*This is Example RWPG Meeting Agenda Item Language* ***[[1]](#footnote-1)*** *-- that may be used by a RWPG to Authorize the Political Subdivision to Post Notice of Application for Regional Water Planning Grant Funding for the Fourth Cycle of Regional Water Planning.*

"Discussion and possible action to authorize the *Region X* Political Subdivision to provide public notice and submit a grant application to TWDB on behalf of *Region X* for funding to complete the fourth round of regional water planning and to negotiate and execute the amendment to the contract with the TWDB.”

*(Associated example notice language below)* **[[2]](#footnote-2)*,* [[3]](#footnote-3)**

From: Full Name of Regional Water Planning Group (Region X)

Date: Month Day, 2012

Subject: Notice of Application for Regional Water Planning Grant Funding for the Completion of the Fourth Cycle of Regional Water Planning

NOTICE TO PUBLIC REGIONAL WATER PLANNING

Notice is hereby given that the *Name of Political Subdivision* will submit by 5:00 p.m. October 4, 2012, a grant application for financial assistance to the Texas Water Development Board (TWDB) on behalf of *Region X*, to carry out planning activities to develop the 2016 *Region X* Regional Water Plan in completion of the state's Fourth Cycle (2012 -2016) of Regional Water Planning.

The *Full Name of Regional Water Planning Group (Region X)* includes the following counties: *List of specific counties located fully or partially within the region.*

Copies of the grant application may be obtained from *Name of Political Subdivision* or online at *website address.* Written comments from the public regarding the grant application must be submitted to *Name of Political Subdivision* and TWDB by no later than *30 days of the date on which the notice is mailed or published*. Comments can be submitted to *Name of Political Subdivision* and the TWDB as follows:

*Representative's Name,* Administrative Agent for *Region X*

*Name of Political Subdivision*

*Address of Political Sub Line 1*

*Address of Political Sub Line 2*

Melanie Callahan, Executive Administrator

Texas Water Development Board

P.O. Box 13231 Austin, Texas 78711-3231

# For additional information, please contact *Representative's name, Political Subdivision's name, c/o Region X; address, telephone number, and email address*

1. **Note to Regions**: All language and postings are the responsibility of the RWPG and political subdivision and should be approved by its own lawyers. [↑](#footnote-ref-1)
2. **2** **Note to Regions**: All notices including notice language and postings are the responsibility of the RWPG and political subdivision and should be approved by its own lawyers. See 31 TAC 357.21(d) for posting requirements. [↑](#footnote-ref-2)
3. **Note to Regions**: Application materials should be available for review for the entirety of the 30-day comment period. [↑](#footnote-ref-3)