



**Texas Water Development Board
Regional Water Planning Grant
Application Checklist**

March 2021

All applications **must be complete** when submitted to the TWDB. A list of required items with check boxes has been provided in the following pages to assist you in completing the application. **Please check the boxes after you have included the respective items in the application and return the completed checklist with the application.**

I. GENERAL INFORMATION

- 1. Legal name of applicant(s).
- 2. Regional Water Planning Group.
- 3. Authority of law under which the applicant was created.
- 4. Applicant's official representative, Name, Title, Mailing address, Phone number, Fax number, if available, E-mail Address, and Vendor ID Number.
- 5. DUNS Number. If you do not have a DUNS number, visit:
<https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>
- 6. Proposed planning cost estimate for the initial scope of work for the sixth cycle of regional water planning (use Table 1 in the Application Instructions Document for the cost allocated by region).
- 7. Amount of grant funds requested from the Texas Water Development Board associated with the initial scope of work for the sixth cycle of regional water planning.
- 8. Statement of why state funding assistance is needed (Not to exceed 1 page).

II. ADMINISTRATIVE DOCUMENTATION

- 9. The date of the public meeting where the RWPG designated the Political Subdivision as the representative of the RWPG eligible to receive funding and authorized the Political Subdivision to apply for these grant funds on behalf of the RWPG (as required in 31 TAC §357.12(a)(4) and 31 TAC §355.90(b)(3)).
- 10. A copy of or website link to the RWPG's most recently adopted by-laws (as required in 31 TAC §355.91(a)).

III. PLANNING INFORMATION

- 11. A detailed scope of work for proposed planning, including specific deliverables for each task. Include the *Scope of Work for the Sixth Cycle of Regional Water*

Planning document prepared by TWDB located at:

[https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft Initial SOW SixthCycle RWP.pdf](https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft%20Initial%20SOW%20SixthCycle%20RWP.pdf)

- 12. A task budget for the scope of work by task. Use the Draft Contractor Task Budget by Region table located online at:
[https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft Task Budget.pdf](https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft%20Task%20Budget.pdf)
- 13. An expense budget for the scope of work by expense category. Use the template provided online at:
[https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft RWP Expense Budget.pdf](https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft%20RWP%20Expense%20Budget.pdf)
- 14. A time schedule for completing detailed Scope of Work by task. Use the Sixth Cycle of Regional Water Planning Working Schedule provided online at:
[https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/projectdocs/Working Schedule 2026RWPs Feb2021.pdf](https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/projectdocs/Working%20Schedule%202026RWPs%20Feb2021.pdf)

IV. WRITTEN ASSURANCES

Written assurance of the following item:

- 15. Proposed planning does not duplicate existing projects, or previous or ongoing planning.

Please check the boxes after you have included the respective items in the application and return the completed checklist with the application.