

USER GUIDE

SNPLMA MANAGEMENT AND REPORTING TOOL (SMART)

**SNPLMA's Web-Based Quarterly Reporting Database
Version 8**

October 2019

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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 Internet Explorer. *SMART and BASS are two different things try not to confuse the two.*

The URL to SMART through External BASS is:

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

You can also always access SMART via the SNPLMA Website here: <https://www.blm.gov/programs/lands-and-reealty/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, to reset the password.

- Enter the above noted URL in Internet Explorer and log on with your Username and the temporary password for the email.

BLM Application Security System

External Production

WARNING TO USERS OF THIS SYSTEM

THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS. This computer system, including all related equipment, network, and network devices (including Internet access), is provided by the Department of the Interior (DOI) in accordance with the agency policy for official use and limited personal use.

All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded, copied and used for authorized purposes at any time. All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system.

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

Notice to BASS users wanting to enable SmartCard authentication. Please read the BASS SmartCard authentication setup guide [here](#) for instruction on how to enable login using their BLM issued SmartCard. Please be aware that once SmartCard authentication has been enabled for your account it will be the only method by which you will be able to login into BASS!

This page was created by the U.S. Bureau of Land Management, National Operations Center, 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. [Download Adobe Acrobat Reader](#)

This is a U.S. Government Computer System. Before continuing, please read this [disclaimer](#), [privacy statement](#), and [acceptable use policy](#).

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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.
2. Consider carefully before switching to using your Smart Card and pin for access. Once you switch, that will be the only way to access External BASS and ultimately SMART. Our recommendation is that you DO NOT change to this type of access.

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. This requirement to change your password every 60 days is one that comes from the NOC (National Operations Center) it is not something we can change.



The screenshot shows the BLM Application Security System interface. At the top, there is a navigation bar with links for 'My Applications', 'My Profile', 'Edit Users', 'Edit Applications', 'Help', and 'Logout'. The 'My Profile' section is active, displaying the user's name 'DACKERMAN' and email 'dackerman@blm.gov'. Below this, there are 'Save' and 'Cancel' buttons, and an 'Action' dropdown menu set to 'Change Password'. The 'Change Password' form has fields for 'New Password' and 'Confirm Password', with a 'Save' button. To the right, the 'Password Rules' section 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)

The system will notify you when your password is about to expire. You will get this 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]
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/) 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, to have your password reset.

You can change your password at any time you don't 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 like the one below.



You will now click on the drop-down arrow and choose "Change Password"



BLM Application Security System

My Applications | My Profile | Edit Users | Edit Applications | [Help](#) | [Logout](#) | External Production

My Profile
 User: DACKERMAN
 Email: dackerman@blm.gov
 Save Cancel
 Action: Change Password

Change Password
 New Password:
 Confirm Password:
 Save

Password Rules

- 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”.

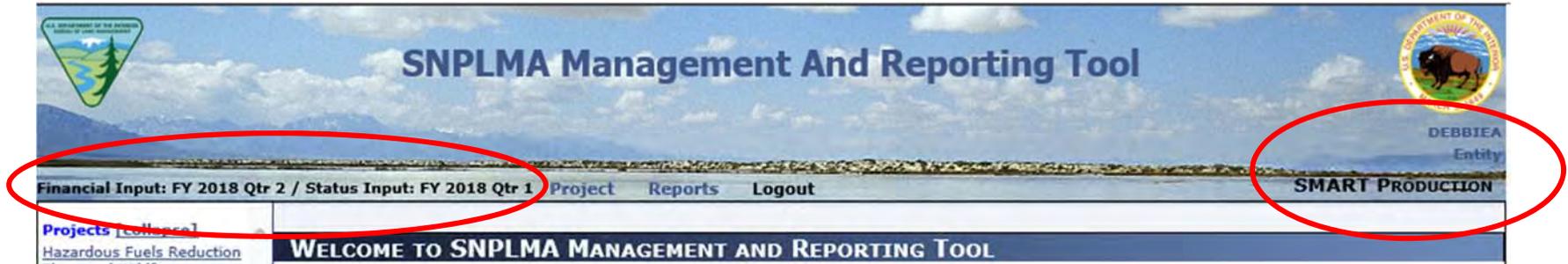


You will get a confirmation of the change and then click on “Continue” where you will then select the SMART Application.



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

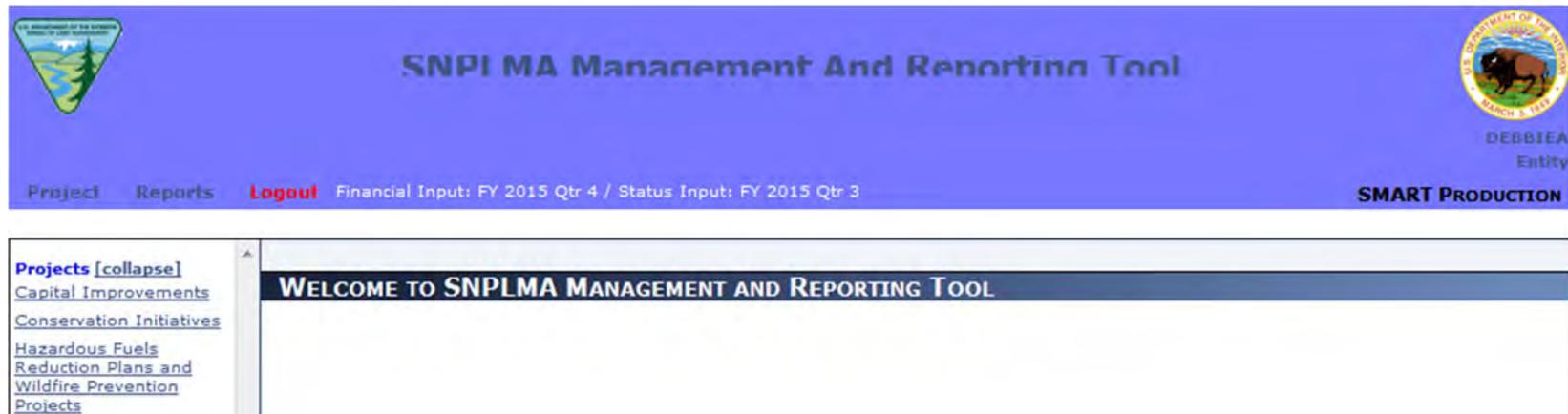
The first screen you will see is a Welcome Screen, which should display as shown below:



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 information for FY2018 Q2 and entering your status updates for work accomplished in FY2018 Q1. This display is at the top for every screen so you will always know what is being required of you.

BROWSER SETTINGS

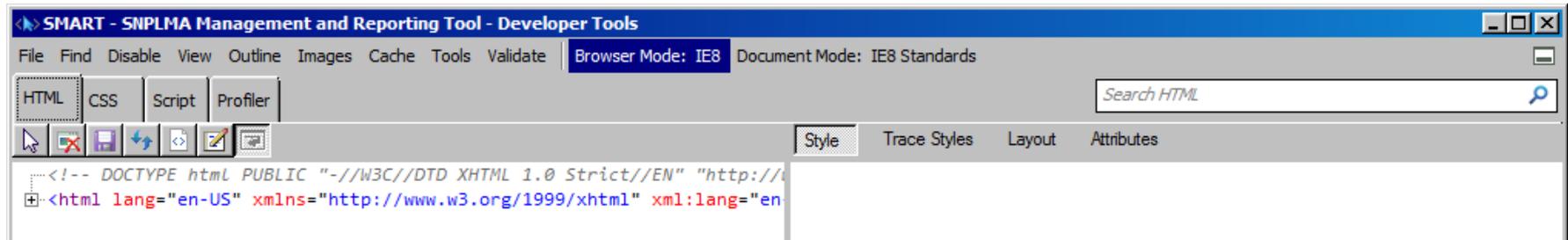
If your browser is a version of Internet Explorer that is displaying the top of your screen as a solid color, as shown below, you will need to change the browser settings so that SMART will display appropriately.



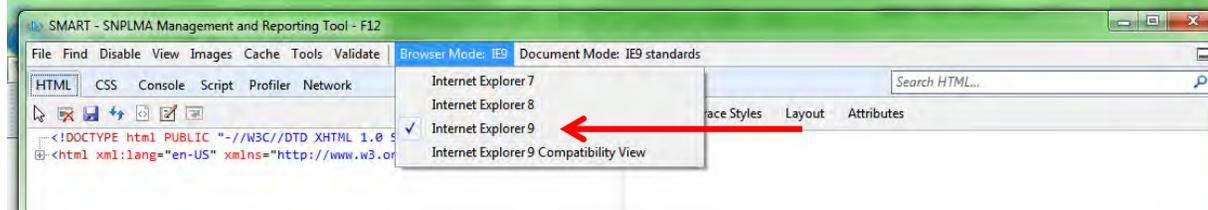
➤ Press the F12 key.

IE8 or Internet Explorer 8

Users with a screen that looks like this.

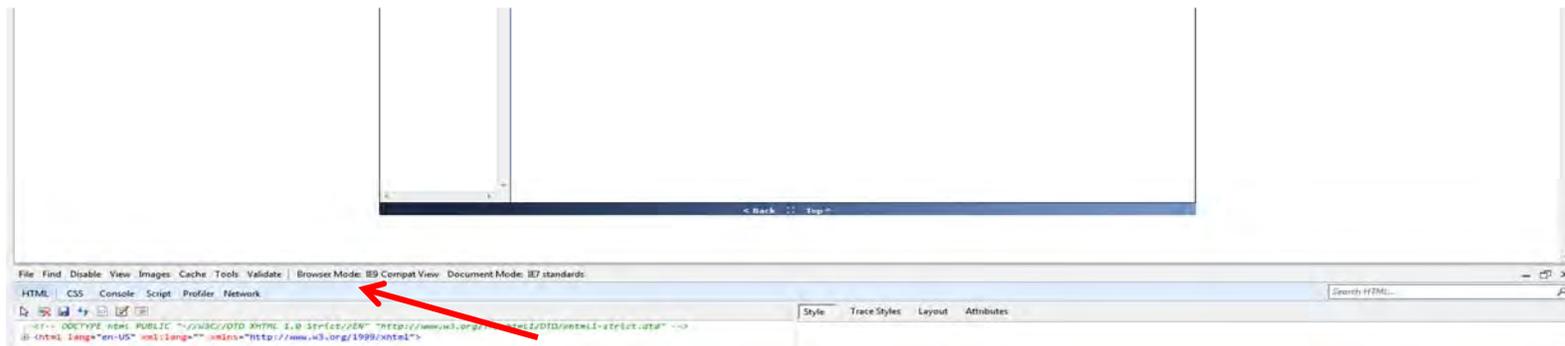


➤ Click on Browser Mode then check “Internet Explorer 8” to display the welcome screen properly.



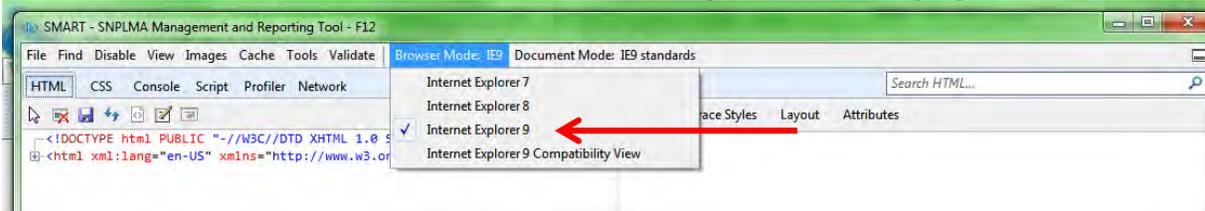
IE9 or Internet Explorer 9

Users with get a display along the bottom of their screen that looks like this.

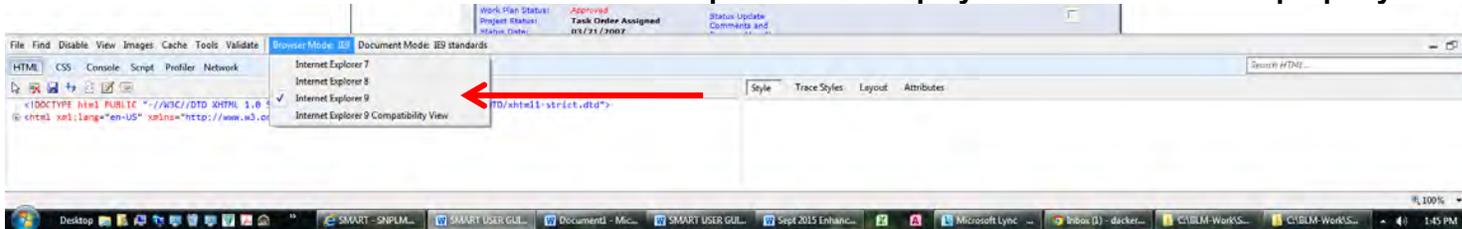


Browser Mode will read “Browser Mode: IE9 Compat View”. To view the application screens correctly and ensure functionality, you must change the Browser Mode to straight “Internet Explorer 8 or 9”.

- Click on Browser Mode then check “Internet Explorer 8” to display the welcome screen properly.



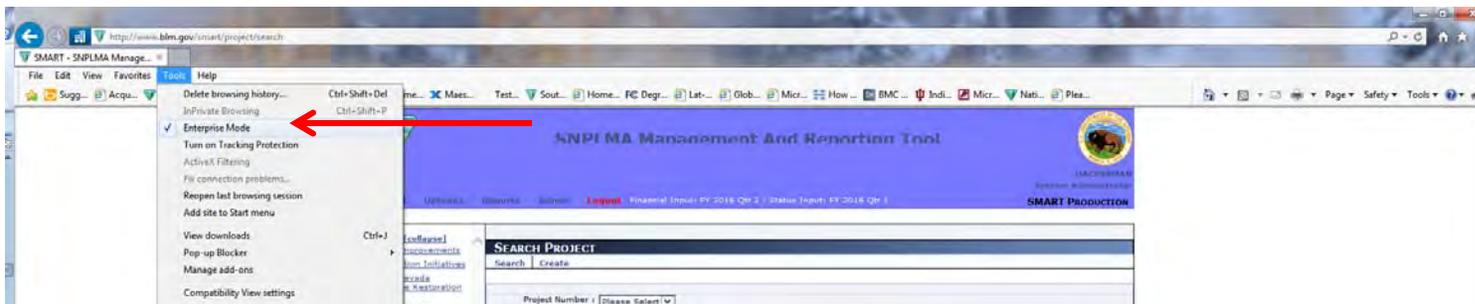
- Click on Browser Mode then check “Internet Explorer 9” to display the welcome screen properly



IE11 or Internet Explorer 11

IE11 can present yet another challenge when it comes to the display. One way to help minimize this is to make sure to set your browser to “Enterprise Mode”

- Click on Tools from the menu at the upper left side of your screen and make sure that you have a check mark by “Enterprise Mode”



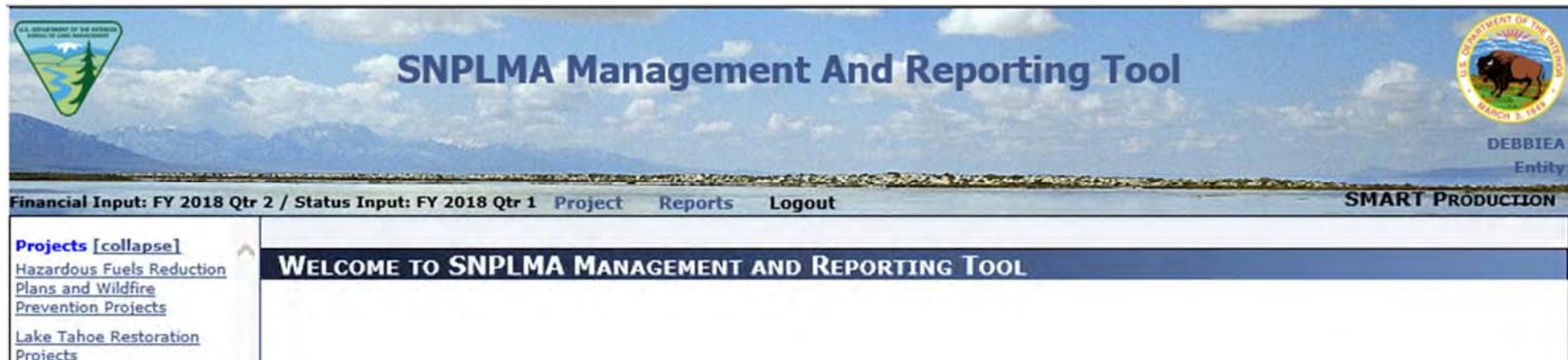
Checking for Enterprise Mode may be needed after a screen changes. You can easily see if you are in Enterprise Mode by looking for the 2 buildings visible on the address bar area.



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.

NOTE: Internet Explorer has many versions available and we cannot control who is running what. Anything above IE9 “works” but the display of fields may not always line up/look pleasing. “Firefox” cannot be used to view or use SMART.

LOCATING PROJECTS



There are two ways to access projects.

Method 1 (Preferred) Project Search: Use the “Project” selection in the top menu bar to search using selected parameters.

➤ **Click on the desired Category.** 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.



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



➤ Click on “Project” in the top menu.

The screenshot shows the SNPLMA Management And Reporting Tool interface. At the top, there is a navigation bar with the following elements: a logo on the left, the title "SNPLMA Management And Reporting Tool" in the center, and a logo on the right. Below the title, there is a status bar with "Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1", a red circle around the "Project" link, and "Reports" and "Logout" links. On the right side of the status bar, it says "DEBBIEA Entity" and "SMART PRODUCTION".

The main content area is titled "SEARCH PROJECT" and contains a search form with the following fields:

- Project Number : Please Select [v]
- Sub Activity : Please Select [v]
- Round : Please Select [v]
- Managing Entity : Please Select [v]
- Status : Please Select [v]

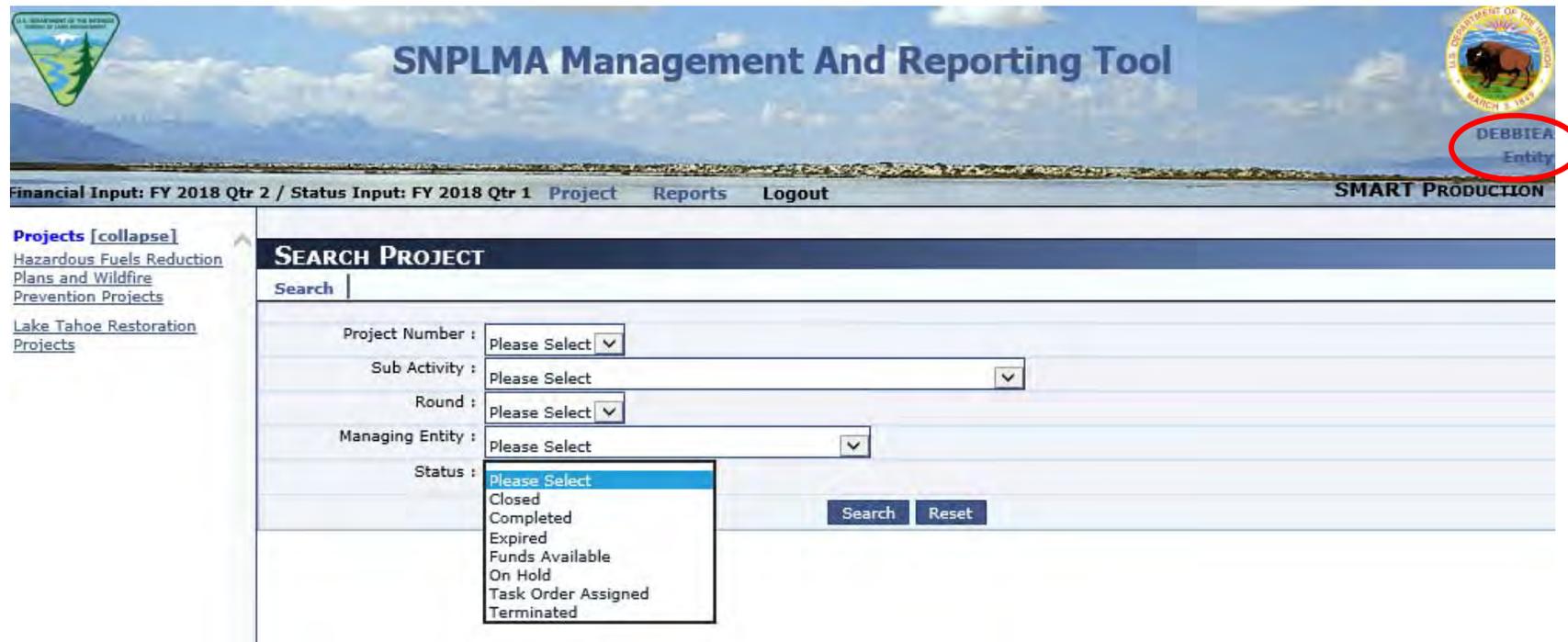
At the bottom of the search form, there are "Search" and "Reset" buttons. On the left side of the page, there is a sidebar with the following links:

- Projects [collapse]
- Hazardous Fuels Reduction Plans and Wildfire Prevention Projects
- Lake Tahoe Restoration Projects

(Note: Selecting parameters here will help to narrow the search to what you are looking for. However, if you wish to see all of the active projects you can hit the Search Button without any selections and get every active project in the list.)

➤ **Select desired parameters** – 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.)

Remember you can see your “Role” in the upper right hand part of the screen.



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.

➤ Click “Search” The sample below selected the Conservation Initiatives category and Round 17 as the parameters. The result will be the active Round 17 projects. This screen gives you a good snapshot of the project and basic status information as well as program manager’s comments and instructions, if applicable.

SEARCH PROJECT

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

Project Number :

Sub Activity : ←

Round : ←

Managing Entity :

Status :

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

Program Category	PPP Sub	Project Of Concern: No	Round	Priority	Managing (Lead) Entity	Project #
Conservation Initiatives		Focus POC: No POC Color: Green	17	1	Bureau of Land Management	BL86

Project Name
Spring Stewardship and Restoration in Southern Nevada

Work Plan Status: Required

Project Status: **Funds Available**

Status Date: **08/01/2019**

Current Project End Date:

Status Update
Comments and Program Mgr. Notes:

Need to schedule initial project review and request initiation of the project.

Project Manager: **Borris Poff**

Project Menu

 ←

SNAP Lead

SNAP

 ←

The next screen shot shows what is returned when “Project Menu” is selected.

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>No Access For WorkPlan.</p>	<p>No Access For Quarterly Status.</p>	<p>No Access For Annual Accomplishments.</p>
<p>New in FY20 is the ability to view a summary of your financial information if you press this button now available regardless of SMART being open or closed.</p>		
<p>Funding Processes</p>	<p>Project Contacts</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 Improvement and one an interagency Conservation Initiative.

SNPLMA Management And Reporting Tool

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

SEARCH PROJECT

Search | Create

Project Number: FW15 (Selected) ←

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
<p>Project Name Boundary Fencing</p> <p>Work Plan Status: <i>Approved</i> Project Status: Closed Status Date: 10/09/2012 Current Project End Date: 06/30/2012</p> <p>Status Update Comments and Program Mgr. Notes: Project Manager: Amy Sprunger</p>						
Conservation Initiatives		Focus POC: No POC Color: Green	5	4	Fish and Wildlife Service	FW15
<p>Project Name Take Pride in America - Increasing Community Understanding of our Public Lands and Providing Place-based Learning Opportunities for Improved Student A</p> <p>Work Plan Status: <i>Approved</i> Project Status: Closed Status Date: 04/30/2014 Current Project End Date: 03/31/2014</p> <p>Status Update Comments and Program Mgr. Notes: Project Manager: Angelina Yost</p>						

ACCESSING PROJECT MENU SELECTIONS

After locating the project you want to update, you need to access the project menu.

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

The Project Menu screen will be displayed. The sample below is for a Hazardous Fuels Project Round 15-3.

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

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

[Return to Project Search Results](#)

PROJECT MENU: (NT03, 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 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 Comments and Program Mgr. Notes:	Please complete the project contacts.		

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: percent complete overall, 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 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 to enter the amount of obligated/expended dollars. Not a requirement for those project funded through ASAP.

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.

The screenshot displays the 'SNPLMA Management And Reporting Tool' interface. At the top, there is a navigation bar with 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1' and buttons for 'Project', 'Reports', 'Admin', and 'Logout'. The user is identified as 'ACKDEB Program Manager' and the system is in 'SMART PRODUCTION' mode. A sidebar on the left lists various project categories, with 'Project Menu' circled in red. The main content area is titled 'FUNDING SUMMARY: (NT03, 15-3, NORTH TAHOE AND MEEKS BAY CWPP IMPLEMENTATION)'. It is divided into two sections: 'BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS' and 'BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS'. Each section contains a table with the following data:

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%

An 'ASAP' button is located at the bottom of the funding summary section.

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

[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 the search results (see below) based on the parameters that had been previously entered.



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](#)

SEARCH PROJECT

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

Project Number :

Sub Activity :

Round :

Managing Entity :

Status :

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

One item found.

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
POC Color: Green						Project Menu
Project Name North Tahoe and Meeks Bay CWPP Implementation						SNAP Lead
Work Plan Status: Approved						<input type="checkbox"/>
Project Status: Task Order Assigned						SNAP
Status Date: 07/06/2016						<input type="checkbox"/>
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.

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: (FS80, 16-6, ENDEMIC AND SENSITIVE SPECIES BIOLOGICAL MITIGATIONS FOR SPRING MOUNTAINS NATIONAL RECREATION AREA CAPITAL IMPROVEMENT PROJECTS)

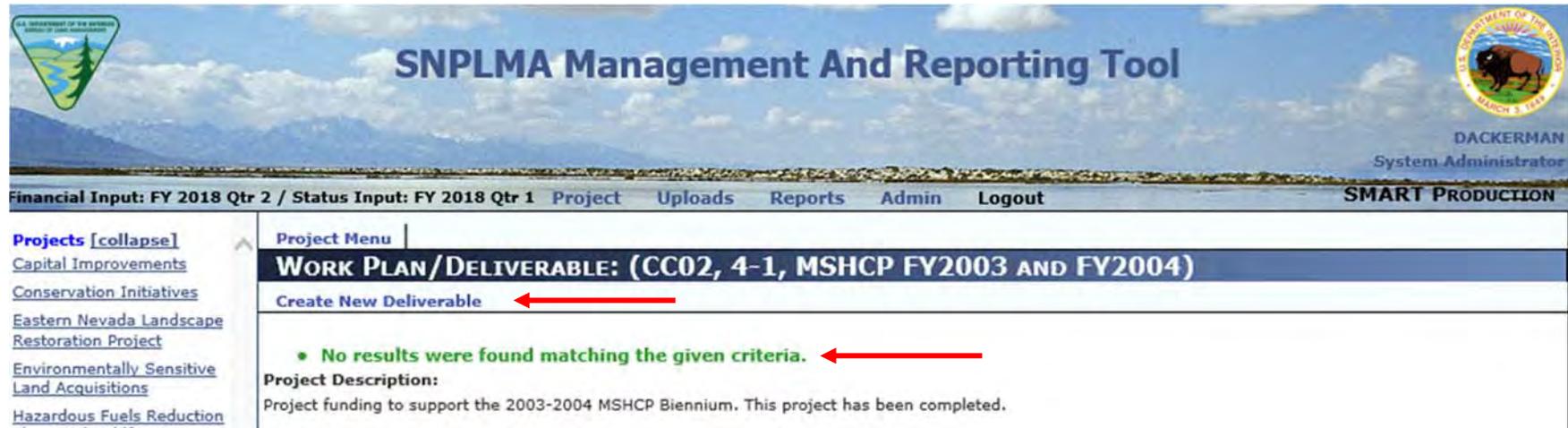
Work Plan	Quarterly Status Update	FY 2017 Annual Accomplishments Enter Annual Accomplishments
Funding Processes	Project Contacts	

Project Information

Project Of Concern:	No	Work Plan Status:	Updates Needed
Project Status:	Task Order Assigned	Current End Date:	09/30/2022
Status Date:	10/01/2017		
Status Update Comments and Program Mgr. Notes:			

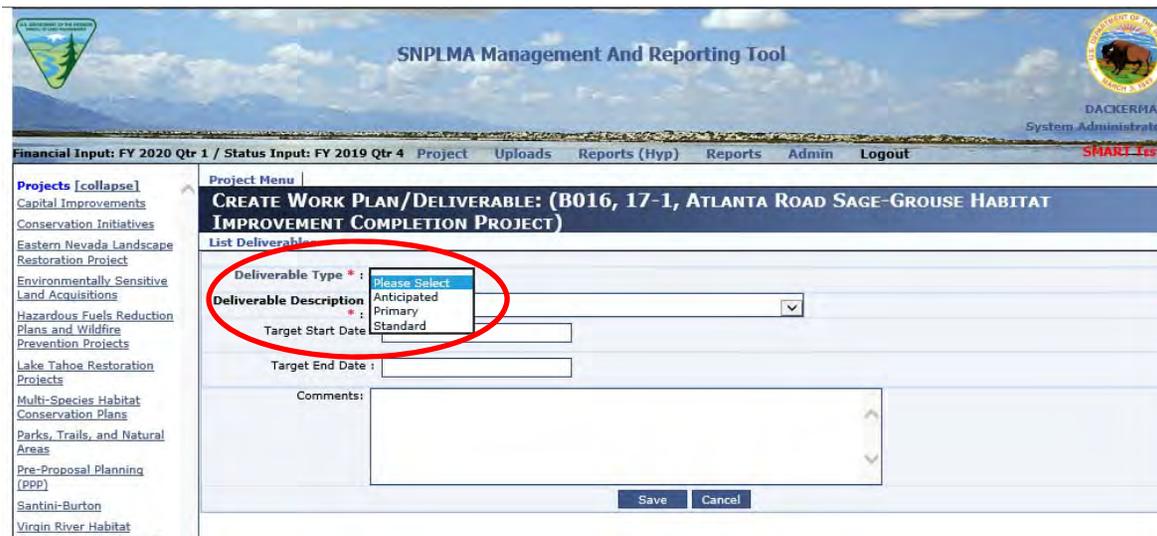
The following screen displays with the message that no results were found because no deliverables, tasks, or subtasks have yet been entered.

➤ **Click on Create New Deliverable**



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 now 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.

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



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

The screenshot shows the 'SNPLMA Management And Reporting Tool' interface. The user is logged in as 'DACKERMAN System Administrator'. The page title is 'CREATE WORK PLAN/DELIVERABLE: (CC02, 4-1, MSHCP FY2003 AND FY2004)'. The 'Deliverable Description' dropdown menu is open, showing a list of options. A red arrow points to the dropdown menu.

➤ 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.

The screenshot shows the 'SNPLMA Management And Reporting Tool' interface. The user is logged in as 'DACKERMAN System Administrator'. The page title is 'EDIT WORK PLAN/DELIVERABLE: (CC02, 4-1, MSHCP FY2003 AND FY2004)'. The form displays the saved deliverable information. A green message 'Deliverable was saved successfully.' is displayed at the top. A red arrow points to the success message.

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

SNPLMA Management And Reporting Tool

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

Project Menu

EDIT WORK PLAN/DELIVERABLE: (CC02, 4-1, MSHCP FY2003 AND FY2004)

List Deliverables | **Create New Deliverable**

• Deliverable was saved successfully.

Deliverable Number *: 1

Deliverable Description *: Conservation Management Development and Planning

Target Start Date: 05/05/2025

Target End Date: 06/05/2025

Modified Date: 03/01/2018

Comments:

- Click “Create Tasks.”

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

WORK PLAN/DELIVERABLE: (CC02, 4-1, MSHCP FY2003 AND FY2004)

Create New Deliverable

Project Description:
Project funding to support the 2003-2004 MSHCP Biennium. This project has been completed.

One item found.

Deliverable #	Description	Target Start Date	Target End Date	Comments	Modified Date	Actions
1	Conservation Management Development and Planning	05/05/2025	06/05/2025		03/01/2018	Insert Edit ListTask CreateTask

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

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.

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

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 U.S. Department of the Interior Bureau of Land Management. The title "SNPLMA Management And Reporting Tool" is prominently displayed. Below the title, there is a navigation bar with links for "Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1", "Project", "Uploads", "Reports", "Admin", and "Logout". The user is identified as "DACKERMAN System Administrator".

On the left side, there is a sidebar menu with various project categories, including "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", and "Multi-Species Habitat Conservation Plans".

The main content area is titled "Project Menu" and "WORK PLAN/DELIVERABLE: (BL03, 1-6, LOCKES RANCH)". Below this, there is a "Create New Deliverable" button and a "Project Description:" section. The description states: "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."

Below the description, it says "One item found." and a table with the following data:

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	Insert Edit ListTasks CreateTask

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

The screenshot shows the SNPLMA Management And Reporting Tool interface, similar to the previous one, but with the title "TASK: (BL03, 1-6, LOCKES RANCH)". Below the title, there are buttons for "List Deliverables" and "Create New Task".

The main content area is titled "Deliverable #1. Additional Funding" and is currently empty, indicating that no tasks have been entered for this deliverable.

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

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 left sidebar lists various project categories. The main content area shows a 'Project Menu' for 'TASK: (BR10, 16-1, COLORADO RIVER HERITAGE TRAIL - ARIZONA)'. Below this, there are links for 'List Deliverables' and 'Create New Task'. The 'Deliverable #1' is 'Project initiation, authorization to expend SNPLMA Project Funds and confirmation of the period of performance (IGO, Task Order, or Initial Funding Transfer Authorization)'. A message states '5 items found, displaying all items.' Below this is a table with columns: Task #, Task Description, Responsible Entity, Comments, Modified Date, and Actions. The table contains two rows of tasks. In the first row, the 'ListSubtasks' link in the Actions column is circled in red.

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	Insert Edit ListSubtasks CreateSubtask
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	Insert Edit ListSubtasks CreateSubtask

This screen will show you all the task, 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.

SNPLMA Management And Reporting Tool

DACKERMAN
System Administrator

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.

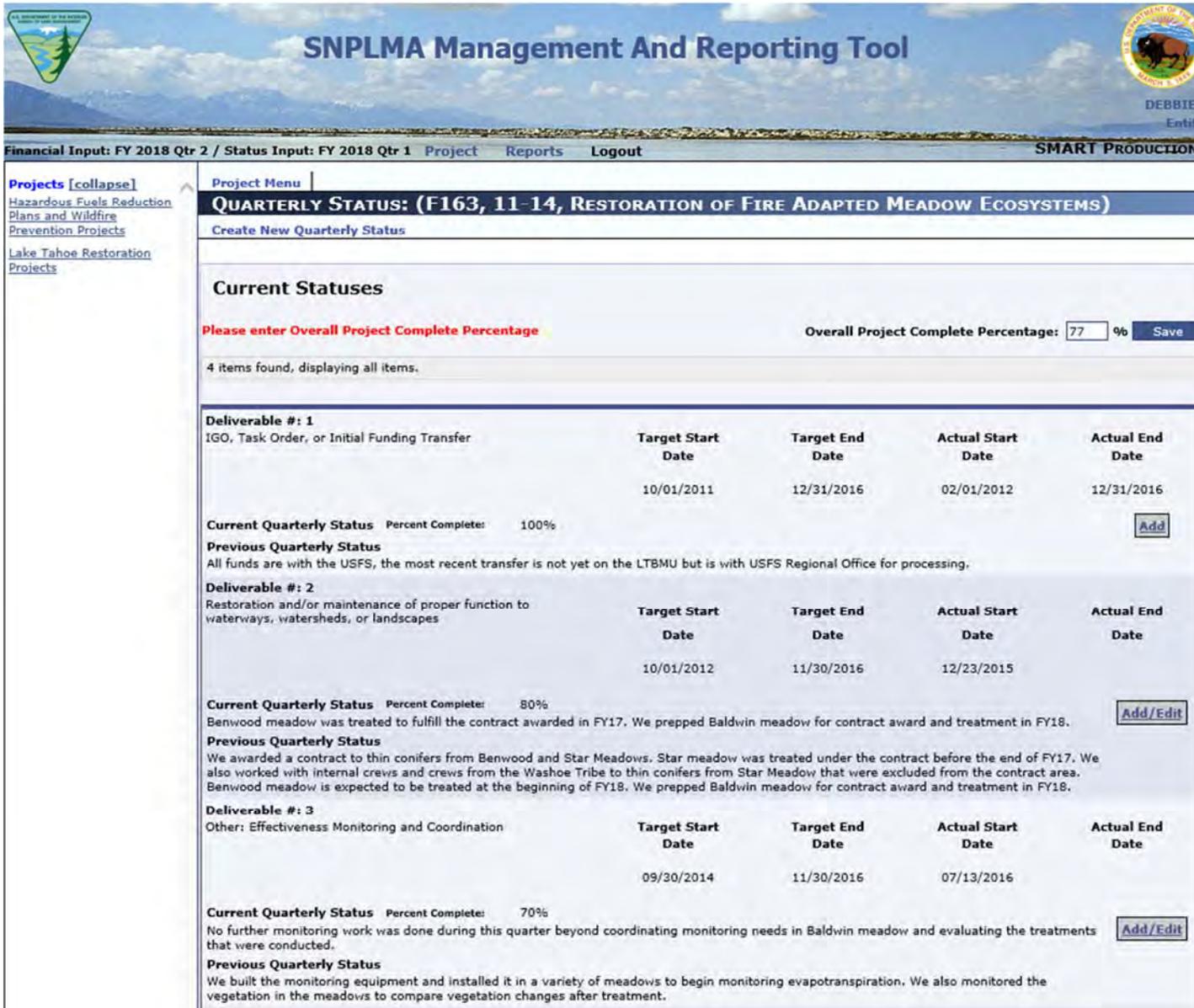
Quarterly Status Update

FY 2017 Annual Accomplishments
Enter Annual Accomplishments

Funding Processes | Project Contacts | Project
Project Priority

Project Information

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



The screenshot shows the 'SNPLMA Management And Reporting Tool' interface. At the top, there are logos for the Department of the Interior and the Bureau of Land Management, along with the text 'DEBBIEA Entity'. The main navigation bar includes 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1', 'Project Reports Logout', and 'SMART PRODUCTION'. A sidebar on the left lists project categories: 'Projects [collapse]', 'Hazardous Fuels Reduction Plans and Wildfire Prevention Projects', and 'Lake Tahoe Restoration Projects'. The main content area is titled 'Project Menu' and 'QUARTERLY STATUS: (F163, 11-14, RESTORATION OF FIRE ADAPTED MEADOW ECOSYSTEMS)'. Below this, there is a 'Current Statuses' section with a 'Please enter Overall Project Complete Percentage' prompt and a 'Save' button. The overall project complete percentage is shown as 77%. There are four items found, displaying all items. The first deliverable is 'Deliverable #: 1' with a description 'IGO, Task Order, or Initial Funding Transfer'. It has a 'Current Quarterly Status' of 100% complete and an 'Add' button. The second deliverable is 'Deliverable #: 2' with a description 'Restoration and/or maintenance of proper function to waterways, watersheds, or landscapes'. It has a 'Current Quarterly Status' of 80% complete and an 'Add/Edit' button. The third deliverable is 'Deliverable #: 3' with a description 'Other: Effectiveness Monitoring and Coordination'. It has a 'Current Quarterly Status' of 70% complete and an 'Add/Edit' button.

- 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/Edit” or “Add” to update the status of the desired deliverable.

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

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

Create New Quarterly Status

Current Statuses

Please enter Overall Project Complete Percentage Overall Project Complete Percentage: %

6 items found, displaying all items.

Deliverable #: 1
IGO, Task Order, or Initial Funding Transfer

Current Quarterly Status Percent Complete: 100%

Previous Quarterly Status
-No Previous Quarterly Status-

Deliverable #: 2
Other: Utility line relocation

Target Start Date	Target End Date	Actual Start Date	Actual End Date
09/15/2010	10/15/2014	08/05/2013	11/28/2014

Current Quarterly Status Percent Complete: 100%

Previous Quarterly Status
Final invoices paid to contractor. Utility Line Relocation completed, contract ended.

Deliverable #: 3
Other: Reach 5 Channel Restoration

Target Start Date	Target End Date	Actual Start Date	Actual End Date
03/01/2011	10/31/2016	06/03/2013	09/29/2017

Current Quarterly Status Percent Complete: 100%

Note that sometimes the button is “Add” and sometimes it is “Add/Edit.” When it is “Add” only, this indicates that there is no entry from the previous quarter to edit. So this quarter you can only add something. If there was an entry in the last quarter, you have the option to edit it or add a completely new status entry.

- Actual Start Date and Percent Complete are required in order to enter/update the status for a deliverable.



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 now do have the ability to update and change this information so contact them should you need to make a change.

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

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 to 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

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

Project Menu

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

[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
Deliverable #: 1 IGO, Task Order, or Initial Funding Transfer	04/01/2010	03/31/2015	04/01/2010	06/30/2010
Current Quarterly Status Percent Complete: 100% No detail to report.				Add/Edit
Previous Quarterly Status -No Previous Quarterly Status-				
Deliverable #: 2 Other: Utility line relocation	09/15/2010	10/15/2014	08/05/2013	11/28/2014
Current Quarterly Status Percent Complete: 100%				Add
Previous Quarterly Status Final invoices paid to contractor. Utility Line Relocation completed, contract ended.				
Deliverable #: 3 Other: Reach 5 Channel Restoration	03/01/2011	10/31/2016	06/03/2013	09/29/2017
Current Quarterly Status Percent Complete: 100% All adaptive management and emergency stabilization measures were completed in Q4 of FY17. Some additional reveg and hand crew work continued into Q1 of FY18.				Add/Edit
Previous Quarterly Status				

Updated information that was entered and saved.

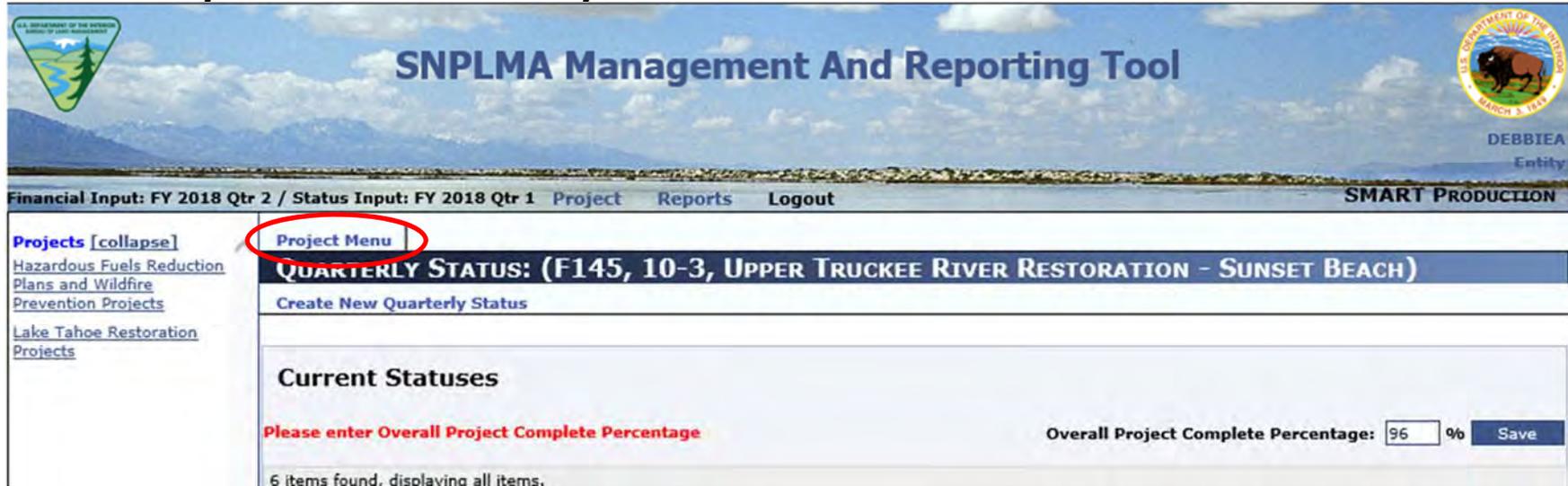
To edit the entry, click on the “Add/Edit” button.

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

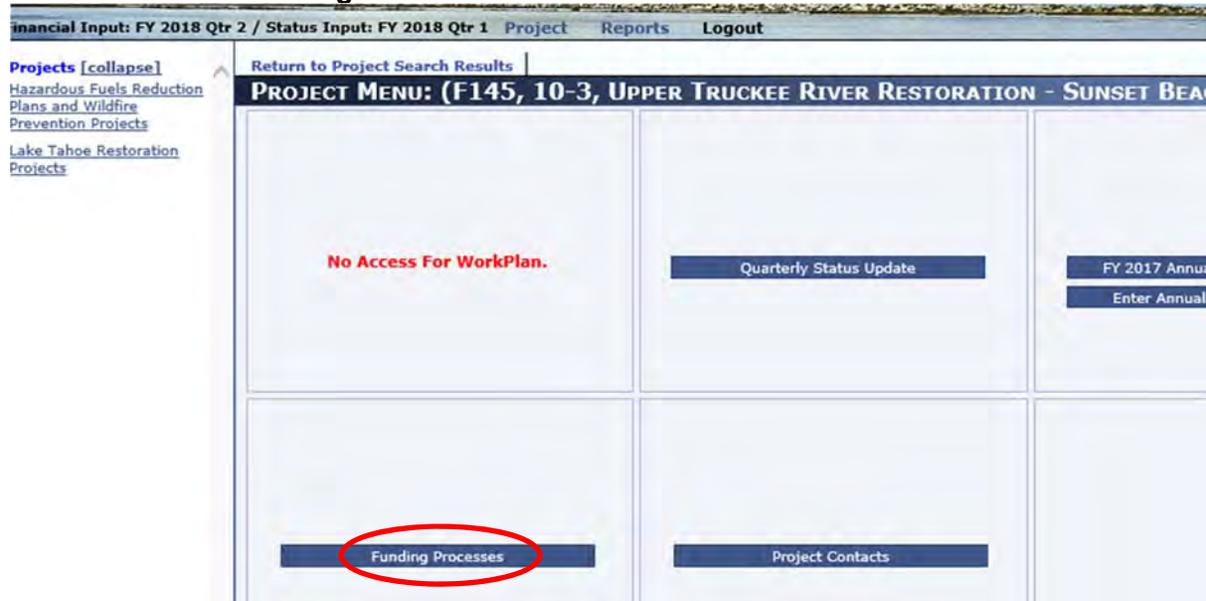
STEP 3: FUNDING REQUESTS

After updating the status of the deliverables the next step is requesting funding.

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



- Click on the “Funding Processes” menu box.



Note: Funding Requests can be edited. 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

The first screen is the financial summary page. The information provided is the same as the information on the financial summary page in the ACCESS database. No entries are made on this page.

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

The screenshot displays the 'SNPLMA Management And Reporting Tool' interface. At the top, there are logos for the U.S. Department of the Interior and the U.S. Department of the Interior Bureau of Land Management. The main title is 'SNPLMA Management And Reporting Tool'. Below the title, there is a navigation bar with 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1', 'Project', 'Reports', and 'Logout'. On the right side, there is a logo for 'DEBBIEA Entity' and 'SMART PRODUCTION'.

The main content area is titled 'Project Menu' and 'FUNDING SUMMARY: (LV38, 13-1, FLOYD LAMB PARK AT TULE SPRINGS ACCESS TRAIL)'. It contains two tables of financial data:

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%

At the bottom of the page, there is a blue button labeled 'ASAP', which is circled in red.

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:

In the example below, the “Current ASAP Request” is \$50,000 (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.

SNPLMA Management And Reporting Tool

DEBBIEA Entity

SMART PRODUCTION

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

Projects [collapse]
Parks, Trails, and Natural Areas

ASAP Summary Project Menu

ASAP REQUEST: (LV20, 6-11, LAS VEGAS WASH TRAIL, PHASE II)

Status : Pending

Entity Project/Accounting Number :

Amount Available to ASAP Request : \$ 6,000,000.00

Amount Reimbursed/Disbursed : \$ 4,194,832.41

Amount Remaining : \$ 1,805,167.59

Prior ASAP Requests

Q3, 2017: \$ 50,000.00

Q4, 2017: \$ 125,000.00

Q1, 2018: \$ 50,000.00

Current ASAP Request : \$ 0.00

Final ASAP Closeout :

Current Financial Quarter : 3/31/2018

ASAP Comments: The funds are needed to cover materials needed for construction.

Save Cancel

Enter requested amount then click “Save.” Then click Fund Summary to return to financial summary page and confirm that the request

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

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%

(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, or by reimbursement and then direct charge, 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 (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

TRANSFER REQUEST: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)

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

Status :	Pending
Entity Project/Accounting Number :	
Amount Available to Transfer :	\$ 0.00
Total Transferred Funds Expended/Obligated Thru 12/31/2017 :	\$ 4,971,616.88
Amount Transferred Thru 12/31 :	\$ 8,169,810.00
% of Funds Expended/Obligated :	60.85
Prior Transfer Requests	
Q3, 2017:	\$ 775,250.00
Q4, 2017:	\$ 0.00
Q1, 2018:	\$ 0.00
Current Transfer Request :	\$ 0.00
Balance Available for Next Transfer :	\$ 0.00
Final Transfer Closeout :	<input type="checkbox"/>
Current Financial Quarter :	3/31/2018
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 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

TRANSFER REQUEST: (F034, 16-2, COMPLETE REMAINING WILDLAND URBAN INTERFACE TREATMENTS - CARNELIAN, INCLINE, AND SOUTH SHORE HAZARDOUS FUELS REDUCTION)

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

Status: Pending

Entity Project/Accounting Number: []

Amount Available to Transfer: \$ 7,058,300.00

Total Transferred Funds Expended/Obligated Thru 12/31/2017: \$ 2,440,831.54

Amount Transferred Thru 12/31: \$ 3,300,000.00

% of Funds Expended/Obligated: 73.96

Prior Transfer Requests

Q3, 2017: \$ 0.00

Q4, 2017: \$ 0.00

Q1, 2018: \$ 250,000.00

Current Transfer Request: \$ 50,000.00

Balance Available for Next Transfer: \$ 7,008,300.00

Final Transfer Closeout:

Current Financial Quarter: 3/31/2018

Transfer Comments: Funds requested to cover additional contract costs for awarding three hand thinning contracts.

Save Cancel

FUNDING HISTORY

One item found.

Date Requested	Date Rejected	Fiscal Year	Quarter	Request Amount	Status	Actions
10/27/2017	11/13/2017	2018	Q1	250000.00	Rejected	View

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.

You can go in and make changes as many times as you may need to while the DB is open for input. Once SMART is closed you will need to contact your Program Manager.

Detailed comments and notes here will speed up the approval process for the Program Manager.

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.

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
MARCH 8, 1954

DEBBIEA
Entity

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

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

Hazardous Fuels Reduction
Plans and Wildfire
Prevention Projects
Lake Tahoe Restoration
Projects

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.

The screenshot displays 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' and 'SMART PRODUCTION'. The main header reads 'SNPLMA Management And Reporting Tool'. Below this, there are navigation links: 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout'. On the left, there is a sidebar with 'Projects [collapse]' and 'Conservation Initiatives'. The main content area is titled 'Project Menu' and shows a 'FUNDING SUMMARY: (BL85, 16-3, PROTECTING GOLD BUTTE'S CULTURAL HERITAGE)'. The summary is divided into two sections: 'BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS' and 'BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS'. Each section contains a table of financial data. At the bottom of the 'BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS' section, there is a button labeled 'Direct Charge' which is circled in red.

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).

The screenshot displays the 'SNPLMA Management And Reporting Tool' interface. At the top, there are logos for the U.S. Department of the Interior and the Department of the Interior, Bureau of Land Management. The main title is 'SNPLMA Management And Reporting Tool'. Below the title, there is a navigation bar with 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout' and 'SMART PRODUCTION'. The main content area is titled 'DIRECT CHARGE REQUEST: (BL85, 16-3, PROTECTING GOLD BUTTE'S CULTURAL HERITAGE)'. A red warning message states: 'Be sure to input a current Expended/Obligated dollar figure.' The form contains the following fields and values:

- Status: Pending
- Entity Project/Accounting Number: [Empty field]
- Total Charged Funds Expended/Obligated Thru 12/31/2017: \$ 0.00
- Prior Direct Charge Requests:
 - Q3, 2017: \$ 0.00
 - Q4, 2017: \$ 50,000.00
 - Q1, 2018: \$ 0.00
- Current Direct Charge Request: \$ 0.00
- Final Direct Charge Closeout:
- Current Financial Quarter: 3/31/2018
- Direct Charge Comments: [Empty text area]

At the bottom of the form, there are 'Save' and 'Cancel' buttons. Red arrows point to the Entity Project/Accounting Number, Total Charged Funds Expended/Obligated Thru 12/31/2017, Current Direct Charge Request, Final Direct Charge Closeout, and Direct Charge Comments fields.

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

U.S. DEPARTMENT OF THE INTERIOR DEBBIEA Entity

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

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.)

The screenshot displays the 'SNPLMA Management And Reporting Tool' interface. At the top, there are logos for the U.S. Department of the Interior and the Department of the Interior. The main title is 'SNPLMA Management And Reporting Tool'. Below the title, there is a navigation bar with 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1', 'Project', 'Reports', and 'Logout'. On the right, it says 'SMART PRODUCTION' and 'DEBBIEA Entity'. The left sidebar shows 'Projects [collapse]' and 'Conservation Initiatives'. The main content area has tabs for 'Fund Summary' and 'Project Menu'. The current view is 'DIRECT CHARGE REQUEST: (BL84, 16-2, BUILDING STEWARDSHIP OF PUBLIC LANDS WITH DISPLACED USER GROUPS)'. A green message 'Financial Request was saved successfully.' is circled in red. Below the message, there is a red warning: 'Be sure to input a current Expended/Obligated dollar figure.' The form contains several fields: 'Status' (Pending), 'Entity Project/Accounting Number' (empty), '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' (checkbox), 'Current Financial Quarter' (3/31/2018), and 'Direct Charge Comments' (Funds will be applied to additional clean ups, labor for outreach, education, and enforcement of regulations). At the bottom, there are 'Save' and 'Cancel' buttons.

➤ 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

The screenshot shows the 'SNPLMA Management And Reporting Tool' interface. At the top, there are navigation links for 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1', 'Project', 'Reports', and 'Logout'. The main header reads 'PROJECT MENU: (B007, 11-13, UPPER TRUCKEE RIVER AND MARSH RESTORATION PROJECT - DESIGN)'. Below this, there are several menu items: 'No Access For WorkPlan.', 'Quarterly Status Update', 'FY 2017 Annual Accomplishments', 'Enter Annual Accomplishments', 'Funding Processes' (circled in red), and 'Project Contacts'.

- Click on “Reimbursement”

The screenshot displays the 'FUNDING SUMMARY: (B007, 11-13, UPPER TRUCKEE RIVER AND MARSH RESTORATION PROJECT - DESIGN)'. It is divided into two main sections: 'BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS' and 'BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS'. The 'Reimbursement' button at the bottom is circled in red.

BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS	
TOTAL AMOUNT AVAILABLE :	\$ 1,272,000.00
Amount Reimbursed/Disbursed thru 12/31 :	\$ 1,272,000.00
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 :	\$ 1,272,000.00
Amount Reimbursed/Disbursed thru 12/31 :	\$ 1,272,000.00
Current Reimbursement Request :	\$ 298,635.69
Amount Transferred thru 12/31 :	\$ 0.00
Current Transfer Request :	\$ 0.00
Projected Direct Charge :	\$ 0.00
BALANCE AVAILABLE for FUTURE REQUESTS :	\$ -298,635.69
Percentage of Total :	-23.48%

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.)

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](#)

REIMBURSEMENT REQUEST: (B003, 7-19, EIP 950, RESTORATION OF THE LAKE VALLEY REACH OF THE UPPER TRUCKEE RIVER)

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

Status : Pending

Entity Project/Accounting Number :

Amount Available to Reimburse : \$876,000.00

Total Reimbursed Funds Expended/Obligated Thru 12/31/2017 :

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 :

Current Financial Quarter : 3/31/2018

Reimbursement Comments:

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

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. Quarterly Status Update FY 2017 Annual Accomplishments
Enter Annual Accomplishments

Funding Processes **Project Contacts**

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:			

< Back Top ^

SNPLMA Management And Reporting Tool

DEBBIEA Entity

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: (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	Edit
Other	Ben	Roberts	Chief of Natural Resource Mgmt	775-234-7561		ben_roberts@nps.gov	Edit
Project Manager	Byan	Hamilton	Wildlife Biologist	775-234-7563		bryan_hamilton@nps.gov	Edit

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

SNPLMA Management And Reporting Tool

DEBBIEA Entity

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
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

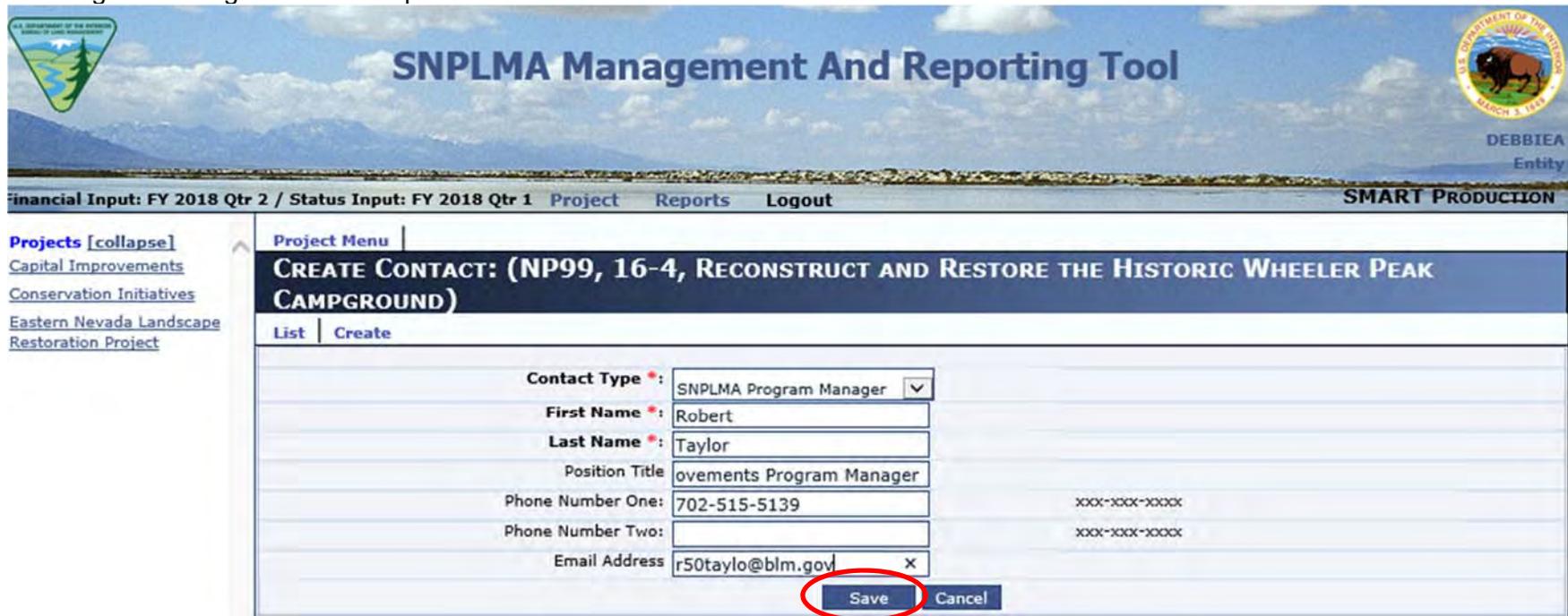
[Update](#) [Delete](#) [Cancel](#)

➤ Click “Update” when changes are complete.

➤ Click “Create” to add a new contact.



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.



➤ 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, navigation links include 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1', 'Project', 'Reports', and 'Logout'. A 'SMART PRODUCTION' label is also present.

On the left side, there is a sidebar with a 'Projects [collapse]' section containing links for 'Capital Improvements', 'Conservation Initiatives', 'Eastern Nevada Landscape Restoration Project', and 'Project Menu'. The 'List' link in the 'Project Menu' is circled in red.

The main content area displays a search result for 'SEARCH CONTACT: (NP99, 16-4, RECONSTRUCT AND RESTORE THE HISTORIC WHEELER PEAK CAMPGROUND)'. Below the search bar, there are 'List' and 'Create' buttons. A message states '5 items found, displaying all items.' Below this is a table with the following data:

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	Edit
Other	Tod	Williams	Chier-Planning and Resources	775-234-7560			Edit
Other	Curt	Dimirick	Superintendent	775-234-7502		curt_dimirick@nps.gov	Edit
Project Manager	Anita	Hansen	Project Manager	775-234-7530		Anita_hansen@nps.gov	Edit
SNPLMA Program Manager	Robert	Taylor	Capital Improvements Program Manager	702-515-5139		r50taylo@blm.gov	Edit

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. At the top, there is a header with the title 'SNPLMA Management And Reporting Tool' and a logo for 'DEBBIEA Entity'. Below the header, there is a navigation bar with options: 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1', 'Project', 'Reports', 'Logout', and 'SMART PRODUCTION'. On the left side, there is a sidebar menu with the following items: 'Projects [collapse]', 'Capital Improvements', 'Conservation Initiatives', 'Eastern Nevada Landscape Restoration Project', 'Funding Processes', and 'Project Contacts'. The main content area is titled 'PROJECT MENU: (NP97, 15-4, STARGAZING THEATER, SCIENCE CAMP, AND DAY USE AREA REFURBISHMENT)'. It contains several buttons: 'Return to Project Search Results', 'No Access For WorkPlan.', 'Quarterly Status Update', 'FY 2017 Annual Accomplishments', and 'Enter Annual Accomplishments'. The 'Enter Annual Accomplishments' button is circled in red.

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”

SNPLMA Management And Reporting Tool

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

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 : 2018

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](#)

- 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

DEBBIEA Entity

SMART PRODUCTION

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

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 : 2018

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](#)

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

SNPLMA Management And Reporting Tool

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
MARCH 3, 1849

DEBBIEA
Entity

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

Fiscal Year : Please Select

Quantity :

Unit of Measure : Please Select

Comments :

Save Cancel Add

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

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

SNPLMA Management And Reporting Tool

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
MARCH 3, 1849

DEBBIEA
Entity

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

Fiscal Year :

Quantity :

Unit of Measure :

Comments :

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

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

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"

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.

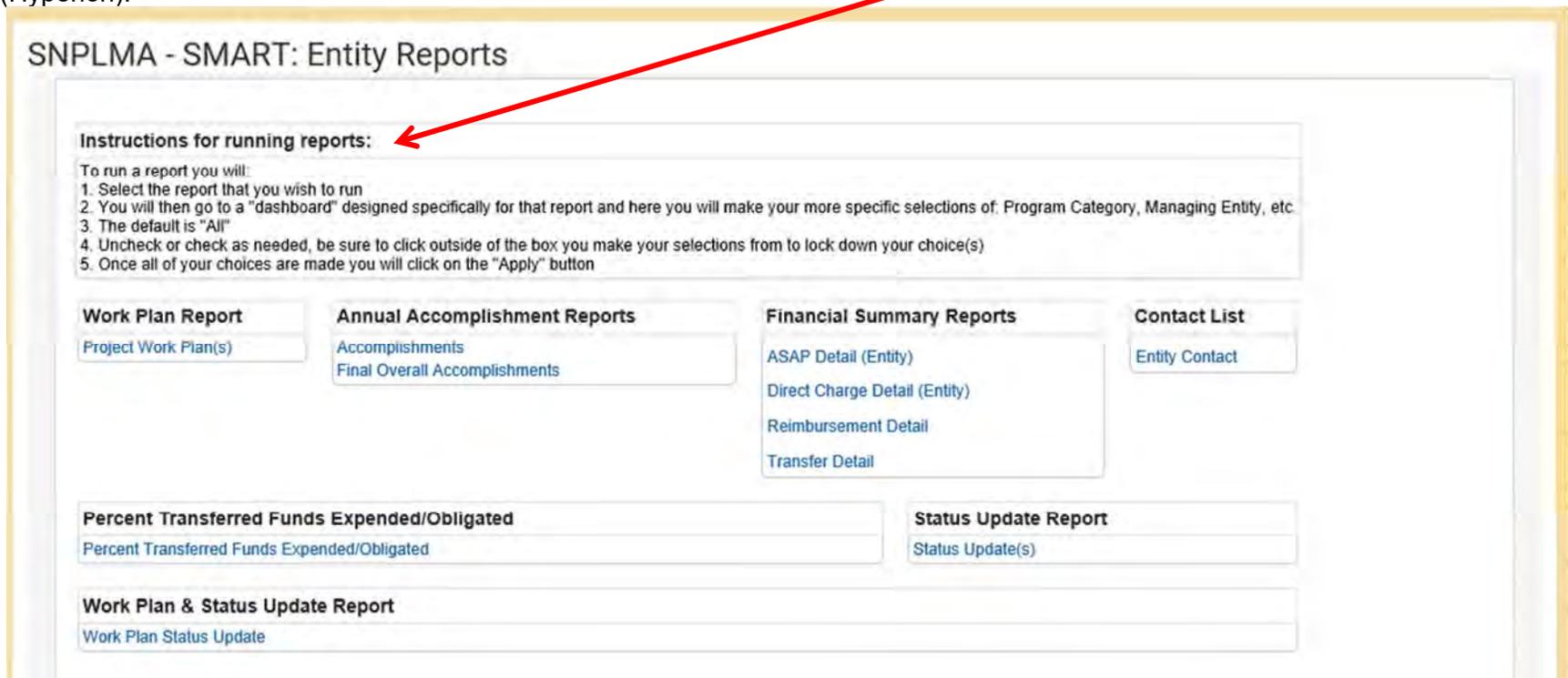
➤ Click the Save when you are done entering your PM and then Add to enter the next one. You will back out of this screen by clicking on Annual Accomplishments.

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.

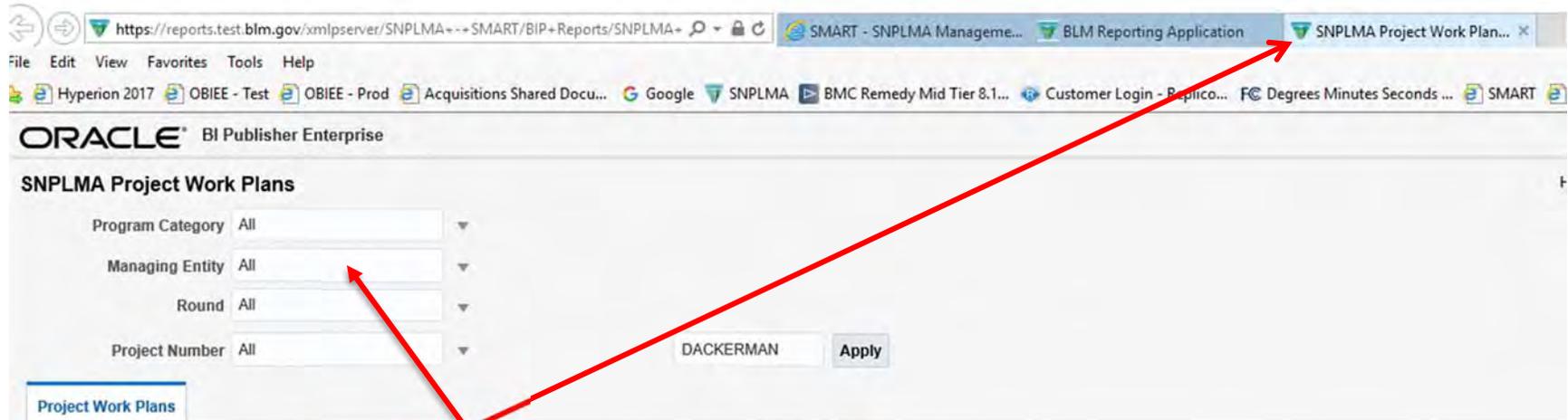
Reports are done using a new application referred to as OBIEE and now operate a bit differently from the old reporting application (Hyperion).



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

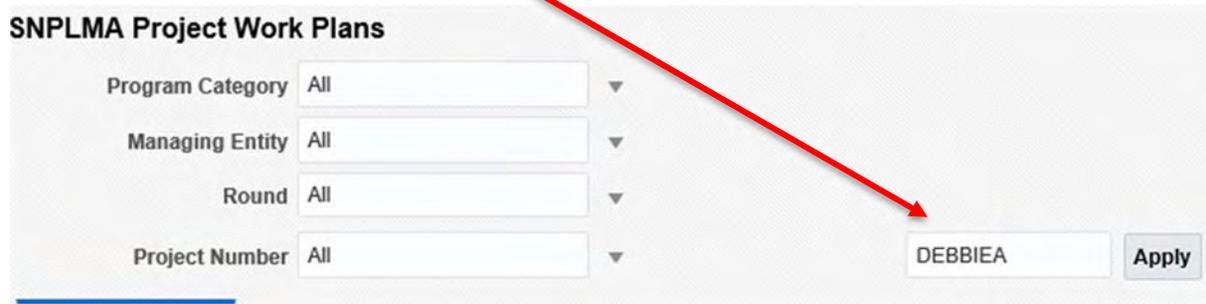


This will open up on a new Tab.

Note that the default parameters are “All”.

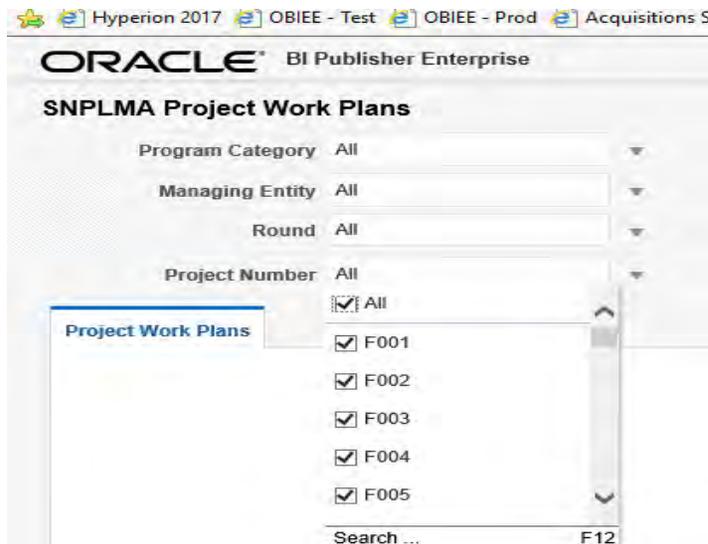
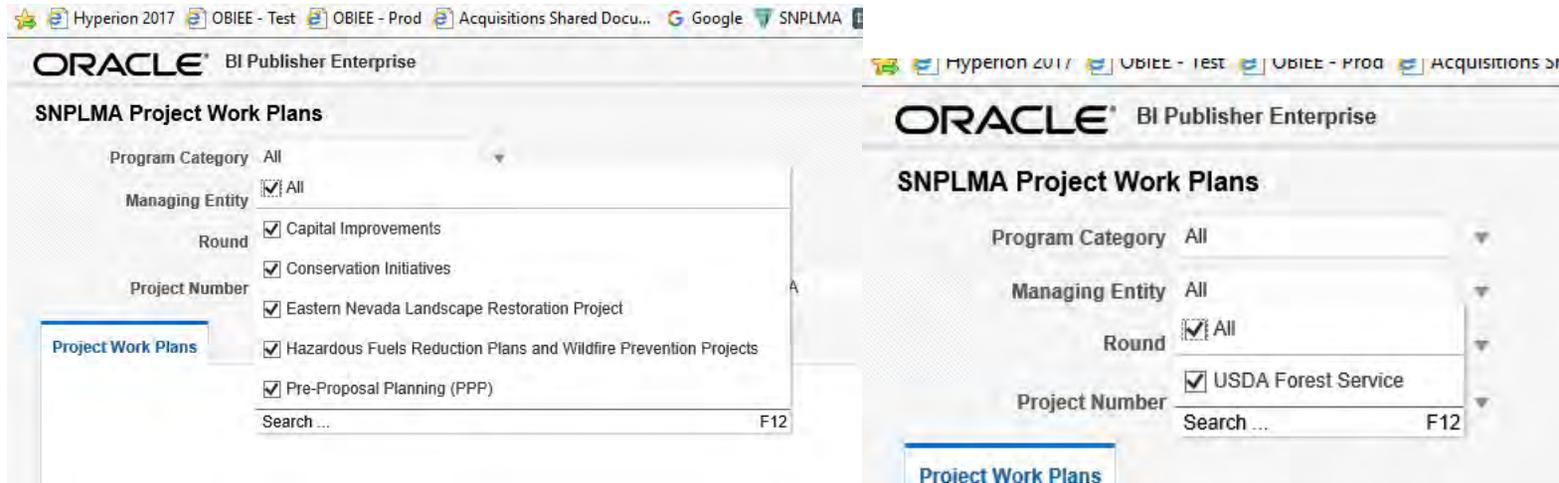
So be sure to make your parameter selections before running anything.

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



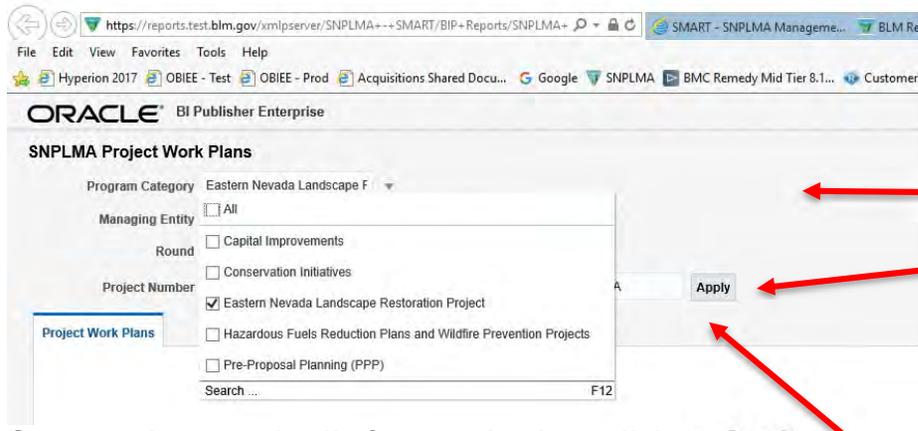
This is so that the application knows who you are and therefore knows what you can see and run reports for.

The drop-downs for parameters will only display what you are programmed 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.

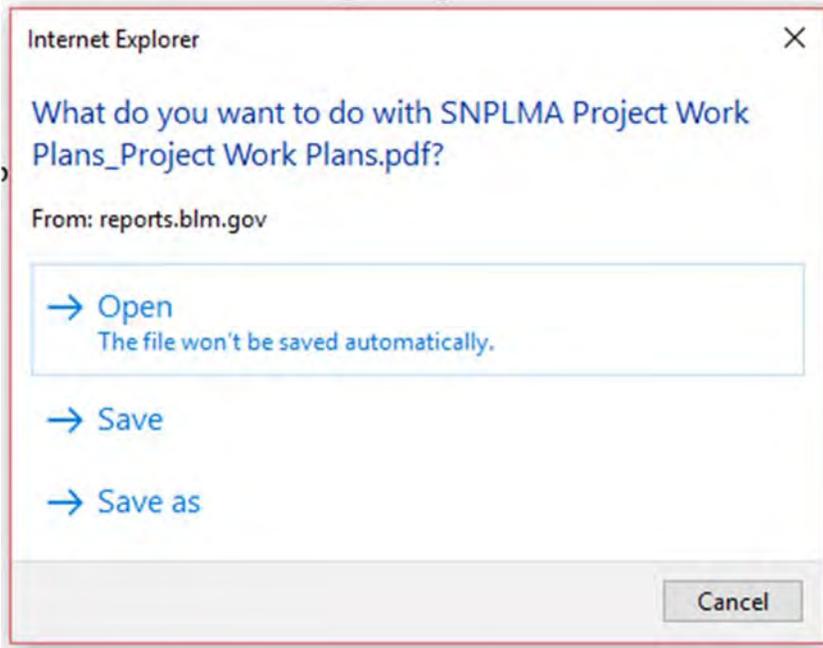


Once you make your initial selection, as I have here of ENLRP, you then need to “click” anywhere to lock that choice in. For example click here.

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

Once you have made all of your selections click on Apply

You will see the following dialog box:



Clicking on Save will save a PDF to your Download folder and you will have to go there and open the report and print from the Application you use for PDF's. It will save as SNPLMA "The Name of the Report".pdf (SNPLMA Project Work Plans_Project Work Plans.pdf for example).

Clicking on Save as will open a dialog box that will allow you to browse and save where you want to save it to and allow you to give it a more meaningful name.

Clicking on Open will open the report on the screen:

The screenshot shows the Oracle BI Publisher Enterprise interface. At the top, there is a navigation bar with 'ORACLE BI Publisher Enterprise' on the left and 'Search All', 'Help', and 'Sign Out' on the right. Below the navigation bar, there are filter options for 'Program Category', 'Managing Entity', 'Round', and 'Project Number', all set to 'All'. A 'DEBBIEA' user is logged in, and an 'Apply' button is visible. The main content area displays the report title 'SNPLMA Project Work Plan' in large blue text, followed by the subtitle 'North Lake Tahoe Fire Protection District Hazardous Fuels Reduction Plans and Wildfire Prevention Projects 13-1: Upper Third Creek Fuels Reduction(NT01)'. Below the title is a table with the following data:

Del #	Deiverable	Target Start Date	Target End Date
1	Fuels Treatment (hand) Inside WUI	06/01/2013	12/31/2017

Below the table, there is a 'Comments:' field and a 'Responsible Entity' section with the text 'North Lake Tahoe Fire Protection District'.

From here you can:

1. physically print the report

2. save the report

3. size the report so you can see more or less of the report

4. use Adobe to do more with it – Using Adobe will bring up a “new” screen with more ways to get the report how you want.

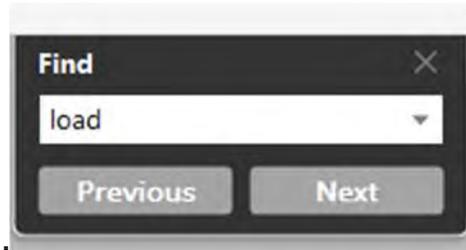
The screenshot shows the Oracle BI Publisher Enterprise interface. The main content area displays a PDF report titled "SNPLMA Project Work Plan" for the "North Lake Tahoe Fire Protection District". The report includes a table of deliverables and tasks. A toolbar is overlaid on the bottom of the PDF, containing icons for save, print, zoom in, zoom out, and Adobe Acrobat. Red arrows from the instructions point to these icons.

Del #	Deliverable	Target Start Date	Target End Date
1	Fuels Treatment (hand) Inside WUI	06/01/2013	12/31/2017

Comments: Responsible: Empty
North Lake Tahoe Fire Protection District

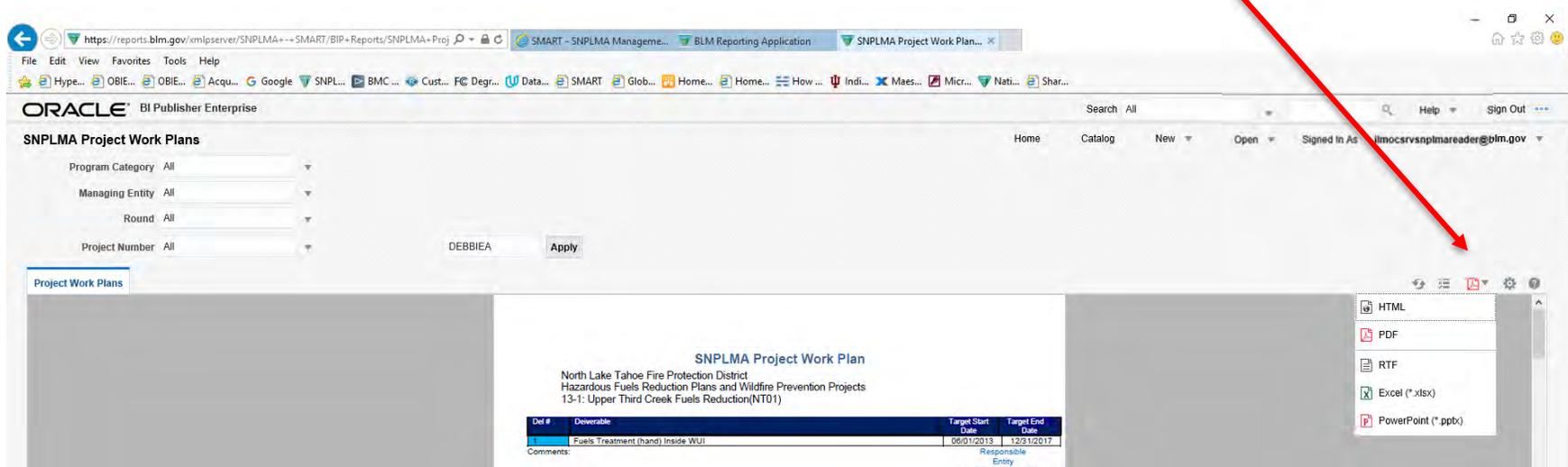
Task #	Task Description	North Lake Tahoe Fire Protection District
1	Unit layout and other prep work.	North Lake Tahoe Fire Protection District
1	Flag boundaries and avoidance areas.	North Lake Tahoe Fire Protection District
2	Mark trees.	North Lake Tahoe Fire Protection District
3	Pre-treatment photo monitoring.	North Lake Tahoe Fire Protection District
2	Implement hand-thinning treatment.	North Lake Tahoe Fire Protection District
3	Burn slash piles.	North Lake Tahoe Fire Protection District
4		North Lake Tahoe Fire Protection District

You can now see some of the features of your PDF Program on the screen.



You can even search/find items on the report .

You can also take advantage of these additional options of what to do with the report from here:



Clicking on Save will save a PDF to your Download folder and you will have to go there and open the report and print from the Application you use for PDF's. It will save as SNPLMA "The Name of the Report".pdf (SNPLMA Project Work Plans_Project Work Plans.pdf for example).

Clicking on Save as will open a dialog box that will allow you to browse and save where you want to save it to and allow you to give it a more meaningful name.

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. 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 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, you may email Deb Ackerman at dackerman@blm.gov or call her at 702-515-5130.
- As always, you may contact your Program Manager for assistance with your status entries.