



Texas Water Development Board
Regional Flood Planning Grant
Application Checklist

November 2023

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.

II. ADMINISTRATIVE DOCUMENTATION

- 8. 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)).
- 9. A copy of or website link to the RFPG's adopted by-laws (as required in 31 TAC §361.70(a)).
- 10. 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 31TAC §361.70(c)).

III. PLANNING INFORMATION

- 11. A detailed scope of work for proposed planning. Include the *Scope of Work for the Second Cycle of Regional Flood Planning* document prepared by TWDB located at <http://www.twdb.texas.gov/flood/planning/doc/2023DraftSOW.pdf>
- 12. A task budget for detailed scope of work by task.
- 13. Is the RFPG suggesting modifications to the TWDB's proposed task budget?
Yes No
- 14. If yes to No. 13 above, provide written justification for the changes.
- 15. An expense budget for scope of work by expense category. *Example is included.*

- 16. A time schedule for completing detailed Scope of Work by task (see Scope of Work document referenced above).
- 17. Specific deliverables for each task in Scope of Work (see Scope of Work document referenced above).
- 18. Method of monitoring study progress.

The following information that will also be needed to finalize and approve the Regional Flood Planning Grant Contract:

- 19. Requested Revisions to the Draft Contract Language: The Sponsors should review the Draft Contract Language posted on the TWDB website and provide any suggested revisions or questions with their RFA submission.
- 20. Vendor Set-Up Form: Even if the Sponsor is an existing Contractor with the TWDB, it is suggested that they complete a new Vendor Set-Up Form to ensure that we have the correct banking information on file for this project. RFP Manager is responsible for obtaining the most up to date template from TWDB's Finance department.
- 21. DocuSign Instructions: The names of individual that will sign the Contract in DocuSign, along with the individual's email address.
- 22. Correspondence Information: (used to populate the Correspondence section of the Regional Flood Planning Grant Contract).

For CONTRACTOR:

Contract Issues:

Name

Company

Address

City, State ZIP

Email:

Payment Request Submission:

Name

Company

Address

City, State ZIP

Physical Address:

Building Name

Street Address

City, State ZIP

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.