

Amended Plan Submittal Instructions

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Amended Regional Flood Plan Submission

Amended 2023 Regional Flood Plans shall be submitted to SharePoint, in the '06_Amended_2_April_2025' subfolder created for your region.

Note: Please email your TWDB Flood Planner once the amended 2023 Regional Flood Plans have been successfully submitted to SharePoint adhering to the instructions in this document.

Below is the required folder structure for Amended Plan submittals:

```
Flood Planning Submission Collector
  Region_01
    '06_Amended_2_April_2025'
      AdditionalFiles
      FinalData
        Docs
        Figures
        HHModels
        Shapes
        StaticMaps
        Tables
      GeodatabaseSubmittal
```

*The amended plan PDF should be included in the FinalData > Docs subfolder.

A link to your region's respective SharePoint folder will be provided to designated submission representatives by our Flood Data team starting **Tuesday, March 18, 2025**. Table 1 shows the list of designated submission representatives we have on file. Please review the list and confirm its accuracy with your TWDB Flood Planner **no later than Thursday, March 14, 2025**. Please include names AND emails when contacting your TWDB Flood Planner.

Table 1 List of current designated submission representatives by Flood Planning Region

Region Number	Region Name	Designees
1	Canadian-Upper Red	Scott Hubley, Chris Johnson, Bethany Fleitman
2	Lower Red-Sulphur-Cypress	Josh McClure
3	Trinity	Stephanie Griffin, Audrey Giesler
4	Sabine	Mat Leclair, Fatima Berrios
5	Neches	Rolando Ayala, Lincoln Abbott
6	San Jacinto	Maggie Puckett, Cory Stull
7	Upper Brazos	Holly Ahumada, Heather Keister
8	Lower Brazos	Jenna Blohm, Ryan Londeen
9	Upper Colorado	Paula Jo Lemonds, Melissa Beaudry
10	Lower Colorado-Lavaca	Cindy Engelhardt, Heather Harris
11	Guadalupe	Jay Scanlon, Adam Conner
12	San Antonio	Ronald Branyon, Troy Dorman
13	Nueces	Kristi Shaw, Bryan Martin
14	Upper Rio Grande	Travis Brand, Gilbert Andujo
15	Lower Rio Grande	Kristina Leal, Anne Whitko

SharePoint Model Submission Instructions

RFPGs are required to submit models to two locations: in this case, to SharePoint, and to the MS2 application. All newly recommended or previously recommended FMPs/FMSs **where the associated models have changed** should have a corresponding model submission. Note: Do not re-upload models that were previously submitted to TWDB if there are no changes to the corresponding recommended FMPs/FMSs.

All regions should submit a spreadsheet in the “**Tables**” SharePoint subfolder (see folder structure above) with the following fields populated:

Table 2 Required fields for SharePoint Model Submissions

RFPG_NUM	RFPG_NAME	MODEL_ID	MODEL_NAME	MODEL_TYPE	Date Submitted	Submitted with (“Draft” / “Final” / “Amended 2023”, “Amended 2025”)	Associated FMX IDs	Notes/ Corrections to past submissions

Note: All first cycle models were submitted using OneDrive. Past OneDrive submissions cannot be edited, so we ask that you utilize the Notes/Corrections column (Table 2) to make clear which Model_IDs correspond to previous model submissions.

If adding additional models or resubmitting previous models, please use the following folder structure:

In the “HHModels” folder, please create a subfolder for each model with the following naming convention and folders. Please ensure that each model folder is zipped prior to uploading to the submission site.

```
<MODEL_ID>_<MODEL_NAME>/  
    Model_Files/  
    Supporting/  
    GIS/
```

Note:

1. Please ensure Model IDs in the ModelCoverage feature class, the HHModels spreadsheet, SharePoint folder, and the MS2 application metadata match for the same model.
 - a) It is not required for you to reupload previously submitted OneDrive models with the Amended Plan unless there are changes to associated FMPs/FMSs. Instead, please make it clear in the new HHModels spreadsheet which previous OneDrive folder name matches the current Model ID in the ModelCoverage feature class.
2. Associated GIS files do not need to be separated from the model. Only additional supporting GIS files need to be included in the GIS subfolder.
3. All folders in the above folder structure should be included, regardless of whether there is information included in all folders. For example, if either the “Supporting” or “GIS” folders is empty, please include them.
4. Please include all required companion files, including required models, as needed in the model folder.

MS2 Model Submission Instructions

Hydrologic and hydraulic models used by the RFPs during the first flood planning cycle are also required to be submitted to the Texas Disaster Information System (TDIS) MS2 submission site. Models previously submitted for the Draft, Final Plan, and the first Amended Plan do not need to be resubmitted for the current Amended Plan unless changes have been made.

1. Requesting User Accounts

Log in information for previous users should not have changed.

New users can send an email to tdis@tamu.edu to request account creation. Please cc floodplanningdata@twdb.texas.gov.

2. Folders in the Model Upload

The following folder structure and naming convention should be used in the MS2 model upload:

```
<MODEL_ID>_<MODEL_NAME>/  
    xxxxxx.yml  
    Coverage_<MODEL_ID>.gdb  
    Model_Files/  
    Supporting/  
    GIS/
```

Note:

1. It is imperative that the Model IDs match between the TDIS system, the regional flood plan geodatabase, and regional flood plan text so that these can be linked together in the state flood plan.
2. Associated GIS files do not need to be separated from the model. Only additional supporting GIS files need to be included in the GIS subfolder.
3. If either the “Supporting” or “GIS” folders is empty, please include it for consistency.
4. Please include all required companion files, including required models as needed in the model folder.
5. It may be that two model types in the metadata choices are appropriate. An example is a complex stormdrain model which might fit ‘Stormdrain’ or 2D. It is expected that a simple stormdrain model would be categorized as ‘Stormdrain’ while a more complex stormdrain model would be categorized under appropriate types such as 2D. TWDB can review category choices before uploading, if desired.
6. The .yaml file will be created by the TDIS metadata interface.

3. Model ID and Coverage Feature

The interface for the TDIS upload requires a model ID. This should be the same MODEL_ID from the ModelCoverage feature class in the region geodatabase.

The interface also requires an associated FMX ID. If you would like to include a model that was used to determine floodplain boundaries rather than for an FMX, please prepend “HAZ” to the hazard ID and submit it in the FMX ID field.

The TDIS system also requires the coverage boundary of the model be provided. This should be uploaded into the same folder as the model and the TDIS-produced .yaml file.

Note: The model coverage geodatabase (“Coverage_<MODEL_ID>.gdb”, such as “Coverage_01000000000014.gdb”) should consist of only one polygon feature class (“Coverage_<MODEL_ID>”) with one feature, which is the boundary of the model. This should match the boundary in the ModelCoverage feature class, and it is recommended to create this feature class by exporting the one needed feature from the ModelCoverage feature class.

4. Timeline and Locations

Regions will submit their models through the TWDB TDIS model management system and also place them in the FinalData/HHModels folder of their Sharepoint submission location (See Exhibit D Figure 1).

Model uploads should be completed by regions onto the TDIS system by April 1, 2025. If additional time beyond that is needed, please let us know.

5. Working with TDIS

Instructions about performing the upload are embedded in the interface and are available here: <https://tdis.notion.site/TWDB-MS2-Documentation-f29b9cae09cd42fe95bc1d4a3c05edbc>.

The TDIS interface for region uploads is available here: <https://twdb.cloud.tdis.io/>.

For any questions or concerns regarding model upload or other data related needs, please email tdis@tamu.edu and cc floodplanningdata@twdb.texas.gov .

6. PowerShell Requirements for Model Upload with Microsoft Windows

If you are uploading from a Microsoft Windows environment, you will need the latest version of PowerShell on your system. See [Microsoft's installation instructions](#).