



Final Report PowerApp Instructions

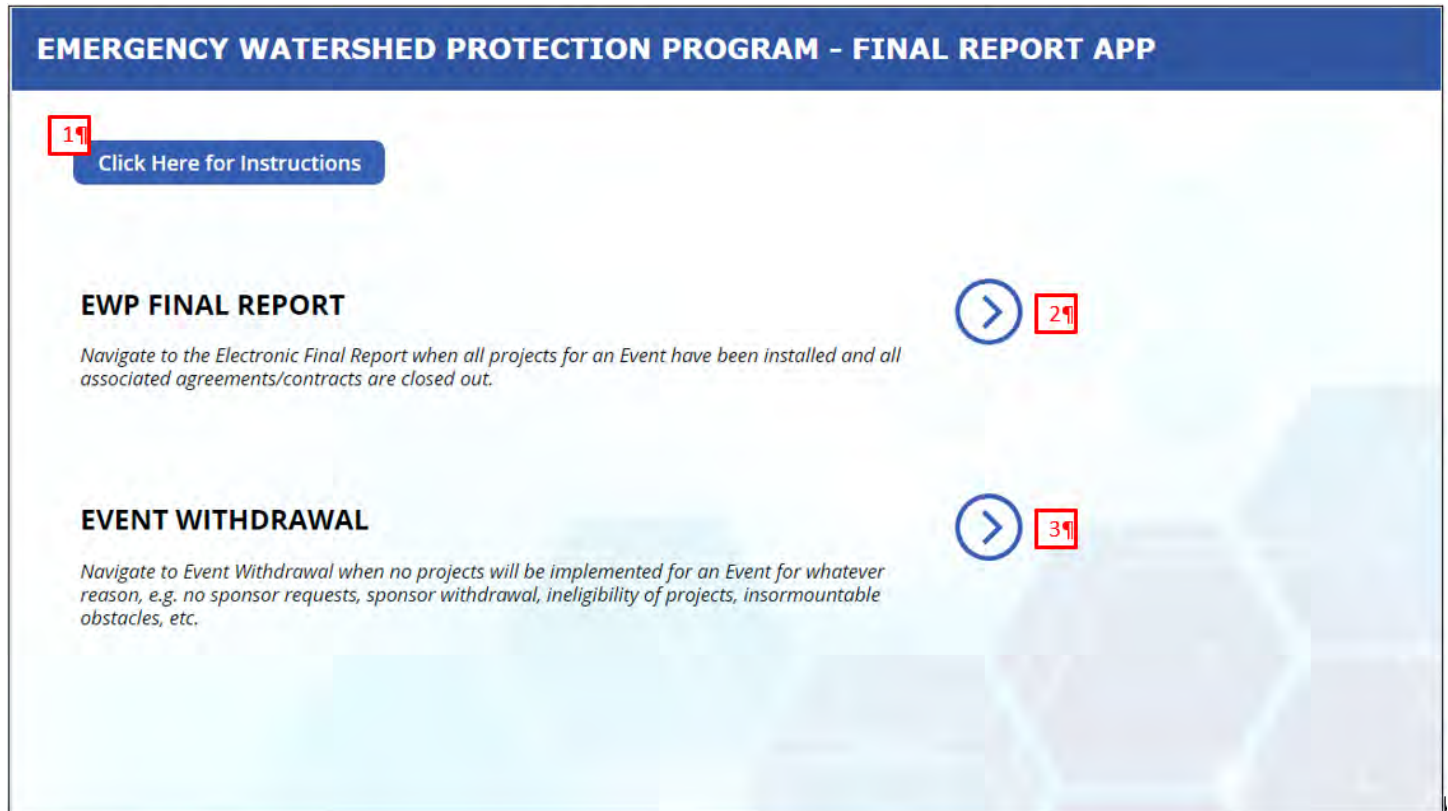
ACCESS APP HERE: [Final Report PowerApp](#)

This document provides details and instructions on using the developed application for submitting a Final Report as required by policy and withdrawing Events with no projects implemented. The screens shown here are blank with instructions on how to navigate the application. See Appendices for examples of screens with filled in information.

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EWP Final Report PowerApp Start Screen



1. The “Click Here for Instructions” button will navigate you to the latest set of the instructions for the EWP Final Report PowerApp
2. This arrow button will navigate you to the EWP Final Report section of the PowerApp. Instructions for the Final Report start on page 2.
3. This arrow button will navigate you to the Event Withdrawal section of the PowerApp. Instructions for the Event Withdrawal are on page 8.

Final Report

Screen 1 – General Information

The screenshot shows a web form titled "EMERGENCY WATERSHED PROTECTION PROGRAM - FINAL REPORT". The form is divided into several sections:

- Navigation:** At the top right, there are back and forward navigation arrows, with a red box labeled "10" next to the forward arrow.
- Form Fields:**
 - 1:** State (dropdown menu)
 - 2:** Project Number (dropdown menu)
 - 3:** Date All Agreements Closed (calendar icon)
 - 4:** Report Date (calendar icon, showing 1/11/2023)
 - 5:** Description of Disaster (text area)
 - 6:** Disaster Project Total FA Expended (\$) and Disaster Project Total TA Expended (\$) (text input fields)
 - 7:** Project ID, Disaster Event, Disaster Date, and Disaster Type (text input fields)
 - 8:** Number of DSRs: 0 (with an "Edit" button) and a table with columns "DSR" and "Date Construction Completed".
 - 9:** Manual DSR Entry section with "DSR Number" and "Date Completed" (calendar icon) input fields, and an "Add" button.

1. Select the state from the dropdown list.
2. After selecting the state, the *Project Number* list will be automatically populated with the available project numbers for that state. Select the project number for which the Final Report is being submitted.
3. Provide the date for which the last agreement for this Event was closed. By policy, the final report should be submitted within 30 days of the closeout of the final agreement.
4. Select the date that the final report is being submitted. This date will default to today's date.
5. Provide a brief description of the natural disaster that occurred and the impairment of the watershed.
6. Enter the total amount of federal funding that was expended for this event for both Financial Assistance (FA) and Technical Assistance (TA).
7. These project identification items will automatically populate once the state and project number have been selected. If there are errors or edits required to this information, the user should contact with the National EWP Program Coordinator.
8. This table identifies all the DSRs associated with the selected event that have not been withdrawn. If a date of construction complete has not been provided in other management interfaces, it can be entered here by selecting the *Edit* button and providing the correct date for that DSR. These corrected dates will be reflected in the DSR Status Table that is used to manage the status updates of individual DSRs. **If a displayed DSR has actually been withdrawn, that change will need to be made directly through the DSR Status Table found on the National EWP SharePoint page ([HERE](#) -> Reporting (due on the 15th)).**
9. If a known DSR does not appear in the generated table, it can be manually entered using these controls. The DSR number and a date of completion need to be entered before it can be added to the list; the *Add* button will not be selectable until these fields are completed. Once added, the DSR should appear in the table above. The DSR count will also update to reflect the additional DSR.
10. Use the navigation buttons at the top of the form to navigate between screens. On this screen, the Next icon will not be available until all entry fields have been completed. Users can navigate back and forth between screens to update or edit information as necessary.

Screen 2 – Agreement Information

EMERGENCY WATERSHED PROTECTION PROGRAM - FINAL REPORT

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Enter information for each cooperative agreement or federal contract for this EWP event. For federal contracts, a default value will be applied to the Agreement Number column but can be edited by the user. Rows can be added or deleted as necessary using the controls below.

2 12

1	Contracting Method	Sponsor Name	Agreement Number	LRA	Total Const. Cost	FA Funds Expended	TA Funds Expended	Local Contribution/Value	
	3	4	5	6	7	8	9	10	11

1. The table of agreements will automatically be populated from information found in the DSR Status Table. Depending on the number of unique agreements found in the DSR Status Table, this process may take a few seconds.
2. Additional agreements can be added to the list using the *Add Row* button. Once selected, a new line of fields will be inserted at the bottom of the list. Information can be inserted for each element of the table except the *Local Contribution/Value* which is directly calculated based upon the total construction cost and the expended financial assistance funds.
3. Select the appropriate contracting method for each agreement or project that was constructed through this EWP effort. The user can select either *Cooperative Agreement* or *Federal Contract*.
4. Enter the name of the sponsor for each agreement or project.
5. For cooperative agreements, enter the unique agreement number. For federally contracted projects, an agreement name is automatically generated ("*Reimbursable - [Sponsor Name]*"). The user may edit this as necessary to include any unique identifiers such as an IAS number. All entries into the *Agreement Number* column should be unique to easily distinguish for later agreement specific data entry.
6. Using the check box, identify whether the project is geographically located within a Limited Resource Area (LRA).
7. Enter the total cost of construction for the projects in the agreement/contract. This should include the initial agreement/contract cost and any approved modifications.
8. Enter the amount of Financial Assistance (FA) funds contributed to the agreement by the NRCS.
9. Enter the amount of Technical Assistance (TA) funds contributed to the agreement by the NRCS.
10. The Local Contribution/Value amount is automatically calculated as the difference between the total construction cost and the expended financial assistance funds.
11. The *Trash* icon can be used to delete erroneous rows as necessary.
12. When information is added or changed in table, a notification icon will appear alerting the user that changes have been made and should be saved (using the *Save* button) prior to navigating to other screens.
13. Use the navigation buttons at the top of the form to navigate between screens. On this screen, the *Next* icon will not be available until changes and edits have been saved.

Screen 3 – Installed Practice Information

EMERGENCY WATERSHED PROTECTION PROGRAM - FINAL REPORT

Select the Conservation Practice Standards and quantities installed for each agreement using the controls below.

1

2 Add Row 8 Save

CPS Code	Conservation Practice Standard	Unit	Quantity Installed	
3	4	5	6	7

1. Select individual agreements from the dropdown list. The agreements are populated directly from information provided on the previous screen.
2. Once an agreement is selected, the user can add rows as necessary to identify what conservation practice standards (CPSs) were applied for that agreement. Identify the quantity installed/applied for each CPS. Add rows as necessary to fully capture each CPS applied. **This information must be provided for each agreement.** New tables are displayed when the user selects a different agreement from the dropdown. The information is saved to allow the user to return to individual agreements and edit as necessary.
3. The CPS code will automatically be generated based upon the practice selected in the dropdown list.
4. The dropdown provides a list of Conservation Practice Standards that are typically used on EWP projects. Select the appropriate practice(s) for the measures that were installed as part of the EWP efforts for each agreement/contract. If a CPS is required that is not included in the list, please contact the National EWP Program Coordinator.
5. The units or measure for each CPS are automatically generated based upon the standard practice units provided in the national practice standard.
6. Enter the quantity of units installed for each CPS implemented for the selected agreement/contract.
7. The Trash icon can be used to delete erroneous rows as necessary.
8. As on the previous screen, when information is added or changed in table, a notification icon will appear alerting the user that changes have been made and should be saved (using the Save button) prior to navigating to other screens.
9. Use the navigation buttons at the top of the form to navigate between screens. On this screen, the Next icon will not be available until changes and edits have been saved.

EMERGENCY WATERSHED PROTECTION PROGRAM - FINAL REPORT

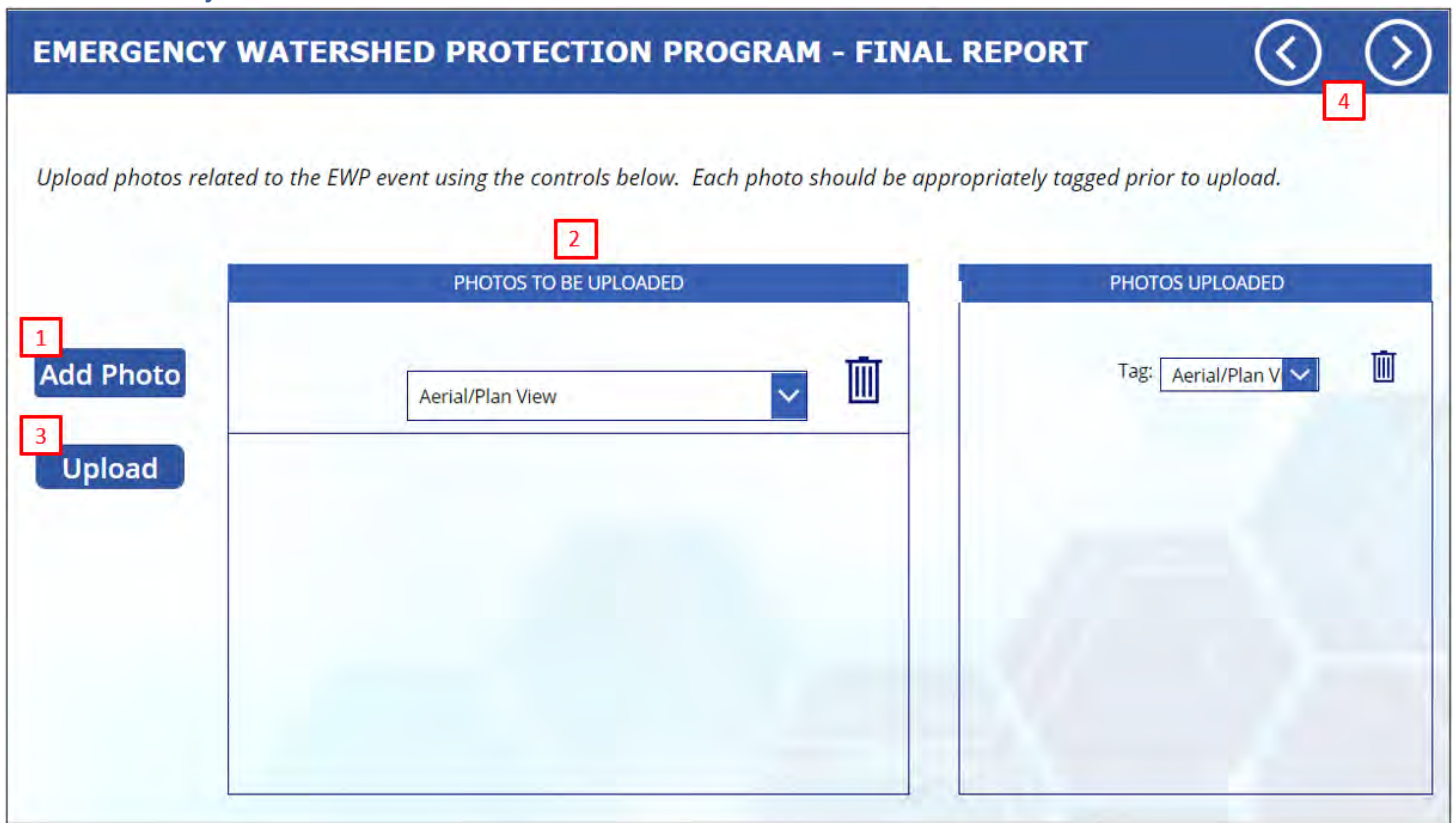
For each agreement, provide the following information on the assets and infrastructure that were protected through the installed measures.

1. [Dropdown menu]

3. [Save button]

2. [Form area containing input fields for protected assets and infrastructure]

1. Select individual agreements from the dropdown list. The agreements are populated directly from the agreement list previously provided.
2. Once an agreement is selected, enter the requested information pertaining to the assets and infrastructure protected by the measures installed through the EWP program effort. For items that are not applicable, fields can be left blank or a value of "0" may be entered. This information should be provided for each agreement. New tables are displayed when the user selects a different agreement from the dropdown. The information is saved to allow the user to return to individual agreements and edit as necessary.
3. As on the previous screens, when information is added or changed in table, a notification icon will appear alerting the user that changes have been made and should be saved (using the *Save* button) prior to navigating to other screens.
4. Use the navigation buttons at the top of the form to navigate between screens. On this screen, the *Next* icon will not be available until changes and edits have been saved.



1. Photo documentation of the EWP event is to be provided on this screen. To add a photo, select the Add Photo button and then navigate to stored location and select the desired photo. Additional photos can be selected using the same process. **Name the photos with at least the DSR name/number for future reference before uploading.**
2. The Photos to be Uploaded table is a temporary storage location for the photos. The user can select the appropriate tag for the photo and ensure that the desired photos are included in this table prior to upload.
3. When ready, select the Upload button to upload the selected photos to the cloud-based storage. Once uploaded, the photos will appear in the Photos Uploaded table on the right of the screen. Users can directly edit the provided tags or delete the photos from the database using the trash icon.
4. Use the navigation buttons at the top of the form to navigate between screens. On this screen, the Next icon will not be available until changes and edits have been saved.

EMERGENCY WATERSHED PROTECTION PROGRAM - FINAL REPORT

Status of report being submitted: Draft

change as appropriate

Provide the following information regarding the implementation of the EWP program for this event.

1 Affected Resources

Beneficial Effects


Unusual Situations

Lessons Learned

1. Provide the requested qualitative information regarding the implementation of the EWP program for this specific event. More in-depth descriptions of the requested information can be found by hovering the cursor over each title.
2. The status of the Final Report is defaulted to Draft. This is done to allow users the opportunity to initiate and update agreement information as individual agreements are closed throughout the EWP process. Once all agreements have been closed and the Final Report is complete, the toggle button can be changed to Final to formally submit the report.
3. The submit button (check mark icon) will create/save the entered data to a cloud-based storage system managed by the National EWP office. **Even in a draft status, the submit button should be selected to ensure all information is stored.** This allows the user to return later to update/append/ finalize information as necessary.

Event Withdrawal Screen

EMERGENCY WATERSHED PROTECTION PROGRAM - EVENT WITHDRAWAL

4 

State 1

Project Number 2

3 Project ID: Disaster Event:

Disaster Date: Disaster Type:

Select the button below when no projects will be implemented for the above selected Event for whatever reason, e.g. no sponsor requests, sponsor withdrawal, ineligibility of projects, insormountable obstacles, etc.

This action will update the Event Status to 'Closed' in the State Project Numbers EWP Sharepoint list. If for any reason this action needs to be reversed, contact the National EWP Program Coordinator.

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1. Select the state from the dropdown list.
2. After selecting the state, the *Project Number* list will automatically be populated with the available project numbers for that state. Select the project number for which the Event Withdrawal is being submitted.
3. These project identification items will automatically populate once the state and project number have been selected. If there are errors or edits required to this information, the user should coordinate with the National EWP Program Coordinator.
4. Use the navigation button at the top of the form to navigate between screens.
5. Click on the Withdraw Event button to close out the Event on the State Project Numbers list on the EWP SharePoint.

Appendix A – Final Report Screens with Sample Information

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EMERGENCY WATERSHED PROTECTION PROGRAM - FINAL REPORT

State: Headquarters
Project ID: HQ5000
Disaster Event: Test Event

Project Number: 5000
Disaster Date: 6/8/2022
Disaster Type: Wildfire

Date All Agreements Closed: 6/9/2022
Disaster Project Total FA Expended (\$): \$1,000,000

Report Date: 1/12/2023
Disaster Project Total TA Expended (\$): \$250,000

Description of Disaster:

A category IV sharknado damaged multiple sites near the Potomac River. Damages included eroded river banks near 8 homes, damage to 1 flood retention dam, and excessive accumulation of debris at multiple crossings including 2 bridges and 7 culverts.

Number of DSRs: 3 Edit

DSR	Date Construction Completed
XX-XX-22-5000-001	6/9/2022
XX-XX-22-5000-002	6/6/2022
XX-XX-22-5000-003	12/14/2022

Manual DSR Entry Add

DSR Number:

Date Completed: Select Date

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EMERGENCY WATERSHED PROTECTION PROGRAM - FINAL REPORT

HQ5000 Test Event

Enter information for each cooperative agreement or federal contract for this EWP event. For federal contracts, a default value will be applied to the Agreement Number column but can be edited by the user. Rows can be added or deleted as necessary using the controls below.

Add Row
Save

Contracting Method	Sponsor Name	Agreement Number	LRA	Total Const. Cost	FA Funds Expended	TA Funds Expended	Local Contribution/Value	
Cooperative Agree	Potomac SCD	NR22XX50XXXXC001	<input type="checkbox"/>	\$ 533,333	\$ 400,000	\$ 100,000	\$ 133,333	
Federal	Capital City	Reimbursable - Capital C	<input type="checkbox"/>	\$ 800,000	\$ 600,000	\$ 150,000	\$ 200,000	
Cooperative Agree	DC SCD	NR22XX50XXXXC002	<input checked="" type="checkbox"/>	\$ 1,000,000	\$ 750,000	\$ 75,000	\$ 250,000	

EMERGENCY WATERSHED PROTECTION PROGRAM - FINAL REPORT



HQ5000 Test Event

Select the Conservation Practice Standards and quantities installed for each agreement using the controls below.

- NR22XX50XXXXC001
- Reimbursable - Capital City
- NR22XX50XXXXC002

	Conservation Practice Standard	Unit	Quantity Installed	
326	Clearing and Snagging	FT	722	
580	Streambank and Shoreline Protection	FT	550	
587	Structure for Water Control	EA	2	
587	Structure for Water Control	EA	2	

EMERGENCY WATERSHED PROTECTION PROGRAM - FINAL REPORT



HQ5000 Test Event

For each agreement, provide the following information on the assets and infrastructure that were protected through the installed measures.

- NR22XX50XXXXC001
- Reimbursable - Capital City
- NR22XX50XXXXC002



HQ5000 Test Event

Upload photos related to the EWP event using the controls below. Each photo should be appropriately tagged prior to upload.

Add Photo

Upload

PHOTOS TO BE UPLOADED

PHOTOS UPLOADED

Site 1 After.jpg

Tag: After v

Site 1 Before.png

Tag: Before v

Site 2 During.jpg

Tag: During Const v on

Site 2 After.jpg

Tag: After v

Flooding.png



HQ5000 Test Event

Status of report being submitted: Final
change as appropriate

Provide the following information regarding the implementation of the EWP program for this event.

Affected Resources

All Cultural Resources were avoided. All disturbed areas were reseeded with mixes that were approved by USFS. Some grade control structures were built utilizing dead logs from the fire which was more environmentally acceptable to the normal rock rip-rap.

Beneficial Effects

Softer construction materials were used to lessen environmental impact. Seed mixes were made to fit the appropriate ecological sites and used native species. The protection work saved both homes and businesses from loss of potable water. Electricity to millions of customers was protected. The heightened stress of the residents, the county, and businesses was relieved.

Unusual Situations

This EWP project was unusual due to its size, coordination that was needed with USFS & BLM, coordination with 2 different culinary water suppliers, coordination with a large irrigation company, and large multi-state power producer.

Lessons Learned

Sometimes we in NRCS think it is difficult to work with land management agencies like the USFS and BLM. However at least on this project they were very good to work with and very responsive. We were in contact with each other from the beginning and kept up the communication and responsiveness to each other's needs which was essential for success. The partnership was extremely beneficial since some of the protection work was on USFS and BLM administered land.

Appendix B – Event Withdrawal Screen with Sample Information

EMERGENCY WATERSHED PROTECTION PROGRAM - EVENT WITHDRAWAL

State: Headquarters

Project ID: HQ5000

Disaster Event: Test Event

Project Number: 5000

Disaster Date: 6/8/2022

Disaster Type: Wildfire

Select the button below when no projects will be implemented for the above selected Event for whatever reason, e.g. no sponsor requests, sponsor withdrawal, ineligibility of projects, insormountable obstacles, etc.

This action will update the Event Status to 'Closed' in the State Project Numbers EWP Sharepoint list. If for any reason this action needs to be reversed, contact the National EWP Program Coordinator.

WITHDRAW EVENT