

Regional Flood Planning Contract Payment Request Webinar

January 9, 2025
10:00 a.m.

This Webinar Will be Recorded and Made Available on our Website

www.twdb.texas.gov/flood/planning/planningdocu/2028/index.asp

RFP Payment Request Webinar

Agenda Overview:

1. Introductions & Opening Comments
2. Eligible and Ineligible Expenses
3. Payment Request Submissions
4. Invoices
5. Reminders
6. Meet your Contract Managers
7. Questions

This presentation is intended to give a general overview of the RFP Payment Request process. It is not intended to be a comprehensive reference document. For full instructions and details, please see your Region's Contract Document executed between the RFPG Sponsor and the TWDB.

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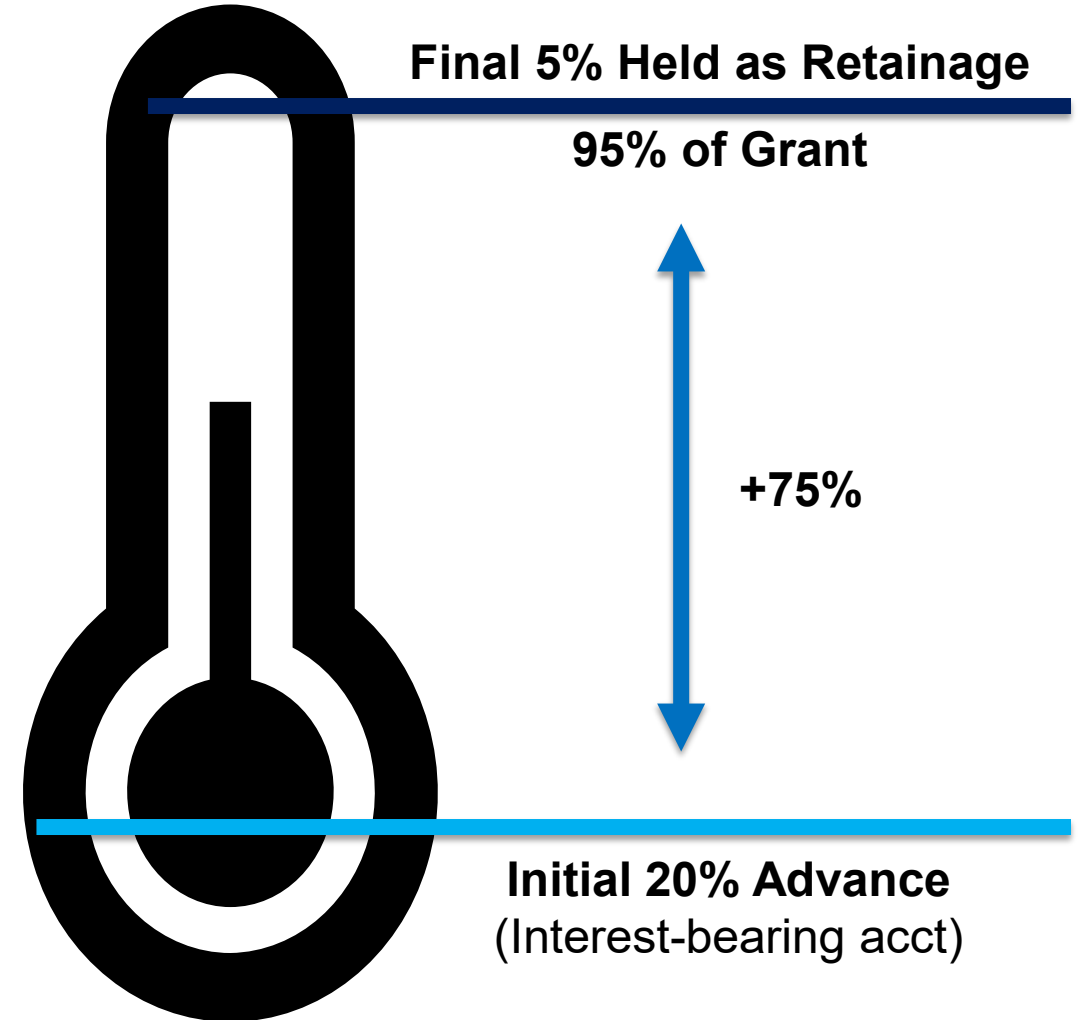
Opening Remarks by Chairwoman Stepney



Advances & Payments

Reference Section II, ARTICLE VI, (G) – (J) of the Contract.

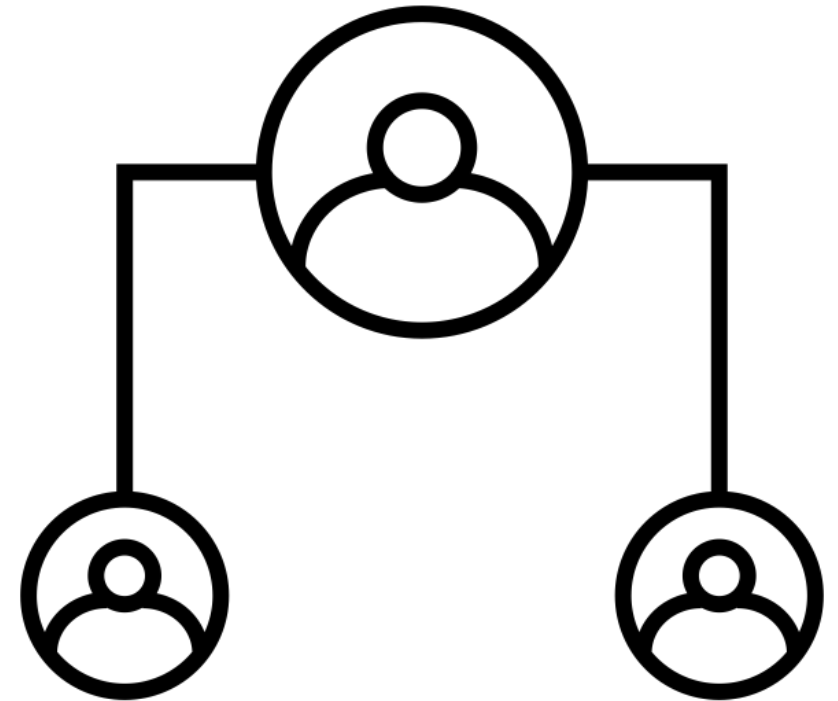
- **20% of funds are released** as an advance once the contract is executed
- **21% - 95% of funds are released** as sponsor submits progress reports and payment requests a **minimum of quarterly**
- **When 95% of funds have been reimbursed**, the final 5% of will be retained until project completion.



Eligible Expenses

Eligible expenses incurred by CONTRACTOR from the FIRST REIMBURSEABLE EXPENSE DATE through FINAL REIMBURSEABLE EXPENSE DATE will be eligible for reimbursement by TWDB.

The Sponsor will be eligible for reimbursement only for the categories set forth in the Contract.
Reference *Exhibit B Task and Expense Budgets* for a full list of eligible and ineligible expenses.



Created by Srinivas Agra
from Noun Project

Changes to Eligible Expenses

Now eligible for reimbursement:

1. Reasonable costs associated with purchase or rental of audio-visual equipment need to hold RFPG meetings
2. Reasonable costs associated with space rental to hold RFPG meetings

Note: Conservation of State Funds

A [state agency](#) must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances, per [Texas Government Code, Section 660.007](#).

Ineligible Expenses

- Except as provided by 31 TAC § 361.72(b)(1) for certain travel expenses
 - The exception: Travel expenses as authorized by the General Appropriations Act are available only for attendance at a posted meeting of the RFPG, unless the travel is specifically authorized by the RFPG and EA
- Except as provided by 31 TAC § 361.72(b)(6) for certain audio-visual equipment
 - The exception: Costs associated with providing translators and accommodations for persons with disabilities for public meetings when required by law or deemed necessary by the RFPGs and certified by the chairperson

Payment Request Submission



Schedule: A minimum of quarterly.



Submit all payment requests to invoice@twdb.texas.gov and cc: your Contract Manager.



4 required components:

Payment Request Checklist

Detailed Spreadsheets (including Expense and Task ledger)

Invoices (with appropriate support documentation)

Written Progress Report (Separate PDF for payment period)

Payment Request Process

Submit payment requests to invoice@twdb.texas.gov at least quarterly; Cc TWDB Planner/Contract Manager

Four required components:

1. Written progress report
2. Payment Request Checklist
3. Detailed spreadsheets (incl. expense & task ledger)
4. Invoices and Supporting Documentation

Region Z	Payment Request No.	0
Contract No:	1548309999	Billing Period of This Payment Request
Contract Type:	Regional Water Planning (SB1)	From: 07/28/15 To: 07/08/16
Contract Amount:	\$ 100,000.00	Requested Amount: \$ 20,000.00
Is this the final Request?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Contract Start Date	Contract End Date	Total Contract Amount	Local Cash	Local In-Kind	TWDB Share	Retainage
04/10/15	03/31/21	\$ 100,000.00	\$ -	\$ -	\$ 95,000.00	\$ 5,000.00
This Payment Request	Total Expenses	Interest Earned This Period	Local Cash	Local In-Kind	Advance Amount Requested	
	\$ 12,132.51	\$ 15.00	\$ -	\$ -	\$ 20,000.00	

Contractor:	Region Z
Contractor Address:	9999 RWP Region Z Ave
City, State, ZIP:	City of RWP, TX 99999

Contact:	
Contact Title:	
Contact Phone:	
Contact Fax:	
Contact Email:	

Payment Contact:	
Payment Contact Title:	
Payment Contact Phone:	
Payment Contact Fax:	
Payment Contact Email:	

Certification: I certify that to the best of my knowledge and belief that the billed costs herein are in accordance with the above mentioned contract(s) and all work performed is in accordance with said contract(s).	
Signature and Title of Authorized Representative	Date Signed
Print or Type Name and Title of Representative Signing	Telephone Number

1. Progress Report

- Submit **ONE** progress report as a separate PDF for entire billing period along with payment request.
- Must contain:
 - Statement of overall progress made **since last progress report** for each task item.
 - Any problems encountered and description of any actions taken to correct problems.
- TWDB will check for consistency between % task billed and % tasks completed in progress report

2. Payment Request Checklist

- **Payment Request:** The first reimbursement payment request you submit will be Payment Request No. 2. The first payment was the advance.
- **Billing Period:** The actual date range the work was performed referencing the contract and subcontract.
- **Requested Amount:** Should list full amount of eligible expenses incurred. *Note: Do not subtract retainage. Retainage is withheld at the end of contract cycle*

***Remember to sign
before submitting**

Template (titled Current Reimbursement) can be downloaded at: 2028 Regional Flood Plan Working Documents (2024-2028) | Texas Water Development Board under contract documents

Payment Request No.		2
Billing Period of This Payment Request		
From:	05/01/21	To: 07/01/21
Requested Amount:		\$ 70,000.00
Is this the final Request?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Certification: I certify that to the best of my knowledge and belief that the billed costs hereon are in accordance with the contract and subcontract.		
Signature and Title of Authorized Representative		
Print or Type Name and Title of Representative Signing		
TWDB-CP0001		

3. Detailed Spreadsheets

- Contractors must provide the breakdown amounts of their expenses by Expense & Task Budget categories (Exhibit B).
- **Task** = WHAT is being done (i.e., Existing Flood Risk Analyses)
- **Expense** = HOW it's done (i.e., Salaries/Wages, Other, Travel)
- The **TOTAL AMOUNT** requested must be consistent in each document (payment request checklist, invoice ledger, expense ledger, invoices)

Invoice Ledger

Planning Group Sponsor Name

Contract # 21017924XX

Payment Request No	Date	Vendor	Invoice No	Invoice Amount	Requested Amount	Approved Amount	Budget Sub-Category
2	07/01/21	Planning Group Sponsor Name	123456	2,000.00	2,000.00		Other Expenses
2	07/01/21	Planning Group Sponsor Name	123456	500.00	500.00		Voting Member Travel
2	07/01/21	Subcontractor (Consultant) Name	78910	20,000.00	20,000.00		Salaries & Wages Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	10,000.00	10,000.00		Fringe Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	10,000.00	10,000.00		Overhead Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	10,000.00	10,000.00		Profit Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	4,500.00	4,500.00		Other Expenses Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	1,000.00	1,000.00		Travel Sub #1
2	07/01/21	Subcontractor (Consultant) Name	78910	12,000.00	12,000.00		Sub-subcontractor

Invoice No.

Subcontractors must provide the breakdown amounts of their Expense Budget line items by each invoice.

Budget Sub-Category:

Categories must align with the expense budget categories in the contract with TWDB and in the subcontract between Sponsor and consultant. The planning group sponsor can only bill expenses under “Other expenses” per Exhibit B.

Task Ledger

Planning Group Sponsor Name

Contract No 21017924XX

Payment Request No	TWDB Task No	Task Amount	Approved Amount
2	1	20,000.00	
2	2A	15,000.00	
2	2B	5,000.00	
2	3A	5,000.00	
2	3B	5,000.00	
2	4A	5,000.00	
2	4B	5,000.00	
2	10	10,000.00	

TWDB Task No: Expenses for each task should be on separate rows. Must align with Task Nos. in TWDB Contract.

4. Invoices

- **Invoices:** Must provide invoices from Subcontractor (Consultant) to Contractor for work being requested for reimbursement.
 - DO send summary information of hours/staff worked
 - DO NOT send detailed timesheets
- **Summary Table:** Percent and cost of each task completed.

Summary Table

Professional Services

Services from 06/30/2021 thru 07/31/2021

Task	Professional Services	Fee	Percent Complete	Fee Earned To Date	Previous Fee Invoiced	Current Fee Invoiced	Fee Remaining
1	Planning Area Description	47,310.00	1.50%	\$ 710.50	\$ -	\$ 710.50	\$ 46,599.50
2A	Existing Condition Flood Risk Analyses	127,737.00	0.00%	\$ -	\$ -	\$ -	\$ 127,737.00
2B	Future Condition Flood Risk Analyses	61,503.00	0.00%	\$ -	\$ -	\$ -	\$ 61,503.00
3A	Evaluation & Recommendations on	18,924.00	0.00%	\$ -	\$ -	\$ -	\$ 18,924.00
3B	Flood Mitigation & Floodplain Management	9,462.00	0.00%	\$ -	\$ -	\$ -	\$ 9,462.00
4A	Flood Mitigation Needs Analysis	28,386.00	0.00%	\$ -	\$ -	\$ -	\$ 28,386.00
4B	Identification & Evaluation of Potential	141,930.00	0.00%	\$ -	\$ -	\$ -	\$ 141,930.00
4C	Prepare and Submit Technical Memorandum	18,924.00	0.00%	\$ -	\$ -	\$ -	\$ 18,924.00
5	Recommendation of Flood Management	189,240.00	0.00%	\$ -	\$ -	\$ -	\$ 189,240.00
6A	Impacts of Regional Flood Plan	37,848.00	0.00%	\$ -	\$ -	\$ -	\$ 37,848.00
6B	Contributions to & Impacts on Water Supply	9,462.00	0.00%	\$ -	\$ -	\$ -	\$ 9,462.00
7	Flood Response Information and Activities	9,462.00	0.00%	\$ -	\$ -	\$ -	\$ 9,462.00
8	Administrative, Regulatory & Legislative Rec	9,462.00	0.00%	\$ -	\$ -	\$ -	\$ 9,462.00
9	Flood Infrastructure Financing Analysis	18,924.00	0.00%	\$ -	\$ -	\$ -	\$ 18,924.00
10	Adoption of Plan and Public Participation	128,164.00	12.10%	\$ 15,509.86	\$ -	\$ 15,509.86	\$ 112,654.15
Contract Fee		\$856,738.00	1.89%	\$ 16,220.36	\$ -	\$ 16,220.36	\$ 840,517.65

Gross Amount This Invoice: \$ 16,220.36
 Less Retainage this Invoice (5%) \$ (811.02)

Net Amount Due This Invoice: \$ 15,409.34

4a. Support Documentation for Invoiced Expenses

- Appropriate backup documents must be provided for ‘Other’ & ‘Travel’ expense categories
- Transparency of State Travel Expenses — the more details you provide us, the better! Gov’t Code Sec. 660.007
“Conservation of Funds” — *this is the basis for all State travel expense reimbursement*
- TWDB requests **itemized** meal receipts and mileage documentation (Google Maps or odometer readings)
- Progress Reports should detail why travel was appropriate

Section II, Article IV Compensation & Reimbursement, Item M

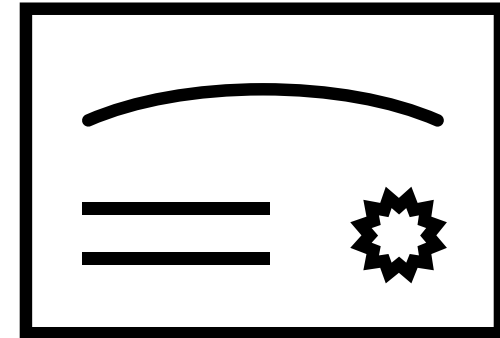
Voting Member Travel

² Voting Planning Member Travel Expenses is defined as eligible mileage expenses incurred by regional flood planning members that cannot be reimbursed by any other entity, planning group sponsor, etc. as certified by the voting member. Travel expenses are available only for attendance at a posted meeting of the RFPG unless the travel is specifically authorized by the RFPG and EA. The reimbursed amount is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2019, Article IX, Part 5, as amended or superseded.

Regional Flood Planning Grant Contract, Exhibit B

Reminder: Certification of Administrative Expenses

- [Title 31 TAC §361.72\(b\)](#) requires that the **RFPG or its Chairperson certifies, during a public meeting**, that certain **administrative costs** are eligible for reimbursement and are correct and necessary
 - Includes travel expenses for RFPG members or Sponsor staff, a Sponsor's direct costs such as website or postage fees, and Sponsor's personnel costs.
 - DOES NOT include the technical consultant's expenses under Task 10.
- Obtain certification prior to submitting the reimbursement payment request to TWDB.
- Provide **certification date** under Task 10 in the progress report.

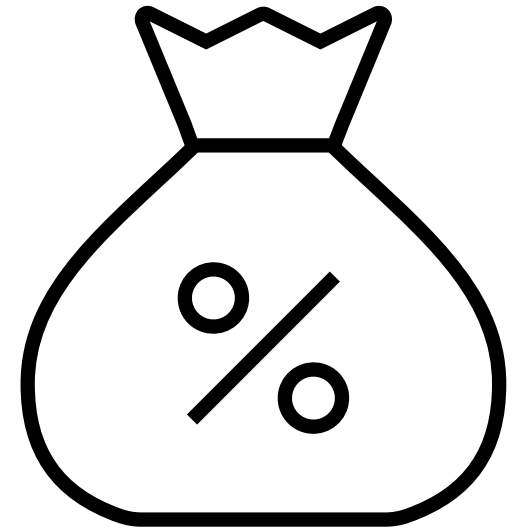


Reminder: 2023 RFP Amendments Eligibility

- Up to TWO 2023 Regional Flood Plan Amendments may be billed under Task 10 Public Participation and Plan Adoption.
- The TWDB sets deadlines for Amendments to be submitted to align with future FIF cycles
- Discretion of the RFPGs to decide how and when to amend their plans
- Amending more than twice falls outside the SOW/eligible expenses for cycle 2 funding

Reminder: Budget Modifications

- Work with your TWDB Planner (Contract Manager) to request a **budget memorandum** for any modifications to the task or expense budget.
- If modification is expected to exceed **35%** of any task or expense category, **formal RFPG approval** is required.



Refer to your contract

ARTICLE VI. COMPENSATION AND REIMBURSEMENT

- A. PAYMENT REQUEST SUBMISSION. CONTRACTOR must provide written progress reports according to the PAYMENT REQUEST SUBMISSION SCHEDULE with each payment reimbursement request or release of advance funds. The progress reports must include:
- (1) brief statement of the overall progress made since the last progress report for each task budget item;
 - (2) a brief description of any problems that have been encountered during the previous reporting period that may affect the study, delay the timely completion of any portion of this CONTRACT, or inhibit the completion of or cause a change in any of the study's products or objects; and
 - (3) a description of any action CONTRACTOR plans to take to correct any problems that have been encountered or identified.
- B. TWDB agrees to compensate and reimburse CONTRACTOR a total amount not to exceed the COMMITTED FUNDS for costs incurred and paid by CONTRACTOR pursuant to performance of this CONTRACT, as specified in Article I.
- C. Eligible expenses incurred by CONTRACTOR from the FIRST REIMBURSEABLE EXPENSE DATE through FINAL REIMBURSEABLE EXPENSE DATE will be eligible for reimbursement by TWDB. CONTRACTOR will be eligible for reimbursement only for the categories set forth in the budget for this CONTRACT. All requests for

Your Contract Managers



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Regions 8, 12, 13



Katie Koslan
Regions 3, 4, 5



Cynthia Nolasco
Regions 1, 2, 11



Sarah Magana
Regions 7, 9, 10



Nick Collins
Regions 6, 14, 15

Questions & Comments?



Image: Brent Hanson, U.S. Geological Survey. Public domain.