

Instructions for Request for Application

The Texas Water Development Board strongly recommends that an applicant clearly indicate how the following numbered categories are addressed in the application. The application should ideally include the numbers and titles, listed below, in the application with the applicant's response immediately following.

I. PROJECT INFORMATION

1. Legal name of applicant(s)
2. Participating political subdivisions
3. Official representative: name, title, mailing address, phone number, fax number, email address, and vendor ID number, if applicable
4. Total project cost
5. Total grant funds requested from the Texas Water Development Board
6. Applicant cash contribution to study
7. Source of cash contribution
8. Applicant in-kind contribution, including a description of in-kind services to be provided
9. Identify the watershed(s) for which flood protection tasks will be addressed

II. PROJECT EVALUATION CRITERIA

10. Identify the purpose of the project which may be one or more of the following: (a) to conduct detailed studies of known or potential floodplains to better inform the development of flood protection strategies for watersheds through structural and nonstructural measures before a flood event, (b) to provide an early warning system as a tool for communities to warn its constituents in the event of a flood (c) to help communities better respond to a flood event on a local level and to minimize long-term hardships associated with the event or (d) a specified combination of purposes.
11. Provide a detailed scope of work for the proposed project, not to exceed six pages. Include the method(s) of monitoring progress.
12. Describe the severity of the existing or potential flood hazard.
13. Describe how the project, once implemented, will reduce loss of life? What is the size of the population protected by the project? How is public safety enhanced?
14. Describe how the project, once implemented, will reduce the loss of property? What is the economic benefit of the project in terms of the structures or services protected?
15. Provide a Project Schedule for completing the detailed scope of work by task.
16. Provide a Task Budget, identifying expenses by task (see attached example).

17. Provide an Expense Budget, by category, for the proposed project (see attached example).
18. Qualifications and direct experience of the project team.
19. Identify and describe how the project encompasses a watershed/basin.

III. WRITTEN ASSURANCES

20. Assurance that the applicant has the authority to plan and implement projects in the project area.
21. Assurance that the proposed project does not duplicate existing projects, with the exception of replacing outdated equipment.

IV. RESOLUTION

22. A resolution from the governing body of each applicant and/or participant:
 - i. Indicating the entity's representative is authorized to apply for a grant from the Texas Water Development Board;
 - ii. Granting authority for the entity to enter into a contract with the Texas Water Development Board; and
 - iii. Stating the intent to commit local matching funds in cash and/or in-kind services.

TASK BUDGET

TASK	DESCRIPTION	AMOUNT
1	ENTER TASK DESCRIPTION	TASK AMOUNT
2	ENTER TASK DESCRIPTION	TASK AMOUNT
3	ENTER TASK DESCRIPTION	TASK AMOUNT
4	ENTER TASK DESCRIPTION	TASK AMOUNT
5	ENTER TASK DESCRIPTION	TASK AMOUNT
TOTAL		TOTAL

EXPENSE BUDGET

CATEGORY	AMOUNT
Salaries & Wages ¹	ENTER EXPENSE
Fringe ²	ENTER EXPENSE
Travel	ENTER EXPENSE
Subcontract Services	ENTER EXPENSE
Other Expenses ⁴	ENTER EXPENSE
Overhead ⁵	ENTER EXPENSE
Profit	ENTER EXPENSE
TOTAL	TOTAL

¹ Salaries and Wages is defined as the cost of salaries of engineers, draftsmen, stenographers, surveyors, clerks, laborers, etc., for time directly chargeable to this contract.

² Fringe is defined as the cost of social security contributions, unemployment, excise, and payroll taxes, workers' compensation insurance, retirement benefits, medical and insurance benefits, sick leave, vacation, and holiday pay applicable thereto.

³ Travel is limited to the maximum amounts authorized for state employees by the General Appropriations Act, Tex. Leg. Regular Session, 2011, Article IX, Part 5, as amended or superseded

⁴ Other Expenses is defined to include expendable supplies, communications, reproduction, and postage directly chargeable to this CONTRACT.

⁵ Overhead is defined as the costs incurred in maintaining a place of business and performing professional services similar to those specified in this contract.