

**REQUEST FOR TEXAS WATER DEVELOPMENT BOARD
RESEARCH AND PLANNING FUNDS**

RESPONSE TO RFA 580-21-RFA-0013

BY

THE UPPER GUADALUPE RIVER AUTHORITY

ON BEHALF OF

THE PLATEAU WATER PLANNING GROUP

April 12, 2021

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**Plateau Water Planning Group
Application for TWDB Planning Funds
RESPONSE TO RFA 580-21-RFA-0013
April 12, 2021**

I. GENERAL INFORMATION

1. *Legal name of applicant(s).*

Upper Guadalupe River Authority

2. *Regional Water Planning Group:*

Plateau Water Planning Group (Region J)

3. *Authority of law under which the applicant was created.*

The Upper Guadalupe River Authority is a political subdivision of the State created under the Legislature through the enactment of Article 8280-124, Tex. Rev. Civ. Stat. Ann. (as amended), pursuant to Article XVI, Section 59 of the Texas Constitution. UGRA operates pursuant to its enabling legislation and Chapters 30, 49, 50, and 51 of the Texas Water Code, as well as the other applicable general laws of the State including Chapter 791 of the Texas Government Code and Chapter 402 of the Texas Local Government Code. Pursuant to these constitutional and statutory authorities and the provisions of Senate Bill No. 1, UGRA is authorized to participate in the development and implementation of a regional plan.

4. *Applicant's official representative, Name, Title, Mailing address, Phone number, Fax number, E-mail Address, and Vendor ID Number.*

Mr. Raymond L. Buck, Jr.
General Manger
Upper Guadalupe River Authority
125 Lehmann Drive, Suite 100
Kerrville, Texas 78028
Phone: 830/896-5445
Fax: 830/257-2621
e-mail: rbuck@ugra.org

Vendor I.D. # 74-1618010

5. *DUNS Number*

031209422

6. *Proposed planning cost estimate for the initial scope of work for the sixth cycle of regional water planning.*

\$90,233.00

7. *Amount of grant funds requested from the Texas Water Development Board associated with the initial scope of work for the sixth cycle of regional water planning.*

\$90,233.00

8. *Statement of why state funding assistance is needed.*

The Legislature has mandated that the regional water plans be updated every five years. It is appropriate for the TWDB to award funds to the Plateau Water Planning Group to enable them to meet the state-mandated requirements.

II. ADMINISTRATIVE DOCUMENTATION

9. *The date of the public meeting where the RWPG designated the Political Subdivision as the representative of the RWPG eligible to receive funding and authorized the Political Subdivision to apply for these grant funds on behalf of the RWPG (as required in 31 TAC §357.12(a)(4) and 31 TAC §355.90(b)(3)).*

October 22, 2020

10. *A copy of or website link to the RWPG's most recently adopted by-laws (as required in 31 TAC §355.91(a)).*

<http://www.ugra.org/plateau-water-planning-group>

III. PLANNING INFORMATION

11. *A detailed scope of work for proposed planning, including specific deliverables for each task.*

The scope of work for the project may be found in Exhibit I.

12. *A task budget for detailed scope of work by task.*

A task budget for the project may be found in Exhibit II.

13. *An expense budget for detailed scope of work by expense category.*

An expense budget for the project may be found in Exhibit II.

14. *A time schedule for completing detailed Scope of Work by task.*

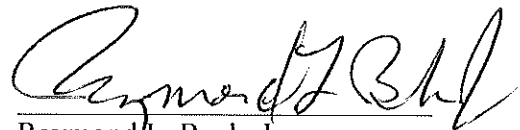
The time schedule for completing the project may be found in Exhibit III.

IV. WRITTEN ASSURANCES

Written assurance of the following item:

15. *Proposed planning does not duplicate existing project, or previous or ongoing planning.*

The Upper Guadalupe River Authority, on behalf of the Plateau Water Planning Group, certifies that the proposed planning does not duplicate existing projects. The proposed projects will incorporate available information from existing plans, including the 2021 *Plateau Water Planning Group regional plan* developed in the last round of regional water planning and current ongoing studies. The projects are responsive to guidance and requirements developed by the Texas Water Development Board for the development of a regional water plan.



Raymond L. Buck, Jr.
General Manager for UGRA
Plateau Water Planning Group
April 12, 2021

EXHIBIT I
DETAILED SCOPE OF WORK
FOR PROPOSED PLANNING

EXHIBIT I

PLATEAU WATER PLANNING GROUP WATER SUPPLY PLAN Scope of Work 6th Round of Regional Water Planning

Task 1- Planning Area Description

The objective of this task is to prepare a standalone chapter (in accordance with 31 Texas Administrative Code (TAC) §357.22(b)) to be included in the 2026 Regional Water Plan (RWP) that describes the Regional Water Planning Area (RWPA).

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must, in particular, include all work necessary to meet all the requirements of 31 TAC §357.30.

This Task includes, but is not limited to, performing all work in accordance with Texas Water Development Board (TWDB) rules and guidance required to:

- 1) Designate major water providers (MWP) in the RWPA for planning purposes.
- 2) Identify wholesale water providers in the RWPA for planning purposes.
- 3) Review and summarize relevant existing planning documents in the region including those that have been developed since adoption of the previous RWP. Documents to be summarized include those referenced under 31 TAC §357.22.
- 4) Prepare a chapter that describes the RWPA including the following:
 - a. social and economic aspects of a region such as information on current population, economic activity and economic sectors heavily dependent on water resources;
 - b. current water use and major water demand centers;
 - c. current groundwater, surface water, and reuse supplies including major springs that are important for water supply or protection of natural resources;
 - d. Major Water Providers;
 - e. agricultural and natural resources;
 - f. identified water quality problems;
 - g. identified threats to agricultural and natural resources due to water quantity problems or water quality problems related to water supply;
 - h. summary of existing local and regional water plans;
 - i. the identified historic drought(s) of record within the planning area;
 - j. current preparations for drought within the RWPA;
 - k. information compiled by the Board from water loss audits performed by Retail Public Utilities pursuant to 31 TAC §358.6 (relating to Water Loss Audits); and
 - l. an identification of each threat to agricultural and natural resources and a discussion of how that threat will be addressed or affected by the WMSs evaluated in the plan.
- 5) Disseminate the chapter document and related information to Regional Water Planning Group (RWPG) members for review.
- 6) Modify the chapter document based on RWPG, public, and/or agency comments.
- 7) Submit the chapter document to the TWDB for review and approval; and

8) Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

Deliverables: A completed Chapter 1 describing the RWPA must be included in the 2026 Initially Prepared Plan (IPP) and 2026 Final RWP.

Task 2A - Non-Municipal Water Demand Projections

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) to be combined with Task 2B and included in the 2026 RWP that describes the projected population and water demands in the RWPA.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must, in particular, include all work necessary to meet all the requirements of 31 TAC §357.31.

TWDB staff will develop draft non-municipal water demand projections for 2030-2080 for all water demand categories unrelated to population (e.g. mining, manufacturing, irrigation, steam-electric power, and livestock) based on the most recent TWDB historical water use estimates. The same methodologies used for the 2022 State Water Plan (SWP) will be applied to the 2027 SWP projections, except for mining demands. The draft mining demand projections will be prepared based on an updated methodology to be developed by the Bureau of Economic Geology through a contracted mining water use study funded by the United States Geological Survey.

TWDB staff will provide draft water demand projections for all associated non-municipal Water User Groups (WUGs) to RWPGs for their review and input.

Each RWPG will review the draft projections and may provide input to the TWDB or request specific changes to the draft projections from TWDB along with justifications and supporting data as specified in the guidance document General Guidelines for Development of the 2026 Regional Water Plans. The emphasis of this effort will be on identifying appropriate revisions based on relevant changed conditions that have occurred since the development of the projections used in the 2022 SWP.

If adequate justification is provided by the RWPG to the TWDB, draft water demand projections may be adjusted by the TWDB in consultation with the Texas Department of Agriculture (TDA), Texas Commission on Environmental Quality (TCEQ), and Texas Parks and Wildlife Department (TPWD). Once RWPG input and requested changes are considered, final water demand projections will be adopted by the TWDB's governing Board (Board). The adopted projections will then be provided to each RWPG. RWPGs must use the Board-adopted projections when preparing their RWPs.

TWDB will directly populate DB27 with all WUG-level projections and make related changes to DB27 based on Board-adopted projections.

This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:

- 1) Receive and make publicly available the draft non-municipal water demand projections provided by the TWDB.
- 2) Evaluate draft non-municipal water demand projections provided by the TWDB.
- 3) Review comments received from local entities and the public for compliance with TWDB requirements.
- 4) Prepare detailed feedback on draft non-municipal water demand projections, as necessary, including justification and documentation supporting requested changes from the RWPG and/or local entities with a focus on relevant changed conditions that have occurred since the development of the projections used in the 2022 SWP.
- 5) Submit numerical requests for revisions of draft non-municipal water demand projections in an electronic tabular template provided by the TWDB along with required documentation and justification of requested revisions from the RWPG, based on, for example, requests received from local entities, in accordance with the contract guidance document *General Guidelines for Development of the 2026 Regional Water Plans*.
- 6) Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
- 7) Assist the TWDB, as necessary, in resolving final allocations of water demands to WUGs to conform with any control totals defined by the TWDB, for example, by county and/or region.
- 8) Prepare non-municipal water demand projection summaries for WUGs using final, Board-adopted projections to be provided by the TWDB, as necessary. Any RWPG-created data tables should match the appropriate final data as reported by DB27.
- 9) Modify any associated non-municipal water demand projections for MWP, as necessary based on final, Board-adopted WUG water demand projections.
- 10) Review the TWDB *Water Demand* report(s) from DB27 and incorporate this planning database report(s), unmodified, into any Technical Memoranda, IPP, and adopted RWP .
- 11) Update WWP contractual obligations to supply water to other entities and report this information along with projected demands, including within DB27 and within any planning memorandums or reports, as appropriate.
- 12) Review aggregated water demand projections for MWP provided by the TWDB. This will include retail demand data if the MWP is a WUG, and contract demand data based on data entered by the RWPG into DB27 if the MWP is a WWP.
- 13) Summarize and present projected water demands for MWP by category of use for each planning decade and incorporate this table into any Technical Memoranda, IPP, and adopted RWP.
- 14) Disseminate the chapter document and related information to RWPG members for review.
- 15) Modify the chapter document based on RWPG, public, and/or agency comments.
- 16) Submit the chapter document to the TWDB for review and approval; and
- 17) Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

Deliverables: A completed Chapter 2 (including work from both Tasks 2A and 2B) presenting the projected population and water demands must be included in the 2026 IPP and 2026 Final RWP.

Task 2B - Population and Municipal Water Demand Projections

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) to be combined with Task 2A and included in the 2026 RWP that describes the projected population and water demands in the RWPA.

In addition to generally meeting all applicable rules and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must, in particular, include all work necessary to meet all the requirements of 31 TAC §357.31.

TWDB staff will prepare a new municipal WUG entity list including Collective Reporting Units (CRU) for each RWPG based on the WUG criteria under 31 TAC §357.10(43) with associated historical population and water use estimates and Gallons Per Capita Daily (GPCD) and provide them to RWPGs for their review and input.

RWPGs will then review the draft WUG list and historical population and water use and provide input to the TWDB or request specific changes to the WUG list including water systems included in CRU list and changes/corrections to historical population, water use estimates, or GPCDs. Once the WUG list is finalized TWDB staff will develop draft population and associated municipal water demand projections for 2030-2080 for all municipal WUGs using data based on the 2020 decennial Census, updated county-level population projections from the Texas Demographic Center, and historical population and water use estimates and growth.

TWDB staff will provide draft population projections and associated water demand projections for all WUGs based on utility service boundaries to RWPGs for their review and input. If adequate justification is provided by the RWPGs to the TWDB, draft population and/or municipal water demand projections may be adjusted by the TWDB in consultation with TDA, TCEQ, and TPWD. Once RWPG input and requested changes are considered, final population and associated water demand projections will be adopted by the Board. The adopted projections, based on utility service areas, will be provided to RWPGs. RWPGs must use the Board-adopted projections when preparing their RWPs.

TWDB will directly populate DB27 with all WUG-level projections and make related changes to DB27 if revisions are made.

This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:

- 1) Receive and review a draft WUG entity list and detailed system list within each CRU provided by the TWDB and submit identified corrections to WUG-water systems relations or WUG names to the TWDB. Once finalized, the WUG entity list will be populated into DB27.
- 2) Receive and review historical population and water use estimates and GPCDs provided by the TWDB and submit identified corrections to the TWDB.
- 3) Receive and make publicly available the draft population and associated water demand projections provided by the TWDB that are based on utility service areas.
- 4) Evaluate draft population, GPCDs, Plumbing Code Savings (PC Savings) and associated water demand projections provided by the TWDB.
- 5) Review and summarize comments received from local entities and the public for compliance

with TWDB requirements.

- 6) Provide detailed revision requests to the TWDB for population, GPCDs, PC Savings and associated water demand projections, as necessary, including justification and documentation supporting suggested changes with a focus on relevant changed conditions that have occurred since the development of the projections used in the 2022 SWP.
- 7) Submit numerical requests for revisions of draft population, GPCDs, PC Savings and water demand projections in an electronic tabular template provided by the TWDB along with required documentation and justification of requested revisions from the RWPG, based on, for example, requests received from local entities, in accordance with the contract guidance document *General Guidelines for Development of the 2026 Regional Water Plans*.
- 8) Communicate and/or meet with TWDB staff and/or local entities requesting revisions, as necessary.
- 9) Assist the TWDB, as necessary, in resolving final allocations of population and water demands to WUGs to conform with any control totals defined by the TWDB, for example, by county and/or region.
- 10) Prepare population and municipal water demand projection summaries for WUGs using final, Board-adopted projections to be provided by the TWDB, as necessary. Any RWPG-created data tables must match the appropriate final data as reported by DB27.
- 11) Modify any associated population and water demand projections for MWPs, as necessary based on final, Board-adopted WUG population and water demand projections.
- 12) Review the TWDB *Population and Water Demand* reports from DB27 and incorporate these planning database reports, unmodified, into any Technical Memoranda, IPP, and adopted RWP.
- 18) Update WWP contractual obligations to supply water to other entities and report this information along with projected demands including within DB27 and within any planning memorandums or reports, as appropriate.
- 19) Review aggregated water demand projections for MWPs provided by the TWDB. This will include retail demand data if the MWP is a WUG, and contract demand data based on data entered by the RWPG into DB27 if the MWP is a WWP.
- 20) Summarize and present projected water demands for MWPs by category of use for each planning decade and incorporate this table into any Technical Memoranda, IPP, and adopted RWP.
- 21) Disseminate the chapter document and related information to RWPG members for review.
- 22) Modify the chapter document based on RWPG, public, and/or agency comments.
- 23) Submit the chapter document to the TWDB for review and approval; and
- 24) Make all efforts required to obtain final approval of the RWP chapter by the TWDB.

Deliverables: A completed Chapter 2 (including work from both Tasks 2A and 2B) presenting the projected population and water demands must be included in the 2026 IPP and 2026 Final RWP.

Task 8 - Recommendations Regarding Unique Stream Segments and/or Reservoir Sites and Legislative & Regional Policy Issues

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) that presents the RWPG's unique stream segment, unique reservoir site, legislative, administrative, and regulatory recommendations.

In addition to generally meeting all applicable rule and statute requirements governing regional and state water planning under 31 TAC Chapters 357 and 358, this portion of work must, in particular, include all work necessary to meet all the requirements of 31 TAC §357.43 and §358.2.

This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:

- 1) Receive and consider TWDB feedback on the implementation of the RWPG's legislative, administrative, and regulatory recommendations, as applicable to the TWDB, in the previous RWP.
- 2) Receive and consider recommendations from the Interregional Planning Council to the RWPGs.
- 3) Consider relevant plans referenced under 31 TAC §357.22 in developing this chapter.
- 4) Consider and discuss potential recommendations for designation of ecologically unique stream segments within the RWPA, based on the criteria in 31 TAC §358.2.
- 5) If applicable, prepare a recommendation package following the requirements in 31 TAC §357.43(b) *recommending which stream segments in the region, if any, should be recommended for designation as ecologically unique stream segments. Evaluate and incorporate comments from the RWPG. Upon approval by the RWPG, submit the recommendation package to the TPWD for comments.*
- 6) Include the recommendation package and TPWD's written evaluation on the unique stream segment(s) recommendation in the final adopted RWP. An updated TPWD evaluation must be included in each RWP, even for those stream segments that have been recommended in previous plans but not designated by the Legislature.
- 7) For each recommended or previously designated unique stream segment, include a quantitative analysis of the impact of the RWP on the stream segments based upon the assessment criteria in 31 TAC §357.43(b)(2).
- 8) Consider and discuss potential recommendations for designation of unique reservoir sites within the RWPA.
- 9) For each recommended unique reservoir site, include a description of the site, reasons for the unique designation, and expected beneficiaries of water supplies developed at a given site in accordance with 31 TAC §357.43(c).
- 10) Consider and discuss potential regional policy issues; identify recommendations for legislative, administrative, and regulatory rule changes; including recommendations to improve the state and regional planning process.
- 11) Disseminate the chapter document and related information to RWPG members for review.
- 12) Modify the chapter document based on RWPG, public, and or agency comments.
- 13) Submit the chapter document to the TWDB for review and approval; and
- 14) Make all efforts required to obtain final approval of the regional water plan chapter by the TWDB.

Deliverables: A completed Chapter 8 presenting RWPG unique stream segment, unique reservoir site, legislative, administrative, and regulatory recommendations must be included in the 2026 IPP and 2026 Final RWP.

Task 10 - Public Participation and Plan Adoption

The objective of this task is to prepare a chapter (in accordance with 31 TAC §357.22(b)) to address public participation, public meetings, eligible administrative and technical support

activities, and other requirements and activities eligible for reimbursement, complete and submit a Technical Memorandum, IPP, and final RWP, and obtain TWDB approval of the RWP.

In addition to generally meeting all applicable statute requirements governing regional and state water planning this portion of work must, in particular, include all technical and administrative support activities necessary to meet all the requirements of 31 TAC Chapters 355, 357, and 358 that are not already addressed under the scope of work associated with other contract tasks but that are necessary and or required to complete and deliver a Technical Memorandum, IPP, and final, adopted RWP to TWDB and obtain approval of the adopted RWP by TWDB.

This Task includes, but is not limited to, performing all work in accordance with TWDB rules and guidance required to:

A) Plan Development Activities

- 1) Organize, support, facilitate, and document all meetings/hearings associated with activities necessary and eligible to complete and submit a Technical Memorandum, IPP, and final RWP to the TWDB, including but not limited to: regular RWPG meetings, committee meetings, or subcommittee meetings; pre-planning meeting; meetings associated with revision of draft projections; public meeting for the consideration of the process for identifying potentially feasible water management strategies and the presentation of the analysis of infeasible water management strategies; consideration of a substitution of alternative water management strategies; public hearing on the IPP; adoption of the final RWP, and consideration of RWP amendments, alternative WMS substitutions, or Board-directed revisions.
- 2) Consider the identification of WMS that provide opportunities for coordination and collaboration with other regions or issues which could lead to potential conflict with other RWPGs in both the preplanning meeting required under 31 TAC §357.12(a)(1) and meeting to consider the process for identifying potentially feasible water management strategies required under 31 TAC §357.12(b).
- 3) Collect and evaluate information, including any information gathering surveys from water suppliers or WUGs, (e.g., on existing infrastructure; existing water supplies; potentially feasible WMSs) and/or maintenance of contact lists for regional planning information in the region.
- 4) Conduct intraregional and interregional coordination and communication, and or facilitation required within the RWPA and with other RWPGs to develop a RWP including with water suppliers or other relevant entities such as groundwater conservation districts, WUGs, and or WWPs. This includes gathering and documenting information on potential interregional opportunities or issues.
- 5) Incorporate all required TWDB State Water Planning Database (DB27) reports into the Technical Memorandum, IPP and Final RWP. Note that all DB27 reports are required to be grouped together in one appendix to the RWP and that the RWP Executive Summary must reference the location of the DB27 reports.
- 6) Develop and include an Executive Summary in both IPP and final RWP, not to exceed 30 pages.
- 7) Make modifications to the RWP documents based on RWPG, public, and/or agency comments.

- 8) Prepare an RWP chapter summarizing Task 10 activities including review by the RWPG and modification of document as necessary.
- 9) Prepare and transmit correspondence, for example, directly related to public comments on RWP documents.
- 10) Develop draft and final responses for RWPG approval to public questions or comments as well as approval of the final responses to comments on RWP documents.
- 11) Produce, distribute, and submit all draft and final RWP-related planning documents for RWPG, public and agency review, including in hard-copy format when required.
- 12) Assemble, compile, and produce of the completed IPP and final RWP documents that meet all requirements of statute, 31 TAC Chapters 355, 357 and 358, Regional Water Planning contract and associated contract guidance documents.
- 13) Submit the RWP documents in required formats to the TWDB for review and approval; and all effort required to obtain final approval of the RWP by the TWDB.

B) Technical Support and Administrative Activities

- 1) Support and accommodate periodic presentations by the TWDB for the purpose of orientation, training, and retraining as determined and provided by the TWDB during regular RWPG meetings.
- 2) Consider recommendations in the Best Management Practices Guide(s) for Regional Water Planning Group Political Subdivisions, as prepared and updated by the TWDB.
- 3) Attendance and participation of technical consultants in TWDB-provided DB27 trainings, including individualized trainings and review of technical and data-related contract guidance documents in the TWDB Regional Water Planning contract.
- 4) Develop agendas, presentations, and handout materials for the public meetings and hearings to provide to RWPG members and the public.
- 5) Attendance and participation of technical consultants at RWPG, committee, subcommittee, and other meetings and hearings necessary for RWP development including preparation and follow-up activities.
- 6) Develop technical and other presentations and handout materials for RWPG meetings and hearings to provide technical and explanatory data to the RWPG and its subcommittees, including follow-up activities.
- 7) Perform administrative and technical support including coordination of and participation in RWPG activities, and documentation of any RWPG meetings, hearings, workshops, workgroups, subgroup and/or subcommittee activities.
- 8) Provide status reports to TWDB for work performed under this Contract.
- 9) Meet all public notice requirements in accordance with the Texas Open Meetings Act, statute, 31 TAC §357.21, and any other applicable public notice requirements.

C) Other Activities

- 1) Develop and maintain a RWPG website or RWPG-dedicated webpage on the RWPG administrator's website for posting planning group meeting notices, agendas, materials, and plan information.
- 2) Perform maintenance of the RWPG website; reimbursement limited to non-labor, direct costs.
- 3) Document meetings and hearings to include recorded minutes and or audio recordings as required by the RWPG bylaws and archiving and provision of minutes to public.
- 4) Promote consensus decisions through conflict resolution efforts including monitoring and facilitation required to resolve issues between and among RWPG members and stakeholders in the event that issues arise during the process of developing the RWP, including mediation

- between RWPG members, if necessary.
- 5) Perform RWPG membership solicitation activities.
 - 6) Solicit, review, and disseminate public input, as necessary.
 - 7) Perform any additional efforts required, but not otherwise addressed in other SOW tasks that may be required to complete an RWP in accordance with all statute and rule requirements.

Deliverables:

- A draft Chapter 10 summarizing public participation activities to date included in the 2026 IPP.
- A completed Chapter 10 summarizing public participation activities and appendices with public and agency comments and RWPG responses to comments in the 2026 Final RWP.
- A complete 2026 IPP and Final RWP.

EXHIBIT II
TASK AND EXPENSE BUDGETS

**EXHIBIT II
TASK AND EXPENSE BUDGET**

TASK BUDGET

TASK	DESCRIPTION	TWDB Previously Contracted & Committed	TWDB Additional Funds to Commit
1	Planning area description	\$7,059	
2A	Non-population related water demand projections	\$9,674	
2B	Population and population-related water demand projections	\$11,749	
8	Unique stream segments / reservoir sites / legislative recommendations	\$7,547	
10	Public participation and plan adoption*	\$54,204	
	TOTAL	\$90,233	

* Task only partially funded. When additional appropriations become available, it is anticipated that contracts will to be amended to add funds, subject to Board authorization.

Expense Budget

CATEGORY	AMOUNT
Other Expenses ¹	\$10,115.00
Subcontract Services	\$80,118.00
Voting Planning Member Travel ²	\$0.00
Political Subdivision Travel ³	\$0.00
Total Study Cost ^{4, A}	\$90,233.00

¹ Eligible Other Expenses as described in 31 TAC §355.92(b) 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:

- a. Direct costs, excluding personnel costs, for placing public notices for the legally required public meetings, maintaining a website, and of providing copies of information for the public and for members of the RWPG as needed for the efficient performance of planning work such as:
 1. expendable supplies consumed in direct support of the planning process;
 2. direct communication charges;
 3. limited direct costs/fees of maintaining RWPG website domain, website hosting, and/or website – not to exceed \$250.00 per calendar year;
 4. direct non-labor costs of storing or posting of audio-visual files (e.g., meeting recordings) – this is not limited by cap stated in item a.3 above;
 5. direct non-labor costs and fees associated with the initial development of a website – this is not limited by cap stated in item a.3 above, but must be reasonable by professional standards and not detract from plan development;
 6. reproduction of materials directly associated with notification or planning activities (currently 10¢ per copy or the actual non-labor direct costs as documented by the Contractor);
 7. other direct costs of public meetings, all of which must be directly related to planning (e.g., newspaper and other public notice posting costs, and facility rentals); and
 8. direct postage (e.g., postage for mailed notification of funding applications or meetings).
- b. Costs associated with providing translators and accommodations for persons with disabilities for public meetings when required by law or deemed necessary by the RWPGs and certified by the chairperson.
- c. Food, drink, or lodging (excluding tips and alcoholic beverages) for Political Subdivision staff designated to be the representative for the RWPG and travel to support participation in legislatively required or Board requested meetings, as specifically authorized by the RWPG and TWDB Executive Administrator;
- d. Limited labor, reproduction, or distribution of newsletters – not to exceed 3% of the Task 10 budget for the full period of the contract nor a total of \$5,000;
- 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 time and direct 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. ^B

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.

^A It is anticipated that the total study cost may be increased through a future contract amendment that incorporates a full scope of work and budget, subject to additional appropriations made available from the Texas Legislature.

^B The allowance of personnel costs are subject to the adoption of proposed rules as published in the Texas Register on February, 26, 2021.

³ *Political Subdivision Travel Expenses is defined as eligible mileage expenses incurred by political subdivisions for work associated with regional water plan development. Travel must be specifically authorized by the RWPG and TWDB Executive Administrator. The reimbursed amount is 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.*

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 dur 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.

Political Entity Costs

Newspaper Ad - \$450 PER * 3	\$1,350.00
Flash Drives (instead of hardcopies	\$50.00
Postage for IPP (to clerk/library)	\$300.00
Envelopes	\$100.00
Labels	\$50.00
Mass Mailing postage- \$330 x 2	\$660.00
Additional mailings	\$480.00
Transcription of minutes/facility rental - \$235/mtg (est. 25 mtgs)	\$5,875.00
Website - \$250/yr * 5 yrs	\$1,250.00
TOTAL	\$10,115.00

EXHIBIT III
TIME SCHEDULE

EXHIBIT III

TIME SCHEDULE FOR 2026 PLATEAU WATER PLANNING GROUP REGIONAL WATER PLAN

- Applications due 4/12/2021
- Contracts executed by 8/31/2021
- Technical Memo due 3/4/2024
- IPP due 3/3/2025
- RWP due 10/20/2025

Texas Water Development Board

The logo for the Texas Water Development Board, featuring a stylized graphic of three curved lines representing water or a leaf, positioned to the right of the text.

Texas Water Development Board Regional Water Planning Grant Application Checklist

March 2021

All applications **must be complete** when submitted to the TWDB. 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.**

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://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>
- 6. Proposed planning cost estimate for the initial scope of work for the sixth cycle of regional water planning (use Table 1 in the Application Instructions Document for the cost allocated by region).
- 7. Amount of grant funds requested from the Texas Water Development Board associated with the initial scope of work for the sixth cycle of regional water planning.
- 8. Statement of why state funding assistance is needed (Not to exceed 1 page).

II. ADMINISTRATIVE DOCUMENTATION

- 9. The date of the public meeting where the RWPG designated the Political Subdivision as the representative of the RWPG eligible to receive funding and authorized the Political Subdivision to apply for these grant funds on behalf of the RWPG (as required in 31 TAC §357.12(a)(4) and 31 TAC §355.90(b)(3)).
- 10. A copy of or website link to the RWPG's most recently adopted by-laws (as required in 31 TAC §355.91(a)).

III. PLANNING INFORMATION

- 11. A detailed scope of work for proposed planning, including specific deliverables for each task. Include the *Scope of Work for the Sixth Cycle of Regional Water*

Planning document prepared by TWDB located at:

[https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft Initial SOW SixthCycle RWP.pdf](https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft%20Initial%20SOW%20SixthCycle%20RWP.pdf)

- 12. A task budget for the scope of work by task. Use the Draft Contractor Task Budget by Region table located online at:
[https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft Task Budget.pdf](https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft%20Task%20Budget.pdf)
- 13. An expense budget for the scope of work by expense category. Use the template provided online at:
[https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft RWP Expense Budget.pdf](https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfadocs/Draft%20RWP%20Expense%20Budget.pdf)
- 14. A time schedule for completing detailed Scope of Work by task. Use the Sixth Cycle of Regional Water Planning Working Schedule provided online at:
[https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/projectdocs/Working Schedule 2026RWPs Feb2021.pdf](https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/projectdocs/Working%20Schedule%202026RWPs%20Feb2021.pdf)

IV. WRITTEN ASSURANCES

Written assurance of the following item:

- 15. Proposed planning does not duplicate existing projects, or previous or ongoing planning.

Please check the boxes after you have included the respective items in the application and return the completed checklist with the application.