

Region M Payment Request Guidance 1-12-22

6.B.2. Consideration and ACTION to Approve Financial Certification

- guidance on submitting payment requests related to administrative expenses for regional water planning contracts
- water planning rules ([§355.92\(c\)](#)) and the regional water planning contract require that the RWPG or its Chairperson certifies that administrative costs are *eligible* for reimbursement and are *correct* and *necessary*

Types of expenses are considered administrative and need to be certified:

(1) **travel expenses** are available only for attendance at a posted meeting of the RWPG, unless the travel is specifically authorized by the RWPG and EA;

(2) 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;

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(3) direct costs, not including personnel costs, for providing copies of information for the public and for members of the RWPGs as needed for the efficient performance of planning work;

(4) direct costs, not including personnel costs, of public notice postings including maintaining a website and for postage for mailing notices of public meetings and hearings, including in newspapers pursuant to Chapter 357 of this title (relating to Regional Water Planning); and

(5) the RWPG's 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.

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RWPG takes action to certify any eligible administrative expenses:

- 1) certify eligible expenses for the planning cycle, or
 - 2) have an agenda item to certify these expenses as needed throughout the cycle
- Current Financial Reports

Note: TWDB intends to break out the personnel costs as a separate line item in the expense budgets via contract amendments this year.