

Application Instructions for Fiscal Year 2016 Agricultural Water Conservation Grants

The Texas Water Development Board's Agricultural Water Conservation Fund offers grants to state agencies and political subdivisions of the State of Texas for agricultural water conservation projects or programs that address the topics published in the recent Request for Applications in the *Texas Register*.

When to apply: The Texas Water Development Board publishes a Request for Applications in the *Texas Register* at least once each fiscal year. Any state agency(s) or political subdivision(s) interested in applying for an agricultural water conservation grant may contact the Contract Administration Division to be included on a mailing list that provides notification that a request has been published. Unsolicited applications can be filed at any time but will only be considered for funding if there is urgency for the activity to be done and is also dependent upon the availability of funds.

Who may apply: Eligible applicants include state agencies and political subdivisions (as defined by 31 Texas Administrative Code, Chapter 367).

Application submittal: Applicants must submit six double-sided, double-spaced paper copies and one digital copy of a complete application to the following address on or before 12:00 p.m. on Wednesday, February 17, 2016:

David Carter
Texas Water Development Board
Contract Administration Division
P. O. Box 13231
1700 N. Congress Ave.
Austin, Texas 78711-3231

All applications must be complete and include general information, proposed project information, and written assurances, as outlined below. Refer to the Request for Applications for eligible activities, ranking criteria, and selection process. A list of required items has been provided in the following pages to assist in completing an application.

If you intend to apply, please call Cameron Turner, Team Lead for the Agricultural Water Conservation Program, at (512) 936-6090 or e-mail at cameron.turner@twdb.texas.gov.

Application Requirements

Texas Administrative Code, Title 31, Part 10, Chapter 367, Section 367.5

Applications must address each of the following requirements, in this order:

Section I. Administrative Requirements

1. Official name and address of the applicant.
2. Constitutional and statutory authority creating the applicant and under which the applicant currently operates, and the Vendor ID number.
3. Names and addresses of the individual or individuals with the legal authority to perform the acts of the entity, and title of position.
4. An affidavit from the individual with the authority to act on behalf of the applicant, or a certified copy of a resolution adopted or minutes approved by the governing body with the authority to act on behalf of the applicant, which:
 - a. Identifies the amount that the applicant is requesting
 - b. Authorizes the submission of an application on behalf of the entity
 - c. Designates an authorized representative to submit the application and perform all reasonable and necessary action in support of the application and, if approved by the TWDB, to perform the terms and conditions of the award of money from the Fund.
5. Name, address, and title of the designated representative; also include phone number and email addresses.
6. Map and description of the geographic area in which the applicant is authorized to conduct such actions as are necessary for the proposed conservation program or project.
7. Description of the proposed program or project that includes:
 - a. The geographic area in which it will occur
 - b. Detailed timeline with projected completion date for each proposed task
8. Proposed budget for the program or project that identifies:
 - a. The total cost
 - b. The cost of each significant element of the program or project
 - c. Other sources of funds, if any.
9. The predicted water conservation and other benefits that will be created from the proposed program or project.
10. Conservation plan and program of work or other sufficient description of the applicant's commitment to water conservation.
11. Identification of a water conservation water management strategy identified in the most recent applicable regional water plan or state water plan that will be implemented by the use of the grant.

Section II. Agricultural Water Conservation Program/Project Information

12. Explanation of why this activity is needed.
13. A scope of work describing project work tasks with a time schedule for each.
14. A task and expense category budget (see attached example).
15. A list of products (data, reports, plans, or other products) that the TWDB will receive as a result of this project.
16. A description of suggested monitoring procedures and estimated water savings to be realized by implementation of this program/project (Include a description of methodology for calculating water savings.)
17. Qualifications and experience of staff directly related to this application.
18. A description of the extent to which the project will include an education component directed at project participants, other area producers, and/or the public including school children.

Section III. Written Assurances

Written assurance of the following items:

19. Written evidence that supplemental funding is available, if applicable.
20. Applications for irrigation meters must include justification for the number of meters requested.
21. Implementation of results identified through the application will be diligently pursued including:
 - a. Identification of and involvement of potential users and project participants
 - b. Implementation of water conservation water management strategy(s) identified in the most recent applicable regional water plan or state water plan.
22. If the application is for funding the construction of a conservation project to be considered by the board, an engineering feasibility report and/or an environmental assessment may be required according to rules established by the Texas Administrative Code Chapter 367 Sections 367.6–367.7 and Section 367.12

Section IV. Example Task and Expense Budgets

TASK BUDGET

TASK	DESCRIPTION	AMOUNT
1	Purchase equipment	\$ 20,000.00
2	Install equipment	\$ 5,000.00
3	Monitor water use	\$ 15,000.00
4	Report results	\$ 10,000.00
TOTAL		\$50,000.00

EXPENSE BUDGET

CATEGORY	LOCAL MATCH	TWDB AMOUNT
Salaries & Wages ¹	\$ 10,000.00	\$ 10,000.00
Fringe ²	\$ 1,000.00	\$ 1,000.00
Travel ³	\$ 1,000.00	\$ 1,000.00
Other Expenses ⁴	\$ 1,000.00	\$ 1,000.00
Equipment	\$ 10,000.00	\$ 10,000.00
Subcontract Services	\$ 2,000.00	\$ 2,000.00
TOTAL	\$25,000.00	\$25,000.00

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

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

Deadline and Submission of Application

Six double-sided, double-spaced paper copies and one digital copy of a complete agricultural water conservation grant application, including the required attachments must be filed with the TWDB on or before 12:00 p.m. on Wednesday, February 17, 2016.

Applications can be delivered in person to:

David Carter
Texas Water Development Board
Room 610D, Stephen F. Austin Building
1700 North Congress Avenue
Austin, Texas 78701

Applications can also be mailed to:

David Carter
Texas Water Development Board
P.O. Box 13231 - Capitol Station
Austin, Texas 78711-3231

Requests for technical information may be directed to:

Cameron Turner
Agricultural Water Conservation
Texas Water Development Board
P.O. Box 13231
Austin, Texas 78711-3231
E-mail: cameron.turner@twdb.texas.gov
Phone: (512) 936-6090