

## **Application Instructions**

### **Fiscal Year 2023 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](mailto:Bid-Room@twdb.texas.gov) on or before 2:00 p.m., Wednesday, February 8, 2023, with a copy to: [antonio.delgado@twdb.texas.gov](mailto:antonio.delgado@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](http://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 Antonio Delgado, Team Lead, Agricultural Water Conservation, at (512) 463-7984 or e-mail at [antonio.delgado@twdb.texas.gov](mailto:antonio.delgado@twdb.texas.gov).

Questions about the Request for Applications must be submitted by Wednesday, January 25, 2023, two-weeks prior to the application deadline, to [Bid-room@twdb.texas.gov](mailto:Bid-room@twdb.texas.gov) with a copy to: [antonio.delgado@twdb.texas.gov](mailto:antonio.delgado@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. Applicant information including:
  - a. The official name of the applicant (political subdivision or state agency);
  - b. Mailing and physical address of the applicant;
  - c. Constitutional and statutory authority creating the applicant, under which the applicant currently operates; and
  - d. The applicant's Vendor ID or Federal Tax ID number.
2. Names and addresses of the individual or individuals with the legal authority to perform the acts of the entity and title of position (presiding officer, chairman, general manager, or agency administrator).
3. Name, address, title, phone number, and email address of the designated representative (contract manager, project manager, district engineer, or conservation program coordinator).
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, local match contributions, verification that the grant will supplement rather than replace the funding of the applicant, along with the most recent annual operating budget of the applicant;
  - b. Authorizes the submission of an application on behalf of the entity; and,
  - 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. Evidence of the applicant's commitment to water conservation; include 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**

6. Project abstract, location, and personnel
  - a. Brief project title and abstract, 150-words or less, summarizing the project goals, actions, and objectives, along with a water savings estimate;
  - b. 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, and a description of the geographic area in which the project will occur; and,
  - c. Identification of technical staff with the expertise needed to carry out this project, qualifications, and an estimate of what percentage of their time will be attributed to this project.
7. Budgets and supplemental funding
  - a. The amount requested, cost of each significant element of the project, and a reasonable and adequate justification of why this funding is needed;
  - b. Source of local match and an operating budget illustrating the financial need for the grant funds; and,

- c. Proposed task and expense budgets for the program or project that identifies the total project costs by category. (See example budgets, in Section III.)
8. Project description, scope of work, and deliverables
  - a. Project description explaining the Agricultural Water Conservation Program Goals to be achieved through the project;
  - b. Scope of work with clearly identified tasks and an explanation of how each task will incorporate the Agricultural Water Conservation Project Actions and Objectives identified in the solicitation, along with the estimated completion dates for each task and project reporting timelines; and,
  - c. Deliverables (data, reports, plans, or other products) that the TWDB will receive through this project.
9. Water conservation benefits
  - a. Identification of an agricultural water conservation water management strategy in the most recent applicable regional water plan or state water plan;
  - b. 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,
  - c. 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 for calculating water savings.
10. Construction activities
  - a. 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 Texas Administrative Code §367.6; and,
  - b. If the TWDB funds would be used for construction of a conservation project that will require surface or subsurface disturbance of the soil or alter the existing vegetation, the applicant shall conduct an environmental assessment in compliance with Texas Administrative Code §367.7.

### Section III. Example Task and Expense Budgets

#### TASK BUDGET

<b>TASK</b>	<b>DESCRIPTION</b>	<b>TOTAL PROJECT COST</b>
1	Purchase equipment, materials, and supplies	\$200,000.00
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	\$50,000.00
<b>TOTAL</b>		<b>\$550,000.00</b>

#### EXPENSE BUDGET

<b>CATEGORY</b>	<b>LOCAL MATCH AMOUNT</b>	<b>TWDB GRANT AMOUNT</b>
Salaries & Wages <sup>1</sup>	\$100,000.00	\$100,000.00
Fringe <sup>2</sup>	\$10,000.00	\$10,000.00
Travel <sup>3</sup>	\$10,000.00	\$10,000.00
Other Expenses <sup>4</sup>	\$25,000.00	\$25,000.00
Equipment, Materials, and Supplies <sup>5</sup>	\$80,000.00	\$80,000.00
Subcontract Services	\$50,000.00	\$50,000.00
<b>TOTAL</b>	<b>\$275,000.00</b>	<b>\$275,000.00</b>

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

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

<sup>5</sup> 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.