

I. GENERAL INFORMATION

1. Legal name of applicant(s).
2. DUNs Number, if you do not have a DUNS number, visit:
<https://iupdate.dnb.com/iUpdate/companylookup.htm>
3. Participating political subdivisions.
4. Authority of law under which each political subdivision was created.
5. Applicants official representative, Name, Title, Mailing Address, Phone number, Fax number, if available, E-mail Address, and Vendor ID Number.
6. Citations of applicant's legal authority to plan for and implement flood protection measures for the study watershed or if authority to plan is by interlocal agreement, attach agreement to application.
7. Is this application in response to a published Request for Proposals list Texas Register?
Yes ___ No ___
8. If yes to number 7 above, list document number and date of publication.
9. Total proposed planning cost.
10. Total grant funds requested from the Texas Water Development Board.
11. Applicant Cash Contribution to the study.
12. Source of Cash Contribution, explanation of source of local cash contribution and attach list of sources.
13. Applicant In-kind contribution including a description of in-kind services to be provided.
14. Detailed description of why proposed planning is needed. (Not to exceed 1 page).
15. Detailed description of why state funding assistance is needed. (Not to exceed 1 page).
16. Identify potential sources and amounts of funding available for implementation of viable flood protection measures resulting from proposed planning.

II. PLANNING INFORMATION

17. Describe the geographical planning area (specify river basins, counties, cities, districts, etc. and provide explanation for selecting planning boundaries). (Not to exceed 1 page).
18. A map of the proposed planning area.
19. A description of the existing or potential flood hazard that this planning is intended to address and the way in which the proposed planning will address the problem.
20. A description of the historical flooding and flood damage in the proposed planning area.

21. A description of how the planning will address public safety and welfare (Not to exceed 1 page.)
22. Current unemployment rate in the proposed planning area.
23. Current per-capita income in the proposed planning area.
24. Current population in the proposed planning area.
25. Current population residing in the 100-year flood plain in the planning area.
26. Estimated value of property in the 100-year flood plain in the planning area.
27. Does the applicant participate in the National Flood Insurance Program Community Rating System?
28. If yes to number 27 above, at what level of participation in the Community Rating System.
29. Number of National Flood Insurance Program policies in effect in the proposed planning area.
30. Method for determination of potential cost effectiveness of proposed flood protection solutions.
31. The date(s) and description(s) of the most recent flood protection planning in proposed planning area.
32. A description of how the proposed planning will coordinate with other flood protection plans or facilities in the planning area, surrounding regions, and the State.
33. A detailed scope of work for proposed planning. (Not to exceed 6 pages).
34. A task budget for detailed scope of work by task. [Example is shown below.](#)
35. A time schedule for completing detailed scope of work by task.
36. An expense budget by category for detailed scope of work.
37. Qualifications and direct experience of proposed project staff.
38. Identify the watershed(s) for which flood protection needs will be addressed.
39. A description of how flood protection needs of the entire watershed will be considered (Not to exceed 2 pages).
40. Method of monitoring study progress.

III. WRITTEN ASSURANCES

The following items must be attached.

- The proposed planning does not duplicate existing projects with the exception of updating existing flood protection plans;

- 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;
- If a grant is awarded, written evidence that local matching funds and in-kind services are available for the proposed planning must be provided when the contract is executed.
- Applicant(s) is a participant in the National Flood Insurance Program.

IV. PROOF OF NOTIFICATION

Proof of notification must be attached:

- Applicants must notify all political subdivisions political subdivisions, agencies and/or authorities, and planning groups as defined in 31 TAC Part 10, Chapter 355, Sub-chapter A [355.9] in the proposed planning area by certified mail that an application for planning grant assistance is being filed with the Texas Water Development Board. Prior to Texas Water Development Board action on an application, the applicant must provide one copy of the notice mailed to the affected political subdivisions, a list of political subdivisions to which notice was sent, and the date the notice was sent. The Board may not act on an application before the end of the 30-day notice period unless all political subdivisions, to which the required notice was sent, agree in writing to waive the notice period. The notification shall include the following:
 - Name and address of applicant and applicant's official representative;
 - Brief description of proposed planning area;
 - Purpose of the proposed planning;
 - Texas Water Development Board Executive Administrator's name and address; and
 - 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.

V. RESOLUTION

- A resolution from the governing body of each applicant **and/or participant**:
 - indicating the entity's representative is authorized to apply for a grant from the Texas Water Development Board;
 - granting authority for the entity to enter into a contract with the Texas Water Development Board; and
 - stating the intent to commit local matching funds in cash and/or in-kind services.

TASK AND EXPENSE BUDGETS

TASK BUDGET

TASK	DESCRIPTION	AMOUNT
1	ENTER TASK DESCRIPTION	TASK AMOUNT
2	ENTER TASK DESCRIPTION	TASK AMOUNT
3	ENTER TASK DESCRIPTION	TASK AMOUNT
4	ENTER TASK DESCRIPTION	TASK AMOUNT
5	ENTER TASK DESCRIPTION	TASK AMOUNT
TOTAL		TOTAL USING FORMULA IN TABLE MENU

EXPENSE BUDGET

CATEGORY	AMOUNT
Salaries & Wages ¹	ENTER EXPENSE AMOUNT
Fringe ²	ENTER EXPENSE AMOUNT
Travel ³	ENTER EXPENSE AMOUNT
Subcontract Services	ENTER EXPENSE AMOUNT
Other Expenses ⁴	ENTER EXPENSE AMOUNT
Overhead ⁵	ENTER EXPENSE AMOUNT
Profit	ENTER EXPENSE AMOUNT
TOTAL	TOTAL USING FORMULA IN TABLE MENU

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, 2011, Article IX, Part 5, as amended or superseded

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

⁵Overhead is defined as the costs incurred in maintaining a place of business and performing professional services similar to those specified in this contract. These costs shall include the following:

- Indirect salaries, including that portion of the salary of principals and executives that is allocable to general supervision;
- Indirect salary fringe benefits;
- Accounting and legal services related to normal management and business operations;
- Travel costs incurred in the normal course of overall administration of the business;
- Equipment rental;
- Depreciation of furniture, fixtures, equipment, and vehicles;
- Dues, subscriptions, and fees associated with trade, business, technical, and professional organizations;
- Other insurance; Rent and utilities; and Repairs and maintenance of furniture, fixtures, and equipment