



United States
Department of
Agriculture

Engineering
Jacob Dieguez, PE



NRCS Maryland State Technical Committee

Technical Updates - Engineering

April 01, 2025

Natural
Resources
Conservation
Service

nrcs.usda.gov

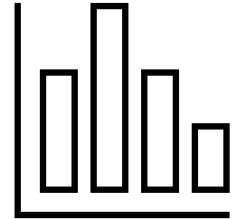
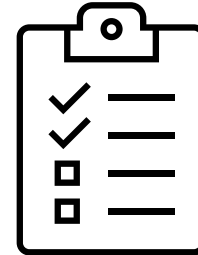
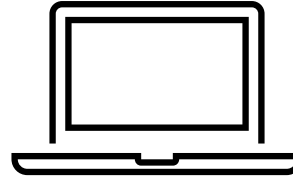
Agenda

- **Engineering Assistance Tracker**
 - **Goals**
 - **Overview**
 - **Look ahead**



Engineering Assistance Requests

Background



- **Goals**

- Develop **project**-oriented assistance log
 - One (1) entry for each project – covering all tasks
 - *I&E, Survey, Design, Review, Construction, AsBuilt, Misc*
- **Easier**, consistent data entry
- **Realtime** snapshot of assistance needs

Workload Tracker

- Moving on from Excel...

Workload Priorities_01_19_2024 - Saved

Search for tools, help, and more (Alt + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw ArcGIS

Undo Paste Cut Copy Format Painter Clipboard Font Century Schoolbo... 11 A A B I U D Wrap Text Merge & Center Alignment General Number Conditional Formatting Styles Cell Styles Insert Delete Format Cells AutoSum Clear Sort & Find & Filter Select Add-ins Add-ins

A4 James Belt

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Cooperator's Name	Project Name	Count	Priority Ranking	Job Class	Type of Request	Date of Request	Due Date	Date of Completion	Engineering Staff Assigned	Program (EQIP, MACS, CTA, etc.)	Remarks	Request Completed?
3								2/14/1900					
4	James Belt	CARR_James_Belt_367_313_561	Carroll			Design Review and Approval	3/12/2025	4/26/2025		W. Johnson	EQIP/MACS		
5	Lisa Lucabaugh	CARR_Lisa_Lucabaugh_367_561_313	Carroll		III	Design Review and Approval	3/5/2025	4/19/2025		W. Johnson	EQIP		
6	Kenneth Wisner	CARR_Wisner_WW2_412	Carroll		V	Design Review and Approval	2/13/2025	3/30/2025		L. Ashbaugh	MACS		
7	David Swain	CARR_David_Swain_309	Carroll		III	Design Review and Approval	5/28/2024	7/12/2024		L. Ashbaugh	EQIP	Checking design	
8	Phil Snader	CARR_SnaderFarmsWiltRd_412	Carroll		IV	Design Review and Approval	3/5/2025	4/19/2025		L. Ashbaugh	EQIP		
9								2/14/1900					
10								2/14/1900					
11								2/14/1900					
12								2/14/1900					
13								2/14/1900					
14								2/14/1900					
15								2/14/1900					
16								2/14/1900					
17								2/14/1900					
18								2/14/1900					
19								2/14/1900					
20								2/14/1900					
21								2/14/1900					
22								2/14/1900					
23								2/14/1900					
24								2/14/1900					
25								2/14/1900					

Summary Summary - By Date Completed Requests Allegany Anne Arundel Baltimore Baltimore City Calvert Charles Caroline Carroll Cecil Dorchester Frederick Garrett Harford +

Workbook Statistics

Assistance Tracker

• ...into Microsoft SharePoint

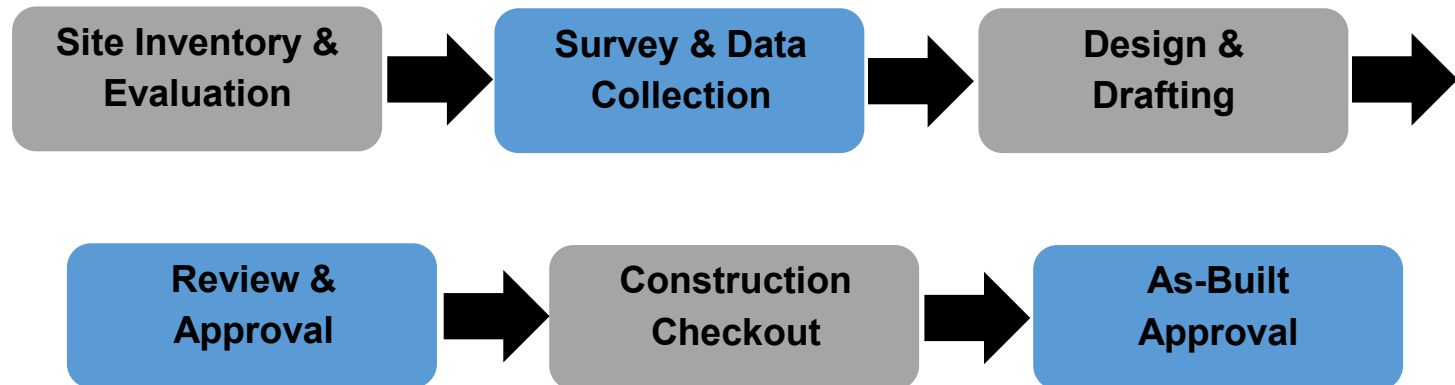
+ Add new item Edit in grid view Undo Share Export Forms Automate Integrate								Manage access	
Engineering Workload									
All Items Assigned to Me Current Projects I-West II-Central III-South IV-East + Add view									
Project Name	Participant Name	Request Date	Area	County	Program	Practice(s)	Job Class		
DORC_Collin_Tokosch_N_657	Collin Tokosch	7/22/2024	East	Dorchester	CREP	657 587 468	III		
DORC_Collin_Tokosch_S_657	Collin Tokosch	7/22/2024	East	Dorchester	CREP	657 587 468	III		
DORC_Barnett_Farms_441	Barnett Farms LLC	7/22/2024	East	Dorchester	AMA	441	IV		
DORC_John_Taylor_642	John Taylor	7/22/2024	East	Dorchester	EQIP	642 533 430	III		
DORC_John_Gundry_372	John Gundry	7/22/2024	East	Dorchester	EQIP	372 430 442 642	IV		
Talb_Blades_378	Wise Holding LLC	7/22/2024	East	Talbot	MACS EQIP	378 587	IV		
Talb_HBR_313	Buddy Callahan	7/22/2024	East	Talbot	EQIP	313 342 367 558 560 561	III		
Talb_Councell_Slaughter_313	Chip Councell	7/22/2024	East	Talbot	EQIP	313 558 560 561 342 367	III		
Talb_Councell_Whitemarsh_313	Chip Councell	7/22/2024	East	Talbot	EQIP	313 367 558 560 561 342	III		
Talb_Swann_313	PT Swann Jr	7/22/2024	East	Talbot	EQIP	558 560 561 620 309	III		
Talb_P_Swann_380	Peggy Swann	7/22/2024	East	Talbot	EQIP MACS	580 410			
Talb_boyd_F3_410	William Boyd	7/22/2024	East	Talbot	EQIP MACS	410			
Talb_Wade_410_412	Clare Wade	7/22/2024	East	Talbot	EQIP MACS	410 412			
Talb_D_Hutchison_309	Darcey Hutchison	7/23/2024	East	Talbot	EQIP	309 342 558 561 620	III		
CARO_Moore_AgChem	William Moore III	7/23/2024	East	Caroline	EQIP	309 558 620 606 561	III		
DORC_Hilmar_Helgason_372	Hilmar Helgason	7/23/2024	East	Dorchester	EQIP	372			
Talb_Bountiful_605_656	Arthur Foster	7/23/2024	East	Talbot	EQIP	468 605 656 342 606 587	V		
CARO_SaulsburyLordPDA_Ditch3_578	Saulsbury Lord PDA	7/23/2024	East	Caroline	MACS	578 580 342 484	IV		

Benefits and Features

- Easy, **form-based** user entry
- **Automated** tagging and email alerts
- **Comment** log for easy communication and decision notes (i.e. CON-6 notes)
- Customizable, **filtered** views
- Version **history** for quick documentation
- **Power BI reporting**

What goes on the list?

- **Any requests needing the attention of area engineering**



What goes on the list?

- **Inventory and Evaluation (I&E)** – requests for consultation and initial site visits
- **Survey** – requests for survey and data collection assistance
- **Design** – requests for design assistance and design competition
- **Review** – requests for design reviews and final design approval
- **Construction** – requests for inspection and checkout services
- **As-Built** – requests for as-built review and approval
- **Other** – miscellaneous assistance requests associated with a project



Directives

> Management and Strategy

> Ecological Sciences and C...

Shared with us

Programs

Engineering

Maryland Training Site

Public Affairs/Outreach

Soils

Civil Rights

Recycle bin

Edit

Return to classic SharePoint

+ Add new item

Edit in grid view

Undo

Share

Copy link

Export

Forms

Automate

...

Manage access

Engineering Workload ★ 🔍



All Items

Assign...

Current Projects

I-West

II-Cent...

III-South

IV-East

...

+ Add view

This view uses filters that you [can view and edit here](#).

Clear filters

Project Name	Participant Na...	Request D...	Area	County	Current Phase	Project Status	Progr...
CARO_NAGEL_441,449	Harry Nagel	4/5/2024	East	Caroline	Design Review		AMA
DORC_Collin_Tokosch_N_657	Collin Tokosch	7/22/2024	East	Dorchester	Construction Se...		EQUIP
DORC_Collin_Tokosch_S_657	Collin Tokosch	7/22/2024	East	Dorchester	Construction Se...		EQUIP
DORC_John_Taylor_642	John Taylor	7/22/2024	East	Dorchester	Design Review		EQUIP
DORC_John_Gundry_372	John Gundry	7/22/2024	East	Dorchester	Design (Includin...		EQUIP
Talb_Blades_378	Wise Holding LLC	7/22/2024	East	Talbot	Design Review		MACS
Talb_HBR_313	Buddy Callahan	7/22/2024	East	Talbot	Design Review		EQUIP
Talb_Councell_Slaughter_313	Chip Councell	7/22/2024	East	Talbot	Design (Includin...		EQUIP
Talb_Councell_Whitemarsh_313	Chip Councell	7/22/2024	East	Talbot	Design (Includin...		EQUIP
Talb_Swann_313	PT Swann Jr	7/22/2024	East	Talbot	Design Review		EQUIP
Talb_P Swann_380	Peggy Swann	7/22/2024	East	Talbot	I&E		EQUIP
Talb_boyd_F3_410	William Boyd	7/22/2024	East	Talbot	I&E		EQUIP
Talb_Wade_410_412	Clare Wade	7/22/2024	East	Talbot	I&E		EQUIP

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Engineering Review Request

PARTICIPANT INFORMATION

Alt Project Name *

Enter value here

Alt Participant Name *

Enter value here

☒ Area *

- ☐ West
- ☐ Central
- ☐ South
- ☐ East

☒ County *

—

REQUEST INFORMATION

Calendar Request Date *

Enter a date

Date project is entered

☒ Current Phase *

—

List Practice(s)

—

☒ Job Class

—

List Program

—

☒ Project Status

—

Project status

☒ Request for *

- ☐ Field Office
- ☐ Area Engineering
- ☐ State Office

Calendar Assistance Needed By Date

Enter a date

Save

Cancel

✓ **Permits**

💵 **Cost Estimate**

Enter a number

Assigned to

👤 **Planner ***

Enter a name or email address

Office planning contact

👤 **Technical Contact ***

Enter a name or email address

Office technical contact

INVENTORY & EVALUATION

✓ **I&E Status**

👤 **I&E assigned to**

Enter a name or email address

Assigned to or completed by

📅 **I&E completed**

Enter a date

SURVEY

✓ **Survey Status**

👤 **Survey assigned to**

Enter a name or email address

Assigned to or completed by

📅 **Survey completed**

Enter a date

DESIGN

✓ **Design Status**

👤 **Design assigned to**

Enter a name or email address

Assigned to or completed by

📅 **Design completed**

Enter a date

REVIEW

Save

Cancel

REVIEW

✓ Review Status

👤 Review assigned to

Assigned to or completed by

📅 Review completed

CHECKOUT

✓ Checkout Status

👤 Checkout assigned to

Assigned to or completed by

📅 Checkout completed

AS-BUILT

✓ AsBuilt Status

👤 AsBuilt assigned to

Assigned to or completed by

📅 AsBuilt completed

OTHER

✓ Other Status

👤 Other assigned to

Assigned to or completed by

📅 Other completed

Save

Cancel

OTHER

 Other Status

 Other assigned to

Enter a name or email address

Assigned to or completed by

 Other completed

Enter a date

SOILS REQUEST INFORMATION (as needed)

 Soils

☐ Yes

REMARKS

 Remarks

Enter value here

 Attachments

Add attachments



MARYLAND NRCS

Save

Cancel

Engineering Review Request

PARTICIPANT INFORMATION

 Project Name *

WASH_Jim_Matheny_HomeFarm_614

 Participant Name *

Jim Matheny

 Area *

West

 County *

Washington

REQUEST INFORMATION

 Request Date *

3/31/2025

 Current Phase *

Design Review

 Practice(s)

614

 Job Class

III

 Program

EQIP

 Project Status

Planned

 Request for *

Area Engineering

 Assistance Needed By Date

—

 Permits

—

 Cost Estimate

Enter value here

 Planner *

Kefauver, Hans - FPAC-NRCS, MD

 Technical Contact *

Grosh, Monica - FPAC-NRCS, MD

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INVENTORY & EVALUATION

✓ I&E Status

I&E complete

👤 I&E assigned to

Kim, Jong - FPAC-NRCS, MD ✕

Enter a name or email address

Assigned to or completed by

📅 I&E completed

2/13/2025

SURVEY

✓ Survey Status

Survey complete

👤 Survey assigned to

Kim, Jong - FPAC-NRCS, MD ✕

Enter a name or email address

Assigned to or completed by

📅 Survey completed

3/4/2025

DESIGN

✓ Design Status

Design complete

👤 Design assigned to

Miller, Meredith - FPAC-NRCS, ... ✕

Enter a name or email address

Assigned to or completed by

📅 Design completed

3/18/2025

REVIEW

✓ Review Status

Requested

👤 Review assigned to

Dieguez, Jacob - FPAC-NRCS, ... ✕

Enter a name or email address

Assigned to or completed by

📅 Review completed

Enter a date

CHECKOUT

✓ Checkout Status

—

👤 Checkout assigned to

Enter a name or email address

Assigned to or completed by

📅 Checkout completed

Enter a date

AS-BUILT

✓ AsBuilt Status

—

👤 AsBuilt assigned to

Enter a name or email address

Assigned to or completed by

📅 AsBuilt completed

Enter a date

OTHER

✓ Other Status

—

👤 Other assigned to

Enter a name or email address

📅 Other completed

Enter a date

Engineering Workload ★ 🔍 ☰ ⬇️ All Items Assign... ☰ Current Projects ▾ I-West II-Cent... III-South IV-East ... + Add view

This view uses filters that you [can view and edit here](#).

Clear filters ✕

Project Name	le...	Design Status	Design assign...	Design compl...	Review Status	Review assign...	Review compl...	✓ A
DORC_Turner_Farms_309								
DORC_KaleemUllah_Energy								
ANNE_Tice_614	...				Design approved	Brookhart, Brian - FPA	3/28/2025	
GARR_Guards_Back_Farm_614		Design complete	Sisler, Jarrod - FPAC-N		Design approved	Johnson, Warren - FPA		
FRED_Jimmy_Heath_313_367_561	...							
GARR_Guards_South_Farm_614	...	In progress	Sisler, Jarrod - FPAC-N		In progress	Hamilton, Dakota - FP		
HOWA_Meilahn_614		Design complete	Berghoff, Henry - FPA	3/26/2025	Requested	Daly, Sean - FPAC-NR		
SOM_JOHN H MURRAY AND S...								
CALV_Cosgrove_614	...				Design approved	Brookhart, Brian - FPA	3/27/2025	
FRED_PleasantValleyPropertiesL...		Design complete	Buchholz, Mark - FPA	3/20/2025	Assigned	Johnson, Warren - FPA		
CHAR_Middleton_Thomas_614					Requested	Brookhart, Brian - FPA		
Wash_Steven_Martin_309		In progress			In progress			
Wash_Steven_Martin_412_620		In progress			In progress			
WASH_Jim_Matheny_HomeFar...		In progress			In progress			

 Edit all

 Copy link
 



Engineering Review Request

Version history

6.0	3/11/2025 3:29 PM		☐ Dieguez, Jacob - FPAC-NRCS, MD
	Checkout Status	Checkout complete	
5.0	3/11/2025 3:29 PM		☐ Dieguez, Jacob - FPAC-NRCS, MD
4.0	3/11/2025 3:28 PM		☐ Dieguez, Jacob - FPAC-NRCS, MD
	Request for	State Office	
3.0	3/8/2025 9:20 PM		☐ Dieguez, Jacob - FPAC-NRCS, MD
	Request for	Area Engineering	
2.0	12/27/2024 9:44 AM		☐ Metcalf, Nancy - FPAC-NRCS, MD
	Title	QUEE_Manahil_Poultry Amendment	
1.0	12/27/2024 9:43 AM		☐ Metcalf, Nancy - FPAC-NRCS, MD
	Title	QA_Manahil_Poultry Amendment	
	Participant Name	Manahil	
	Request Date	11/20/2024	
	Area	East	
	County	Queen Anne's	
	Program	EQIP	
	Practice(s)	591	
	Job Class	I	
	Assistance Needed By Date	12/27/2024	
	Request for	Area Engineer	
	Planner	☐ Calisto, Sharon - FPAC-NRCS, MD	
	Technical Contact	☐ ... - FPAC-NRCS, MD	

Comments

@mention or comment

Last week



Brookhart, Brian - FPAC-NRCS, MD

Revised Design Approved
3/28/25

Fri at 3:06 PM

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+ Add new item

Edit

Edit in grid view

Undo

Share

Copy link

Comment

Delete

...

1 selected

Manage access

Engineering Workload



All Items

Assigned t...

Current Pr...

I-West

II-Central

III-South

IV-East



+ Add view

Area: Central

Clear filters

Project Name

Participant Na...

Request D... ↑

Area

County

Program

Practice(s)

Job Class

HOWA_Gorman_355_Groundwater
r_testing



Gorman Farm LLC

3/18/2025

Central

Howard

EQIP

355



HOWA_Meilahn_614



Sandy Meilahn

3/26/2025

Central

Howard

EQIP

614

516

V

561

533

642

Natural
Resources
Conservation
Service

nrcs.usda.gov

Reporting

Pages
Summary
I&E
Surveys
Designs
Reviews
Checkouts
AsBuilts
Other

File
Delete
Edit

MARYLAND NRCS
ENGINEERING REQUEST LOG

Clear all slicers

Reporting: Reviews

Review Status	Count of Review assignments	Review assigned to
Design approved	3	Brookhart, Brian - FPAC-NRCS, MD
Design approved	1	Dieguez, Jacob - FPAC-NRCS, MD
Design approved	1	Miller, Heath - FPAC-NRCS, MD
Design approved	2	Poe, Ryan - FPAC-NRCS, MD
Total	7	

Assigned to
All

Area, County
All

Count of ID by Review assigned to and Review Status

Review Status ● Design approved

Review assigned to	Count of ID
Brookhart, Brian - FPAC-NRCS, MD	3
Poe, Ryan - FPAC-NRCS, MD	2
Dieguez, Jacob - FPAC-NRCS, MD	1
Miller, Heath - FPAC-NRCS, MD	1

Filters

Search

Filters on this page

Review completed
is after 1/1/2025 12:00:00 AM

Filter type
Advanced filtering

Show items when the value
is after
1/1/2025
12 00 AM
And Or

Apply filter

Clear selections

Looking ahead...

- **Clarity to engineering needs**
- **Field support, engineering resources**
- **Identify training needs**
- **Workload trend analysis**