

From: [RegionalWaterPlanning](#)
To: [RegionalWaterPlanning](#)
Cc: [RWPDataEntry](#); [OOP-WSP-RWP](#); [Temple McKinnon](#); [Reem Zoun](#); [Matt Nelson](#)
Subject: Reminders regarding Initially Prepared Plans and associated public hearings
Date: Tuesday, January 21, 2025 2:35:39 PM

Good afternoon,

As RWPGs are finalizing and will soon be adopting their Initially Prepared Plans (IPP), we wanted to send some important reminders regarding the IPP and IPP public hearings.

1. IPP deliverables (required by TWDB Contract Section II, Article III, Paragraph F):
 - Two (2) bound double-sided hard copies
 - Two electronic copies, one (1) in searchable Portable Document Format (PDF) and one (1) in Microsoft Word (MSWord) format
2. Administratively complete requirements:
 - The IPP submittal must include all items listed in [Contract Exhibit C, Section 2.12.2](#) in order to be considered administratively complete.
 - Please note that items 3-6, and 8 should be included within the IPP itself, not as separate files.
 - The state water planning database (DB27) reports required to be listed and hyperlinked in the Executive Summary are now available to the public via [TWDB's public facing database report application](#). Instructions on how to include this information in the Executive Summary is provided in [Contract Exhibit C, Section 2.13.2](#).
 - Any missing items from the above referenced administratively complete list will result in the region having to resubmit their IPP and will delay TWDB's technical review and issuance of comments.
3. Data entry completion (required by TWDB Contract Section II, Article III, Paragraph F):
 - **It is imperative that all data entry and data checks are resolved by the IPP deadline. This means that RWP application data checks must be either corrected or be associated with an approved data check appeal.** For quality control requirements, DB27 will be locked down and consultants will no longer have access to editing data for the remainder of the planning cycle after March 4, 2025. Any further edits to planning data will require coordination with TWDB's Water Supply and Strategy Analysis team via RWPDataEntry@twdb.texas.gov.
4. Socioeconomic impact report placeholder:
 - As a reminder, TWDB communicated to planning groups in [January 2024](#) that the TWDB will develop a socioeconomic impact analysis report (of not meeting identified water needs) for each region to meet rule 31 TAC § 357.40(a). TWDB anticipates releasing these reports in August 2025. Each IPP should include a

placeholder in Chapter 6 for this report. In lieu of an analysis conducted by the region, TWDB developed socioeconomic impact reports must be included in the final regional water plans.

5. How to submit IPP deliverables:

- Hard copies may be delivered in person to the Stephen F. Austin Building in Austin or delivered via UPS/FedEx.
 - For in person drops of the IPPs on March 3, please arrange a drop off time in advance with your TWDB regional water planner.
 - For UPS or FedEx deliveries, please use the following address:
Texas Water Development Board
Attention: Sarah Lee, Regional Water Planning
1700 North Congress Avenue
Suite 610B
Austin, Texas 78701
- TWDB will provide each region with a region-specific SharePoint folder for the submittal of electronic deliverables. TWDB no longer accepts electronic deliverables via USB drives.

5. Public hearing on the IPP:

- Each RWPG must hold at least one (1) public hearing on their IPP.
- The IPP public hearings require a significant published and mailed public notice, which is required by the Texas Water Code ([§ 16.053\(h\)\(8\)](#)) and TWDB rule ([31 TAC § 357.21\(h\)](#)).
- Please ensure all public notice and documentation requirements are met associated with the IPP hearing. A [public notice summary document](#) was developed and distributed to planning groups last fall to assist with navigating these requirements.
- The hearing requires a minimum of 30-day notice/pre-hearing written comment period and a 60-day post hearing written comment period.
- The public hearing may include a virtual option. If a quorum of planning group members will be present for the hearing, Section 551.127 of the Texas Open Meeting Act will apply and the presiding member must be at a centrally-located physical location.
- The hearing(s) must be held in between adoption of the IPP and final regional water plan to allow adequate time for the planning group address any public comments received.
- We recommend providing a draft copy of the public notice to your TWDB regional water planner in advance to ensure it includes all rule requirements.

6. TCEQ contact lists for IPP hearing:

- TWDB has obtained updated contact information from the TCEQ for surface water rights holders, public water systems, and general and special law districts and

river authorities. These lists are available on TWDB's [2026 RWP document page](#), under Contact Lists. Direct links are provided below.

- [Surface Water Right Holder Contact List](#)
- [Public Water System and District Contact List](#)

7. Interregional conflict assertion deadline:

- The deadline for a RWPG to submit an assertion of a potential interregional conflict is **60 days following submittal of the region's IPP to the TWDB**. For planning groups that submit their IPP to the TWDB on the IPP submittal deadline of March 3, 2025, the deadline for those regions to submit a potential interregional conflict assertion will be **May 2, 2025**.
- If a region submits their IPP prior to the March 3 deadline, the deadline for that region to submit a potential interregional conflict assertion will be adjusted accordingly (based on the 60-day timeframe). TWDB will communicate the deadline to each region following submittal of the IPPs.

Please contact your TWDB regional water planner with any questions.

RWPG Chairs, sponsors, and technical consultants are bcc'd on this email.

Best,

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