

# Guidance for Amending an Approved Regional Flood Plan

## 1 Background

Every five years, the 15 regional flood planning groups (RFPG) develop and adopt regional flood plans (RFP), that are submitted to the Texas Water Development Board (TWDB) for approval. The TWDB compiles the regional flood plans into a state flood plan. During the five-year span between regular, regional flood plan adoptions, plans may be amended to incorporate additional flood risk reduction solutions (FMX) or to reflect changes to conditions or new information. Note that the purpose of the 5-year regional flood planning cycles is to regularly produce updated regional flood plans, in general, and that there is no general requirement to amend regional plans between 5-year plan adoptions.

Guidance documents and timelines are provided to assist both RFPGs and regional stakeholders to use their limited resources wisely. The most efficient use of RFPG resources and time is to adopt and submit a limited number of plan amendments to align with TWDB funding cycles, allowing entities to apply for Flood Infrastructure Fund (FIF) funding. By condensing changes to regional flood plans into a single, well-timed amendment for each 2-year FIF cycle, it will help ensure efficient use of RFPG members' and their consultants' time and planning resources. **The TWDB Executive Administrator anticipates amending the state flood plan only once in conjunction with the TWDB 2026-2027 FIF cycle.**

*Note: Amendment guidance documents are not intended to cover all procedural and substantive requirements applicable to flood plan amendments. These documents do not substitute or supersede applicable state regulations. Consult 31 TAC Chapter 361 and Exhibit C Technical Guidelines for Regional Flood Planning and Exhibit D Data Submittal Guidelines.*

## 2 Rule Requirements

### 2.1 Key portions of [31 Texas Administrative Code §361.51 Amendments to Regional Flood Plans](#)

*(a) Local Flood Planning Amendment Requests. A Political Subdivision in the FPR may request an RFPG to consider an amendment to an adopted RFP based on changed conditions or new information. An RFPG must formally consider such request within 180 days after its receipt and shall amend its adopted RFP if it determines an amendment is warranted.*

[31 TAC §361.51(b)(1)-(b)(2) omitted from this guidance document. See 31 TAC §361.51(b)(1)-(2) for text.]

*(c) Amendments to RFPs and State Flood Plan. An RFPG may amend an adopted, Board-approved RFP at a regular RFPG meeting. An RFPG must obtain Board approval of all amendments to RFPs under the standards and procedures of this section. The RFPG may initiate an amendment, or an entity may request an RFPG to amend its adopted, Board-approved RFP.*

*(1) The RFPG shall hold a public meeting at which the RFPG may choose to take action on the amendment. The amendment shall be available for EA and public comment in accordance with §361.21 of this title.*

*(2) The RFPG amendment materials shall be submitted to the EA and shall:*

*(A) include the RFPG responses to all comments received on the amendment in associated with notice in §361.21 of this title; and*

*(B) demonstrate that the amended RFP complies with statute and rules including that it satisfies the requirements in the guidance principles §362.3 of this title (relating to Guidance Principles) and does not negatively affect a neighboring area.*

*(3) After adoption of the amendment, the RFPG shall submit the amendment and its response to comment to the Board which shall consider approval of the amendment following EA review of the amendment.*

*(d) All amendments to an RFP must meet all the requirements related to development of an RFP.*

*[(e) 31 TAC §361.51(e)-(f) omitted from this this guidance document. See 31 TAC §361.51(e)-(f) for text.]*

**Additional guidance:**

It is the responsibility of the political subdivision requesting the amendment, based upon new or changed information, to present a formal request with all required submittals to the RFPG for consideration. The RFPG must determine if the submittal is administratively complete when considering the amendment. The RFPG may accept or reject requests at its discretion during the first regular meeting following the submission of the request. See [31 TAC §361.51\(b\)](#) for more information on Political Subdivision requests and petitions.

**2.2 Key portions of 31 Texas Administrative Code §361.21 General Notice Requirements**

*[31 TAC §361.21 (a)-(g) omitted from this guidance document. See 31 TAC §361.21(a)-(g) for text.]*

*(h) In addition to subsections (a) - (g) of this section, and the notice requirements of Chapter 551, Government Code, the following requirements apply to any RFPG meetings and any RFPG committee, subcommittee, or subgroup meetings:*

*[31 TAC §361.21 (h)(1) omitted from this guidance document. See 31 TAC §361.21(h)(1) for text.]*

*(2) [A]t a minimum, notice must be provided at least seven days prior to the meeting, written comments must be accepted for seven days prior to the meeting and considered by the RFPG members prior to taking the associated action, and meeting materials must be made available online for a minimum of three days prior to and 14 days following the meeting, when the planning group will take the following actions:*

*[31 TAC §361.21 (h)(2)(A) omitted from this guidance document. See 31 TAC §361.21(h)(2)(A) for text.]*

*(B) approval of amendments to RFPs per §361.51 of this title (relating to Amendments to Regional Flood Plans)*

*[31 TAC §361.21 (h)(2)(C) omitted from this guidance document. See 31 TAC §361.21(h)(2)(C) for text.]*

*[31 TAC §361.21 (h)(3) omitted from this guidance document. See 31 TAC §361.21(h)(3)-for text.]*

*[31 TAC §361.21 (i)-(k) omitted from this guidance document. See 31 TAC §361.21(i-k) for text.]*

**Additional Guidance:**

- **Meeting #1:** RFPG considers whether to proceed with amendment at regular RFPG meeting (7-day public notice).
- **Public comments** must be accepted for at least 7 days prior to amendment adoption (meeting #2).

- **Meeting #2:** RFPG considers comments and votes regarding adoption of the proposed RFP amendment (7-day public notice) Meeting materials available online 3 days before and 14 days after the meeting.
- While not generally advised, \*meetings #1 and #2 may be held during the same public meeting with a 7-day public notice, subject to TWDB approval.

### 3 Timeline

The following target dates are intended to align with the anticipated, tentative 2026-2027 Flood Infrastructure Fund timeline (TBD). All dates are subject to change at the discretion of the TWDB.

RFPGs should understand that any work performed on amendments would occur at the same time as second cycle planning tasks and that the RFPGs must consider and manage its limited resources accordingly. All contractual deadlines associated with the second cycle of regional flood planning must be met, including submission of the Technical Memorandum by **September 26, 2025**. RFPGs should ensure amendment submissions are complete, incorporating all requirements and provided guidance. This will expedite TWDB approval process. Key dates include:

- **April 1, 2025:** Deadline to submit amendments to the 2023 Regional Flood Plans to the TWDB for the 2026-2027 Flood Infrastructure Fund
- **Summer-Fall 2025:** TWDB communicates with RFPGs regarding RFIs on amendments
- **November 2025:** TWDB provides notice of “acceptable” amendments
- **Early 2026:** Board considers amendments
- **Summer/Fall 2026:** Board considers amendment to the 2024 State Flood Plan
- Timeline/ deadline for the second amendment opportunity will be made available in the future.
- **September 1<sup>st</sup>, 2029:** State Flood Plan Due to legislature

### 4 Funding an Amendment with Cycle 2 Grant Funds

TWDB has updated the policy regarding the use of 2028 Cycle 2 grant funds to process, review, and approve **up to two amendments** to the 2023 approved Regional Flood Plans during the entire second RFP cycle. The updated policy is reflected in a revised Exhibit A-Scope of Work for the Cycle 2 grant contracts. Sponsors should review the language in Task 10 - Public Participation and Plan Adoption for the new guidance on use of grant funds to process adopted plan amendments. This may inform sub-contracts with Technical Consultants.

### 5 General Requirements for Regional Flood Plan Amendment Submissions

The following items must be included in amendment submissions to be considered compliant with all regional flood planning rules and contract requirements. A list of attachments is provided at the end of this document.

1. One-page summary of changes made to the 2023 Regional Flood Plan May be included with amendment submission. See Attachment B.
2. One (1) electronic copy of a single amended document including all changes in text, describing implications of the said changes to the previously adopted regional flood plan, all changes made to the geodatabase, and appendices (including all relevant tables, charts, and maps, etc.). See Attachment B.

3. One (1) electronic copy of all files on which the amendment is based (only include items that have changed) including:
  - a. Complete Exhibit C tables, as applicable.
  - b. PDF maps, as applicable.
4. A complete set of ArcGIS-compatible data constituting a single file geodatabase of feature classes, regardless of data that has changed.
5. Complete TWDB geodatabase change log (Attachment C) listing all revisions made to relevant feature classes, tables (no negative impact table and list of models), and their associated fields.
6. Certification that the amendments prepared according to administrative rules and adopted by the RFPG (cover letter to the Executive Administrator) (see Attachment B). At minimum shall include assurances that the amended regional flood plan:
  - a. was adopted by the RFPG in accordance with 31 TAC §361.21 related to notice requirements;
  - b. satisfies the requirements for regional flood plans adopted in the guidance principles pursuant to TWC §16.062(h)(1);
  - c. adequately provides for the preservation of life and property and the development of water supply sources, where applicable pursuant to TWC §16.062(h)(2); and
  - d. does not negatively affect a neighboring area, pursuant to TWC §16.062(h)(3).

## 6 Submission Requirements for Flood Risk Reduction Solutions (FMX), as applicable

The requirements for amendments incorporating changes to recommended flood risk reduction solutions include all technical analyses and tables required in Exhibit C: Task 2.4.B (Cycle 1, Exhibit C; Draft Cycle 2 Exhibit C is Task 4A) *Identification and evaluation of potential flood management evaluations and potentially feasible flood management strategies and flood mitigation projects (§361.38)*. A summary of key information to include in amendments is provided in sections 4.1 and 4.2, respectively.

### 6.1 General requirements for changes to recommended FMXs

1. In-text summaries of changes made to RFPG-recommended FMXs.
2. Complete Exhibit C Tables 13, 14, 15, 16, 17, 18, 19, as applicable.
3. Quantitative reporting of the estimated existing flood risks within any newly recommended FMX boundaries.
4. Analyses shall clearly designate a representative location of the newly recommended FMX and beneficiaries including designations of HUC-8 and county location.
5. All data identified in the data submittal requirements as outlined in the Exhibit D: Data Submittal Guidelines.
6. GIS coverage map(s) showing the extent of all recommended FMX in the region. Map requirements should align with those used to prepare the original report, including counties, HUC-12, major roadways, stream segments, contributing drainage area, and relevant hydrologic and hydraulic features (as applicable).

### 6.2 Unique Requirements for Changes to Recommended FMP and/or FMS (in addition to previous section)

1. All recommended FMPs shall be accompanied by a model, previously signed and sealed report, and/or an explanation based on engineering judgement to affirm no negative impact.

2. A complete 'No Negative Impact' table including newly recommended FMPs
3. Model submission for all newly recommended FMPs.
4. Calculated benefit-cost ratio<sup>1</sup> for newly recommended FMPs based on current, observed conditions.
5. A complete Project Details workbook including newly recommended FMPs.
6. One-pager summaries of each newly recommended FMP. One-pagers for FME and FMS are not required but encouraged.
7. A quantitative reporting of the estimated benefits of recommended FMP and FMS, including reductions of flood impacts of the 1% annual chance flood event and other storm events identified and evaluated if the project mitigates to more frequent events.

## 7 Attachments to Amending a Regional Flood Plan Guidance

1. Attachment A – Example Regional Flood Plan Amendment (Main Body)
2. Attachment B – Geodatabase Change Log (included as part of geodatabase submission)
3. Attachment C – Revised Amendment Flowchart
4. Attachment D – No Negative Impact Table
5. Attachment E – Example List of Models Submitted to MS2

For more information on regional flood planning and related guidance, please visit TWDB's [Regional Flood Planning website](#). For information on approximate amendment timelines, please see the [Regional Flood Plan Amendment Process flowchart](#).

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<sup>1</sup> **Note:** While the TWDB has updated its [BCA Input Tool](#), BCA requirements for recommended FMPs has not changed (refer to Exhibit C). RFPs may compute BCA with one of three accepted methods (FEMA, ASCE, TWDB – which incorporates FEMA).