

Application Instructions - Fiscal Year 2026 Agricultural Water Conservation Grants

The Texas Water Development Board's (TWDB) 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 TWDB 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 contingent upon the availability of funds.

Who may apply: Eligible applicants include state agencies and political subdivisions, as defined by 31 Texas Administrative Code § 367.2.

Application deadline: Applicants must submit one digital copy of a complete application to Bid-Room@twdb.texas.gov on or before 2:00 p.m. Central Standard Time, Wednesday, March 18th, 2026, with a copy to: erika.mancha@twdb.texas.gov.

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, www.sos.state.tx.us/texreg/index.shtml. A list of required items has been provided in the following pages to assist in completing an application.

For more information about the Agricultural Water Conservation Grants Program, contact Erika Mancha, Director, Conservation and Innovative Water Technologies, at (512) 463-7932 or e-mail [at erika.mancha@twdb.texas.gov](mailto:erika.mancha@twdb.texas.gov).

Questions about the request for applications must be submitted by Wednesday, March 4th, 2026, two-weeks prior to the application deadline, to Bid-room@twdb.texas.gov with a copy to: erika.mancha@twdb.texas.gov.

Application Requirements

Pursuant to 31 Texas Administrative Code § 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.

Name (political subdivision or state agency)	
Physical Address	
Mailing Address	
Constitutional and statutory authority creating the applicant, under which the applicant currently operates	
Vendor ID or Federal Tax ID Number	

2. Individual(s) with the legal authority (presiding officer, chairman, general manager, or agency administrator) to perform the acts of the entity.

Name	
Title	
Physical Address	
Mailing Address	
Phone	
Email Address	

3. Individual(s) acting as designated representative (contract manager, project manager, district engineer, or conservation program coordinator) of the entity.

Name	
Title	
Physical Address	
Mailing Address	
Phone	
Email Address	

4. Attach one of the following:

- ☐ 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,

5. Which identifies and includes all of the following:
 - ☐ Amount the applicant is requesting,
 - ☐ Any local match contributions,
 - ☐ Verification the grant (if awarded) will supplement, rather than replace, the funding of the applicant,
 - ☐ Most recent annual operating budget of the applicant.
 - ☐ Authorization of submission of an application on behalf of the entity; and,
 - ☐ Designation of 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.
6. Evidence of the applicant's commitment to water conservation, to include both:
 - ☐ Appropriate excerpts from the applicant's management plan or conservation plan, and
 - ☐ Examples of the applicant's existing conservation programs or projects.

Section II. Project Information

7. Attach the project abstract, location, and personnel, including all of the following:
 - ☐ Brief project title and abstract, 150-words or less, summarizing the project goals, actions, and objectives, along with a water savings estimate;
 - ☐ A map of the geographic area in which the applicant is authorized to conduct such actions as are necessary for the proposed conservation program or project;
 - ☐ A description of the geographic area in which the project will occur,
 - ☐ Identification of technical staff with the expertise needed to carry out this project, including:
 - ☐ their name(s) and qualifications, and
 - ☐ an estimate of what percentage of their time will be attributed to this project.
8. Attach budgets and supplemental funding, including all of the following:
 - ☐ The amount requested,
 - ☐ Cost of each significant element of the project, and
 - ☐ A reasonable and adequate justification of why this funding is needed;
 - ☐ Source of local match (if applicable), and
 - ☐ An operating budget illustrating the financial need for the grant funds; and,
 - ☐ Proposed task and expense budgets for the program or project that identifies the total project costs by category. (See example budgets, in Section III.)

9. Attach the project description, scope of work, and deliverables, including all of the following:
- ☐ Project description explaining how the project will achieve the goals identified in the request for application.
 - ☐ Scope of work with:
 - ☐ clearly identified tasks.
 - ☐ an explanation of how each task will incorporate the actions and objectives identified in the request for application.
 - ☐ the estimated completion dates for each task, project reporting timelines; and,
 - ☐ deliverables (data, reports, plans, or other products) the TWDB will receive through this project.
10. Attach narrative of project's water conservation benefits:
- ☐ Identification of an agricultural water conservation water management strategy in the most recent applicable regional water plan or state water plan.
 - ☐ An explanation of how the proposed project will implement the conservation strategy through the grant, explaining why it is needed and how it will serve the public interest, such as adoption of best management conservation practices and water saving innovations; and,
 - ☐ An estimate of the baseline water usage prior to the program or project;
 - ☐ Estimated water savings to be realized by implementation of this program or project; and
 - ☐ A description of monitoring procedures and methodology to be used for calculating water savings.
11. Attach, if applicable, the following for projects involving construction activities:
- ☐ If the proposed project involves TWDB funding for construction, the application shall include an engineering feasibility report signed and sealed by a professional engineer, in accordance with 31 Texas Administrative Code § 367.6; and,
 - ☐ If the TWDB funds will be used for construction of a conservation project requiring surface or subsurface disturbance of the soil or alter the existing vegetation, the applicant shall conduct an environmental assessment in compliance with 31 Texas Administrative Code § 367.7.

Section III. Example Task and Expense Budgets

TASK BUDGET

TASK	DESCRIPTION	TOTAL PROJECT COST
1	Purchase equipment, materials, and supplies	\$120,000.00
2	Establish field sites and install conservation practices	\$250,000.00
3	Education, outreach, workshops, and field days	\$50,000.00
4	Monitor, measure, and report results	\$25,000.00
TOTAL		\$445,000.00

EXPENSE BUDGET

CATEGORY	LOCAL MATCH AMOUNT	TWDB GRANT AMOUNT	TWDB COST SHARE % ⁶
Salaries & Wages ¹	\$100,000.00	\$100,000.00	50%
Fringe ²	\$10,000.00	\$10,000.00	50%
Travel ³	\$10,000.00	\$10,000.00	50%
Other Expenses ⁴	\$25,000.00	\$0.00	0%
Equipment, Materials, and Supplies ⁵	\$0.00	\$80,000.00	100%
Subcontract Services	\$50,000.00	\$50,000.00	50%
TOTAL	\$195,000.00	\$250,000.00	

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, 2021, Article IX, as amended or superseded.

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

⁵ Equipment, Materials, and Supplies is defined as all hardware, software, and technology directly chargeable to this contract; those items that are incorporated into and remain part of a feature or structure; and, those items that are used during the installation and construction process, but do not remain a permanent part of the feature or structure.

⁶ TWDB Cost Share Percent is the percentage associated with the total line-item category (for example, Salary & Wages) amount of each Payment Request that is eligible for reimbursement.