

**TEXAS WATER DEVELOPMENT BOARD**  
**RESEARCH AND PLANNING FUND**  
**SENATE BILL ONE**  
**REGIONAL WATER PLANNING**  
**INSTRUCTION SHEET**

The Texas Water Development Board's (TWDB) Research and Planning Fund offers grants to eligible applicants for the development or revision of regional water plans. The proposed planning must be a plan, an amendment to an approved regional water plan developed by the regional water planning group for a regional water planning area pursuant to the Texas Water Code, §16.053 and Chapter 357, or other special studies approved by the TWDB which will enhance water planning efforts in the region. Activities eligible for funding are those related to the development, revision, or improvement of regional water plans including public meetings, hearings, and special studies. Activities ineligible for funding include activities which the TWDB determines existing information or data is sufficient, activities directly related to the preparation of applications for state or federal permits or other approvals, activities associated with administrative or legal proceedings by regulatory agencies, preparation of engineering plans and specifications, or activities relating to individual system facility needs. TWDB population and water demand projections and environmental planning criteria will be used to determine future needs in the planning process unless there have been revisions that have been adopted by the board, after coordination with Texas Commission on Environmental Quality, Texas Department of Agriculture, and Texas Parks and Wildlife Department, based on changed conditions and availability of new information.

**When to apply:**

The TWDB published a Request for Applications in the Texas Register February 4, 2011. Unsolicited applications can be filed at any time but will only be considered for funding depending on availability of funds and demonstrated need. The current timeline for consideration of applications is as follows:

**April 8, 2011** – Application, including required scope of work (as defined by TWDB in Request for Applications) due to TWDB. Pursuant to TWDB rule §355.97, regional water planning groups (RWPGs) should also submit in the application proof of public notice that an application for planning assistance has been filed.

**May 19, 2011** – TWDB staff will present funding recommendations for Board consideration.

**Prior to August 31, 2011** – RWPGs hold public meetings to receive comments regarding the scope of work and regional planning activities for the entire planning cycle per TWDB Rule §357.6.

**Who may apply:**

**Eligible applicant - A political subdivision that has been designated, in writing to the executive administrator, by the regional water planning group as a representative of the regional water planning group to receive funds for all or part of the cost of developing or revising regional water plans defined in Texas Water Code, §16.053 and Chapter 357 of this title (relating to Regional Water Planning).**

**Political subdivision includes a city, county, district or authority created under the Texas Constitution, Article III, §52, or Article XVI, §59, any other political subdivision of the state,**

**any interstate compact commission to which the state is a party, and any nonprofit water supply corporation created and operating under Acts of the 43rd Legislature, 1933, 1st Called Session, Chapter 76, (Vernon’s Texas Civil Statutes, Article 1434a).**

**Application Submittal:**

Each RWPG must submit a single application containing a proposed scope of work which includes a task and expense budget, a detailed description of tasks to be performed, specific deliverables for each task, and a task schedule. Reference the document developed by TWDB: “Initial Scope of Work for the Fourth Cycle of Regional Water Planning” located at <http://www.twdb.state.tx.us/wrpi/rwp/docu.asp>.

Tasks are related to the following activities:

- Reevaluation of population and demand projections in response to results from the 2010 U.S. Census;
- Refinement of water supply information or water management strategies;
- Evaluation of new water management strategies; and
- Administrative and public participation activities (see table below).

Funding for the first biennium of the regional water planning cycle will be limited to a maximum of \$3.32 million. None of this funding will be awarded by task on a competitive basis. Administrative funds including public participation activities will account for \$800,000 or 24 percent of the total funds appropriated and will be allocated to each region according to formula funding. The total regional allocation is included in the following table (see *Guidance for Preparation of Application for Regional Water Planning Grant* at <http://www.twdb.state.tx.us/wrpi/rwp/docu.asp> for Task budget breakdown):

Region	Total Initial Funding
A	\$124,228
B	\$65,185
C	\$542,297
D	\$228,181
E	\$43,554
F	\$187,268
G	\$392,646
H	\$527,018
I	\$229,659
J	\$36,635
K	\$206,750
L	\$306,119
M	\$158,086
N	\$85,332
O	\$161,650
P	\$25,884
<b>Total</b>	<b>\$3,320,492</b>

Proposals for work necessary to complete 2016 Regional Water Plans and related funding will be considered in subsequent years of the fourth planning cycle.

Applications are to be copied on both sides of the paper and recycled materials should be used when possible. A total of five (5) copies and an electronic version of a complete proposal should be submitted to the following address:

Texas Water Development Board  
Contracts and Purchasing  
1700 North Congress  
P. O. Box 13231  
Austin, Texas 78711-3231

All applications **must be complete** and include general information, proposed planning information, and proof of notification. 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.**

**If a Grant is Awarded:**

A copy of our standard contract for Senate Bill 1 Research and Planning Fund grants will be forthcoming. Please make note of the following contractual requirements that will be included in the regional water planning contract.

- applicants must coordinate existing water planning for the purpose of providing information for the proposed planning and to avoid duplication of activities;
- all subcontracts for professional services must be awarded in accordance with the Texas Government Code Chapter 2254, Professional and Consulting Services;
- all subcontracts for work performed before being contracted or assigned must be approved in writing by the Texas Water Development Board;
- all subcontracts must include a detailed task and expense budget for each item of work to be performed;
- all subcontracts must include provisions that require subcontractor compliance with Texas Water Development Board rules and grant contract with the applicant;
- all subcontractor charges must be paid by the applicant prior to submitting a voucher to the Texas Water Development Board;
- all funding from the Texas Water Development Board will be on a cash reimbursable basis with a 10% retainage to be withheld by the Texas Water Development Board until conclusion of the planning or a Letter of Credit may be submitted in lieu of the 10% retainage;
- applicants must submit payment requests including substantiating documentation and progress reports to the Texas Water Development Board for reimbursement of expenses;
- applicants must submit seven (7) copies of a draft final report on the planning (Initially Prepared Plan) to the Texas Water Development Board for review and comment;
- applicants must submit ten (10) copies of a Final, Adopted Regional Water Plan that incorporates and addresses comments received from the Texas Water Development Board;
- Final, Adopted Regional Water Plans are to be copied on both sides of the paper and recycled materials should be used when possible;
- the Texas Water Development Board retains unlimited rights to technical or other data resulting directly from the planning; and
- applicants must provide the Texas Water Development Board with copies of all original electronic data 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.**

## Application Checklist

### I. GENERAL INFORMATION

- 1. Legal name of applicant(s).
- 2. Regional Water 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://eupdate.dnb.com/requestoptions.asp?cm\\_re=HomepageB\\*DUNSNumberTab](https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*DUNSNumberTab)
- 6. Central Contract Registration Number (CCR#). If you do not have a CCR number, visit:  
<https://www.uscontractorregistration.com/>
- 7. Is this application in response to a Request for Applications published in the Texas Register?  
Yes      x      No
- 8. If yes to No. 6 above, list document number and date of publication of the Texas Register.
- 9. Type of proposed planning (Check all that apply)
  - Initial scope of work
  - Development of a regional water plan      X
  - Revision of a regional water plan
  - Special studies approved by TWDB
- 10. Total proposed planning cost (see Guidance for Preparation of Application at <http://www.twdb.state.tx.us/wrpi/rwp/docu.asp> for amount)
- 11. Total grant funds requested from the Texas Water Development Board.
- 12. Detailed statement of the purpose for which the money will be used. (Not to exceed 1 page.)
- 13. Detailed description of why state funding assistance is needed. (Not to exceed 1 page.)
- 14. Identify potential sources and amounts of funding available for implementation of viable solutions resulting from proposed planning.

### II. PLANNING INFORMATION

- 15. A detailed scope of work for proposed planning. (Include Scope of Work document

prepared by TWDB located at <http://www.twdb.state.tx.us/wrpi/rwp/docu.asp>)

- 16. A task budget for detailed scope of work by task. *Example is attached.*
- 17. An expense budget for detailed scope of work by expense category. *Example is attached.*
- 18. A time schedule for completing detailed Scope of Work by task. (see Scope of Work document referenced above)
- 19. Specific deliverables for each task in Scope of Work. (see Scope of Work document referenced above)
- 20. Method of monitoring study progress.
- 21. Qualifications and direct experience of proposed project staff.

### **III. WRITTEN ASSURANCES**

Written assurance of the following items:

- Proposed planning does not duplicate existing projects;
- Implementation of viable solutions identified through the proposed planning will be diligently pursued and identification of potential sources of funding for implementation of viable solutions;

### **IV. PROOF OF NOTIFICATION**

- Proof of notification

Develop or revise regional water plans. Eligible applicants requesting funds to develop or revise regional water plans must, not less than 30 days before board consideration of the application, provide notice that an application for planning assistance is being filed with the executive administrator by:

- (1) publishing notice once in a newspaper of general circulation in each county located in whole or in part in the regional water planning area; and
- (2) mailing notice to each mayor of a municipality with a population of 1,000 or more or which is a county seat and that is located in whole or in part in the regional water planning area, to each county judge of a county located in whole or in part in the regional water planning area, to all districts and authorities created under Texas Constitution, Article III, §52, or Article XVI, §59, located in whole or in part in the regional water planning area based upon lists of such water districts and river authorities obtained from Texas Commission on Environmental Quality, and all regional water planning groups in the state.

The notice must include the following:

- Name and address of applicant and applicant's official representative;
- Brief description of proposed planning area;
- Purpose of the proposed planning;
- Texas Water Development Board Interim Executive Administrator's name (Melanie Callahan) and address; and
- Statement that any comments on the proposed planning must be filed with the applicant and the Texas Water Development Board Interim Executive Administrator within 30 days of the date on which the notice was mailed.

**TASK BUDGET** (use region's portion of table below to prepare task budget)

TASK		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
<b>2A</b>	Non-Population Related Water Demand Projections (new projections)	\$17,800	\$9,181	\$18,175	\$20,236	\$4,497	\$25,670	\$35,038	\$24,358	\$20,236	\$5,996	\$19,112	\$27,168	\$8,806	\$10,305	\$19,112	\$4,310
<b>2B</b>	Population & Population-Related Water Demand Projections (new projections)	\$5,936	\$2,935	\$70,129	\$17,247	\$6,607	\$7,208	\$30,977	\$60,564	\$15,097	\$2,054	\$18,298	\$26,755	\$23,418	\$5,772	\$6,009	\$994
<b>3</b>	Evaluation of Existing Water Supply	\$35,874	\$19,699	\$101,814	\$69,466	\$10,783	\$49,974	\$106,584	\$101,814	\$63,453	\$11,820	\$48,315	\$75,480	\$32,763	\$24,261	\$39,813	\$8,087
<b>4B</b>	Identification of Potentially Feasible Water Management Strategies	\$2,921	\$1,252	\$36,405	\$5,007	\$1,251	\$6,467	\$13,352	\$34,423	\$7,928	\$207	\$9,597	\$12,935	\$8,345	\$2,191	\$7,406	\$313
<b>4C</b>	Technical Memorandum (Summary of Tasks 1-4B) of Regional Water Plan	\$11,210	\$6,156	\$31,817	\$21,708	\$3,370	\$15,617	\$33,308	\$31,817	\$19,829	\$3,694	\$15,098	\$23,587	\$10,238	\$7,582	\$12,442	\$2,527
<b>4D</b>	Evaluation and Selection of Water Management Strategies	\$14,613	\$6,263	\$182,143	\$25,051	\$6,263	\$32,358	\$66,803	\$172,228	\$39,663	\$1,044	\$48,015	\$64,714	\$41,753	\$10,960	\$37,055	\$1,566
<b>10</b>	Adoption of Plan (administration & public participation for Tasks 1-4C)	\$35,874	\$19,699	\$101,814	\$69,466	\$10,783	\$49,974	\$106,584	\$101,814	\$63,453	\$11,820	\$48,315	\$75,480	\$32,763	\$24,261	\$39,813	\$8,087
<b>TOTAL</b>		\$124,228	\$65,185	\$542,297	\$228,181	\$43,554	\$187,268	\$392,646	\$527,018	\$229,659	\$36,635	\$206,750	\$306,119	\$158,086	\$85,332	\$161,650	\$25,884

**CONTRACTOR EXPENSE BUDGET**  
**APPLICANT (RWPG POLITICAL SUBDIVISION)**

CATEGORY	TOTAL AMOUNT
Other Expenses <sup>1</sup>	\$X
Subcontract Services	\$X
Voting Planning Member Travel <sup>2</sup>	\$X
TOTAL	\$XX,XXX

<sup>1</sup>Other Expenses is defined to include expendable supplies, communications, reproduction, postage, and costs of public meetings.

<sup>2</sup>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.