



**Electronic Document Submittal
Guidance for
Texas Water Development Board
Funded Projects**

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Overview

Texas Water Development Board (TWDB) funding programs operate in the following phases:

1. Planning
2. Design
3. Construction

Milestones associated with each of the phases of the project must be completed prior to proceeding to next phase. The intent of this document is to facilitate the applicant with preparation of electronic document submittals to TWDB associated with all required milestones. This manual provides basic information and guidance for submitting electronic documents to the TWDB for required submittals associated with TWDB financial assistance programs.

Submittal Process

After an Entity submits either an online or hard copy application for financial assistance, TWDB will create an online storage folder for the project and email the entity a URL link to the project folder. The project folder will be pre-populated with a Submittal Process Guidance folder that will include a copy of this guidance document, as well as all required project submittal forms.

Any electronic documents uploaded to the online project folder must be a singed compressed file that includes, a) a completed submittal form and b) all required associated documents in a searchable bookmarked PDF format.

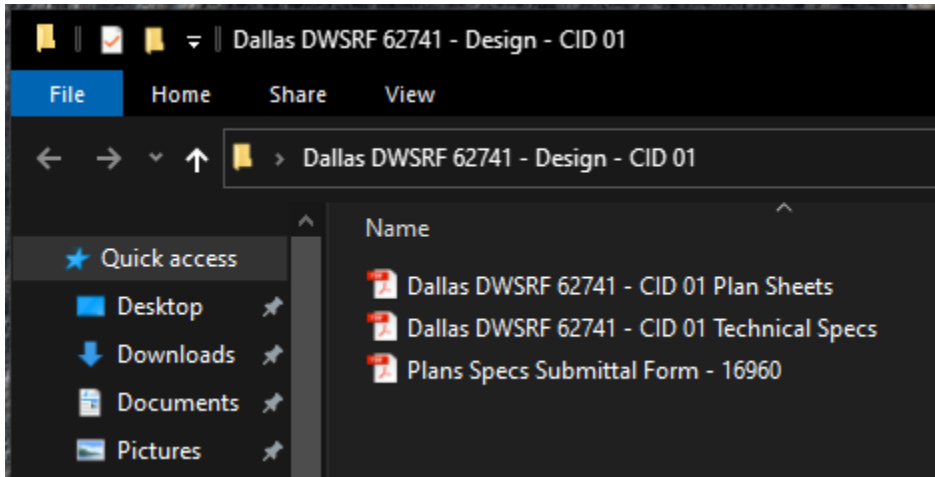
Required Project Submittals

The following are the required submittals associated with each phase of the project:

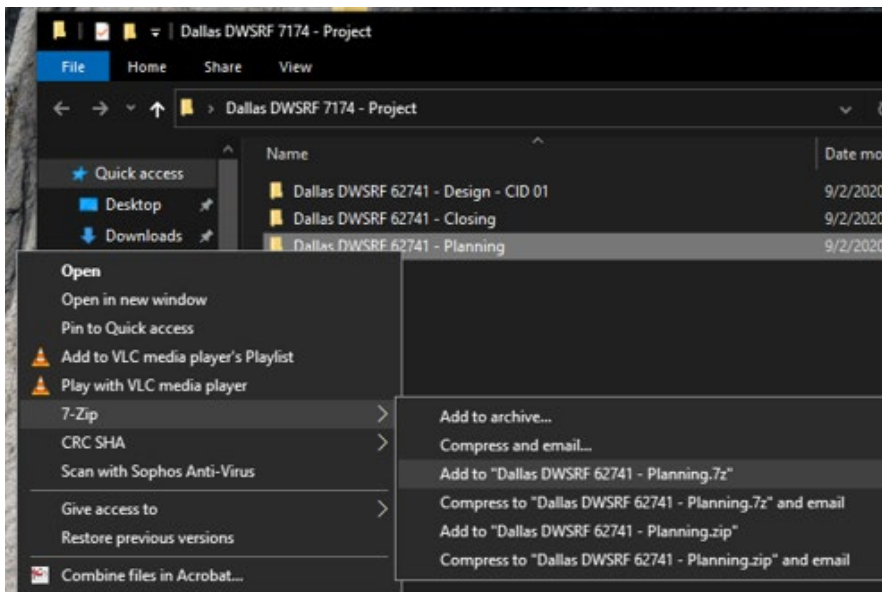
1. Planning: Planning Submittal Form (TWDB-0200), Engineering Feasibility Report
2. Design: Design Submittal Form (TWDB-0300), Plans and Specifications, Contract Documents, and Design Report
3. Award: Award Submittal Form (TWDB-0400) or Alternative Delivery Work Package Award Submittal Form (TWDB-0400A), Bid Documents
4. Notice to Proceed: NTP Submittal Form (TWDB-0500), Executed Contract Documents

How to create a compressed file:

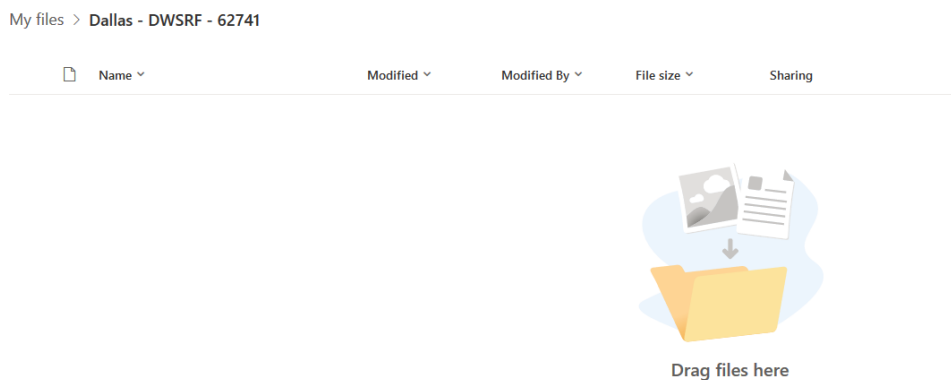
1. For zipping and unzipping most files, the built-in Windows utility will suffice; however, if your machine does not have compression software, you can try one of the following programs:
 - a. [7-ZIP](#)
 - b. [Winzip](#)
 - c. [Winrar](#)
2. Place all submittal files into a folder, including the submittal form and all machine-readable PDFs associated with the submittal. The folder should be named to clearly identify the project Name and TWDB project number, along with project phase, and submittal type.



3. Navigate to the directory containing the submittal folder. Select the submittal folder, right click and select "Add to "FOLDER NAME.zip".





1. Navigate to the URL link provided by the TWDB during Application review.



Drag the compressed file that includes the completed submittal form and all other necessary documents into the web browser. The web browser will indicate that the file has been uploaded and will appear in the folder.

My files > Dallas - DWSRF - 62741

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Dallas DWSRF 62741 - Planning,7z	A few seconds ago		11.8 KB	Private

2. The entity will receive a confirmation email confirming that the document has been submitted for TWDB review.