



## **USER GUIDE**

# **SNPLMA MANAGEMENT AND REPORTING TOOL (SMART)**

**SNPLMA's Web-Based Quarterly Reporting Database  
Version 10**

**April 2021**

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## ACCESSING THE “SMART” APPLICATION

You will be provided a Username and granted access to the External BASS (BLM Application Security System) network that hosts SMART, it is recommended that you use Chrome. *SMART and BASS are two different things try not to confuse the two.*

You can now login with your “Active Directory” Username ***IF*** you are on the Department of The Interior (DOI) network. To make this happen your Username for SMART needs to be the same as your Username when logging into your agencies network. This will be coordinated when your account is initially set-up.

If you are teleworking, you will need to be connected to your network/VPN via Pulse or whatever your agency may be using to make the connections for this to work.

The URL to SMART through External BASS is:

<https://www.bass.blm.gov/bass2/login.do;jsessionid=B4AF0A318E03C0537D1D3CD890F093D3?dispatch=preparePage>

You can always access SMART via the SNPLMA Website here: <https://www.blm.gov/programs/lands-and-realty/nevada/snplma>

Once you are set you up as a user in BASS and SMART, the BASS system will send you an email with a temporary password. The sender will appear as **BASSAdmin@blm.gov**. You will need to use this “temporary” password within 48 hours, or it will expire, and you will have to contact the SMART Database Administrator (DBA), Deb at [dackerman@blm.gov](mailto:dackerman@blm.gov), to reset the password.

- **Enter the above noted URL in Chrome and log on with your Username and the temporary password from the email. Totally recommend copying and then pasting the password from the email because of the characters and things you can get in those temporary passwords.**

**BLM Application Security System**

**External Production**

**WARNING TO USERS OF THIS SYSTEM**

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By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.

**Login**

User:

Password:

**Login** **User SmartCard**

**DOI USERS ONLY:** BASS now supports SSO (Single Sign-On) login without requiring a username and password. To log in leave the User and Password fields empty and click the Login button. For further information, including how to launch applications directly with automatic SSO login, please read the BASS Authentication Guide [here](#).

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Denver Federal Center  
Denver, CO 80225  
Phone: 1-800-BLM-HELP

If you experience any difficulties logging into BASS, please contact your User Representative for the application you are trying to access. If you do not know who your User Representative is, please contact 1-800-BLM-HELP  
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## IMPORTANT NOTES

1. If you are logging in from an “internal “ BLM network make sure that when you enter the URL you see the words “External Production” on the screen. If not your in the wrong place and you cannot get to SMART internally.
2. Our recommendation is that you **DO NOT** change to this type of access for SMART.
3. If you are on a DOI network and want to use the “Single Sign On” or “One Click” you do not need to enter a User and Password. You just click on the Login button.

## Create a new, unique password.

When creating your password, note the Password Rules. **Passwords will have to be changed every 60 days.** You will not be allowed to take advantage of any of the last 24 passwords you may have previously used. The requirement to change your password every 60 days is one that comes from the National Operations Center(NOC) it is not something we can change. If you will be accessing SMART when not on the network, you will need to update and make changes and keep this password active otherwise you can ignore the emails when it is expiring and let it expire. Contacting Deb at [dackerman@blm.gov](mailto:dackerman@blm.gov) for a reset is all that is needed.

The system will notify you when your password is about to expire. You will get this generic notice daily starting five days prior to the expiration of your password. Here is a sample of the email that you would receive:

From: [BASSAdmin@blm.gov](mailto:BASSAdmin@blm.gov) [mailto:[BASSAdmin@blm.gov](mailto:BASSAdmin@blm.gov)]  
 Sent: Thursday, June 04, 2015 11:00 PM  
 To: Joan Smith  
 Subject: BASS: Password Expiration Notification

Dear BASS User (jsmith):

Our system indicates that your BASS password expires IN 5 DAYS. In order to avoid your password expiring, which then requires submitting a Help Desk ticket to have it reset, please log into BASS ([www.bass.blm.gov/bass2/](http://www.bass.blm.gov/bass2/)) and reset your password.

Please do not reply to this email, as we are unable to respond to messages sent to this address.

#### IMPORTANT NOTES

1. If it does expire, **DO NOT**, put in a Help Desk ticket, you need only contact the SMART Database Administrator (DBA), Deb at [dackerman@blm.gov](mailto:dackerman@blm.gov), to have your password reset.

You can change your password at any time you do not have to wait for a notice to do so.

## Resetting your password.

Go to the SMART application and login, before your password has expired, and choose My Profile.



After logging on, you will see a screen similar to the one below.



Click on the drop-down arrow and choose "Change Password"



The screenshot shows the 'BLM Application Security System' interface. The top navigation bar includes 'My Applications', 'My Profile', 'Edit Users', 'Edit Applications', 'Help', and 'Logout'. The 'My Profile' section on the left shows the user 'DACKERMAN' with email 'dackerman@blm.gov' and an 'Action' dropdown set to 'Change Password'. The 'Change Password' section in the center has fields for 'New Password' and 'Confirm Password', with a 'Save' button. The 'Password Rules' section on the right, circled in red, lists the following requirements:

- Minimum of 1 numeric character in positions 2 thru 7
- Minimum of 1 Upper Case character
- Minimum of 1 Lower Case character
- Minimum of 1 Special (!@#\$, etc) character
- Requires minimum 12 characters in length (Password will expire in 60 days)

Enter your new password two (2) times making sure to follow the “Password Rules”.

The screenshot shows a confirmation message: 'You successfully changed your password. Please click here to continue...' with a 'Continue' button.

You will get a confirmation of the change and then click on “Continue” where you will then select the SMART Application.

The screenshot shows the 'BLM Application Security System' interface with the 'SMART' application selected. A red arrow points to the 'SMART Production' link in the application list.

➤ Click on “SMART Production” to enter the application.

The first screen you will see is a Welcome Screen, which should display as shown below:



This screen has some information that can be very helpful. It shows you your User ID, Role, and what application you are in, and you can look up here to see the current period you are reporting on. In this example, you are entering your financial requests for your needs through FY2021 Q4 and entering your quarterly status updates for work accomplished in FY2021 Q2. This display is at the top for every screen so you will always know what is being required of you from any screen within the application.

### BROWSER RECOMMENDATION

The recommended browser to use is Chrome.

You can use Internet Explorer if you would like but, displays are “wonky” and hard to view sometimes. Chrome does work best.

***Please Note:*** The SMART application will “time-out” after 15 minutes of inactivity. This will require you to login again. This is a BASS security requirement by the National Operations Center(NOC) in Denver and is not something that SNPLMA can change.

## LOCATING YOUR PROJECTS



There are two ways to access your active projects.

**Method 1 (Recommended) Project Search:** Use the “Project” selection in the top menu bar to search using several additional selection parameters to further narrow the search.

### IMPORTANT NOTES

1. There are ways to narrow your search and get a smaller list to look at. For example, if you want to look at completed (CM) projects vs. (TO) (Active/Task Order Assigned projects”) you would choose “Completed” from the drop-down list to get a list of all the projects with CM status. (Note: Selection choices included on the drop-down list of status’ are all of the choices that are available. However, the Entity User role will not be able to select and view Closed(CL) or Terminated(TR) projects nor will the Active and Inactive selections function.)

➤ **Clicking on Search.** Making no additional selections will give you a complete list of all your Active Projects.

22 items found, displaying 1 to 10.  
[First/Prev] 1, 2, 3 [Next/Last]

Program Category	PPP Sub	Project Of Concern: Yes	Round	Priority	Managing (Lead) Entity	Project #
Eastern Nevada Landscape Restoration Project		Focus POC: No	15	2	USDA Forest Service	F014
Project Name: North Schell Restoration Phase II Work Plan Status: Approved Project Status: Task Order Assigned Status Date: 08/17/2016 Current Project End Date: 08/16/2021 Status Update: Comments and Program Mgr. Notes: Project Manager: Aryn Hayden						
Eastern Nevada Landscape Restoration Project		Focus POC: No	15	3	USDA Forest Service	F015
Project Name: Currant-Ellison Landscape Restoration Project Implementation						

➤ **Clicking on the desired Sub Activity, Round, etc.** This will expand the category to show active projects within the category (those not yet closed or terminated). The screen shot below shows the active Forest Service projects in the Capital Improvements category. Categories with many active projects may require use of the scroll bar to see all projects.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2021 Qtr 2 / Status Input: FY 2020 Qtr 4 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)

**SEARCH PROJECT**

Search

Project Number :

**Sub Activity** :

Round :

Managing Entity :

Status :

22 items found, displaying 1 to 10.  
[\[First/Prev\]](#) [1](#), [2](#), [3](#) [\[Next/Last\]](#)

Program Category	PPP Sub	Project Of Concern: Yes	Round	Priority	Managing (Lead) Entity	Project #
Eastern Nevada Landscape Restoration Project		Focus POC: No	15	2	USDA Forest Service	F014
		POC Color: Yellow				
<div>Project Name</div> <div>North Schell Restoration Phase II</div>						
						<div>Project Menu</div> <div>SNAP Lead</div> <div>SNAP</div>

This method is preferred for locating a project because it narrows the results so you can find the project you're looking for without having to scroll through multiple screens. You can also just type in a "Project Number" if you know it and just Search for that one project. If you're only looking for Round 16 projects select 16 from the Round option and then search.

**Method 2 Dropdown List Search:** Select the desired project from the category dropdown list on the left side of the Welcome Screen.



*Remember you can see your “Role” in the upper right-hand part of the screen along with your Username...*

This is the screen you see when SMART is **not open** for input. Contact your Program Manager if you need to update and or enter anything outside of the normal period of entry.

[Return to Project Search Results](#)

**PROJECT MENU: (F013, 14-1, WARD MOUNTAIN IMPLEMENTATION, PHASE 1)**

<p><b>No Access For WorkPlan.</b></p>	<p><b>No Access For Quarterly Status.</b></p>	<p><b>No Access For Annual Accomplishments.</b></p>
<p>New in FY20 is the ability to view a summary of your financial information at any time regardless of SMART being open or closed. This data is updated at the beginning of each month</p>		
<p>Funding Processes</p>	<p>Project Contacts</p>	<p>Contacts can also be updated at anytime.</p>

## Project Information

Project Of Concern:	Yes	Work Plan Status:	Approved
POC Status:	Orange	Focus POC:	No
Project Status:	Task Order Assigned	Current End Date:	08/31/2019
Status Date:	09/01/2014		
Status Update			
Comments and Program			
Mgr. Notes:			

**Project Number as the Sole Search Parameter:** Selecting only a project number will result in a list of all active projects your access allows for you to see, regardless of category, with that project number. The sample below for FW15 resulted in two projects, one a Capital Improvements and one in Conservation Initiatives.

The screenshot displays the 'SNPLMA Management And Reporting Tool' interface. At the top, there's a header with the tool name and a user profile 'ACKDEB Program Manager'. Below this is a navigation bar with links: 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1', 'Project', 'Reports', 'Admin', 'Logout', and 'SMART PRODUCTION'.

On the left, a sidebar lists various project categories under 'Projects [collapse]'. Two categories are circled in red: 'Capital Improvements' and 'Conservation Initiatives'.

The main area is titled 'SEARCH PROJECT' and contains a search form. A red arrow points to the 'Project Number' dropdown, which is set to 'FW15'. Other fields include 'Sub Activity', 'Round', 'Managing Entity', and 'Status', all set to 'Please Select'. 'Search' and 'Reset' buttons are at the bottom of the form.

Below the search form, it says '2 items found, displaying all items.' The results are shown in a table-like format with two entries:

Program Category	PPP Sub	Project Of Concern: No	Round	Priority	Managing (Lead) Entity	Project #
<b>Capital Improvements</b>		Focus POC: No POC Color: Green	4	22	Fish and Wildlife Service	FW15
<b>Project Name</b> Boundary Fencing						<b>Project Menu</b> SNAP Lead <input type="checkbox"/> SNAP <input type="checkbox"/>
<b>Work Plan Status:</b> Approved <b>Project Status:</b> Closed <b>Status Date:</b> 10/09/2012 <b>Current Project End Date:</b> 06/30/2012						<b>Status Update</b> Comments and Program Mgr. Notes: <b>Project Manager:</b> Amy Sprunger
<b>Conservation Initiatives</b>		Focus POC: No POC Color: Green	5	4	Fish and Wildlife Service	FW15
<b>Project Name</b> Take Pride in America - Increasing Community Understanding of our Public Lands and Providing Place-based Learning Opportunities for Improved Student A						<b>Project Menu</b> SNAP Lead <input type="checkbox"/> SNAP <input checked="" type="checkbox"/>
<b>Work Plan Status:</b> Approved <b>Project Status:</b> Closed <b>Status Date:</b> 04/30/2014 <b>Current Project End Date:</b> 03/31/2014						<b>Status Update</b> Comments and Program Mgr. Notes: <b>Project Manager:</b> Angelina Yost

## ACCESSING PROJECT MENU SELECTIONS

After locating the project, you want to update, you need to access the Project Menu. This is where you will be making all of your updates and entries for your projects.

➤ Click on the “Project Menu” box to the right next to the project number.



**Projects [collapse]**  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)  
[Environmentally Sensitive Land Acquisitions](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)  
[Multi-Species Habitat Conservation Plans](#)  
[Parks, Trails, and Natural Areas](#)  
[Pre-Proposal Planning \(PPP\)](#)  
[Santini-Burton](#)  
[Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring](#)

### SEARCH PROJECT

[Search](#) | [Create](#)

Project Number : FW15  
Sub Activity : Please Select  
Round : Please Select  
Managing Entity : Please Select  
Status : Please Select

[Search](#) [Reset](#)

2 items found, displaying all items.

Program Category	PPP Sub	Project Of Concern: No	Round	Priority	Managing (Lead) Entity	Project #
Capital Improvements		Focus POC: No POC Color: Green	4	22	Fish and Wildlife Service	FW15
						<b>Project Menu</b>
						<a href="#">SNAP Lead</a>
						<input type="checkbox"/>
						<a href="#">SNAP</a>
						<input type="checkbox"/>
<b>Project Name</b> <b>Boundary Fencing</b>						
Work Plan Status: <b>Approved</b> Project Status: <b>Closed</b> Status Date: <b>10/09/2012</b> Current Project End Date: <b>06/30/2012</b>						
Status Update Comments and Program Mgr. Notes: Project Manager: <b>Amy Sprunger</b>						
Conservation Initiatives		Focus POC: No POC Color: Green	5	4	Fish and Wildlife Service	FW15
						<b>Project Menu</b>
						<a href="#">SNAP Lead</a>
						<input type="checkbox"/>
						<a href="#">SNAP</a>
						<input checked="" type="checkbox"/>
<b>Project Name</b> <b>Take Pride in America - Increasing Community Understanding of our Public Lands and Providing Place-based Learning Opportunities for Improved Student A</b>						
Work Plan Status: <b>Approved</b> Project Status: <b>Closed</b> Status Date: <b>04/30/2014</b> Current Project End Date: <b>03/31/2014</b>						
Status Update Comments and Program Mgr. Notes: Project Manager: <b>Angelina Yost</b>						

The Project Menu screen will be displayed. The sample below is for a Capital Improvements Project Round 17-1.

The Project Menu screen has five menu boxes available to Entity users.

Financial Input: FY 2020 Qtr 3 / Status Input: FY 2020 Qtr 1 [Project](#) [Reports](#) [Logout](#) SMART PRODUCTION

[Projects \[collapse\]](#)  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape](#)  
[Restoration Project](#)

[Return to Project Search Results](#)

### PROJECT MENU: (N101, 17-1, LOWER LEHMAN CAMPGROUND RECONSTRUCTION)

<a href="#">Work Plan</a>	<a href="#">Quarterly Status Update</a>	<a href="#">FY 2019 Annual Accomplishments</a> <a href="#">Enter Annual Accomplishments</a>
<a href="#">Funding Processes</a>	<a href="#">Project Contacts</a>	

#### Project Information

<b>Project Of Concern:</b>	No	<b>Work Plan Status:</b>	Required
<b>Project Status:</b>	Funds Available	<b>Current End Date:</b>	
<b>Status Date:</b>	08/01/2019		
<b>Status Update</b>	<b>Funding notification has been issued with a funding date of 8/1/2019; this notification initiates a 1-year time frame to begin working on the project. Refer to funding notification letter dated 6/26/2019 for details on project initiation and funding process. If an agency/entity has not made the request</b>		
<b>Comments and Program</b>			
<b>Mgr. Notes:</b>			

From top left to right, the menu boxes are:

Work Plan: The Work Plan menu box (first block, top row) is only available when a new workplan is required for a new project or if the Program Manager (PM) has indicated that updates to the Workplan are needed.

Quarterly Status Update: This menu box provides access to enter all quarterly status information: overall percent complete, percent complete by deliverable, actual start and end dates for deliverables, and narrative status comments.

Annual Accomplishments: This menu box has two selections. The top selection is to display the previous year's annual accomplishment for reference only and is not available to be edited. The second selection is for entering the current fiscal year's annual accomplishment's and where you enter your Performance Measures when closing a project. There is also a checkbox labeled "Final Overall Accomplishment" to indicate that the information entered is the overall project accomplishment description required upon closeout of the project.

Funding Processes: This menu box allows you to enter the current funding needs for your projects and where you go to and enter the amount of expended/obligated dollars. Not a requirement for those projects funded through ASAP. This now shows your current "Funding Summary" regardless of whether SMART is open or not.

Project Contacts: This menu box allows you to verify or update project contact information. Please confirm each quarter that this information (names, email addresses, phone numbers) are correct. This choice is available regardless of whether SMART is open or not. Note: You can only have one Project Manager if you are entering a new one delete the old one first.

**Navigating the Project Menu Screen:** In the example below, the "Funding Processes" menu box has been accessed. To return to the Project Menu Screen, click the blue "Project Menu" selection above the title bar.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Admin Logout SMART PRODUCTION

**Project Menu**

**FUNDING SUMMARY: (NT03, 15-3, NORTH TAHOE AND MEEKS BAY CWPP IMPLEMENTATION)**

BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS	
TOTAL AMOUNT AVAILABLE : \$	450,000.00
Amount Reimbursed/Disbursed thru 12/31 : \$	0.00
BALANCE AVAILABLE for CURRENT REQUESTS : \$	450,000.00
Percentage of Total :	100.00%

BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS	
TOTAL AMOUNT AVAILABLE : \$	450,000.00
Amount Reimbursed/Disbursed thru 12/31 : \$	0.00
Projected ASAP Request : \$	5,000.00
BALANCE AVAILABLE for FUTURE REQUESTS : \$	445,000.00
Percentage of Total :	98.89%

ASAP

If the Project Menu Screen was accessed using the “Project” menu and selected parameters, you can move to another project in the same search.

➤ Click on “Return to Search Results” above the title row on the Project Menu Screen.

**SNPLMA Management And Reporting Tool**

ACKDEB  
Program Manager

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1    Project    Reports    Admin    Logout    SMART PRODUCTION

**Projects [collapse]**  
Capital Improvements  
Conservation Initiatives  
Eastern Nevada Landscape Restoration Project  
Environmentally Sensitive Land Acquisitions  
Hazardous Fuels Reduction Plans and Wildfire Prevention Projects  
Lake Tahoe Restoration Projects  
Multi-Species Habitat Conservation Plans  
Parks, Trails, and Natural Areas  
Pre-Proposal Planning (PPP)  
Santini-Burton  
Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring

**Return to Project Search Results**

**PROJECT MENU: (NT02, 15-3, NORTH TAHOE AND MEEKS BAY CWPP IMPLEMENTATION)**

Work Plan Approved. Work Plans are viewable from the Reports Menu.

Quarterly Status Update

FY 2017 Annual Accomplishments  
Enter Annual Accomplishments

Funding Processes

Project Contacts


Project Priority

**Project Information**

Project Of Concern:	No	Work Plan Status:	Approved
Project Status:	Task Order Assigned	Current End Date:	07/06/2022
Status Date:	07/06/2016		
Status Update	Please complete the project contacts.		
Comments and Program Mgr. Notes:			

< Back    Top ^

This will return you to your original search results (see below) based on the parameters that had been previously entered.



The screenshot shows the SNPLMA Management And Reporting Tool interface. At the top, there's a header with the title "SNPLMA Management And Reporting Tool" and a user profile for "ACKDEB Program Manager". Below the header, a navigation bar shows "Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1" and tabs for "Project", "Reports", "Admin", and "Logout".

On the left side, there's a sidebar with a list of project categories under the heading "Projects [collapse]". The categories include: Capital Improvements, Conservation Initiatives, Eastern Nevada Landscape Restoration Project, Environmentally Sensitive Land Acquisitions, Hazardous Fuels Reduction Plans and Wildfire Prevention Projects, Lake Tahoe Restoration Projects, Multi-Species Habitat Conservation Plans, Parks, Trails, and Natural Areas, Pre-Proposal Planning (PPP), Santini-Burton, Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring.

The main content area is titled "SEARCH PROJECT" and has two tabs: "Search" and "Create". The "Search" tab is active, showing a search form with the following fields:

- Project Number: NT03 (dropdown)
- Sub Activity: Please Select (dropdown)
- Round: Please Select (dropdown)
- Managing Entity: Please Select (dropdown)
- Status: Please Select (dropdown)

Below the search form are "Search" and "Reset" buttons. A message "One item found." is displayed. Below this is a table with the following columns: Program Category, PPP Sub, Project Of Concern: No, Round, Priority, Managing (Lead) Entity, Project #.

Program Category	PPP Sub	Project Of Concern: No	Round	Priority	Managing (Lead) Entity	Project #
Hazardous Fuels Reduction Plans and Wildfire Prevention Projects		Focus POC: No	15	3	North Lake Tahoe Fire Protection District	NT03

Below the table, there's a "Project Menu" button. To the right of the table, there are links for "Project Menu", "SNAP Lead", and "SNAP".

Below the table, there's a section for "Project Name" and "Project Status".

**Project Name:** North Tahoe and Meeks Bay CWPP Implementation

**Project Status:** Task Order Assigned

**Work Plan Status:** Approved

**Status Date:** 07/06/2016

**Current Project End Date:** 07/06/2022

**Status Update Comments and Program Mgr. Notes:** Please complete the project contacts.

**Project Manager:** Mike Vollmer

The user can now select another project to update from the original search by selecting "Project Menu" or locate a new project by entering new search parameters.

## STEP 1: CREATING A WORKPLAN FOR NEW PROJECTS

Locate the project for which a workplan is needed.

➤ Click on “Project Menu” then on the “Work Plan” menu box.

The screenshot shows the SNPLMA Management And Reporting Tool interface. The header includes the title "SNPLMA Management And Reporting Tool" and the user "DACKERMAN System Administrator". The navigation bar shows "Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1" and links for "Project", "Uploads", "Reports", "Admin", and "Logout". The "SMART PRODUCTION" logo is in the top right.

On the left, a sidebar lists various project categories under "Projects [collapse]":  
Capital Improvements  
Conservation Initiatives  
Eastern Nevada Landscape Restoration Project  
Environmentally Sensitive Land Acquisitions  
Hazardous Fuels Reduction Plans and Wildfire Prevention Projects  
Lake Tahoe Restoration Projects  
Multi-Species Habitat Conservation Plans  
Parks, Trails, and Natural Areas  
Pre-Proposal Planning (PPP)  
Santini-Burton  
Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring

The main content area is titled "PROJECT MENU: (FS80, 16-6, ENDEMIC AND SENSITIVE SPECIES BIOLOGICAL MITIGATIONS FOR SPRING MOUNTAINS NATIONAL RECREATION AREA CAPITAL IMPROVEMENT PROJECTS)". It contains a grid of buttons:  
- Top row: "Work Plan" (circled in red), "Quarterly Status Update", "FY 2017 Annual Accomplishments", and "Enter Annual Accomplishments".  
- Bottom row: "Funding Processes" and "Project Contacts".

Below the grid is the "Project Information" section with the following details:  
Project Of Concern: No  
Project Status: Task Order Assigned  
Status Date: 10/01/2017  
Status Update  
Comments and Program  
Mgr. Notes  
Work Plan Status: Updates Needed  
Current End Date: 09/30/2022

The following screen displays with the message that no results were found because no deliverables, tasks, or subtasks have yet been entered.

➤ **Click on Create New Deliverable**

The screenshot shows the SNPLMA Management And Reporting Tool interface. The header includes the U.S. Department of the Interior logo, the title "SNPLMA Management And Reporting Tool", and the user "DACKERMAN System Administrator". The navigation bar shows "Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1" and links for "Project", "Uploads", "Reports", "Admin", and "Logout". The "SMART PRODUCTION" logo is in the top right. On the left, a "Projects" menu is expanded, showing links like "Capital Improvements", "Conservation Initiatives", "Eastern Nevada Landscape Restoration Project", "Environmentally Sensitive Land Acquisitions", and "Hazardous Fuels Reduction". The main content area has a "Project Menu" tab selected, displaying "WORK PLAN/DELIVERABLE: (CC02, 4-1, MSHCP FY2003 AND FY2004)". Below this, a link "Create New Deliverable" is highlighted with a red arrow. A green message states: "• No results were found matching the given criteria." with a red arrow pointing to it. Below the message, the "Project Description:" reads: "Project funding to support the 2003-2004 MSHCP Biennium. This project has been completed."

In the Implementation Agreement Section IX item (a)-I indicates that Deliverables (in the Work Plan) are to be identified as primary/anticipated/standard. New in FY2020 there is a drop-down menu from which to make this designation. This is a mandatory selection and is now the first thing to do when creating your deliverables. Any changes to older Work Plans will now require this entry to made as well now.

➤ **Select your Deliverable type from the drop-down.**

The screenshot shows the "CREATE WORK PLAN/DELIVERABLE: (B016, 17-1, ATLANTA ROAD SAGE-GROUSE HABITAT IMPROVEMENT COMPLETION PROJECT)" form. The header and navigation bar are similar to the previous screenshot. The left sidebar shows a "Projects" menu with various links. The main form area has a "List Deliverables" section. A red circle highlights the "Deliverable Type" dropdown menu, which is currently set to "Please Select". The dropdown options are "Anticipated", "Primary", and "Standard". Below the dropdown, there are fields for "Deliverable Description", "Target Start Date", "Target End Date", and "Comments". At the bottom of the form are "Save" and "Cancel" buttons.

- Select a deliverable from the drop-down menu for “Deliverable Description.”

**SNPLMA Management And Reporting Tool**

DACKERMAN  
System Administrator

Financial Input: FY 2021 Qtr 4 / Status Input: FY 2021 Qtr 2 Project Uploads Reports (Hyp) Reports Admin Logout

**Project Menu**

**CREATE WORK PLAN/DELIVERABLE: (B016, 17-1, ATLANTA ROAD SAGE-GROUSE HABITAT IMPROVEMENT COMPLETION PROJECT)**

**List Deliverables**

**Deliverable Type \***: Primary

**Deliverable Description \***: Please Select

**Target Start Date**: Please Select

**Target End Date**: Additional Funding

**Comments**: Business Waiver

Conservation Management Development and Planning

Contract, Bid or Agreement Awarded

Contractor Quarterly Reports

Final Payment to Contractor/Agency

Final Report to BLM SNPLMA Office

Geographic Data and Related Products

Habitat Restoration and Enhancement/On-the-ground Mitigation

IGO, Task Order, or Initial Funding Transfer

Inventory, Research, Monitoring

Land Use Management Plan/Strategies

National Environmental Policy Act Analysis (EA or EIS)

National Historic Preservation Act Analysis (Section 106 Consultation)

Other

Pre-Award Planning, Scoping, and Budgeting Activities

Project Closeout

Project Completion Notice

- Enter the Target Start and Target End Dates; Comments if needed. ➤ Click “Save”

A message will be displayed that the deliverable has been saved successfully, and the date modified will display.

- Click on “List Deliverables” to enter tasks or subtasks for the deliverable.
- Click on “Create New Deliverable” to enter the next deliverable.

Review your entry. If you need to make a change to the entered dates or comments, do so and then click update. When you are satisfied with the deliverable entry, you can move on to entering tasks/subtasks for this deliverable or enter a new deliverable.

- Click “Create Tasks.”

- Enter the task description and any comments. ➤ Select the Responsible Entity ➤ Click “Save”

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2021 Qtr 4 / Status Input: FY 2021 Qtr 2 | [Project](#) | [Uploads](#) | [Reports \(Hyp\)](#) | [Reports](#) | [Admin](#) | [Logout](#)

**Project Menu**

**EDIT TASK: (B016, 17-1, ATLANTA ROAD SAGE-GROUSE HABITAT IMPROVEMENT PROJECT)**

[List Tasks](#) | [Create New Task](#)

**Deliverable #4. Habitat Restoration and Enhancement/On-the-ground Mitigation**

Task Number \*: 1

Task Description \*: Other

Other Description \*: Complete final project design.

Responsible Entity: Bureau of Land Management

Modified Date: 10/30/2019

Comments

[Update](#) [Delete](#) [Cancel](#)

Note that the deliverable number and description is displayed on each task-entry screen. This will automatically update and re-number deliverables if you happen to insert/add/delete deliverables.

A message will be displayed that the task has been saved, and the date modified will display.

Review your entry. If you need to make a change in the description or comments, do so and then click update. When you are satisfied with the task entry, you can move on to entering subtasks for this task or enter a new task for the displayed deliverable.

2 / Status Input: FY 2018 Qtr 1 | [Project](#) | [Uploads](#) | [Reports](#) | [Admin](#) | [Logout](#)

**Project Menu**

**EDIT TASK: (CC02, 4-1, MSHCP FY2003 AND FY2004)**

[List Tasks](#) | [Create New Task](#)

**Task was saved successfully.**

**Deliverable #1. Conservation Management Development and Planning**

Task Number \*: 2

Task Description \*: Other

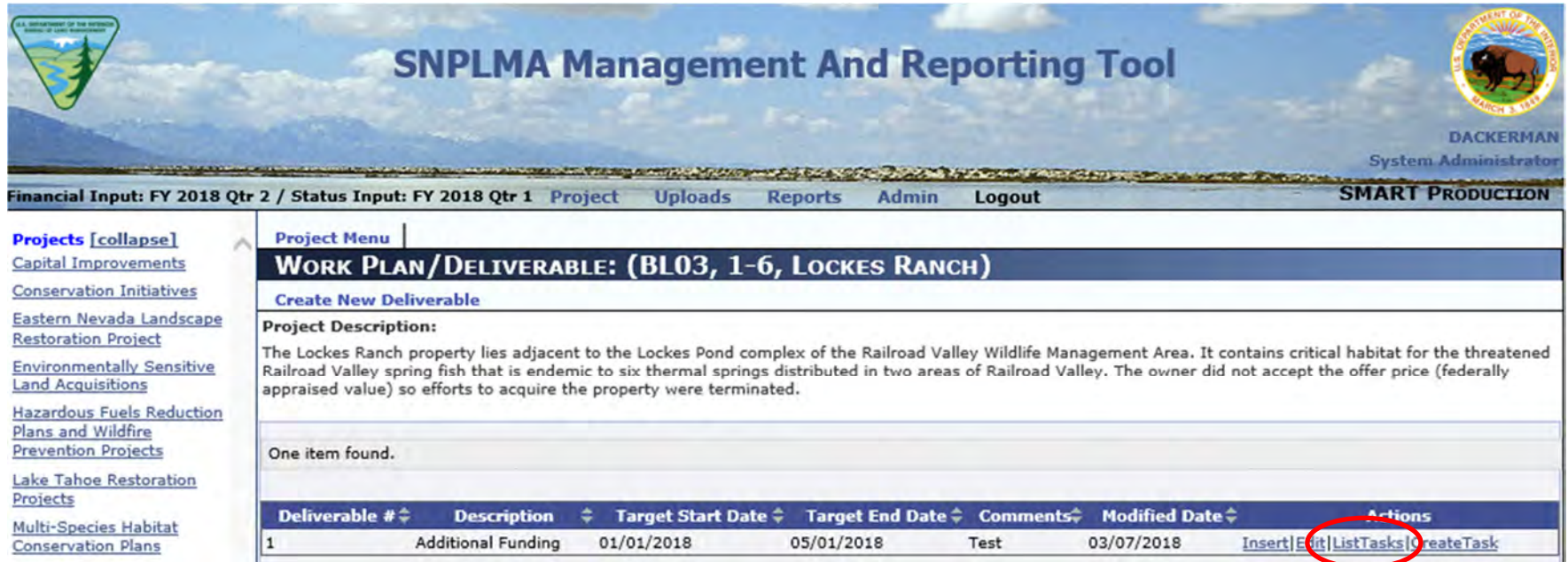
Other Description \*: Testing Number 2

Responsible Entity: Boulder City

Modified Date: 03/01/2018

Comments: More testing and for show.

- Click on “List Tasks” to enter subtasks or to create an additional new task for the deliverable.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Uploads](#) [Reports](#) [Admin](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)  
[Environmentally Sensitive Land Acquisitions](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)  
[Multi-Species Habitat Conservation Plans](#)

**Project Menu**

**WORK PLAN/DELIVERABLE: (BL03, 1-6, LOCKES RANCH)**

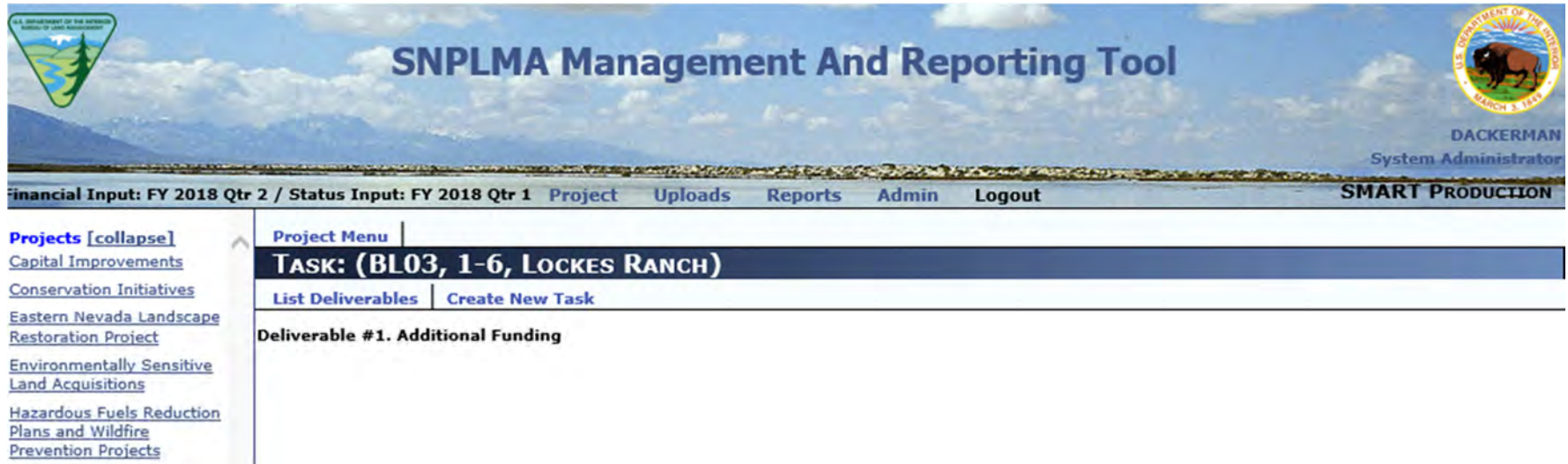
[Create New Deliverable](#)

**Project Description:**  
 The Lockes Ranch property lies adjacent to the Lockes Pond complex of the Railroad Valley Wildlife Management Area. It contains critical habitat for the threatened Railroad Valley spring fish that is endemic to six thermal springs distributed in two areas of Railroad Valley. The owner did not accept the offer price (federally appraised value) so efforts to acquire the property were terminated.

One item found.

Deliverable #	Description	Target Start Date	Target End Date	Comments	Modified Date	Actions
1	Additional Funding	01/01/2018	05/01/2018	Test	03/07/2018	<a href="#">Insert</a> <a href="#">Edit</a> <a href="#">ListTasks</a> <a href="#">CreateTask</a>

- After clicking on “List Tasks” if you get this screen you will need to enter your task.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Uploads](#) [Reports](#) [Admin](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)  
[Environmentally Sensitive Land Acquisitions](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)

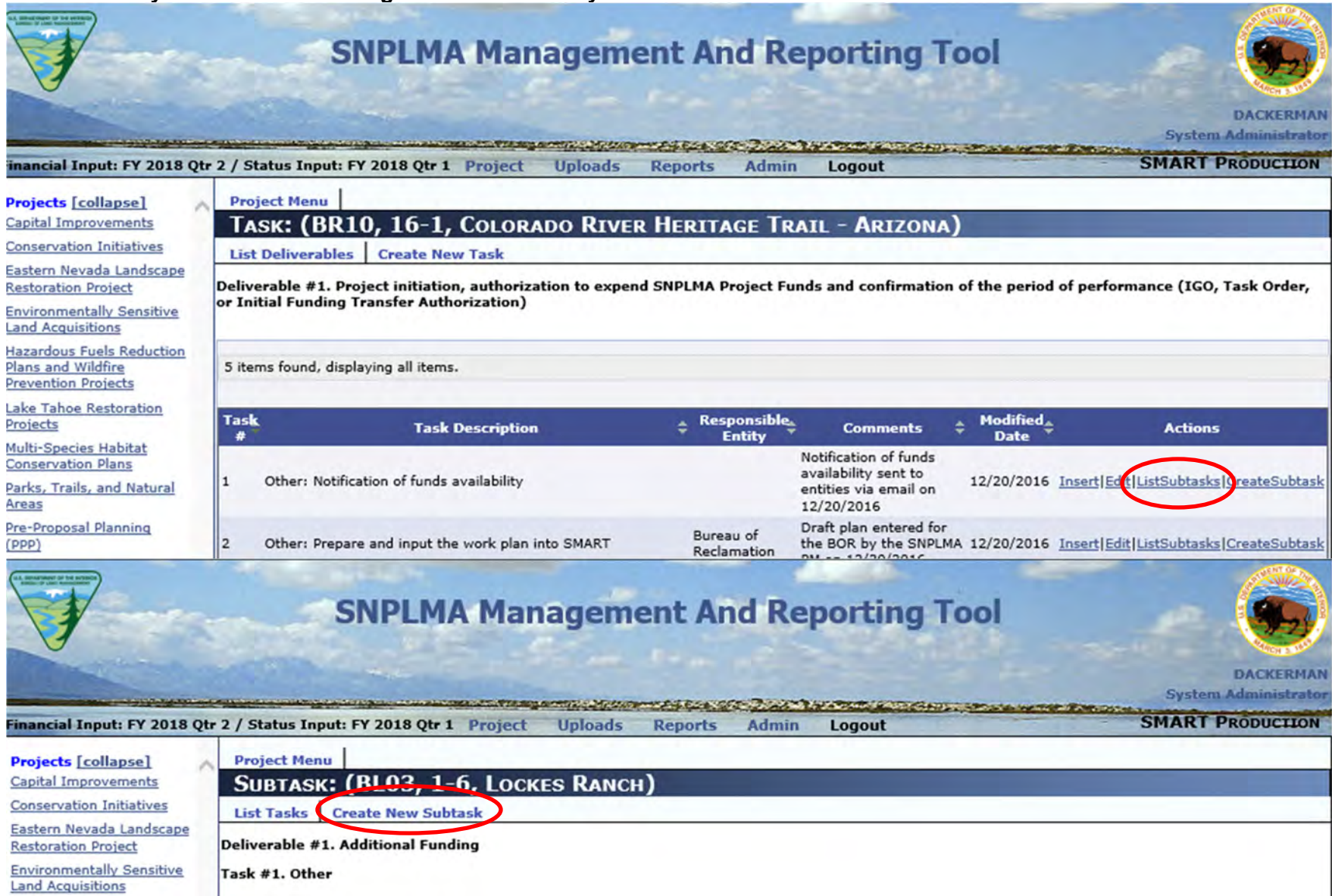
**Project Menu**

**TASK: (BL03, 1-6, LOCKES RANCH)**

[List Deliverables](#) [Create New Task](#)

**Deliverable #1. Additional Funding**

- Otherwise you will see something like this and here you will click on “List Subtasks”



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Uploads](#) [Reports](#) [Admin](#) [Logout](#) **SMART PRODUCTION**

**Projects [collapse]**

- [Capital Improvements](#)
- [Conservation Initiatives](#)
- [Eastern Nevada Landscape Restoration Project](#)
- [Environmentally Sensitive Land Acquisitions](#)
- [Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)
- [Lake Tahoe Restoration Projects](#)
- [Multi-Species Habitat Conservation Plans](#)
- [Parks, Trails, and Natural Areas](#)
- [Pre-Proposal Planning \(PPP\)](#)

**Project Menu**

**TASK: (BR10, 16-1, COLORADO RIVER HERITAGE TRAIL - ARIZONA)**

[List Deliverables](#) [Create New Task](#)

**Deliverable #1. Project initiation, authorization to expend SNPLMA Project Funds and confirmation of the period of performance (IGO, Task Order, or Initial Funding Transfer Authorization)**

5 items found, displaying all items.

Task #	Task Description	Responsible Entity	Comments	Modified Date	Actions
1	Other: Notification of funds availability		Notification of funds availability sent to entities via email on 12/20/2016	12/20/2016	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListSubtasks</a>   <a href="#">CreateSubtask</a>
2	Other: Prepare and input the work plan into SMART	Bureau of Reclamation	Draft plan entered for the BOR by the SNPLMA on 12/20/2016	12/20/2016	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListSubtasks</a>   <a href="#">CreateSubtask</a>

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Uploads](#) [Reports](#) [Admin](#) [Logout](#) **SMART PRODUCTION**

**Projects [collapse]**

- [Capital Improvements](#)
- [Conservation Initiatives](#)
- [Eastern Nevada Landscape Restoration Project](#)
- [Environmentally Sensitive Land Acquisitions](#)

**Project Menu**

**SUBTASK: (BL03, 1-6, LOCKES RANCH)**

[List Tasks](#) [Create New Subtask](#)

**Deliverable #1. Additional Funding**

**Task #1. Other**

This screen will show you all the tasks, this sample only has one and you can see what the Deliverable is and the Task #.

- Click on “Create New Subtask”

- Enter the subtask description and any comments.
- Select the Responsible Entity
- Click “Save”

As with the deliverables and tasks, a message will be displayed that the subtask has been saved. You can review, edit if needed, and click update before moving to enter the next subtask, task, or deliverable.

- To enter a new Deliverable, back out of the subtask screen by clicking “List Subtasks,” “List Tasks,” and “List Deliverables.” This sequence will take you back to the “Create New Deliverable” screen with the project description.

## STEP 2: UPDATING QUARTERLY STATUS

- Click on the “Project Menu” box of the project to be updated.
- Click on the “Quarterly Status Update” menu box to get to the project deliverables. Remember you are only reporting on Deliverables that you have started working on that are not 100% complete. If the deliverable is at 100% or does not have an Actual Start date you do not report on it.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 | [Project](#) | [Uploads](#) | [Reports](#) | [Admin](#) | [Logout](#) | **SMART PRODUCTION**

**PROJECT MENU: (WP01, 8-7, NEVADA NORTHERN HISTORIC RAILROAD MUSEUM INTERPRETIVE TRAIL)**

**Work Plan Approved. Work Plans are viewable from the Reports Menu.**

**Quarterly Status Update**

**Funding Processes**

**Project Contacts**

**Project**

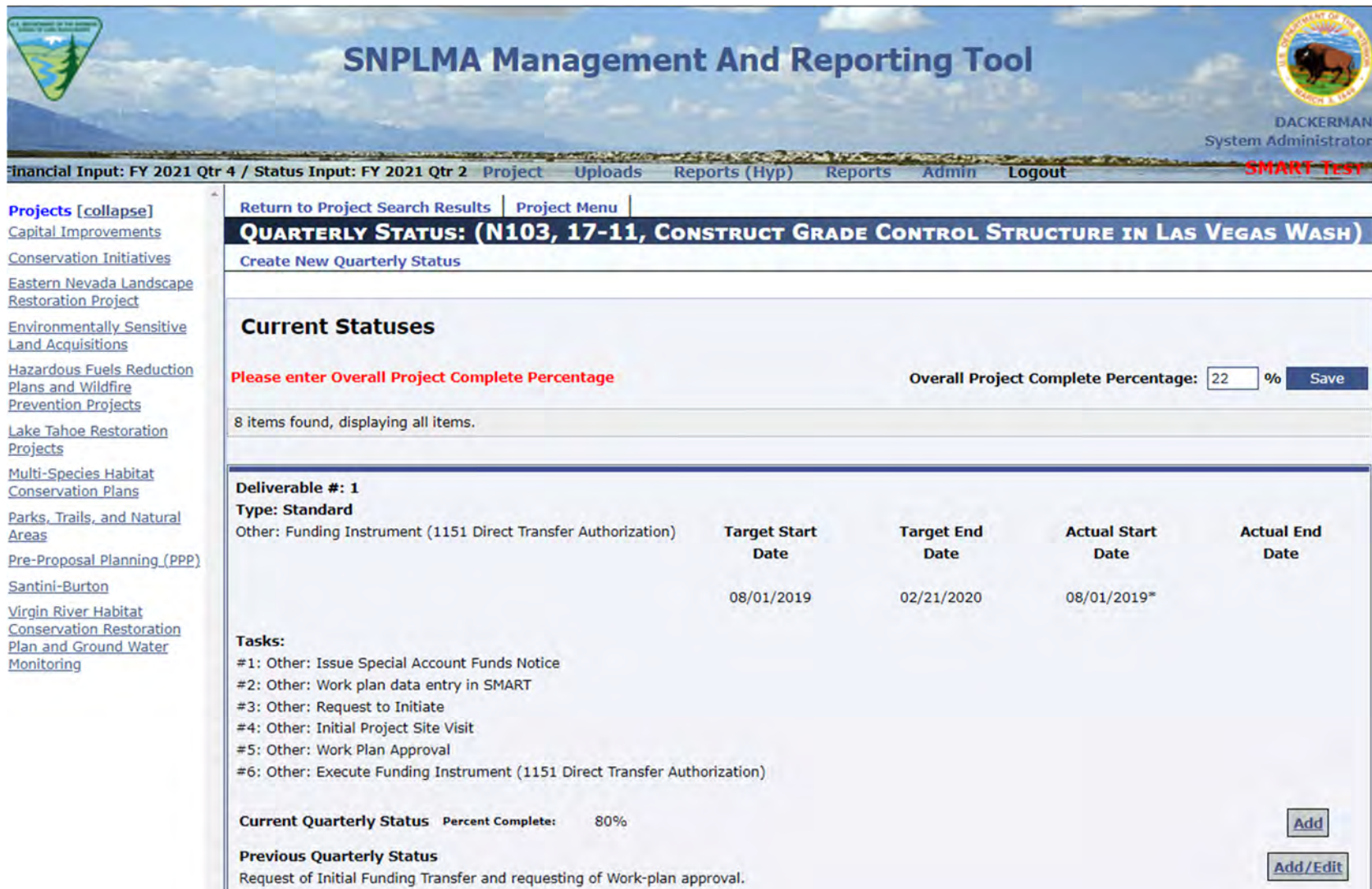
**Project Priority**

**FY 2017 Annual Accomplishments**

**Enter Annual Accomplishments**

**Project Information**

<b>Project Of Concern:</b>	No	<b>Work Plan Status:</b>	Approved
<b>Project Status:</b>	Closed	<b>Current End Date:</b>	07/16/2013
<b>Status Date:</b>	01/21/2014		
<b>Status Update</b>			
<b>Comments and Program</b>			
<b>Mgr. Notes:</b>			



The screenshot shows the SNPLMA Management And Reporting Tool interface. At the top, there's a header with the title "SNPLMA Management And Reporting Tool" and a user profile for "DACKERMAN System Administrator". Below the header is a navigation bar with links: "Financial Input: FY 2021 Qtr 4 / Status Input: FY 2021 Qtr 2", "Project", "Uploads", "Reports (Hyp)", "Reports", "Admin", "Logout", and a "SMART Test" button. On the left side, there's a sidebar menu with links for "Projects [collapse]", "Capital Improvements", "Conservation Initiatives", "Eastern Nevada Landscape Restoration Project", "Environmentally Sensitive Land Acquisitions", "Hazardous Fuels Reduction Plans and Wildfire Prevention Projects", "Lake Tahoe Restoration Projects", "Multi-Species Habitat Conservation Plans", "Parks, Trails, and Natural Areas", "Pre-Proposal Planning (PPP)", "Santini-Burton", "Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring". The main content area is titled "QUARTERLY STATUS: (N103, 17-11, CONSTRUCT GRADE CONTROL STRUCTURE IN LAS VEGAS WASH)". It includes a "Return to Project Search Results" link and a "Project Menu" link. Below this is a "Create New Quarterly Status" button. The "Current Statuses" section shows a red prompt "Please enter Overall Project Complete Percentage" and a form field for "Overall Project Complete Percentage" with the value "22" and a "Save" button. Below this, it says "8 items found, displaying all items." The "Deliverable #: 1" section shows a table with columns: "Type: Standard", "Other: Funding Instrument (1151 Direct Transfer Authorization)", "Target Start Date", "Target End Date", "Actual Start Date", and "Actual End Date". The table contains one row with values: "08/01/2019", "02/21/2020", and "08/01/2019\*". Below the table is a "Tasks:" section with a list of six tasks. At the bottom, there's a "Current Quarterly Status" section showing "Percent Complete: 80%" and an "Add" button. Below that is a "Previous Quarterly Status" section showing "Request of Initial Funding Transfer and requesting of Work-plan approval." and an "Add/Edit" button.

**SNPLMA Management And Reporting Tool**

DACKERMAN  
System Administrator

Financial Input: FY 2021 Qtr 4 / Status Input: FY 2021 Qtr 2 | [Project](#) | [Uploads](#) | [Reports \(Hyp\)](#) | [Reports](#) | [Admin](#) | [Logout](#) | [SMART Test](#)

[Projects \[collapse\]](#)  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)  
[Environmentally Sensitive Land Acquisitions](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)  
[Multi-Species Habitat Conservation Plans](#)  
[Parks, Trails, and Natural Areas](#)  
[Pre-Proposal Planning \(PPP\)](#)  
[Santini-Burton](#)  
[Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring](#)

[Return to Project Search Results](#) | [Project Menu](#)

**QUARTERLY STATUS: (N103, 17-11, CONSTRUCT GRADE CONTROL STRUCTURE IN LAS VEGAS WASH)**

[Create New Quarterly Status](#)

**Current Statuses**

Please enter Overall Project Complete Percentage

Overall Project Complete Percentage:  % [Save](#)

8 items found, displaying all items.

**Deliverable #: 1**  
**Type: Standard**  
 Other: Funding Instrument (1151 Direct Transfer Authorization)

Target Start Date	Target End Date	Actual Start Date	Actual End Date
08/01/2019	02/21/2020	08/01/2019*	

**Tasks:**

- #1: Other: Issue Special Account Funds Notice
- #2: Other: Work plan data entry in SMART
- #3: Other: Request to Initiate
- #4: Other: Initial Project Site Visit
- #5: Other: Work Plan Approval
- #6: Other: Execute Funding Instrument (1151 Direct Transfer Authorization)

**Current Quarterly Status** Percent Complete: 80% [Add](#)

**Previous Quarterly Status**  
 Request of Initial Funding Transfer and requesting of Work-plan approval. [Add/Edit](#)

- You can see the Deliverable Type
- You see the List of Tasks for the Deliverable
- The list of deliverables will display the previous quarter's status comments and percent complete if previously entered.
- It will also display actual start and end dates if entered as well as the percent overall project completion.
- If there are more deliverables than can be displayed on a single page, additional deliverables are available on additional pages.

- Click on the “[First/Prev] page number or Next/Last” to navigate through the deliverables.

Create New Quarterly Status

### Current Statuses

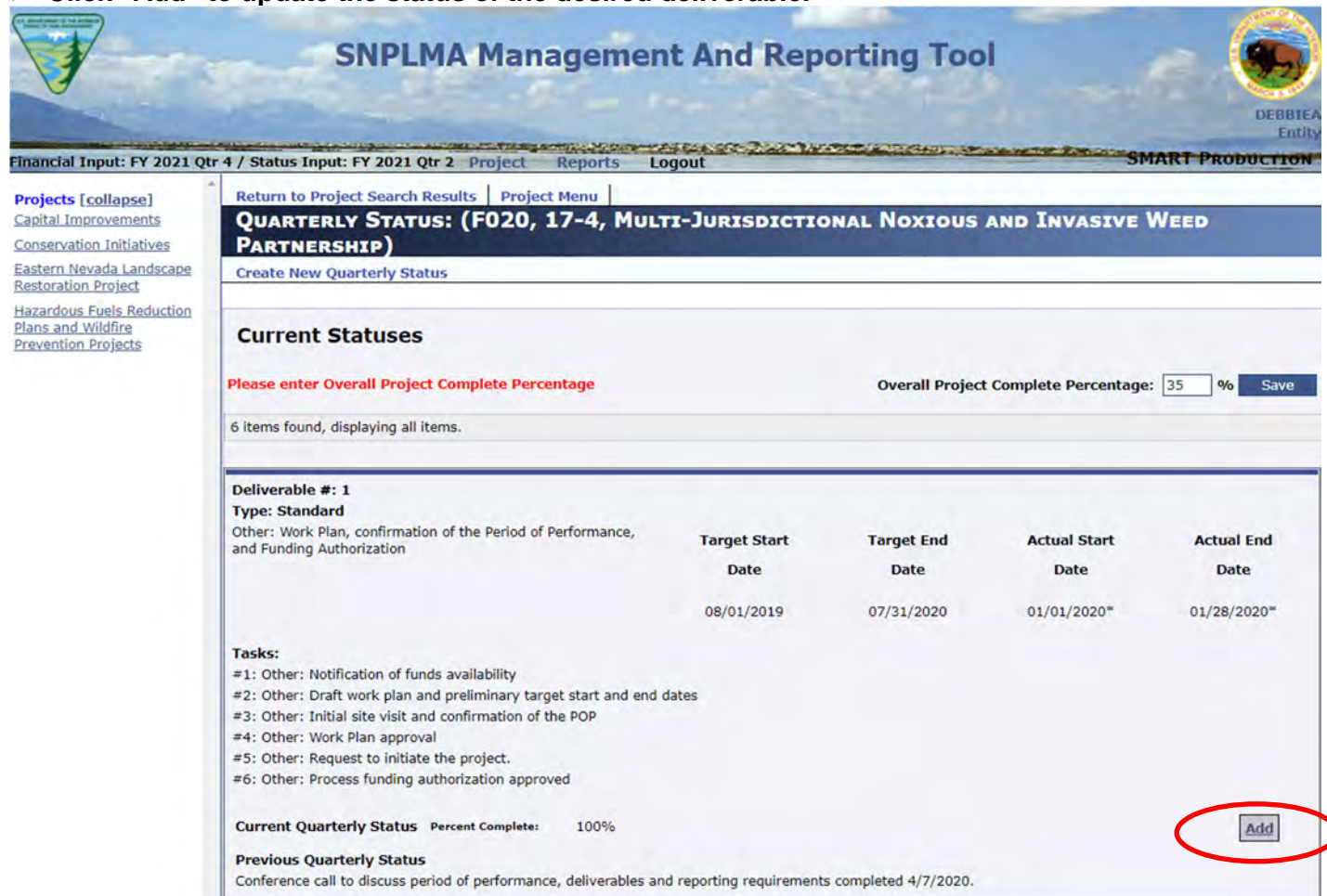
Please enter Overall Project Complete Percentage

Overall Project Complete Percentage:  %

15 items found, displaying 1 to 10.

[\[First/Prev\]](#) [1](#), [2](#) [\[Next/Last\]](#)

- Click “Add” to update the status of the desired deliverable.



The screenshot shows the SNPLMA Management And Reporting Tool interface. The header includes the title "SNPLMA Management And Reporting Tool" and the DEBBIEA Entity logo. The navigation bar shows "Financial Input: FY 2021 Qtr 4 / Status Input: FY 2021 Qtr 2" and links for "Project", "Reports", and "Logout". The main content area is titled "QUARTERLY STATUS: (F020, 17-4, MULTI-JURISDICTIONAL NOXIOUS AND INVASIVE WEED PARTNERSHIP)". Below this, there is a "Current Statuses" section with a "Please enter Overall Project Complete Percentage" field and a "Save" button. The "Current Statuses" section also displays "6 items found, displaying all items." Below this, there is a table for "Deliverable #: 1" with columns for "Target Start Date", "Target End Date", "Actual Start Date", and "Actual End Date". The table shows data for "08/01/2019", "07/31/2020", "01/01/2020", and "01/28/2020". Below the table, there is a "Tasks" section with a list of tasks. At the bottom, there is a "Current Quarterly Status" section with a "Percent Complete" field and a "Save" button. The "Add" button is circled in red.

Return to Project Search Results | Project Menu

### QUARTERLY STATUS: (F020, 17-4, MULTI-JURISDICTIONAL NOXIOUS AND INVASIVE WEED PARTNERSHIP)

Create New Quarterly Status

### Current Statuses

Please enter Overall Project Complete Percentage

Overall Project Complete Percentage:  %

6 items found, displaying all items.

Deliverable #	Type	Other	Target Start Date	Target End Date	Actual Start Date	Actual End Date
1	Standard	Other: Work Plan, confirmation of the Period of Performance, and Funding Authorization	08/01/2019	07/31/2020	01/01/2020	01/28/2020

**Tasks:**

- #1: Other: Notification of funds availability
- #2: Other: Draft work plan and preliminary target start and end dates
- #3: Other: Initial site visit and confirmation of the POP
- #4: Other: Work Plan approval
- #5: Other: Request to initiate the project.
- #6: Other: Process funding authorization approved

**Current Quarterly Status** Percent Complete:

**Previous Quarterly Status**  
Conference call to discuss period of performance, deliverables and reporting requirements completed 4/7/2020.

- Actual Start Date and Percent Complete are required in order to enter/update the status for a deliverable. You cannot enter an “Actual” date that is in the future. An actual date can only be as of today or earlier.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**Project Menu**  
**CREATE QUARTERLY STATUS: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**  
 List Quarterly Statuses

**Work Plan Deliverable \***: #1. IGO, Task Order, or Initial Funding Transfer

**Actual Start Date \***: 04/01/2010

**Actual End Date \***: 06/30/2010

**Percent Complete \***:

**Quarterly Status Update Detail \***:

Note the Calendar icon; click on this to select the date from a calendar by month and year.

**Save** **Cancel**

**REQUIRED: YOU MUST ENTER DATA IN THE REQUIRED FIELDS. IF YOU DO NOT, ANY DETAIL ITEMS YOU ENTERED WILL NOT BE SAVED! (0% IS A VALID PERCENT COMPLETE TO USE SHOULD YOU NEED TO DO SO.)**

Please be sure to enter only “ACTUAL” Start and End Dates in the Actual Start Date and Actual End Date buckets. A guess as to what those dates will be are just that, a guess, an actual date cannot be in the future it has to have come to pass already. Program and Project Managers do have the ability to update and change this information so contact them should you need to make a change here.

0% is also a valid Percent Complete to use here.

- Enter the Actual Start Date
- Enter the Percent complete as a whole number (e.g., 5, , 25, 50 75, 97, etc.) and do not include a percent sign
- Enter the Actual End Date only if the deliverable is 100 percent complete
- Enter the narrative describing the status of the project.

(Status can include work that has been done, issues that are being addressed and the status of resolution, as well as work that is anticipated to be done in the upcoming quarter.)

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**Project Menu**

**CREATE QUARTERLY STATUS: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**

**List Quarterly Statuses**

**Work Plan Deliverable \***: #1. IGO, Task Order, or Initial Funding Transfer ▼

**Actual Start Date \***: 04/01/2010

**Actual End Date \***: 06/30/2010

**Percent Complete \***:

**Quarterly Status Update Detail \***

**Save** **Cancel**

**REQUIRED: YOU MUST ENTER DATA IN THE REQUIRED FIELDS.  
 IF YOU DO NOT, ANY DETAIL ITEMS YOU ENTERED WILL NOT BE SAVED!  
 (0% IS A VALID PERCENT COMPLETE TO USE SHOULD YOU NEED TO DO SO.)**

- Click “Save” when done entering current status information.

After completing the entry and clicking “Save” the screen will display a message that the “Quarterly Status was saved successfully.” It is recommended that the user review the entry to ensure that it’s correct before moving on the the next deliverable.

- Click “List Quarterly Statuses” to return to the list of deliverables.

SNPLMA Management And Reporting Tool

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) SMART PRODUCTION

[Projects](#) [collapse](#)

- [Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)
- [Lake Tahoe Restoration Projects](#)

**Project Menu**

**EDIT QUARTERLY STATUS: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**

[List Quarterly Statuses](#) [Create New Quarterly Status](#)

• Quarterly Status was saved successfully.

Work Plan Deliverable \*: #1. IGO, Task Order, or Initial Funding Transfer

Fiscal Year: 2018

Quarter: Q1

Actual Start Date \*: 04/01/2010

Actual End Date: 06/30/2010

Percent Complete \*: 100

Modified Date: 03/07/2018

Quarterly Status Update Detail \*: No detail to report.

[Update](#) [Delete](#) [Cancel](#)

REQUIRED: YOU MUST ENTER DATA IN THE REQUIRED FIELDS.  
IF YOU DO NOT, ANY DETAIL ITEMS YOU ENTERED WILL NOT BE SAVED!  
(0% IS A VALID PERCENT COMPLETE TO USE SHOULD YOU NEED TO DO SO.)

< Back :: Top ^

The updated information is now reflected under the deliverable(s) that have been updated. Note that instead of an “Add” button, there is now an “Add/Edit” button; this indicates the deliverable has been updated and provides a means to edit the entry if needed.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2021 Qtr 4 / Status Input: FY 2021 Qtr 2 [Project](#) [Reports \(Hyp\)](#) [Reports](#) [Logout](#) **SMART Test**

[Projects \[collapse\]](#)  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)

[Return to Project Search Results](#) | [Project Menu](#)

**QUARTERLY STATUS: (FS86, 17-1, SPRING STEWARDSHIP AND RESTORATION IN SOUTHERN NEVADA)**

[Create New Quarterly Status](#)

**Current Statuses**

Please enter Overall Project Complete Percentage Overall Project Complete Percentage:  % [Save](#)

6 items found, displaying all items.

Deliverable #:	Target Start Date	Target End Date	Actual Start Date	Actual End Date
1 Other: Funding Instrument and confirmation of the period of performance	08/01/2019	07/31/2020	08/01/2019	02/18/2020

**Tasks:**

- #1: Other: Notification of Availability of Funds
- #2: Other: Draft Work Plan, preliminary Target Start and End dates entered into SMART
- #3: Other: Work Plan approval
- #4: Other: Entity request to initiate the project
- #5: Other: Authorization to Expend SNPLMA Project Funds and/or Funding instrument processed/approved

**Current Quarterly Status** Percent Complete: 100%  
 testing showing data

**Previous Quarterly Status**  
 Project initiation letter and initial funding request was submitted by the Forest Service on January 24, 2020. Authorization to expend funds letter and official start date of the project was received on February 18, 2020. Period of performance is from 02/18/2020 to 02/17/2025.

Updated information that was entered and saved.

To edit the entry, until SMART closes, click on the “Add/Edit.”

[Add/Edit](#)

Repeat this process until all deliverables that have been started for the project have been updated.

### STEP 3: FUNDING REQUESTS

- Click on “Project Menu” to return to the Project Menu Screen.

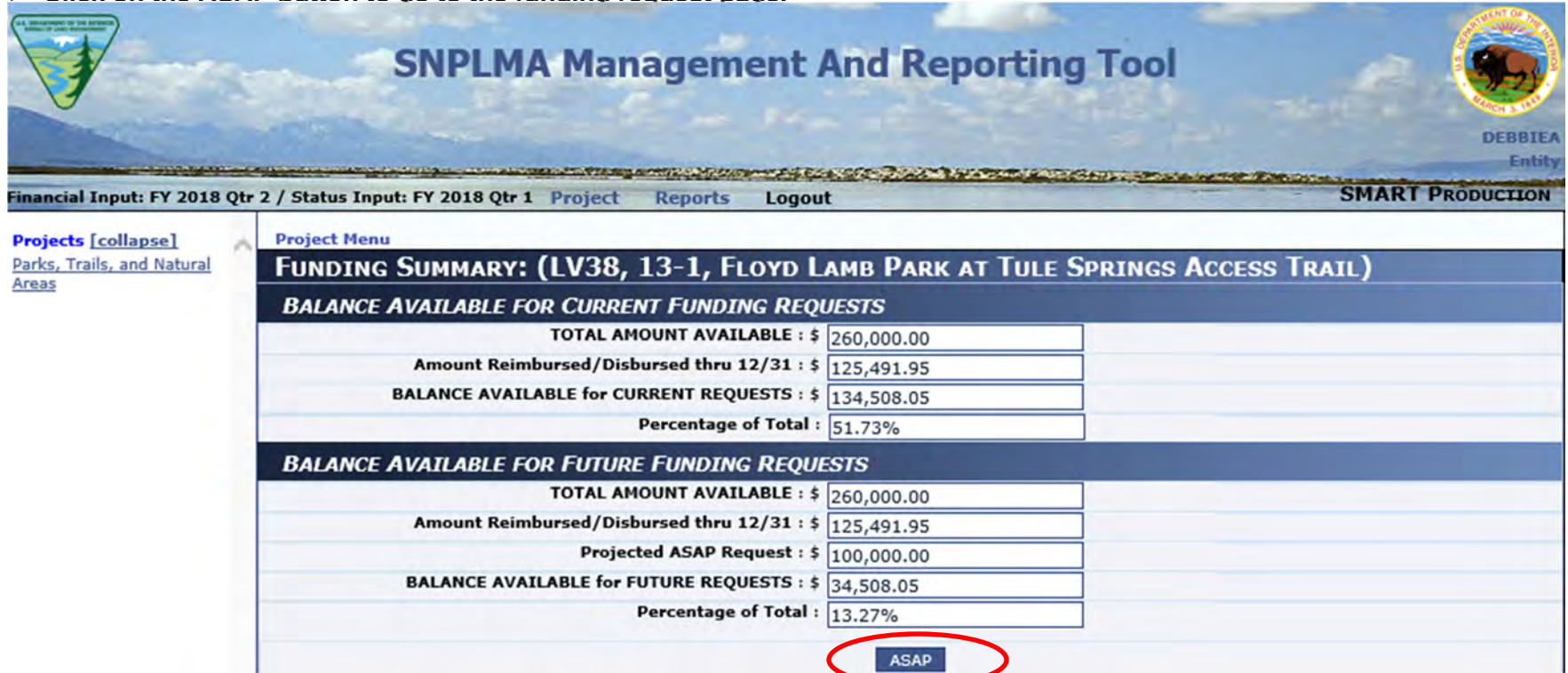
- Click on the “Funding Processes” menu box.

Note: Funding Requests can be edited until SMART closes. After saving, entity users will see an “update” button. Changes can be made or additional information can be added and then click the “update” button.

## ASAP Funding Request

This first screen is the “Funding Summary” page. No entries are made on this page. This your “snapshot” of where your funding is currently at.

➤ Click on the ASAP button to go to the funding request page.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
[Parks, Trails, and Natural Areas](#)

**Project Menu**

**FUNDING SUMMARY: (LV38, 13-1, FLOYD LAMB PARK AT TULE SPRINGS ACCESS TRAIL)**

**BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE : \$	260,000.00
Amount Reimbursed/Disbursed thru 12/31 : \$	125,491.95
BALANCE AVAILABLE for CURRENT REQUESTS : \$	134,508.05
Percentage of Total :	51.73%

**BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE : \$	260,000.00
Amount Reimbursed/Disbursed thru 12/31 : \$	125,491.95
Projected ASAP Request : \$	100,000.00
BALANCE AVAILABLE for FUTURE REQUESTS : \$	34,508.05
Percentage of Total :	13.27%

**ASAP**

Users can enter information into four fields on the ASAP fund request page:

- “Entity Project/Accounting Number” – Completing this field is optional
- “Current ASAP Request” – This amount will be reflected on the financial summary page after
- “Final ASAP Closeout” – Click this box only when the project is being closed out.
- “ASAP Comments” -- Explain/justify the Current ASAP request amount (i.e., purpose of funds that will be drawn down).

SNPLMA Management And Reporting Tool

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) SMART PRODUCTION

[Projects \[collapse\]](#)  
[Parks, Trails, and Natural Areas](#)

ASAP Summary | Project Menu

**ASAP REQUEST: (LV38, 13-1, FLOYD LAMB PARK AT TULE SPRINGS ACCESS TRAIL)**

Status : Pending

Entity Project/Accounting Number :

Amount Available to ASAP Request : \$ 260,000.00

Amount Reimbursed/Disbursed : \$ 125,491.95

Amount Remaining : \$ 134,508.05

Prior ASAP Requests

Q3, 2017: \$ 5,000.00

Q4, 2017: \$ 10,000.00

Q1, 2018: \$ 50,000.00

Current ASAP Request : \$ 100,000.00

Final ASAP Closeout : ☐

Current Financial Quarter : 3/31/2018

ASAP Comments:

[Save](#) [Cancel](#)

If there is a dollar figure entered for the Current ASAP Request you will be required to enter ASAP Comments. You can no longer request funds without entering comments.

In the example below, the “Current ASAP Request” is \$0.00 (entered without symbols or commas) and the purpose of the request to purchase materials has been entered in “ASAP Comments.”

- Click **Save** after entering the request amount, justification comments, and other appropriate information.

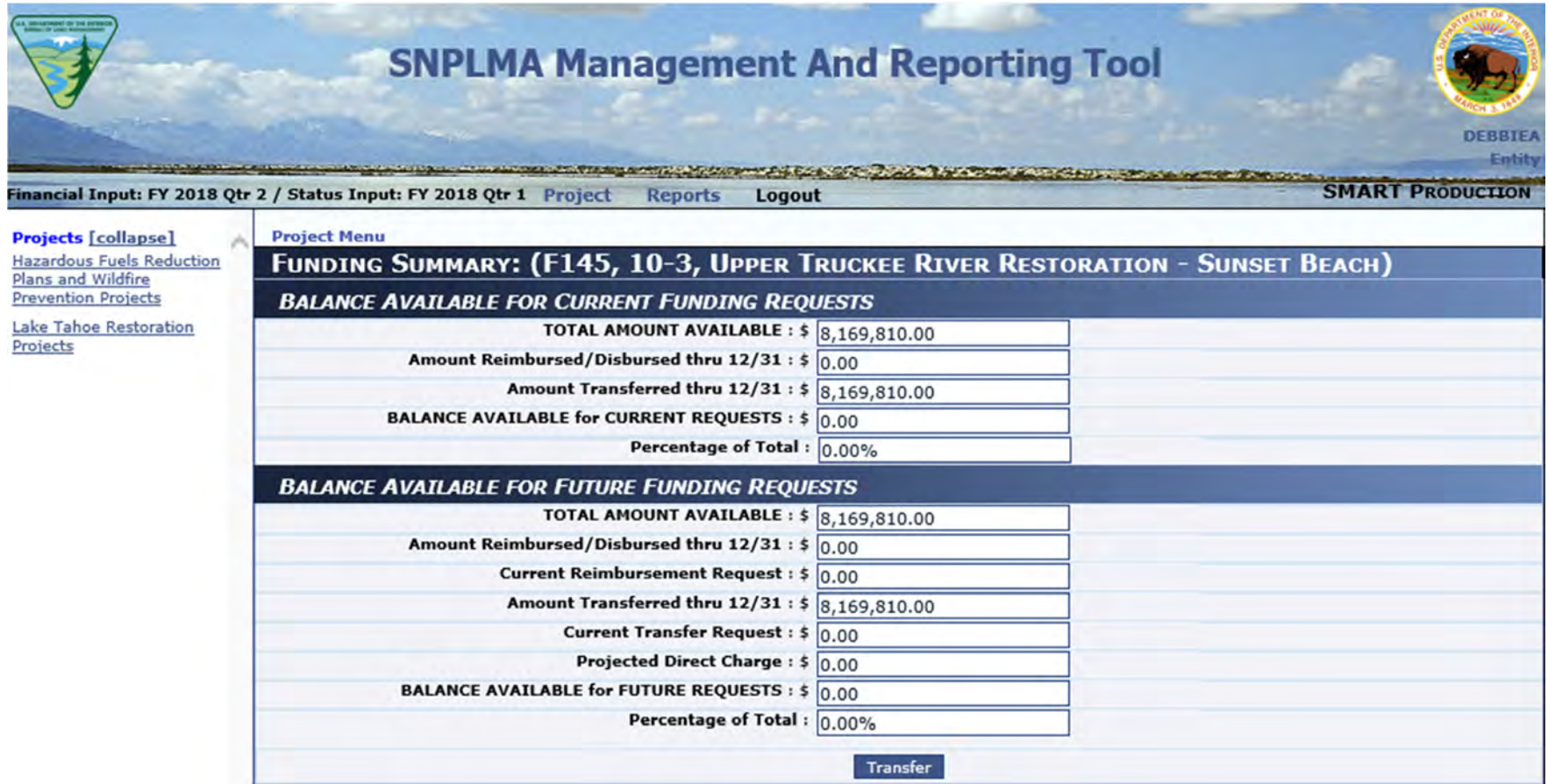
After clicking “save,” a message in green text “**Financial Request was saved successfully**” will appear in the upper left portion of the screen (no screen shot available of this for ASAP at this time).

- Click “**ASAP Summary**” to return to the financial summary page. Review the fund summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” has been recalculated reflecting a reduction equal to the amount requested.

## Transfer Funding Request

Each funding request method works essentially the same with only slight differences. The screen shot below is the Financial Summary page for a project funded by 1151 direct transfer. No entries are made on this page.

- Click on the “Transfer” button to go to the funding request page.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects** [\[collapse\]](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**Project Menu**

**FUNDING SUMMARY: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**

**BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE :	\$ 8,169,810.00
Amount Reimbursed/Disbursed thru 12/31 :	0.00
Amount Transferred thru 12/31 :	8,169,810.00
BALANCE AVAILABLE for CURRENT REQUESTS :	0.00
Percentage of Total :	0.00%

**BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE :	\$ 8,169,810.00
Amount Reimbursed/Disbursed thru 12/31 :	0.00
Current Reimbursement Request :	0.00
Amount Transferred thru 12/31 :	8,169,810.00
Current Transfer Request :	0.00
Projected Direct Charge :	0.00
BALANCE AVAILABLE for FUTURE REQUESTS :	0.00
Percentage of Total :	0.00%

[Transfer](#)

(Note: Although there are fields for “Current Reimbursement Request” and “Current Direct Charge” as well as “Current Transfer Request,” only the appropriate type of funding for the selected project will be available. In this F145 example, as in many other Federal projects, the sole method of funding is direct transfer. However, some older projects were funded first by reimbursement and then by direct transfer, so more than one funding method button may appear. If this occurs, only the current funding method should be selected.

Entities can enter information in five fields on the Transfer fund request page:

- “Entity Project/Accounting Number” – Completing this field is optional
- “Total Transferred Funds Expended/Obligated Thru ...” – This information is required.
- “Current Transfer Request” – This amount will be reflected on the financial summary page after
- “Final Transfer Closeout” – Click this box only when the project is being closed out.
- “Transfer Comments” – Explain/justify the Current Transfer request amount, this is a mandatory entry if there is an amount requested in Current Transfer Request box. (i.e., why the funds are needed in this quarter vs. at a later time).

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2021 Qtr 4 / Status Input: FY 2021 Qtr 2 Project Reports (Hyp) Reports Logout

**TRANSFER REQUEST: (F032, 15-12, CARSON RANGER DISTRICT HAZARDOUS FUELS PROJECT)**

Be sure to input a current Expended/Obligated dollar figure.

Status : Pending

Entity Project/Accounting Number :

Amount Available to Transfer : \$ 309,720.00

Total Transferred Funds Expended/Obligated Thru 3/31/2021 : \$ 614,729.00 89%

Amount Transferred Thru 3/31 : \$ 690,000.00

% of Funds Expended/Obligated : 89.09

Prior Transfer Requests

Q4, 2020 : \$ 0.00

Q1, 2021 : \$ 20,000.00

Q2, 2021 : \$ 0.00

Current Transfer Request : \$ 0.00 For Funding Thru 9/30/2021

Balance Available for Next Transfer : \$ 309,720.00

Final Transfer Closeout : ☐

Current Financial Quarter : 6/30/2021

Transfer Comments\* :

Save Cancel

➤ Click “Save” after entering the required information.

The example below has entries under “Total Transferred Funds Expended/Obligated Thru ###/###/####,” “Current Transfer Request” and explanation/justification under “Transfer Comments” for the \$50,000 transfer request. After clicking “update” the “**Financial Request was saved successfully**” message appears and the “% of Funds Expended/Obligated” is automatically calculated based on the entry under “Total Transferred Funds Expended/Obligated Thru ###/###/####”

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2021 Qtr 4 / Status Input: FY 2021 Qtr 2 [Project](#) [Reports \(Hyp\)](#) [Reports](#) [Logout](#) **SMART TEST**

[Projects \[collapse\]](#)  
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[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)  
[Hazardous Fuels Reduction Plans and Wildfire](#)

[Return to Project Search Results](#) | [Fund Summary](#) | [Project Menu](#)

**TRANSFER REQUEST: (F032, 15-12, CARSON RANGER DISTRICT HAZARDOUS FUELS PROJECT)**

Be sure to input a current Expended/Obligated dollar figure.

Status:

Entity Project/Accounting Number:

Amount Available to Transfer: \$

Transferred Funds Expended/Obligated Thru 3/31/2021: \$  89%

Amount Transferred Thru 3/31: \$

% of Funds Expended/Obligated:

Prior Transfer Requests

Q4, 2020: \$

Q1, 2021: \$

Q2, 2021: \$

Current Transfer Request: \$  For Funding Thru 9/30/2021

Balance Available for Next Transfer: \$

Final Transfer Closeout: ☐

Current Financial Quarter: 6/30/2021

Transfer Comments\*:

**FUNDING HISTORY**

One item found.

Date Requested	Date Rejected	Fiscal Year	Quarter	Request Amount	Status	Actions
10/02/2017	11/13/2017	2018	Q1	120000.00	Rejected	<a href="#">View</a>

You will see a date here. Make a note: We are asking for that information through the end of the previous quarter from you. You may include a more current figure if you have it but at a minimum we need that number as of the end of the previous quarter. This number is used to check compliance with “95% Rule” and will come into play when approving the current request.

Comments and notes here will speed up the approval process for the Program and Project Managers. These are required when you have a request now.

Where you are at with the 95% rule is displayed in 2 places. You don’t have to guess where you are at..

You can go in and make changes as many times as you may need to while the DB is open for input, unless the PM has already Approved your request. Once SMART is closed you will need to contact your Project Manager and or Program Manger.

This area here will give you a history of what has occurred with your funding requests. Approval/Rejections etc.

➤ Click on “Fund Summary” to return to the financial summary page.

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#) **Fund Summary** [Project Menu](#)

[Hazardous Fuels Reduction](#) **TRANSFER REQUEST: (F030, 15-8, PRESCRIBED FIRE IMPLEMENTATION)**

It is recommended that Entities review the Financial Summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” reflects a reduction to the “Balance Available for Current Requests” equal to the amount requested.

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## SNPLMA Management And Reporting Tool

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Entity

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
[Hazardous Fuels Reduction](#)  
[Plans and Wildfire](#)  
[Prevention Projects](#)  
[Lake Tahoe Restoration](#)  
[Projects](#)

**Project Menu**

**FUNDING SUMMARY: (F030, 15-8, PRESCRIBED FIRE IMPLEMENTATION)**

**BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE : \$	1,094,000.00
Amount Reimbursed/Disbursed thru 12/31 : \$	0.00
Amount Transferred thru 12/31 : \$	200,000.00
BALANCE AVAILABLE for CURRENT REQUESTS : \$	894,000.00
Percentage of Total :	81.72%

**BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS**

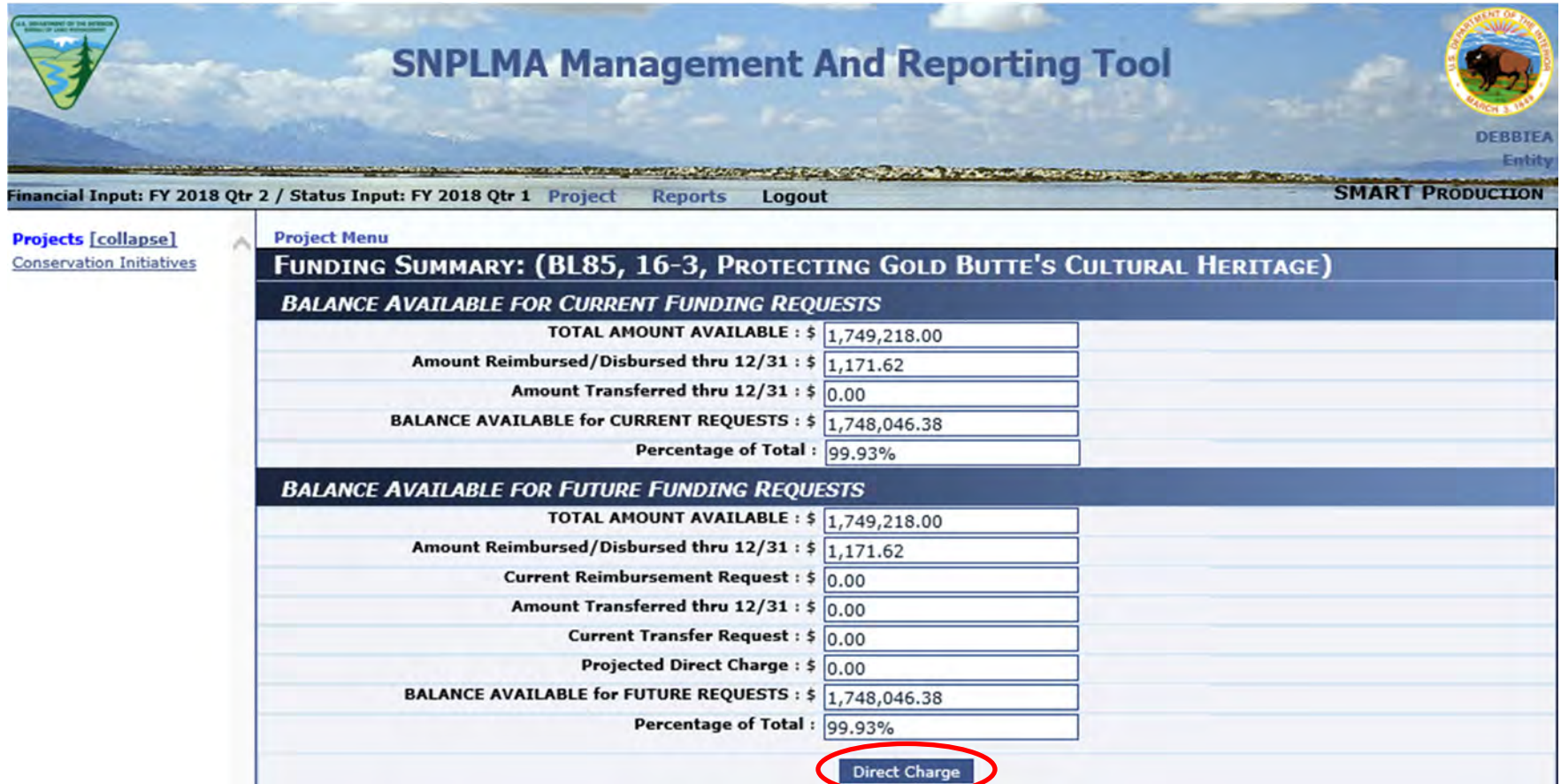
TOTAL AMOUNT AVAILABLE : \$	1,094,000.00	←
Amount Reimbursed/Disbursed thru 12/31 : \$	0.00	
Current Reimbursement Request : \$	0.00	
Amount Transferred thru 12/31 : \$	200,000.00	
Current Transfer Request : \$	150,000.00	←
Projected Direct Charge : \$	0.00	
BALANCE AVAILABLE for FUTURE REQUESTS : \$	744,000.00	←
Percentage of Total :	68.01%	

[Transfer](#)

### Direct Charge Funding Request

Most BLM projects are now funded by direct charge. The direct charge Financial Summary has the same fields as projects funded by Transfer. As with all funding methods, no entries are made on this page.

➤ Click “Direct Charge” to access the fund request page.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
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**Project Menu**

**FUNDING SUMMARY: (BL85, 16-3, PROTECTING GOLD BUTTE'S CULTURAL HERITAGE)**

**BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE :	\$ 1,749,218.00
Amount Reimbursed/Disbursed thru 12/31 :	\$ 1,171.62
Amount Transferred thru 12/31 :	\$ 0.00
BALANCE AVAILABLE for CURRENT REQUESTS :	\$ 1,748,046.38
Percentage of Total :	99.93%

**BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE :	\$ 1,749,218.00
Amount Reimbursed/Disbursed thru 12/31 :	\$ 1,171.62
Current Reimbursement Request :	\$ 0.00
Amount Transferred thru 12/31 :	\$ 0.00
Current Transfer Request :	\$ 0.00
Projected Direct Charge :	\$ 0.00
BALANCE AVAILABLE for FUTURE REQUESTS :	\$ 1,748,046.38
Percentage of Total :	99.93%

**Direct Charge**

For projects funded by Direct Charge, the amount is reflected as “Amount Reimbursed/Disbursed through ####/####/####” this is the amount that has been paid and does not include amounts obligated on contracts/agreements but not yet paid (i.e., unliquidated obligations).

Entities can enter information in five fields on the Direct Charge fund request page:

- “Entity Project/Accounting Number” – Completing this field is optional
- “Total Charged Funds Expended/Obligated Thru ####/####” Though not required to enter the funding request, this information is used by the SNPLMA Division to help evaluate the funding request and should be entered if available.
- “Current Direct Charge Request” – This amount will be reflected on the financial summary page after
- “Final Direct Charge Closeout” – Click this box only when the project is being closed out.
- “Direct Charge Comments” – Explain/justify the Current Transfer request amount (i.e., why the funds are needed in this quarter vs. at a later time).

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

**DIRECT CHARGE REQUEST: (BL85, 16-3, PROTECTING GOLD BUTTE'S CULTURAL HERITAGE)**

Be sure to input a current Expended/Obligated dollar figure.

Status : Pending

Entity Project/Accounting Number :

Total Charged Funds Expended/Obligated Thru 12/31/2017 : \$

Prior Direct Charge Requests

Q3, 2017: \$

Q4, 2017: \$

Q1, 2018: \$

Current Direct Charge Request : \$

Final Direct Charge Closeout : ☐

Current Financial Quarter : 3/31/2018

Direct Charge Comments:

Comments and notes here will speed up the approval process for the Program and Project Managers. These are required when you have a request now.

Save Cancel

In this example, \$199,651.55 has been entered as “Total Charged Funds Expended/Obligated” – this figure includes amounts obligated on contracts/agreements but not yet paid (i.e., unliquidated obligations). In this example, the current direct charge request of \$20,000 is entered as is the explanation/justification for why the funds will be needed this quarter.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

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[Fund Summary](#) | [Project Menu](#)

**DIRECT CHARGE REQUEST: (BL84, 16-2, BUILDING STEWARDSHIP OF PUBLIC LANDS WITH DISPLACED USER GROUPS)**

Be sure to input a current Expended/Obligated dollar figure.

Status : Pending

Entity Project/Accounting Number :

Total Charged Funds Expended/Obligated Thru 12/31/2017 : \$ 199,651.55

Prior Direct Charge Requests

Q3, 2017: \$ 189,000.00

Q4, 2017: \$ 20,000.00

Q1, 2018: \$ 20,000.00

Current Direct Charge Request : \$ 20,000.00

Final Direct Charge Closeout : ☐

Current Financial Quarter : 3/31/2018

Direct Charge Comments: Funds will be applied to additional clean ups, labor for outreach, education, and enforcement of regulations.

[Save](#) [Cancel](#)

➤ Click “Save”

After clicking “save,” a message in green text “Financial Request was saved successfully” will appear in the upper left portion of the screen. (See below.)

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# SNPLMA Management And Reporting Tool

DEBBIEA  
Entity

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

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[Fund Summary](#) | [Project Menu](#)

## DIRECT CHARGE REQUEST: (BL84, 16-2, BUILDING STEWARDSHIP OF PUBLIC LANDS WITH DISPLACED USER GROUPS)

- Financial Request was saved successfully.

Be sure to input a current Expended/Obligated dollar figure.

Status : Pending

Entity Project/Accounting Number :

Total Charged Funds Expended/Obligated Thru 12/31/2017 : \$ 199,651.55

Prior Direct Charge Requests

Q3, 2017: \$ 189,000.00

Q4, 2017: \$ 20,000.00

Q1, 2018: \$ 20,000.00

Current Direct Charge Request : \$ 20,000.00

Final Direct Charge Closeout : ☐

Current Financial Quarter : 3/31/2018

Direct Charge Comments: Funds will be applied to additional clean ups, labor for outreach, education, and enforcement of regulations.

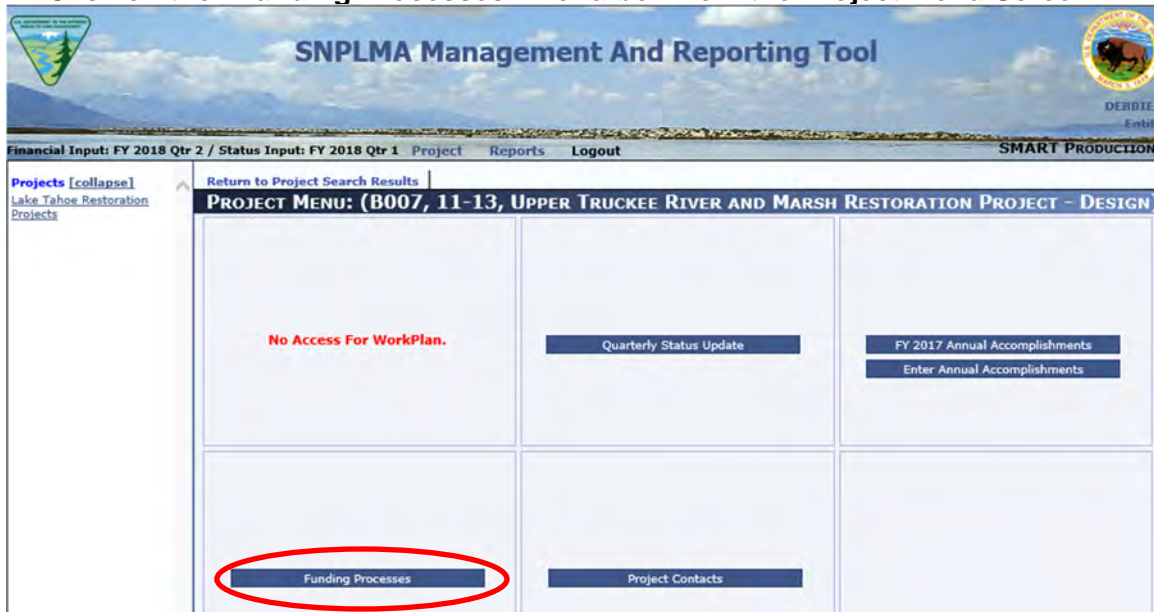
[Save](#) [Cancel](#)

➤ Click Fund Summary to return to the Financial Summary page.

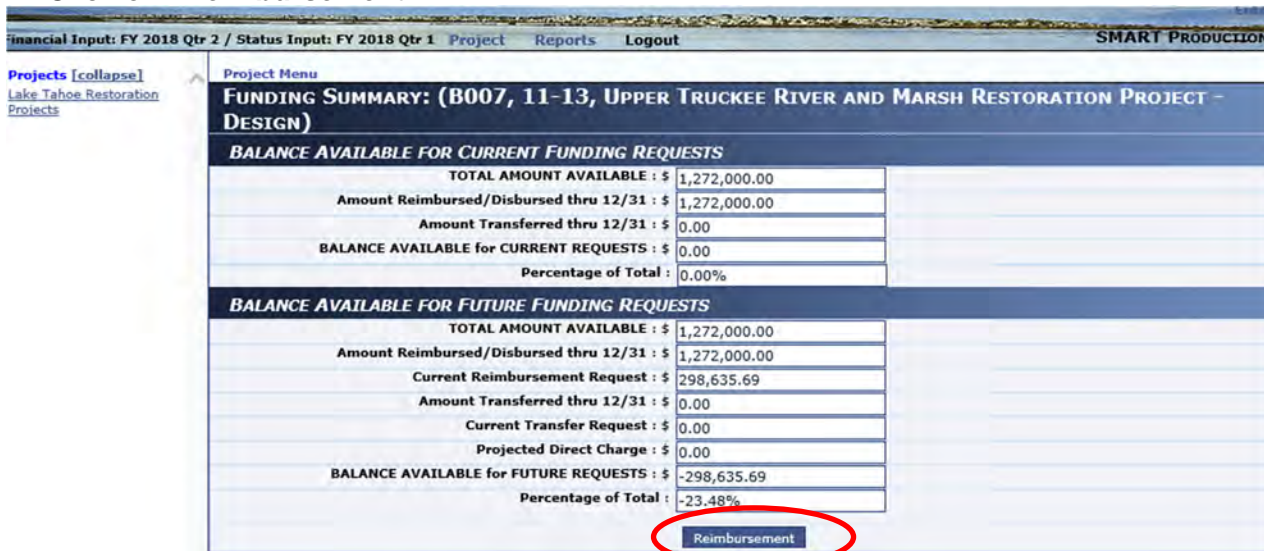
It is recommended that Entities review the Financial Summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” has been recalculated reflecting a reduction equal to the amount requested to confirm the data entered is reflected correctly on the Financial Summary page.

## Reimbursement Funding Requests

- Click on the “Funding Processes” menu box from the Project Menu Screen



- Click on “Reimbursement”



Entities can enter information in five fields on the Reimbursement fund request page:

- “Entity Project/Accounting Number” – Completing this field is optional
- “Total Reimbursed Funds Expended/Obligated Thru ...” Though not required to enter the funding request, this information is used by the SNPLMA Division to help evaluate the funding request and should be entered if available.
- “Current Reimbursement Request” – This amount will be reflected on the financial summary page after saving/updating
- “Final Reimbursement Closeout” – Click this box only when the project is being closed out.
- “Reimbursement Comments” – Explain/justify the Current Reimbursement request amount (i.e., why the funds are needed in this quarter vs. at a later time).

➤ **Make the appropriate entries, then click “Save” or “Update”** (The screen print below shows “update” because it was edited during final testing of the application.)

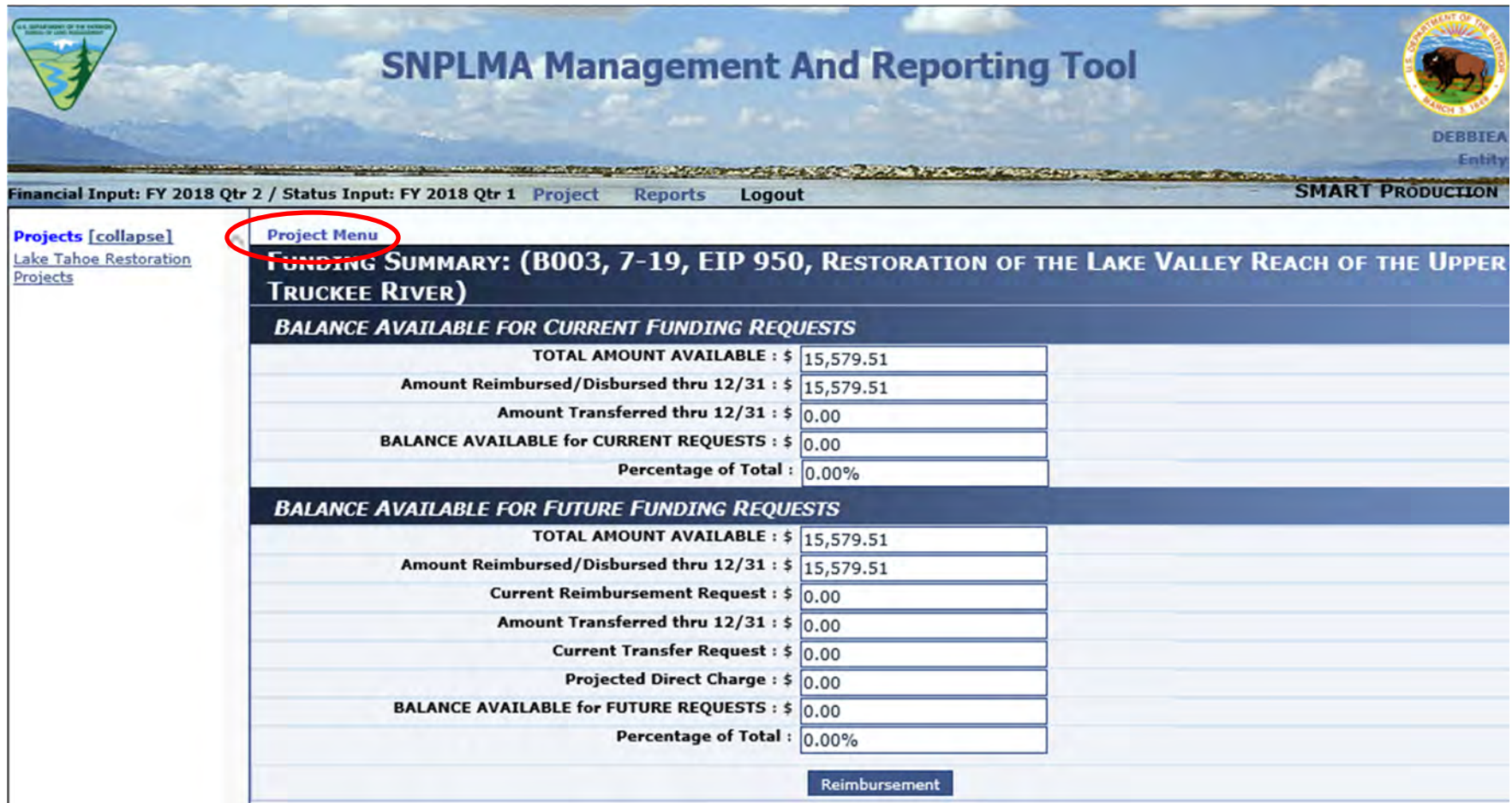
The screenshot displays the 'SNPLMA Management And Reporting Tool' interface. The header includes the title 'SNPLMA Management And Reporting Tool' and the user 'DEBBIEA Entity'. The navigation bar shows 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1' and links for 'Project', 'Reports', and 'Logout'. The main content area is titled 'REIMBURSEMENT REQUEST: (B003, 7-19, EIP 950, RESTORATION OF THE LAKE VALLEY REACH OF THE UPPER TRUCKEE RIVER)'. A red instruction states: 'Be sure to input a current Expended/Obligated dollar figure.' The form contains several input fields with red arrows pointing to them: 'Status' (set to 'Pending'), 'Entity Project/Accounting Number', 'Amount Available to Reimburse' (\$876,000.00), 'Total Reimbursed Funds Expended/Obligated Thru 12/31/2017' (\$0.00), 'Amount Reimbursed Thru 12/31/2017' (\$15,579.51), 'Amount Remaining' (\$860,420.49), 'Prior Reimbursement Requests' (Q3, 2017: \$0.00, Q4, 2017: \$0.00, Q1, 2018: \$0.00), 'Current Reimbursement Request' (\$0.00), 'Final Reimbursement Closeout' (checkbox), 'Current Financial Quarter' (3/31/2018), and 'Reimbursement Comments' (text area). The 'Save' and 'Cancel' buttons are at the bottom.

After clicking “Save” a message in green text “**Financial Request was saved successfully**” will appear in the upper left portion of the screen.

- Click Fund Summary to return to the Financial Summary page.

It is recommended that Entities review the Financial Summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” has been recalculated reflecting a reduction equal to the amount requested to confirm the data entered is reflected correctly on the Financial Summary page.

- Click Project Menu to move to the next step in the quarterly update process.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#) [Lake Tahoe Restoration Projects](#) **Project Menu**

**FUNDING SUMMARY: (B003, 7-19, EIP 950, RESTORATION OF THE LAKE VALLEY REACH OF THE UPPER TRUCKEE RIVER)**

**BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE :	\$ 15,579.51
Amount Reimbursed/Disbursed thru 12/31 :	\$ 15,579.51
Amount Transferred thru 12/31 :	\$ 0.00
BALANCE AVAILABLE for CURRENT REQUESTS :	\$ 0.00
Percentage of Total :	0.00%

**BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE :	\$ 15,579.51
Amount Reimbursed/Disbursed thru 12/31 :	\$ 15,579.51
Current Reimbursement Request :	\$ 0.00
Amount Transferred thru 12/31 :	\$ 0.00
Current Transfer Request :	\$ 0.00
Projected Direct Charge :	\$ 0.00
BALANCE AVAILABLE for FUTURE REQUESTS :	\$ 0.00
Percentage of Total :	0.00%

[Reimbursement](#)

## STEP 4: CONTACTS

- Click the “Project Contacts” menu box.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 | [Project](#) | [Reports](#) | [Logout](#) | SMART PRODUCTION

**PROJECT MENU: (NP83, 16-1, CAN LAND MANAGERS PREVENT THE "INEVITABLE COLLAPSE" OF BATS IN THE WESTERN US?)**

No Access For WorkPlan.	<a href="#">Quarterly Status Update</a>	<a href="#">FY 2017 Annual Accomplishments</a> <a href="#">Enter Annual Accomplishments</a>
<a href="#">Funding Processes</a>	<a href="#">Project Contacts</a>	

**Project Information**

Project Of Concern:	No	Work Plan Status:	Approved
Project Status:	Task Order Assigned	Current End Date:	02/21/2022
Status Date:	02/22/2017		
Status Update			
Comments and Program			
Mgr. Notes:			

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**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

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[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)

**Project Menu**  
**SEARCH CONTACT: (NP83, 16-1, CAN LAND MANAGERS PREVENT THE "INEVITABLE COLLAPSE" OF BATS IN THE WESTERN US?)**  
[List](#) [Create](#)

3 items found, displaying all items.

Type	First Name	Last Name	Position Title	Phone Number	Phone Number 2	Email	Actions
Financial Specialist	Anita	Hansen	Administrative Officer	775-234-7501		anita_hansen@nps.gov	<a href="#">Edit</a>
Other	Ben	Roberts	Chief of Natural Resource Mgmt	775-234-7561		ben_roberts@nps.gov	<a href="#">Edit</a>
Project Manager	Bryan	Hamilton	Wildlife Biologist	775-234-7563		bryan_hamilton@nps.gov	<a href="#">Edit</a>

Review the contact information for accuracy (phone numbers, emails, etc.). ➤ Click “Edit” to make needed changes.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

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**Project Menu**  
**EDIT CONTACT: (NP83, 16-1, CAN LAND MANAGERS PREVENT THE "INEVITABLE COLLAPSE" OF BATS IN THE WESTERN US?)**  
[List](#) [Create](#)

**Contact Type \***: Financial Specialist  
**First Name \***: Anita  
**Last Name \***: Hansen  
**Position Title**: Administrative Officer  
**Phone Number One**: 775-234-7501  
**Phone Number Two**:  
**Email Address**: anita\_hansen@nps.gov

[Update](#) [Delete](#) [Cancel](#)

➤ Click “Update” when changes are complete.

- Click “Create” to add a new contact.

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

Projects [collapse]  
Capital Improvements  
Conservation Initiatives  
Eastern Nevada Landscape  
Restoration Project

Project Menu  
EDIT CONTACT: (NP83, 16-1, CAN LAND MANAGERS PREVENT THE "INEVITABLE COLLAPSE" OF BATS IN THE WESTERN US?)  
List **Create**

Contact Type \*: Financial Specialist

*There can be only one contact designated as the “Project Manager.”* If a project manager has already been designated, the “Project Manager” will not display as a choice in the drop-down for Contact Type. You will have to “Delete” the existing Project Manager”. Other choices are financial specialist, SNAP, Other, and SNPLMA Program Manager. Robert Taylor has been entered as the Program Manager in the example below.

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Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

Projects [collapse]  
Capital Improvements  
Conservation Initiatives  
Eastern Nevada Landscape  
Restoration Project

Project Menu  
CREATE CONTACT: (NP99, 16-4, RECONSTRUCT AND RESTORE THE HISTORIC WHEELER PEAK CAMPGROUND)  
List Create

Contact Type \*: SNPLMA Program Manager

First Name \*: Robert

Last Name \*: Taylor

Position Title: ovements Program Manager

Phone Number One: 702-515-5139

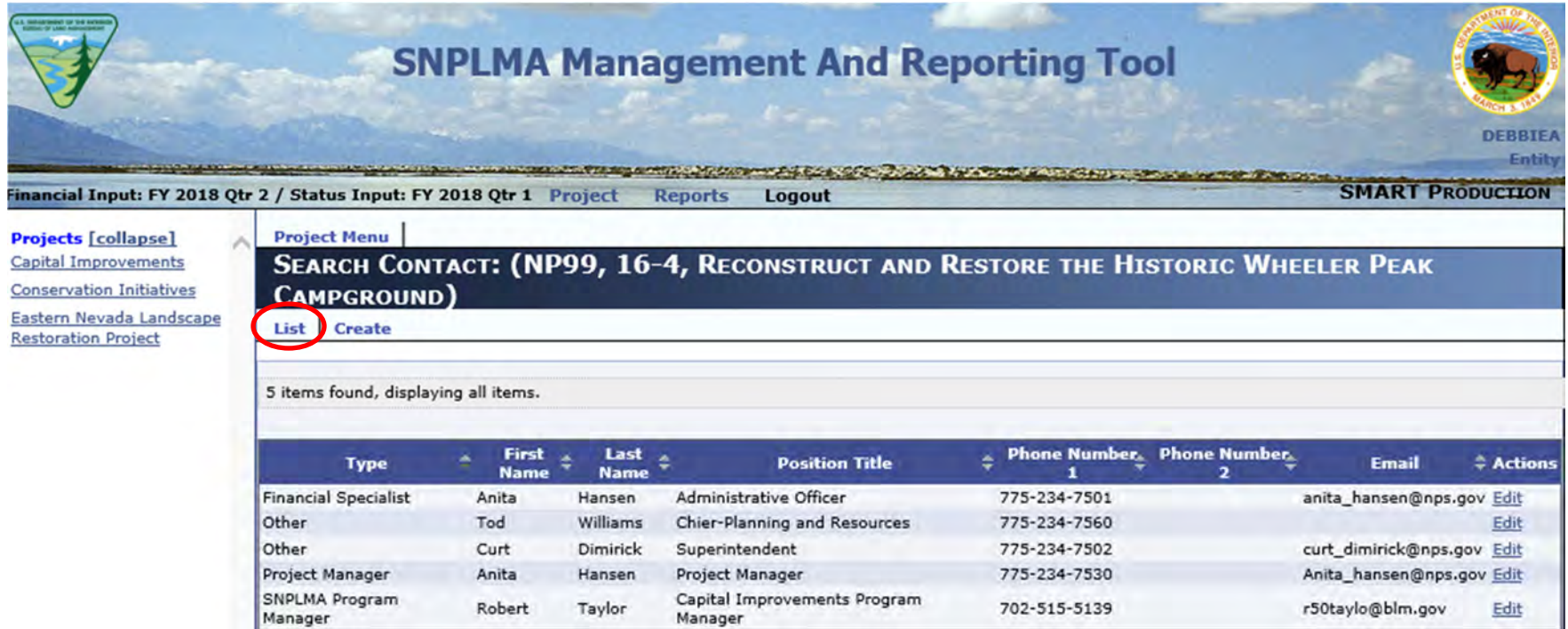
Phone Number Two:

Email Address: r50taylo@blm.gov

Save Cancel

- Click “Save” when done entering the information for the new contact. A message will appear that the “**Contact was saved successfully.**”

- Click “List” to see the revised list of all contacts.



The screenshot shows the 'SNPLMA Management And Reporting Tool' interface. At the top, there are logos for the U.S. Department of the Interior and the Bureau of Land Management, along with the text 'DEBBIEA Entity'. Below the header, there is a navigation bar with links for 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1', 'Project', 'Reports', and 'Logout'. The main content area is titled 'Project Menu' and displays a search result for 'NP99, 16-4, RECONSTRUCT AND RESTORE THE HISTORIC WHEELER PEAK CAMPGROUND'. A red circle highlights the 'List' button in the search results. Below the search results, there is a table with 5 items found, displaying all items. The table has columns for Type, First Name, Last Name, Position Title, Phone Number 1, Phone Number 2, Email, and Actions.

**Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1** [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects** [\[collapse\]](#)  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)

**Project Menu**

**SEARCH CONTACT: (NP99, 16-4, RECONSTRUCT AND RESTORE THE HISTORIC WHEELER PEAK CAMPGROUND)**

[List](#) [Create](#)

5 items found, displaying all items.

Type	First Name	Last Name	Position Title	Phone Number 1	Phone Number 2	Email	Actions
Financial Specialist	Anita	Hansen	Administrative Officer	775-234-7501		anita_hansen@nps.gov	<a href="#">Edit</a>
Other	Tod	Williams	Chief-Planning and Resources	775-234-7560			<a href="#">Edit</a>
Other	Curt	Dimirick	Superintendent	775-234-7502		curt_dimirick@nps.gov	<a href="#">Edit</a>
Project Manager	Anita	Hansen	Project Manager	775-234-7530		Anita_hansen@nps.gov	<a href="#">Edit</a>
SNPLMA Program Manager	Robert	Taylor	Capital Improvements Program Manager	702-515-5139		r50taylo@blm.gov	<a href="#">Edit</a>

## STEP 5: ANNUAL ACCOMPLISHMENTS

There are two times that partners must enter annual accomplishments. One time is in the first quarterly report of a new fiscal year for the previous fiscal year and the other is at project closeout.

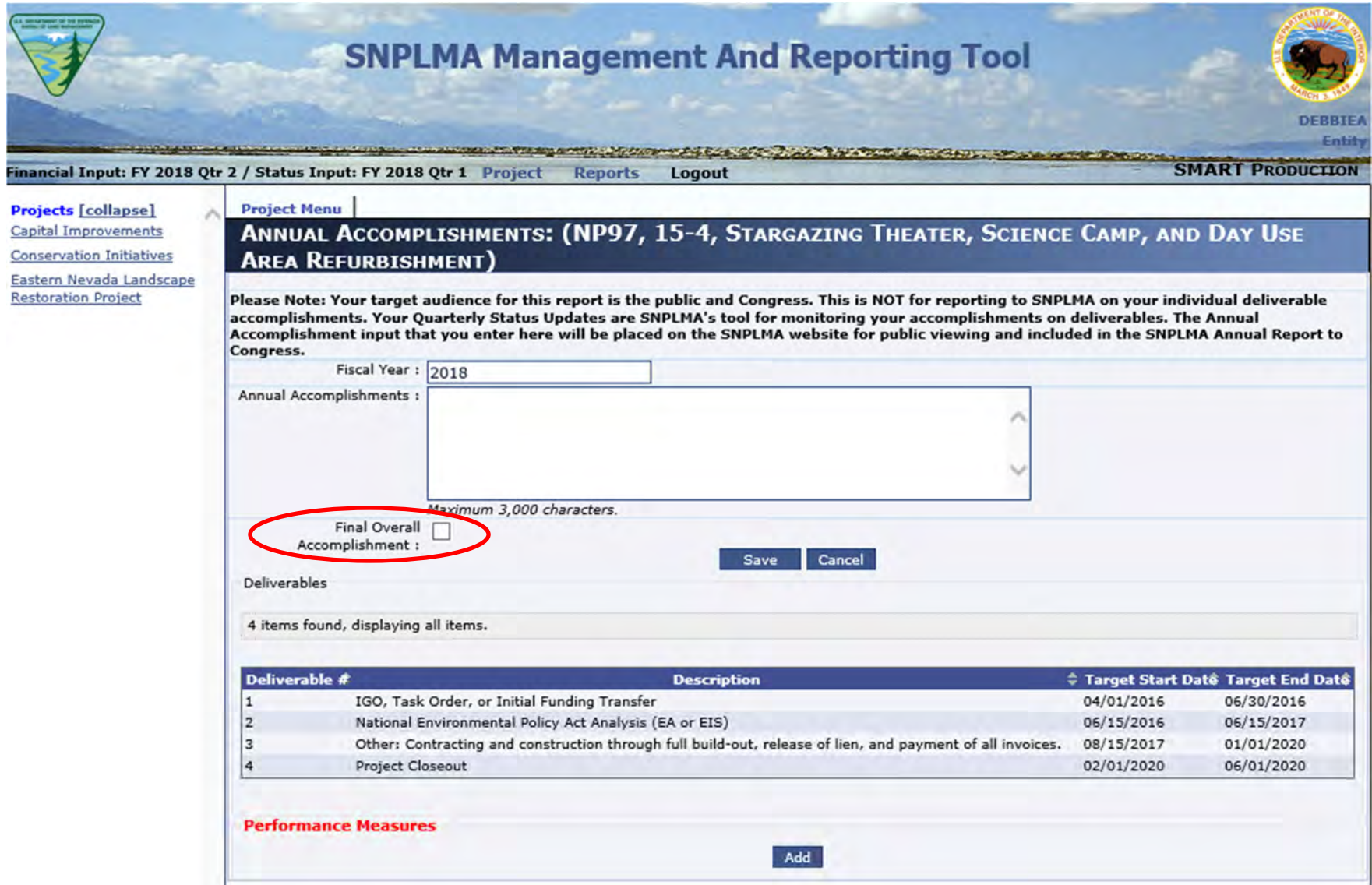
Return to the Project Menu. ➤ Click on “Enter Annual Accomplishments”

The screenshot displays the SNPLMA Management And Reporting Tool interface. The header features the tool's name and the user's entity, DEBBIEA. The navigation bar provides options for financial and status input, project management, reporting, and logging out. The left sidebar offers a project menu with various categories. The main content area, titled 'PROJECT MENU: (NP97, 15-4, STARGAZING THEATER, SCIENCE CAMP, AND DAY USE AREA REFURBISHMENT)', contains a grid of buttons. The 'Enter Annual Accomplishments' button is highlighted with a red circle, indicating the next step in the process.

In Q1 of the New Fiscal Year describe the overall project accomplishments, progress, milestones achieved in the prior fiscal year. Double check with your Program Manager on specific requirements and needs.

**Project Closeout:** Summarize the overall project accomplishments from beginning through completion. Closeout accomplishments must include the SNPLMA performance measures with applicable numeric measurement accomplished by the project (see Appendix J-3 in the Implementation Agreement – Part II, dated February 5, 2013, for the performance measures).

- Click the Checkbox for “Final Overall Accomplishment” if it is the last time you will be reporting and the project is going to “Closed”



The screenshot shows the SNPLMA Management And Reporting Tool interface. The header includes the SNPLMA logo, the title "SNPLMA Management And Reporting Tool", and the DEBBIEA Entity logo. The navigation bar shows "Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1" and links for "Project", "Reports", and "Logout". The "SMART PRODUCTION" label is also present.

On the left, there is a sidebar with links: "Projects [collapse]", "Capital Improvements", "Conservation Initiatives", "Eastern Nevada Landscape", and "Restoration Project".

The main content area is titled "Project Menu" and "ANNUAL ACCOMPLISHMENTS: (NP97, 15-4, STARGAZING THEATER, SCIENCE CAMP, AND DAY USE AREA REFURBISHMENT)".

A note states: "Please Note: Your target audience for this report is the public and Congress. This is NOT for reporting to SNPLMA on your individual deliverable accomplishments. Your Quarterly Status Updates are SNPLMA's tool for monitoring your accomplishments on deliverables. The Annual Accomplishment input that you enter here will be placed on the SNPLMA website for public viewing and included in the SNPLMA Annual Report to Congress."

The form includes a "Fiscal Year" dropdown set to "2018" and a large text area for "Annual Accomplishments" with a "Maximum 3,000 characters" limit. Below this is a checkbox for "Final Overall Accomplishment", which is circled in red. "Save" and "Cancel" buttons are located to the right of the checkbox.

The "Deliverables" section shows "4 items found, displaying all items." and a table with the following data:

Deliverable #	Description	Target Start Date	Target End Date
1	IGO, Task Order, or Initial Funding Transfer	04/01/2016	06/30/2016
2	National Environmental Policy Act Analysis (EA or EIS)	06/15/2016	06/15/2017
3	Other: Contracting and construction through full build-out, release of lien, and payment of all invoices.	08/15/2017	01/01/2020
4	Project Closeout	02/01/2020	06/01/2020

Below the table is a section for "Performance Measures" with an "Add" button.

- Click “Save” when done entering your Accomplishment.

## STEP 6: Performance Measures

Performance Measure can now be entered separate and no longer included with your Annual Accomplishment's Narrative. The choices available for you to choose from are customized to your particular program.

- Click the “Add” button under the Deliverable list on the Annual Accomplishments page when you are ready to enter your Performance Measures.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape](#)  
[Restoration Project](#)

**Project Menu**

**ANNUAL ACCOMPLISHMENTS: (NP97, 15-4, STARGAZING THEATER, SCIENCE CAMP, AND DAY USE AREA REFURBISHMENT)**

**Please Note:** Your target audience for this report is the public and Congress. This is NOT for reporting to SNPLMA on your individual deliverable accomplishments. Your Quarterly Status Updates are SNPLMA's tool for monitoring your accomplishments on deliverables. The Annual Accomplishment input that you enter here will be placed on the SNPLMA website for public viewing and included in the SNPLMA Annual Report to Congress.

Fiscal Year :

Annual Accomplishments :

Maximum 3,000 characters.

Final Overall Accomplishment : ☐

[Save](#) [Cancel](#)

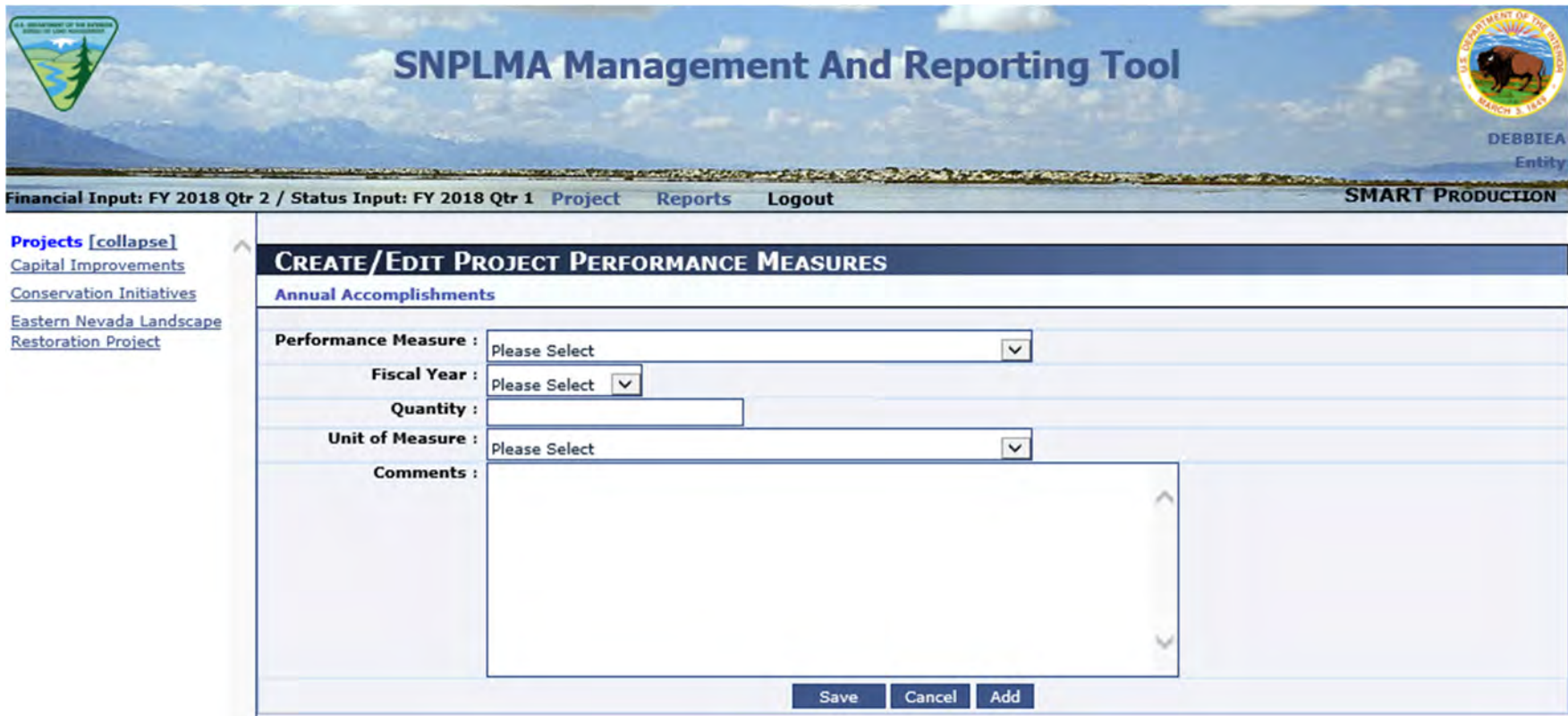
Deliverables

4 items found, displaying all items.

Deliverable #	Description	Target Start Date	Target End Date
1	IGO, Task Order, or Initial Funding Transfer	04/01/2016	06/30/2016
2	National Environmental Policy Act Analysis (EA or EIS)	06/15/2016	06/15/2017
3	Other: Contracting and construction through full build-out, release of lien, and payment of all invoices.	08/15/2017	01/01/2020
4	Project Closeout	02/01/2020	06/01/2020

**Performance Measures**

[Add](#)



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)

### CREATE/EDIT PROJECT PERFORMANCE MEASURES

**Annual Accomplishments**

Performance Measure :

Fiscal Year :

Quantity :

Unit of Measure :

Comments :

The first drop-down is your list of valid performance measures.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)

### CREATE/EDIT PROJECT PERFORMANCE MEASURES

**Annual Accomplishments**

Performance Measure : 

Please Select  
C1 - Stabilized or Protected # Cultural or Historic Sites or Structures  
C2 - Protected # Cultural or Paleontological Artifacts  
C3 - Surveyed, Inventoried or Monitored # Acres of Cultural/Paleontological Resources  
H2 - Treated, Enhanced or Restored # Miles of Riparian Stream or Shoreline Habitat  
H3 - Surveyed, Inventoried or Monitored # Miles of Riparian Stream or Shoreline Habitat  
H4 - Treated, Enhanced, or Restored # Acres of Upland Habitat  
H5 - Surveyed, Inventoried or Monitored # Acres of Upland Habitat  
H6 - Treated, Enhanced, or Restored # Acres of Wetland/Riparian Habitat  
H7 - Surveyed, Inventoried or Monitored # Acres of Wetland/Riparian Habitat  
H8 - Constructed or Improved # Water Developments for Wildlife  
H9 - Treated or Restored # Acres of Invasive Plant Species  
H14 - Implemented # Threatened and Endangered Species Recovery Actions  
H15 - Implemented # Conservation Actions for Non-Listed Species  
H16 - Decommissioned and/or Rehabilitated # Miles of Roads or Trails  
O1 - Remediated # Hazardous Sites  
O2 - Constructed or Refurbished # Buildings, Facilities and/or Amenities  
O6 - Produced and Installed # New Interpretive or Education Publications/Signs/Kiosks/Displays  
O8 - Designed and Constructed # Buildings or Facilities that Support Green Sustainability  
O11 - Developed and Implemented # Databases, Reports, and/or Other Electronic Means of Documenting Activities  
O12 - Completed # Management Plans/Handbooks/Manuals/Guides for Activity on Public Lands  
R3 - Constructed or Improved # Recreational Facilities/Structures  
R4 - Constructed or Improved # Miles of Recreational Roads, Trails, or Routes

Fiscal Year :

Quantity :

Unit of Measure :

Comments :

You will be entering each performance measure one at a time. You will only see the PM's that are relevant to your program.

The second drop-down is your list of valid Fiscal Years

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout

**CREATE/EDIT PROJECT PERFORMANCE MEASURES**

Annual Accomplishments

Performance Measure : Please Select

Fiscal Year : Please Select

Quantity :

Unit of Measure : Please Select

Comments :

Save Cancel Add

Since you can select from and enter PM's for any Fiscal Year you will only see the entry under Annual Accomplishments for the current FY. You will not see entry available at the bottom of the AA entry screen for the previous FY. Just enter any PM via the current FY screen.

The third drop-down is your list of valid "Units of Measure"

**CREATE/EDIT PROJECT PERFORMANCE MEASURES**

Annual Accomplishments

Performance Measure : Please Select

Fiscal Year : Please Select

Quantity :

Unit of Measure : Please Select

Comments :

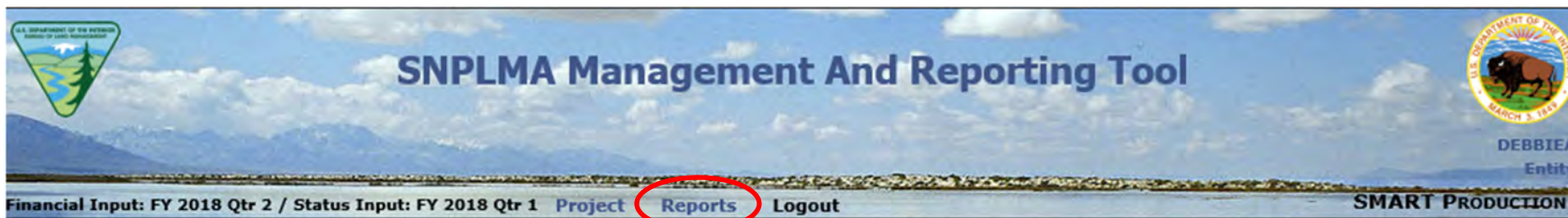
acre(s)  
afa  
cfs  
each  
hour(s)  
linear feet  
linear meters  
mile(s)  
square feet

Save Cancel Add

You may notice that there is not a "Delete" button. If you make a mistake contact your Program Manager and let them know. This entry here in SMART is only for gathering the data it is then taken from here and exported to the SNPLMA Financial DB where it can be used for reporting.

➤ Click the **Save** when you are done entering your PM and then **Add** to enter the next one. You will back out of this screen by clicking on **Annual Accomplishments**.

## Step 7: ACCESSING REPORTS



➤ **Click on Reports from any page to get to the Report menu.** Reports are opened in a new window so closing reports will not close SMART.

Reports can be run at any time. SMART does not have to be open. You can also run reports on all of your projects and not just the current active projects.

### SNPLMA - SMART: Entity Reports

**Instructions for running reports:**

1. To run a report you will:
1. Select the report that you wish to run
2. You will then go to a "dashboard" designed specifically for that report and here you will make your more specific selections of: Program Category, Managing Entity, etc.
3. The default is "All"
4. Uncheck or check as needed, be sure to click outside of the box you make your selections from to lock down your choice(s)
5. Once all of your choices are made you will click on the "Apply" button

Work Plan Report	Annual Accomplishment Reports	Financial Summary Reports	Contact List
<a href="#">Project Work Plan(s)</a>	<a href="#">Accomplishments</a> <a href="#">Final Overall Accomplishments</a>	<a href="#">ASAP Detail (Entity)</a> <a href="#">Direct Charge Detail (Entity)</a> <a href="#">Reimbursement Detail</a> <a href="#">Transfer Detail</a>	<a href="#">Entity Contact</a>

Percent Transferred Funds Expended/Obligated	Status Update Report
<a href="#">Percent Transferred Funds Expended/Obligated</a>	<a href="#">Status Update(s)</a>

Work Plan & Status Update Report
<a href="#">Work Plan Status Update</a>

New instructions are included at the top of the screen to help you out. I will go through some of the quirks of using this new application here.

1st now you will select your report. Previously you made your parameter selections prior to selecting your report. Now because of how OBIEE works there are individual “parameter selections” or “dashboards” for each report.

Example: Here is the “dashboard” for the Project Work Plan(s) Report

Oracle BI Publisher Enterprise

**SNPLMA Project Work Plans**

Program Category: All  
Managing Entity: All  
Round: All  
Project Number: All

DACKERMAN Apply

Project Work Plans

This will open up on a new Tab.

Note that the default parameters are “All”.

So be sure to make your parameter selections before running anything.

You also can see your login name displayed on the dashboard.

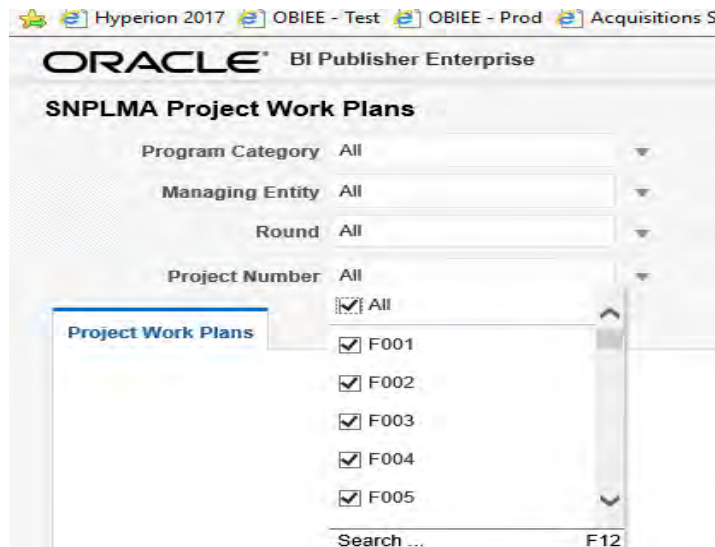
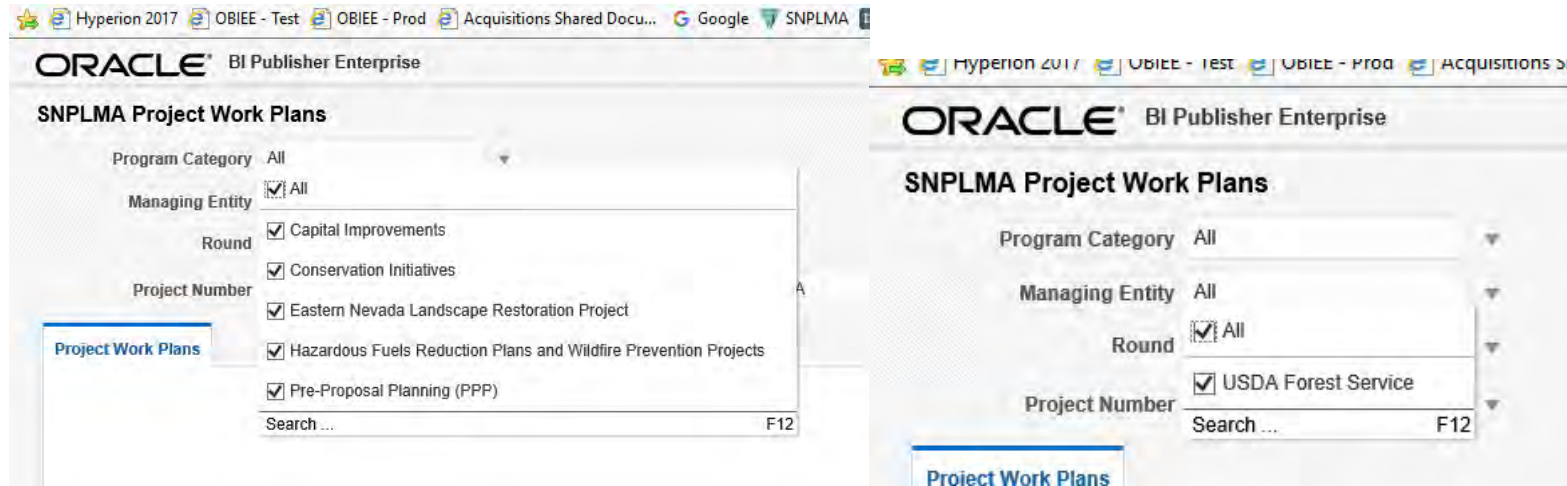
**SNPLMA Project Work Plans**

Program Category: All  
Managing Entity: All  
Round: All  
Project Number: All

DEBBIEA Apply

This is so that the application knows who you are and therefore knows what you can see and run reports for.

The dropdowns for parameters will only display what you are authorized to view/see projects for.



**Note you can easily see the list of all your projects and not just the “Active” projects making easier to run reports for any project regardless of the status.**

## Making your selections is a little tricky now.

Program Category: Eastern Nevada Landscape F

Managing Entity: ☐ All

Round: ☐ Capital Improvements

Project Number: ☐ Conservation Initiatives

☒ Eastern Nevada Landscape Restoration Project

☐ Environmentally Sensitive Land Acquisitions

☐ Hazardous Fuels Reduction Plans and Wildfire Prevention Projects

Search ...

Apply

Once you make your initial selection, as I have here of ENLRP, you then need to “click” anywhere to lock that choice in. For example click here.

Do not click on the Apply button as that will “run” the report.

Make a selection and then “click” out on your desktop somewhere. Do not “click” on Apply yet. Do this for all of your selections until you have made them all.

Once you have made all of your selections then click on Apply

You will see the following:

SNPLMA Project Work Plan

Bureau of Land Management  
Eastern Nevada Landscape Restoration Project  
17-1: Atlanta Road Sage-Grouse Habitat Improvement Completion Project(B016)

Del #	Deliverable	Target Start Date	Target End Date
1	Work Plan, confirmation of the Period of Performance, and Funding Authorization	04/01/2020	05/19/2020

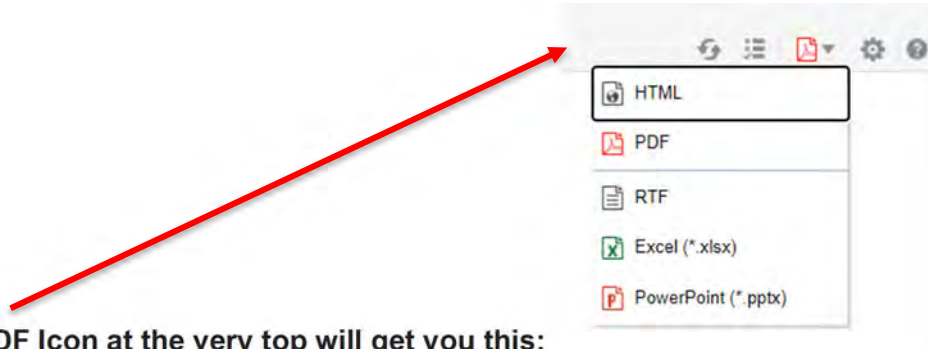
Comments:  
Obligations or expenditures incurred prior to approval of the funding instrument are not reimbursable

Responsible Entity  
Bureau of Land Management

Task # Task Description

SNPLMA

You can scroll through all the pages here but most likely you are going to want to print and or save the report you just ran. Over to the right side you will this:



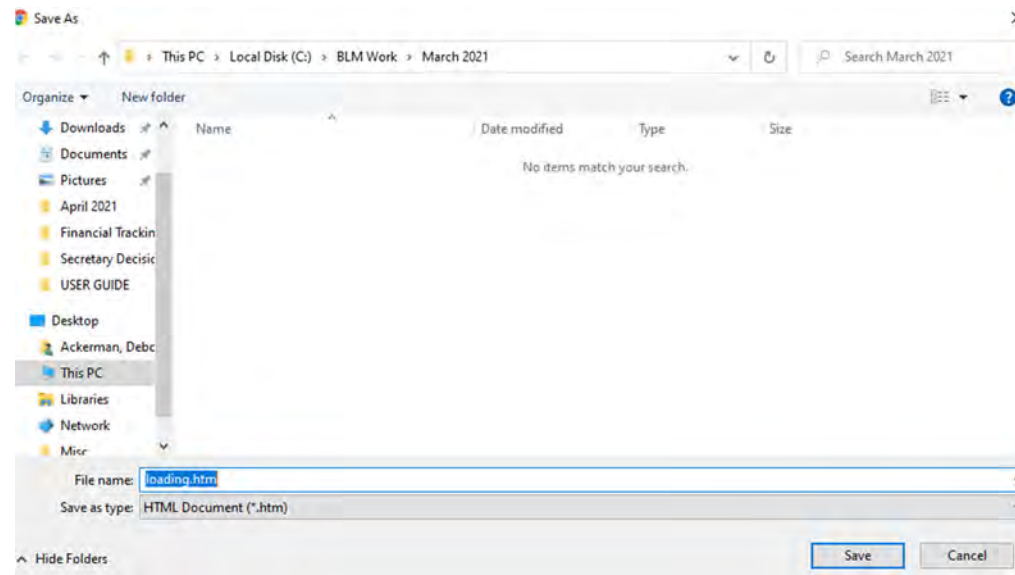
Clicking on this PDF Icon at the very top will get you this:

Doing anything from this menu will only change how the display is for you. It is recommended that you don't go this route.

It is recommended that click on the download or printer and go from there.



If I am looking at the PDF as shown above you can click on the “download” symbol:

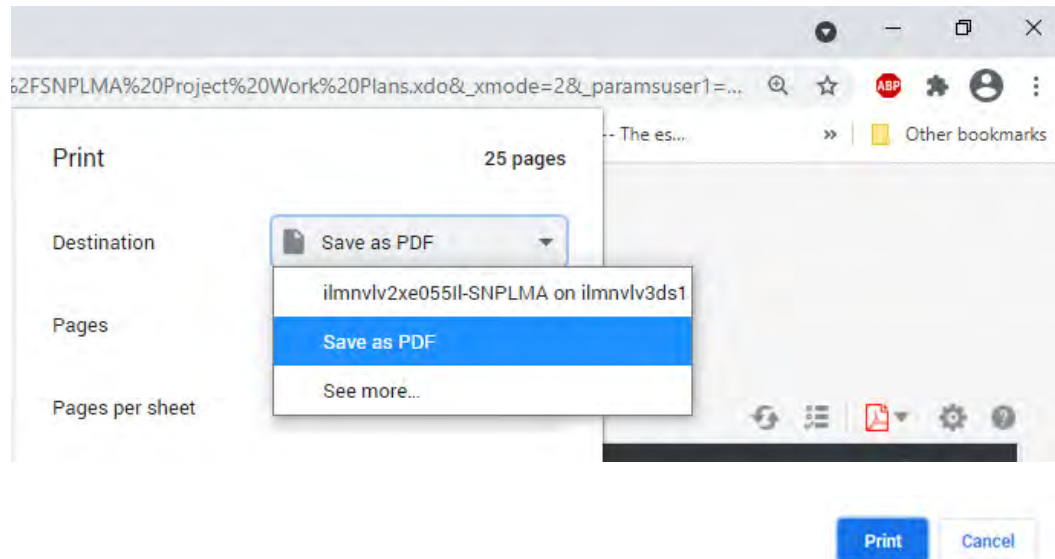


This dialog box will pop up:

From here you can browse to where ever you want to save the pdf and name it what ever you would like.



From here you also save a pdf or print the report on any number of printers that are available to you.



Make your printer selection and then click on the Print Button:

## SUMMARY

The first step should be completed for all new projects. Steps two through six should be repeated for each project that is not either closed or terminated.

- Problems, issues, and errors should be reported by email to the System Administrator, Deb Ackerman at [dackerman@blm.gov](mailto:dackerman@blm.gov). If she cannot resolve the help request, she will submit a remedy ticket to the NOC.
- Requests to reset BASS passwords should be sent to Deb Ackerman at [dackerman@blm.gov](mailto:dackerman@blm.gov) with the Subject Line “**Reset BASS Password.**” Your user logon ID needs to be included in the body of the email.
- For questions on this manual or other “how to” questions related to SMART, you may email Deb Ackerman at [dackerman@blm.gov](mailto:dackerman@blm.gov) or call her at 702-515-5130.
- As always, you may contact your Program and Project Managers for assistance with your SNPMA questions.