 4**

Introduction to the Application 4

**Contract between the TWDB and the Regional Water Planning
Group Political Subdivisions..... 7**

Timeline for Regional Water Planning Contracting

- **December 12, 2014:** TWDB to post Request for Applications (RFA) in the *Texas Register*.

[RWPGs to meet prior to March 2015 to authorize the Political Subdivision to submit the application by March 3, 2015 and to post a large public notice at least 30 days prior to the anticipated April 9, 2015 TWDB Board meeting – reference page 4 of this guidance]

-2015-

- **March 3, 2015:** Responses to RFA due to TWDB by 12 p.m. (**noon**).
- **April 9, 2015:** Anticipated Board authorization to negotiate and execute regional water planning contracts. RWPGs should not reference the April 9th date in the public notice.
- **August 31, 2015:** Deadline for executing fifth cycle regional water planning contracts.

Potential legislative appropriation for FY 2016-2017 may become available for regional water planning activities (this anticipated future funding is not included in this current application).

(Tentative Schedule Below)

-2020-

- **May 1, 2020:** Submission deadline for the Fifth Cycle Initially Prepared Regional Water Plans (IPPs) to TWDB.
- **November 2, 2020:** Submission deadline for the Fifth Cycle Adopted Regional Water Plans to TWDB.

-2021-

- **January 5, 2021:** Statutory deadline for the Fifth Cycle Final Adopted Regional Water Plans to TWDB.

Required Public Notice¹ Associated with Submitting an Application to TWDB for Regional Water Planning Funds

There is one significant notice associated with filing an application for funding; see 31 TAC §355.91.

The notice of intent to apply for Regional Water Planning funds should be posted by the Regional Water Planning Group's Political Subdivision **at least 30 days prior to TWDB Board consideration of funding applications** (anticipated TWDB Board meeting date of April 9, 2015). RWPGs should **not** reference any Board consideration date in the public notice.

Prior to TWDB Board action, in accordance with 31 TAC 357.21(d)(4), the applicant must provide TWDB a copy of the notice, a list of who the notice was sent to, the date the notice was sent, copies of all notices as published showing the name of the newspaper and date on which the notice was published.

Note that regional water planning groups will also be required to eventually hold a pre-planning public meeting to receive public input on issues that should be addressed or provisions that should be included in the regional or state water plan (31 TAC 357.12(a)(1) and 357.21(d)(1)). This meeting will also require a significant notice 30 days prior to the RWPG meeting to receive public input and must take place prior to the political subdivision spending any funding on planning activities. This pre-planning meeting is not required to apply for funds.

Introduction to the Application

Background on the Funding Process for the Fifth Cycle of Regional Water Planning:

The fifth cycle of regional water planning will commence using the approximately \$1.6 million in funding that is currently available with additional future legislative appropriations, if available, to be provided to RWPGs via a future TWDB Request for Applications. These initial funds are considered sufficient to support regional water planning activities to the point at which regions are able to evaluate population and water demand projections.

In conjunction with another TWDB Request for Applications (based on future appropriations) TWDB will amend the contracts to include additional scope of work and additional funds, subject to availability.

Relevant Documents for the Application:

- a) Request for Applications (*Texas Register* notice)
- b) Guidance for Preparation of the 2015 Application for Regional Water Planning Grant (this document)
- c) TWDB Research and Planning Fund Senate Bill One Regional Water Planning Grant Application Instructions (includes application checklist)
- d) Initial Scope of Work for the Fifth Cycle of Regional Water Planning (prepared by TWDB)
- e) General Guidelines for Fifth Cycle of Regional Water Plan Development
- f) General Guidelines for Regional Water Planning Data Deliverables (2017-2021)
- g) Generic Templates for RWPG Meeting Agenda Items and Public Notice of Intent to Submit a Regional Water Planning Grant Application
- h) Texas Water Code §16.051 and §16.053 – State and Regional Water Planning Statute
- i) 31 TAC Chapters 355, 357, 358 – State and Regional Water Planning Rules
- j) 2012 Regional Water Planning Public Notification Quick-Reference

Relevant documents for the application may be downloaded at:

<http://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2021/index.asp>

¹ A generic example of this notice may be found at:

<http://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2021/index.asp>

Scope of Work

The standard scope of work to be included in the application was prepared by TWDB² and is being provided to all RWPGs by TWDB as the *Initial Scope of Work for the Fifth Cycle of Regional Water Planning* and may be downloaded at:

<http://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2021/index.asp>

Currently Available Funding

Available funding to commence planning activities for all planning groups is in an amount not to exceed \$1,649,885 (Table 1).

If additional funding for this cycle of regional water planning is made available by the 84th Texas Legislature, RWPGs will be required to apply for these additional funds under a Request for Application process approved by the Board at a future date. Future funding, if appropriated, would be allocated to complete Task 10, and to perform Tasks 1, 3-9, and 11-12 (see Table 1). A scope of work for the remainder of the planning tasks will be prepared by TWDB (with the exception of Task 4D) and included as part of any further requests for additional regional water planning funds, subject to availability.

Funding Allocations

The proposed funding allocations shown in Table 1 are estimates of the funds planning groups will need to prepare the projections portions of the 2021 Regional Water Plans in accordance with statute and rule requirements including: providing public notice; holding meetings; preparing associated plan documents; and populating the online planning database. These funds are fully allocated to the Tasks as shown in Table 1 and as described in the *Initial Scope of Work for the Fifth Cycle of Regional Water Planning*. The amounts in Table 1 should be used in the RWPG Task Budgets to be submitted as part of the Applications.

The expense budget to be included in the Application should follow the format shown in the *TWDB Research and Planning Fund Senate Bill One Regional Water Planning Instruction Sheet*. These funding amounts are not guaranteed funds and must be requested in grant applications submitted to TWDB by the deadline.

Because each regional plan will require varying levels of effort amongst tasks, TWDB recognizes the need for flexibility. Once the scope of work and associated budget have been approved by the Board, and signed into contract, the regional water planning groups (and their consultants) will have the option of reallocating funds between tasks up to 35 percent of the lesser task's budget, as described in the contract. The reallocation of funds beyond this limit will require approval by the RWPG and written approval by TWDB in accordance with the contract.

+

² There is no 'scope development' budget. Regions are to submit the scope of work provided by TWDB as part of the Request for Application documents.

Table 1: Summary of Funding Allocated to RWPGs to Initiate the Fifth Cycle of Regional Water Planning

		PLANNING TASK					
		1	2A	2B	3-9	10*	11-12
		Planning Area Description	Non-Population Related Water Demand Projections	Population & Population-Related Water Demand Projections	Evaluation of Existing Water Supply; Identification of Water Needs; Identification of Potentially Feasible Water Management Strategies; Evaluation and Selection of Water Management Strategies; Conservation Recommendations; Impacts of WMSs on Water Quality & Moving Water from Ag and Rural Areas; Consistency with Long-term Protection of Natural Resources; Drought Response, Activities & Recommendations; Unique Reservoir/Stream Segments & Legislative Recommendations; Water Infrastructure Funding	Adoption of Plan (administration & public participation)	Implementation and Comparison to the Previous Regional Water Plan; Prioritization of projects in the 2021 Regional Water Plan
Region	Total Initial Funding	Amount	Amount	Amount	Amount	Amount	Amount
A	\$77,520	TBD	\$20,104	\$15,043	TBD	\$42,373	TBD
B	\$56,880	TBD	\$13,707	\$10,112	TBD	\$33,061	TBD
C	\$188,667	TBD	\$24,198	\$89,070	TBD	\$75,399	TBD
D	\$127,597	TBD	\$26,425	\$37,364	TBD	\$63,808	TBD
E	\$45,446	TBD	\$8,064	\$10,815	TBD	\$26,567	TBD
F	\$107,108	TBD	\$29,819	\$21,533	TBD	\$55,756	TBD
G	\$187,800	TBD	\$40,286	\$59,531	TBD	\$87,983	TBD
H	\$177,909	TBD	\$28,385	\$73,371	TBD	\$76,153	TBD
I	\$117,891	TBD	\$26,840	\$31,390	TBD	\$59,661	TBD
J	\$44,567	TBD	\$9,874	\$7,414	TBD	\$27,279	TBD
K	\$109,356	TBD	\$24,387	\$33,165	TBD	\$51,804	TBD
L	\$138,032	TBD	\$30,562	\$43,060	TBD	\$64,410	TBD
M	\$85,685	TBD	\$14,860	\$30,630	TBD	\$40,195	TBD
N	\$61,774	TBD	\$14,260	\$12,558	TBD	\$34,956	TBD
O	\$84,656	TBD	\$22,795	\$16,563	TBD	\$45,298	TBD
P	\$38,997	TBD	\$7,863	\$6,459	TBD	\$24,675	TBD
TOTAL	\$1,649,885	TBD	\$342,429	\$498,078	TBD	\$809,378	TBD

* Task only partially funded. When additional appropriations become available, contracts will to be amended to add funds through a future Request for Applications.

Contracts between the TWDB and the Regional Water Planning Group Political Subdivisions

The Contract budget will address the initial planning activities of the fifth planning cycle, which concludes January 5, 2021. The Contract term will be for the full time period through adoption of the 2021 regional water plans, limited by the budget and scope of work until amended at a future date to cover all tasks required to adopt final plans. The initial scope of work as performed, must address all necessary elements required for preparation of the associated elements of a regional water plan as described in 31 TAC Chapter 357. All proposed work activities and associated dollars must be fully justified.

The documents below, in addition to these instructions and the contract boilerplate, will serve as the core of the regional planning contracts during the contract period and are available at <http://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2021/index.asp>:

- General Guidelines for Fifth Cycle of Regional Water Plan Development
- General Guidelines for Regional Water Planning Data Deliverables (2017-2021)
- Initial Scope of Work for the Fifth Cycle of Regional Water Planning
- All provisions of 31 Texas Administrative Code, Chapters 357 and 358 will serve as the foundational guidance for the development of regional water plans.

Eligible Expenses

Administrative Expenses

Administrative Costs (associated with Political Subdivisions) for Regional Water Plan Development that will be reimbursable under the contract are limited to direct, non-labor costs as outlined in the example Contractor Expense Budget in the Instruction Sheet/Application Checklist.

Start of Reimbursable Period

Staff does not anticipate the TWDB authorizing reimbursement for any activities, other than the cost of posting notice associated with the grant applications,³ that occur prior to the date of public meeting to receive preplanning input from the public.

The required public meeting to receive pre-planning input from the public does not have to occur prior to executing the contracts (regions are not developing a scope of work for their applications); however, TWDB will not reimburse for any activities other than notice costs that occur prior to the date of this public meeting under the TWDB contract.

The public's input on scoping for the 2021 regional water plans may be used by the RWPGs to guide its planning activities and to direct, to the extent practicable under its regional water planning contract, how TWDB funds will be spent within the RWPG's budget during the fifth cycle of planning.

If you have any questions or need any assistance with this process, please contact your TWDB Regional Water Planning Project Manager.

³ Board staff anticipates requesting permission from our Board to allow reimbursement of Political Subdivisions under the contracts for the Fifth cycle for allowable, direct (non-labor) costs associated with posting the public notices associated with the applications only.