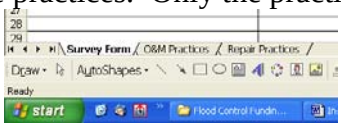
Instructions for Using the Flood Control Survey Form

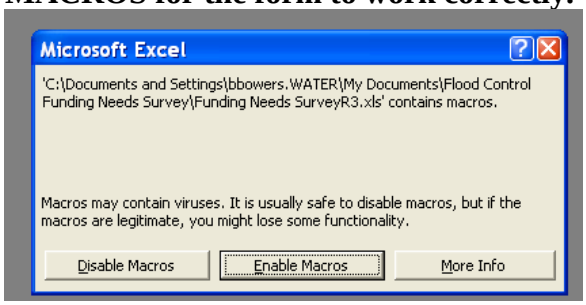
The survey form is a Microsoft Excel based spreadsheet, therefore you must have Excel 2002 or a later version installed on your computer to use the form. Follow the instructions below to complete the survey form:

Using the Form

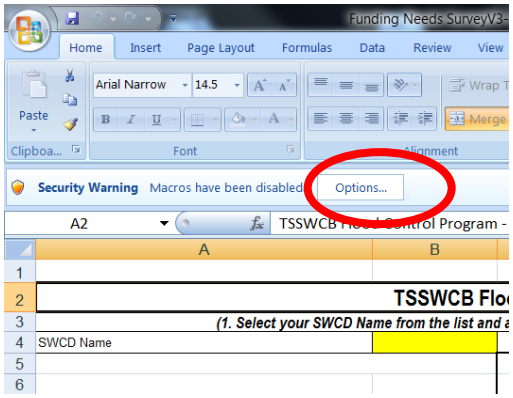
Before using the form, you will need to collect the maintenance and repair needs for each dam, such as dam name, the necessary maintenance items (ie. Mowing, spraying, fencing) including quantities and estimated costs per unit, and repair needs and their estimated costs. The O&M practice codes and eligible repair practices are listed on separate worksheet tabs at the bottom of the screen. Please select the tabs to view the eligible practices. Only the practices listed on those tabs are eligible for state funding.



1. Double-click on the file icon to open it. If prompted, **you must ENABLE MACROS for the form to work correctly.**

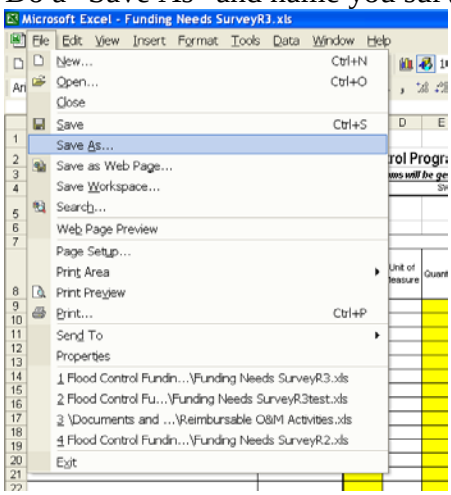


Excel 2002/2003 – select "Enable Macros".

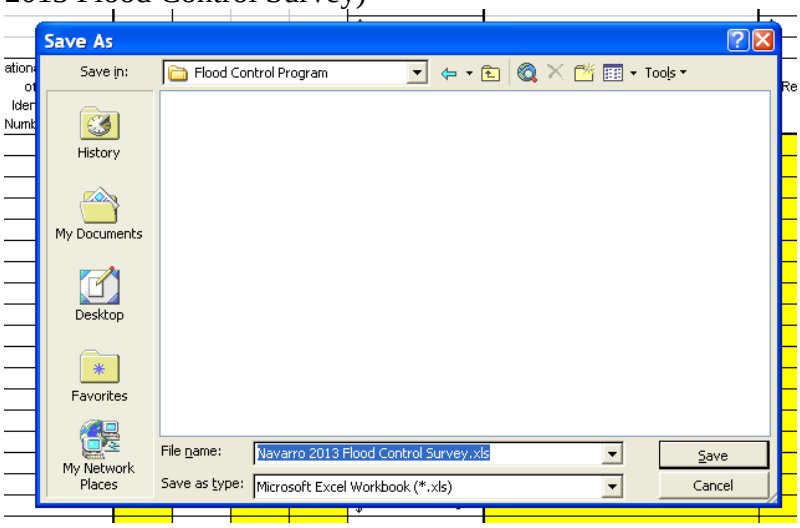


Excel 2007 – Click the "Options" button and select "Enable Macros".

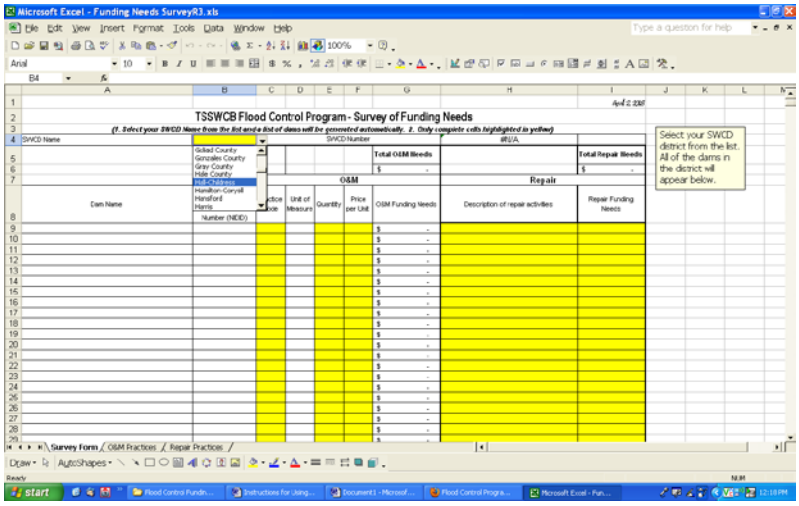
2. Do a “Save As” and name you survey form. (File > Save As)



Please use the following file name format: District Name 2013 Flood Control Survey whereas “District Name” is the actual name of your district. (ie. Navarro 2013 Flood Control Survey)



3. At the top of the form, choose your district name. Once the district is selected, the form will auto-load all FP sites associated with the district. Verify the list for correctness. **Once selected, do not change the district name.**



4. Begin entering funding needs for each site by choosing an O&M practice code and enter the quantity and estimate price per unit for that item. The form will calculate the item cost. Multiple O&M practices can be recorded for each dam. If there are repair needs for the dam, record them in the column to the right by choosing the necessary repair practices and the associate costs. As you add O&M and repair practices, the form should add a line below the current entry to accept the next entry for that dam. If it is not doing that, see the **Changing your Macro Settings** section below for making the necessary changes to your Excel settings.

You may save your work as you progress and come back to it at a later time. When the survey is finished, please email it to bbowers@tsswcb.texas.gov. You may print it for your records, TSSWCB is requesting that only electronic copies be sent.

Changing your Macro Settings

a. **<u>In Excel 2002 or 2003</u>**, open Excel by selecting Start > All Programs > Microsoft Excel.
    i. In Excel, select Tools > Options > click Security tab > under Security Tab, click Macro Security button. Choose Medium on the Security Level tab.
    ii. Close Excel.
b. **<u>In Excel 2007</u>**, open Excel by selecting Start > All Programs > Microsoft Excel 2007.
    i. In Excel, select the Office Button (circle in the upper left corner with the Microsoft logo), then select the Excel Options > Trust Center > Trust Center Settings
    ii. In the Trust Center, select Macro Settings and select the "Enable all macros" line. Take note of your previous setting because you will need to restore the setting once you are finished working with the survey.