

# TEXAS WATER DEVELOPMENT BOARD

**PURCHASE ORDER NUMBER:**

**1700012053**

(Please reference this number on all packages & invoices)

**PCC Code:**

**I**

**INVOICE TO:**

Texas Water Development Board  
P.O. Box 13231  
Austin, Texas 78711-3231

**invoice@twdb.texas.gov**

**AGENCY CONTACT:**

Tina Newstrom, CTPM  
Angela Wallace, CTPM  
(512) 463-7825  
Phone: (512) 463-7979  
Fax: (512) 475-3009

<b>To:</b>	<b>17427367747</b>	<b>HUB Status:</b>	<b>WO/F</b>	<b>INVOICE TO:</b>
RFD & Associates Inc. 401 Camp Craft Rd. Austin, TX 78746-6507				Texas Water Development Board P.O. Box 13231 Austin, TX 78711-3231

This section for TWDB use only					
P.O. DATE	ORDER PLACED BY	DATE EXPECTED	ORDER RECEIVED BY	DATE RECEIVED	ER #
10/07/16	Tina Newstrom	N/A	N/A	N/A	B170117

920/45

QTY	UNIT	DESCRIPTION	ITEM #	UNIT PRICE	TOTAL
11	months	Annual Maintenance, Service and Enhancement (Release 7) for On-Line Loan Application per the attached Letter of Agreement for the period covering September 1, 2016 through July 31, 2017.		\$ 4,166.66	\$ 45,833.26
1	month	Annual Maintenance, Service and Enhancement (Release 7) for On-Line Loan Application per the attached Letter of Agreement for the period covering August 1, 2017 through August 31, 2017.		\$ 4,166.74	\$ 4,166.74
<i>Period Covering 09/01/2016 thru 08/31/2017</i>					
<b>DIR (DBITS) Contract No. DIR-SDD-1977</b>					

SHIPPING & HANDLING	N/A
SUBTOTAL	\$ 50,000.00
SALES TAX RATE	EXEMPT
SALES TAX	\$ -
<b>TOTAL DUE</b>	<b>\$ 50,000.00</b>

Please see **PAGE 2** for additional Terms & Conditions

\_\_\_\_\_  
Authorized Signature Date

STATE SALES TAX EXEMPTIONS CERTIFICATE : The above signed claims an exemption from taxes under Chapter 20, Title 122A revised Civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from vendor listed above, as this property is being secured for the exclusive use of the State of Texas. The State of Texas is exempt from all Federal Excise Taxes (poform rev. 9/02)

**TEXAS WATER DEVELOPMENT BOARD TERMS & CONDITIONS**  
**Items stated below apply to and become a part of the purchase order**

**APPLICABLE FOR ALL PURCHASES**

- A. **Dispute Resolution** - The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Texas Water Development Board and the contractor to attempt to resolve all disputes arising under this contract.
- B. **Delinquent Taxes** - Vendor agrees that any payments due under this purchase order will be applied toward any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
- C. **General Information** - Vendor agrees to comply with Texas Government Code 2155.4441, pertaining to service contract use of products produced in the state of Texas.
- D. **Cancellation of Purchase Order** - Financial obligations of the state payable after each fiscal year are contingent upon funds being appropriated by the Texas Legislature budgeted or otherwise made available. If funds are not appropriated or otherwise made unavailable, any resulting contract shall be terminated without penalty upon agency giving written notice to the vendor.

**APPLICABLE FOR INTER-AGENCY PURCHASES**

- E. **Inter-Agency Purchase** - Legal Cite: Texas Government Code Chapter 771 (IAC) Act

**APPLICABLE FOR DIRECT PUBLICATION PURCHASES (as stated in Section 2.14 in the Procurement Manual)**

- F. **Direct Publication Purchases** – “Not Available from any other source”

**APPLICABLE FOR ALL AIS (Automated Information Service) PURCHASES (which includes Catalogue Contract Purchases)**

- G. **Technology Access Clause** – “The Vendor expressly acknowledges that state funds may not be expended in connection with the purchase of an automated information system unless that system meets certain statutory requirements relating to accessibility by persons with visual impairments. Accordingly, the Vendor represents and warrants to Texas Water Development Board that the technology provided to Texas Water Development Board for purchase is capable, either by virtue of features included within the technology or because it is readily adaptable by use with other technology, of:
  - 1. providing equivalent access for effective use by both visual and nonvisual means;
  - 2. presenting information, including prompts used for interactive communications, in formats intended for nonvisual use; and
  - 3. being integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.

For purposes of this paragraph, the phrase “equivalent access” means a substantially similar ability to communicate with or make use of the technology, either directly by features incorporated within the technology or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state or federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands and other means of navigating graphical displays, and customizable display appearance.”

rev. 01/16



**Letter of Agreement and Statement of Work  
for Maintenance/Service and Program Enhancements of the  
On Line Loan Application System Software**

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This Letter of Agreement (Agreement) along with a signed purchase order will serve as the working agreement between the Texas Water Development Board (TWDB) and RFD & Associates (Contractor) to provide maintenance, service and enhancements to the TWDB's On Line Loan Application System (OLA).

In addition, all terms and conditions of Department of Information Resources (DIR) Contract Number DIR-SDD-1977 is incorporated by reference. In the event of a conflict between this Agreement and the DIR contract, the DIR contract shall take precedence.

This Agreement is not valid without the proper signatures below and a signed purchase order. The purchase order will be issued upon receipt of this executed Agreement.

***Statement of Work-***

The following systems are included under this Statement of Work (SOW):

- Online Loan Application (OLA)
- OLA Interfaces with the below:
  - JSON
  - TxWISE

**1. MAINTENANCE**

Contractor shall meet or exceed the following requirements and shall:

- a. Provide maintenance for the OLA application implemented at the TWDB to ensure uptime Monday through Friday (excluding holidays), 8:00 a.m. to 5:00 p.m. Central Time (CT).
- b. Provide telephone, email, WebEx, and/or onsite support. Support shall be provided 7:00 a.m. through 6:00 p.m. CT, Monday through Friday, excluding holiday.
- c. Contractor shall respond to support notifications in accordance with the criteria stated in the Support Response Table (below) after receiving notification from TWDB during normal business hours:

**Support Response Table**

Support Response	Support Level	Severity	Description
Within 4 hours to return initial email or phone call	One	Critical	1. An incident that results in a critical business impact. This could include loss of service, data loss or corruption, or the inability to complete processing or workflows within an application.
Within 8 hours to return initial email or phone call	Two	Medium	1. An incident that results in significant business impact for the customer. 2. The functionality of the software is adversely affected, but can be circumvented (a work around exists). 3. Certain functions within the software are disabled, but the system remains operable.
Within 48 hours to return initial email or phone call	Three	Low	1. An incident that results in a low business impact. All core functionality remains operable but changes are still required.

- d. Be available when needed, via telephone, email or WebEx within reasonable time frames to help TWDB troubleshoot problems, apply fixes, or perform other important maintenance tasks during non-business hours.
- e. Contractor shall correct verifiable and reproducible errors. The term "errors" shall be interpreted to include defects in the System application documented processes, database design, or code defects.

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- f. Contractor shall coordinate with TWDB planned System application maintenance.
  - g. Contractor shall ensure application data is secure and uses best practices and industry standards which meet TWDB security needs.
- 1.1** Contractor shall provide planned maintenance, including upgrade and data management strategies. This includes, but is not limited to the following:
- a. Assist TWDB Project Manager(s) and System Analyst(s), or Database Administrator(s), including technical guidance and system process administration with planned software, data upgrades, and maintenance schedules.
  - b. All maintenance and upgrades shall be scheduled with TWDB prior to commencement.
  - c. Software upgrades shall be coordinated with TWDB to ensure that version incompatibilities are not created.
  - d. Assist TWDB Project Manager(s) with procedures that ensure that all potentially affected users shall be notified if at any point a system must be halted to provide maintenance.
  - e. Work with TWDB staff and its Information Technology (IT) staff in reviewing and responding to maintenance issues.
  - f. Perform detailed analysis of bugs and issues regarding OLA.
  - g. Assist in documenting the anticipated programming efforts needed to resolve issues.
  - h. Participate in peer reviews of proposed changes.
  - i. Plan and perform unit-testing activities.
  - j. Respond promptly to any problems resulting from contractor-provided fixes or changes during system acceptance testing, regression testing or in production.
  - k. Assist in the deployment of changes to OLA application code, data structures, or data to the TWDB test and/or production environments in close coordination with IT technical staff.
  - l. Meet with program and IT staff to investigate, devise corrections to, and per approval, implement fixes.
  - m. Provide on-the-job training and/or technical knowledge transfer of the OLA system to IT staff by working with IT technical staff to troubleshoot and resolve issues.
  - n. Assist IT project management staff with planning and coordination of maintenance upgrades for the duration of this maintenance period.
  - o. Participate in OLA technical maintenance meetings.
  - p. Review logs and system messages as needed to ensure the system is operating and performing adequately.
  - q. Notify IT Project Manager(s) of any past or probable system downtime.
  - r. Assist TWDB staff in modifying ad hoc reports.
  - s. Attend and participate in scheduled technical maintenance meetings.
  - t. Assist in onsite project management and provide technical guidance as needed.
  - u. Assist TWDB staff in analyzing and implementing Data Change Requests (DCRs).
  - v. Update any outdated URLs contained within OLA interfaces.

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w. Develop, test and deploy Release 7 Enhancement listed in Attachment A.

**2. TWDB RESPONSIBILITIES** - The TWDB shall:

- a. Provide a Contract Manager/Information Technology Project Manager point-of-contact.
- b. Provide access to appropriate data systems and information.
- c. Provide resources for oversight, implementation and deployment of releases.
- d. Provide resources to assist the Contractor in configuring the software.
- e. Provide on-site space for Contractor personnel including office space with connectivity, meeting room, and testing areas as needed.
- f. Ensure Contractor provided equipment meets TWDB hardware and software standards prior to connecting to the TWDB Network.

**3. CONTRACTOR RESPONSIBILITIES** - The Contractor shall provide:

**3.1 STATUS REPORTS**

- a. During the Maintenance period the Contractor shall submit monthly status reports on activities outside of regular maintenance. The monthly reports shall be delivered to the TWDB OLA Project Manager no later than the 10<sup>th</sup> of the following month.

**3.2 CONTRACTORS PERSONNEL/STAFF REQUIREMENT**

- a. Assist in the deployment of changes to OLA application code, data structures or data to the TWDB test and production environments in close coordination with TWDB technical staff.
- b. Modify and/or deploy any ad hoc reports.
- c. Assist with the planning and coordination of the Environmental Protection Agency (EPA) upgrades.
- d. Shall create and/or maintain/update OLA user's guide/manual, data model, as well as additional documentation to include requirements, design and other deliverables as requested by TWDB. Updates shall be done at least twice per year.
- e. Shall create and maintain/update OLA database dictionary post major structural changes to the OLA system. Updates shall be done at least twice per year.
- f. Reports and format standards will be approved in writing by the TWDB.
- g. Contractor Project Manager's (PM) primary responsibility shall be the day-to-day operation of the service in accordance with this LOA.
- h. Contractor PM shall be a permanent Contractor staff employee and shall serve as a constant primary point-of-contact for the TWDB.
- i. The TWDB recognizes that events beyond the control of Contractor such as death, physical or mental incapacity, long-term illness, or the voluntary termination of employment of the PM will require that Contractor propose a replacement. In the event that such a replacement is necessary, Contractor agrees that no personnel shall begin work on the project without prior written approval from the TWDB.
- j. The use of subcontractors or contract employees is permitted with prior approval from TWDB.
- k. Proposed replacement personnel shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Replacement personnel shall be provided at no additional cost with prior approval from TWDB.
- l. Contractor agrees that key personnel assigned to the TWDB shall remain available for the duration of the term of the purchase order, to the extent that this contract requires their services as long as that individual is

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employed by Contractor and until the contract end date is reached. TWDB understands that the contractor staff may have multiple project assignments outside this contract. Contractor shall work with TWDB to assign staff and schedule delivery of enhancement requests.

**4.0 INITIAL TERM**

September 1, 2016 through August 31, 2017.

**4.1 OPTION TO RENEW SERVICES**

There is no option to renew.

**4.2 STOP WORK ORDER**

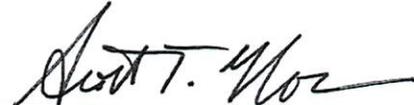
The TWDB may issue a Stop Work Order, in writing, to the Contractor at any time. The Stop Work Order (SWO) shall provide the Contractor with notice of the facts underlying the determination to issue the SWO. The SWO may require an immediate cessation of work or the cessation of work at a definite future date. The SWO shall provide the Contractor with a definite limited time to cure the conditions underlying the SWO. If the Contractor fails to cure within 10 business days, then the Board may terminate this Agreement.

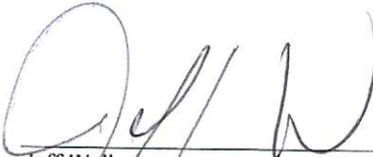
**4.3 PRICING AND PAYMENT**

- a. The cost to provide the maintenance and service stated within this Agreement is \$4,166.66/per month for the first 11 months and \$4,166.74 for the 12<sup>th</sup> month for a total of \$50,000.00.
- b. Invoices will be processed monthly. Payment shall be due within thirty (30) calendar days from receipt of each invoice. The invoice must include the purchase order number and be sent directly to the Texas Water Development Board, Accounts Payable at PO Box 13231, Austin, TX 78711-3231 or emailed to [invoice@twdb.texas.gov](mailto:invoice@twdb.texas.gov).

By executing this Letter of Agreement, the Contractor accepts the authority of the State Auditor's Office, under direction of the legislative audit committee, to conduct audits and investigations in connection with any and all state funds received pursuant to this Letter of Agreement. The Contractor shall comply with and cooperate in any such investigation or audit. The Contractor agrees to provide the State Auditor with access to any information the State Auditor considers relevant to the investigation or audit. The Contractor also agrees to include a provision in any subcontract related to this contract that requires the subcontractor to submit to audits and investigation by the State Auditor's Office in connection with any and all state funds received pursuant to the Letter of Agreement.

This Letter of Agreement is hereby entered into by:

  
\_\_\_\_\_  
SCOTT T. GLOVER  
RFD & Associates  
401 Camp Craft Road  
Austin, TX 78746-6507

  
\_\_\_\_\_  
Jeff Walker  
Executive Administrator  
Texas Water Development Board

10/6/2016  
\_\_\_\_\_  
Date

10-6-16  
\_\_\_\_\_  
Date

# SYSTEM REQUIREMENTS SPECIFICATION & FUNCTIONAL DESIGN SPECIFICATION



## On-line Loan Application II (OLA) Release 7

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VERSION:

REVISION DATE:

Approver Name	Title	Signature	Date
Jo Dawn Bomar	WSI Program Administration and Reporting Director		09/23/16
Clay Schultz	Director, Regional Water Planning and Development		9/22/16
Matthew Schmidt	WSI Business Area Owner		9/20/16
Marvin Chaney	WSI Business Area Owner		9/20/16
Nancy Richards	WSI Business Area Owner		9/19/16
Tom Entsminger	WSI Business Area Owner		9/19/16
Darrell Tompkins	IT Director		9/19/16
Steven Richter	IT Project Manager		9/16/16
Laura McDonald	IT Systems Analyst		9/16/16

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## **Section 1. Purpose**

### **1.1. Purpose**

The purpose of this document is to describe any system requirements and application functionality enhancements to the Texas Water Development Board's On-Line Loan Application system (OLA). The intended audience of this document is the project team, project sponsors, and all application development oversight authorities.

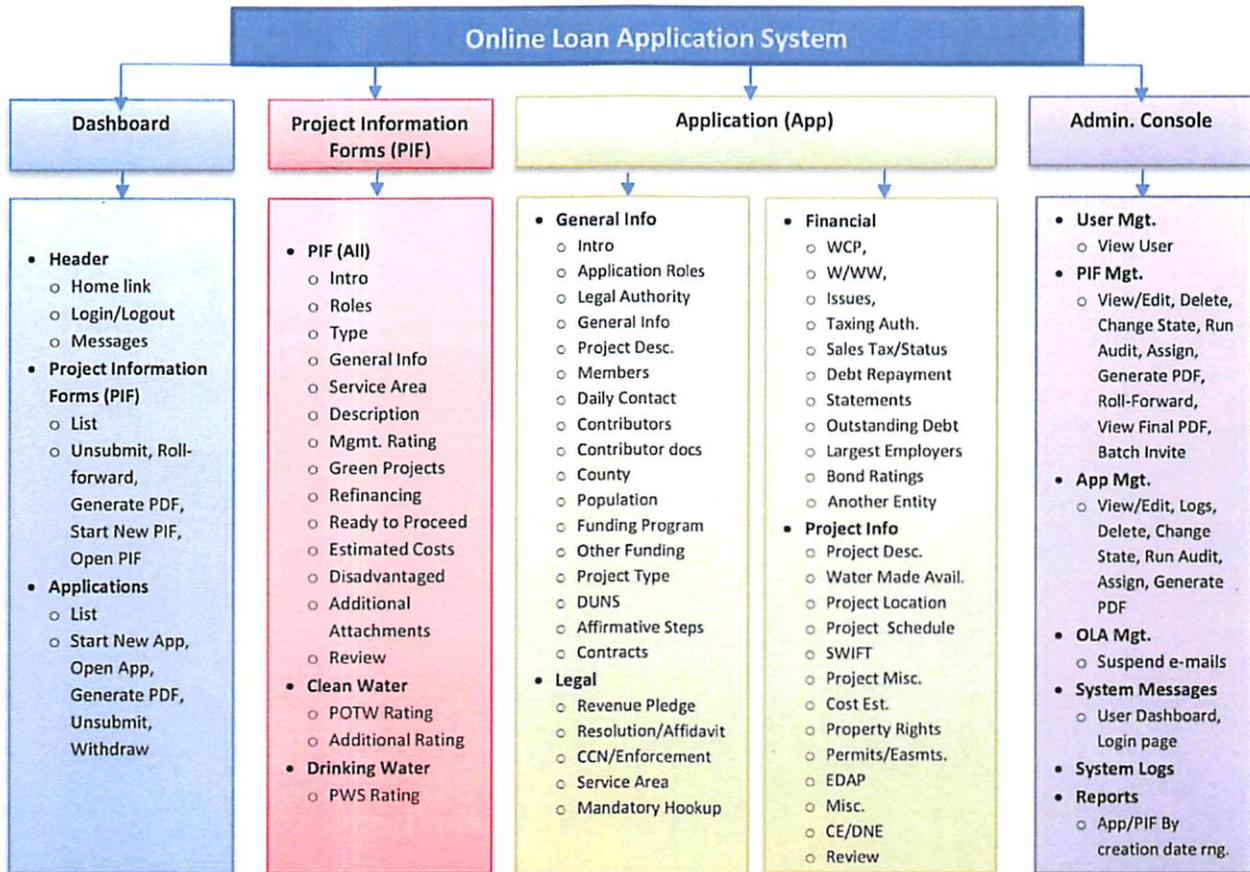
### **1.2. Summary**

The release for the OLA system will include modifications to section screens, additional content, and additional functionality. Specific requirements will be outlined in this document for capturing applicant information in the areas of project information forms (PIF) section, Application section, Admin section PDF generation and data transfer from the OLA system to the TxWise system.

## Section 2. Current System and Process Sections

### 2.1. Current System

The following process diagram provides a high level view of the current OLA system depicting the different sections available.



## **2.2. User Characteristics**

The TWDB OLA system is designed for both public users and agency administrator access.

- Administrators include business area staff (WSI – TWDB Water Supply and Infrastructure) who review and process applications. The staff requires application administrative roles for tasks such as: application state changes, email notifications, system notifications, application edits, reviews, and reporting.
- Users are representatives of entities from the public sector. These users apply for funding, loans and/or grants, through the Texas Water Development Board (TWDB)

## **Section 3. Desired Enhancements (release 7)**

### **3.1. Overview**

The desired enhancements will pertain to general areas listed below:

- 1) Project Information Form (PIF)
- 2) Application (App)

### **3.2. Out of Scope**

The scope of this FDD is limited to the PIF functionality, App functionality, Admin functionality and data transfer from OLA to TxWise.

## **Section 4. Requirements**

### **4.1. Business Requirements**

- See Section 10

### **4.2. Policy and Procedure Requirements**

For the application enhancements identified in this project no policy or procedure requirements have been identified.

## **Section 5. Non-Functional Requirements**

### **5.1. Security**

The OLA system is a public facing application requiring user sign-in and password authentication.

### **5.2. Availability**

The system should be available 7 days a week with any scheduled maintenance being between 2am – 7am unless otherwise agreed to by TWDB.

### 5.3. Scalability

The OLA system enhancements should be constructed in such a way that it can grow beyond this upgrade scope to provide full TWDB WSI (Water Supply and Infrastructure) departmental online loan application web presence as directed by agency governance.

## Section 6. Assumptions, Dependencies, and Risks

### 6.1. Assumptions & Responsibilities

#### 6.1.1 Assumptions

The OLA data accuracy is assumed. It is the responsibility of TWDB WSI staff to ensure data accuracy in the system.

The project team will conduct the necessary analysis to determine the way in which the enhancements shall be prioritized and executed for all data elements, functionality, and integrations within the existing OLA application.

- The OLA to-be design will capture the requirements desired and documented by the WSI section and any agreed changes to the application look and feel (screen changes, reports, etc.). Designing the specified enhancements will include screenshots, mockups, and prototypes as required.
- The OLA to-be design will be constructed to facilitate application expansion for incorporation to the existing application framework (ample screen space designed to accommodate additions/enhancements: tool bars, screen tabs, icons, etc.).
- The OLA enhancements will be developed and tested by the project team and upon completion, declared as ready for production go-live.

#### 6.1.2 Responsibilities

Below is the RACI matrix for the tasks that are performed in the project, some of them require combined effort by the business and IT groups (TWDB and RFD).

Task	IT - BSA	IT - BSA Lead	RFD Developer	IT - Application Service Mgr.	IT - PM	IT - DBA	IT - PMO	WSI Business Group
Functional Design	R	C						
Process Diagrams, requirements and interface navigation	R	C						C
Database View models/diagrams	R	C						
Develop test cases from Functional design	R	C	C		I			C
Database Views, Scripting, and Maintenance Development	A	C	C		I	R		C
Application Development	C		R		C			C
Report Integration	A	C	R					C
Unit Testing	C	C	R					C
User Acceptance Testing	C	I			I		I	R,A
Sign Offs	C				R		I	
System Testing	R				I			I

R - Responsible A - Accountable C - Consults I - Informs

### 6.2. Dependencies

Below are the dependencies; hardware, software, and database for the OLA system enhancements.

- Currently no hardware, software or database dependencies exist that will impact the enhancement requirements for this project.

### 6.3. Risks

- Scheduling and deadline risks can occur depending on resource availability with RFD (contract vendor responsible for development).
- Schedule and timeline for user acceptance testing (UAT) can be impacted by staff operational task priorities

## Section 7. References

Document No.	Document Title	Date	Author

## Section 8. Glossary

Term	Definition
BA	Business Analyst
DBA	Database Administrator
IT	Information Technology
O&A	Operations & Administration
PM	Project Manager
SSRS	SQL Server Report Services
TWDB	Texas Water Development Board
WSI	Water Supply and Infrastructure

## Section 9. Revision History

Version	Date	Name	Description

## Section 10. Requirements

*Attachment A*

**OLA Release 7  
Task 1 - Need by Dec 1**

PIF Ref #	Release	Program	Screen	Field	Issue Enhancement Request	Change Type
A7040	7	App	Project _Information - Misc	Preaward Compliance Review Report.	Remove Section D27	Screen Format See Mockup
A7060	7	App	Project Type	New	Add a new question at the top of the Project Type page: "Has this project received TWDB funding for any other project phases?"  Data entry is to be made into a Yes / No radio button.	New Field See Mockup
P7010	7	PIF	General Information> Entity Contact Information	dbo.pif_contact override_data_flag	If user checks the "Make Changes" check box and makes change(s) to the "Entity Contact Information", but then decides not to apply the change(s): <ol style="list-style-type: none"> <li>1. Do not update the record</li> <li>2. Display the previous "Entity Contact Information" that appeared before the changes were attempted.</li> <li>3. Display the previous "Make Changes" value that appeared before the changes were attempted.</li> <li>4. Display pop-up message: "If you de-select "Make Changes", all previously made updates to the contacts will be reset."</li> </ol>	New Functionality See Mockup

*Attachment A*

**OLA Release 7  
Task 1 - Need by Dec 1**

PIF Ref #	Release	Program	Screen	Field	Issue Enhancement Request	Change Type
P7025	7	PIF	Disadvantaged Community p2A and Disadvantaged Community p2B	dbo.project_info amhi	<p>Create pop-up message on the Disadvantaged p2A and p2B screens when the entered AMHI exceeds the threshold of 75%.</p> <p><b>Message:</b> "The service area's AMHI exceeds the threshold of 75% of the State's AMHI. The entity does not qualify for Disadvantaged Community funding."</p> <p><b>Note:</b> The existing message on p2A, "An entity's AMHI must be less than or equal to 75% of the State's AMHI to qualify for disadvantaged status", is to remain (see mockup). The existing functionality is to remain. The only enhancement is addition of the pop-up message.</p>	<p>Pop-up Message</p> <p>See Mockup</p>
P7040	7	PIF	Disadvantaged p3	To (Gallons), Rate, Type and Per (Gallons).	<p>Develop help text (?), for columns on Water Rate (item 15.) and Sewer Rate (item 21.) on the Disadvantage Community p3 screen.</p> <p><b>Help Text:</b>  <b>To (Gallons):</b> Enter the amount in gallons for each rate tier. Additional rate tiers will automatically display the From (Gallons) amount.  <b>Rate:</b> Enter the rate customers are charged for each tier.  <b>Type:</b> Select the type of rate customers are charged. If the customer is charged a flat rate for a tier select "Fixed", the Per Column will not apply. If the customer is charged a rate associated with the amount of gallons they use between two set thresholds, select "Variable", the Per Column will apply.  <b>Per (Gallons):</b> Enter the amount in gallons that customers are charged the variable rate.</p>	<p>Screen Help Text</p> <p>See Mockup</p>

*Attachment A*

**OLA Release 7  
Task 1 - Need by Dec 1**

PIF Ref #	Release	Program	Screen	Field	Issue Enhancement Request	Change Type
P7075	7	PIF	Readiness to Proceed to Construction		Add a button labeled "N/A", to section F. question 2. on "Readiness to Proceed to Construction" screen.	New data field value  See Mockup
P7085	7	PIF	POTW Rating p6	WWTP Name	Enhancement to POTW Rating p6, "WWTP Name", on the "Rating Criteria for POTW Projects".  -Extend length and allow scrolling and text wrapping.  <b>Note:</b> Use text scrolling and wrapping functionality as other OLA text entry fields.	Field Formatting  See Mockup
P7090	7	PIF	POTW Rating p6	No-Discharge Facility	Enhancement to POTW Rating p6, question: "If "No," identify the Discharge Segment"  -Extend length and allow scrolling and text wrapping.  <b>Note:</b> Use text scrolling and wrapping functionality as other OLA text entry fields.	Screen field Formatting  See Mockup
P7095	7	PIF	POTW Rating - B.3		Enhance POTW Rating B.3, "Unserved Area"  Add "N/A" option and functionality for item "B. Unserved Area", number 3.	New data field value  See Mockup

*Attachment A*

**OLA Release 7  
Task 1 - Need by Dec 1**

PIF Ref #	Release	Program	Screen	Field	Issue Enhancement Request	Change Type
P7100	7	PIF	Admin - App Management SRF Application Submission		<p>Ensure that Applications can still be submitted when the related PIF is set to "Roll Forward Eligible" and the previous state is "Invited".</p> <p><b>Note:</b> SRF Application records can only be submitted if the correlating PIF record is in the "Invited" state. During a 3 month period all eligible PIF records for a given SFY will be set to "Roll Forward Eligible". Create a rule, that if the PIF record is in "Roll Forward Eligible" state, the system will check the Previous State Change field to see if the PIF record was in the "Invited" state, thus allowing the Application record to be submitted.</p>	New table
P7125	7	SWIFT	PIF>Project Description	Project Description (long)	<p>When program type is SWIFT, remove text "(long)" from "Project Description" label.</p> <p>Modify the help text by removing the text "expanded" and "(short)".</p> <p><b>Note:</b> The text entered as the "Project Description" can remain stored in the database as long description.</p>	Screen display See Mockup

*Attachment A*

**OLA Release 7  
Task 1 - Need by Dec 1**

PIF Ref #	Release	Program	Screen	Field	Issue Enhancement Request	Change Type
P7130	7	SWIFT	SWIFT>PIF Submittal	Multiple	<p>When program type is "SWIFT":</p> <ol style="list-style-type: none"> <li>1. Create 6 integer fields</li> <li>2. Create check box fields</li> <li>3. Headings for each of the 6 values: 2020, 2030, 2040, 2050, 2060, 2070</li> <li>4. <b>First check box label as:</b> "Project will produce water loss" <b>Second check box label as:</b> "Project will conserve water" <b>Third check box label as:</b> "Project will address water loss"</li> <li>5. First and second check boxes can be selected individually or at the same time.</li> <li>6. The third box can be checked regardless of the status of the other two boxes.</li> </ol> <p>Each box should operate independently of the other boxes.</p>	<p>New Functionality/ Screen Display</p> <p>See Mockup</p>
P7135	7	SWIFT	All		<p>When SWIFT is selected as the program type, replace all instances of "PIF" with "Abridged Application".</p> <p>All instances on all screens where program type is SWIFT.</p>	Screen display
P7165	7	All Programs	PDF		<p>Include the submission page text and record of who submitted the PIF in the PDF.</p>	<p>PDF Formatting</p> <p>See Mockup</p>

*Attachment A*

**OLA Release 7  
Task 1 - Need by Dec 1**

PIF Ref #	Release	Program	Screen	Field	Issue Enhancement Request	Change Type
P7180	7	CWSRF	Mgmt Rating	Links	<p>CWSRF –</p> <p><b>Mgmt Rating</b> – Change headliner note to read: "Note: Information that is not submitted as requested will not be considered. Please visit the Project Information Form Submission Guidelines web page for more information." Link "Project Information Form Submission Guidelines" to <a href="http://www.twdb.texas.gov/financial/programs/cwsrf/pif.asp">http://www.twdb.texas.gov/financial/programs/cwsrf/pif.asp</a></p> <p><b>Mgmt Rating p2</b> - Change headliner note to read: "Note: Information that is not submitted as requested will not be considered. Please visit the Project Information Form Submission Guidelines web page for more information." Link "Project Information Form Submission Guidelines" to <a href="http://www.twdb.texas.gov/financial/programs/cwsrf/pif.asp">http://www.twdb.texas.gov/financial/programs/cwsrf/pif.asp</a></p>	Link Reference

*Attachment A*

**OLA Release 7  
Task 1 - Need by Dec 1**

PIF Ref #	Release	Program	Screen	Field	Issue Enhancement Request	Change Type
P7180 Continued	7	CWSRF		Links	<p><b>Mgmt Rating p3</b> - Change headliner note to read:                      "Note: Information that is not submitted as requested will not be considered. Please visit the Project Information Form Submission Guidelines web page for more information." Link "Project Information Form Submission Guidelines" to <a href="http://www.twdb.texas.gov/financial/programs/cwsrf/pif.asp">http://www.twdb.texas.gov/financial/programs/cwsrf/pif.asp</a></p> <p><b>Mgmt Rating p4</b> - Change headliner note to read:                      "Note: Information that is not submitted as requested will not be considered. Please visit the Project Information Form Submission Guidelines web page for more information." Link "Project Information Form Submission Guidelines" to <a href="http://www.twdb.texas.gov/financial/programs/cwsrf/pif.asp">http://www.twdb.texas.gov/financial/programs/cwsrf/pif.asp</a></p>	
P7180 Continued	7	CWSRF	Refinancing	Links	<p><b>Refinancing</b> – Correct broken link to Change headliner note to <a href="http://www.twdb.texas.gov/financial/programs/cwsrf/pif.asp">http://www.twdb.texas.gov/financial/programs/cwsrf/pif.asp</a></p>	

*Attachment A*

OLA Release 7  
Task 1 - Need by Dec 1

PIF Ref #	Release	Program	Screen	Field	Issue Enhancement Request	Change Type
P7185	7	DWSRF	Mgmt Rating	Links	<p>DWSRF –</p> <p><b>Mgmt Rating</b> – Change headliner note to read: "Note: Information that is not submitted as requested will not be considered. Please visit the Project Information Form Submission Guidelines web page for more information." Link "Project Information Form Submission Guidelines" to <a href="http://www.twdb.texas.gov/financial/programs/dwsrf/pif.asp">http://www.twdb.texas.gov/financial/programs/dwsrf/pif.asp</a></p> <p><b>Mgmt Rating p2</b> - Change headliner note to read: "Note: Information that is not submitted as requested will not be considered. Please visit the Project Information Form Submission Guidelines web page for more information." Link "Project Information Form Submission Guidelines" to <a href="http://www.twdb.texas.gov/financial/programs/dwsrf/pif.asp">http://www.twdb.texas.gov/financial/programs/dwsrf/pif.asp</a></p>	

*Attachment A*

**OLA Release 7  
Task 1 - Need by Dec 1**

PIF Ref #	Release	Program	Screen	Field	Issue Enhancement Request	Change Type
P7185 Continued	7	DWSRF		Links	<p><b>Mgmt Rating p3</b> - Change headliner note to read:                      "Note: Information that is not submitted as requested will not be considered. Please visit the Project Information Form Submission Guidelines web page for more information." Link "Project Information Form Submission Guidelines" to <a href="http://www.twdb.texas.gov/financial/programs/dwsrf/pif.asp">http://www.twdb.texas.gov/financial/programs/dwsrf/pif.asp</a></p> <p><b>Mgmt Rating p4</b> - Change headliner note to read:                      "Note: Information that is not submitted as requested will not be considered. Please visit the Project Information Form Submission Guidelines web page for more information." Link "Project Information Form Submission Guidelines" to <a href="http://www.twdb.texas.gov/financial/programs/dwsrf/pif.asp">http://www.twdb.texas.gov/financial/programs/dwsrf/pif.asp</a></p>	

Remove Project Information - Misc,  
section D27.

A7040

[Return to APP Management](#)

**Project Information - Misc**

If applying for CWSRF Equivalency or DWSRF, attach the Preaward Compliance Review Report. EPA-4700-4 <http://www.twdb.texas.gov/financial/instructions/doc/EPA-4700-4.pdf>

[Upload](#) [View](#) [Delete](#) EPA-4700-4.pdf (667429 bytes)

Only PDFs are allowed

**General Information - Project Type**

Editing OLA ID #178800

Has this project received TWDB funding for any other project phases?

Yes  No

**A7060**

Applicant is requesting funding for which phase(s)? Check all that apply. section A10

- a) Planning
- b) Acquisition
- c) Design
- d) Construction

Is the project a water project? section A10a

Yes  No

Is the project a wastewater project? section A10b

Yes  No

Is Applicant requesting funding to refinance existing debt? section A11

Yes  No

## General Information

If user checks the "Make Changes" check box and makes changes(s) to the "Entity Contact Information", but then decides not to apply the changes(s):

- Do not update the record

- Display the previous "Entity Contact Information" that appeared before the changes were entered

- Display the previous "Make Changes" value that appeared before the changes were entered

- Display pop-up message: "If you de-select "Make Changes", all previously made updates to the contacts will be reset."

Entity Contact Information		Engineering Contact Information	
Prefix		Name of Firm	
First Name		Prefix	
Last Name		First Name	
Suffix		Last Name	
Title		Suffix	
Department		Title	
Street Address		Department	
Street Address 2		Street Address	
City		Street Address 2	
State		City	
ZIP+4		State	
Phone Number	US	ZIP+4	
Fax Number		Phone Number	US
Email Address		Fax Number	
<b>Make Changes</b>		Email Address	
		<b>Make Changes</b>	

P7010



Create a pop-up message (example below) on the "Disadvantaged p2A" and on the "Disadvantaged p2B" screens, when the entered AMHI exceeds the threshold of 75%.



"The service area's AMHI exceeds the threshold of 75% of the State's AMHI. The entity does not qualify for Disadvantaged Community funding."

[Return to PIF Management](#)

### Disadvantaged Community p2A

Note: This section must be submitted to be considered for Disadvantaged Community funding. Information that is not submitted as information provided, and subject to final review by TWDB staff.

If census data is inadequate or absent for the service area, an entity may conduct a survey with TWDB approval. Please follow the

5. Enter date of the approved survey

[Upload](#) [View](#) [Delete](#)

Attach TWDB final survey approval letter Only PDF's are allowed

An entity's AMHI must be less than or equal to 75% of the State's AMHI to qualify for d

- 6. Enter the AMHI
- 7. Enter the Average Household Size
- 8. Enter unemployment Rate
- 9. Enter Current Population
- 10. Enter previous Population
- 11. Total Household Connections

For additional information on determining the entities AMHI and Average Household Size, please follow instructions for the Census

[Return to PIF Management](#)

### Disadvantaged Community p2B

Note: This section must be submitted to be considered for Disadvantaged Community funding. Information that is not submitted as information provided, and subject to final review by TWDB staff.

Please select the geographic boundaries that closest represent the entity's service area.

[Auto](#) [?](#)

Boundary	AMHI	Average Household Size	Current Population	Previous
Area 20, Texas				
<a href="#">View Details</a>				

- 5. AMHI
- 6. Average household size
- 7. Current population
- 8. Previous population
- 9. Unemployment rate

[Back](#) [Next](#)

If you would like more information on calculations for disadvantaged, please read the Census Data Search (WRD-584) for guidance.

### Disadvantaged Community p3

Editing PIF #11080 (OLA #109350)

Note: This section must be submitted to be considered for Disadvantaged Community funding. Information that is not submitted as requested will not be considered. Eligibility will be determined based on information provided, and subject to final review by TWDB staff.

Water Rate N/A

#### 15. Monthly Water Rate Schedule

From (Gallons)	To (Gallons)	Rate	Type	Per (Gallon)

Sewer Rate N/A

#### 21. Monthly Sewer Rate Schedule

From (Gallons)	To (Gallons)	Rate	Type	Per (Gallons)



Create Help Text for columns on Water Rate (item15) and Sewer Rate (item21), on the Disadvantage Community p3 screen.

**To (Gallons):** Enter the amount in gallons for each rate tier. Additional rate tiers will automatically display the From (Gallons) amount.

**Rate:** Enter the rate customers are charged for each tier.

**Type:** Select the type of rate customers are charged. If the customer is charged a flat rate for a tier select "Fixed", the Per Column will not apply. If the customer is charged a rate associated with the amount of gallons they use between two set thresholds, select "Variable", the Per Column will apply.

**Per (Gallons):** Enter the amount in gallons that customers are charged the variable rate.

## Readiness to Proceed to Construction

### F. Project Bidding and Contracts

Will the proposed project be ready to advertise for construction bids immediately following a funding commitment for construction costs?

Yes  No

If you are seeking reimbursement for eligible planning and/or design costs, was the work performed in compliance with applicable state law and federal crosscutters, including procurement following Disadvantaged Business Enterprise (DBE) requirements? Please visit the TWDB's [DBE](#) web page for more information.

Yes  No  N/A

**P7075**

Add a button labeled "N/A", to section F. "Project Bidding and Contracts, question 2. on the "Readiness to Proceed to Construction" screen.

Store value "N/A" as "T" in the database.

## Rating Criteria for POTW Projects

### I. Wastewater Treatment Plant Parameters

1. Does the project result in abandoning or relieving a WWTP and diverting flow to another facility?

Yes  No

If "No," complete only Question I.2.

2. Provide the following data for the facility to be abandoned or relieved of flow, or the plant serving the project.

WWTP Name	TCEQ Permit #
WWTP	Y00014212-001
	NPDES #
	TX0105135

Extend the length and allow scrolling and text wrapping for WWTP Name.



**P7085**

Note: WWTP Name should have same functionality as other text entry fields within OLA.

## Rating Criteria for POTW Projects

### I. Wastewater Treatment Plant Parameters

1. Does the project result in abandoning or relieving a WWTP and diverting flow to another facility?

Yes  No

If "No," complete only Question I.2.

2. Provide the following data for the facility to be abandoned or relieved of flow, or the plant serving the project.

WWTP Name

WWTP No. 2

TCEQ Permit #

WG0014212-001

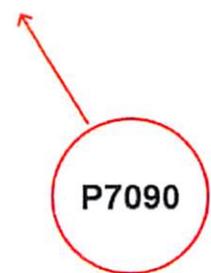
NPDES #

TX0105155

No-Discharge Facility? Yes  No  If "No," identify the Discharge Segment Segment 1204 of Brazos River Basin

Extend the length and allow scrolling and text wrapping for text , "If "No," identify the Discharge Segment".

Note: Use text scrolling and wrapping functionality as other OLA text entry fields.



## Rating Criteria for POTW Projects

	Yes	No	N/A	Supporting Document
<b>B. Unserved Area</b>				
1. Does the project involve extending service (centralized or alternative system) to populated areas of an existing developed community that are not served by a centralized collection system?				
2. Has a public health official found that a nuisance dangerous to public health and safety exists resulting from water supply and sanitation problems in the area to be served by the proposed project?  Only the most recent letters (last ten (10) years) will be accepted. To determine your local designated <u>public health official</u> , you can search a list of public health officials.  If "Yes," attach a letter from a Designated Agent licensed by the TCEQ or a registered sanitarian from the Texas Department of State Health Services that documents the nuisance.				<p>Upload View Delete</p> <p>Only PDFs are allowed</p>
3. If the proposed project is providing service to areas currently using on-site sewage facilities (OSSF), please provide the number of on-site systems to be removed from service.				

Add "N/A" option and functionality for item B. "Unserved Area" number 3.



*Attachment A*

Release 7 - Requirement P7100

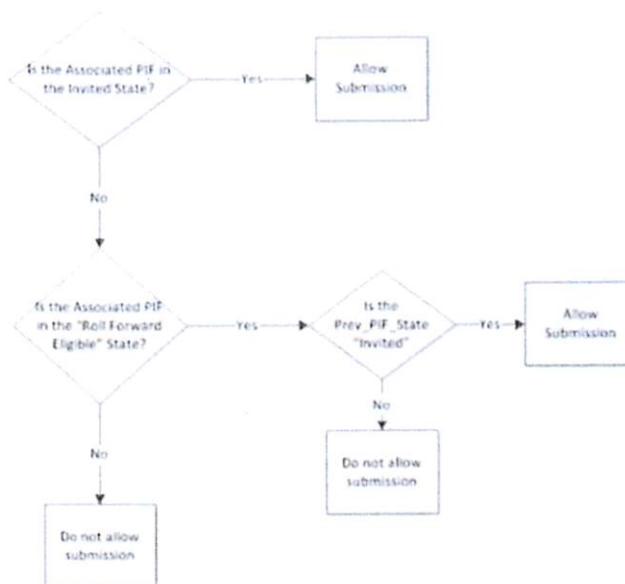
Ensure that Applications can still be submitted when the related PIF is set to "Roll Forward Eligible" and the previous state is "Invited".

PIF	State Change	Date
12345	Invited	88/88/1999
12345	Roll-Forward	99/99/1999

The above example would allow the application to be submitted.

PIF	State Change	Date
56789	In progress	88/88/1999
56789	Roll-Forward	99/99/1999

The above example would not allow the application to be submitted.



Release 6, Admin 5026 PIF has to be in "Invited" state to be submitted. If the PIF is not in the "Invited state" the submit button is grayed out and message is displayed that you must be invited to submit.

## Project Description

Name of Project

(As it appears in the most recent state water plan)

City of San Angelo Regional Water Project

Where can Project be found in the most recent Regional Water Plan?

Project listed on page: 50-12

Capital costs on page: 50-12

Please attach a list of the public water systems served by the proposed project.

Upload

View

Delete

Not Applicable.pdf (83094 bytes)

Only PDFs are allowed

Project Description (long)

In order to support current and future water supply needs the City of San Angelo is pursuing the implementation of a direct potable reuse project (DPR) upgrades to the City's wastewater

Note: Help Text statement:

Please provide an expanded description of the proposed project, including additional detail not identified in the Project Description (short) Field.

P7125

When program type is SWIFT remove text "(long)" from "Project Description".

Modify the help text for "Project Description", remove "expanded" and "(short)".

[Return to PIF Management](#)

## Project Description

Project expected to produce water      Project expected to conserve water  
Provide the Annual Volume of Water      acre-feet per year produced/conserved

Note: Section to be replaced.

1. Create 6 integer fields. The 6 integer fields will store numeric values entered.
2. Create field to store check box value.
3. Headings for numeric fields: 2020, 2030, 2040, 2050, 2060, 2070
4. Check box labels: "Project will produce water", "Project will conserve water", "Project will address water loss"
5. First and second check boxes can be checked at the same time.

P7130

- Project will produce water  
 Project will conserve water

Please provide the volume of water anticipated to be produced or conserved by the project per decade:

2020	2030	2040	2050	2060	2070
[input]	[input]	[input]	[input]	[input]	[input]

- Project will address water loss

When program type is SWIFT, replace all instances of "PIF with "Abridged Application".

P7135

Texas Water Development Board  
Logged in as [username]@[domain].gov | Logout

Return to previous screen

Program Type

Clear Field  
Default Value  
Basic Open Infrastructure Plan for Texas SWIFTs

By submitting an abridged application, you understand, accept and warrant agreement by the state board as:

- PIF
- PIF Risk
- PIF Type
- Service Area
- Project Description
- Ready to Proceed
- Estimated Costs
- Additional Attachments
- Review

Texas Water Development Board  
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Return to previous screen

General Information

PIF

PIF Risk

PIF Type

Service Area

Project Description

Ready to Proceed

Estimated Costs

Additional Attachments

Review

Texas Water Development Board  
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Return to previous screen

Service Area Information

PIF

PIF Risk

PIF Type

Service Area

Project Description

Ready to Proceed

Estimated Costs

Additional Attachments

Review

Texas Water Development Board  
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Return to previous screen

Project Description

Region

Chico - Regional Water Planning

Service Area

Project Description

Ready to Proceed

Estimated Costs

Additional Attachments

Review

Texas Water Development Board  
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Return to previous screen

Readiness to Proceed

SWIFT Takeover in Progress

PIF

PIF Risk

PIF Type

Service Area

Project Description

Ready to Proceed

Estimated Costs

Additional Attachments

Review

Texas Water Development Board  
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Return to previous screen

Estimated Costs

Estimated Project Cost

PIF

PIF Risk

PIF Type

Service Area

Project Description

Ready to Proceed

Estimated Costs

Additional Attachments

Review

Texas Water Development Board  
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Return to previous screen

Successfully Uploaded Additional Documents

PIF

PIF Risk

PIF Type

Service Area

Project Description

Ready to Proceed

Estimated Costs

Additional Attachments

Review

Texas Water Development Board  
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Return to previous screen

PIF Review

PIF

PIF Risk

PIF Type

Service Area

Project Description

Ready to Proceed

Estimated Costs

Additional Attachments

Review

Texas Water Development Board  
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Return to previous screen

PIF Submittal

PIF

PIF Risk

PIF Type

Service Area

Project Description

Ready to Proceed

Estimated Costs

Additional Attachments

Review

*Attachment A*

At the bottom of the last page of the PDF,  
display Submission Text (example above) and  
the User Name of the person that submitted  
PIF, email of the person and date submitted.



I, Laura McDonald, NO TITLE ENTERED, as the designated authorized representative of the Coryell City WSD, hereby approve and authorize the submission of this project information form to the Texas Water Development Board. I certify that all information contained herein is true and correct to the best of my knowledge. I understand the failure to submit a complete project information form by the stated deadlines may result in the withdrawal of the form without review.

Submitted by: User Name of person that submitted PIF    Email: User Email    Date Submitted: Date Time Submitted