

Application Instructions
Fiscal Year 2019 Agricultural Water Conservation Grant Projects

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

When to apply: The Texas Water Development Board publishes a 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 any time 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: Eligible applicants include state agencies and political subdivisions, as defined by 31 Texas Administrative Code, Chapter 367.

Application submittal: Applicants should submit four double-sided, double-spaced paper copies and one digital copy of a complete application to the following address on or before 12:00 p.m. on Wednesday, January 16, 2019:

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

All applications should be complete and include general information, proposed project information, and written assurances, as outlined below. Refer to the Request for Applications for eligible activities, ranking criteria, and selection process. A list of required items has been provided in the following pages to assist in completing an application.

If you intend to apply, please call Cameron Turner, Manager, Agricultural Water Conservation, at (512) 936-6090 or e-mail at cameron.turner@twdb.texas.gov.

Application Requirements

Texas Administrative Code, Title 31, Part 10, Chapter 367, Section 367.5

Applications should address each of the following requirements, in this order:

Section I. Administrative Requirements

1. Applicant information including:
 - a. The official name of the applicant (political subdivision or state agency);
 - b. Mailing and physical address of the applicant;
 - c. Constitutional and statutory authority creating the applicant, under which the applicant currently operates; and,
 - d. The applicant's Vendor ID number.
2. Names and addresses of the individual or individuals with the legal authority to perform the acts of the entity and title of position (e.g. presiding officer, chairman).
3. Name, address, title, phone number, and email address of the designated representative (e.g. general manager or agency administrator).
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; and,
 - 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. Evidence of the applicant's commitment to water conservation, such as appropriate excerpts from the applicant's management plan or conservation plan, and examples of the applicant's existing conservation programs or projects.

Section II. Project Information

6. Project description, location, and personnel
 - a. Brief project title, summary of the proposed project, explanation of why this activity is needed, and how it will serve the public interest, such as adoption of best management conservation practices and water saving innovations;
 - b. A map of the geographic area in which the applicant is authorized to conduct such actions as are necessary for the proposed conservation program or project, and a description of the geographic area in which the project will occur; and,
 - c. Identification of technical staff with the expertise needed to carry out this project, qualifications, and an estimate of what percentage of their time will be attributed to this project.

7. Budgets
 - a. The amount requested, cost of each significant element of the project, and a reasonable and adequate justification of why this funding is needed;
 - b. Source of local match and written evidence that the grant funds will supplement rather than replace the money of the applicant; and,
 - c. Proposed task and expense budgets for the program or project that identifies the total project costs by category. (See example budgets, in Section III.)
8. Scope of work
 - a. Clearly identified tasks, detailed descriptions of each task, completion and reporting timelines;
 - b. Project deliverables (data, reports, plans, or other products) that the TWDB will receive through this project; and,
 - c. A description of the extent to which the project will include educational and outreach activities directed at participants, agricultural producers, and the public.
9. Water conservation benefits
 - a. Identification of a recommended or alternative irrigation conservation water management strategy in the most recent applicable regional water plan or state water plan;
 - b. An explanation of how the proposed project will implement the strategy through the grant; and,
 - c. An estimate of the baseline water usage prior to the program or project; estimated water savings to be realized by implementation of this program or project; and, a description of monitoring procedures and methodology for calculating water savings.
10. Construction activities
 - a. If the proposed project involves TWDB funding for construction, the application shall include an engineering feasibility report signed and sealed by a professional engineer, in accordance with Texas Administrative Code Chapter 367.6; and,
 - b. If the TWDB funds would be used for construction of a conservation project that will require surface or subsurface disturbance of the soil or alter the existing vegetation, the applicant shall conduct an environmental assessment in compliance with Texas Administrative Code Chapter 367.7.

Section III. Example Task and Expense Budgets

TASK BUDGET

TASK	DESCRIPTION	TOTAL PROJECT COST
1	Planning and design of improvements	\$ 20,000.00
2	Purchase equipment, materials, and supplies	\$ 500,000.00
3	Install equipment, materials, and supplies	\$ 20,000.00
4	Monitor water use and measure water savings	\$ 5,000.00
5	Report results	\$ 5,000.00
TOTAL		\$550,000.00

EXPENSE BUDGET

CATEGORY	LOCAL MATCH AMOUNT	TWDB GRANT AMOUNT
Salaries & Wages ¹	\$ 13,000.00	\$ 0.00
Fringe ²	\$ 1,000.00	\$ 0.00
Travel ³	\$ 500.00	\$ 0.00
Other Expenses ⁴	\$ 500.00	\$ 0.00
Equipment, Materials, and Supplies ⁵	\$ 250,000.00	\$ 250,000.00
Subcontract Services	\$ 35,000.00	\$ 0.00
TOTAL	\$300,000.00	\$250,000.00

¹ Salaries and Wages is defined as the cost of salaries of engineers, draftsmen, stenographers, surveyors, clerks, laborers, etc., for time directly chargeable to this CONTRACT.

² 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.

³ Travel is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2017, Article IX, Part 5, as amended or superseded

⁴ Other Expenses is defined to include expendable supplies, communications, reproduction, postage, and costs of public meetings directly chargeable to this CONTRACT.

⁵ Equipment, Materials, and Supplies is defined as all hardware, software, and technology directly chargeable to this contract; those items that are incorporated into and remain part of a feature or structure; and, those items that are used during the installation and construction process, but do not remain a permanent part of the feature or structure.

Deadline and Submission of Application

Four double-sided, double-spaced paper copies and one digital copy 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, January 16, 2019.

Applications can be delivered in person to:

David Carter
Texas Water Development Board
Room 640G, 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:

Cameron Turner
Agricultural Water Conservation
Texas Water Development Board
P.O. Box 13231
Austin, Texas 78711-3231
E-mail: cameron.turner@twdb.texas.gov
Phone: (512) 936-6090