

From: [Sarah Backhouse](#)
To: [Sarah Backhouse](#)
Subject: RWP Payment Request Guidance – Certification of Administrative Expenses (Task 10)
Date: Thursday, December 2, 2021 3:28:08 PM

From: RegionalWaterPlanning <RegionalWaterPlanning@twdb.texas.gov>
Sent: Thursday, December 2, 2021 10:47 AM
Subject: RWP Payment Request Guidance – Certification of Administrative Expenses (Task 10)

Good morning all,

This email is to provide you with guidance on submitting payment requests related to administrative expenses for regional water planning contracts.

RWPGs should be aware that regional water planning rules ([§355.92\(c\)](#)) and the regional water planning contract expense budgets (contract Exhibit B) require that the RWPG or its Chairperson certifies, during a public meeting, that administrative costs are eligible for reimbursement and are correct and necessary. Please see the rules linked above and your contract expense budget for a full listing of what types of expenses are considered administrative and need to be certified in a public meeting. Generally, this includes travel expenses for RWPG members or the Political Subdivision's staff, direct costs such as website or postage fees, and Political Subdivision personnel costs. This does not include the technical consultant's expenses, it only impacts the Political Subdivision expenses and voting member travel expenses billed under Task 10.

Please ensure your RWPG takes action to certify any eligible administrative expenses. We defer to the RWPGs on whether you have an agenda item to blanket certify eligible expenses for the planning cycle or to have an agenda item to certify these expenses as needed throughout the cycle. Once the expenses have been certified, please provide the applicable certification date and details of the expenses certified, under updates on progress for Task 10 in a progress report accompanying your payment request. If any reimbursement requests have already been submitted, the agenda item can include retro-active certification as appropriate.

Additionally, if you plan to claim expenses for "personnel costs", these are currently included in the Other Expense category and include a limited amount per meeting and a limited total amount. Please ensure that your payment requests specify the sub-total of the amount for personnel costs, if any, submitted under the Other Expense category. Back up documentation for this expense should include the number of meetings and a summary of staff and hours worked. The TWDB intends to break out the personnel costs as a separate line item in the expense budgets via contract amendments next year.

Lastly, in the new year, TWDB will follow up to schedule a refresher training on submitting payments to be held in February. Please contact your assigned TWDB contract manager with any questions.

Best,

Sarah Backhouse

Manager, Regional Water Planning
Water Supply Planning Division
Texas Water Development Board
P.O. Box 13231, Austin, TX 78711
512-936-2387 | sarah.backhouse@twdb.texas.gov
www.twdb.texas.gov