



**(SMART)**

**SNPLMA's Web-Based Quarterly Reporting Database**  
*Version 13 – January 2026*

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## ACCESSING THE “SMART” APPLICATION

Microsoft Edge is the preferred browser for all SNPLMA-related tasks. Google Chrome is acceptable but may occasionally have display issues. While the data will still be present, formatting may not align perfectly, which could affect readability.

Currently, there are two methods of user authentication for accessing SMART. Both methods require your email address for verification. Thus, it is crucial that SNPLMA has your exact email address linked to your SMART account.

- 1) **DOI Users – Active Directory Federation Services (ADFS):** This method is used if you are logged in through the Department of The Interior (DOI) network. Your login credentials will be authenticated using the ADFS system, which connects to the DOI network.
- 2) **Non-DOI Users – Login.gov:** If you are not on the DOI network, SMART will utilize login.gov for user authentication. This must be a work email address in order for access to be granted.

If you are teleworking, ensure you are connected to your network via VPN to use ADFS. This connection is necessary for authentication to succeed when you are working remotely.

SMART should be accessed through the SNPLMA Website located here: [SNPLMA | Bureau of Land Management \(blm.gov\)](#)

Once you successfully log in to SMART, you will generally be directed to the Main Screen automatically. Below are the details of what to expect upon logging in and a brief overview of the main screen’s layout.

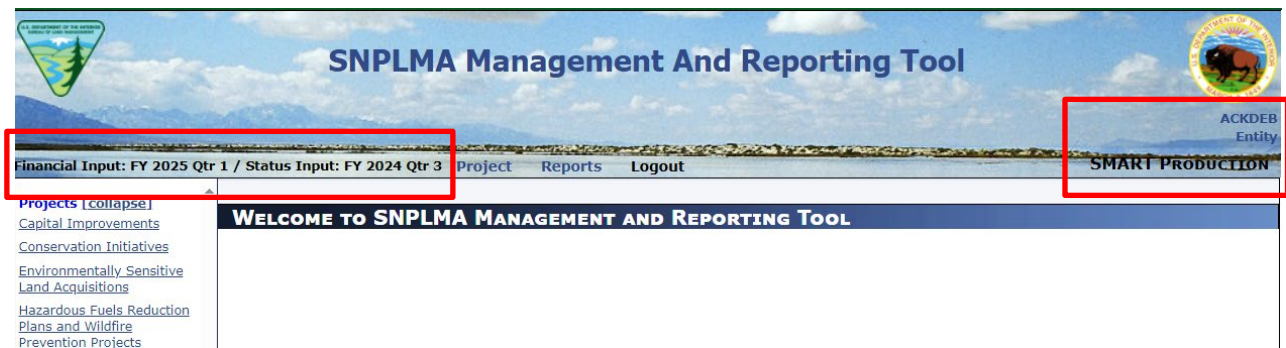


If you have been assigned multiple roles or belong to several distribution groups within the SMART system, you will be presented with a role selection screen upon logging in. This feature allows you to select the appropriate role that fits your current responsibilities, ensuring access to the necessary functions and data relevant to your tasks (e.g., Sysadmin, Program Manager, Entity, Program Manager (Read Only) role, etc.).

ACCOUNT SELECTION					
User Name	Role Type	Distribution Code	Email	Entity Contact	Actions
ACKD			dackerman@blm.gov	No	<a href="#">Select</a>
ACKDEB			dackerman@blm.gov	Yes	<a href="#">Select</a>
ACKREADE			dackerman@blm.gov	Yes	<a href="#">Select</a>
DACKERMAN			dackerman@blm.gov	No	<a href="#">Select</a>
DEBSNAP			dackerman@blm.gov	No	<a href="#">Select</a>
PMDMA			dackerman@blm.gov	No	<a href="#">Select</a>

## SMART Main Screen

Upon successful login to the SMART system, the first screen you will encounter is the Welcome Screen.



At the top of every screen within the SMART system, you will find a user-friendly information display that provides key details relevant to your current session. This information is essential for keeping you informed about your user ID, role, and the specific reporting period you are working on.

In this example, you are entering your financial needs for FY2025 Q1 (October, November, December) and entering your quarterly status updates for work accomplished in FY2024 Q3.

## BROWSER RECOMMENDATION

The recommended browser to use MS Edge with Google Chrome as a secondary browser choice.

**The SMART application will automatically “time-out” after 15 minutes of inactivity. This will require you to login again. This is a DOI security requirement and cannot be changed. It is essential to save your work frequently. Even if you are actively typing, the system may not recognize it as activity. For instance, if you step away from the screen while entering your Annual Accomplishment, you may find that your data has been lost when you return. To avoid losing your progress, make it a habit to click the SAVE button regularly. Remember that simply typing doesn’t count as activity in the system, so frequent saving is crucial to protect your work.**

## LOCATING YOUR PROJECTS

There are two ways to access your active projects, with the first method being the most recommended for efficiency.

**Method 1 (Recommended) – Project Search:** Click on the “Project” link located in the top menu bar. Once you access the "Project" link in the top menu bar and choose to perform a search, you can simply click on the "Search" button without making any additional selections. This will provide you with a complete list of all your active projects. This feature allows you to search for your projects using various selection criteria, making it easier to narrow down your search results effectively.



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

The image shows a 'SEARCH PROJECT' form. It has a dark blue header with the title 'SEARCH PROJECT'. Below the header is a 'Search' tab. The form contains four dropdown menus: 'Project Number', 'Sub Activity', 'Round', and 'Entity', each with 'Please Select' as the default option. At the bottom right of the form, there are two buttons: 'Search' (highlighted with a red box) and 'Reset'.

- Clicking on the desired Sub Activity, Round, etc. This will narrow the list of active projects being shown within the category (those not yet closed or terminated). The screen shot below shows the active BLM projects for the Capital Improvements category. Categories with many active projects may require use of the scroll bar to see all projects.

Project Number : Please Select ▼  
 Sub Activity : Capital Improvements ▼  
 Round : Please Select ▼  
 Entity : Please Select ▼

Search Reset

3 items found, displaying all items.

Program Category	Project Of Concern: No	Round	Priority	Entity	Project #
Capital Improvements	Focus POC: No	18	1	Bureau of Land Management	BL55
					POC Color: <span style="background-color: green; color: white;">Green</span>
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Project Menu</div>					
<div> <div>Project Name</div> <div>Red Rock Canyon Legacy Trail</div> </div>					
<div> <div> <div>Work Plan Status: <span style="color: red;">Approved</span></div> <div>Project Status: <b>Task Order Assigned</b></div> <div>Start Date: <b>02/25/2022</b></div> <div>Current Project End Date: <b>02/24/2028</b></div> </div> <div> <div>SNPLMA Program</div> <div>Manager Comments: <span style="color: red;">06/01/24 Project is within the 5% progress rate allowed. Funds Ratio is within the 20% allowed. Project to remain Green.</span></div> <div>Project Manager: <b>Tira Faiivae</b></div> </div> </div>					
<div> <div>SNAP Lead</div> <input type="checkbox"/> </div> <div> <div>SNAP</div> <input type="checkbox"/> </div>					
Capital Improvements	Focus POC: No	18	2	Bureau of Land Management	BL56
					POC Color: <span style="background-color: yellow;">Yellow</span>
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Project Menu</div>					
<div> <div>Project Name</div> <div>Sloan Canyon Visitor Contact Station</div> </div>					
<div> <div> <div>Work Plan Status: <span style="color: red;">Approved</span></div> <div>Project Status: <b>Task Order Assigned</b></div> <div>Start Date: <b>02/21/2022</b></div> <div>Current Project End Date: <b>02/20/2027</b></div> </div> <div> <div>SNPLMA Program</div> <div>Manager Comments: <span style="color: red;">06/01/24 Project is 24% behind schedule which is higher than the 5% allowed. Minimal funds spent. Project to remain Yellow for lack of progress. Project can potentially return to Green by making more progress.</span></div> <div>Project Manager: <b>Roy Fune</b></div> </div> </div>					
<div> <div>SNAP Lead</div> <input type="checkbox"/> </div> <div> <div>SNAP</div> <input type="checkbox"/> </div>					

**Method 2 Dropdown List Search:** Select the desired project from the category dropdown list on the left side of the Welcome Screen. By using this method, once a project is selected you will be taken directly to the project menu.

The screenshot shows the SNPLMA Management And Reporting interface. On the left, there is a sidebar with a 'Projects' dropdown menu. Under 'Capital Improvements', the following projects are listed: 18-1-BL55, 18-2-BL56, 19-2-BL58, 16-3-BL85, 17-1-BL86, 17-3-BL88, 17-4-BL87, 18-2-BL90, and 18-5-BL91. The main area is titled 'SEARCH PROJECT' and contains a search form with the following fields: Project Number (Please Select), Sub Activity (Capital Improvements), Round (Please Select), and Entity (Please Select). There are 'Search' and 'Reset' buttons. Below the form, it says '3 items found, displaying all items.'

## ACCESSING PROJECT MENU SELECTIONS

Once you have located the project you wish to update, the next step is to access the Project Menu, where you can make changes and updates.

- To make changes, click on the “**Project Menu**” box located to the right of the Project #.

The screenshot shows the Project Menu screen. It displays a table with the following columns: Program Category, PPP Sub, Project Of Concern: No, Round, Priority, Managing (Lead) Entity, and Project #. The data row shows: Capital Improvements, Focus POC: No, POC Color: Green, 4, 22, Fish and Wildlife Service, and FW15. A 'Project Menu' button is circled in red next to the Project #.

The Project Menu screen that will be displayed when SMART is open looks like this. The sample below is for a Capital Improvements Project Round 17-1.

The Entity Comments box provides project managers with a convenient way to share any additional information about the project that isn’t included in the quarterly status update. This feature allows you to communicate important details directly within the system, eliminating the need to send a separate email to the SNPLMA Program Manager.

When you enter comments in this box, the information is automatically sent to the System Administrator, who will then forward it to the SNPLMA Program Manager.



No Access For WorkPlan.	Quarterly Status Update	FY 2024 Annual Accomplishments
		Enter FY 2025 Annual Accomplishments
		Closeout Inventory, ASAP Projects Only
Funding	Project Contacts	Performance Measures

### Project Information

<b>Project Of Concern:</b>	Yes	<b>Work Plan Status:</b>	Approved
<b>POC Status:</b>	Yellow	<b>Focus POC:</b>	No
<b>Project Status:</b>	Task Order Assigned	<b>Current End Date:</b>	07/17/2029
<b>Start Date:</b>	07/18/2024		

**Status Update** Based on progress reported for FY25 Q1 (thru 12/31/2024), project is under the amortized completion rate by -7% as the project is reported 2% complete. Project is recategorized from "Green" to "Yellow" for not meeting the amortized completion rate within a 5% variance. Once a project meets or exceeds its amortized completion rate, it will be re-categorized as "Green" and removed from the POC List.

**Entity Comments:**  
Previously entered comments have been forwarded to the Program Manager and removed.

Save Entity Comments

The Project Menu screen offers six menu boxes accessible to Entity users.

PROJECT MENU: (HN52, 20-3, DOWNTOWN PARK RENOVATION)		
1 Work Plan	2 Quarterly Status Update	3 FY 2024 Annual Accomplishments Enter FY 2025 Annual Accomplishments Closeout Inventory, ASAP Projects Only
4 Funding	5 Project Contacts	6 Performance Measures



From top left to right, the menu boxes are:

- 1) **Work Plan:** The Work Plan menu box is only available when a new workplan is required for a new project or if a project modification was approved.
- 2) **Quarterly Status Update:** This option allows you to enter all quarterly status information: overall percent complete, percent completion by deliverable, actual start and end dates for deliverables, and narrative status comments.
- 3) **Annual Accomplishments:** This menu box has three selections. The top selection is to display the previous year's annual accomplishment for reference only and cannot be edited unless it was never entered. The second selection is for entering the current fiscal year's annual accomplishments. The third selection is for ASAP projects only to enter the projects inventory.
- 4) **Funding Processes:** This menu box allows you to enter the current funding needs for your projects and to report the amount of committed/obligated/expended dollars. It is important to note that this is not required for projects funded through ASAP. Regardless of whether SMART is open or not, you can view your current "Funding Summary" here.
- 5) **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 any time, whether SMART is open or not. Note: You can only designate one Project Manager; if you need to enter a new Project Manager, remember to delete the previous one first.
- 6) **Performance Measures:** This is where the project Performance Measures are entered when closing a project. There is also a checkbox labeled "Final Overall Accomplishment" to indicate that the information entered is the overall project accomplishments required upon project closeout.

**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.

<a href="#">Return to Project Search Results</a>		<a href="#">Project Menu</a>
FUNDING SUMMARY: (BL86, 17-1, SPRING STEWARDSHIP AND RESTORATION IN SOUTHERN NEVADA)		
TOTAL AMOUNT AVAILABLE :	\$	638,500.00
Amount Reimbursed/Disbursed thru 7/31 :	\$	399,745.96
Current Reimbursement Request :	\$	0.00
Amount Transferred thru 7/31 :	\$	0.00
Current Funding Request :	\$	0.00
Projected Funding :	\$	0.00
BALANCE AVAILABLE for FUTURE REQUESTS :	\$	238,754.04
Percentage of Total :		37.39%
<a href="#">Direct Charge</a>		

If the Project Menu Screen was accessed using the Method 1 – Project Search then you can click “**Return to Project Search Results**” to view the previous selected parameters and select another project.

Whereas if you used the project menu listed on left to make your project selection, keep in mind that you will be taken back to the project menu of the project that was originally selected. The link “Return to Project Search Results” is unavailable.

- Click on “Return to Search Results” above the title row on the Project Menu Screen. This will return you to your original search results (see below) based on the parameters that had been previously entered.

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.

SEARCH PROJECT

Search

Create

Project Number :

Please Select

Sub Activity :

Please Select

Round :

Please Select

Entity :

Please Select

Status :

Active

Search

Reset

184 items found, displaying 181 to 184.

[First/Prev]

12, 13, 14, 15, 16, 17, 18, 19

[Next/Last]

Program Category	Project Of Concern: No	Round	Priority	Entity	Project #
Parks, Trails, and Natural Areas	Focus POC: No	19	13	Las Vegas	LV42
	POC Color: Green				<div>Project Menu</div> <div>SNAP Lead</div> <div> <input type="checkbox"/> </div> <div>SNAP</div> <div> <input type="checkbox"/> </div>
Project Name					
Northwest Regional Park Phase 1A					
Work Plan Status:	Updates Needed				
Project Status:	Task Order Assigned	SNPLMA Program			
Start Date:	05/09/2024	Manager Comments:			
Current Project End Date:	05/08/2029	Project Manager:			
Program Category	Project Of Concern: No	Round	Priority	Entity	Project #
				Clark County	

## STEP 1: CREATING A WORKPLAN FOR NEW PROJECTS

To create a work plan for a new project, first, locate the specific project that requires a work plan.

- Next 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**

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

[Return to Project Search Results](#)

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

<a href="#">Work Plan</a>	<a href="#">Quarterly Status Update</a>	<a href="#">FY 2017 Annual Accomplishments</a> <a href="#">Enter Annual Accomplishments</a>
<a href="#">Funding Processes</a>	<a href="#">Project Contacts</a>	

**Project Information**

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

The following screen displays with the message that “No results were found” because no deliverables, tasks, or subtasks have yet been entered for the specific project you are viewing.

- Click on “Create New Deliverable.”

The screenshot shows the SNPLMA Management And Reporting Tool interface. The header includes the U.S. Department of the Interior logo, the title 'SNPLMA Management And Reporting Tool', and the user 'DACKERMAN System Administrator'. The navigation bar shows 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1' and tabs for 'Project', 'Uploads', 'Reports', 'Admin', and 'Logout'. The left sidebar lists various project categories. The main content area is titled 'WORK PLAN/DELIVERABLE: (CC02, 4-1, MSHCP FY2003 AND FY2004)' and features a 'Create New Deliverable' button. Below this, a message states: 'No results were found matching the given criteria.' with a red arrow pointing to it. The project description below reads: 'Project funding to support the 2003-2004 MSHCP Biennium. This project has been completed.'

Per the Implementation Agreement, Work Plan project deliverables should be identified as primary/anticipated/standard. This is a required field and is listed as the first criterion when you are entering or updating information in the Work Plan. Any changes made to older Work Plans now necessitate this classification to ensure consistency and compliance with current requirements.

- Select your Deliverable type from the drop-down.

The screenshot shows the 'CREATE WORK PLAN/DELIVERABLE: (B016, 17-1, ATLANTA ROAD SAGE-GROUSE HABITAT IMPROVEMENT COMPLETION PROJECT)' form. The header and navigation bar are similar to the previous screenshot. The left sidebar lists various project categories. The main content area is titled 'List Deliverables' and contains a form with the following fields: 'Deliverable Type' (a dropdown menu with options: Please Select, Anticipated, Primary, Standard), 'Deliverable Description' (a text input field), 'Target Start Date' (a date input field), 'Target End Date' (a date input field), and 'Comments' (a text area). The 'Deliverable Type' dropdown is highlighted with a red box. At the bottom of the form are 'Save' and 'Cancel' buttons.

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

- Enter the Target Start/ End Dates; Comments if needed.
- Click “**Save.**” A message will be displayed that the deliverable has been saved successfully, and the date modified will display.
- Click on “**List Deliverables**” to enter tasks or subtasks for the deliverable.
- Click on “**Create New Deliverable**” to enter the next deliverable.



- Click “Create Tasks.”

3 / Status Input: FY 2020 Qtr 1 Project Reports Logout SMART PRODUCTION

Project Menu

**WORK PLAN/DELIVERABLE: (N101, 17-1, LOWER LEHMAN CAMPGROUND RECONSTRUCTION)**

Create New Deliverable

**Project Description:**  
The Great Basin National Park (GBNP) was established in 1986 with transfer of the land from the U.S. Forest Service to the National Park Service. The Lower Lehman Campground was originally constructed in the mid-1920s as part of the U.S. Forest Service “Operation Outdoors” initiative and has not been significantly upgraded since that time. The Lower Lehman Campground is adjacent to the historic Wheeler Peak Scenic Drive and is the only campground in the park that is open year round. The project will relocate three camp sites that are currently in a riparian meadow, and restore the meadow. An additional 11 units will be added and 8 units reconstructed, bringing the total number of campsites to 22.

8 items found, displaying all items.

Deliverable #	Description	Target Start Date	Target End Date	Type	Comments	Modified Date	Actions
1	IGO, Task Order, or Initial Funding Transfer	07/01/2020	09/30/2020	Standard	Initial funds transfer	01/14/2020	Insert Edit ListTask  <b>CreateTask</b>

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

Project Menu

**EDIT TASK: (LV42, 19-13, NORTHWEST REGIONAL PARK PHASE 1A)**

List Tasks | Create New Task

Deliverable #5. Contract for Architecture/Design

Task Number \*: 1

Task Description \*: Other

Other Description \*: Develop SOW for design

Responsible Entity: Las Vegas

Modified Date: 06/28/2024

Comments: Consistent with the SNPLMA federal award ensure to include the following conspicuously placed disclosure for materials generated for display or distribution (brochures, flyers, public planning documents, public scoping meetings, videos, etc.) "This project was funded due to the Southern Nevada Public Land Management Act, which authorized the sale of BLM-administered federal lands within a designated boundary in the Las Vegas Valley and required proceeds to be used on projects to fund

Update Delete Cancel

The deliverable number and description are displayed on each task-entry screen. This will automatically update and re-number all deliverables if you happen to insert/add/delete

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.



## EDIT TASK: (LC19, 19-16, ALAMO SPORTS COMPLEX)

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

• Task was saved successfully.

### Deliverable #1. Cooperative Agreement with BLM SNPLMA

Task Number *	1
Task Description *	Other
Other Description *	Special Account Funds Notice
Responsible Entity :	Bureau of Land Management
Modified Date:	08/26/2024
Comments	None

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

## WORK PLAN/DELIVERABLE: (LC19, 19-16, ALAMO SPORTS COMPLEX)

[Create New Deliverable](#)

### Project Description:

Lincoln County will construct a 1-acre outdoor sports complex on county-owned land north of Box Canyon Road and west of Joshua Tree Street in Alamo, Lincoln County, Nevada. The complex will consist of a basketball court, tennis court, two pickleball courts, lighting for after dark use, and a parking lot. Each court will be divided by fencing for safe enjoyable uses. The Alamo Sports Complex will promote community engagement and outdoor recreation.

10 items found, displaying all items.

Deliverable #	Description	Target Start Date	Target End Date	Type	Comments	Modified Date	Actions
1	Cooperative Agreement with BLM SNPLMA	12/01/2023	08/01/2024	Standard		11/01/2023	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListTasks</a>   <a href="#">CreateTask</a>
2	Other: Project Reporting: Performance and Financial Status	12/01/2023	11/30/2028	Standard		11/01/2023	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListTasks</a>   <a href="#">CreateTask</a>
3	National Historic Preservation Act Analysis (Section 106 Consultation)	12/01/2023	08/01/2024	Standard		11/01/2023	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListTasks</a>   <a href="#">CreateTask</a>
4	Federal Environmental Law Compliance (NEPA, Endangered Species Act, etc.)	12/01/2023	12/31/2024	Standard		08/01/2024	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListTasks</a>   <a href="#">CreateTask</a>
5	SNPLMA Notice to Proceed	12/01/2023	10/31/2024	Standard		08/01/2024	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListTasks</a>   <a href="#">CreateTask</a>

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

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

[Capital Improvements](#)

[Conservation Initiatives](#)

[Eastern Nevada Landscape](#)

[Restoration Project](#)

[Environmentally Sensitive](#)

[Land Acquisitions](#)

[Hazardous Fuels Reduction](#)

[Plans and Wildfire](#)

[Prevention Projects](#)

### Project Menu

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

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

### Deliverable #1. Additional Funding

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

<b>Project Menu</b>					
<b>TASK: (BR10, 16-1, COLORADO RIVER HERITAGE TRAIL - ARIZONA)</b>					
<a href="#">List Deliverables</a>   <a href="#">Create New Task</a>					
<b>Deliverable #1. Project initiation, authorization to expend SNPLMA Project Funds and confirmation of the period of performance (IGO, Task Order, or Initial Funding Transfer Authorization)</b>					
5 items found, displaying all items.					
Task #	Task Description	Responsible Entity	Comments	Modified Date	Actions
1	Other: Notification of funds availability		Notification of funds availability sent to entities via email on 12/20/2016	12/20/2016	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListSubtasks</a>   <a href="#">CreateSubtask</a>
2	Other: Prepare and input the work plan into SMART	Bureau of Reclamation	Draft plan entered for the BOR by the SNPLMA	12/20/2016	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListSubtasks</a>   <a href="#">CreateSubtask</a>

- Click on “Create New Subtask.”

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

**Project Menu**  
**SUBTASK: (BL03, 1-6, LOCKES RANCH)**  
[List Tasks](#) | [Create New Subtask](#)  
**Deliverable #1. Additional Funding**  
**Task #1. Other**

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

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

**Project Menu**  
**CREATE SUBTASK: (BL03, 1-6, LOCKES RANCH)**  
[List Subtasks](#)

**Deliverable #1. Additional Funding**  
**Task #1. Other**

Subtask Description \*: Other  
Other Description \*: Testing  
Responsible Entity: California State Parks  
Comments: Make it work.....

Note that both the applicable Deliverable and Task are displayed above the Subtask Description Field.

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

After entering a subtask and clicking the "Save" button, you will see a message confirming that the subtask has been saved successfully. This notification indicates that your entry was recorded without issues. You can then review the saved subtask, make any necessary edits, and click "Update" to apply your changes.

Once you have finalized the subtask information, you can proceed to enter additional subtasks, tasks, or deliverables as needed.

- To enter a new deliverable, you will need to exit the subtask screen. To do this, click "**List Subtasks**" first, then click "**List Tasks**," and finally click "**List Deliverables**." This sequence of actions will navigate you back to the "**Create New Deliverable**" screen, where you will see the project description displayed.

## STEP 2: UPDATING QUARTERLY STATUS

- Click on the "**Project Menu**" box of the project to be updated.
- To access the project deliverables, click on the "**Quarterly Status Update**" menu box. As you prepare your report, it's important to remember that you should only report on deliverables with a Target Start Date passed and deliverables not reported at 100% complete. If the deliverable is reported at 100% or the Target Start Date has not passed, then no quarterly status report is needed. This focus ensures that your quarterly updates reflect only the progress and status of relevant deliverables, making your reporting more accurate and meaningful.

[Return to Project Search Results](#)

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

<p>Work Plan Approved. Work Plans are viewable from the Reports Menu.</p>	<p>Quarterly Status Update</p>	<p>FY 2017 Annual Accomplishments</p> <p>Enter Annual Accomplishments</p>
<p>Funding Processes</p>	<p>Project Contacts</p>	<p>Project</p> <p>Project Priority</p>

**Project Information**

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

When you access the Quarterly Status Update, you will be able to see the following information:

- **Overall Project Complete Percentage:** This percentage reflects how much of the entire project is complete, allowing you to assess progress at a glance.
- **Deliverable Type:** this indicates the category of each deliverable providing context for its classification.
- **List of tasks for the Deliverable:** Here, you can view the specific tasks associated with the deliverable helping to understand what work is required or in progress.
- **Previous Quarter's status Comments and Percent Complete:** If updates were previously entered, you will see the status comments from the last quarter along with the percent complete metric.
- **Actual Start and End Dates:** If any actual start and end dates have been entered, these will be displayed as well, giving you a clear timeline for the deliverable.

If there are more deliverables than can fit on a single page, you will find additional deliverables available on subsequent pages, ensuring that you have access to all relevant information for your reporting needs.

**QUARTERLY STATUS: (HN47, 18-10, THERAPEUTIC RECREATION AND INCLUSION CENTER)**  
[Create New Quarterly Status](#)

**Current Statuses**  

Please enter Overall Project Complete Percentage (Copied to the Financial DB each quarter)

Overall Project Complete Percentage: 45 %[Save](#)

9 Items found, displaying all items.

<b>Deliverable #: 1</b> <b>Type: Standard</b> Cooperative Agreement with BLM SNPLMA	<b>Target Start Date</b> 02/01/2022	<b>Target End Date</b> 12/31/2022	<b>Actual Start Date</b> 02/01/2022*	<b>Actual End Date</b> 12/30/2022*
<b>Tasks:</b> #1: Other: Receive Special Accounts Funds Notice #2: Other: Receive Notice of Funding Opportunity #3: Other: Initial project site/virtual meeting #4: Other: Acceptable Work Plan in SMART #5: Other: Submit SF424A Application Package via Grant Solutions #6: Other: Request to Initiate Project transmittal to BLM SNPLMA Division #7: Other: Obtain Federal financial award (cooperative agreement) from BLM GMO				
<b>Current Quarterly Status</b> <b>Percent Complete:</b> 100% FY/Qtr Entry Date: 2024 Q4			<a href="#">Add</a>	
<b>Previous Quarterly Status</b> SNPLMA financial assistance agreement awarded 12/30/2022 with a 5-year period of performance ending 12/29/2027. FY/Qtr Entry Date: 2024 Q1			<a href="#">Add/Edit</a>	

- To navigate through the list of deliverables, you can click on the “[First/Prev]” or “[Next/Last]” page number options.

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](#) [\[Next/Last\]](#)

- To update the status of the desired deliverable, click the “**Add**” button.

Actual Start Date and Percent Complete are required to enter/update the status of a deliverable. You cannot enter an “Actual Start Date” that is in the future; the date must be today or a date that has already passed.

Create New Quarterly Status

---

**Current Statuses**

Please enter Overall Project Complete Percentage (Copied to the Financial DB each quarter)

Overall Project Complete Percentage:  %

16 items found, displaying 11 to 16.  
[\[First/Prev\]](#) [1](#), [2](#) [\[Next/Last\]](#)

Deliverable #:	Type:	Target Start Date	Target End Date	Actual Start Date	Actual End Date
11	Primary				
Executed Deed		02/03/2025	02/07/2025		

**Tasks:**  
 #1: Draft Deed Conveying Property  
 #2: Approve Text of Deed (Solicitor/OGC)  
 #3: Execute Deed (Seller)  
 #4: Deposit Executed Deed into Escrow

Current Quarterly Status    Percent Complete:

FY/Qtr Entry Date: 2024 Q4

Previous Quarterly Status  
 -No Previous Quarterly Status-

FY/Qtr Entry Date: (none)


Return to Project Search Results | Project Menu


**CREATE QUARTERLY STATUS: (FS66, 19-1, GENOA PEAK LAND ACQUISITION)**

Workplan information is exported to the Compliance Insp DB for applicable projects at closeout.

List Quarterly Statuses

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

Actual Start Date \*: 06/15/2023 

Actual End Date \*: 10/11/2023 

Percent Complete \*: 20

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.)

It is crucial to enter only “ACTUAL” Start and End Dates in the designated buckets for Actual Start Date and Actual End Date. Estimates or guesses regarding these dates are not acceptable, as an actual date must be a date that has already occurred. Remember that an actual date cannot be in the future—only dates that have come to pass are valid.

Additionally, please note that a Percent Complete value of 0% is also valid and can be used. If you find yourself needing to update or change any of this information, SNPLMA Program Managers have the ability to make those adjustments. Be sure to reach out to them for any necessary changes or clarifications.

- **Enter the Actual Start Date:** Input the date when the deliverable actually began.
- **Enter the Percent Complete:** Input the percentage of completion as a whole number (e.g., 5, 25, 50, 75, 97). Do not include a percent sign, as the system is set up to recognize whole numbers only.
- **Enter the Actual End Date:** This field should only be filled in if the deliverable is 100 percent complete. If the deliverable is not yet fully complete, leave this field blank.
- **Enter the Narrative Description of the Project Status:** Write a detailed status update that includes information on the work completed, any issues currently being addressed, and the status of their resolution. This narrative provides important context and insights into the project’s progress.

**SNPLMA Management And Reporting Tool**

tr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCT

**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 you have completed your entry and clicked “Save,” you will see a message confirming that the **“Quarterly Status was saved successfully.”** It is highly recommended that you review the entry at this point to ensure that all information is correct before proceeding to update the next deliverable.

- To return to the list of deliverables, click on “List Quarterly Statuses.”

tr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCT

**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.)



The updated information will now be reflected under the deliverable(s) that have been updated. You will notice that instead of the “Add” button, an “Add/Edit” button appears in its place. This change indicates that the deliverable has been updated successfully and provides you an option to edit the entry if further adjustments are needed.

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

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

[Create New Quarterly Status](#)

### Current Statuses

Please enter Overall Project Complete Percentage

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

6 items found, displaying all items.

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

**Tasks:**

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

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

[Add/Edit](#)

**Previous Quarterly Status**

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

Repeat this process for each deliverable that has been started and not reported at 100% for the project until all required updates are complete.

### STEP 3: FUNDING REQUESTS

- To return to the Project Menu screen, click on **“Project Menu.”**

- Click on the **“Funding Processes”** menu box.

**Note:** Funding requests can be edited until SMART closes. After you save your funding request, entity users will see an “Update” button. This allows you to make changes or add additional information as needed. Once you’ve made the desired edits, remember to click the “Update” button to save those changes.

However, keep in mind that if the SNPLMA Program Manager has already “Approved” your request, you will not be able to make any changes, even if SMART is still open.

When you navigate to the next screen, keep in mind that the button you see will indicate the financial instrument through which your agency or entity receives SNPLMA funding. This could be one of several options, such as Reimbursement, Direct Charge, ASAP, or Transfer.

### **ASAP Funding Requests**

The first screen you will encounter is the “Funding Summary” page. It is important to note that no entries are made on this page; rather, it serves as a snapshot of your current funding status.

- To proceed to the funding request page, click on the **ASAP** button.

<a href="#">Return to Project Search Results</a>   <a href="#">Project Menu</a>	
<b>FUNDING SUMMARY: (WP15, 18-9, HERITAGE PARK ACQUISITION AND CONSTRUCTION)</b>	
TOTAL AMOUNT AVAILABLE : \$	24,606,829.00
Amount Reimbursed/Disbursed thru 7/31 : \$	8,427.06
Projected ASAP Request : \$	100,000.00
BALANCE AVAILABLE for FUTURE REQUESTS : \$	24,498,401.94
Percentage of Total :	99.56%
<div>ASAP</div>	

On the ASAP fund request page, users can enter information into four specific fields:

- **Entity Project/Accounting Number** – Completing this field is optional. You may include this number if it helps you track your project or funding, but it is not required.
- **Current ASAP Request** – This field is where you enter the anticipated amount you are requesting for the upcoming quarter. This figure should reflect the funds you expect to need to support your project activities during that period.
- **Final ASAP Closeout** – Click this box when submitting your last funding request. Not necessarily always at closeout.
- **ASAP Comments** – This field is used to explain or justify the Current ASAP request amount (i.e., purpose of funds that will be drawn down).

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

- After entering the request amount, justification comments, and any other relevant information in the necessary fields, be sure to click the “**Save**” button.

After saving, click on **ASAP Summary** to return to financial summary page and confirm that the request is reflected correctly.

If you try to enter a request without comments you will see

- **Comments are required.** and your request will not be saved until you enter comments.

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

- Next click “**ASAP Summary**” to return to the financial summary page. Review the fund summary page to ensure the amount requested is accurately reflected. Additionally, check that the “Balance Available for Future Requests” has been recalculated to reflect a reduction equal to the amount requested.

## Transfer Funding Requests

Each funding request method is fundamentally similar, with only slight variations in the process. The screen shot below illustrates the Financial Summary page for a project funded by 1151 Direct Transfer.

On this page, no entries are made on this page.

- To proceed with entering a funding request using a transfer method, click on the “**Transfer**” button. This will take you to the funding request page where you can enter the necessary details for your funding request related to the transfer.

<a href="#">Return to Project Search Results</a>   <a href="#">Project Menu</a>	
<b>FUNDING SUMMARY: (NP89, 18-1, PROTECTING WILD CAVES)</b>	
TOTAL AMOUNT AVAILABLE : \$	1,735,460.00
Amount Reimbursed/Disbursed thru 7/31 : \$	0.00
Current Reimbursement Request : \$	0.00
Amount Transferred thru 7/31 : \$	1,168,000.00
Current Funding Request : \$	25,000.00
Projected Funding : \$	0.00
BALANCE AVAILABLE for FUTURE REQUESTS : \$	542,460.00
Percentage of Total :	31.26%
<div>Transfer</div>	

**Note:** In the funding request section, you may see fields for “Current Reimbursement Request,” “Current Direct Charge,” and “Current Transfer Request.” The appropriate text displayed will correspond to the type of funding instrument for the selected project.

For example, in this NP89 scenario, direct transfer is the sole method of funding for many Federal projects. In some cases, older projects may have initially been funded with reimbursement and later transitioned to direct transfer. If you encounter a situation where more than one funding method button appears, make sure to select only the current funding method relevant to your project. This will help ensure that your funding request is processed correctly and aligns with the project's current funding structure.

On the Transfer fund request page, entities can enter information in five specific fields:

- **Entity Project/Accounting Number** – Completing this field is optional. While you can include this number for your own tracking purposes, it is not mandatory for the funding request.
- **Total Transferred Funds Expended/Obligated Thru ...** – This information is required. Input the total amount of project funds that have been committed/obligated/expended through the specific date annotated. A more current figure can be used if it is available, at a minimum, we require the amount recorded as of the end of the previous quarter. The figure is essential for checking compliance with the “95% Rule,” which ensures that funds are being utilized appropriately. Moreover, this number will be taken into consideration when approving your current request.
- **Current Transfer Request** – In this field, you will enter the amount you are currently requesting for the upcoming quarter. This amount will be reflected on the financial summary page once submitted.

- **Final Transfer Closeout** – Click this box when making your last funding request. Not necessarily always at closeout.
- **Transfer Comments** – This field is mandatory if you have entered an amount in the Current Transfer Request box. Use this space to explain or justify the requested amount, detailing why the funds are needed for the upcoming quarter as opposed to a later time (e.g., specific projects or expenses that require immediate funding). Additionally, this comments section can also be used to explain or justify the remaining available funds from previous quarter(s), regardless of whether you are requesting new funds.

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

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

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

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

Status : Pending

Entity Project/Accounting Number :

Amount Available to Transfer : \$ 309,720.00

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

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

% of Funds Expended/Obligated : 89.09

Prior Transfer Requests

Q4, 2020: \$ 0.00

Q1, 2021: \$ 20,000.00

Q2, 2021: \$ 0.00

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

Balance Available for Next Transfer : \$ 309,720.00

Final Transfer Closeout : ☐

Current Financial Quarter : 6/30/2021

Transfer Comments\*:

Save Cancel

---

### FUNDING HISTORY

One item found.

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

- **Funding History Section:** This area here will give you a history of what has occurred with your funding requests (Approval/Rejections).

➤ After entering the required information, click “Save.”

A message will appear stating that “Financial Request was saved successfully.” Additionally, the “% of Funds Expended/Obligated” will be automatically calculated based on the amount entered under “Total Transferred Funds Expended/Obligated Thru ###/###/####.”

➤ To return to the financial summary page, click on “Fund Summary.”

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

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

**TRANSFER REQUEST: (F030, 15-8, PRESCRIBED FIRE IMPLEMENTATION)**

It is highly recommended that entities review the Financial Summary page after submitting a funding request. This review will allow you to ensure that the amount you requested is accurately reflected. Additionally, check that the “Balance Available for Future Requests” reflects a reduction that includes both the previous transfers and the new request.

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

**FUNDING SUMMARY: (NP89, 18-1, PROTECTING WILD CAVES)**

<b>TOTAL AMOUNT AVAILABLE :</b>	\$ 1,735,460.00
Amount Reimbursed/Disbursed thru 7/31 :	\$ 0.00
Current Reimbursement Request :	\$ 0.00
Amount Transferred thru 7/31 :	\$ 1,168,000.00
Current Funding Request :	\$ 25,000.00
Projected Funding :	\$ 0.00
<b>BALANCE AVAILABLE for FUTURE REQUESTS :</b>	\$ 542,460.00
Percentage of Total :	31.26%

[Transfer](#)

### Direct Charge Funding Request

For BLM projects, funding is now provided through Direct Charge. The Direct Charge Financial Summary page contains the same fields as those found in projects funded by Transfer. Similar to other financial instruments, no entries are made on this page.

- To access the fund request page, click the “**Direct Charge**” button.

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

**FUNDING SUMMARY: (BL91, 18-5, MUDDY RIVER FLOODPLAIN RESTORATION)**

<b>TOTAL AMOUNT AVAILABLE :</b>	\$ 3,419,670.00
Amount Reimbursed/Disbursed thru 7/31 :	\$ 124,459.67
Current Reimbursement Request :	\$ 0.00
Amount Transferred thru 7/31 :	\$ 0.00
Current Funding Request :	\$ 0.00
Projected Funding :	\$ 100,000.00
<b>BALANCE AVAILABLE for FUTURE REQUESTS :</b>	\$ 3,195,210.33
Percentage of Total :	93.44%

[Direct Charge](#)



For projects funded by Direct Charge, the amount will be displayed as “Amount Reimbursed/Disbursed through ###/###/####.” This figure indicates the total amount that has been paid out and does not include any amounts that are obligated on contracts or agreements but have not yet been paid, which are referred to as 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. While you can include this number for your own tracking purposes, it is not mandatory for the funding request.
- **Total Charged Funds Expended/Obligated Thru ###/###/####** - This information is required. Input the total amount of project funds that have been committed/obligated/expended through the specific date annotated. A more current figure can be used if it is available, at a minimum, we require the amount recorded as of the end of the previous quarter.
- **Current Direct Charge Request** – Although it is not required to enter the funding request, providing this information is beneficial as it aids the SNPLMA Division in evaluating your funding request more effectively. If this data is available, you should enter it to support your application. Once submitted, this amount will be reflected on the financial summary page, contributing to a comprehensive overview of your project’s financial status.
- **Final Direct Charge Closeout** – Click this box when making your last funding request. Not necessarily always at closeout.
- **Direct Charge Comments** – This field is mandatory if you have entered an amount in the Current Transfer Request box. Use this space to explain or justify the requested amount, detailing why the funds are needed for the upcoming quarter as opposed to a later time (e.g., specific projects or expenses that require immediate funding).

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

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

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

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

Status : Pending

Entity Project/Accounting Number :

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

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

In this example, \$199,651.55 has been entered as “Total Charged Funds Expended/Obligated.” This figure includes amounts obligated on contracts/agreements but not yet paid, also known as unliquidated obligations.

Additionally, a current direct charge request of \$20,000 is entered, along with an explanation or justification for why these funds will be needed during this quarter.

- After you have entered the necessary information, including the total charged funds expended/obligated, the current direct charge request amount, and the explanation or justification for the funding, click the “Save” button.

After clicking “Save,” you will see a message in green text that reads “Financial Request was saved successfully” in the upper left portion of the screen.

- To return to the Financial Summary page, click **“Fund Summary.”**

It is highly recommended that entities review the Financial Summary page following the submission of their funding request. This review will help ensure that the amount you requested is accurately reflected and that the **“Balance Available for Future Requests”** has been recalculated to show a reduction equivalent to the amount you requested.

## **Reimbursement Funding Requests**

- To proceed with managing your funding details, click on the **“Funding Processes”** menu box from the Project Menu Screen.

The screenshot shows the 'PROJECT MENU: (B007, 11-13, UPPER TRUCKEE RIVER AND MARSH RESTORATION PROJECT - DESIGN)' screen. It features a grid of buttons. The 'Funding Processes' button in the bottom-left quadrant is highlighted with a red rectangular box. Other buttons include 'No Access For WorkPlan.', 'Quarterly Status Update', 'FY 2017 Annual Accomplishments', 'Enter Annual Accomplishments', and 'Project Contacts'.

- Next, click on the **“Reimbursement”** button within the Funding Processes menu. This will take you to the specific page dedicated to managing reimbursement requests for your project

The screenshot shows the 'FUNDING SUMMARY: (B020, 17-4, MULTI-JURISDICTIONAL NOXIOUS AND INVASIVE WEED PARTNERSHIP)' page. It contains a table with funding details. At the bottom right, the 'Direct Charge' button is highlighted with a red rectangular box.

FUNDING SUMMARY: (B020, 17-4, MULTI-JURISDICTIONAL NOXIOUS AND INVASIVE WEED PARTNERSHIP)	
TOTAL AMOUNT AVAILABLE : \$	24,000.00
Amount Reimbursed/Disbursed thru 7/31 : \$	21,909.86
Current Reimbursement Request : \$	0.00
Amount Transferred thru 7/31 : \$	0.00
Current Funding Request : \$	0.00
Projected Funding : \$	0.00
BALANCE AVAILABLE for FUTURE REQUESTS : \$	2,090.14
Percentage of Total :	8.71%
Direct Charge	

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

- **Entity Project/Accounting Number** – This field is optional. You can include this number for your own tracking purposes, but it is not required for the funding request.
- **Total Reimbursed Funds Expended/Obligated Thru ...** This information is required. Input the total amount of project funds that have been committed/obligated/expended through the specific date annotated. A more current figure can be used if it is available, at a minimum, we require the amount recorded as of the end of the previous quarter.
- **Current Reimbursement Request** – In this field, you will specify the amount you are requesting for reimbursement. This amount will be reflected on the financial summary page once you save or update your request.
- **Final Reimbursement Closeout** – Click this box when making your last funding request. Not necessarily always at closeout.
- **Reimbursement Comments** – This field is mandatory if you have entered an amount in the Current Reimbursement Request box. Use this space to explain or justify the requested amount, detailing why the funds are needed for the upcoming quarter as opposed to a later time (e.g., specific projects or expenses that require immediate funding).

➤ Make the appropriate entries, then click **“Save”** or **“Update.”**

*(The screen print below shows “update” because it was edited during final testing of the application.)*

The screenshot displays the 'REIMBURSEMENT REQUEST' form for project 'B003, 7-19, EIP 950, RESTORATION OF THE LAKE VALLEY REACH 0 UPPER TRUCKEE RIVER'. The form includes the following fields and values:

- Status: Pending
- Entity Project/Accounting Number: (empty)
- Amount Available to Reimburse: \$ 876,000.00
- Total Reimbursed Funds Expended/Obligated Thru: \$ 0.00
- Amount Reimbursed Thru 12/31: \$ 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: (empty text area)

At the bottom of the form are 'Save' and 'Cancel' buttons.

After you click “Save,” a message in green text will appear in the upper left portion of the screen that says **“Financial Request was saved successfully.”** This confirmation indicates that your reimbursement request has been successfully recorded in the system.

- To return to the Financial Summary page, click on the “**Fund Summary**” option.

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 on the “**Project Menu**” option to move to the next step in the quarterly update process.

Return to Project Search Results **Project Menu**

<b>FUNDING SUMMARY: (E019, 18-8, COMMUNITY-BASED WATERSHED STRATEGY)</b>	
TOTAL AMOUNT AVAILABLE :	\$ 250,000.00
Amount Reimbursed/Disbursed thru 7/31 :	\$ 113,272.36
Current Reimbursement Request :	\$ 33,000.00
Amount Transferred thru 7/31 :	\$ 0.00
Current Funding Request :	\$ 0.00
Projected Funding :	\$ 0.00
BALANCE AVAILABLE for FUTURE REQUESTS :	\$ 103,727.64
Percentage of Total :	41.49%

[Reimbursement](#)

## STEP 4: CONTACTS

- Click the “**Project Contacts**” menu box.

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

Return to Project Search Results

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

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

### Project Information

Project Of Concern: No

Project Status: Task Order Assigned

Status Date: 02/22/2017

Status Update

Comments and Program

Mgr. Notes:

Work Plan Status: Approved

Current End Date: 02/21/2022

[< Back](#) [Top ^](#)

- To ensure that your project's contact information is accurate, review all details, including phone numbers, email addresses, and any other relevant information.

If you notice any inaccuracies or need to make updates, click the **“Edit”** button. This will allow you to modify the contact information as needed. After making the necessary changes, be sure to save the updates to ensure that all contact details remain current and accurate for project management purposes.

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	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	Bryan	Hamilton	Wildlife Biologist	775-234-7563		bryan_hamilton@nps.gov	Edit

- Click **“Update”** when changes are complete.

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

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	xxx-xxx-xxxx
Phone Number Two:		xxx-xxx-xxxx
Email Address	anita_hansen@nps.gov	

Update | Delete | Cancel

- To add a new contact, click the **“Create”** button.

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

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

List | Create

Contact Type *	Financial Specialist	
----------------	----------------------	--

***There can be only one contact designated as the “Project Manager.”*** If a Project Manager has already been assigned, the designation will not appear as an option in the drop-down menu when selecting the Contact Type. You will have to “Delete” the existing Project Manager”. The other available choices for Contact Type include Financial Specialist, SNAP, Other, and SNPLMA Program Manager.

In the example below, Robert Taylor is entered as the Program Manager.

- Once you have finished entering the information for the new contact, click the **“Save”** button. After doing so, a message will appear in green text confirming that the **“Contact was saved successfully.”**

[Project Menu](#) |

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

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

<b>Contact Type *</b> :	SNPLMA Program Manager	
<b>First Name *</b> :	Robert	
<b>Last Name *</b> :	Taylor	
Position Title	ovements Program Manager	
Phone Number One:	702-515-5139	xxx-xxx-xxxx
Phone Number Two:		xxx-xxx-xxxx
Email Address	r50taylo@blm.gov	x
	<a href="#">Save</a>	<a href="#">Cancel</a>

- To view the updated list of all contacts, click on the **“List”** button. This action will display the revised list of contacts associated with your project, reflecting any new additions or changes you have made.

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

[Project Menu](#) |

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

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

5 items found, displaying all items.

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



## STEP 5: ANNUAL ACCOMPLISHMENTS

Partners must enter annual accomplishments at two key points: first, during the first quarterly report of a new fiscal year for the previous fiscal year, and second, at the project's closeout.

- To proceed with entering annual accomplishments, return to the Project Menu. Then, click on **“Enter Annual Accomplishments.”**

PROJECT MENU: (P105, 12-57, FUEL TREATMENT EFFECTIVENESS SURVEYS, CALDOR FIRE)		
No Access For WorkPlan.	Quarterly Status Update	FY 2024 Annual Accomplishments <b>Enter FY 2025 Annual Accomplishments</b> Closeout Inventory, ASAP Projects Only
Funding	Project Contacts	Performance Measures

In the first quarter of the new fiscal year, you will need to describe the overall project accomplishments, progress, and milestones achieved during the prior fiscal year. Double check with your Program Manager on specific requirements and any information needs.

**Please Note:** The target audience for this report includes the public and Congress. This reporting is distinct from the individual deliverable accomplishments reported to SNPLMA, as your Quarterly Status Updates are the primary tool for monitoring those deliverables. The Annual Accomplishments you enter here will be published on the SNPLMA website for public viewing and included in the SNPLMA Annual Report to Congress.

For **Project Closeout**, you will need to summarize the overall project accomplishments from the beginning through to completion. Lastly, if this is the final time you will be reporting and your project is going to be closed, be sure to click the checkbox for **“Final Overall Accomplishment.”** This indicates that you are providing the last report for the project, ensuring all relevant accomplishments are documented properly.

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

Fiscal Year :

Annual Accomplishments :

Maximum 3,000 characters.

Final Overall Accomplishment : ☐

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

- Once you have completed entering your Annual Accomplishments, click the **“Save”** button.

## STEP 6: Performance Measures

Performance Measure can now be entered separately and do not need to be included within your Annual Accomplishments Narrative. This change provides a clearer distinction between general accomplishments and specific performance metrics.

You will be entering each performance measure one at a time. You will find that the choices available for selection are customized to your SNPLMA project category. This tailored approach ensures that the performance measures align closely with the goals and objectives specific to your project.

- Once you select the **“Performance Measures”** button from the project menu screen. A new screen will appear and click the **“Add”** button. under the Deliverable list on the Annual Accomplishments page when you are ready to enter your Performance Measures.

**PROJECT MENU: (F194, 18-13, CHIMNEY BEACH PARKING UPGRADES FOR HIGHWAY 28 MULTI-USE PATH)**

No Access For WorkPlan.	<input type="button" value="Quarterly Status Update"/>	<input type="button" value="FY 2024 Annual Accomplishments"/> <input type="button" value="Enter FY 2025 Annual Accomplishments"/> <input type="button" value="Closeout Inventory, ASAP Projects Only"/>
<input type="button" value="Funding"/>	<input type="button" value="Project Contacts"/>	<input type="button" value="Performance Measures"/>

CREATE/EDIT PROJECT PERFORMANCE MEASURES	
Performance Measures	
<p>Partner agencies and entities are expected to submit quantifiable data on project accomplishments as part of the project close-out request package. Report all performance measures applicable to your project, even if the performance measure accomplished was not identified as a primary purpose of the project and happened indirectly as a result of other project work. Please note that the entry of the Fiscal Year is no longer manually entered; it will be automatically applied when the Project Status is updated to Closed (CL). Entries to be made by the agency/entity as follows: 1. Performance Measure: Select from the drop-down list of valid selections that are linked to the individual categories. 2. Quantity: Enter the quantity to the nearest whole mile, acre, unit, etc. 3. Unit of Measure: Specify the unit of measure corresponding to the quantity. 4. Comments: This is optional entry for any additional notes or comments you may want to include.</p>	
Performance Measure :	Please Select ▼
Quantity :	<input type="text"/>
Unit of Measure :	Please Select ▼
Comments :	<div></div>
<div>Save Cancel Add</div>	

- The first drop-down menu you encounter will contain your list of valid performance measures. These measures are specifically tailored to your program and reflect the metrics that are relevant for assessing your project's outcomes.
- Do not enter duplicate PMs; instead, combine any relevant data into a single entry to avoid confusion and ensure clarity in reporting.

CREATE/EDIT PROJECT PERFORMANCE MEASURES	
Annual Accomplishments	
Performance Measure :	Please Select
Fiscal Year :	C1 - Stabilized or Protected # Cultural or Historic Sites or Structures
Quantity :	C2 - Protected # Cultural or Paleontological Artifacts
Unit of Measure :	C3 - Surveyed, Inventoried or Monitored # Acres of Cultural/Paleontological Resources
Comments :	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

- After selecting the appropriate Performance Measure from the first drop-down, the next step is to enter the “**Quantity**” associated with that performance measure in the designated box. This quantity represents the numerical value related to the performance indicator you selected.
- Following this, you will encounter a second drop-down menu that contains your list of valid “**Units of Measure.**” Here, you can select the unit that corresponds to the quantity you entered.

You may notice that there is no “Delete” button available for removing entries. If you make a mistake while entering your Performance Measures, please contact your Program Manager to inform them of the error. They will be able to assist you in addressing the issue.

It's important to note that this entry in SMART is designed solely for gathering data. The information you provide will be exported to the SNPLMA Financial Database, where it can be utilized for reporting purposes. Additionally, there is a report you should run once you enter your Performance Measures; be sure to save this report to your files for your records

- Once you have finished entering your Performance Measure, click the “**Save**” button to record your entry. After saving, if you need to enter another Performance Measure, click the “**Add**” button to proceed with the next entry.
- If you wish to exit this screen and return to the previous menu, you can back out by clicking on “**Annual Accomplishments.**” This will take you back to the Annual Accomplishments page, allowing you to review your entries or perform other related tasks as needed. Make sure to confirm that all information is accurate and saved before leaving the screen.

## Step 7: ACCESSING REPORTS

You can run reports at any time, and it is not necessary for SMART to be open while generating them. Additionally, you have the ability to run reports on all of your projects, not just the currently active ones. This flexibility allows you to gather comprehensive data and insights across your entire project portfolio, making it easier to track progress, manage funding, and evaluate performance.

- To access the Report menu, click on “**Reports**” from any page within the application. Reports will open in a new window, ensuring that closing the report does not close SMART.



At the top of the screen, you will find new instructions designed to assist you in navigating the application. Additionally, I will outline some of the quirks of using this new application to enhance your experience.

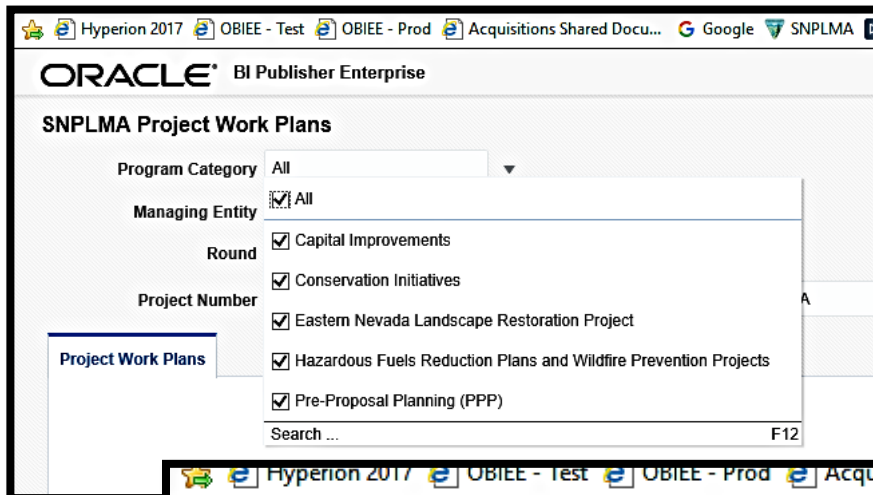
- The first step is to select your report. When you select a report, it will open in a new tab.

For example, you will see the “Dashboard” for the Project Work Plan(s) Report displayed.

- Please note that the default parameters are set to “All.” It is crucial to customize your parameter selection before running any reports. Attempting to run a report with the default “All” setting may cause issues or result in overwhelming amounts of data that can be difficult to manage.
- Additionally, on the dashboard, you can see your login name displayed. This feature helps confirm that you are operating within your account and can assist in maintaining secure access throughout your session. Be sure to check that your parameters are correctly set before proceeding with any report generation to ensure accurate and relevant results.

The drop-down menus for selecting parameters will only display the options that you are authorized to view. This means that you will only see projects and data relevant to your permissions, ensuring that you can only access information you are authorized to see.

- Please remember to uncheck the “All” option before running your report. It is advisable to select only the specific project for which you need information. This targeted approach helps ensure that the report generated contains only relevant data, making it easier to analyze and interpret.



ORACLE® BI Publisher Enterprise

SNPLMA Project Work Plans

Program Category All

Managing Entity ☒ All

Round ☒ Capital Improvements

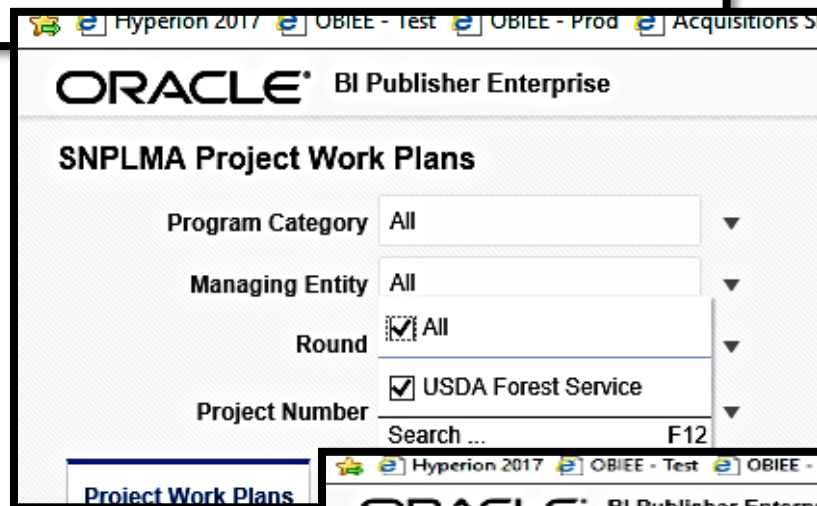
Project Number ☒ Conservation Initiatives

☒ Eastern Nevada Landscape Restoration Project

☒ Hazardous Fuels Reduction Plans and Wildfire Prevention Projects

☒ Pre-Proposal Planning (PPP)

Search ... F12



ORACLE® BI Publisher Enterprise

SNPLMA Project Work Plans

Program Category All

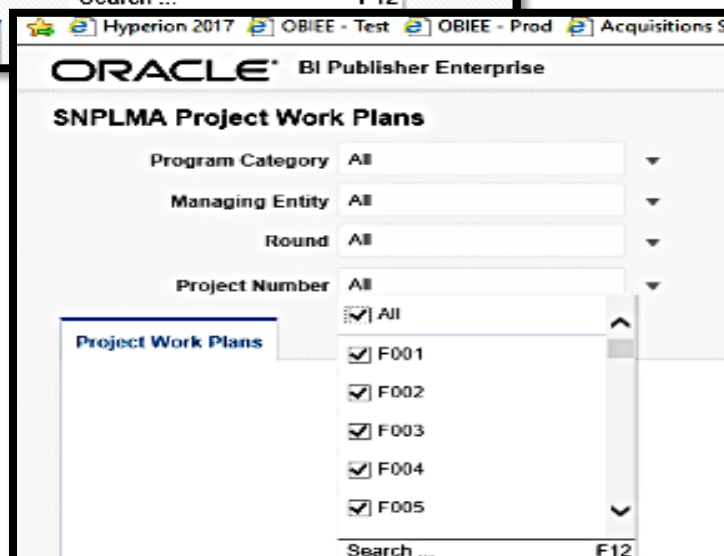
Managing Entity All

Round ☒ All

Project Number ☒ USDA Forest Service

Search ... F12

Project Work Plans



ORACLE® BI Publisher Enterprise

SNPLMA Project Work Plans

Program Category All

Managing Entity All

Round All

Project Number ☒ All

☒ F001

☒ F002

☒ F003

☒ F004

☒ F005

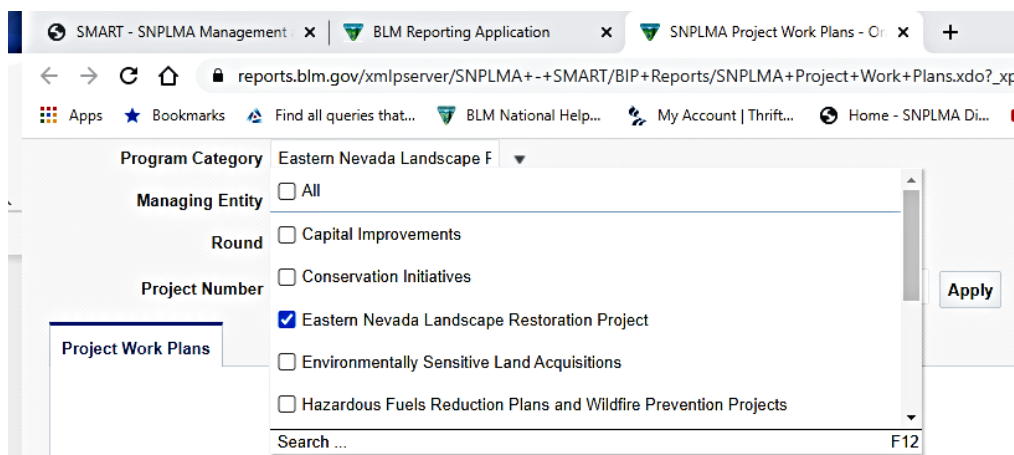
Search ... F12

Project Work Plans

Making your selections in the reporting interface can be a bit tricky at times.

Once you make your initial selection, such as choosing **ENLRP**, be sure to “click” anywhere on the screen to lock in that choice. This step is important, as it confirms your selection and allows the system to register it properly.

Please note that you should avoid clicking on the “Apply” button at this stage, as doing so will immediately run the report based on your current selections. Instead, ensure your choice is locked in by clicking away, allowing you to make any further adjustments to your parameters or selections before finalizing and running the report. This process helps prevent any mistakes and ensures that you have everything set up correctly before generating your report.

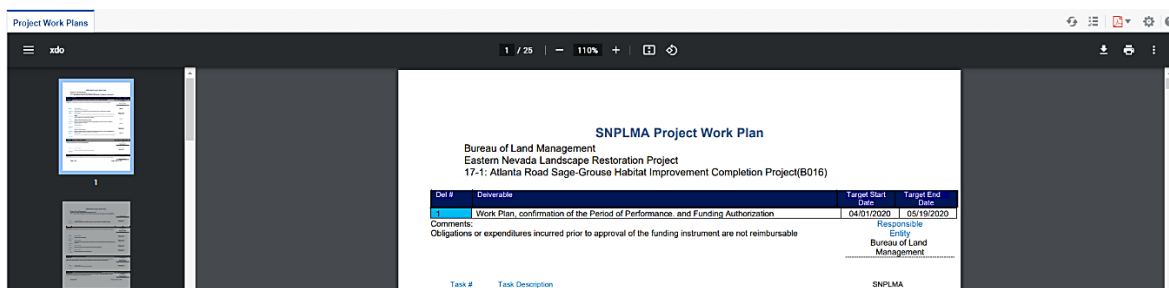


The screenshot shows a web browser window with the URL `reports.blm.gov/xmlpserver/SNPLMA+-+SMART/BIP+Reports/SNPLMA+Project+Work+Plans.xdo?_xp`. The interface includes a sidebar with a 'Project Work Plans' menu item. The main content area has several dropdown menus: 'Program Category' (set to 'Eastern Nevada Landscape F'), 'Managing Entity' (set to 'All'), 'Round' (set to 'Capital Improvements'), and 'Project Number' (set to 'Eastern Nevada Landscape Restoration Project'). A search bar is at the bottom of the dropdowns. An 'Apply' button is located to the right of the dropdowns.

After making a selection from the dropdown menus, be sure to “**click**” somewhere on your desktop or another area outside the dropdown to lock in your choice. Do not click on “Apply” yet. Repeat this process for all of your selections, ensuring that each choice is confirmed before proceeding.

Once you have made all of your selections and are satisfied with them, you can then click on “**Apply.**”

Upon clicking “Apply,” you will see a confirmation or loading message, indicating that the report is being generated based on your selected parameters. This transition confirms that the system is processing your request. From there, you can review the report that is generated, ensuring it meets your needs and contains the relevant information for your project.



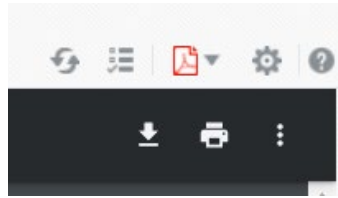
The screenshot shows a report titled 'SNPLMA Project Work Plan' from the Bureau of Land Management. It details the 'Eastern Nevada Landscape Restoration Project' and '17-1: Atlanta Road Sage-Grouse Habitat Improvement Completion Project(8016)'. A table lists deliverables with their start and end dates. The first deliverable is 'Work Plan, confirmation of the Period of Performance, and Funding Authorization' with a start date of 04/01/2020 and an end date of 05/19/2020. The report is generated by the Bureau of Land Management.

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



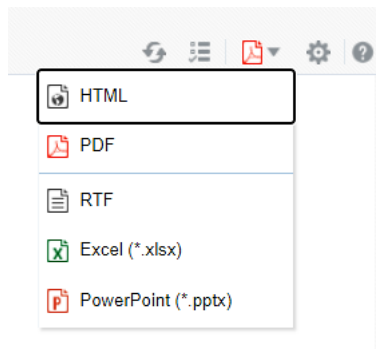
You can scroll through all the pages of the report you just generated. However, you will likely want to print and/or save the report for your records or future reference.

On the right side of the report, you will see options or icons that allow you to perform these actions easily.



Clicking on the PDF Icon at the very top will allow you to select the document format you wish to use for your report.

Typically, you may have options such as PDF, Excel, or Word formats, depending on what the application supports. Selecting your preferred format will enable you to download or generate the report in that specific type.




Using options from this menu will only change how the report is displayed on your screen and will not affect the underlying data or report itself.

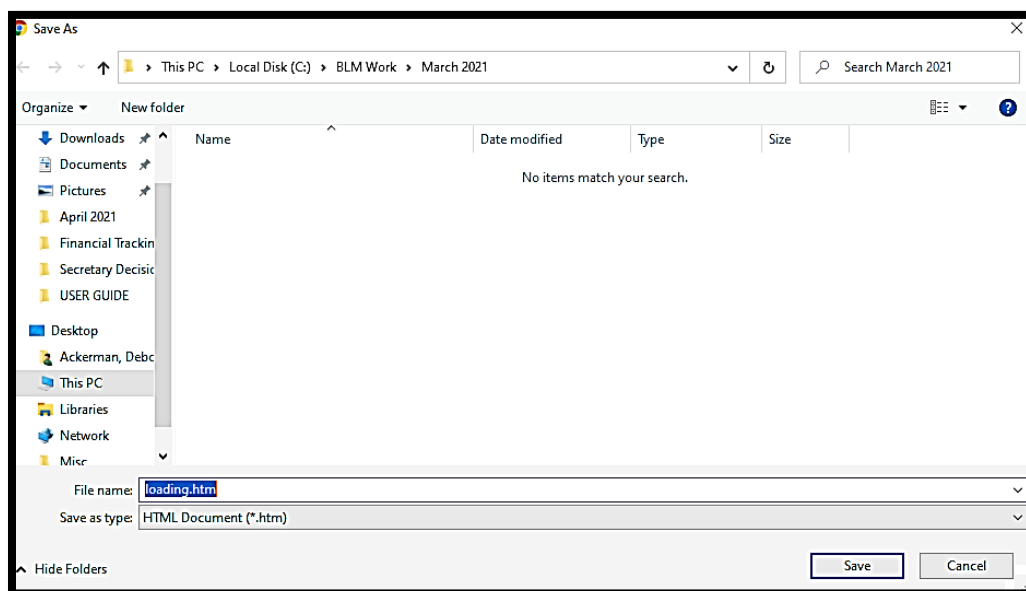
It is recommended that you avoid modifying these display settings, as they might not provide any added value or clarity to your report. Instead, focusing on saving or printing the report in its current format will likely be more beneficial




It is recommended that you click on the download or printer icon to proceed with saving or printing the report. These options will allow you to export the report in a format that best meets your needs.

By clicking the download icon, you can save the report to your device in a desired format, such as PDF or Excel, making it easy to access later or share with others.

If you are viewing the PDF as shown above, you can click on the “download” symbol  to save the PDF file to your device. This action allows you to store the report in a location of your choice for easy access and reference in the future.



If you want to physically print the report, click on the printer icon . This will open the more familiar Print Dialog Box where you can adjust your printing preferences.

In the Print Dialog Box, you can select your desired printer, choose the number of copies, and adjust other settings such as page orientation and paper size. Once you have configured these settings to your satisfaction, click the “Print” button to send the report to your printer.

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## SUMMARY

The first step in the process should be completed for all new projects. For each project that is not marked as either closed or terminated, you should repeat steps two through six.

- If you encounter any problems, issues, and errors, please report them by email to the System Administrator, Tara Beck at [tbeck@blm.gov](mailto:tbeck@blm.gov). If the issue cannot be resolved by the System Administrator, a remedy ticket will be submitted to the Network Operations Center (NOC) for further assistance.
- As always, for assistance with any SNPLMA questions or reporting requirements, you may reach out to your Program Manager. They are available to help you navigate any concerns or inquiries related to your projects.