

DRAFT CONTRACTOR EXPENSE BUDGET

CATEGORY	AMOUNT
Other Expenses ¹	\$
Subcontract Services	\$
Voting Planning Member Travel ²	\$
Political Subdivision Travel ³	\$
Total Study Cost ^{4, A}	\$

¹ Eligible Other Expenses as described in 31 TAC §355.92(b) include the following administrative costs that may be billed under Task 10 associated with the RWPG's Political Subdivision if the RWPG or its chairperson certifies, during a public meeting, that the expenses are eligible for reimbursement and are correct and necessary:

- a. Direct costs, excluding personnel costs, for placing public notices for the legally required public meetings, maintaining a website, and of providing copies of information for the public and for members of the RWPG as needed for the efficient performance of planning work such as:
 1. expendable supplies consumed in direct support of the planning process;
 2. direct communication charges;
 3. limited direct costs/fees of maintaining RWPG website domain, website hosting, and/or website – not to exceed \$250.00 per calendar year;
 4. direct non-labor costs of storing or posting of audio-visual files (e.g., meeting recordings) – this is not limited by cap stated in item a.3 above;
 5. direct non-labor costs and fees associated with the initial development of a website – this is not limited by cap stated in item a.3 above, but must be reasonable by professional standards and not detract from plan development;
 6. reproduction of materials directly associated with notification or planning activities (currently 10¢ per copy or the actual non-labor direct costs as documented by the Contractor);
 7. other direct costs of public meetings, all of which must be directly related to planning (e.g., newspaper and other public notice posting costs, and facility rentals); and
 8. direct postage (e.g., postage for mailed notification of funding applications or meetings).
- b. Costs associated with providing translators and accommodations for persons with disabilities for public meetings when required by law or deemed necessary by the RWPGs and certified by the chairperson.
- c. Food, drink, or lodging (excluding tips and alcoholic beverages) for Political Subdivision staff designated to be the representative for the RWPG and travel to support participation in legislatively required or Board requested meetings, as specifically authorized by the RWPG and TWDB Executive Administrator;
- d. Limited labor, reproduction, or distribution of newsletters – not to exceed 3% of the Task 10 budget for the full period of the contract nor a total of \$5,000;
- e. The RWPG Political Subdivision's personnel costs for the staff hours that are directly spent providing, preparing for, and posting public notice for RWPG meetings and hearings, including time and direct expenses for their support of and attendance at such RWPG meetings and hearings. This may not exceed: \$5,000 per regular RWPG meeting nor a total of 10% of the total study cost budget for the full period of the contract or a total of \$60,000, whichever is lower. ^B

² Voting Planning Member Travel Expenses are 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. These expenses are defined as:

- a. eligible mileage expenses incurred by RWPG members, or their designee, to attend RWPG meetings that cannot be reimbursed by any other entity, political subdivision, etc. as certified by the voting member, or their designee, and
- b. food, drink, lodging, or airfare of designated RWPG member travel to support participation in legislatively-required or Board-requested meetings, as specifically authorized by the RWPG and TWDB Executive Administrator.

^A It is anticipated that the total study cost may be increased through a future contract amendment that incorporates a full scope of work and budget, subject to additional appropriations made available from the Texas Legislature.

^B The allowance of personnel costs are subject to the adoption of proposed rules as published in the Texas Register on February, 26, 2021.

³ Political Subdivision Travel Expenses is defined as eligible mileage expenses incurred by political subdivisions for work associated with regional water plan development. Travel must be specifically authorized by the RWPG and TWDB Executive Administrator. 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.

⁴ Ineligible Expenses include funding any of the activities specified in 31 TAC 355.92(a), as well as the following items as applicable to RWPG members and Political Subdivisions:

- a. Compensation for the time or expenses of RWPGs members' service on or for the RWPG;
- b. Costs of administering the RWPGs, other than those eligible and authorized under Eligible Expenses;
- c. Costs for training;
- d. Costs of administering the regional water planning grant and associated contracts;
- e. Costs associated with development of an application for a regional water planning grant or reviewing materials developed due to this grant;
- f. Food, drink, or lodging for RWPG members (including tips and alcoholic beverages), unless eligible and authorized under item ²b above;
- g. Purchase, rental, or depreciation of equipment (e.g., computers, copiers, fax machines);
- h. General purchases of office supplies not documented as consumed directly for the planning process; and
- i. Costs associated with social events or tours.