



ATTENTION

Water Supply and Infrastructure Grants Application Submission Requirements

This notice provides important information regarding Water Supply and Infrastructure Grants (WSIG) application submission requirements, review procedures, eligibility determinations, and applicant communications for the Texas Water Development Board (TWDB) funding process. Below are the required submission methods, acceptable file formats, deadlines, and documentation requirements, as well as the review process used to evaluate applications.

Applicants should carefully review these requirements to ensure their application is complete, submitted correctly, and eligible for consideration. **Failure to comply with the submission requirements or provide requested information may result in your application being deemed ineligible.**

Application Submission Requirements

Applicants must submit their applications to WSI_Grants@twdb.texas.gov by **Thursday, July 30** using the email subject line – “WSIG Application Submittal for [Applicant Name]”

The following documents must be submitted in the format specified—the TWDB will not accept the documents in any other format.

- [Application \(TWDB-0174\)](#) – **Microsoft Word**
- [Average Median Household Income \(AMHI\) Worksheet](#) – **Excel**
- Required documents listed in Part IV: Financial Assistance Checklist (TWDB-0174) – **PDF**

Failure to submit required water loss and water validation documentation will result in ineligibility.

If the application and supporting documents are **less than 25 MB**, submit the application, AMHI worksheet, and all supporting documentation as an attachment via email to WSI_Grants@twdb.texas.gov.

If the application and supporting documents are **greater than 25 MB**, applicants must request a unique submission link from the TWDB. To receive a link, email WSI_Grants@twdb.texas.gov with the subject line “WSIG LINK REQUEST”.

The TWDB will not issue links after Friday, July 24, so please request a TWDB-issued link as soon as possible.

When submitting the application, email WSI_Grants@twdb.texas.gov with the TWDB-issued link that contains your application documents. Each TWDB link should include the supporting documents of a single applicant—which means **one applicant per link**.

The TWDB will not accept:

- External or third-party file sharing links.
- Printed and scanned applications or worksheets.
- Applications submitted without a signature page.

If the signature page does not allow an electronic signature, applicants should print **ONLY** the signature page, sign it, scan it as a PDF, and include it in the application package as an attachment.

Three-Day Request for Information (RFI)

If clarification is needed, the TWDB will contact the applicant, and the applicant will have **three business days** to provide the requested information. **If you do not provide the information by the deadline, your application will be withdrawn.**

Scope revisions, when permitted, must remain integral or ancillary to the original project and may not expand the project scope.

Eligible Projects

Eligible projects will be ranked on the TWDB Board approved Project Prioritization List (PPL).

Ineligible Projects

The ineligible project list will be posted on the [WSIG webpage](#) and will include the reason(s) for ineligibility.

Communication

The TWDB will not contact applicants regarding eligibility or verification of findings until verification for the applicable category is 100 percent complete. If the TWDB contacts the applicant and the applicant does not respond, the application will be deemed ineligible.

Applicants may resubmit their applications to WSI_Grants@twdb.texas.gov until the application deadline on **Thursday, July 30**.