



Texas Water Development Board Regional Flood Planning

Technical Memorandum Administrative Completeness Checklist

*The Technical Memorandum is due to the TWDB by the contractual deadline of **January 7, 2026**. Technical Memorandums reflect draft materials and interim RFPG decisions as of the date of submission and do not constitute final decisions, complete information, or data, etc. Instead, these submissions reflect a set of working information that is intended to demonstrate significant progress in developing each regional flood plan but that will likely change prior to final adoption and, in some cases, will be only partially complete at the time of this submission.*

Regional Flood Planning Group Name

The Technical Memorandum must be in accordance with the contract requirements when submitted to the Texas Water Development Board (TWDB). A list of the required items with check boxes has been provided below to assist you in completing the Technical Memorandum submissions. This checklist will be used by TWDB staff to verify that the basic submission requirements are met. It is provided to the flood planning regions and their consultants for convenience and to assist in the process. The TWDB encourages use of this checklist to ensure complete submissions. **RFPGs are asked to include this completed checklist in their Technical Memorandum submission.**

Checklist of required Technical Memorandum submission items

Deliverable Name & Description	SOW Task	Requirement Reference	Submission Notes (If any)
1. A list of existing political subdivisions within the Flood Planning Region (FPR) that have flood-related authorities or responsibilities.	1	Exhibit C Task 4B Item a	
2. Completed feature class: Entities. This feature class should be, at a minimum, partially complete and show entities with flood-related authority and whether they are actively engaged in flood planning, floodplain management, and flood mitigation activities. Feature class should conform to the Table 3 template provided in Exhibit D.	1	Exhibit D Table 1	
3. Completed feature class: ExFldInfraPol. This polygon feature class should include a general description of the location, condition, and functionality of existing natural flood mitigation features and constructed major flood infrastructure within the FPR. Feature class should conform to Exhibit D Table 6.	1	Exhibit D Table 1	
4. Completed feature class: ExFldInfraLn. This feature class should include a general description of the location, condition, and functionality of existing natural flood mitigation features and constructed major flood infrastructure within the FPR. Feature should conform to Exhibit D Table 7.	1	Exhibit D Table 1	

Deliverable Name & Description	SOW Task	Requirement Reference	Submission Notes (If any)
5. Completed feature class: ExFldInfraPt. This feature class should include a general description of the location, condition, and functionality of existing natural flood mitigation features and constructed major flood infrastructure within the FPR. Feature should conform to Exhibit D Table 8.	1	Exhibit D Table 1	
6. Completed polygon feature class: ExFldProjs. This feature class should represent all proposed or ongoing FMPs currently under construction, being implemented; and with dedicated funding to construct and the expected year of completion. Feature class should conform to Exhibit D Table 9.	1	Exhibit D Table 1	
7. Completed polygon feature class: Watersheds. This feature class includes watersheds associated with identified FMEs, FMPs, and FMSs.	1	Exhibit D Table 1	
8. Completed feature class: ExFldHazard. This feature class should identify location and magnitude of the 10%, 1%, and 0.2% annual chance floods and additional flood-prone areas. Feature class should conform to Exhibit D Table 10.	2A	Exhibit D Table 1	
9. Map 4: Existing Condition Flood Hazard (Exhibit C 2.2.A.1)	2A	Exhibit C Task 4B Item c & d	
10. Completed feature class: ExFldExpPol. This polygon feature class should show the results of existing condition flood exposure analyses, identifying who and what might be harmed within the region for, at a minimum, the 10%, 1.0%, and 0.2% annual chance flood events. Feature class should conform to Exhibit D Table 12.	2A	Exhibit D Table 1	

Deliverable Name & Description	SOW Task	Requirement Reference	Submission Notes (If any)
11. Completed feature class: ExFldExpLn. This feature class includes existing condition flood exposure analyses using the information identified in the flood hazard analysis to identify who and what might be harmed within the region for, at a minimum, 10%, 1.0%, and 0.2% annual chance flood event. Feature class should conform to Exhibit D Table 13.	2A	Exhibit D Table 1	
12. Completed feature class: ExFldExpPt. This point feature class should show the results of existing condition flood exposure analyses, identifying who and what might be harmed within the region for, at a minimum, 10% annual chance, 1.0% annual chance, and 0.2% annual chance flood events. Feature class should conform to Exhibit D Table 14.	2A	Exhibit D Table 1	
13. Completed feature class: ExFldExpAll. This feature class combines the Exposure Polygon, Line, and Point data into a single point layer that includes all Exposure and Vulnerability data. Identifies whether the exposure is a critical facility and provides the Social Vulnerability Index for each attribute. Feature class should conform to Exhibit C Table 15.	2A	Exhibit D Table 1	
14. Completed feature class: Ex_Map_Gaps. This feature class shows gaps in inundation boundary mapping. Feature class should conform to Exhibit D Table 11.	2A	Exhibit D Table 1	
15. Map 5: Existing Condition Flood Hazard – Gaps in Inundation Boundary Mapping and Identify known Flood Prone Areas (Exhibit C 2.2.A.1)	2A	Exhibit C Task 4B Item c & d	
16. Map 6: Existing Condition Flood Exposure. Existing Condition Flood Exposure (Exhibit C 2.2.A.2)	2A	Exhibit C Task 4B Item c	
17. Map 7: Existing Condition Vulnerability and Critical Infrastructure (Exhibit C 2.2.A.3)	2A	Exhibit C Task 4B Item c	

Deliverable Name & Description	SOW Task	Requirement Reference	Submission Notes (If any)
18. Completed feature class: FutFldHazard. This feature class shows the boundaries of future condition flood hazard analyses to determine the location and magnitude of 10%, 1%, and 0.2% annual chance flood events. Feature class should conform to Exhibit D Table 16.	2B	Exhibit D Table 1	
19. Map 8: Future Condition Flood Hazard (Exhibit C 2.2.B.1)	2B	Exhibit C Task 4B Item c	
20. Map 9: Extent of Increase of Flood Hazard Compared to Existing Condition (Exhibit C 2.2.B.1)	2B	Exhibit C Task 4B Item c	
21. Completed feature class: Fut_Map_Gaps: This feature class includes future gaps in inundation boundary mapping. Feature class should conform to Exhibit D Table 17.	2B	Exhibit D Table 1	
22. Map 10: Future Condition Flood Hazard - Gaps in Inundation Boundary Mapping and Identify known Flood Prone Areas (Exhibit C 2.2.B.1)	2B	Exhibit C Task 4B Item c	
23. Completed feature class: FutFldExpPol. This feature class includes future condition flood exposure analyses using the information identified in the flood hazard analysis to identify who and what might be harmed within the region for, at a minimum, 10%, 1.0%, and 0.2% annual chance flood event. Feature class should conform to the Exhibit D Table 18.	2B	Exhibit D Table 1	
24. Completed feature class: FutFldExpLn. This feature class includes future condition flood exposure analyses using the information identified in the flood hazard analysis to identify who and what might be harmed within the region for, at a minimum, 10%, 1.0%, and 0.2% annual chance flood event. Feature class should conform to the Exhibit D Table 19.	2B	Exhibit D Table 1	

Deliverable Name & Description	SOW Task	Requirement Reference	Submission Notes (If any)
25. Completed feature class: FutFldExpPt. This feature class includes future condition flood exposure analyses using the information identified in the flood hazard analysis to identify who and what might be harmed within the region for, at a minimum, 10%, 1.0%, and 0.2% annual chance flood event. Feature class should conform to the Exhibit D Table 20.	2B	Exhibit D Table 1	
26. Completed feature class: FutFldExpAll. This feature class combines the future exposure Polygon, Line, and Point data into a single layer, identifies whether the exposure is a critical facility, and provides the Social Vulnerability Index for each attribute. Feature class should conform to Exhibit D Table 21.	2B	Exhibit D Table 1	
27. Map 11: Future Condition Flood Exposure (Exhibit C 2.2.B.2)	2B	Exhibit C Task 4B Item c	
28. Map 12: Future Condition Vulnerability and Critical Infrastructure (Exhibit C 2.2.B.3)	2B	Exhibit C Task 4B Item c	
29. Completed feature class: ExFldMng. This polygon should identify areas with existing floodplain management practices, identify common and compare contrasting practices within the region, and acknowledge locations that may lack floodplain management. Feature class should conform to Exhibit D Table 22.	3A	Exhibit D Table 1	
30. General description and summary of those areas in the FPR that the RFPG considers having the greatest flood mitigation and flood risk study needs including, but not limited to, areas most prone to flooding that threatens life and property, areas identified flood-prone that don't have adequate inundation maps or H&H models, and areas with an emergency need.	3B	Exhibit C Task 4B Item f	

Deliverable Name & Description	SOW Task	Requirement Reference	Submission Notes (If any)
31. Map 14: Model Coverage (Exhibit C 2.3.B)	3B	Exhibit C Task 4B Item f	
32. Map 15: Greatest Gaps in Flood Risk Information (Exhibit C 2.3.B)	3B	Exhibit C Task 4B Item f	
33. Map 16: Greatest Flood Risk (Exhibit C 2.3.B)	3B	Exhibit C Task 4B Item f	
34. Completed feature class: Goals. Feature class should conform to Exhibit D Table 23.	3C	Exhibit D Table 1	
35. Table 11: Goals. Summary table of specific and achievable flood mitigation and floodplain management goals adopted by the RFPG per §361.36.	3C	Exhibit C Task 4B Item g	
36. The documented process used by the RFPG to identify potentially feasible FMSs and FMPs.	4A	Exhibit C Task 4B Item h	
37. Completed feature class: Streams. Stream features should be included for all identified FMEs, FMPs and FMSs, as applicable. Feature class should conform to Exhibit D Table 24.	4A	Exhibit D Table 1	
38. A written list of potential FMEs identified by the RFPG, if any. This information should be included in limited field Exhibit C Table 12 Identified flood management evaluations. The information should be generated from the limited fields feature class: FME.	4A	Exhibit C Task 4B Item i	
39. Limited fields feature class: FME. This feature class should show flood management evaluations identifying areas requiring flood risk evaluation. Feature class should conform to Exhibit D Table 25.	4A	Exhibit D Table 1	
40. A written list of potentially feasible FMPs identified by the RFPG, if any. This information should be included in limited field Exhibit C Table 13 Identified flood mitigation projects. The information should be generated from the limited fields feature class: FMP.	4A	Exhibit C Task 4B Item i	

Deliverable Name & Description	SOW Task	Requirement Reference	Submission Notes (If any)
41. Limited fields feature class: FMP. This feature class should show service areas of identified flood risk mitigation projects. Feature class should conform to Exhibit D Table 26.	4A	Exhibit D Table 1	
42. A written list of potentially feasible FMSs identified by the RFPG, if any. This information should be included in limited field Exhibit C Table 14 Identified flood management solutions. The information should be generated from the limited fields feature class: FMS.	4A	Exhibit C Task 4B Item i	
43. Limited fields feature class: FMS. Not all FMS need to be included in this feature class. When an FMS points to a specific area, as opposed to being a general strategy for an entire entity's jurisdiction, the target area should be represented by a polygon. Feature class should conform to Exhibit D Table 28.	4A	Exhibit D Table 1	
44. A list of FMSs and FMPs that were identified but determined by the RFPG to be infeasible, including the primary reason for it being infeasible.	4B	Exhibit C Task 4B Item j	
45. Complete feature class: Model Coverage. This polygon feature class should show the boundaries of where existing hydrologic and hydraulic models needed to evaluate FMSs and FMPs are available. It should conform to Exhibit D Table 29.	4B	Exhibit D Table 1	
46. A written list of available flood-related models that the RFPG considers of most value in developing its plan.	4B	Exhibit C Task 4B Item e.	
47. A list of previous and ongoing flood studies considered by the RFPG to be relevant to development of the RFP.	4B	Exhibit C Task 4B Item b	

Deliverable Name & Description	SOW Task	Requirement Reference	Submission Notes (If any)
48. Written documentation that the RFPG approved submittal of the Technical Memorandum to TWDB at a RFPG meeting subject to notice requirements in accordance with 31 TAC §361.21(h) (signed meeting minutes would satisfy this requirement). The Technical Memorandum must be submitted to TWDB in accordance with Section I Article I of the contract.	4B	Contract	