



Texas Water Development Board
Regional Flood Planning Grant
Application Checklist

November 2020

All applications **must be complete** when submitted to the TWDB. A list of required items with check boxes has been provided in the following pages to assist you in completing the application. **Please check the boxes after you have included the respective items in the application and return the completed checklist with the application.**

I. GENERAL INFORMATION

- 1. Legal name of applicant(s).
- 2. Regional Flood Planning Group.
- 3. Authority of law under which the applicant was created.
- 4. Applicant's official representative, Name, Title, Mailing address, Phone number, Fax number, if available, E-mail Address, and Vendor ID Number.
- 5. DUNS Number. If you do not have a DUNS number, visit:
<https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>
- 6. Total proposed planning cost estimate (see Table 1 for total cost by region).
- 7. Total grant funds requested from the Texas Water Development Board.
- 8. Statement of the purpose for which the money will be used (Not to exceed 1 page).
- 9. Description of why state funding assistance is needed (Not to exceed 1 page).

II. ADMINISTRATIVE DOCUMENTATION

- 10. Written designation from the RFPG naming the Planning Group Sponsor that is authorized to apply for these grant funds on behalf of the RFPG (as required in 31 TAC §361.70(b)).
- 11. A copy of or website link to the RFPG's adopted by-laws (as required in 31 TAC §361.70(a)).
- 12. Written documentation that the RFPG considered additional, region-specific, public notice requirements at a meeting in accordance with 31 TAC 361.12(3) prior to taking action regarding its application for funding (as required in 31 TAC §361.70(c)).

III. PLANNING INFORMATION

- 13. A detailed scope of work for proposed planning. Include the *Scope of Work for the First Cycle of Regional Flood Planning* document prepared by TWDB located at <http://www.twdb.texas.gov/flood/planning/doc/2020DraftSOW.pdf>
- 14. A task budget for detailed scope of work by task.
- 15. Is the RFPG suggesting modifications to the TWDB's proposed task budget?
Yes No
- 16. If yes, to No. 15 above, provide written justification for the changes.
- 17. An expense budget for scope of work by expense category. *Example is included.*
- 18. A time schedule for completing detailed Scope of Work by task (see Scope of Work document referenced above).
- 19. Specific deliverables for each task in Scope of Work (see Scope of Work document referenced above).
- 20. Method of monitoring study progress.
- 21. Qualifications and direct experience of proposed project staff.

IV. WRITTEN ASSURANCES

Written assurance of the following items:

- Proposed planning does not duplicate existing projects.

Please check the boxes after you have included the respective items in the application and return the completed checklist with the application.