

NCDA&CS Hurricane Helene

Agricultural Disaster Recovery Program

USDA Block Grant

SharePointFile Structure

Files to be stored on the SharePoint Helene Block Grant:

<https://nconnect.sharepoint.com/sites/AGR-SoilWaterConservation/HeleneUSDABlockGrant/Forms/AllItems.aspx>

The screenshot shows a SharePoint library interface. At the top, there is a blue header with the 'SharePoint' logo and a search bar labeled 'Search this library'. Below this is an orange banner with the text 'AGR - Soil & Water Conservation' and a search icon. The main content area is titled 'Helene USDA Block Grant' and includes options to 'Add shortcut to OneDrive', 'Forms', and 'Edit in grid view'. A navigation pane on the left shows icons for home, search, and other functions. Below the title, there are icons for Word, Excel, PowerPoint, and OneNote. The main area displays a table of folders:

Name	Modified	Modified By	+ Add col
Alamance	September 6, 2023	AGR-Solutions	
Alexander	September 6, 2023	AGR-Solutions	
Alleghany	September 6, 2023	AGR-Solutions	
Avery	September 6, 2023	AGR-Solutions	
Beaufort	September 6, 2023	AGR-Solutions	
Bertie	September 6, 2023	AGR-Solutions	

Each County Folder should have a Microsoft Excel Project Tracking Sheet. This is located in each county folder with the following name: COUNTY_HGB_INTAKE. **DO NOT EDIT the location of this file - This is view only**

The following information will be added to the appropriate county file.

SharePoint File Structure

Helene Block Grant

June 12, 2026

- Project Name and Location
- Applicant Name
- Applicant Address
- COUNTY Contact
- State Contact
- Project Constructed?
 - Yes – go to Site Assessment
 - No – go to Design
 - Go to District employee with JAA or
 - Division Engineer
- Site Assessment completed?
 - by who and date.
- Design Needed –
 - by who
 - Permits needed? (list which ones)
- CPS In compliance with?
 - 90%
 - 70%
 - Award Letter Date

Make a NEW FOLDER FOR EACH APPLICATION, by copying the Template Folder, and following the naming convention HBG_COUNTY_NAME_YR_MO_DAY (Name is the last name of the Landowner/Applicant)

EACH FOLDER MUST INCLUDE THE FOLLOWING DOCUMENTS:

- Application
 - COUNTY_NAME_YR_MO_DAY_APPLICATION
- Fillable Field Sheet
 - COUNTY_NAME_YR_MO_DAY_FS_CPS_XXX
- Decision Sheet
 - COUNTY_NAME_YR_MO_DAY_DS_CPS_XXX
- Photolog
 - COUNTY_NAME_YR_MO_DAY_PHOTOS
- NRCS APE report
 - COUNTY_NAME_YR_MO_DAY_APE
- Parcels Map
 - COUNTY_NAME_YR_MO_DAY_PARCELS

SharePoint File Structure

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- Signed determination/approval letter
 - COUNTY_NAME_YR_MO_DAY_DETERMINATION_LETTER
- Cost-Estimate
 - COUNTY_NAME_YR_MO_DAY_COST_ESTIMATE
- All project folders for sites including soils analysis will include a soils sub folder named and completed by soil scientist

IF SITE HAS NOT YET BEEN CONSTRUCTED AND NEEDS DESIGN:

- Include all documents from above, except for the Field Sheet
- For Division Employees: use the Divisions project file structure
- For District Employees, the project folder will need to include, at a minimum, the following subfolders
 - DESIGN
 - Design Plans - COUNTY_NAME_YR_MO_DAY_PLANS
 - All files associated with design drawings
 - All files associated with design analysis
 - PERMITTING
 - Include any relevant documentation regarding required permitting here
 - CONSTRUCTION
 - Include any relevant documentation regarding construction here:
 - Photo logs
 - Material/delivery receipts
 - Plan redlines/As-builts