

**Flood Infrastructure Fund (FIF) Application for Flood Management Evaluations (FME), Flood Mitigation Projects (FMP), and Flood Management Strategies (FMS) Categories**

**Application Submittal Instructions:**

Please email one indexed electronic copy to FIF@twdb.texas.gov. The application must be compiled and submitted in Portable Document Format (PDF) and **must be searchable**. In the subject line of the email please include the Applicant’s Name, FMX ID Number, Abridged Application Number, and Category.

Example email subject line: *Applicant Name, FMX ID Number (unique nine digits), Abridged Application Number (unique five digits), Category FMX, Project Name*

For applications larger than 100 MB, please email FIF@twdb.texas.gov for additional submission instructions.

**Please Note:** Project information submitted in this application must be consistent with the details provided in your submitted abridged application. Any information that is inconsistent with the project’s ranking in the prioritization list as approved by the Board could result in the project losing prioritization points to the extent that the project may fall below the Board-approved funding line. By submitting this Application, you understand and confirm that the information provided is true and correct to the best of your knowledge and further understand that the failure to submit a complete Application by the stated deadline, or to respond in a timely manner to additional requests for information, may result in the withdrawal of the Application without further review.

**General Information**

|  |
| --- |
| Entity Name |
|  |
| Entity Type |
|  |
| A Citation of the Law Under Which the Political Subdivision Operates and was Created |
|  |
| Entity’s Physical Address (e.g., central office address) |
|  |
| Entity’s Mailing Address |
|  |

|  |  |  |
| --- | --- | --- |
| **Official Representative** The Applicant’s official project representative with authorized signatory authority.  | Name |  |
| Title |  |
| Phone |  |
| Email |  |
| Address |  |

|  |  |  |
| --- | --- | --- |
| **Primary Contact**The Applicant’s primary project contact for day-to-day project implementation. | Name |  |
| Title |  |
| Phone |  |
| Email |  |
| Address |  |

|  |  |  |
| --- | --- | --- |
| **Project Engineer**The Applicant’s lead Engineer that will sign/seal deliverables related to the project. | Name |  |
| Title |  |
| Phone |  |
| Email |  |
| Address |  |

|  |  |  |
| --- | --- | --- |
| **Grant Coordinator**The Applicant’s person responsible for management of the grant and/or loan. | Name |  |
| Title |  |
| Phone |  |
| Email |  |
| Address |  |
| **Financial Advisor**The Applicant is required to have a financial advisor if a TWDB debt component is being requested. | Name |  |
| Title |  |
| Phone |  |
| Email |  |
| Address |  |

|  |  |  |
| --- | --- | --- |
| **Legal/Bond Counsel**The Applicant is required to have a legal/bond counsel if a TWDB debt component is being requested. | Name |  |
| Title |  |
| Phone |  |
| Email |  |
| Address |  |

|  |  |  |
| --- | --- | --- |
| **Other\*** | Name |  |
| Project Role |  |
| Title |  |
| Phone |  |
| Email |  |
| Address |  |

*\*Copy and paste the other contact information textbox as needed to add additional contact information.*

**General Project INFORMATION**

|  |  |
| --- | --- |
| Project Name (as referred to by Applicant) |  |
| Full Name of FME/FMP/FMS as presented in the State Flood Plan |  |
| Indicate Type: FME/FMP/FMS under 31 TAC § 361.10 | [ ] FME [ ] FMP [ ] FMS |
| [Regional Flood Planning Group](https://www.twdb.texas.gov/flood/planning/regions/index.asp) (01-15) |  |
| Regional Flood Planning Group Region(s) Benefitting from Project |  |
| Abridged Application Number(s) |  |
| Unique 9-digit FME/FMP/FMS ID Number(s) from the associated State Flood Plan |  |
| Existing TWDB Project Number (if applicable) |  |
| Project Location: Latitude/Longitude reflecting the geographic center of the area to be studied or where construction will take place. This is the project location and not the location of the entity. |  |
| County/Counties where the Project Area is located |  |
| If multiple Counties are listed, which is the primary County? |  |
| If FIF FME/FMP/FMS Prioritization Score was different than the project’s State Flood Plan Ranking Score, please provide a detailed explanation for the changes in data used for ranking. The score difference is identified on the Project Prioritization List. |  |

**Statement of Funding**

Indicate the funding sources anticipated to sufficiently fund the project in the following Sources of Funding table. Enter the dollar amounts applicable to the sources identified in the table. Please see the Prioritization List on the [TWDB FIF webpage](https://www.twdb.texas.gov/financial/programs/FIF/index.asp) to confirm the eligible grant percentage for your project. Entities may either use their own available funds, in-kind funds, or borrow FIF funds at zero percent interest rate for any portion of the required local share not provided through the FIF grant funds.

Other funding sources indicated below must be committed/awarded or under consideration by the funding agency. If federal funding is a source, please indicate the specific source and federal disaster number in the table below. While you may propose to use in-kind services on this form, any proposal must receive TWDB’s approval. **Note for FMS Only: Only non-recurring non-capital costs are eligible for FIF funding. Any capital or recurring costs will be deemed ineligible for FIF funding.**

|  |  |
| --- | --- |
| **Sources of Funding** | **Amount ($)** |
| **Are Federal Funds being used towards this project?*** **If yes**, place a dollar amount in this row and fill out the “Federal Award Matching Funds” table that follows.
* **If no**, move on to the next row.
 | $ |
| **TWDB FIF Grant*** See the Prioritization List or Invitation to Apply Letter for the eligible grant percentage for this project.
 | $ |
| **TWDB FIF Loan*** If requesting a loan component, the applicant **MUST FILL OUT** the loan component questions in this application. Be sure to include any fees associated with financing the project.
 | $ |
| **Local Contribution*** Local contribution/match includes cash/loan/bond proceeds/non-federal grant sources **excluding FIF.**
* If the applicant plans to use local matching funds instead of or in combination of a loan component, please put the local match fund dollar amount here.
 | $ |
| **In-Kind Contribution (Estimated value)*** Please note that any in-kind proposal must receive TWDB’s approval.
* If the applicant plans to use in-kind funds instead of or in combination with a loan component, please put the in-kind funds dollar amount here.
 | $ |
| **TOTAL PROJECT COST (*MANUALLY* *ADD UP ALL THE ROWS ABOVE*)** | $ |
| Please fill out and attach a [TWDB-1201 Budget](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-1201.xlsx) to this application with more details on the project costs. | [ ]  Attached [ ]  N/A  |

**FEDERAL AWARD MATCHING FUNDS**

|  |  |
| --- | --- |
| Requesting Federal Matching Award Funds? If yes, please attach a copy of the completed federal award packet, if available, including any environmental or historical findings, and engineering approval received by the Federal entity. | [ ]  YES[ ]  NO |
| Name of Federal Grant Program |  |
| Date of Federal Application Submission |   |
| Date of Actual or Anticipated Selection or Award |   |
| **NOTE: Federal application MUST have been submitted by Abridged Application submission date, and federal funds MUST be awarded prior to the TWDB commitment date.**  |

**Description of Proposed Project**

**Limit to 10 PaGES OR LESS - project need and description.**

Projects that are not consistent with the approved State Flood Plan or the amended Regional Flood Plan will not be eligible for FIF funding.

|  |
| --- |
| **Provide a description of the need for the project or study and the** **project scope of work. Please include:*** Project/Study Need: Provide details on the need for the proposed project (for example, need to address a specific flooding issue, avoid potential stormwater damage, expand capacity, etc.). Please identify any relevant recent flooding information and the number of properties that are potentially at risk of flooding. This should include any flood risk evaluation and alternatives considered.
* Project/Study Description: Provide a detailed description of the proposed project, a full scope of work that aligns with each task and how the costs were derived, including a bulleted list of project elements/components.
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|  |

**flood infrastructure fund (FIF)**

**All FIF Categories (FME/FMP/FMS) application questions**

The following items are required to meet FIF Intended Use Plan and/or Statutory Requirements:

1. **Project Map.** Attach a map showing the project location and delineation of the project watershed, conforming to 31 TAC § 363.408(b)(4).

[ ]  Yes, and attached to this application is a map(s).

1. **Digital Project KMZ Map.** Attach a Google Earth compatible KMZ file with the approximate limits of the project boundary.

[ ]  Yes, and attached to this application is a digital project map.

1. **Digital Project Shapefile.** Attach an ArcGIS compatible .shp file with the project location. If there are multiple locations, such as for a flood early warning system or local drainage improvements, please show those installations as points or as the affected area within the .shp file. For larger projects, please include the limits of the project watershed affected by the project as stated in 31 TAC § 363.402(9)

[ ]  Yes, and attached to this application is a digital project shapefile.

1. **Acted Cooperatively.** Has the applicant acted cooperatively with other political subdivisions to address flood control needs in the area?

[ ]  Yes, and attached to this application is the:

[ ]  Form for FME Projects: [Flood Management Evaluation (TWDB-0171)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0171.pdf) **OR**

[ ]  Form for FMP & FMS Projects: [Flood Mitigation Project & Flood Management Strategy Affidavit (TWDB-0172)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf)

[ ]  No, and attached to this application is an explanation.

1. **Adequate Notice.** Have all political subdivisions within the project area received adequate notice of the proposed study and will they have ample opportunity to participate in the study? Providing adequate notice and ample opportunity to any such eligible political subdivision that elects not to participate further would fulfill this requirement, provided evidence of notification is included in the application.

[ ]  Yes, and attached to this application is the:

[ ]  Form for FME Projects: [Flood Management Evaluation (TWDB-0171)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0171.pdf) **OR**

[ ]  Form for FMP & FMS Projects: [Flood Mitigation Project & Flood Management Strategy Affidavit (TWDB-0172)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf)

[ ]  No, and attached to this application is an explanation.

1. **Legal Documents.** Please check and attach the following to this application:

[ ]  Resolution: Attached is the [Application Filing and Authorized Representative Resolution (TWDB-0201A)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0201A.pdf) from the governing body requesting financial assistance.

[ ]  Application Affidavit: Attached is the [Application Affidavit (TWDB-0201)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0201.pdf)

[ ]  Certificate of Secretary: Attached is the Application Resolution Certificate of Secretary

([TWDB-0201B](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0201B.pdf))

1. **Applicant’s Consultant Contracts.**

[ ]  Attached Consultant Contract(s) - Please attach to this application copies of all draft and/or executed contracts for consultant services to be used by the applicant. If there are any significant scope components that the applicant will be managing in-house, please attach a brief description of those services.

1. **Redundant Funding.** Does the funding request include redundant funding for activities already performed and/or funded through another source?

[ ]  Yes

[ ]  No

1. **National Flood Insurance Program.** Is the project proponent, and all political subdivisions in the areas to be served by the project, participants in the National Flood Insurance Program (NFIP), or have the appropriate authorities for the area to be served by the project adopted and continue to enforce floodplain ordinances or orders equivalent to the minimum NFIP standards ([TWDB NFIP Portal](https://www.twdb.texas.gov/flood/insurance/index.asp))? NOTE: For the FME Category and FMS Category (e.g., FEWS projects), communities without floodplain management standards may be part of a larger study or benefitted area. In that case, the applicant will not be required to show/certify that those communities must have floodplain ordinances or orders in place. However, the applicant should work with the TWDB to encourage those communities to adopt floodplain ordinances or orders. Additionally, projects where the applicant itself does not have floodplain management standards are not eligible unless those communities are requesting FIF funds to develop floodplain management standards.

[ ]  Yes, and I have attached documentation or provided a link to the current Ordinance or Order.

[ ]  No, but this project fulfills additional requirements for participation in the NFIP. I have attached an explanation to this application describing the plan and the timeline for the community to adopt orders or ordinances prior to disbursement of funds, if selected. If the application is to support the development of ordinances or orders equivalent to the minimum requirement of the NFIP, then I have indicated this as a task in the scope of work and provided explanation.

[ ]  No.

1. **If the Applicant is not a participating member of the NFIP,** will the proposed projectinclude floodplain mapping that will enable participation?

[ ]  Yes

[ ]  No

1. **Best Available Data.** The proposed project must be developed using the best available data with analysis performed in accordance with sound engineering principles and practices. Provide a detailed description below.

[ ]  Yes, the project has been developed using the best available data. Detailed description provided here: Click or tap here to enter text.

[ ]  No, the project has not been developed using the best available data. Detailed description provided here: Click or tap here to enter text.

1. **Operations and Maintenance Costs (FMP & FMS Categories Only).** Has the applicant planned for operations and maintenance costs, including identification and explanation of the responsible party and funding source?

**Note: Operations and maintenance are not eligible costs under the FIF program.**

[ ]  Yes, the documentation is attached to this application.

[ ]  No, a justification for its non-applicability is attached to this application.

[ ]  Not applicable, an explanation is attached to this application.

[ ]  N/A (FME Category only)

1. **Floodwater Capture Techniques for Water Supply (FMP & FMS Categories Only).** Has the applicant conducted an analysis of whether the proposed flood project could use floodwater capture techniques for water supply purposes, including floodwater harvesting, retention basins, or other methods of capturing storm flow or unappropriated flood flow?

[ ]  Yes, conducted analysis and project could use floodwater capture techniques. The analysis is attached to this application.

[ ]  Yes, conducted analysis and project could not use floodwater capture techniques. The analysis is attached to this application.

[ ]  No, an explanation is attached to this application.

[ ]  N/A (FME Category only)

1. **Assurances Related to State Funds.** Please respond to the following concerning assurances related to state funds:
2. Is the applicant prohibited from receiving state funds under [Texas Penal Code § 1.10(d)](https://statutes.capitol.texas.gov/Docs/PE/htm/PE.1.htm#1.10) (related to federal laws regulating firearms, firearm accessories, and firearm ammunition)?

[ ]  Yes

[ ]  No

1. If the applicant is a city or county and is requesting grant funds: Is the applicant prohibited from receiving state grant funds under [Texas Local Government Code § 364.004](https://statutes.capitol.texas.gov/Docs/LG/htm/LG.364.htm#364.004) (related to public camping bans)?

[ ]  Yes

[ ]  No

[ ]  N/A (not a city or county requesting grant funds)

1. If the applicant is a city or county and is requesting grant funds: Has the applicant been sued by the Attorney General under [Local Government Code § 364.003](https://statutes.capitol.texas.gov/Docs/LG/htm/LG.364.htm#364.003) (related to public camping bans)?

[ ]  Yes, please provide the current status of the lawsuit. Explanation here: Click or tap here to enter text.

[ ]  No

[ ]  N/A (not a city or county requesting grant funds)

1. If the applicant is a city, county, or special district/authority and is requesting grant funds: Is the applicant prohibited from receiving state grant funds under [Texas Government Code § 2.103](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2.htm#2.103) (related to regulation of firearm suppressors)?

[ ]  Yes

[ ]  No

[ ]  N/A (not a city, county, or special district/authority requesting grant funds)

1. **In-Kind Services.** Will in-kind services be substituted for any part of the local share? Note: In-kind services may be substituted for any part of the local share if such services are directly in support of the planning effort, are fully explained and documented in the complete application, and approved as part of the TWDB commitment.

[ ]  Yes, and attached to this application is documentation with a full explanation of the applicant’s in-kind contribution, including a description of in-kind services to be provided.

[ ]  No

1. **Additional Funding Sources.** Is the proposed project, in part or in whole, part of an existing application or been awarded funds by another funding program (e.g., CWSRF, CDBG, HMGP, etc.) besides FIF?

[ ]  Yes, please explain: Click or tap here to enter text.

[ ]  No

1. **Additional Funding Sources.** Is the proposed project, in part or in whole, functionally dependent on a project funded through another funding program (e.g., CWSRF, CDBG, HMGP, etc.) or performed with a state or federal agency (e.g., TxDOT, USACE, etc.)?

[ ]  Yes, please explain: Click or tap here to enter text.

[ ]  No

1. **Additional Funding Sources.** Is another project funded through another funding program (e.g., CWSRF, CDBG, HMGP, etc.) or performed with a state or federal agency (e.g., TxDOT, USACE, etc.), in part or in whole, functionally dependent on the proposed project?

[ ]  Yes, please explain: Click or tap here to enter text.

[ ]  No

**The following questions (Question Nos. 19-25) are specific to FME Category Projects ONLY.**

**Skip this section if your project does NOT fall within the FME Category.**

1. **Notice Requirements for FME Category Projects.** Has the applicant fulfilled Notice Requirements for FME Category Projects as outlined on pages 11 and 12 in the [FIF Intended Use Plan](https://www.twdb.texas.gov/financial/programs/fif/doc/SFY2024-2025-FIF-IUP.pdf)? Note: The applicant may request of the TWDB to submit a copy of the notice after the application due date. If approved, the applicant may submit the copy of the notice after the application has been submitted; however, the TWDB may not act on an application before the end of the 30-day notice period unless all political subdivisions to which notice is required to be sent agree in writing to waive the notice period.

[ ]  Yes, the following is attached:

* + 1. One copy of the notice sent to affected political subdivisions.
		2. A list of the political subdivisions to which notice was sent.
		3. The date on which the notice was sent.

[ ]  No, and reasoning provided here: Click or tap here to enter text.

1. **Describe how the proposed planning project does not duplicate previous or ongoing flood planning efforts.**

[ ]  Yes, a description is attached to this application.

[ ]  Not yet but will do so as part of this project.

1. **Description of study area.** Please attach a detailed description of the project service area, including:
2. Identification of HUC-8 numbers and names to be studied for this project, including identification of partial or full HUC-8 study area.
3. Identification of hydrologic project area watershed(s), including HUC-8s, to be studied for this project. Total square miles to be studied must be included.
4. Identification of hydraulic project area, including HUC-8s and stream centerlines. Total stream miles to be studied must be included.
5. A map of identified watershed(s) showing major hydrologic features, including applicable HUC-8 numbers, Regional Flood Planning Groups, and political subdivision boundaries as applicable. The map must be GIS generated, and all shapefiles and associated files must be submitted with the application.
6. Identification of historical flooding and flood damages.
7. Identification of existing or potential flood hazards this project intends to address, including how the proposed planning will address those hazards.
8. Identification of which eligible entities do or do not participate in the National Flood Insurance Program.

[ ]  The documentation has all been attached to this application.

1. **Description of areas identified for flood risk evaluation.** Please attach a description of areas identified for flood risk evaluation, including hydrologic and hydraulic modeling, mapping, and proposed method of evaluation.

[ ]  Yes, the documentation is attached to this application.

[ ]  Not yet but will do so as part of this project.

1. **Description of method for benefits and costs to solutions.** Description of proposed method for estimating the benefits and costs of potential solutions to identified flooding problems.

[ ]  Yes, the documentation is attached to this application.

[ ]  Not yet but will do so as part of this project

1. **Scope of Work, Budget, and Schedule**. Please attach a detailed scope of work, budget, and schedule for the FMEs, including:
2. Project organization,
3. A description of how flood protection needs of the entire watershed will be considered,
4. Identification of tasks, +
	* Must align with each task listed in the Task Budget
	* At a minimum, the Scope of Work must include the Tasks listed in Attachment 8
5. A task budget, \*
	* Must show how the costs were derived, including a bulleted list of project elements/components.
	* List costs per square mile and/or cost per stream mile, as applicable.
6. A time schedule for completing tasks,
7. An expense budget by category, \*
8. Potential benefits of the project.

\*See Attachment 7 for Example Task and Expense Budgets.

+See Attachment 8 for Minimum Scope of Work Tasks for FMEs

[ ]  The documentation has all been attached to this application.

1. **Description of why state funding assistance is needed**. Please attach a detailed description of why state funding assistance is needed.

[ ]  Yes, the documentation is attached to this application.

[ ]  Not yet but will do so as part of this project.

**The following questions (Question Nos. 26 – 52) are specific to FMP Category Projects ONLY.**

**Skip this section if your project does NOT fall within the FMP Category.**

1. **Benefit-Cost Ratio (BCR).** An updated Benefit-Cost Analysis (BCA) of the proposed project in accordance with the [FY 2024-2025 FIF Intended Use Plan](https://www.twdb.texas.gov/financial/programs/fif/doc/SFY2024-2025-FIF-IUP.pdf) must include, but not limited to, the following:
	1. A description of the benefit cost ratio (BCR) methodology used, detailed BCA calculation, and a copy of the toolkit/excel file used, including the specific analysis tool and version used. For BCA analysis calculated via excel file or other method, please provide itemized and reference documentation and justification used for sample calculations with sufficient detail that the BCR may be independently recalculated.
	2. State the discount rate used in your BCA analysis. TWDB recommends using 3.1% according to national standards. Provide justification for using a different discount rate.
	3. A clarification on how the time-value of costs and benefits are addressed within the BCR if using an excel file or other method.
	4. A list and reference document for the key assumptions/parameters used to generate the BCR.
	5. Identify and explain the party responsible for operation and maintenance (O&M) of the infrastructure and from what funding source O&M will be provided. O&M costs should be included within the BCA.

[ ]  Yes, the documentation is attached to this application.

[ ]  No, a justification for its non-applicability is attached to this application.

If the BCR is less than 1.0:

[ ]  An explanation is attached of the qualitative benefit factors not captured within the quantitative BCR.

For additional information on benefit cost analysis, please visit the [TWDB Benefit Cost Analysis webpage.](https://www.twdb.texas.gov/financial/programs/fif/bca.asp)

1. **No Negative Impact.** Verification that the proposed FMP project will have no negative effect on neighboring areas in accordance with statutory requirements for regional flood plans ([Texas Water Code § 16.062(i) and (j)(2)](https://statutes.capitol.texas.gov/Docs/WA/htm/WA.16.htm#16.062)).

[ ]  No negative impact - the documentation supporting this is attached to this application.

[ ]  Potential impact – the documentation supporting this is attached to this application.

1. **Memorandum of Understanding.** If the project is a flood control project and the project watershed (i.e., the upstream and downstream area of the drainage basin to be affected by the project) is partially located outside the boundaries of the political subdivision applying for funding, has the applicant submitted an executed Memorandum of Understanding (MOU) relating to the management of the project watershed? The MOU must be approved and signed by all governing bodies of eligible political subdivisions located in the project watershed. If requested by the applicant and approved by TWDB, this may be submitted after the application due date.

[ ]  Affected project watershed is in part or in whole outside the Applicant’s boundaries. The documentation and the [Texas Water Code Section 15.005 Memorandum of Understanding (TWDB-0170)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0170.docx) is attached to this application.

[ ]  Affected project basin is wholly within the Applicant’s political boundaries, therefore an MOU is not required.

[ ]  Affected basin is in part or in whole outside Applicant’s boundaries, but documentation is not attached or not yet executed. Please explain the status and the anticipated delivery date of the fully executed documentation: Click or tap here to enter text.

1. **Technical Requirements – Construction Only Projects.** Have the technical requirements for the proposed flood project been completed and compared against any other potential flood projects in the same area, either by the Applicant or another Entity? If so, please attach [TWDB-0172](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf).

[ ]  Yes, the [Flood Mitigation Project and Flood Management Strategy Affidavit (TWDB-0172)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf) is attached to this application.

[ ]  No, and an explanation is provided here: Click or tap here to enter text.

[ ]  N/A, the applicant is not requesting Construction funds for this project at this time.

1. **Public Meetings.** Have the political subdivisions held public meetings (separately or cooperatively) to accept comments on the proposed flood project from interested parties?

[ ]  Yes, and attached is the [Flood Mitigation Project and Flood Management Strategy Affidavit (TWDB-0172)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf) and/or evidence of adequate notification to this application.

[ ]  No, and attached is an explanation why they have not taken place.

1. **Special Flood Hazard Area.** In the “Special Flood Hazard Area” to be affected by the project, as defined by the current Flood Insurance Rate Map (FIRM) or best available data, provide the following information:
	1. The estimated population: Click or tap here to enter text.
	2. Number of bridges and low water crossings: Click or tap here to enter text.
	3. Number of residential structures: Click or tap here to enter text.
	4. Number of other structures and type (e.g., commercial, industrial, etc.); and

agricultural or other assets: Click or tap here to enter text.

1. **Structural and Non-Structural.** Is the proposed project structural, non-structural, or both? Non-structural flood mitigation includes, but is not limited to, measures such as acquisition of floodplain land for use as public open space, acquisition and removal of buildings located in a floodplain, relocation of residents of buildings removed from a floodplain, flood warning systems, educational campaigns, land use planning policies, watershed planning, flood mapping, and acquisition of conservation easements (31 TAC § 363.402(7)). Check all that apply:

[ ]  Structural

[ ]  Non-Structural

1. **Project Schedule.** Please attach a Project Schedule that includes:
	1. Estimated date to submit environmental planning documents.
	2. Estimated date of environmental finding issued by TWDB staff.
	3. Estimated date to submit engineering planning documents.
	4. Estimated date for approval of engineering planning documents by TWDB staff.
	5. Estimated date for completion of design.
	6. Estimated construction start date for first contract.
	7. Estimated construction end date for last contract.

[ ]  Attached

[ ]  If omitting any milestones, please explain: Click or tap here to enter text.

1. **Annual Audit and Management Letter.** Provide COMPLETE audited financial statements for the most-recent fiscal year. If the applicant is not required to complete audited financial statements, the applicant should provide the three most-recent years of Federal and State tax returns.

[ ]  The documentation has all been attached to this application.

1. **Enforcement Actions.** Has the Applicant been the subject of any enforcement action by the Texas Commission on Environmental Quality (TCEQ), the Environmental Protection Agency (EPA), or any other entity within the past three years? If yes, attach a brief description of every enforcement action within the past three years and action(s) to address requirements.

[ ]  Yes, and the documentation is attached to this application.

[ ]  No

1. **Ownership Interests of the Project**. Attach a breakdown of ownership interests, an allocation of project costs, and an explanation of the allocation of liability.

[ ]  Ownership breakdown is attached to this application. This is required if not 100% ownership.

[ ]  Applicants have 100% ownership interest.

1. **Stormwater Management Agreements.** Is the project intended to allow the Applicant to discharge or receive stormwater to or from another entity? If yes, the Applicant must attach, at a minimum, the proposed draft agreement, contract, or other documentation establishing the stormwater management relationship, with the final and binding agreements provided prior to loan closing.

[ ]  Yes, and the documentation is attached to this application.

[ ]  No

1. **Engineering Feasibility Report.**
	1. Planning Only: For projects that are requesting TWDB FIF funds for a Planning study only, please provide the best possible information available at this point for review. Please note that at the end of a Planning only study, the Applicant will produce an Engineering Feasibility Report that should include all the information requested for TWDB review and approval. However, some basic information should be made available to TWDB during the application review.

[ ]  Best available engineering feasibility data is attached to this application.

[ ]  N/A – Project is not planning only.

* 1. Planning, Acquisition, Design, and/or Construction: If the project includes funding for planning, acquisition, design, and/or construction, please attach a complete Preliminary Engineering Feasibility Report (PEFR) signed and sealed by a licensed professional engineer. A PEFR must address the items listed in the respective PEFR program guidance, including, but not limited to:
* A description of the purpose and need of the project, including existing facilities, AND
* A description of alternatives the Applicant has considered (or to be considered during detailed planning) and reasons for the selection of the project proposed.

[ ]  PEFR is attached.

[ ]  N/A – This project includes the construction phase.

* 1. Construction Only: If the project is for Construction only, then attach a final Engineering Feasibility Report (EFR). Please see the [Guidance for the Preparation of Flood Mitigation Project Engineering Feasibility Reports (TWDB-0554)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0554.pdf) for more information.

[ ]  EFR is attached

[ ]  N/A – This project includes planning, acquisition, and/or design phase(s).

1. **Total Population Affected by the Project**. Provide the total population to be impacted by the proposed project: Click or tap here to enter text.
2. **Project Cost Estimate.** Attach the most current itemized project cost estimate utilizing the [TWDB Budget Form (TWDB-1201)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-1201.xlsx). Include all costs and funding sources. If applying for Planning, Acquisition, and/or Design only, then itemize only the relevant portions in the attached budget template. Please include costs for bank escrow accounts. Please note that all loan components must be rounded up to the nearest $5,000.

[ ]  Budget Form (TWDB-1201) is attached to this application.

1. **Water Supply Benefit and Impacts to State Water Plan**. If the project includes a water supply benefit or potentially impacts the State Water Plan, please address the following information.
2. Would the project have any negative impact on existing water supplies or recommended water management strategy supplies in the most recently adopted State Water Plan?

[ ]  Yes – Complete the following table.

[ ]  N/A – No water supply benefit.

|  |  |  |
| --- | --- | --- |
|  | **Acre-Feet/Year** | **Capital Cost ($)** |
| **Newly Developed Water Supply Benefit** |  | **$** |
| *Increase in the total annual volume of water availability or direct water supply.* |

1. If there is a water supply benefit, please describe in the following comment box the nature of, mechanism of, and extent of the water supply benefit:

Enter comment here: Click or tap here to enter text.

1. Please describe in the following comment box the technical analysis that is the basis for the estimated water supply benefit calculation and provide an attachment with associated calculations showing the basis for the calculated volumetric benefit.

Enter comment here: Click or tap here to enter text.

[ ]  Yes, the calculations are attached to this application.

[ ]  N/A

1. Please identify in the following comment box the specific water user group(s) in the State Water Plan with an identified water supply need, if any, that would receive a water supply benefit from this project.

Enter comment here: Click or tap here to enter text.

1. **Stormwater Permit for Municipal Separate Storm Sewer Systems (MS4s).** Does your project alter the discharge from an MS4?

[ ] [ ] [ ]  Yes

[ ]  No

[ ]  N/A. Provide an explanation here: Click or tap here to enter text.

If yes, please attach evidence that an application for a new stormwater permit or amendment to an existing permit related to the proposed project has been filed with the TCEQ. Final permit authorization must be obtained from the TCEQ before funds can be released for construction activities.

[ ]  Attached.

[ ]  Not attached. Provide an explanation here: Click or tap here to enter text.

1. **Property Water Rights and Permits.** If the project will result in: (a) an increase by the Applicant in the use of groundwater, (b) drilling a new water well, or (c) an increase by the Applicant in use of surface water, then the Applicant must demonstrate that it has acquired (by contract, ownership, or lease) the necessary property water rights, groundwater permits, and/or surface water rights sufficient for the project before funds can be released for construction.
	1. [ ]  N/A **–** No to (a), (b), and (c) above.
	2. [ ]  Yes to (a), (b), or and (c) and the Applicant currently owns all the property water rights, groundwater permits, and surface water rights needed for this project. If yes, you must attach the completed appropriate form(s):

[ ]  Attached - Surface Water ([WRD-208A](http://www.twdb.texas.gov/financial/instructions/doc/WRD-208a.docx))

[ ]  Attached - Groundwater ([TWDB-208B](http://www.twdb.texas.gov/financial/instructions/doc/TWDB-208B.pdf))

* 1. Yes to (a), (b), or (c) but all property water rights, groundwater permits, and surface water rights needed for this project have not yet been acquired. Identify in the table below the rights and/or permits that will need to be acquired and provide the anticipated date by which the Applicant expects to have acquired such rights and/or permits:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Water Permit or Right** | **Entity from Which the Permit or Right Must Be Acquired** | **Acquired by Lease or Full Ownership** | **Expected Acquisition Date** | **Permit/Water Right I.D. No.** |
|        |        |        |        |        |
|        |        |        |        |        |
|        |        |        |        |        |
|        |        |        |        |        |
|        |        |        |        |        |

1. **Water Well Permits.** If the project will result in drilling a new well for aquifer storage or recharge, the Applicant must demonstrate that it has acquired all necessary permits.

[ ]  N/A – The project does not involve the drilling of a new well.

[ ]  Applicant has already acquired all necessary permits. Permitting entity and ID No: Click or tap here to enter text.

[ ]  All permits needed for this project have not yet been acquired. Identify in the following table the permits that will need to be acquired and provide the anticipated date by which the applicant expects to have acquired such permits:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Water Permit** | **Entity from Which the Permit Must Be Acquired** | **Acquired by Lease or Full Ownership** | **Expected Acquisition Date** | **Permit I.D. No.** |
|        |        |        |        |        |
|        |        |        |        |        |
|        |        |        |        |        |
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1. **Decrease in Stormwater Runoff.** Will the project result in a decrease in the volume of stormwater runoff contributed to a surface water source?

[ ]  Yes, please explain: Click or tap here to enter text.

[ ]  No

1. **Other Engineering Permits.** List any major permits not identified elsewhere that are necessary for the completion of the project. Also, list any other necessary minor permits that may involve particular difficulty due to the nature of the proposed project (e.g., railroad crossings, TxDOT permits, etc.).

|  |  |  |
| --- | --- | --- |
| **Engineering Permit** | **Issuing Entity** | **Permit Acquired (Y/N)** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

1. **Site Certificate – Evidence of Land Ownership.** Please complete and attach the [Site Certificate (ED-101)](https://www.twdb.texas.gov/financial/instructions/doc/ED-101.pdf) documenting all necessary land and easements for the project.

[ ]  Attached

[ ]  N/A - Project is Planning Study Only

1. **Land Acquisition.** For projects requiring acquisition of land, including easements:
2. Number of parcels and their sizes: Click or tap here to enter text.
3. Provide a narrative of the proposed land acquisition, including source of funds, funding amount, and status of funding. Please state if proposed acquisition is through condemnation: Click or tap here to enter text.
4. Has a Phase I Environmental Site Assessment (consistent with 42 U.S.C. § 9601, § 9604, and other regulations, including assessment of substances defined in 21 U.S.C. § 802) been conducted throughout the proposed acquisition area? Click or tap here to enter text.
5. Have recognized environmental conditions been identified within the proposed acquisition area? Click or tap here to enter text.
6. If recognized environmental conditions have been identified, how and when will they be addressed or mitigated? Click or tap here to enter text.
7. **Water Use Survey.** For Applicants that provide retail water services: Has the Applicant already submitted to TWDB the annual Water Use Survey (WUS) of groundwater and surface water for the last THREE years? If the Applicant has not completed these, please download the survey forms from the [Water Use Survey webpage](https://www.twdb.texas.gov/waterplanning/waterusesurvey/index.asp) and attach a copy of the completed WUSs to the application.

[ ]  The last three years of WUSs have previously been submitted to TWDB.

[ ]  The last three years of WUSs are attached to this application.

[ ]  N/A - No retail water service.

1. **Environmental Finding**. Has a Categorical Exclusion (CE), Determination of No Effect (DNE), Finding of No Significant Impact (FONSI), Environmental Determination (ED), Record of Decision (ROD), or any other environmental finding been issued for this project by the TWDB or another agency? If yes, please attach a copy of the determination and all related impact assessments and correspondence with regulatory agencies.

[ ]  Yes, the documentation has been attached to this application.

[ ]  No, an environmental finding was not previously issued.

1. **Categorical Exclusion/Determination of No Effect**. If the project is potentially eligible for a CE/DNE, please attach the [CE/DNE Request Form (TWDB-0803)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0803.pdf).

[ ]  CE/DNE Request Form is attached to this application.

[ ] The Project is not eligible for a CE/DNE.

1. **Social or Environmental Issues**. Attach a discussion of any known permitting, social, or environmental issues that may affect the evaluation of project alternatives or implementation of the proposed project (e.g., rate increases, potential impacts to known cultural resources, potential impacts to waters of the U.S. or to protected species, etc.).

[ ]  Discussion is attached to this application.

[ ]  No known social or environmental issues.

**The following questions (Question Nos. 53-65) are specific to FMS Category Projects ONLY.**

**Skip this section if your project does NOT fall within the FMS Category.**

1. **Public Meetings.** Have the political subdivisions held public meetings (separately or cooperatively) to accept comments on the proposed flood project from interested parties?

[ ]  Yes, and attached is the [Flood Management Strategy Affidavit (TWDB-0172)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf) and/or evidence of adequate notification to this application.

[ ]  No, and attached is an explanation why they have not taken place.

1. **Dam Emergency Action Plan.** If the Project involves creation of a [Dam Emergency Action Plan](https://www.tceq.texas.gov/compliance/investigation/damsafetyprog.html), will the applicant adhere to established protocols outlined in “The Guidelines for Developing Emergency Action Plans (EAPs) for Dams in Texas,” revised in December 2019, by the Texas Commission on Environmental Quality?

[ ]  Yes

[ ]  Not applicable to this project. Explanation here:

1. **Memorandum of Understanding.** If the project is a flood control project and the project watershed (i.e., the area upstream and downstream of the drainage basin to be affected by the project) is partially located outside the boundaries of the political subdivision applying for funding, has the applicant submitted an executed Memorandum of Understanding (MOU) relating to the management of the project watershed? The MOU must be approved and signed by all governing bodies of eligible political subdivisions located in the project watershed. If requested by the applicant and approved by TWDB, this may be submitted after the application due date.

[ ]  Affected project watershed is in part or in whole outside the Applicant’s boundaries and documentation and the [Texas Water Code Section 15.005 Memorandum of Understanding (TWDB-0170)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0170.docx) is attached.

[ ]  Affected project basin is wholly within the Applicant’s political boundaries.

[ ]  Affected basin is in part or in whole outside Applicant’s boundaries, but documentation is not attached or not yet executed. Please explain the status and the anticipated delivery date of the fully executed documentation: Click or tap here to enter text.

[ ]  N/A – Not a flood control project.

1. **Flood Early Warning Systems Project – Flood Hardening.** Has the applicant determined the flood-hardening level of the FEWS or other installed equipment to withstand up to the 1% annual chance storm events?

[ ]  Yes, the documentation is attached to this application.

[ ]  Not yet but will do so as part of this project.

[ ]  Not applicable, an explanation is attached to this application.

1. **FEWS Project – Quantitative Information.** If a FEWS project, has the applicant determined quantitative information on the population impacted?

[ ]  Yes, the documentation is attached to this application.

[ ]  Not yet but will do so as part of this project.

[ ]  Not applicable, an explanation is attached to this application.

1. **Project Watershed.** Please attach a detailed description of the project watershed, as per 31 TAC § 363.408(b)(4), including:
	1. Historical flooding and flood damages.
	2. Existing or potential flood hazards this project intends to address.
	3. The current flood risk in the project area and the revised flood risk of the project area if the project is implemented.
	4. Other benefits of the project.

[ ]  The documentation has all been attached to this application.

1. **Scope of Work, Budget, and Schedule**. Please attach a detailed scope of work, budget, and schedule for the project, including:
	1. Project approach and team organization.
	2. Description of tasks.
	3. An implementation plan.
	4. A task and expense budget. See Attachment 3 for Example Task and Expense Budgets.
	5. A schedule for completing specific tasks.

[ ]  The documentation has all been attached to this application.

1. **Preliminary Engineering Feasibility Report.** Please attach a Preliminary Engineering Feasibility Report (PEFR) signed and sealed by a licensed professional engineer to this application if one has been prepared. For guidance on a PEFR, please contact floodgrant@twdb.texas.gov.

[ ]  A PEFR is attached to this application.

[ ]  A PEFR has not been prepared at this time. A final Engineering Feasibility Report will be provided at a later date as required.

1. **Environmental Finding**. Has a Categorical Exclusion (CE), Determination of No Effect (DNE), Finding of No Significant Impact (FONSI), Environmental Determination (ED), Record of Decision (ROD), or any other environmental finding been issued for this project by the TWDB or another agency? If yes, please attach a copy of the determination and all related impact assessments and correspondence with regulatory agencies.

[ ]  Yes, the documentation has been attached to this application.

[ ]  No, an environmental finding was not previously issued.

1. **Categorical Exclusion/Determination of No Effect**. If the project is potentially eligible for a CE/DNE, please attach the [CE/DNE Request Form (TWDB-0803)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0803.pdf).

[ ]  CE/DNE Request Form is attached to this application.

[ ]  Project Not Eligible for CE/DNE.

1. **Social or Environmental Issues**. Attach a discussion of any known permitting, social, or environmental issues that may affect the evaluation of project alternatives or implementation of the proposed project (e.g., rate increases, potential impacts to known cultural resources, potential impacts to waters of the U.S. or to protected species, etc.).

[ ]  Discussion is attached to this application.

[ ]  No known social or environmental issues.

1. **Water Supply Benefit and Impacts to State Water Plan**. If the project includes a water supply benefit or potentially impacts the state water plan, please address the following information.
2. Would the project have any negative impact on existing water supplies or recommended water management strategy supplies in the most recently adopted State Water Plan?

[ ]  Yes (Complete the following table)

[ ]  N/A – No water supply benefit

|  |  |  |
| --- | --- | --- |
|  | **Acre-Feet/Year** | **Capital Cost ($)** |
| **New Water Supply Benefit** |  | **$** |
| *Increase in the total annual volume of water availability or direct water supply.* |

1. If there is a water supply benefit, please describe in the following comment box the nature of, mechanism of, and extent of the water supply benefit:

Enter comment here:

1. Please describe in the following comment box the technical analysis that is the basis for the estimated water supply benefit calculation and provide an attachment with associated calculations showing the basis for the calculated volumetric benefit.

Enter comment here:

[ ]  Yes, the calculations are attached to this application.

[ ]  N/A

1. Please identify in the following comment box the specific water user group(s) in the state water plan with an identified water supply need, if any, that would receive a water supply benefit from this project.

Enter comment here:

1. Additional **Environmental Permits, Registrations, Licenses, Authorizations**. Please list any anticipated environmental permits, registrations, licenses, or authorizations necessary for the project and the status of each (e.g., Endangered Species Act Section 10(a)(1)(B) incidental take permit, Clean Water Act Section 404 Individual Permit, USACE Nationwide Permit, or Rivers and Harbors Act Section 10 Permit).

|  |  |  |
| --- | --- | --- |
| **Permit** | **Issuing Entity** | **Permit Acquired (Y/N)** |
|        |        |        |
|        |        |        |
|        |        |        |
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Comments:

**The following questions (Question Nos. 66-71) are specific to Federal Award Matching Funds ONLY.**

**Skip this section if your project does NOT involve federal award matching funds.**

**The Applicant must have received a federal award for flood-related activities contingent on the availability of local matching funds. Proposed activities must be a recommended FME, FMP, or FMS in the state flood plan and may fall in any of the categories. A federal application must be submitted by the abridged application submission date, and federal funds must be awarded by the TWDB’s commitment date.**

1. **Memorandum of Understanding.** If the project is a flood control project and the project watershed (i.e., the area upstream and downstream of the drainage basin to be affected by the project) is partially located outside the boundaries of the political subdivision applying for funding, has the applicant submitted an executed Memorandum of Understanding (MOU) relating to the management of the project watershed? The MOU must be approved and signed by all governing bodies of eligible political subdivisions located in the project watershed. If requested by the applicant and approved by TWDB, this may be submitted after the application due date.

[ ]  Affected project watershed is in part or in whole outside the Applicant’s boundaries and documentation and the [Texas Water Code Section 15.005 Memorandum of Understanding (TWDB-0170)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0170.docx) is attached.

[ ]  Affected project basin is wholly within the Applicant’s political boundaries.

[ ]  Affected basin is in part or in whole outside Applicant’s boundaries, but documentation is not attached or not yet executed. Please explain the status and the anticipated delivery date of the fully executed documentation: Click or tap here to enter text.

[ ]  N/A – Not a flood control project.

1. **Public Meetings.** Have the political subdivisions held public meetings (separately or cooperatively) to accept comments on the proposed flood project from interested parties?

[ ]  Yes, and attached is the [Flood Management Evaluation (TWDB-0171)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0171.pdf) or [Flood Mitigation Project and Flood Management Strategy Affidavit (TWDB-0172)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf) and/or evidence of adequate notification to this application.

[ ]  No

1. **Federal Award Packet.** Attach a copy of the complete federal award packet or provide the current status of the federal application. Provide any environmental or historical findings and engineering approvals received by the Federal entity. The documentation of the federal award packet MUST be submitted prior to Board consideration of a commitment for funding.

[ ]  The documentation has all been attached to this application.

1. **Scope of Work, Budget, and Schedule**. Please attach a detailed scope of work, budget, and schedule for the project which should match what the federal entity has approved or awarded, including:
	1. Project approach and team organization,
	2. Description of tasks,
	3. An implementation plan,
	4. A task and expense budget (See Attachment 7 for Example Task and Expense Budgets), and
	5. A schedule for completing specific tasks.

[ ]  The documentation has all been attached to this application.

1. **Benefit-Cost Ratio.** For flood control projects, is the Benefit-Cost Ratio (BCR) of the proposed project >1.0? Note: When a federal grant program generally requires a BCA, but specifically exempts it for certain projects (e.g., projects with lesser costs or non-construction projects), then the TWDB will also not require a BCA for FIF consideration. However, the TWDB will require a BCA for all projects that involve any aspect of construction, including planning, acquisition, and design phases, even if the associated federal agency does not require a BCA.

[ ]  Yes, and attached is the confirmation of acceptance of the BCR by the federal agency and explanation of the methodology used.

[ ]  No, and attached is an explanation.

1. **Water Supply Benefit and Impacts to State Water Plan**. If the project includes a water supply benefit or potentially impacts the state water plan, please address the following information.
2. Would the project have any negative impact on existing water supplies or recommended water management strategy supplies in the most recently adopted State Water Plan?

[ ]  Yes, and the following table is completed.

[ ]  N/A – No water supply benefit.

|  |  |  |
| --- | --- | --- |
|  | **Acre-Feet/Year** | **Capital Cost ($)** |
| **New Water Supply Benefit** |  | **$** |
| *Increase in the total annual volume of water availability or direct water supply.* |

1. If there is a water supply benefit, please describe in the following comment box the nature of, mechanism of, and extent of the water supply benefit: Click or tap here to enter text.
2. Please describe in the following comment box the technical analysis that is the basis for the estimated water supply benefit calculation and provide an attachment with associated calculations showing the basis for the calculated volumetric benefit. Click or tap here to enter text.

[ ]  Yes, the calculations are attached to this application.

[ ]  N/A

1. Please identify in the following comment box the specific water user group(s) in the state water plan with an identified water supply need, if any, that would receive a water supply benefit from this project. Click or tap here to enter text.

**loan component questions**

**If no loan component, then skip this section and proceed to PAGE 35.**

# **Legal Information**

1. **Pledge**. What type of pledge will be used to repay the proposed debt? If revenues are other than water, wastewater, and/or drainage, please explain.

[ ]  Systems Revenue

[ ]  Taxes

[ ]  Combination of System Revenues & Taxes

[ ]  Contract Revenue

[ ]  Other. Explain:

Provide pledge language here:

1. **Lien Priority**

[ ]  Senior Lien: All debt for the project will be senior/first lien debt.

[ ]  Subordinate Lien: All debt for the project will be subordinate/second lien debt.

[ ]  Surplus Lien: All debt for the project will be surplus/third lien debt.

[ ]  N/A (if pledging Taxes only)

1. **Proposed Debt Issue.** Provide the full legal name of the security for the proposed debt issue(s). Enter information here:
2. **Parity of Debt.** Is the applicant proposing to issue Certificates of Obligation or bonds on parity with outstanding obligations?

[ ]  Yes. If yes, then:

* Please describe any reserve requirements and additional debt requirements:            :
* Attach the most recent resolution or ordinance authorizing the outstanding parity debt.

[ ]  No

1. **Rate Covenants.** Describe any existing rate covenants.

# **Financial Information**

1. **Utilities Provided.** Indicate the services the Applicant provides its customers. Check all that apply.

[ ]  Regional/Wholesale Water Services

[ ]  Retail Water

[ ]  Wastewater

[ ]  Stormwater/Drainage

[ ]  None of these. Explain:            :

1. **Current Average Residential Usage and Rate Information.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service** | **Date of Last Rate Increase** | **Avg. Monthly Usage (Gal)** | **Avg. Monthly Bill ($)** | **Avg. Monthly Increase Per Customer ($) at Last Rate Increase** | **Projected Monthly Increase Necessary to Repay Loan ($)** |
| Water |            |            | $           | $           | $           |
| Wastewater |            |            | $           | $           | $           |
| Drainage |            | N/A | $           | $           | $           |

Comments:

[ ] N/A - Explain:

1. **Authorized Rates/Fees/Charges Schedules.** Please attach a schedule of current water, wastewater, and/or storm/drainage rates or fees (whichever is applicable) and the proposed rates/fees needed to finance the project and ongoing maintenance and operation. Please include the tentative schedule for the necessary proposed rate/fee increase.

[ ]  The Authorized Rates/Fees/Charges Schedules are attached to this application.

1. **Collection Procedures.** Please describe the procedures for collecting customers’ monthly bills, including penalties for delinquent accounts and the standard procedures in place to remedy these accounts.

[ ] Explanation:

[ ] N/A - Explain:

1. **Number of Connections**. Provide the number of active connections for each of the past FIVE years.
	* WATER

|  |  |
| --- | --- |
| **Year** | **Number of Active Connections** |
|            |            |
|            |            |
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|            |            |

[ ] N/A - No water service provided by applicant

* + WASTEWATER

|  |  |
| --- | --- |
| **Year** | **Number of Active Connections** |
|            |            |
|            |            |
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|            |            |

[ ] N/A - No wastewater service provided by applicant

1. **Customer Usage**. List the top TEN customers of the water/wastewater system by annual usage in gallons and percentage total use.
	* WATER

|  |  |  |
| --- | --- | --- |
| **Customer Name** | **Annual Usage (Gal)** | **Percent of Usage** |
|            |            |           % |
|            |            |           % |
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|            |            |           % |

Comments:

[ ] N/A - No water service provided by applicant

* + WASTEWATER

|  |  |  |
| --- | --- | --- |
| **Customer Name** | **Annual Usage (Gal)** | **Percent of Usage** |
|            |            |           % |
|            |            |           % |
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|            |            |           % |

Comments:

[ ] N/A - No wastewater service provided by applicant

1. **Customer Annual Revenue.** List the top TEN customers of the water and/or wastewater system by annual revenue with corresponding usage and percentage total use.
	* WATER

|  |  |  |  |
| --- | --- | --- | --- |
| **Customer Name** | **Annual Usage (Gal)** | **Annual Revenue** | **Percent Total Water Revenue** |
|            |            | $           |           % |
|            |            | $           |           % |
|            |            | $           |           % |
|            |            | $           |           % |
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|            |            | $           |           % |

Comments:

[ ] N/A - No water service provided by applicant

* + WASTEWATER

|  |  |  |  |
| --- | --- | --- | --- |
| **Customer Name** | **Annual Usage (Gal)** | **Annual Revenue** | **Percent Total Wastewater Revenue** |
|            |            | $           |           % |
|            |            | $           |           % |
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|            |            | $           |           % |

Comments:

[ ] N/A - No wastewater service provided by applicant

1. **Wholesale Contracts**. Provide a summary of the wholesale contracts with customers.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract Type** | **Minimum Annual Amount** | **Usage Fee per 1,000 gallons** | **Annual Operations and Maintenance** | **Annual Capital Costs** | **Annual Debt Service** | **Other** | **Annual Use for the Most Current Fiscal Year End** | **Annual Revenue for the Most Current Fiscal Year End** |
|          | $        | $        | $        | $       | $        | $      |          | $        |
|          | $        | $        | $        | $       | $        | $      |          | $        |
|          | $        | $        | $        | $       | $        | $      |          | $        |
|          | $        | $        | $        | $       | $        | $      |          | $        |
|          | $        | $        | $        | $       | $        | $      |          | $        |

Comments:

[ ] N/A - No water service provided by applicant

1. **Tax Status**. Indicate the tax status of the proposed loan.

[ ]  Tax-Exempt

[ ]  Taxable

1. **Taxing Authority**. Does the applicant have taxing authority?

[ ]  Yes

[ ]  No

1. **Maximum Tax Rate**. Provide the maximum tax rate permitted by law per $100 of property value.

[ ]  Enter here: $

[ ]  N/A

1. **Principal Employers**. Please list the TEN largest employers of the applicant’s service area:

|  |  |
| --- | --- |
| **Name** | **Number of Employees** |
|            |            |
|            |            |
|            |            |
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|            |            |
|            |            |

Comments (Example: Any anticipated changes to the tax base, employers, etc.):

1. **Bond Ratings**. Provide any current bond ratings with date received and attach corresponding rating reports. If any are not applicable, enter “N/A”.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Standard & Poor’s** | **Date Received** | **Moody’s** | **Date Received** | **Fitch** | **Date Received** |
| **G.O.** |            |            |            |            |            |            |
| **Revenue** |            |            |            |            |            |            |

[ ]  Attached Bond Ratings documentation to this application.

1. **Overlapping Debt and Tax Rate Table**. Attach the direct and overlapping debt and tax rate table.

[ ]  Attached

[ ]  N/A

1. **Taxable Assessed Valuation**. Please provide the last FIVE years of data showing total taxable assessed valuation, including net ad valorem taxes levies, corresponding tax rate (detailing debt service and general purposes), and tax collection rate.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Fiscal Year Ending** | **Net Taxable Assessed Value ($)** | **Tax Rate** | **Maintenance & Operating Rate** | **Interest & Sinking Rate** | **Tax Levy ($)** | **Percentage Current Collections** | **Percentage Total Collections** |
|       | $      |       |       |       | $      |       |       |
|       | $      |       |       |       | $      |       |       |
|       | $      |       |       |       | $      |       |       |
|       | $      |       |       |       | $      |       |       |
|       | $      |       |       |       | $      |       |       |

[ ]  N/A

1. **Tax Assessed Values by Classification.** Please attach the last FIVE years of tax assessed values delineated by Classification (Residential, Commercial, and Industrial).

[ ]  Attached

[ ]  No direct tax assessed

[ ]  N/A - Explain:

1. **Taxpayer – Assessed Valuation**. Please provide the current top TEN taxpayers showing the percentage of ownership to total assessed valuation. Explain anticipated impacts in the Comments section below. If any of these have changed in the past three years, please provide information on the changes to the top ten.

|  |  |  |
| --- | --- | --- |
| **Taxpayer Name** | **Assessed Value** | **Percent of Total** |
|       | $           |      % |
|       | $           |      % |
|       | $           |      % |
|       | $           |      % |
|       | $           |      % |
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|       | $           |      % |
|       | $           |      % |

Comments:

[ ]  No direct tax assessed

1. **Sales Tax**. Does the applicant collect sales tax? If yes, provide the sales tax collection history for the past FIVE years.

[ ]  Yes, and the following table has been filled out.

[ ]  No

|  |  |
| --- | --- |
| **Fiscal Year Ending** | **Total Collections** |
| 20      | $           |
| 20      | $           |
| 20      | $           |
| 20      | $           |
| 20      | $           |

1. **Annual Audit and Management Letter**. Attach ONE copy of the preceding fiscal year’s Annual Audit and management letter prepared and certified by a Certified Public Accountant or Firm of Accountants.

[ ]  Attached

1. **Five-Year Comparative System Operating Statements**.

[ ]  The five-year comparative statement including audited prior years is attached to this application.

[ ]  The unaudited year-to-date statement of the following is attached to this application: Operating Statement (not condensed), Balance Sheet, and Statement of Cash Flows.

1. **Proforma / Loan Amortization Schedule**. Please select one of the repayment methods from the options below and attach the requested documents. The proforma should indicate all the information listed under the selection for all years that the debt will be outstanding. Please be sure the proforma reflects the requested debt structure, including multi-phased funding options.

[ ]  System Revenues (Attached)

[ ]  Projected Gross Revenues

[ ]  Operating and Maintenance Expenditures

[ ]  Outstanding and Proposed Debt Service Requirements

[ ]  Net Revenues Available for Debt Service and Coverage of Current and Proposed Debt Paid from Revenues

[ ]  Taxes (Attached)

[ ]  Outstanding and Proposed Debt Service Requirements

[ ]  Tax Rate Necessary to Repay Current and Proposed Debt Paid from Taxes

[ ]  List the Assumed Collection Rate and Tax Base Used to Prepare the Schedule

[ ]  Combination of System Revenues and Taxes (Attached)

[ ]  Projected Gross Revenues

[ ]  Operating and Maintenance Expenditures

[ ]  Net Revenues Available for Debt Service

[ ]  Outstanding and Proposed Debt Service Requirements

[ ]  Tax Rate Necessary to Repay Current and Proposed Debt Paid from Taxes

[ ]  List the Assumed Collection Rate and Tax Base Used to Prepare the Schedule

[ ]  Contract Revenues (Attached)

[ ]  Participant’s Projected Gross Revenues

[ ]  Participant’s Operating and Maintenance Expenditures

[ ]  Outstanding and Proposed Debt Service Requirements

[ ]  Net Revenues Available for Debt Service and Coverage of Current and Proposed Debt Paid from Revenues

[ ]  Other (Attached)

[ ]  Projected Gross Revenues

[ ]  Annual Expenditures

[ ]  Outstanding and Proposed Debt Service Requirements

[ ]  Revenues Available for Debt Service

1. **Outstanding Debt**. Does the applicant have any outstanding debt? Check all that apply and attach a list of total outstanding debt and identify the debt holder. Segregate by type (General Obligation or Revenue) and present a consolidated schedule for each, showing total annual requirements. Note any authorized but unissued debt.

[ ]  General Obligation Debt (Attached)

[ ]  Revenue (Attached)

[ ]  Authorized but Unissued Debt (Attached)

[ ]  Other Debt

[ ]  None

1. **Repayment Issues**. Disclose all issues that may affect the project or the applicant’s ability to issue and/or repay debt (such as anticipated lawsuits, judgements, bankruptcies, major customer closings, etc.).

Enter here:

1. **Default Debt**. Has the applicant ever defaulted on any debt? If yes, disclose all circumstances surrounding prior default(s).

[ ]  Yes. If yes, explain:

[ ]  No

1. **Defunding Municipality.** For city applicants: Has the Criminal Justice Division of the Office of the Governor issued a written determination finding that the applicant is a “defunding municipality” under [Texas Local Government Code, Chapter 109](https://statutes.capitol.texas.gov/Docs/LG/htm/LG.109.htm#109)?

[ ]  Yes

[ ]  No

[ ]  N/A (not a city)

**Attachment 1: CHECKLIST for all projects**

|  |  |  |
| --- | --- | --- |
| **Attached** | **N/A or No** | **Attachment Description** |
| [ ]  |  | Project Budget [(TWDB-1201)](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-1201.xlsx) (Page 5) |
| [ ]  |  | Map of project watershed (Question No. 1) |
| [ ]  |  | Digital Project KMZ Map (Question No. 2) |
| [ ]  |  | Digital Project Shapefile (Question No. 3) |
| [ ]  |  | Flood Application Affidavit ([TWDB-0171](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0171.pdf) or [TWDB-0172](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf)) (Question Nos. 4 & 5) |
| [ ]  |  | Application Filing and Authorized Representative Resolution ([TWDB-0201A](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0201A.pdf)) (Question No. 6) |
| [ ]  |  | Application Affidavit ([TWDB-0201](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0201.pdf)) (Question No. 6) |
| [ ]  |  | Application Resolution Certificate of Secretary ([TWDB-0201B](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0201B.pdf)) (Question No. 6) |
| [ ]  |  | Applicant’s Consultant Contracts (Question No. 7) |
| [ ]  | [ ]  | National Flood Insurance Program ordinance or order or equivalent (Question No.9) |
| [ ]  | [ ]  | Operation and Maintenance plan (FMP & FMS categories only) (Question No. 12) |
| [ ]  | [ ]  | Floodwater capture analysis for water supply purposes (FMP & FMS categories only) (Question No. 13) |
| [ ]  | [ ]  | Applicant’s in-kind contribution documentation (Question No. 15) |

**Attachment 2: CHECKLIST for all fmE projects**

|  |  |  |
| --- | --- | --- |
| **Attached** | **N/A or No** | **Attachment Description** |
| [ ]  | [ ]  | Notice Requirements for FME Category Projects (Question No. 19) |
| [ ]  | [ ]  | Detailed description of the degree to which proposed planning duplicates previous or ongoing flood plans (Question No. 20) |
| [ ]  |  | Detailed description of project service area (Question No. 21) |
| [ ]  | [ ]  | Description of areas identified for flood risk evaluation (Question No. 22) |
| [ ]  | [ ]  | Description of method for benefits and costs to solutions (Question No. 23) |
| [ ]  |  | Detailed scope of work, budget, and schedule for the project (Question No. 24) |
| [ ]  | [ ]  | Description of why state funding assistance is needed (Question No. 25) |

**Attachment 3: CHECKLIST for all fmP projects**

|  |  |  |
| --- | --- | --- |
| **Attached** | **N/A or No** | **Attachment Description** |
| [ ]  |  | Benefit-Cost Ratio Documentation (Question No. 26) |
| [ ]  |  | No Negative Impact (Question No. 27) |
| [ ]  | [ ]  | Memorandum of Understanding (MOU) ([Template TWDB-0170](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0170.docx)) (Question No. 28) |
| [ ]  | [ ]  | Technical Requirements – Construction Only Projects ([TWDB-0172](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf)) (Question No. 29) |
| [ ]  |  | Public Meetings ([TWDB-0172](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf)) (Question No. 30) |
| [ ]  |  | Project Schedule (Question No. 33.) |
| [ ]  |  | Annual Audit and Management Letter (Question No. 34) |
| [ ]  | [ ]  | Enforcement Actions (Question No. 35) |
| [ ]  | [ ]  | Ownership Interests of the Project (Question No. 36) |
| [ ]  | [ ]  | Stormwater Management Agreements (Question No. 37) |
| [ ]  | [ ]  | Engineering Feasibility Report (EFR) (Question No. 38) |
| [ ]  |  | Project Budget ([TWDB-1201](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-1201.xlsx)) (Question No. 40) |
| [ ]  | [ ]  | Water Supply Benefit Calculations (Question No. 41) |
| [ ]  | [ ]  | Stormwater Permit for Municipal Separate Storm Sewer Systems (Question No. 42) |
| [ ]  | [ ]  | Property Water Rights & Permits – Surface Water ([WRD-208A](https://www.twdb.texas.gov/financial/instructions/doc/WRD-208a.docx)); Groundwater ([TWDB-208B](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-208B.pdf)) (Question No. 43) |
| [ ]  | [ ]  | Site Certificate ([ED-101](https://www.twdb.texas.gov/financial/instructions/doc/ED-101.pdf)) (Question No. 47) |
| [ ]  | [ ]  | Water Use Survey (Question No. 49) |
| [ ]  | [ ]  | Environmental Finding (Question No. 50) |
| [ ]  | [ ]  | Categorical Exclusion/Determination of No Effect Request Form ([TWDB-0803](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0803.pdf)) (Question No. 51) |
| [ ]  | [ ]  | Social or Environmental Issues (Question No. 52) |

**Attachment 4: CHECKLIST for all fmS projects**

|  |  |  |
| --- | --- | --- |
| **Attached** | **N/A or No** | **Attachment Description** |
| [ ]  |  | Public Meetings ([TWDB-0172](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf)) (Question No. 53) |
| [ ]  | [ ]  | Memorandum of Understanding (MOU) ([TWDB-0170](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0170.docx)) (Question No. 55) |
| [ ]  | [ ]  | Flood Hardening Level (Question No. 56) |
| [ ]  | [ ]  | Quantitative Information on Population Impacted (Question No. 57) |
| [ ]  |  | Detailed Description of Project Watershed (Question No. 58) |
| [ ]  |  | Detailed Scope of Work, Budget, and Schedule (Question No. 59) |
| [ ]  | [ ]  | Preliminary Engineering Feasibility Report (Question No. 60) |
| [ ]  | [ ]  | Environmental Finding (Question No. 61) |
| [ ]  | [ ]  | Categorical Exclusion/Determination of No Effect Request Form ([TWDB-0803](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0803.pdf)) (Question No. 62) |
| [ ]  | [ ]  | Social or Environmental Issues (Question No. 63) |
| [ ]  | [ ]  | Water Supply Benefit Calculations (Question No. 64) |

**Attachment 5: CHECKLIST for all Federal Award Matching projects**

|  |  |  |
| --- | --- | --- |
| **Attached** | **N/A or No** | **Attachment Description** |
| [ ]  | [ ]  | Memorandum of Understanding ([TWDB 0170](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0170.docx)) (Question No. 66) |
| [ ]  | [ ]  | Public Meetings ([TWDB-0171](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0171.pdf) or [TWDB-0172](https://www.twdb.texas.gov/financial/instructions/doc/TWDB-0172.pdf)) (Question No. 67) |
| [ ]  |  | Federal Award Packet (Page 5 and Question No. 68) |
| [ ]  |  | Detailed Scope of Work, Budget, and Schedule (Question No. 69) |
| [ ]  |  | Benefit-Cost Ratio Documentation (Question No. 70) |
| [ ]  | [ ]  | Water Supply Benefit Calculations (Question No. 71) |

**Attachment 6: CHECKLIST for All projects seeking loans funds only**

|  |  |  |
| --- | --- | --- |
| **Attached** | **N/A OR NO** | **Loan Component Attachment Description** |
| [ ]  | [ ]  | Most Recent Resolution or Ordinance Authorizing Outstanding Parity Debt (Question No. 75)  |
| [ ]  |  | Authorized Rates/Fees/Charges Schedules (Question No. 79)  |
| [ ]  |  | Bond Ratings (Question No. 89)  |
| [ ]  | [ ]  | Overlapping Debt and Tax Rate Table (Question No. 90)  |
| [ ]  | [ ]  | Last Five Years of Tax Assessed Values by Classification (Question No. 92) |
| [ ]  |  | Annual Audit & Management Letter (Question No. 95) |
| [ ]  |  | Five Year Comparative Operating Statements (Question No. 96)  |
| [ ]  |  | Unaudited Year-to-Date Statements (Question No. 96)  |
| [ ]  |  | Proforma / Loan Amortization Schedule (Question No. 97) |
| [ ]  | [ ]  | Outstanding Debt Schedule (Question No. 98)  |

**Attachment 7: Example Task and Expense Budgets**

**EXPENSE BUDGET**

|  |  |
| --- | --- |
| **CATEGORY** | **AMOUNT** |
| Salaries & Wages1 | ENTER EXPENSE AMOUNT |
| Fringe2 | ENTER EXPENSE AMOUNT |
| Travel3 | ENTER EXPENSE AMOUNT |
| Subcontract Services | ENTER EXPENSE AMOUNT |
| Other Expenses4 | ENTER EXPENSE AMOUNT |
| Overhead5 | ENTER EXPENSE AMOUNT |
| Profit | ENTER EXPENSE AMOUNT |
| TOTAL | ENTER TOTAL EXPENSE AMOUNT |

1 Salaries and Wages is defined as the cost of salaries of engineers, draftspersons, stenographers, surveyors, clerks, laborers, etc., for time directly chargeable to this application.

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 application.

5 Overhead is defined as the costs incurred in maintaining a place of business and performing professional services. These costs shall include the following:

* Indirect salaries, including that portion of the salary of principals and executives that is allocable to general supervision;
* Indirect salary fringe benefits;
* Accounting and legal services related to normal management and business operations;
* Travel costs incurred in the normal course of overall administration of the business;
* Equipment rental;
* Depreciation of furniture, fixtures, equipment, and vehicles;
* Dues, subscriptions, and fees associated with trade, business, technical, and professional organizations;
* Other insurance;
* Rent and utilities; and
* Repairs and maintenance of furniture, fixtures, and equipment.

**Attachment 7: Example Task and Expense Budgets**

**TASK BUDGET**

**Note: Add as many tasks as appropriate for this project.**

|  |  |  |
| --- | --- | --- |
| **TASK** | **DESCRIPTION** | **AMOUNT** |
| 1 | ENTER TASK DESCRIPTION | ENTER TASK AMOUNT |
| 2 | ENTER TASK DESCRIPTION | ENTER TASK AMOUNT |
| 3 | ENTER TASK DESCRIPTION | ENTER TASK AMOUNT |
| 4 | ENTER TASK DESCRIPTION | ENTER TASK AMOUNT |
| 5 | ENTER TASK DESCRIPTION | ENTER TASK AMOUNT |
| .... | ENTER TASK DESCRIPTION | ENTER TASK AMOUNT |
| TOTAL |  | ENTER TOTAL TASK AMOUNTS |

**ATTACHMENT 8: FME MINIMUM SCOPE OF WORK TASKS**

The Scope of Work (SOW) and budget breakdown must include the following numbered/bold Tasks and associated work (as applicable):

1. **Project Management and Meetings**
	1. Must submit Outlay Requests for reimbursements per TWDB requirements.
	2. Must submit Monthly Detailed Progress Reports following TWDB requirements as posted on the [TWDB website](https://www.twdb.texas.gov/financial/programs/FIF-Cat1/index.asp):

[ ]  Include high level schedule and budget tracking

[ ]  Provide meeting minutes

[ ]  Must be submitted within two weeks of month’s end

* 1. Must conduct Monthly Progress Meetings, including a Kick-off and Closeout Meeting

[ ]  Participation and attendance in the monthly meetings is required by a member of the Grantee’s staff

[ ]  An agenda must be provided with a minimum of one day before the meeting.

* 1. Public Meetings: Must conduct either a minimum of two public meetings for FMEs with a total project cost of less than $750,000, or three public meetings for FMEs with a total project cost of $750,000 or more. The public meetings are subject to the Texas Open Public Meetings Act (in accordance with Section II, Article X, Paragraph 2H). More details to follow in Task 9.
	2. Milestone Reporting: For Entities that do not have engineering staff available to review project progress, additional deliverable submissions to TWDB will be required at the following progress milestones:

[ ]  10%, 30%, 50%, 75%, 90%

1. **Data Collection and Review**
	1. Efforts to collect data from previous studies must be documented

[ ]  Including but not limited to collection of existing studies, models, GIS data, Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) and maps, FEMA Letter of Map Revisions (LOMRs), TWDB Base Level Engineering (BLE) models, master plans, drainage studies and reports, citizen drainage complaint reports, storm damage reports, field survey data, as-built information, other relevant data within the study area, etc.

[ ]  When referencing within the report/progress reports, cite specific figures/data to ensure that these past reports are being properly incorporated and can be verified by TWDB.

1. **Survey/Field Work**
	1. Work to be performed as necessary
2. **Coordination with applicable Regional Flood Planning Groups and overlapping projects**, such as, but not limited to other TWDB projects, General Land Office (GLO), Regional Flood Planning Groups (RFPGs), FEMA, etc.
	1. Efforts to seek out overlapping projects and coordination must be documented.
	2. Duplicate efforts will not be allowed. Any work of this nature will result in the Grantee returning funds back to TWDB for said work.
	3. Data must be shared with any surrounding and/or related FIF projects.
	4. Communication with applicable RFPGs is required.
3. **Hydrologic Analysis**
	1. Identify area of analysis in total square miles.

[ ]  Watershed area analyzed must match the area shown and described in the Project Area section

* 1. Must utilize HEC-HMS version 4.8 or newer.

[ ]  Provide justification for use of other Hydrologic analysis software. Additional QA/QC reporting and model result demonstrations will be required.

[ ]  Third party reviewers for non-HEC models may be required.

* 1. Must utilize best-available data for modeling
	2. Must utilize National Oceanic and Atmospheric Administration (NOAA) Atlas 14 or newer rainfall data
	3. Identify all storm events to be analyzed

[ ]  A minimum of 10%, 1%, and 0.2% annual chance flood event must be studied

1. **Hydraulic Analysis**
	1. Identify stream miles of analysis

[ ]  Stream miles studied must match the area shown and described in the Project Area section.

* 1. Must utilize HEC-RAS version 6.1 or newer.

[ ]  Provide justification for the use of other Hydraulic analysis software. Additional QA/QC reporting and model result demonstrations will be required.

[ ]  Third party reviewers for non-HEC models may be required.

* 1. Must utilize best-available data for modeling.
	2. Identify storm frequency that will be analyzed.

[ ]  A minimum of 10%, 1%, and 0.2% annual chance flood event must be studied.

1. **Identification of Flood Problem Areas**
	1. Must generate GIS maps detailing the 1% and 0.2% annual chance flood events
	2. Identify areas of high flood risk to life and property
	3. Identify what parameters were used to identify flood problem areas (table form, loss of life/property)

[ ]  This should be compared against all used and unused alternatives and any BCA tables

1. **Alternatives Analysis**
	1. Provide a list/table of alternative solutions with a brief description of each proposed alternative

[ ]  Identify all alternatives analyzed per location, even the ones that did not work, so that future studies will not have to duplicate work

* 1. Reporting results

[ ]  Display structures taken out of inundation or alleviated by alternative (previously inundated but now possibly inundated)

[ ]  Display roadway miles inundated

[ ]  Display existing and proposed inundation extents/depth difference grid for the analyzed event

[ ]  Highlight any local and watershed wide impacts on a GIS map

* 1. Produce a one-page fact sheet for solution alternatives

[ ]  Include a GIS map of alternative(s) – ensure each alternative is clearly displayed (pipe sizes, detention basin extents/contours, channel improvement extents/contours, etc.)

[ ]  Include benefits, costs, assumptions, and constraints (Permitting, ROW, Property that needs to be required, utility conflicts)

* 1. Identification of water supply benefit, if any, or each alternative recommended.
	2. Evaluations of flood mitigation projects should be consistent with the latest [“Technical Guidelines for Regional Flood Planning,” Exhibit C to Regional Flood Planning Grant Contracts](https://www.twdb.texas.gov/flood/planning/planningdocu/2028/index.asp)
	3. Each feasible flood mitigation alternative evaluated must identify and compare cost and benefits of projects. Quantification of cost will include engineering, permitting, easement and/or property acquisition, capital cost, operation and maintenance, and other costs as applicable. Quantification of benefit of the project will include the following items:

[ ]  Number of structures with reduced 100-year (1% annual chance) flood risk.

[ ]  Number of structures removed from 100-year (1% annual chance) flood risk.

[ ]  Number of structures removed from 500-year (0.2% annual chance) flood risk.

[ ]  Residential structures removed from 100-year (1% annual chance) flood risk.

[ ]  Estimated population removed from 100-year (1% annual chance) flood risk.

[ ]  Critical facilities removed from 100-year (1% annual chance) flood risk (#).

[ ]  Emergency facilities removed 1% annual flood risk (#)

[ ]  Number of low water crossings removed from 100-year (1% annual chance) flood risk (#).

[ ]  Estimated length of roads removed from 1% annual flood risk (miles)

[ ]  Estimated reduction in road closure occurrences.

[ ]  Estimated length of roads removed from 100-year flood risk (miles).

[ ]  Estimated farm and ranch land removed from 100-year flood risk (acres).

* + - * Estimated farm and ranch land at 100-year flood risk (acres) should only include farm and ranch land that are negatively impacted by flooding events and should not include land that benefits from floodplains (e.g., rice fields).

[ ]  Estimated reduction in fatalities (if available).

[ ]  Estimated reduction in injuries (if available).

[ ]  Pre-project level-of-service

[ ]  Post-project level-of-service

[ ]  Cost/structure removed

[ ]  Percent nature-based solution (by cost)

[ ]  Negative impact (Y/N)

[ ]  Negative impact mitigation (Y/N)

[ ]  Texas F-SVI

[ ]  Water supply benefit (Y/N)

[ ]  Benefit-cost ratio

* 1. The recommended flood risk reduction solutions must have no negative effect on neighboring areas in accordance with statutory requirements for regional flood plans ([Texas Water Code § 16.062(i) and (j)(2)](https://statutes.capitol.texas.gov/Docs/WA/htm/WA.16.htm)). Recommended flood risk reduction solutions, including flood mitigation projects, must meet the definition and requirements regarding no negative effect identified in [Exhibit C to the Regional Flood Planning Contracts, Technical Guidelines for Regional Flood Planning](https://www.twdb.texas.gov/flood/planning/planningdocu/2028/index.asp). The flood mitigation projects identified from this FME study must comply with ‘no negative effect’ in order to be included in the regional flood plans.
	2. Must perform a Benefit-Cost Analysis for all feasible FMP alternatives.

[ ]  Existing- and proposed-conditioned hydraulic models must be provided

1. **Community Outreach**
	1. Public Meeting 1: Must occur toward the beginning of the project during data collection phase, to inform people of the project, how the study outcome will benefit the community, and gather any additional project related information that people have to share including location of flood risk.

[ ]  Provide hard copy maps for communities to engage and comment on. Consider using software similar to Survey123 for GIS online comment submission

* 1. Public Meeting 2: Must occur toward the end of the project to present the key findings of the study, how the study outcome will benefit the community, communicate any identified flood risks in the study area, and receive feedback.

[ ]  Provide ability for attendees to review Draft Report

* 1. Public Meeting 3: To present project updates on alternative solution identification and receive feedback.

[ ]  Required for FMEs with total cost of $750,000 or more.

[ ]  For FMEs with total cost less than $750,000, this information needs to be presented during Public Meeting 2.

1. **QC/Model Validation**
	1. Reports must be submitted demonstrating QA/QC/model validation efforts including calibration data used

[ ]  Third party reviewers for non-HEC-models may be required

1. **Reporting**
	1. Must submit Draft Report and Final Report to TWDB for review

[ ]  Allow for additional time for review and revisions between Draft Report and Final Report submittals

[ ]  Draft and Final Reports must be submitted via physical hard drive. Please consider this for budgeting purposes

* 1. All report submittals must include a succinct executive summary.
	2. Must follow [TWDB report template](https://www.twdb.texas.gov/about/contract_admin/doc/TWDB_report_standards.pdf) as posted on agency website.
	3. Must meet accessibility requirements per TWDB guidelines.
	4. Report must meet all review checklist requirements as posted on TWDB agency website.
1. **Other Tasks (as necessary)**