



**Texas Water Development Board
Regional Water Planning Grant
Application Instructions**

March 2021

Overview

This document is intended to provide information and instructions related to the Texas Water Development Board's (TWDB) Request for Applications (RFA) for Regional Water Planning Grant contracts, supporting Regional Water Planning Group (RWPG) efforts to complete the 2026 Regional Water Plans in accordance with statute, rule, and guidance requirements.

When to apply: Applications are due to TWDB no later than 12:00 PM (CST) on **April 12, 2021**.

Who may apply: A political subdivision, as defined by Texas Administrative Code (TAC) §357.10(22), that has been designated by the RWPG as the group's Political Subdivision to receive funds for all or part of the cost of developing a regional water plan.

Application Submittal:

Respondent must submit one (1) electronic copy of the application as follows:

1. One (1) complete, original application in Portable Document Format (PDF) submitted to TWDB at purchasing@twdb.texas.gov with a copy to RegionalWaterPlanning@twdb.texas.gov.
2. Application pages must be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the application.
3. The application must be clearly marked **RESPONSE TO RFA 580-21-RFA-0013**.

All applications **must be complete** and RWPGs should use the Texas Water Development Board [Regional Water Planning Grant Application Checklist](#), which provides a comprehensive list of required items with check boxes to assist completing the application. These items include, but are not limited to:

- General information from the applicant.
- Date of the public meeting that the RWPG designated the Political Subdivision to administer the RWPG for the sixth cycle of regional water planning.
- A copy of the RWPG's currently adopted by-laws.
- Scope of Work, including specific deliverables for each task (provided by the TWDB).
- Task budget for the scope of work by task (provided by the TWDB).
- Expense budget for the scope of work by expense category (template provided by the TWDB).
- Time schedule for completing scope of work (provided by the TWDB).
- Written assurances.

The EA may request clarification from the RWPG's Political Subdivision, if necessary, to evaluate the application. Incomplete applications may be rejected and returned to the applicant.

Application Information and Instructions

General: TWDB requests the submission of Regional Water Planning Grant applications leading to the possible award of contracts to develop regional water plans as described in 31 TAC Chapter 355, 357 & 358. Activities to be performed under this Request for Applications will be based on a scope of work developed by TWDB that initiates RWPG efforts to develop their 2026 Regional Water Plans in accordance with statute, rule, and guidance requirements. Additional scope of work items and funding to complete the 2026 Regional Water Plans are anticipated to be added to the contracts resulting from this request for applications at a later date, subject to Board authorization.

Notice and meeting requirements:

Current regional water planning rules (31 TAC §357.21(e)) require a significant notice to be posted 30 days prior to the date the Board takes action on the regional water planning grant funding applications. The TWDB published proposed rules in the Texas Register on February 26, 2021 that would remove the requirement for this notice. Prior to proceeding with this notice, applicants should coordinate directly with TWDB Regional Water Planning staff to determine if this notice will be required.

In accordance with 31 TAC §357.12(a)(1), RWPGs will be required to hold a pre-planning public meeting to receive public input on issues that should be addressed or provisions that should be included in the regional or state water plan. Public input at this RWPG meeting, and Board authorization of contracts, must occur prior to conducting any reimbursable activities associated with the regional water plan development. Notice must be provided at least 30 days prior to the meeting. This pre-planning meeting is not required to apply for funds.

The TWDB anticipates requesting Board authorization to reimburse RWPGs for eligible non-labor administrative costs dating back to February 1, 2021.

Application evaluation criteria: Applications will be evaluated on the following criteria in accordance with 31 TAC §355.91(e):

1. Degree to which proposed water planning does not duplicate previous or ongoing planning.
2. Project organization and budget.
3. Scope of work.
4. Eligibility of tasks for funding.
5. The relative need of the political subdivision for the funding based upon an assessment of the necessary scope of work, amount of work, and cost to develop the regional water plan as compared to statewide needs for development of all regional water plans.
6. The legal authority of the political subdivision to participate in the development and implementation of a regional water plan.
7. The degree to which regional water planning by the RWPG will address the water supply needs in the regional water planning area.

Activities to be performed: Activities to be performed under this Request for Applications

will be based on the [Initial Scope of Work for the Sixth Cycle of Regional Water Planning](#) developed by the TWDB, which addresses the initial tasks necessary to begin preparation of a regional water plan as described in 31 TAC Chapter 357 & 358, including the following tasks:

Tasks should be related to the following activities:

- Planning Area Description (Task 1);
- Non-Municipal Water Demand Projections (Task 2A);
- Population and Municipal Water Demand Projections (Task 2B);
- Recommendations Regarding Unique Stream Segments and/or Reservoir Sites and Legislative & Regional Policy Issues (Task 8); and
- Public Participation and Plan Adoption (Task 10).

Contract and subcontract details and requirements: The TWDB Regional Water Planning Grant contract budget will address initial planning activities of the sixth planning cycle based on the initial scope of work and the contract term will be for the full time period through adoption of the 2026 regional water plans. The TWDB anticipates adding known and anticipated future appropriations as a total study cost for the contract budget and to incorporate the remaining planning tasks in 2022, subject to Board authorization.

The RWPG's Political Subdivision will be responsible for procuring and executing a subcontract with a technical consultant selected by the RWPG in accordance with the procurement requirements that apply to the political subdivision and Texas Government Code Chapter 2254.

Funding: TWDB has \$2,844,856 in total available funds for this initial scope of work to be committed and allocated by region as shown in **Table 1**. The TWDB has assigned the available funds of each region into standard task budgets, see [Draft Contractor \(RWPG Political Subdivision\) Task Budget by Region](#). While the total amount of available funds for each region is fixed, TWDB understands that regional differences in water planning may necessitate an RWPG requesting shifts in the allocation of funds between certain budget tasks.

Once the scope of work and associated budgets have been approved by the Board and signed into contract, the RWPGs will have the option of reallocating funds between tasks up to 35 percent of the lesser task's budget, without approval by the TWDB as described in the contract. The reallocation of funds beyond this limit will require approval by the RWPG and written approval by TWDB in accordance with the contract.

Examples of eligible activities for funding include those related to the development or revision of regional water plans including costs associated with public meetings and hearings, certain Political Subdivision's personnel costs (as limited by the expense budget) and subcontracting for professional services. Activities ineligible for funding are specified in 31 TAC 355.92(a)(1).

The expense budget to be included in the application should follow the format provided by TWDB: [Draft Contractor \(RWPG Political Subdivision\) Expense Budget](#). These funding

amounts are not guaranteed funds and must be requested in grant applications submitted to TWDB by the deadline.

Table 1: Available funds allocated by Region

Region	Allocated funds
(A) Panhandle	\$149,303
Region B	\$115,146
Region C	\$277,846
(D) North East Texas	\$205,691
(E) Far West Texas	\$100,852
Region F	\$197,987
(G) Brazos G	\$338,173
Region H	\$287,657
(I) East Texas	\$228,814
(J) Plateau	\$90,233
(K) Lower Colorado	\$161,580
(L) South Central Texas	\$186,453
(M) Rio Grande	\$149,448
(N) Coastal Bend	\$119,837
(O) Llano Estacado	\$148,772
(P) Lavaca	\$87,064
Total	\$2,844,856

Important Dates

March 12, 2021 –Request for Application posted on TWDB website and Political Subdivisions notified.

April 12, 2021 – RWPG Political Subdivision to submit completed application via email to purchasing@twdb.texas.gov with a copy to RegionalWaterPlanning@twdb.texas.gov due to TWDB no later than 12:00 PM (CST).

June 2021– Estimated Board meeting for TWDB’s Executive Administrator to request authorization to negotiate and execute contracts for the sixth cycle of regional water planning.

August 31, 2021 –Deadline for executing Sixth Cycle Regional Water Planning Grant contracts.

March 4, 2024 – Submission deadline for the Technical Memorandum to TWDB.

March 3, 2025 – Submission deadline for the 2026 Initially Prepared Plan (IPP) to TWDB.

October 20, 2025 – Submission deadline for the 2026 Final Adopted Regional Water Plans to TWDB.

Relevant documents for the application:

- [Request for Applications](#)
- [Application Checklist](#)
- [Regional Water Planning Grant Initial Scope of Work](#) (prepared by TWDB)
- [Draft Contractor \(RWPG Political Subdivision\) Task Budget by Region](#)
- [Draft Contractor \(RWPG Political Subdivision\) Expense Budget](#)
- [Texas Water Code §16.053 and §16.054](#) –Regional Water Planning Statute
- [31 Texas Administrative Code Chapter 357](#), [31 Texas Administrative Code Chapter 358](#), and [31 Texas Administrative Code Chapter 355](#), administrative rules relating to regional and state water planning.

If a Grant is Awarded:

The TWDB standard contract for Regional Water Planning Grants will be provided for review. The following is a non-exhaustive list of requirements in the Regional Water Planning Grant contract:

- a) applicant must coordinate existing water planning for the purpose of providing information for the proposed planning and to avoid duplication of activities.
- b) all subcontracts for professional services must be awarded in accordance with the Professional Services Procurement Act, Tex. Gov't Code § 2254.001, *et seq.* and any other procurement requirements that apply to the applicant.
- c) all subcontracts for work performed must be accepted in writing by the TWDB before being contracted or assigned.
- d) all subcontracts must include a detailed task and expense budget for each item of work to be performed.
- e) all subcontracts must include provisions that require the subcontractor to comply with TWDB rules and the applicant's Grant Agreement.
- f) all subcontractor charges must be paid by the applicant prior to submitting a voucher to the TWDB.
- g) funding from the TWDB will be on a 20-percent advance or cash reimbursable basis with a 5% retainage to be withheld by the TWDB until conclusion of the planning contract;
- h) a 5% retainage to be withheld by the TWDB until conclusion of the planning contract;
- i) applicants must submit payment requests including substantiating documentation and progress reports to the TWDB Board for reimbursement of expenses;
- j) applicants must submit four (4) double-sided copies of the initially prepared regional water plan to the Texas Water Development Board for review and comment, and two (2) electronic copies of the entire draft regional water plan (Initially Prepared Plan), one (1) in searchable Portable Document Format (PDF) and one (1) in Microsoft Word (MSWord) Format, as well as required electronic appendices;
- k) applicants must submit two (2) electronic copies of the entire Final Regional Water Plan, one (1) in searchable Portable Document Format (PDF) and one (1) in Microsoft Word (MSWord) Format; and one (1) electronic copy of all files on which the plan is based, as well as required electronic appendices;
- l) TWDB retains unlimited rights to technical or other data or models resulting directly from the planning, including associated with subcontracts; and
- m) applicants must provide TWDB with copies of all original electronic data, models, and programs resulting directly from the planning for the initially prepared plan and the adopted regional water plan.

If you have questions regarding preparation of an application, call the Texas Water Development Board's Contract and Purchasing Division at (512) 936-6079 or Sarah Backhouse at (512) 936-2387.