



Agency Coordination Contact Information and Instructions

Instructions: Agency coordination is conducted primarily by electronic submittal. Procedures are described below for each agency, as relevant. Please refer to the relevant Environmental Review Request Form ([Environmental Information Document](#) (EID), [Environmental Data Form](#) (EDF), or [Categorical Exclusion/Determination of No Effect \(CD/DNE\) Request Form](#)) for guidance on which agencies to coordinate with.

Please wait to send the Environmental Review Request Form to the Texas Water Development Board (TWDB) until all agency coordination is complete. If you experience an unexpected delay in the permitting process or need additional guidance on coordination requirements, please contact the assigned TWDB Environmental Reviewer. General questions or comments can be sent to rwtpd-environmental@twdb.texas.gov.

List of agency contacts:

UNITED STATES ARMY CORPS OF ENGINEERS (USACE)

Follow the guidelines in the [TWDB-0098 Guidance for USACE Coordination](#) using the contacts below for the relevant [USACE District](#). In most cases, an email request is preferred. Some districts prefer permit applications to be submitted through the new [USACE Regulatory Request System](#). In all cases, a follow-up email or phone call may help.

Fort Worth District

Email submittals: CESWF-Permits@usace.army.mil

Submittal Forms:

<https://www.swf.usace.army.mil/Missions/Regulatory/Permitting/Application-Submittal-Forms/>

Phone: [817-886-1306](tel:817-886-1306)

Galveston District

Email submittals: CESWGRegulatoryInbox@usace.army.mil

Submittal Forms: <https://www.swg.usace.army.mil/Missions/Regulatory/Permits/>

Phone: 409-766-3869 (Galveston Office)

Phone: 361-814-5850 (Corpus Christi Office)

Tulsa District

Email submittals: CESWT-RO@usace.army.mil

Submittal Forms: <https://www.swt.usace.army.mil/Missions/Regulatory.aspx>

Phone: 918-669-7400

Albuquerque District

Email submittals: SPA-RD-NM@usace.army.mil

Submittal Forms: <https://www.spa.usace.army.mil/Missions/Regulatory-Program-and-Permits/>

Phone: 505-342-3349

UNITED STATES FISH AND WILDLIFE SERVICE (USFWS)

USFWS coordination is conducted through the Information for Planning and Consultation (IPaC) tool: <https://ipac.ecosphere.fws.gov/>. For an EDF or EID, please complete the IPaC review process through the determination keys to generate a "Consistency Letter." If a *May Effect* or *Likely to Effect* is determined, please contact the local USFWS office as advised in the letter to begin Section 7 consultation. Submit all letters and coordination email documentation with the EDF or EID.

TEXAS HISTORICAL COMMISSION (THC)

State Historic Preservation Office

The THC, State Historic Preservation Office, electronic review system is called [eTRAC](#) and is available online, along with [guidance for requesting a project review](#).

TEXAS PARKS AND WILDLIFE DEPARTMENT (TPWD)

Wildlife Division, Ecological and Environmental Planning Program (EEPP)

[Ecological and Environmental Planning Program](#)

Email: whab@tpwd.texas.gov

The TPWD EEPP requests that you include a geographic location file when available (e.g., GIS shape file, Google Earth compatible .kmz, etc.). Please respond to the EEPP recommendations with how they will be implemented, which will be evaluated as part of the environmental review process.

Inland Fisheries Division, Sand and Gravel Permit Program

Please review the following website to determine if this permit applies to your proposed project: https://tpwd.texas.gov/faq/landwater/sand_gravel/

Submit stream disturbance inquiries or Sand and Gravel Permit requests to sand.gravel@tpwd.texas.gov

State Parks Division, Local Park Grants Program

If project construction will occur in or through designated parkland, please contact the Local Parks Grants Program to inquire as to whether the park received TPWD grant assistance and what may be required to modify the parkland if so: (512) 389-4656, Dan.Reece@tpwd.texas.gov

Additionally, projects that intersect parkland are required to comply with Parks and Wildlife Code Chapter 26 and submit documentation of compliance to the TWDB with the associated Environmental Review Request Form.

LOCAL FLOODPLAIN ADMINISTRATOR

Floodplain Administrator email addresses can be found online:
<https://www.texasflood.org/flood-basics/fpa.html>

To identify whether the community in which project construction will occur participates in the National Flood Insurance Program (NFIP), search here:
<https://www.fema.gov/cis/TX.html>

If the proposed project involves development within, across, or under a Special Flood Hazard Area (SFHA), and the city or county in which development occurs is an NFIP participating community, a floodplain development permit from the local floodplain administrator will be required prior to design approval.

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)

Natural Resources Conservation Service (NRCS)

Alan Stahnke
State Soil Scientist
alan.stahnke@usda.gov

For federally-funded projects, send [AD1006 form](#) via email to the USDA-NRCS. Include a map of the proposed project footprint and the originating agency for the funds, which would be the United States Environmental Protection Agency.

TEXAS GENERAL LAND OFFICE

For proposed projects within the [General Land Office Coastal Management Program](#) zone or navigable waterways, review requests can be sent to ps.applications@glo.texas.gov.

The Coastal Zone Map can be found here:

www.rd.usda.gov/files/TX_20CoastalZoneManagementArea.pdf

Some riverbeds are owned by the State of Texas. If work will occur on, across, under, or over state-owned lands, please contact Jeff.Burroughs@glo.texas.gov for instructions on applying for rights-of-way or easements, or to inquire as to whether your project qualifies.

NATIONAL MARINE FISHERIES SERVICE

National Marine Fisheries Service
Habitat Conservation Division
[Galveston Laboratory – Fishery Management Branch](#)
Branch Supervisor: Rusty Swafford
409-766-3699

INTERNATIONAL BOUNDARY & WATER COMMISSION

International Boundary & Water Commission
[Environmental Management Division](#)
4171 North Mesa, Suite C-100
El Paso, TX 79902-1441
915-832-4702

UNITED STATES FOREST SERVICE

U.S Forest Service, Region 8
[National Forests & Grasslands in Texas](#)
<https://www.fs.usda.gov/r8/>
Phone: (404) 347-4177
Email the Deputy Forester: Jon McMillan jon.mcmillan@usda.gov

UNITED STATES NATIONAL PARK SERVICE

The National Park Service, Intermountain Regional Office

Planning and Environmental Compliance Division
Email: IMRextrev@nps.gov
Phone: (303) 969-2500.

Wild & Scenic River and Wilderness Act Coordinator

Big Bend National Park
<https://www.nps.gov/rigr/contacts.htm>
P.O. Box 129
Big Bend National Park, TX 79834
(432) 477-2251

BUREAU OF LAND MANAGEMENT

Bureau of Land Management, [Oklahoma Field Office](#)
George Thomas, Hazardous Materials Coordinator
Email: blm_nm_comments@blm.gov
Phone: 405-579-7100

BUREAU OF RECLAMATION

Bureau of Reclamation, [Oklahoma-Texas Area Office \(OTAO\)](#)
J. Trent Parish
Email: jparish@usbr.gov
Austin, TX 78735-4150
Phone: (512) 899-4150

The OTAO handles reclamation activities in all of Texas except for the area west of the Pecos River Basin.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

Coordination required for projects in a Special Flood Hazard Area (SFHA), including the 100-year floodplain.

Texas NFIP State Coordinator
Email: Richie.Hernandez@twdb.texas.gov

EDWARDS AQUIFER AUTHORITY (EAA)

The EAA has regulatory jurisdiction in all of Bexar, Medina, and Uvalde counties and portions of Atascosa, Caldwell, Comal, Guadalupe, and Hays counties. The EAA authorizes a total of 572,000 acre-feet of groundwater withdrawals each year, which are used for municipal, industrial, and irrigation purposes. This total withdrawal amount was determined by calculating historical use combined with a goal to protect spring flows and endangered species at Comal and San Marcos springs. Well drilling or injection well projects within the jurisdiction of the EAA require coordination with the EAA by the project proponent. <https://www.edwardsaquifer.org/eaahistory/jurisdiction/>

Email:

General Manager Roland Ruiz
c/o Sandy Haglund
shaglund@edwardsaquifer.org

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA)

Sole Source Aquifer Program

Proposed projects within the designated streamflow source area that drain toward the Edwards Aquifer Recharge Zone are subject to coordination with the EPA, Region 6. These areas are defined on the EPA Sole Source Aquifer Map: <https://www.epa.gov/dwssa/map-sole-source-aquifer-locations>

Contact Information:

Omar T. Martinez, Environmental Scientist
Sole Source Aquifer Program Coordinator
Ground Water/UIC Section (Mail Code WDDG)
U.S. Environmental Protection Agency, Region 6
1201 Elm Street, Suite 500
Dallas, Texas 75270
Email: martinez.omar@epa.gov
Phone: (214) 665-8485

Information needed for EPA Sole Source Aquifer coordination request:

1. Project Type: _____
2. Address: _____ Street, City, _____ County, Texas
3. Location: Lat _____ Long _____ (decimal degrees)
4. Project Financing Program: _____
5. Sole Source Aquifer Zone: *Specify the zone based on looking at the EPA map, such as the Edwards Aquifer Recharge Zone (Edwards Aquifer I - San Antonio Area) Streamflow Source Area -OR- Edwards I (San Antonio Area) SSA- Recharge Zone.*
6. Source of Federal Funds: For example, Drinking Water State Revolving Fund – OR- Clean Water State Revolving Fund

7. **Project Description:** *Supply a brief description of the proposed project components including linear feet, depth of excavation, and method of any creek crossings (trenching or boring).*
8. **Activities with Potential Impacts on Groundwater:** *Describe the proposed project and activities that may affect ground water resources (e.g., depth of construction, chemicals placed on or in contact with the ground surface, infiltration basins, any drilling or excavation that may reach ground water, etc.).*
9. **Potential for Adverse Impact on Surface Runoffs:** *Describe potential for any environmental impacts and protection plans, such as the use of best management plans or a stormwater prevention plan to control runoff and sedimentation to protect the aquifer or plans to revegetate disturbed areas to prevent erosion and potential siltation of the aquifer.*
10. **Potential for Adverse Impacts on Groundwater:** *Include a statement to verify whether any adverse effects are expected on the quality of the groundwater underlying the proposed project site.*