



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

March 2026

All applications **must be complete** when submitted to 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 (RWPG).
- 3. Applicant's official representative Name, Title, Mailing address, Phone number, Fax number, if available, E-mail Address, and Vendor ID Number.
- 4. Unique Entity Identifier (UEI) Number. If you do not have or need to update a UEI number, visit: https://www.fsd.gov/gsafsd_sp/en/what-is-the-new-process-for-validation?id=kb_article_view&sysparm_article=KB0058402
- 5. Amount of grant funds requested from the Texas Water Development Board associated with the initial scope of work for the seventh cycle of regional water planning.
- 6. Statement of why state funding assistance is needed (Not to exceed 1 page).

II. ADMINISTRATIVE DOCUMENTATION

- 7. 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)).
- 8. 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

- 9. A detailed scope of work for proposed planning, including specific deliverables for each task. Include the *Scope of Work for the Seventh Cycle of Regional Water Planning* document prepared by TWDB located at: https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2031/rfa_docs.asp
- 10. 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/2031/rfa_docs.asp

- 11. A time schedule for completing detailed Scope of Work by task. Use the Seventh Cycle of Regional Water Planning Working Schedule provided online at:
https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2031/rfa_docs.asp

IV. WRITTEN ASSURANCES

Written assurance of the following item:

- 12. 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.