From:	RegionalWaterPlanning
To:	RegionalWaterPlanning
Cc:	OOP-WSP-RWP; RWPDataEntry; Temple McKinnon; Reem Zoun; Matt Nelson
Subject:	Final Regional Water Plan Reminders
Date:	Tuesday, August 26, 2025 2:40:46 PM
Attachments:	image001.png

Good afternoon,

As RWPGs are finalizing and will soon be adopting their final regional water plans (RWP), we wanted to send a few reminders regarding the final RWP processes.

1. Final RWP adoption public notification requirements:
    - These meetings are subject to 31 Texas Administrative Code § 357.21(g)(2) and require:
        - A minimum of a 14-day public notice and 14-day written comment period prior to the meeting. The public notice must describe how members of the public may submit written comments.
        - Comments must be considered prior to taking action on adopting the plan.
        - Meeting materials must be posted at minimum seven (7) days prior to the meeting.
        - Additional resources include the Final RWP/Initially Prepared Plan (IPP) public notice summary and the RWP public notice quick reference.
2. Final RWP deliverables (required by TWDB Contract Section II, Article III, Paragraph G), due to TWDB **October 20, 2025**:
    - Four (4) bound double-sided hard copies
    - Two electronic copies: one (1) in searchable Portable Document Format (PDF) and one (1) in Microsoft Word (MSWord) format
    - One (1) electronic copy of **all electronic files** on which the plan is based (e.g. spreadsheets, maps, etc.)
3. Administratively complete requirements:
    - The final RWP submittal must include all items listed in Contract Exhibit C, Section 2.12.2 (pages 93-94) in order to be considered administratively complete.
        - Please note that items 4-9, and 11 should be included within the final RWP itself, not as separate files.
        - Regarding inclusion of TWDB's IPP comments and the region's responses (admin complete item 9), as noted in TWDB IPP comment letter, each region must provide a copy of the proposed responses and corresponding plan revisions to the TWDB for review prior to final adoption. TWDB must also review any *new* water management strategy evaluations prior to final plan adoption.
        - If any *new* recommended or alternative projects were added to the final

RWP and DB27 following TWDB's review of the IPP, please ensure that these projects are added to the required final GIS data set (admin complete item 12).
    - As noted in TWDB's IPP comment letters, if the RWP includes any PDF copies of the state water planning database (DB27) reports, a final, updated version of the reports must be included in the both the printed and electronic final RWPs. Final versions of all DB27 RWP reports will be available for download from TWDB's Secure Agency Reporting Application by **September 24, 2025**.
  - Any missing items from the above-mentioned administratively complete list will result in the region having to resubmit their RWP and will delay TWDB's review and approval.
  - Each final RWP must also include a copy of the socioeconomic impact analysis report, including the report *addendum*, distributed by TWDB on **August 22, 2025**.
4. Data entry completion (required by TWDB Contract Section II, Article III, Paragraph H):
  - Final data entry (corrections, updates, or modification) must be completed prior to the RWP deadline. In accordance with the TWDB IPP comment letter, the data entry deadline for all regions is **September 22, 2025.**
5. How to submit final RWP deliverables:
  - Hard copies may be delivered in person to the Stephen F. Austin Building in Austin or delivered via UPS/FedEx.
    - For in person drop offs of the Final RWPs on or prior to October 20, 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. This will be the same folder used to upload the IPP deliverables.

Please contact your TWDB Regional Water Planner with any questions.

Note that RWPG Chairs, sponsor staff, and technical consultants are Bcc'd on this email.

Best,

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