

Instructions for Request for Application

The Texas Water Development Board strongly recommends that an applicant clearly indicate how the following numbered categories are addressed in the application. The application should ideally include the numbers and titles below in the application with the applicant's response immediately following.

I. GENERAL INFORMATION

1. Legal name of applicant(s).
2. Participating political subdivisions.
3. Official representative: name, title, mailing address, phone number, fax number, e-mail address, and vendor ID number, if applicable.
4. Total project cost.
5. Total grant funds requested from the Texas Water Development Board.
6. Applicant cash contribution to the study.
7. Source of cash contribution.
8. Applicant in-kind contribution including a description of in-kind services to be provided.

II. PLANNING/PROJECT INFORMATION

9. Identify the watershed(s) for which flood protection needs will be addressed.
10. If the project area is economically disadvantaged:
 - 10a. Current unemployment rate in the proposed project area.
 - 10b. Current per-capita income in the proposed project area.
11. The purpose of the project (Will the project [a] create or enhance an early warning system, [b] develop a flood response plan, or [c] create a flood protection plan?).
12. Describe the severity of the existing or potential flood hazard.
13. A detailed scope of work for proposed project, not to exceed six pages.
14. Describe how the project would reduce loss of life.
15. Describe how the project would reduce loss of property.
16. A schedule for completing detailed scope of work by task.
17. Include a task budget for detailed scope of work by task (see attached example).
18. Include an expense budget by category for detailed scope of work (see attached example).
19. Qualifications and direct experience of proposed project staff.
20. Method of monitoring project progress.

III. WRITTEN ASSURANCES

The following items must be attached:

21. Assurance that the applicant has the authority to plan and implement projects in the project area.
22. Assurance that the applicant or the beneficiaries of the application are participants in the National Flood Insurance Program or have applied or intend to apply to be participants in the National Flood Insurance Program.
23. Assurance that the proposed project does not duplicate existing projects with the exception of replacing outdated equipment.

V. RESOLUTION

24. Include an expense budget by category for detailed scope of work (see attached example).
25. A resolution from the governing body of each applicant and/or participant:
 - indicating the entity's representative is authorized to apply for a grant from the Texas Water Development Board;
 - granting authority for the entity to enter into a contract with the Texas Water Development Board; and
 - stating the intent to commit local matching funds in cash and/or in-kind services.

TASK BUDGET

TASK	DESCRIPTION	AMOUNT
1	ENTER TASK DESCRIPTION	TASK AMOUNT
2	ENTER TASK DESCRIPTION	TASK AMOUNT
3	ENTER TASK DESCRIPTION	TASK AMOUNT
4	ENTER TASK DESCRIPTION	TASK AMOUNT
5	ENTER TASK DESCRIPTION	TASK AMOUNT
TOTAL		TOTAL USING FORMULA IN TABLE MENU

EXPENSE BUDGET

CATEGORY	AMOUNT
Salaries & Wages ¹	ENTER EXPENSE AMOUNT
Fringe ²	ENTER EXPENSE AMOUNT
Travel ³	ENTER EXPENSE AMOUNT
Subcontract Services	ENTER EXPENSE AMOUNT
Other Expenses ⁴	ENTER EXPENSE AMOUNT
Overhead ⁵	ENTER EXPENSE AMOUNT
Profit	ENTER EXPENSE AMOUNT
TOTAL	TOTAL USING FORMULA IN TABLE MENU

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

² Fringe is defined as the cost of social security contributions, unemployment, excise, and payroll taxes, workers' compensation insurance, retirement benefits, medical and insurance benefits, sick leave, vacation, and holiday pay applicable thereto.

³ Travel is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 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 CONTRACT.

⁵ Overhead is defined as the costs incurred in maintaining a place of business and performing professional services similar to those specified in this contract.