

Planning Activities Eligible for Reimbursement

- A. **Eligible Other Expenses** associated with administration activities are defined to include expendable supplies, communications, reproduction, postage, and costs of public meetings.
- B. **Administrative Costs** (associated with Political Subdivisions) for Regional Water Plan development that will be reimbursable under the contract are limited to direct, non-labor costs including:
 - 1. Newspaper and other public notice posting costs;
 - 2. Postage for mailed notification of application;
 - 3. Communications;
 - 4. Postage for mailed notification of meetings;
 - 5. Reproduction costs associated with notification or plan activities (currently 10¢ per copy);
 - 6. Limited direct costs/fees of maintaining RWPG website domain, website hosting, and/or web site – not to exceed \$250.00 per calendar year.
- C. **Voting Planning Member Travel Expenses** is defined as eligible travel expenses incurred by regional water planning members that cannot be reimbursed by any other entity, political subdivision, etc., (currently 51¢ per mile (as of Jan. 1, 2011) See: <https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php> for updates).

Planning Activities NOT Eligible for Reimbursement

- D. **Ineligible Expenses** include, but are not limited to:
 - 1. Costs of generating or distributing newsletters;
 - 2. Direct costs greater than \$250.00 per year for domain fees, website hosting, and/ or web site maintenance costs;
 - 3. Direct or indirect labor costs associated with obtaining, developing, and/or maintaining websites including costs to track website use or post materials on websites;
 - 4. Food and Lodging for Regional Water Planning Group members;
 - 5. Purchase of equipment (e.g. computers); and,
 - 6. Costs associated with social events or tours.
- E. **Timing***
 - 1. Administrative costs associated with public notice of application and public meeting may be reimbursed back to February 5, 2011
 - 2. Technical Consultants cannot be reimbursed until after both:
 - i. TWDB Board authorizes contracts (anticipated June 22, 2011); and,
 - ii. RWPG holds required the properly noticed public meeting to take input on issues to be considered during the fourth cycle of planning

*if authorized by our Board