



## Post Oak Savannah Groundwater Conservation District

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**Gary Westbrook, General Manager**

January 3, 2018

**To: All Local Water Utilities in Milam and Burleson Counties**

**Re: 2018 Post Oak Savannah GCD Groundwater Conservation and Enhancement Grant Program Applications**

This letter is sent to you in reference to applications for the Post Oak Savannah GCD Groundwater Conservation Grants to be awarded this year. During 2017 the District awarded six grants totaling approximately \$950,000 for programs to conserve groundwater, and has awarded approximately \$10.8 million since 2006. The District has currently allocated \$1,300,000 to be awarded in 2018.

Included with this letter are several documents containing the requirements of the grant applications, intentions of the grants, and outlines for this process.

**Please note: All completed original grant applications must be received in the Post Oak Savannah GCD office on or before the close of business (4:00 p.m. cst) Friday, March 9, 2018 to be eligible to be considered for these grants. Also, please note that faxes and emails are not considered to be original applications.**

Enclosed in this packet please find the following documents to assist you:

1. Item 16.4 of the District's Management Plan for this program
2. Application Guidelines for applying for a grant
3. Application Checklist (For accuracy in verification, please number the information in the applications to match this checklist)
4. Application Instruction Sheet
5. Grant Ranking Criteria
6. Grant Application Summary Sheet

**Please note:** You may obtain an electronic copy of this packet in its entirety by either request to the District office at the contact listed above, or by downloading from the District website at [www.posgcd.org/grant-programs/](http://www.posgcd.org/grant-programs/)

**Important:** Our staff is prepared to assist you in this process! However, if you do not apply, you cannot be awarded funding. If you need any assistance, would like to discuss any of these items or ask questions, or for additional copies of any of the documents which are enclosed herein, or if you would like copies of successful grant applications from one of the past years for your consideration in applying, please do not hesitate to contact our office. We are here to assist you.

Sincerely,

Gary Westbrook  
General Manager  
Post Oak Savannah GCD

## **Post Oak Savannah GCD Management Plan**

**Adopted December 5, 2017**

### **16.4 Conservation of Groundwater including Rainwater Harvesting, Precipitation Enhancement, Brush Control, Conjunctive Use, and/or Recharge Enhancement of Groundwater Resources in the District**

#### **Management Objectives:**

1. The District will provide educational leadership to citizens within the District concerning this subject. The educational efforts will be through at least one printed publication, such as a brochure, and at least one public speaking program at a service organization and/or public school as provided for in the District's Public Education Program. Each of the following topics will be addressed in that program:
  - A. Conservation
  - B. Rainwater Harvesting
  - C. Brush Control
  - D. Recharge Enhancement
  - E. Conjunctive Use
  - F. Precipitation Enhancement
2. During years when District revenues are sufficient, the District will consider sponsoring the attendance of students and/or teachers at summer camps/seminars that place emphasis on the conservation of groundwater, rainwater harvesting, brush control, groundwater recharge enhancement, conjunctive use, precipitation enhancement of water resources, or a combination of such groundwater management programs.
3. The District will encourage and support projects and programs to conserve and/or preserve groundwater, and/or enhance groundwater recharge, by annually funding the District's Groundwater Conservation and Enhancement Grant Program, during years when the District's revenues remain at a level sufficient to fund the program. The objective of this program is to obtain the active participation and cooperation of local water utilities, fire departments and public agencies in the funding and successful completion of programs and projects that will result in the conservation of groundwater and the protection or enhancement of the aquifers in the District. The qualifying water conservation projects and programs will include, as appropriate, projects that: result in the conservation of groundwater, reduce the loss or waste of groundwater, recharge enhancement, rainwater harvesting, precipitation enhancement, brush control, or any combination thereof. The District's objective is to benefit the existing and future users of groundwater in the District by providing for the more efficient use of water, increasing recharge to aquifers, reducing waste, limiting groundwater level declines, and maintaining or increasing the amount of groundwater available, by awarding at least one grant under the program in each county annually.

#### **Performance Standards:**

1. The number of publications and speaking appearances by the District each year under the District's Public Education Program.
2. The number of students sponsored to attend a summer camp/seminar emphasizing the conservation of water.
3. Annual funding, when applicable, for the District's Groundwater Conservation and Enhancement Grant Program, and the number of projects and programs reviewed, approved, and funded under that program. A written report providing estimated benefit of the amount of groundwater conserved, of the recharge enhancement, and/or of addition groundwater protection provided by the program.
4. The number and content of reports submitted regarding sponsored programs.

## Post Oak Savannah GCD

### 2018 Guidelines for Groundwater Conservation Grants

**Applications for Groundwater Conservation Grants.** The Post Oak Savannah Groundwater Conservation District (POSGCD) is accepting applications for groundwater conservation grants, pursuant to duties of the District authorized by Chapter 36, Texas Water Code, 36.103.

**Description of Purpose and Objectives.** The type of activity is generally described as follows: Grants to local water utilities, for groundwater conservation programs including conservation, preservation, protection, recharging, and prevention of waste of groundwater, and of groundwater reservoirs or their subdivisions.

A local water utility means a water supply corporation, a general law or home-rule city, a special utility district, a municipal utility district or any other person included in the definition of retail public utility under *Section 13.002*, Texas Water Code, whose defined service area, or a majority portion thereof, lies within the boundaries of the District. Please note: To be eligible and considered for funding under this program, an applicant must be in compliance with all District Rules and policies, and current with respect to fees paid.

**Description of Funding Consideration.** Up to \$1,300,000 has been initially authorized for FY 2018 for groundwater conservation grants from the POSGCD's Groundwater Conservation Fund. POSGCD reserves the authority and option not to award a conservation grant, and to limit, suspend or terminate the conservation grant program. If an acceptable application is not submitted, if the funding available is less than the requested funding, or if the cost benefit ratio of any application or the applications is not found sufficient, the POSGCD retains the right to make partial awards or to not award funds to any applicant.

**Evaluation of Funding Requests.** In reviewing applications for a groundwater conservation grant, the POSGCD shall consider the following:

- The commitment of the entity to groundwater conservation;
- The cost of the project or program proposed in the application;
- The benefits that will be gained by making the grant;
- The degree to which the local water utility has used other available resources to finance the use for which the application is being made;
- The willingness and ability of the local water utility to raise revenue to support the project.

Prior to approving a grant, the POSGCD must find that the grant funds will:

- Supplement rather than replace money of the applicant;
- Further groundwater conservation in the District; and
- Serve the public interest. In making this finding the POSGCD shall include a finding that the grant will assist in the implementation of a groundwater conservation management strategy identified in the **most recent groundwater management plan of the District;**

## POSGCD Groundwater Conservation Grants

### 2018 Application Requirements Checklist

All applications submitted for a Conservation Grant from the POSGCD Groundwater Conservation Fund must be complete. All applications must include:

1. The official name and address of the applicant;
2. The constitutional and statutory authority creating the applicant, and any additional statutory authority under which the applicant currently operates;
3. The name, title of position, address, and all contact information of the individual(s) who are designated as the applicant's representative(s) and having the legal authority to represent the applicant with respect to the application [the final grant contract will require approval by the applicant's board];
4. A sworn statement and application signed by the individual(s) with the authority to act on behalf of the applicant, accompanied by a certified copy of a resolution adopted, or minutes approved by, the governing body of the applicant authorizing the application and the actions of the individual. The application must include the following:
  - A. A statement that the applicant is current with respect to District fees, and in compliance with District Rules and policies;
  - B. The amount of the grant that the applicant is requesting;
  - C. The authority for the submission of an application on behalf of the entity; and
  - D. Designation of the individual(s) authorized to represent the applicant and submit the application and perform all reasonable and necessary action with respect to the administrative consideration of the application and, if approved by the POSGCD, to perform the terms and conditions of the award of the Conservation Grant; **\*\*Please note: The sworn statement and certified copy must be notarized.\*\***
5. Information concerning efficiency of applicant
  - A. Total number of connections, and total population served by applicant within applicant's CCN
  - B. Per capita (per person per day) consumption of groundwater for applicant's system(s)
6. A brief description of the proposed project or program and the need for the project or program, including the following:
  - A. Evidence of population for the affected area;
  - B. Evidence of median household income for the affected area;
  - C. Evidence that this program/project will be of benefit to the public health or will assist the applicant in dealing with emergency situations;
7. A map and general description of the geographic area in which the applicant is authorized to conduct its operations, that shows the location of any improvements proposed for construction and the area in which the project or program will result in the conservation of groundwater;

8. A brief description (should not exceed one page) of the proposed groundwater conservation program or project that includes:
- A. The geographic area in which the major increments of the project or program will be conducted, if less than the entire area shown in the above referenced map, for the project/program which will be favorably impacted by the project/program;
  - B. The time schedule for the project from commencement to completion; and
  - C. A scope of work detailing the tasks, and a time schedule for each contained in the application;
  - D. Age of any system to be repaired or replaced;
9. A proposed budget for the program or project that identifies:
- A. The total cost of the program;
  - B. The cost of each significant element or task of the program or project;
  - C. The total amount of the project or program costs to be funded directly by the applicant;
  - D. Other sources of funds, if any; and
  - E. Total funds requested from the POSGCD.
10. The predicted groundwater conservation and other conservation benefits that will result from the proposed program or project, including:
- A. Estimate of the total annual amount of groundwater to be saved due to the completion of the proposed program or project, and a brief description of how that estimate was derived;
  - B. Estimate of the percentage of the annual amount of groundwater to be saved in the impacted area due to the completion of the proposed program or project;
11. Copy of applicant's most recent Texas Water Development Board Municipal Water Use Survey, and a separate summary of:
- A. The total amount of groundwater produced from the aquifers of the District;
  - B. The total amount of that groundwater sold and accounted for, including the accounting;
  - C. The total amount of that groundwater unaccounted for.
12. A conservation plan and program of work or other sufficient description of the applicant's commitment to groundwater conservation;
13. A copy of the applicant's most recently adopted rate schedule, including any future approved rate changes;
14. Evidence of applicant's representatives who have Continuing Education Units during the past year from accredited sources, and name(s) of applicant's representatives who attended District Workshops for Local Water Utilities during the past year, and date(s);
15. Identification of a groundwater conservation management strategy that is identified in the ***most recent groundwater management plan of the District*** that will be implemented by the grant;
16. A list of products (data, reports, plans, or other products) that the POSGCD will receive as a result of the completion of this project or program;

- \_\_17. A description of monitoring and reporting procedures that insure continued future measured effectiveness of the project or program that will be reported annually to POSGCD;
- \_\_18. If applicable, qualifications and experience of applicant's staff that are directly related to the performance and procedures in this project or program;
- \_\_19. List of grants received from POSGCD in the past, including amounts, dates received, dates completed, and reasons for extensions, if extensions were needed (This may be listed only once in the application on the Summary Sheet if desired);
- \_\_20. Completed Groundwater Conservation Summary Sheet (enclosed)
- \_\_21. Written evidence that supplemental funding is available for the applicant to complete the project or program, should a Conservation Grant be awarded;
- \_\_22. Written assurance that procedures and results identified through the application will be diligently pursued;
- \_\_23. Written assurances that all applicable federal, state and local laws will be complied with by the applicant in the course of the development and completion of the project or work funded by the grant.
- \_\_24. Additional information may be required. Any additional information the applicant may include to help in processing the application or that may be requested by the General Manager or the POSGCD Board.

**Deadline, Review Criteria, and Contact Person for Additional Information**

One double-spaced original copy of a complete groundwater conservation grant application including the required attachments must be filed with the POSGCD on or before close of business (4:00 p.m., c.s.t.), Friday, March 9, 2018. Applications can be delivered either in person to the POSGCD Offices, 310 East Avenue C (Highway 79), Milano, Texas 76556, or by mail to POSGCD, P.O. Box 92, Milano, Texas 76556. Emailed and faxed copies are not considered to be originals. Applications will be evaluated according to this notice as amended. Applicants can contact POSGCD to obtain these rules, an application instruction sheet, and examples of successful grant applications and grant contracts. Requests for information may be directed to the POSGCD General Manager at the above mailing address, or by email at [gwestbrook@posgcd.org](mailto:gwestbrook@posgcd.org) or by calling (512) 455-9900.

## **2018 POSGCD Groundwater Conservation Grants Summary Sheet**

All applications submitted for the 2018 Conservation Grant from the POSGCD Groundwater Conservation Fund must be complete, including this form. Incomplete applications will not be considered. This form may either be filled out manually or downloaded electronically and then filled out. If filling out manually, please print or type legibly!

***Name of Applicant (city, WSC, MUD, etc.)*** \_\_\_\_\_

### ***Information from Checklist item # 5***

Total number of connections served by applicant within applicant's CCN \_\_\_\_\_

Total population served by applicant within applicant's CCN \_\_\_\_\_

Per capita (per person per day) consumption of groundwater for applicant's system(s) \_\_\_\_\_

### ***Information from Checklist item # 6***

Total population for the affected area \_\_\_\_\_

Median household income for the affected area \_\_\_\_\_

### ***Information from Checklist item # 8***

Age of any system to be repaired or replaced \_\_\_\_\_

### ***Information from Checklist item # 9***

The total cost of the program \_\_\_\_\_

The total amount to be funded directly by the applicant \_\_\_\_\_

Other sources of funds, if any \_\_\_\_\_

Total funds requested from the POSGCD \_\_\_\_\_

### ***Information from Checklist item # 10***

Estimate of the total annual amount of groundwater to be saved \_\_\_\_\_

Estimate of the percentage of the annual amount of groundwater to be saved \_\_\_\_\_

### ***Information from Checklist item # 11***

The total amount of groundwater produced from the aquifers of the District \_\_\_\_\_

The total amount of that groundwater sold and accounted for \_\_\_\_\_

The total amount of that groundwater unaccounted for \_\_\_\_\_

### ***Information from Checklist item # 19*** (Grants received from POSGCD in the past)

***Date Received***   ***Amount***   ***Date Completed***   ***Dates of Extensions***   ***Reason for Extension***

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**Post Oak Savannah GCD**  
**Groundwater Conservation Grants**  
**2018 Instruction Sheet**

**General Description:**

The Post Oak Savannah Groundwater Conservation District (POSGCD) offers grants from its Groundwater Conservation Fund to local water utilities in the District to fund groundwater conservation projects or programs that address one or more of the duties given to the district under Chapter 36, Texas Water Code, 36.103. The POSGCD will, generally, advertise a Request for Applications one time each year in which funds have been appropriated for Groundwater Conservation Grants. The POSGCD may also consider applications at any time, depending on availability of funds and demonstrated need. The current Request for Applications defines groundwater conservation programs and projects to include: conservation, preservation, protection, recharging, or prevention of waste, of groundwater and the reservoirs or their subdivisions.

**When To Apply:**

The POSGCD solicits requests from local water utilities located in the District for applications for its Groundwater Conservation Grants at least once each fiscal year. Applications for Fiscal Year 2018 must be filed with POSGCD on or before close of business (4:00 p.m., c.s.t.), Friday, March 9, 2018.

**Who May Apply:**

Any local water utility located and producing groundwater within the District is eligible to apply for a groundwater conservation grant. Local water utilities include any water supply corporation, a general law or home-rule city, a special utility district, a municipal utility district or any other person included in the definition of a retail public utility in *Section 13.002, Texas Water Code*, whose defined service area, or a majority portion thereof, lies within the boundaries of the District.

**Application Submittal:**

One (1) copy of a complete original application should be submitted to the following address:

Post Oak Savannah GCD  
P. O. Box 92,  
310 East Avenue C  
Milano, Texas 76556

All original applications **must be complete** and include the required general information, proposed project or program information, and written assurances, as outlined in the **Application Requirements Checklist** provided



by the District. A list of required items has been provided in the **Application Requirements Checklist** to assist in completing the application. **Please check the items after you have included the respective items in the application and return the completed Application Requirements Checklist with the application.**

**If you have questions regarding preparation of an application, please call the POSGCD offices at (512) 455-9900.**

**Post Oak Savannah GCD Groundwater Conservation and Enhancement Program Grant Ranking Criteria Scoring Sheet for 2018**

This page provides a list of criteria which will be used to evaluate grant applications and the maximum number of possible points available to be awarded to an applicant for each of these criteria.

<u><b>Grant Ranking Criteria</b></u>	<u><b>Max. Points</b></u>
<b>Applicant contribution to total project</b>	<b>30</b>
<b>Population of the CCN benefitting from grant is less than 3000</b>	<b>20</b>
<b>Median Household Income (MHI) of selected Service Area at date of application</b>	<b>20</b>
<b>System groundwater conservation (derived from TWDB Water Use Survey)</b>	<b>20</b>
<b>Applicant's efforts to maintain self-sufficient rate structure</b>	<b>30</b>
<b>Applicant's overall emphasis to conserve groundwater</b>	<b>20</b>
<b>Age of impacted system</b>	<b>20</b>
<b>Application detail</b>	<b>20</b>
<b>Evidence of applicant's attendance at District Local Water Utility Workshops, Groundwater Summit, and accredited Continuing Education Units during the past year</b> (more training and CEUs= more points awarded)	<b>20</b>
<b>Received POSGCD conservation grant during past two years</b>	<b>-20</b>

**Total Points**

