

Regional Water Planning Contract and Payment Request Webinar

April 20, 2022

RWP Payment Request Webinar

Agenda Overview:

1. Introductions & Opening Comments
2. Overall Process
3. Payment Request Submissions
4. Eligible and Ineligible Expenses
5. Modifications to Budget
6. Contract Reminders
7. Questions

TWDB Water Planning Staff

- **Sarah Backhouse** - Manager, Sarah.Backhouse@twdb.texas.gov, (512) 936-2387

Planners/Contract Managers

- **Ron Ellis** - Team Lead, Regional Water Planner (D), Ron.Ellis@twdb.texas.gov, (512) 463-4146
- **Kevin Smith** - Regional Water Planner (C, B, N), Kevin.Smith@twdb.texas.gov, (512) 475-1561
- **Lann Bookout** - Regional Water Planner (H, I, K), Lann.Bookout@twdb.texas.gov, (512) 936-9439
- **William Alfaro** - Regional Water Planner (A, J, M), William.Alfaro@twdb.texas.gov, (512) 463-4741
- **Elizabeth McCoy, P.G.** - Regional Water Planner (F, L, E), Elizabeth.McCoy@twdb.texas.gov, (512) 475-1852
- **Jean Devlin** - Regional Water Planner (G, O, P), Jean.Devlin@twdb.texas.gov, (512) 936-8190

TWDB Contracts Staff

Cameron Turner - Director, Procurement & Contract Services
cameron.turner@twdb.texas.gov, 512-936-6090

Lisa Farrell - Contract Specialist, Team Lead Contract Payments
lisa.farrell@twdb.texas.gov, 512-463-0655

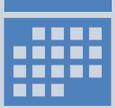
Stephen Ross - Contract Specialist, Team Lead Contract Development
stephen.ross@twdb.texas.gov, 512-475-1513

Two Types of RWP Payment Methods

- Advance Method:** Initial advance payment **20% of Committed Funds**. Contractor may request & receive their next Advance by providing documentation showing at least 90% of eligible expenses (of the previous advanced amount). Then the final **5% of Committed Funds** (Retainage) will be held by TWDB and released upon project completion. *See chart*
- Reimbursement Method:** Contractor submits eligible expenses, TWDB withholds 5% from each Payment Request and releases Retainage upon project completion.

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	16	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Payment Request Submission



Schedule: A minimum of quarterly.



Submit all payment requests to invoice@twdb.texas.gov and cc: your Contract Manager.



3 required components:

Payment Request Form (including Invoice Ledger, Task Ledger, and Summary Table)

Invoices & Support Documentation

Written Progress Report (as a separate PDF)

Payment Request Form

- Payment Request:** If using the Advance Method, the next payment request you will submit is Payment Request No. 2. (the first payment was the initial advance). If using the Reimbursement Method, it will be Payment Request No. 1.
- Billing Period:** The actual date range the work was performed (including Subcontractors & Sub-subcontractors).
- Requested Amount:** For Advance method, the amount will be 20% of the current committed funds. For Reimbursement, it will be the amount of eligible expenses less retainage.

Please remember to sign and date before submitting

Templates (Reimbursement Request or RWP Advance Form) can be downloaded at: https://www.twdb.texas.gov/about/contract_admin

Payment Request No.		2	
Billing Period of This Payment Request			
From:	05/01/21	To:	07/01/21
Requested Amount:		\$ 70,000.00	
Is this the final Request?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Certification: I certify that to the best of my knowledge and belief that the billed costs hereon are in accordance with the contract.	
Signature and Title of Authorized Representative	
Print or Type Name and Title of Representative Signing	
TWDB-CP0001	

Invoice/Expense & Task Ledgers

- Contractors must provide the breakdown amounts of their expenses by Expense & Task Budget categories (Exhibit B).
- Task = **WHAT** is being done (i.e., Demand Projection Analysis)
- Expense = **HOW** it's done (i.e., Salaries/Wages, Other, Travel)
- The **TOTAL AMOUNT** requested must be consistent in each document (Payment Request form, invoice ledger, and task ledger)

Invoice Ledger Example

Invoice Ledger

Planning Group Sponsor Name

Contract # 21483025xx

Payment Request No	Date	Vendor	Invoice No	Invoice Amount	Requested Amount	Approved Amount	Budget Sub-Category	Description
2	7/1/2021	Planning Group Sponsor Name	Payment Req 2	\$ 62,500.00	\$ 2,000.00		Other Expenses	
2	7/1/2021	Planning Group Sponsor Name	Payment Req 2	\$ 62,500.00	\$ 500.00		Voting Member Travel	
2	11/1/2022	Subcontractor	78910	\$ 60,000.00	\$ 20,000.00		Salaries & Wages Sub #1	
2	11/1/2022	Subcontractor	78910	\$ 60,000.00	\$ 7,500.00		Fringe Sub #1	
2	11/1/2022	Subcontractor	78910	\$ 60,000.00	\$ 15,000.00		Overhead Sub #1	
2	11/1/2022	Subcontractor	78910	\$ 60,000.00	\$ 5,000.00		Profit Sub #1	
2	11/1/2022	Subcontractor	78910	\$ 60,000.00	\$ 1,000.00		Other Expenses Sub #1	
2	11/1/2022	Subcontractor	78910	\$ 60,000.00	\$ 1,500.00		Travel Sub #1	
2	11/1/2022	Subcontractor	78910	\$ 60,000.00	\$ 10,000.00		Subcontractor #1	sub-sub
					\$ 62,500.00			

Invoice No.:

- Subcontractors must provide the breakdown amounts of their Expense Budget line items by each invoice.

Budget Sub-Category:

- These categories must align with the expense budget categories in the contract with TWDB and in the subcontract between Sponsor and consultant.

Required Support Documentation

- **Article IV. Compensation and Reimbursement:** Must provide invoices and support docs from Subcontractor (*or Sub-sub*) to Contractor for work being requested for reimbursement.
 - DO send labor summary of rate and hours/staff worked
 - DO NOT send detailed timesheets
 - Must provide breakdown amounts by Subcontractor expense categories (i.e., Salaries/Wages, Fringe, Overhead, Profit, Travel, Other)
 - Tearsheets/or Affidavits (need proof of publication along with invoice from publisher)

Required Support Documentation (cont.)

- Appropriate backup documents must be provided for ‘Other’ & ‘Travel’ Expense categories
- Transparency of State Travel Expenses — the more details you provide us, the better! Gov’t Code Sec. 660.007 “Conservation of Funds” — *this is the basis for all State travel expense reimbursement*
- TWDB requests **itemized meal receipts** & mileage documentation (Google Maps or odometer readings)

Task Ledger Example

- **TWDB Task No:** Amounts for each task should be on separate rows. Must align with Task Numbers in TWDB Contract.
- Please list each Task Number only once with the total Task cumulative dollar amount.

Task Ledger

Planning Group Sponsor Name
 Contract No 21483025xx

Payment Request No	Task No		Task Amount	Approved Amount
2	1	\$	15,000.00	
2	2A	\$	20,000.00	
2	2B	\$	5,000.00	
2	8	\$	20,000.00	
2	10	\$	2,500.00	
			\$	62,500.00

Summary Table Requirement

- Percent and cost of each task completed

Task Budget

	Task Budget	Expenses This Period	Previous Expenses	Accumulated Expenses	Balance Remaining	Percent Remaining
1 2A Non-Population Related Water	26,425.00	0.00	26,309.46	26,309.46	115.54	0%
2 2B Population & Population Relate	37,364.00	0.00	37,102.12	37,102.12	261.88	1%
3 10 Adoption of Plan	225,795.00	9,349.85	82,392.79	91,742.64	134,052.36	59%
4 1 Planning Area Description	20,436.00	5,807.17	6,635.07	12,442.24	7,993.76	39%
5 3 Water Supply Analyses	174,593.00	71,593.50	11,387.58	82,981.08	91,611.92	52%
6 4A Identification of Water Needs	18,074.00	3,511.02	0.00	3,511.02	14,562.98	81%
7 4B Identification of Potentially Fea	19,612.00	0.00	0.00	0.00	19,612.00	100%
8 4C Technical Memorandum	25,932.00	13,158.17	480.00	13,638.17	12,293.83	47%
9 5A Evaluation and Recom. Of W	387,695.00	0.00	0.00	0.00	387,695.00	100%
10 5B Water Conservation Recomme	28,672.00	0.00	0.00	0.00	28,672.00	100%
11 6 Impacts of Plan & Cons. With Pr	45,037.00	0.00	0.00	0.00	45,037.00	100%
12 7 Drought Resp. Inf., Activ., and R	91,930.00	0.00	0.00	0.00	91,930.00	100%
13 8 Unique Sites & Policy Recomme	10,361.00	0.00	0.00	0.00	10,361.00	100%
14 9 Infrastructure Financing Analysis	8,467.00	0.00	0.00	0.00	8,467.00	100%
15 11 Implement. & Comp to the Prev	19,374.00	0.00	0.00	0.00	19,374.00	100%
16 12 Prepare & Submit Prioritization	11,582.00	0.00	0.00	0.00	11,582.00	100%
TOTAL	1,151,349.00	103,419.71	164,307.02	267,726.73	883,622.27	77%

Progress Report

- Submit **ONE** progress report for entire billing period along with payment request.
- Must contain:
 - Statement of overall progress made **since last progress report** for each task item.
 - Any problems encountered and description of any actions taken to correct problems.
- TWDB will be checking for consistency between tasks billed and tasks listed in progress report.

Voting Member Travel

² Voting Planning Member Travel Expenses are limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2019, Article IX, Part 5, as amended or superseded. These expenses are defined as:

- a. eligible mileage expenses incurred by RWPG members, or their designee, to attend RWPG meetings that cannot be reimbursed by any other entity, political subdivision, etc. as certified by the voting member, or their designee, and
- b. food, drink, lodging, or airfare of designated RWPG member travel to support participation in legislatively-required or Board-requested meetings, as specifically authorized by the RWPG and TWDB Executive Administrator.

Regional Water Planning Grant Contract, Exhibit B

Planning Group Sponsor Expenses

- Sponsors (Contractors) can currently only bill to Task 10 in Task Budget and “Other Expenses” in Expense Budget. However, a new expense item for “Salary and Wages” will be created in upcoming contract amendments.
- Eligible costs include:

¹ Eligible Other Expenses as described in 31 TAC §355.92(c) include the following administrative costs that may be billed under Task 10 associated with the RWPG’s Political Subdivision if the RWPG or its chairperson certifies, during a public meeting, that the expenses are eligible for reimbursement and are correct and necessary:

- e. The RWPG Political Subdivision’s personnel costs for the staff hours that are directly spent providing, preparing for, and posting public notice for RWPG meetings and hearings, including labor, fringe, overhead, and other expenses for their support of and attendance at such RWPG meetings and hearings. This may not exceed: \$5,000 per regular RWPG meeting nor a total of 10% of the total study cost budget for the full period of the contract or a total of \$60,000, whichever is lower.

Regional Water Planning Grant Contract, Exhibit B

Ineligible Expenses

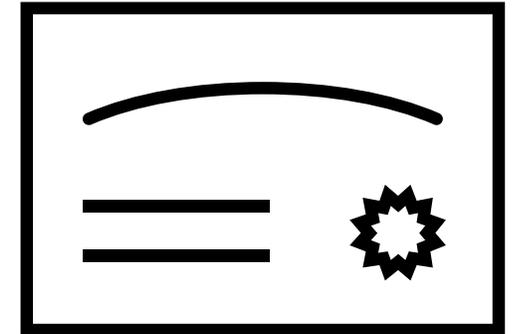
⁴ Ineligible Expenses include funding any of the activities specified in 31 TAC 355.92(a), as well as the following items as applicable to RWPG members and Political Subdivisions:

- a. Compensation for the time or expenses of RWPGs members' service on or for the RWPG;
- b. Costs of administering the RWPGs, other than those eligible and authorized under Eligible Expenses;
- c. Costs for training;
- d. Costs of administering the regional water planning grant and associated contracts;
- e. Costs associated with development of an application for a regional water planning grant or reviewing materials developed due to this grant;
- f. Food, drink, or lodging for RWPG members (including tips and alcoholic beverages), unless eligible and authorized under item ²b above;
- g. Purchase, rental, or depreciation of equipment (e.g., computers, copiers, fax machines);
- h. General purchases of office supplies not documented as consumed directly for the planning process; and
- i. Costs associated with social events or tours.

Regional Water Planning Grant Contract, Exhibit B

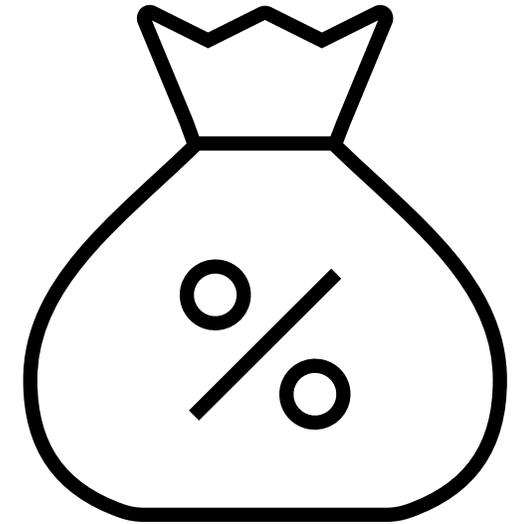
Certification of Administrative Expenses

- [Title 31 TAC §355.92\(c\)](#) requires that the **RWPG or its Chairperson certifies, during a public meeting**, that certain **administrative costs** are eligible for reimbursement and are correct and necessary
 - Includes travel expenses for RWPG members or Sponsor staff, a Sponsor's direct costs such as website or postage fees, and Sponsor's personnel costs.
 - DOES NOT include the technical consultant's expenses under Task 10.
- Obtain certification prior to submitting the reimbursement payment request to TWDB.
- Provide **certification date** under Task 10 in the progress report.



Budget Modifications

- 35% Flexibility of Budget within any task or expense budget category
- Exceeding a category budget amount by 35% requires a Budget Memorandum approved by the RWPG and TWDB Executive Administrator
- Work with your TWDB Planner (Contract Manager) to request a budget memorandum for modifications to the task or expense budget.



Subcontract Submittal

- Each subcontract and amendment between the RWPG's Political Subdivision and primary Consultant must be submitted to the TWDB for official review and acceptance.
- Upon execution, these documents should be sent to contracts@twdb.texas.gov. Please ensure you always cc: your TWDB regional water planner and include the TWDB contract number in the email subject line on any correspondence to this email box.
- The subcontract between the Political Subdivision and primary Consultant must specify the names of any sub-subcontractors and the **total** amount allocated to sub-subcontractor services.
- Subcontracts must include the provisions and clauses listed in Article VI (Subcontracts) of the prime contract.



Subcontract Submittal (cont.)

- Official TWDB review and acceptance of **sub-subcontracts** will no longer be conducted.
- Please continue submit a copy of any sub-subcontracts and sub-subcontract amendments directly to your TWDB regional water planner for our records.
- There is not a Certificate of Procurement form associated with the 2026 Regional Water Plan contracts.

Upcoming Contract Amendments

- The TWDB has begun preparing contract amendment materials for the 2026 Regional Water Plans that will incorporate a full, anticipated contract funding amount for each region, a full scope of work, and updated contract guidance documents.
- Will also include a new Expense Budget category for Salaries and Wages.
- We anticipate seeking TWDB Board approval to authorize and execute the contract amendments this summer.
- RWPG sponsors will not have to submit a second funding application this cycle to incorporate this amendment.

Questions & Comments?

