



# SNPLMA Management And Reporting Tool



DEBBIEA  
Entity

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

SMART PRODUCTION

## USER GUIDE

# SNPLMA MANAGEMENT AND REPORTING TOOL (SMART)

SNPLMA's Web-Based Quarterly Reporting Database  
Version 11

August 2024

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## ACCESSING THE “SMART” APPLICATION

The preferred browser to use is Microsoft Edge. Chrome is acceptable but it does sometimes have issues with how it displays things. The data is there it just may not line up and be linear or look “pretty”.

Currently when you login to SMART “Authentication” of you as a user is controlled by either login.gov or by “Active Directory”. ***IF*** you are on the Department of The Interior (DOI) network Active Directory Federation Services (ADFS) is used, otherwise SMART is programmed to use login.gov. Both methods of authentication rely on your email address so it is extremely important that SNPLMA has the exact email address for the account you will be using to access SMART.

If you are teleworking, you will need to be connected to your network via VPN for ADFS to work.

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

Once you login, most of you will automatically be into SMART, and see the Main Screen as below:



If you have more than one role or more than one distribution group, you have access to, you will have choices when logging in and will have to make a choice. This how this may look:

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>

Each of these usernames relate to a different role and allow for the testing of all the various roles that we have. Example Sysadmin, Program Manager, Entity, Program Manager (Read Only) role, etc.

## ➤ SMART Main Screen

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



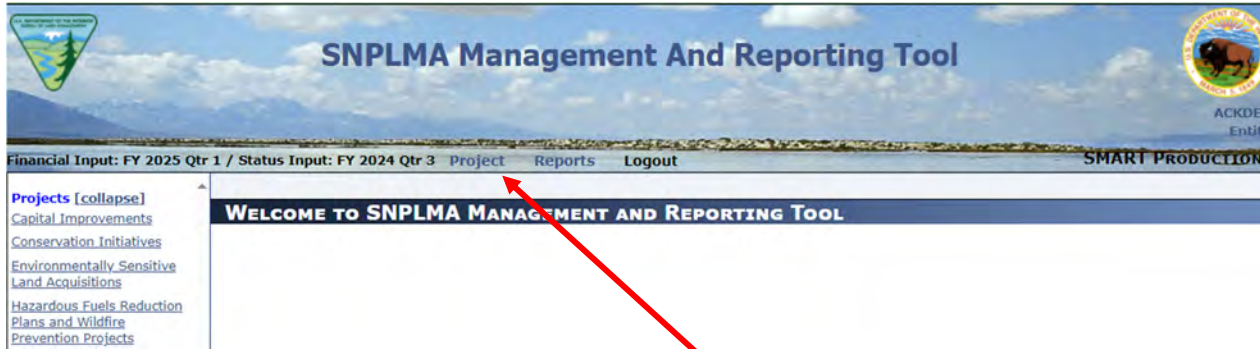
This screen has some information that can be very helpful. It shows you your User ID, Role, and what application you are in, and you can also see the current period you are reporting on. In this example, you are entering your financial needs for FY2025 Q1 (October, November, December) and entering your quarterly status updates for work accomplished in FY2024 Q3. This display is at the top of every screen so you will always know what is being required of you from any screen within the application.

## BROWSER RECOMMENDATION

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

***Please Note: The SMART application will “time-out” after 15 minutes of inactivity. This will require you to login again. This is a DOI security requirement and cannot be adjusted. So it is very important that you hit the SAVE buttons often. Once additional item to note is that what is interpreted as inactivity may not be what you think it is so again I cannot stress the importance of hitting that SAVE button. Example you may be typing in your Annual Accomplishment and may enter some data then step away from the screen and come back and what you entered will be gone and you will have to login again and start over. Just typing in something is not considered an activity, the program does not pick up on what you are entering as activity.***

## LOCATING YOUR PROJECTS



There are two ways to access your active projects.

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

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

Program Category	Project Of Concern: No	Round	Priority	Entity	Project #
Capital Improvements	Focus POC: No POC Color: <span style="color: green;">Green</span>	19	2	Bureau of Land Management	BL58
Project Name					<a href="#">Project Menu</a>
Red Rock Canyon Legacy Trail Phase II					<a href="#">SNAP Lead</a>
					<input type="checkbox"/>
					<a href="#">SNAP</a>
					<input type="checkbox"/>
Work Plan Status:	<i>Approved</i>				
Project Status:	<b>Task Order Assigned</b>				
Start Date:	05/31/2024				
Current Project End Date:	05/30/2029				
SNPLMA Program Manager Comments:	06/01/24 Project has just started May 31, 2024. POC will begin being assessed next quarter.				
Project Manager:	Tira Faiivae				

➤ **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.

Search

Project Number : Please Select

Sub Activity : Capital Improvements

Round : Please Select

Entity : Please Select

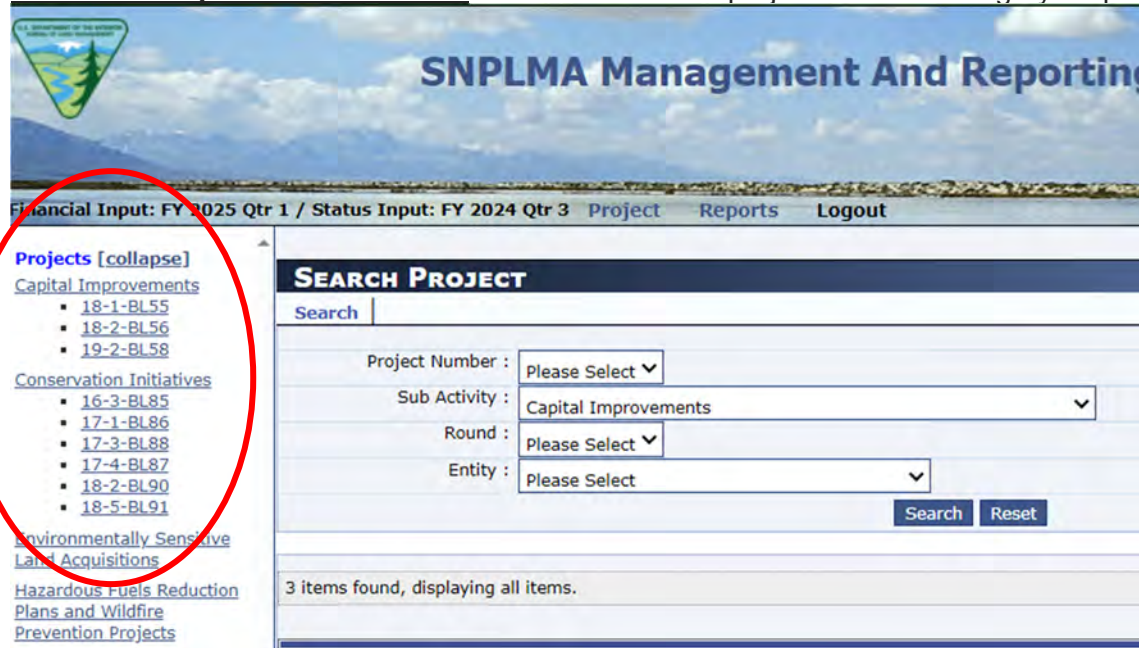
Search Reset

3 items found, displaying all items.

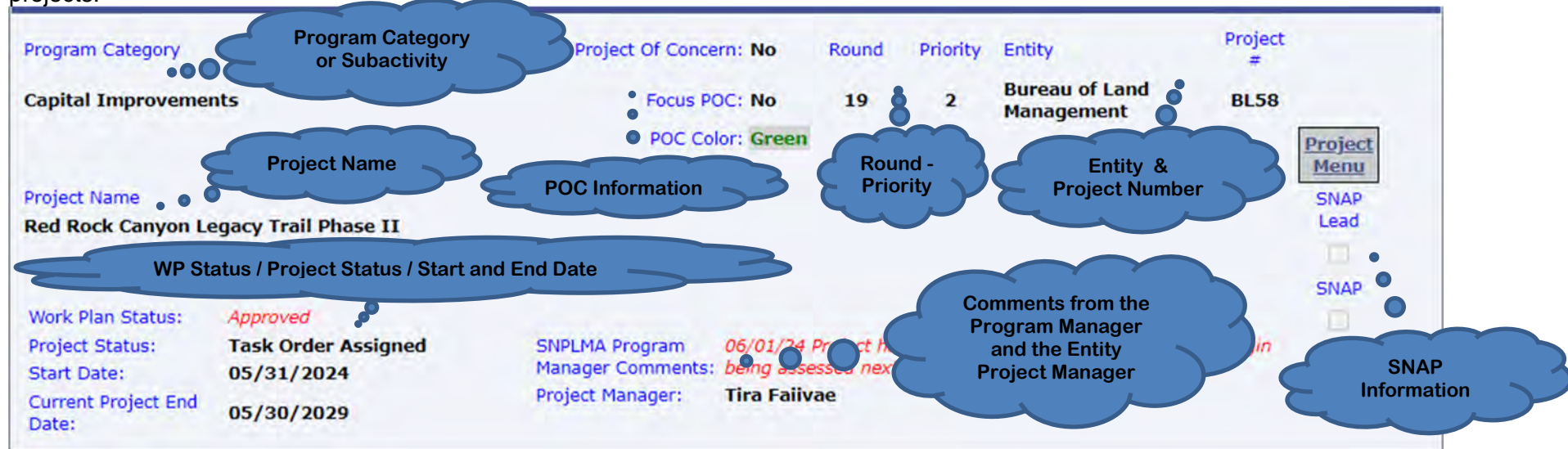
Program Category	Project Of Concern:	Round	Priority	Entity	Project #
Capital Improvements	Focus POC: No POC Color: <b>Green</b>	18	1	Bureau of Land Management	BL55
<b>Project Name</b> <b>Red Rock Canyon Legacy Trail</b>					
Work Plan Status: <i>Approved</i> Project Status: <b>Task Order Assigned</b> Start Date: <b>02/25/2022</b> Current Project End Date: <b>02/24/2028</b>					
SNPLMA Program Manager Comments: <i>06/01/24 Project is within the 5% progress rate allowed. Funds Ratio is within the 20% allowed. Project to remain Green.</i> Project Manager: <b>Tira Faiivae</b>					
Capital Improvements	Focus POC: No POC Color: <b>Yellow</b>	18	2	Bureau of Land Management	BL56
<b>Project Name</b> <b>Sloan Canyon Visitor Contact Station</b>					
Work Plan Status: <i>Approved</i> Project Status: <b>Task Order Assigned</b> Start Date: <b>02/21/2022</b> Current Project End Date: <b>02/20/2027</b>					
SNPLMA Program Manager Comments: <i>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.</i> Project Manager: <b>Roy Fune</b>					

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

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

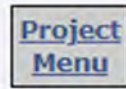


Once your selections are made and your list of projects displays this is a “Snapshot” of information that you see for each of your active projects:

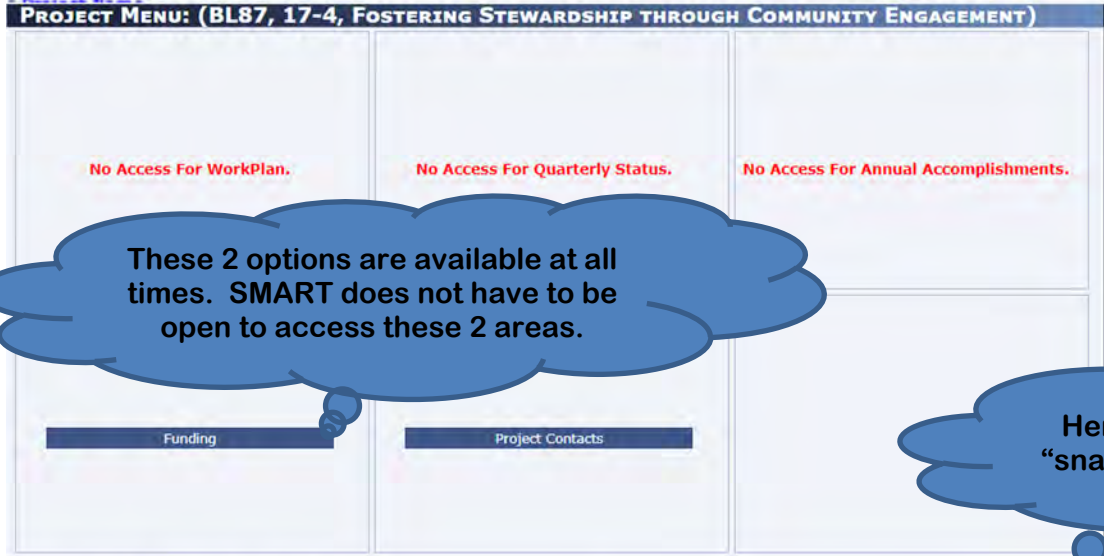


## ACCESSING PROJECT MENU SELECTIONS

After locating the project you want to update, you need to access the Project Menu this is where updates and changes are made..



➤ Click on the “Project Menu” box located to the right of the Project # to access the area where updates are made.



These 2 options are available at all times. SMART does not have to be open to access these 2 areas.

Here again you will see the basic “snapshot” for the selected project.

Here is where you can enter information that you need to share with SNPLMA without an email. This information is automatically sent to the Sys Admin and then forwarded to the Program Manager every morning.

### Project Information

<b>Project Of Concern:</b>	No	<b>Work Plan Status:</b>	Approved
<b>Project Status:</b>	Task Order Assigned	<b>Current End Date:</b>	12/31/2024
<b>Start Date:</b>	01/01/2020		
<b>Status Update</b>	06/01/24 Project progress is ahead of schedule. Funds Ratio (spent) is minimal. Project to remain green.		
<b>Comments and Program Mgr. Notes:</b>			
<b>Entity Comments:</b>	<input type="text"/>		
<small>Previously entered comments have been forwarded to the Program Manager and removed.</small>			
	<input type="button" value="Save Entity Comments"/>		



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



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 the Program Manager (PM) has indicated that updates to the Workplan are needed.
2. Quarterly Status Update: This menu box provides access to enter all quarterly status information: overall percent complete, percent complete by deliverable, actual start and end dates for deliverables, and narrative status comments.
3. Annual Accomplishments: This menu box has two selections. The top selection is to display the previous year's annual accomplishment for reference only and is not available to be edited unless it was not previously entered. 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.

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

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%

[Direct Charge](#)

If the Project Menu Screen was accessed using the “Project” menu and selected parameters, you can move to another project in the same search. Whereas if you used this [Projects \[collapse\]](#) [Capital Improvements](#) [Conservation Initiatives](#) [Eastern Nevada Landscapes](#) to make your selections you cannot you will have to begin from the beginning.

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

PROJECT MENU: (BL86, 17-1, SPRING STEWARDSHIP AND RESTORATION IN SOUTHERN NEVADA)	

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

**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 #
<b>Parks, Trails, and Natural Areas</b>	Focus POC: No	19	13	Las Vegas	LV42
POC Color: <span style="background-color: green; color: green;">Green</span>					
<b>Project Menu</b>					
SNAP Lead					
<input type="checkbox"/>					
SNAP					
<input type="checkbox"/>					
Project Name: <b>Northwest Regional Park Phase 1A</b> Work Plan Status: <i>Updates Needed</i> Project Status: <b>Task Order Assigned</b> Start Date: <b>05/09/2024</b> Current Project End Date: <b>05/08/2029</b> SNPLMA Program Manager Comments: <i>7/1/2024 Project workplan reviewed and updated by SNPLMA PM. Please review and notify SNPLMA PM. If no further changes--the SNPLMA PM will finalize and approve the workplan.</i> Project Manager: <b>Zelalem Alemu</b>					
Program Category	Project Of Concern: No	Round	Priority	Entity	Project #
				Clark County	

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**

[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)**

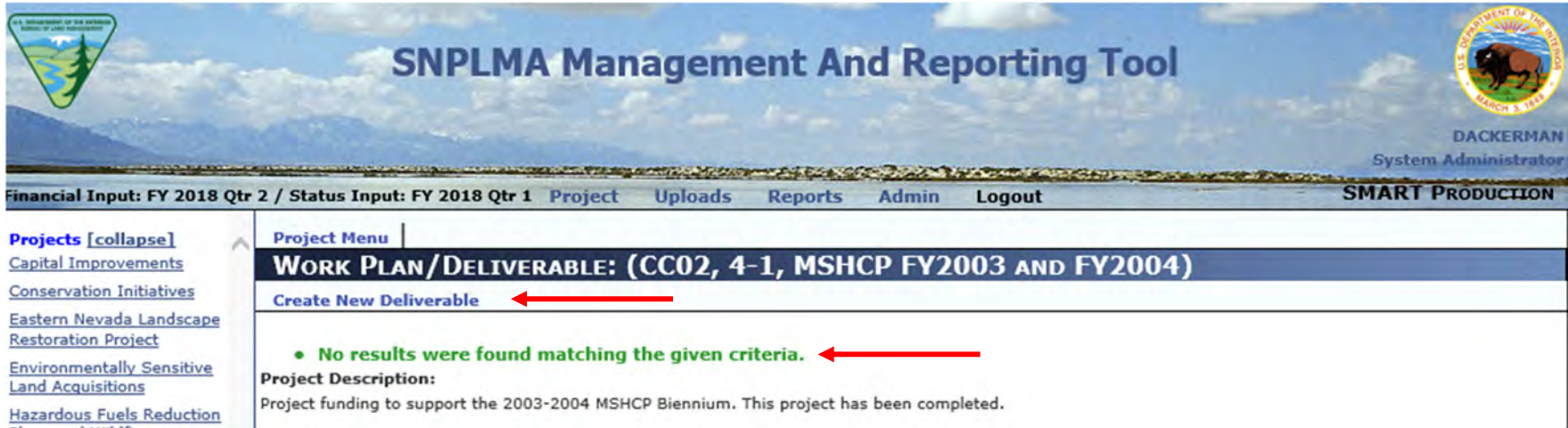
<a href="#">Work Plan</a>	<a href="#">Quarterly Status Update</a>	<a href="#">FY 2017 Annual Accomplishments</a> <a href="#">Enter Annual Accomplishments</a>
<a href="#">Funding Processes</a>	<a href="#">Project Contacts</a>	

**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>			

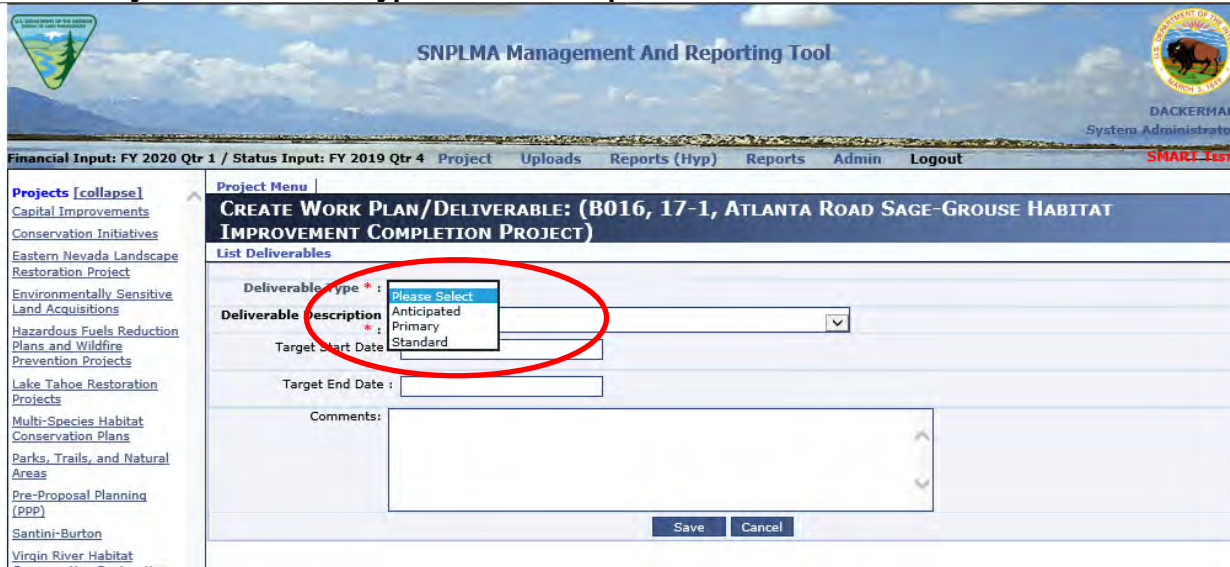
The following screen displays with the message that no results were found because no deliverables, tasks, or subtasks have yet been entered.

➤ **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. This is a mandatory selection and is now the first thing to do when creating your deliverables. Any changes to older Work Plans now require this entry to be made when any changes are made now.

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



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

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

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

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

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

- Click “Create Tasks.”

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 CreateTask

- 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

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

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

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”

**Project Menu**  
**TASK: (BR10, 16-1, COLORADO RIVER HERITAGE TRAIL - ARIZONA)**  
 List Deliverables | Create New Task

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

5 items found, displaying all items.

Task #	Task Description	Responsible Entity	Comments	Modified Date	Actions
1	Other: Notification of funds availability		Notification of funds availability sent to entities via email on 12/20/2016	12/20/2016	Insert   Edit   <b>ListSubtasks</b>   CreateSubtask
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	Insert   Edit   ListSubtasks   CreateSubtask

➤ Click on “Create New Subtask”

**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.....

Save Cancel

Note that both the applicable Deliverable and Task are listed above the Subtask Description field.

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

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

## STEP 2: UPDATING QUARTERLY STATUS

➤ Click on the “Project Menu” box of the project to be updated.

➤ Click on the “Quarterly Status Update” menu box to get to the project deliverables. Remember you are only reporting on Deliverables that you have started working on that are not 100% complete. If the deliverable is at 100% or does not have an Actual Start date that has come to pass within the previous quarter you do not need to report on it.

**Return to Project Search Results**

**PROJECT MENU: (WPO1, 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

<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>			

## 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:  % [Save](#)

9 items found, displaying all items.

#### Deliverable #: 1

##### Type: Standard

Cooperative Agreement with BLM SNPLMA	<b>Target Start Date</b>	<b>Target End Date</b>	<b>Actual Start Date</b>	<b>Actual End Date</b>
	02/01/2022	12/31/2022	02/01/2022*	12/30/2022*

##### Tasks:

- #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

**Current Quarterly Status** Percent Complete: 100%

[Add](#)

**FY/Qtr Entry Date: 2024 Q4**

#### Previous Quarterly Status

SNPLMA financial assistance agreement awarded 12/30/2022 with a 5-year period of performance ending 12/29/2027.

[Add/Edit](#)

**FY/Qtr Entry Date: 2024 Q1**

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

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

Create New Quarterly Status

---

**Current Statuses**

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

15 items found, displaying 1 to 10.

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

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

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

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 #: 11**  
**Type: Primary**  
 Executed Deed

Target Start Date	Target End Date	Actual Start Date	Actual End Date
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, JGO, 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.)

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

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

- Enter the Actual Start Date
- Enter the Percent complete as a whole number (e.g., 5, , 25, 50 75, 97, etc.) and do not include a percent sign
- Enter the Actual End Date **only if the deliverable is 100 percent complete**
- Enter the narrative describing the status of the project.  
(Status can include work that has been done, issues that are being addressed and the status of resolution, as well as work that is anticipated to be done in the upcoming quarter.)

**SNPLMA Management And Reporting Tool**

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

U.S. DEPARTMENT OF THE INTERIOR  
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DEBBIEA  
Entity

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

**Project Menu**

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

[List Quarterly Statuses](#)

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

Actual Start Date \*: 04/01/2010

Actual End Date: 06/30/2010

Percent Complete \*:

Quarterly Status Update Detail \*:

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

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

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

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

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

**Project Menu**  
**EDIT QUARTERLY STATUS: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**  
[List Quarterly Statuses](#) [Create New Quarterly Status](#)

• Quarterly Status was saved successfully.

**Work Plan Deliverable \*:** #1. IGO, Task Order, or Initial Funding Transfer  
 Fiscal Year: 2018  
 Quarter: Q1  
**Actual Start Date \*:** 04/01/2010  
 Actual End Date: 06/30/2010  
**Percent Complete \*:** 100  
 Modified Date: 03/07/2018

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

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

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

< Back :: Top ^

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



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

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

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

[Create New Quarterly Status](#)

### Current Statuses

Please enter Overall Project Complete Percentage

Overall Project Complete Percentage:  %

6 items found, displaying all items.

#### Deliverable #: 1

Other: Funding Instrument and confirmation of the period of performance

Target Start Date	Target End Date	Actual Start Date	Actual End Date
08/01/2019	07/31/2020	08/01/2019	02/18/2020

#### Tasks:

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

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

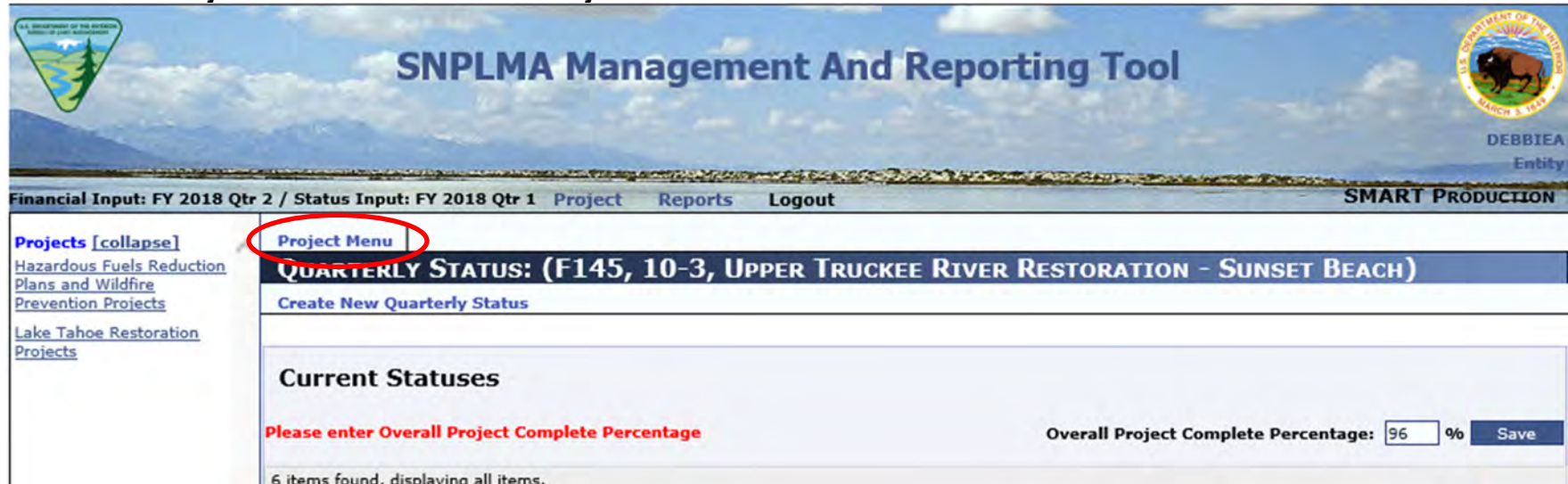
#### Previous Quarterly Status

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

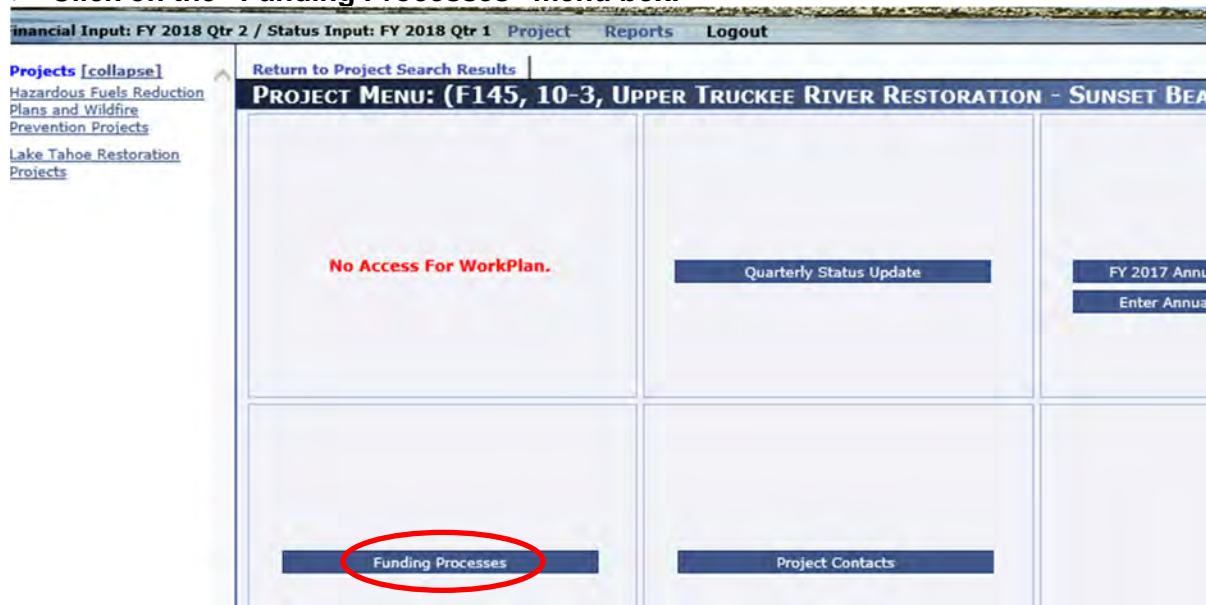
Repeat this process until all deliverables that have been started for the project have been updated.

### STEP 3: FUNDING REQUESTS

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



- Click on the “Funding Processes” menu box.



Note: Funding Requests can be edited until SMART closes. After saving, entity users will see an “update” button. Changes can be made or additional information can be added and then click the “update” button. IF the Program Manager has already “Approved” your request you will not be able to make changes even if SMART is still open.

## ASAP Funding Request

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

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

FUNDING SUMMARY: (WP15, 18-9, HERITAGE PARK ACQUISITION AND CONSTRUCTION)	
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%

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

**ASAP**

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

- “Entity Project/Accounting Number” – Completing this field is optional
- “Current ASAP Request” – This amount will be reflected on the financial summary page after
- “Final ASAP Closeout” – Click this box when making your last funding request. Not necessarily always at closeout.
- “ASAP Comments” -- Explain/justify the Current ASAP request amount (i.e., purpose of funds that will be drawn down).

Projects [collapse]  
Parks, Trails, and Natural Areas

ASAP Summary | Project Menu

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

Status: Pending

Entity Project/Accounting Number:

Amount Available to ASAP Request: \$ 260,000.00

Amount Reimbursed/Disbursed: \$ 125,491.95

Amount Remaining: \$ 134,508.05

Prior ASAP Requests

Q3, 2017: \$ 5,000.00

Q4, 2017: \$ 10,000.00

Q1, 2018: \$ 50,000.00

Current ASAP Request: \$ 100,000.00

Final ASAP Closeout:

Current Financial Quarter: 3/31/2018

ASAP Comments:

Save Cancel

If there is a dollar figure entered for the Current ASAP Request you will be required to enter ASAP Comments.

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

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

The screenshot shows the 'ASAP REQUEST: (LV20, 6-11, LAS VEGAS WASH TRAIL, PHASE II)' form. The 'Status' is 'Pending'. The 'Entity Project/Accounting Number' is blank. The 'Amount Available to ASAP Request' is \$6,000,000.00. The 'Amount Reimbursed/Disbursed' is \$4,194,832.41. The 'Amount Remaining' is \$1,805,167.59. The 'Prior ASAP Requests' section shows: Q3, 2017: \$50,000.00; Q4, 2017: \$125,000.00; Q1, 2018: \$50,000.00. The 'Current ASAP Request' is \$0.00. The 'Final ASAP Closeout' checkbox is unchecked. The 'Current Financial Quarter' is 3/31/2018. The 'ASAP Comments' field contains the text 'The funds are needed to cover'. A callout box with a red arrow pointing to the 'ASAP Comments' field contains the following text: 'Enter requested amount and Comments then click “Save.” Then click ASAP Summary to return to financial summary page and confirm that the request is reflected there. 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.' At the bottom of the form are 'Save' and 'Cancel' buttons.

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

➤ 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.

<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%
<input type="button" value="Transfer"/>	

(Note: Although there are fields for “Current Reimbursement Request” and “Current Direct Charge” as well as “Current Transfer Request,” only the appropriate type of funding for the selected project will be available. In this NP89 example, as in many other Federal projects, the sole method of funding is direct transfer. However, some older projects were funded first by reimbursement and then by direct transfer, so more than one funding method button may appear. If this occurs, only the current funding method should be selected.

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

- “Entity Project/Accounting Number” – Completing this field is optional
- “Total Transferred Funds Expended/Obligated Thru ...” – This information is required.
- “Current Transfer Request” – This amount will be reflected on the financial summary page after
- “Final Transfer Closeout” – Click this box when making your last funding request. Not necessarily always at closeout.
- “Transfer Comments” – Explain/justify the Current Transfer request amount, this is a mandatory entry if there is an amount requested in Current Transfer Request box. (i.e., why the funds are needed in this quarter vs. at a later time).

**SNPLMA Management And Reporting Tool**

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

➤ Click “Save” after entering the required information.

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

**SNPLMA Management And Reporting Tool**

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

[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

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\* :

**FUNDING HISTORY**

One item found.

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

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

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

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

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

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.



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 include the previous transfers and the new request.

The screenshot shows the "FUNDING SUMMARY" page for project "NP89, 18-1, PROTECTING WILD CAVES". The page includes a "Return to Project Search Results" link and a "Project Menu" link. The table below lists various funding metrics with values and red arrows pointing to them:

<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%	

At the bottom of the table, there is a "Transfer" button.



### **Direct Charge Funding Request**

LM 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.

<a href="#">Return to Project Search Results</a>	<a href="#">Project Menu</a>
<b>FUNDING SUMMARY: (BL91, 18-5, MUDDY RIVER FLOODPLAIN RESTORATION)</b>	
TOTAL AMOUNT AVAILABLE :	\$ 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
BALANCE AVAILABLE for FUTURE REQUESTS :	\$ 3,195,210.33
Percentage of Total :	93.44%
<a href="#">Direct Charge</a>	

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 when making your last funding request. Not necessarily always at closeout.
- “Direct Charge Comments” – Explain/justify the Current Transfer request amount (i.e., why the funds are needed in this quarter vs. at a later time).

**SNPLMA Management And Reporting Tool**

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

**DIRECT CHARGE REQUEST: (BL5, 16-3, PROTECTING GOLD BUTTE'S CULTURAL HERITAGE)**

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

Status : Pending

Entity Project/Accounting Number :

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

Prior Direct Charge Requests

Q3, 2017: \$

Q4, 2017: \$

Q1, 2018: \$

Current Direct Charge Request : \$

Final Direct Charge Closeout :

Current Financial Quarter : 3/31/2018

Direct Charge Comments:

Comments and notes here will speed up the approval process for the Program and Project Managers. This is a required field when entering a request.

Save Cancel

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

**SNPLMA Management And Reporting Tool**

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

**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, Bureau of Land Management. The main header reads 'SNPLMA Management And Reporting Tool'. Below the header, there is a navigation bar with links for 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1', 'Project', 'Reports', and 'Logout'. The user is identified as 'SMART PRODUCTION'.

The main content area shows a 'Fund Summary' and 'Project Menu' section. The title of the request is 'DIRECT CHARGE REQUEST: (BL84, 16-2, BUILDING STEWARDSHIP OF PUBLIC LANDS WITH DISPLACED USER GROUPS)'. A green message bubble with a red border states: 'Financial Request was saved successfully.' Below this, a red warning message says: 'Be sure to input a current Expended/Obligated dollar figure.'

The form fields are as follows:

- 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:
- 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.

At the bottom of the form, 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

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

Projects [collapse]  
Lake Tahoe Restoration  
Projects

Return to Project Search Results

**PROJECT MENU: (B007, 11-13, UPPER TRUCKEE RIVER AND MARSH RESTORATION PROJECT - DESIGN)**

No Access For WorkPlan.

Quarterly Status Update

FY 2017 Annual Accomplishments  
Enter Annual Accomplishments

Funding Processes

Project Contacts

- Click on “Reimbursement”

**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” – 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 when making your last funding request. Not necessarily always at closeout.
- “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

Fund Summary | Project Menu

**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 :	\$0.00
Amount Reimbursed Thru 12/31/2017 :	\$15,579.51
Amount Remaining :	\$860,420.49
Prior Reimbursement Requests	
Q3, 2017:	\$0.00
Q4, 2017:	\$0.00
Q1, 2018:	\$0.00
Current Reimbursement Request :	\$0.00
Final Reimbursement Closeout :	<input type="checkbox"/>
Current Financial Quarter :	3/31/2018
Reimbursement Comments:	

Save Cancel

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.

[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.

**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**

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

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SNPLMA Management And Reporting Tool

DEBBIEA Entity

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

Projects [collapse] 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] 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

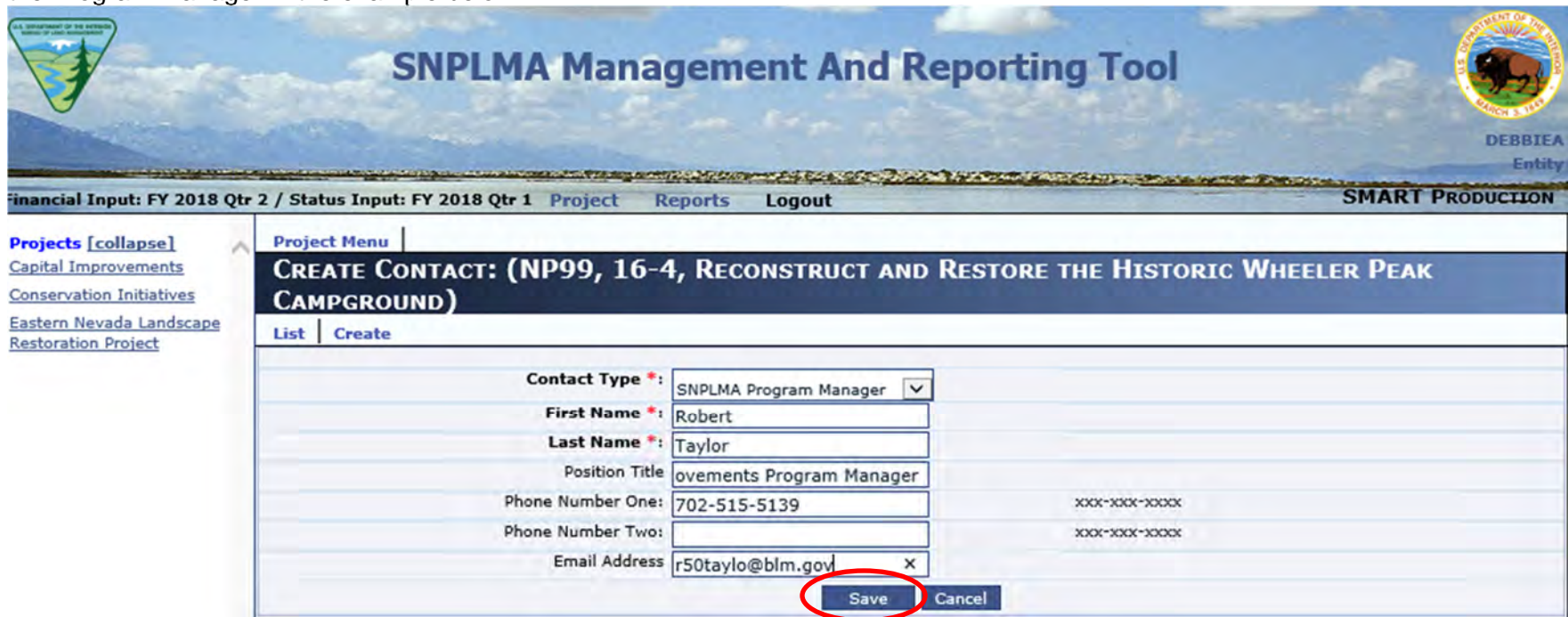
Update Delete Cancel

➤ 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 "SNPLMA Management And Reporting Tool". Below the logos, there is a navigation bar with "Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1" and links for "Project", "Reports", and "Logout". On the right side, there is a logo for "DEBBIEA Entity" and "SMART PRODUCTION".

On the left side, there is a sidebar with a "Project Menu" and a search bar. The search bar contains the text "SEARCH CONTACT: (NP99, 16-4, RECONSTRUCT AND RESTORE THE HISTORIC WHEELER PEAK CAMPGROUND)". Below the search bar, there are two buttons: "List" (circled in red) and "Create".

Below the buttons, there is a message: "5 items found, displaying all items." Below this message is a table with the following columns: Type, First Name, Last Name, Position Title, Phone Number 1, Phone Number 2, Email, and Actions.

Type	First Name	Last Name	Position Title	Phone Number 1	Phone Number 2	Email	Actions
Financial Specialist	Anita	Hansen	Administrative Officer	775-234-7501		anita_hansen@nps.gov	<a href="#">Edit</a>
Other	Tod	Williams	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

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, the title "SNPLMA Management And Reporting Tool" is centered. On the right, the user is identified as "DEBBIEA Entity". The navigation bar includes "Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1" and "SMART PRODUCTION". The main content area is titled "PROJECT MENU: (NP97, 15-4, STARGAZING THEATER, SCIENCE CAMP, AND DAY USE AREA REFURBISHMENT)". A sidebar on the left lists project categories: "Projects [collapse]", "Capital Improvements", "Conservation Initiatives", "Eastern Nevada Landscape Restoration Project", and "No Access For WorkPlan.". The main content area contains several buttons: "Return to Project Search Results", "Quarterly Status Update", "FY 2017 Annual Accomplishments", "Enter Annual Accomplishments" (circled in red), "Funding Processes", and "Project Contacts".

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.

**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.**

**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 be “Closed”

**SNPLMA Management And Reporting Tool**

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

**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](#)

- Click “Save” when done entering your Accomplishment.

## STEP 6: Performance Measures

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

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

**SNPLMA Management And Reporting Tool**

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

**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](#)



# 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](#)

## CREATE/EDIT PROJECT PERFORMANCE MEASURES

### Annual Accomplishments

Performance Measure :

Fiscal Year :

Quantity :

Unit of Measure :

Comments :

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

**SNPLMA Management And Reporting Tool**

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

**CREATE/EDIT PROJECT PERFORMANCE MEASURES**

Annual Accomplishments

Performance Measure: Please Select

Fiscal Year: Please Select

Quantity: Please Select

Unit of Measure: Please Select

Comments:

- 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. **You only enter a performance measure one time.** Do not enter duplicate PM's just combine everything in to one. Only enter and use the Fiscal year the project is being closed in and not when they were done.

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

**SNPLMA Management And Reporting Tool**

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

**CREATE/EDIT PROJECT PERFORMANCE MEASURES**

Annual Accomplishments

Performance Measure: Please Select

Fiscal Year: Please Select

Quantity: Please Select

Unit of Measure: Please Select

Comments:

- FY00
- FY01
- FY02
- FY03
- FY04
- FY05
- FY06
- FY07
- FY08
- FY09
- FY10
- FY11
- FY12
- FY13
- FY14
- FY15
- FY16

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

**CREATE/EDIT PROJECT PERFORMANCE MEASURES**

Annual Accomplishments

Performance Measure: Please Select

Fiscal Year: Please Select

Quantity: Please Select

Unit of Measure: Please Select

Comments:

- acres
- cfs
- each
- hour(s)
- linear feet
- linear meters
- mile(s)
- square feet



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. There is a report you should run when you enter your PM's and add to your files.

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

## Step 7: ACCESSING REPORTS



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

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

**SMART - Entity**

**Instructions for running reports:**

To run a report you will:

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

**Work Plan Report**  
Project Work Plan(s)

**Annual Accomplishment Reports**  
Accomplishments  
Final Overall Accomplishments  
Performance Measurement Report

**Financial Summary Reports**  
ASAP Detail (Entity)  
Direct Charge Detail (Entity)  
Reimbursement Detail  
Transfer Detail

**Contact List**  
Entity Contact

**Percent Transferred Funds Expended/Obligated**  
Percent Transferred Funds Expended/Obligated

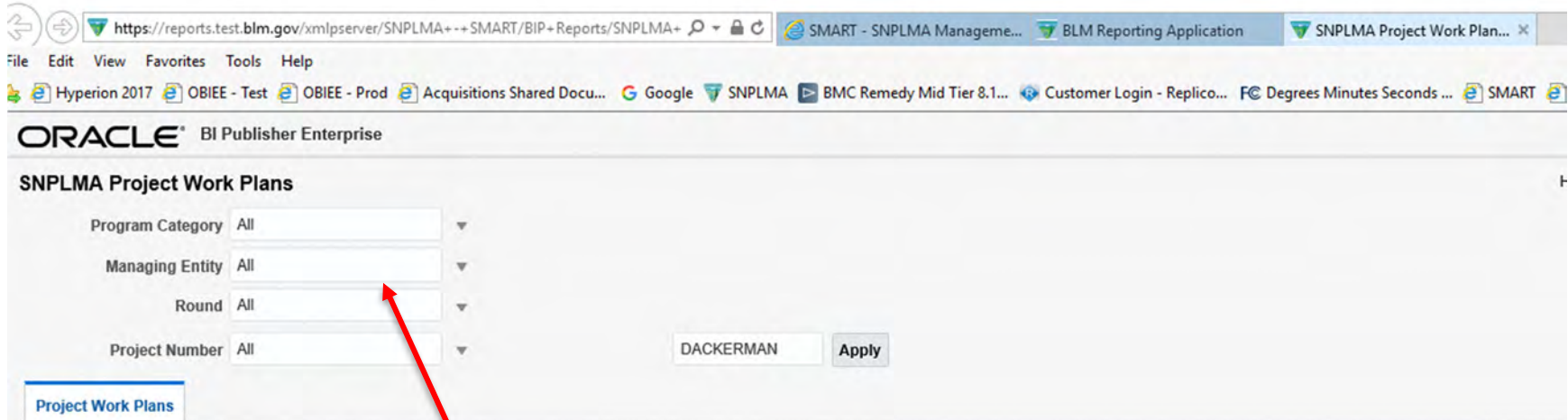
**Status Update Report**  
Status Update(s)

**Work Plan & Status Update Report**  
Work Plan Status Update

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.

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

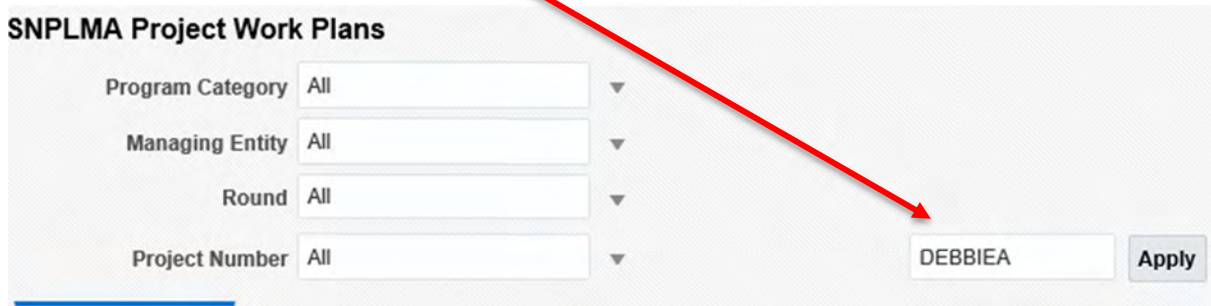


This will open up on a new Tab.

Note that the default parameters are “All”.

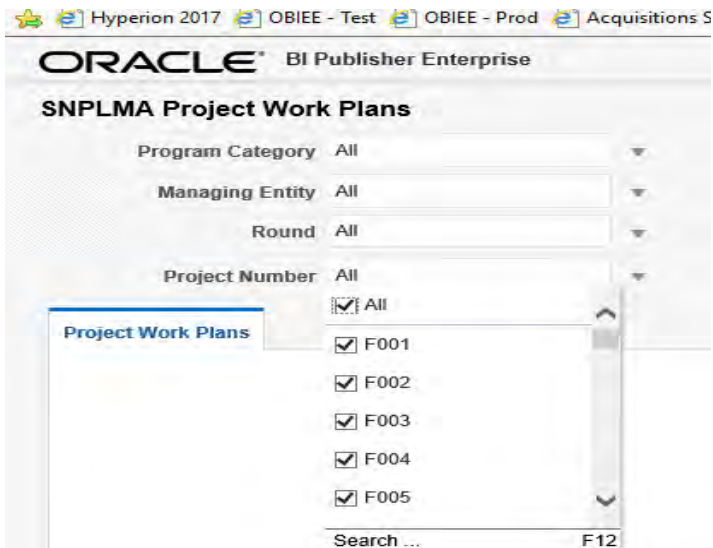
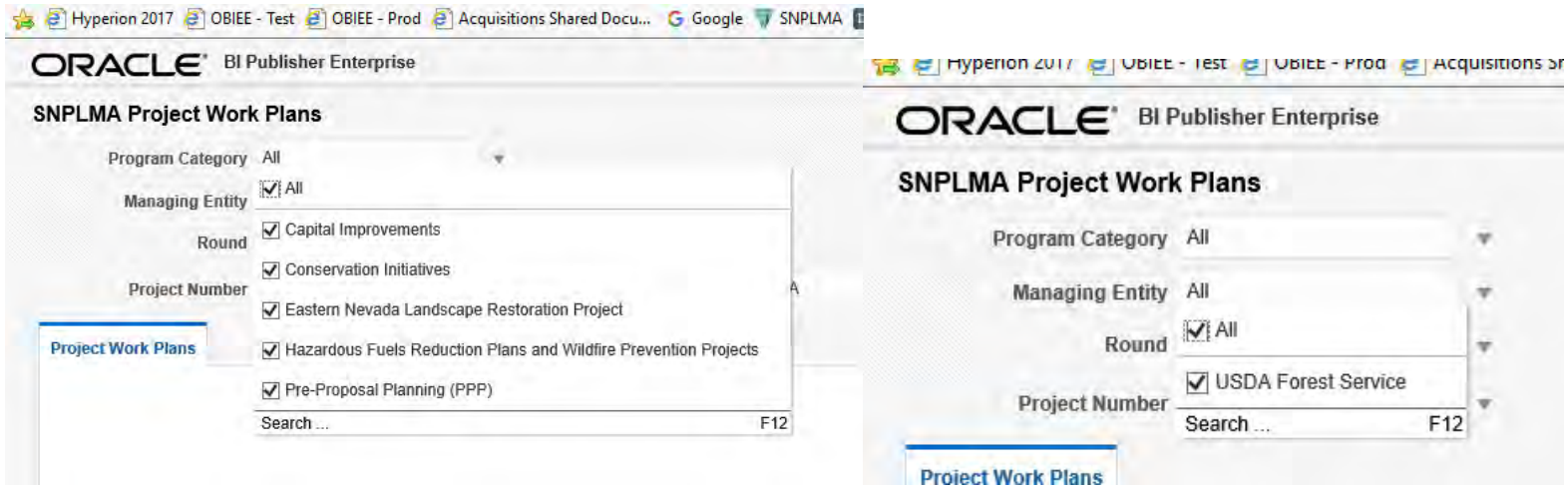
So be sure to make your parameter selections before running anything. Trying to run All will cause issues.

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 tailored to the user.

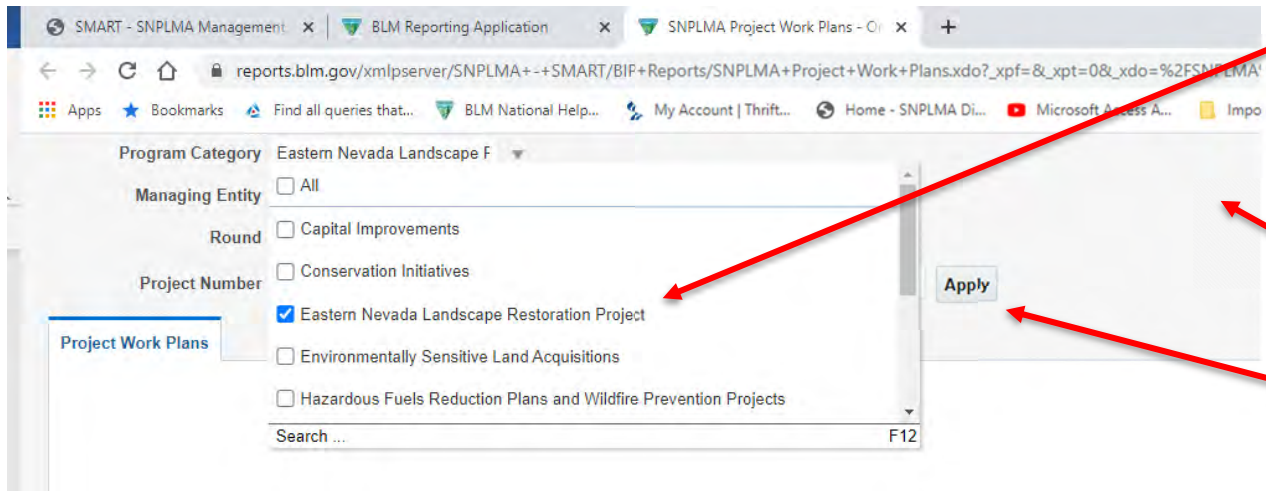
The dropdowns for parameters will only display what you are authorized to view/see projects for.



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

**Please uncheck All and just run the report for the project you need the information for.**

**Making your selections is a little tricky now.**



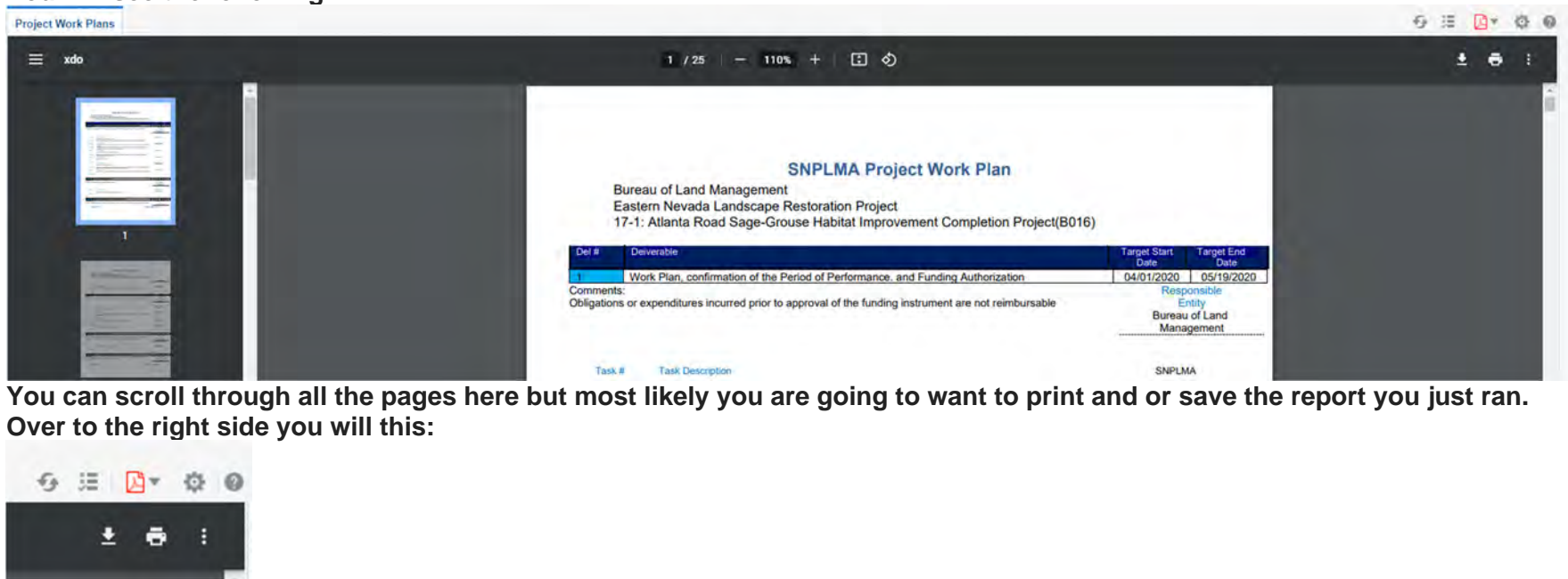
Once you make your initial selection, as I have here of ENLRP, you then need to “click” anywhere on the screen to lock that choice in. For example, click here.

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

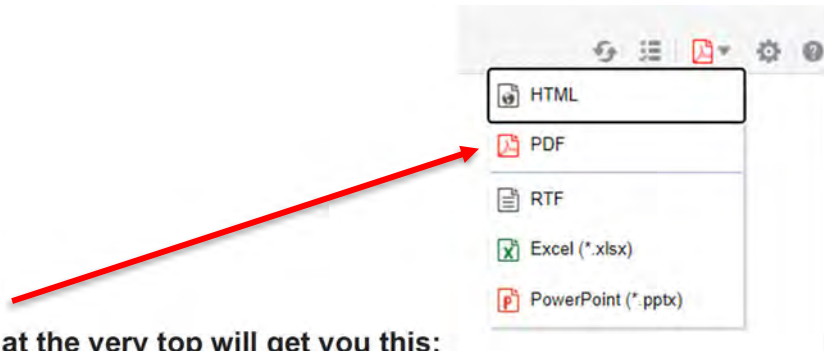
Make a selection and then “click” out on your desktop somewhere. Do not “click” on Apply yet. Do this for all of your selections until you have made them all.

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

You will see the following:



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



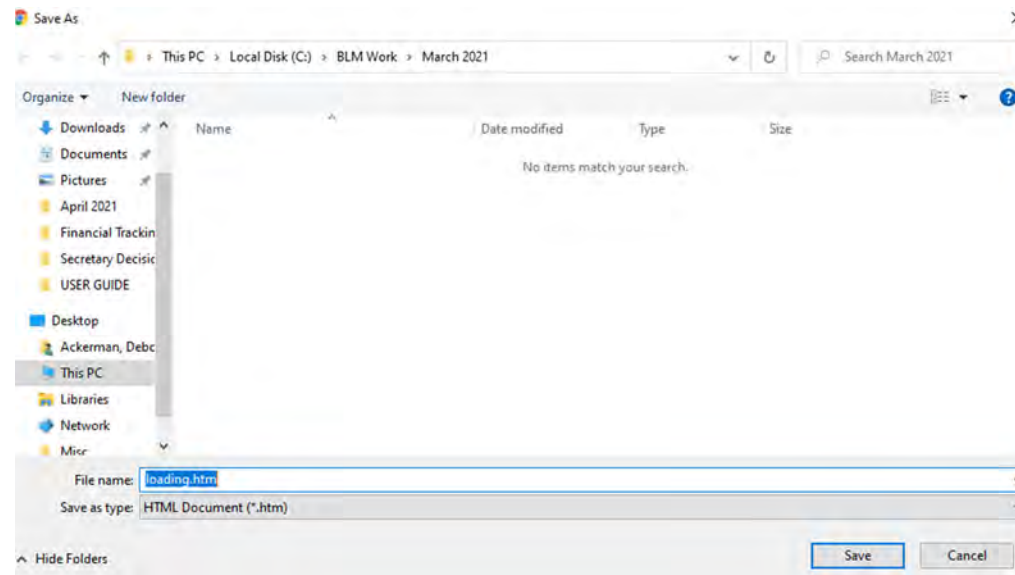
Clicking on this PDF Icon at the very top will get you this:

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

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



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



This dialog box will pop up:

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

But should you want to physically print the report, click on the little printer icon:



When you do this you will see the more familiar Print Dialog Box:

### SNPLMA Project Work Plan

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

Del #	Deliverable	Target Start Date	Target End Date
1	Work Plan, confirmation of the Period of Performance, and Funding Authorization	04/01/2020	05/19/2020
Comments: Obligations or expenditures incurred prior to approval of the funding instrument are not reimbursable		Responsible Entity Bureau of Land Management	
<b>Task #</b>	<b>Task Description</b>		
1	Notification of Availability of Funds	SNPLMA	
Comments: Project approved by the Secretary of the Interior and the entity is notified funds are available			
<b>Task #</b>	<b>Task Description</b>		
2	Draft Work Plan, preliminary Target Start and End dates entered and agreed to, and tasks entered into SMART	Bureau of Land Management	
Comments: Target start and end dates will be adjusted when the funding instrument is approved to reflect the full period of performance. Allow 90-days for closeout.			
<b>Task #</b>	<b>Task Description</b>		
3	Initial site visit and confirmation of the POP	SNPLMA	
Comments: Entity must request on-site meeting with the Program Manager to discuss work plan, deliverables, reporting requirements, and POP			
<b>Task #</b>	<b>Task Description</b>		
4	Work plan approval	SNPLMA	
Comments: Request to initiate the project			
<b>Task #</b>	<b>Task Description</b>		
5	Request to initiate the project	Bureau of Land Management	
Comments: Request to initiate the project, confirmation of the period of performance, must be on letterhead to the SNPLMA program manager, and signed by a line manager.			
<b>Task #</b>	<b>Task Description</b>		
6	Authorization to expend SNPLMA project funds and confirmation of the period of performance approved	SNPLMA	
Comments:			
2	Inventory, Research, Monitoring	04/01/2020	09/30/2021
Comments: Conduct monitoring prior to project implementation		Responsible Entity Bureau of Land Management	
<b>Task #</b>	<b>Task Description</b>		
1	Conduct monitoring prior to project implementation	Bureau of Land Management	
Comments:			
3	National Environmental Policy Act Analysis (EA or EIS)	04/01/2020	09/30/2021
Comments: Complete appropriate level of NEPA on the portion of the project outside of area currently covered by NEPA.		Responsible Entity Bureau of Land	

Page 1 of 3 Friday, April 2, 2021

**Print** 25 pages

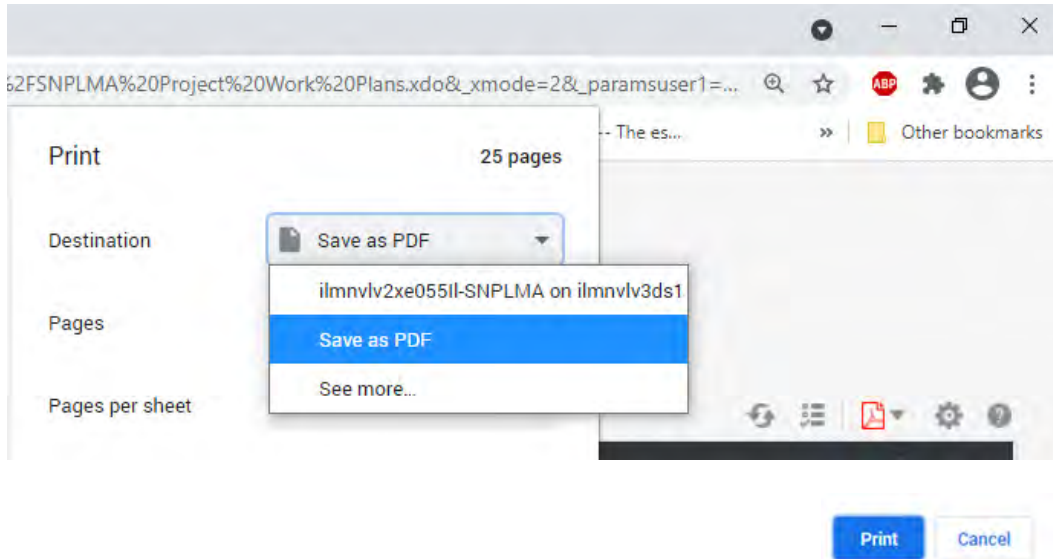
Destination Save as PDF ▼

Pages All ▼

Pages per sheet 1 ▼

Save
Cancel

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



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

## SUMMARY

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

- Problems, issues, and errors should be reported by email to the System Administrator, Deb Ackerman at [dackerman@blm.gov](mailto:dackerman@blm.gov). If she cannot resolve the help request, she will submit a remedy ticket to the NOC.
- For questions on this manual or other “how to” questions related to SMART, you may email Deb Ackerman at [dackerman@blm.gov](mailto:dackerman@blm.gov) or call her at 702-515-5130.
- As always, you may contact your Program and Project Managers for assistance with your SNPMA questions.