



**Texas Water Development Board**  
**Research and Planning Fund**  
**Senate Bill One**  
**Regional Water Planning Grant**  
**Application Instructions**

December 2014

**General:**

The Texas Water Development Board's (TWDB) Research and Planning Fund offers grants to eligible applicants for the development or revision of regional water plans. The proposed activities must be the development of a plan, an amendment to an approved regional water plan developed by the regional water planning group for a regional water planning area pursuant to the Texas Water Code, §16.053 and Chapter 357, or other special studies approved by the TWDB which will enhance water planning efforts in the region. Activities eligible for funding are those related to the development or revision of regional water plans including public meetings and hearings. 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, preparation of engineering plans and specifications, or activities relating to individual system facility needs.

**When to apply:**

The TWDB published a Request for Applications in the *Texas Register* on December 12, 2014. Unsolicited applications can be filed at any time but will only be considered for funding depending on availability of funds and demonstrated need. The current timeline for consideration of applications is as follows:

**March 3, 2015** – Application, including required scope of work (as defined by TWDB in Request for Applications) due to TWDB by 12:00 p.m. (noon).

**(Estimated April 9, 2015)** – TWDB staff will present funding recommendations for Board consideration to negotiate and execute contract amendments. Prior to TWDB Board action, in accordance with 31 TAC 357.21(d)(4), regional water planning groups (RWPGs) should submit proof of public notice that an application for planning assistance has been filed.

**Who may apply:**

Eligible applicant - A political subdivision that has been designated in writing to the executive administrator by the RWPG as a representative of the RWPG to receive funds for all or part of the cost of developing or revising regional water plans defined in Texas Water Code, §16.053 and Chapter 357 of this title (relating to Regional Water Planning).

Political subdivision includes a city, county, district, or authority created under the Texas Constitution, Article III, §52, or Article XVI, §59, any other political subdivision of the state, 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 (relating to Nonprofit Water Supply or Sewer Service Corporations).

**Application Submittal:**

Each RWPG must submit a single application containing a proposed scope of work which includes a task and expense budget, a description of tasks to be performed, specific deliverables for each task, and a task schedule. Utilize the document developed by TWDB: “Initial Scope of Work for the Fifth Cycle of Regional Water Planning” located at <http://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2021/index.asp>.

Tasks should be related to the following activities:

- Population and water demand projections; and
- Public participation and plan adoption activities.

Initial funding for the fifth regional water planning cycle will be limited to a maximum of \$1,649,885

million. None of this funding will be awarded by task on a competitive basis. Administrative funds including public participation activities will account for \$809,378 or 49 percent of the initial funds appropriated and will be allocated to each region according to formula funding. The total regional allocation is shown in Table 1 below. See Table 2 for Task budget breakdown by region.

Table 1. Initial Funding by Region

Region	Initial Funding
A	\$77,520
B	\$56,880
C	\$188,667
D	\$127,597
E	\$45,446
F	\$107,108
G	\$187,800
H	\$177,909
I	\$117,891
J	\$44,567
K	\$109,356
L	\$138,032
M	\$85,685
N	\$61,774
O	\$84,656
P	\$38,997
<b>Total</b>	<b>\$1,649,885</b>

Applications are to be copied on both sides of the paper and recycled materials should be used when possible. A total of five (5) copies and one electronic version (CD) should be submitted to the following address:

Texas Water Development Board  
 Contracts and Purchasing  
 1700 North Congress  
 P. O. Box 13231  
 Austin, Texas 78711-3231

All applications **must be complete** and include general information, proposed planning information, and proof of notification, including a copy of the letter to be sent to individuals and a list of the intended recipients. A list of required items with check boxes has been provided in the following pages to assist you in completing the application. **Please check the boxes after you have included the respective items in the application and return the completed checklist with the application.**

**If a Grant is Awarded:**

A copy of our standard contract for Senate Bill 1 Research and Planning Fund grants will be forthcoming for preview. Please make note of the following requirements that will be included in the regional water planning contract:

- a) applicants must coordinate existing water 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.*;
- c) all subcontracts for work performed before being contracted or assigned must be accepted in writing by the Texas Water Development Board;

- 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 subcontractor compliance with Texas Water Development Board rules and grant contract with the applicant;
- 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) applicants must submit payment requests including substantiating documentation and progress reports to the Texas Water Development Board for reimbursement of expenses;
- i) applicants must submit twelve (12) double-sided copies of the draft regional water plan (Initially Prepared Plan) to the Texas Water Development Board for review and comment, and two (2) electronic copies of the entire Initially Prepared Plan, one (1) in searchable Portable Document Format (PDF) and one (1) in Microsoft Word (MSWord) Format;
- j) applicants must submit nine (9) bound, double-sided copies of the Final Regional Water Plan (using recycled materials when possible) that incorporates and addresses comments received from the Texas Water Development Board; two (2) electronic copies of the entire Final Regional Water 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;
- k) the Texas Water Development Board retains unlimited rights to technical or other data or models resulting directly from the planning, including associated with subcontracts; and
- l) applicants must provide the Texas Water Development Board with copies of all original electronic data, models, and programs resulting directly from the planning for the initially prepared plan and the adopted regional water plan.

Additionally, in accordance with 31 TAC 357.12(a)(1), regional water planning groups will be required to 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. This meeting must be held prior to conducting any reimbursable activities associated with the regional water plan development.

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

### **Application Checklist**

#### **I. GENERAL INFORMATION**

- 1. Legal name of applicant(s).
- 2. Regional Water Planning Group.
- 3. Authority of law under which the applicant was created.
- 4. Applicant's official representative, Name, Title, Mailing address, Phone number, Fax number, if available, E-mail Address, and Vendor ID Number.
- 5. DUNS Number. If you do not have a DUNS number, visit: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>



### III. WRITTEN ASSURANCES

Written assurance of the following items:

- Proposed planning does not duplicate existing projects;
- Implementation of viable solutions identified through the proposed planning will be diligently pursued and identification of potential sources of funding for implementation of viable solutions;

### IV. PROOF OF NOTIFICATION

- Proof of notification. The notice of intent to apply for Regional Water Planning funds should be posted by the RWPG's Political Subdivision **at least 30 days prior to TWDB Board consideration of funding applications** (estimated TWDB Board meeting date of April 9, 2015). 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.

The notification must meet the following requirements as set forth in 31 TAC 357.21(d)(2) and 31 TAC 357.21(d)(6):

1. publishing notice in a newspaper of general circulation in each county located in whole or in part in the regional water planning area (RWPA); and
2. mailing notice to all voting and non-voting RWPG members; any person or entity who has requested notice of RWPG activities in writing or email; each County Clerk, in writing, within the RWPA; each County Clerk in counties outside the RWPA where a recommended or alternative water management strategy would be located; each mayor of a municipality with a population of 1,000 or more or which is a county seat that is located in whole or in part in the RWPA; each county judge of a county located in whole or in part in the RWPA; each special or general law district or river authority with responsibility to manage or supply water in the RWPA based upon lists of such water districts and river authorities obtained from Texas Commission on Environmental Quality; and all RWPGs in the state.

The notice must include the following:

- Name and address of applicant and applicant's official representative;
- Brief description of the regional water planning area;
- Purpose of the proposed planning;
- Texas Water Development Board Executive Administrator's name (Kevin Patteson) and address (P.O. Box 13231, Austin, Texas 78711);
- Name and address of contact person at Texas Water Development Board (David Carter, P.O. Box 13231, Austin, Texas 78711);
- Statement that any comments on the proposed planning must be filed with the applicant and the Texas Water Development Board Executive Administrator within 30 days of the date on which the notice was mailed.

Table 2. Task Budget by Region

TASK		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Total
<b>2A</b>	Non-Population Related Water Demand Projections	\$20,104	\$13,707	\$24,198	\$26,425	\$8,064	\$29,819	\$40,286	\$28,385	\$26,840	\$9,874	\$24,387	\$30,562	\$14,860	\$14,260	\$22,795	\$7,863	<b>\$342,429</b>
<b>2B</b>	Population & Population-Related Water Demand Projections	\$15,043	\$10,112	\$89,070	\$37,364	\$10,815	\$21,533	\$59,531	\$73,371	\$31,390	\$7,414	\$33,165	\$43,060	\$30,630	\$12,558	\$16,563	\$6,459	<b>\$498,078</b>
<b>10</b>	Public Participation, Administration, and Adoption	\$42,373	\$33,061	\$75,399	\$63,808	\$26,567	\$55,756	\$87,983	\$76,153	\$59,661	\$27,279	\$51,804	\$64,410	\$40,195	\$34,956	\$45,298	\$24,675	<b>\$809,378</b>
<b>TOTAL</b>		<b>\$77,520</b>	<b>\$56,880</b>	<b>\$188,667</b>	<b>\$127,597</b>	<b>\$45,446</b>	<b>\$107,108</b>	<b>\$187,800</b>	<b>\$177,909</b>	<b>\$117,891</b>	<b>\$44,567</b>	<b>\$109,356</b>	<b>\$138,032</b>	<b>\$85,685</b>	<b>\$61,774</b>	<b>\$84,656</b>	<b>\$38,997</b>	<b>\$1,649,885</b>

**CONTRACTOR (RWPG POLITICAL SUBDIVISION) EXPENSE BUDGET**

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

<sup>1</sup>Eligible Other Expenses are administrative costs associated with Political Subdivisions and are defined to be direct, non-labor costs including:

- a) expendable supplies actually consumed in direct support of the planning process;
- b) direct communication charges;
- c) limited direct costs/fees of maintaining RWPG website domain, website hosting, and/or website – not to exceed \$250.00 per calendar year;
- d) reproduction of materials directly associated with notification or planning activities (currently 10¢ per copy or the actual non-labor direct costs as documented by the Contractor);
- e) direct postage (e.g., postage for mailed notification of funding applications or meetings); and
- f) other direct costs of public meetings, all of which must be directly related to planning (e.g., newspaper and other public notice posting costs).

<sup>2</sup>Voting Planning Member Travel Expenses is defined as eligible mileage expenses incurred by regional water planning members that cannot be reimbursed by any other entity, political subdivision, etc. as certified by the voting member. The reimbursed amount is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2013, Article IX, Part 5, as amended or superseded.

<sup>3</sup>Ineligible Expenses include, but are not limited to:

- a) Compensation for the time or expenses of RWPGs members' service on or for the RWPG;
- b) Costs of administering the RWPGs, including labor costs, or building, or overhead costs associated with the Political Subdivision;
- c) Indirect or labor costs of public notice and meetings, including time and expenses for attendance at such meetings;
- d) Costs for training;
- e) Costs of reviewing products developed due to funding requests to TWDB;
- f) Costs of administering the regional water planning grant and associated contracts;
- g) Labor, reproduction, or distribution of newsletters;
- h) Direct costs greater than \$250.00 per year for domain fees, website hosting, and/or web site maintenance costs;
- i) Food, drink, or lodging for Regional Water Planning Group members (including tips and alcoholic beverages);
- j) Purchase, rental, or depreciation of equipment (e.g., computers, copiers, fax machines);
- k) General purchases of office supplies not documented as consumed directly for the planning process; and
- l) Costs associated with social events or tours.