Instructions for Submitting ArcGIS Online Files

The Bureau of Land Management (BLM) provides maps associated with its annual project proposals to the Department of the Interior (DOI) for inclusion in either the President's Budget Request, or as Technical Assistance as Directed by Congress. Maps are also provided as part of a briefing package for congressional staffers who recommend projects for funding to Congress. These maps are powerful tools to tell our story visually and the story is only as good as its map.

In an effort to reduce workload for Offices submitting proposals and provide consistent and standardized maps to those groups mentioned above, the project submissions for FY2022 Core and FY 2021 Recreation Access will not require the submissions of maps. Project and Parcel information will be submitted through ArcGIS Online (AGOL) and maps will be developed at the Washington Office for final review and approval through the Land and Water Conservation fund National Review Team to the Director of the BLM.

All LWCF application requests shall include a geodatabase (.gdb) which shall be published through AGOL. Offices will publish any data necessary to build a map and tell the story of why the parcels represented in the application are important. A parcel should be represented as a polygon (applies to Fee, CE, Water Rights) and an access easement should be represented as a line. Each parcel shall contain attributes which identify the parcel for consideration of funding. A single .gdb may contain multiple Project Areas. A separate .gdb is required to be submitted for each Field Office or District Office as appropriate.

1. **GIS Data Development:** Each project submission shall contain a. gdb with two Feature Datasets.

Parcels: This Feature Dataset will contain all land acquisition requests and the corresponding attributes outlined in the Standards section of this document. A parcel should be represented as a polygon (applies to Fee, CE, Water Rights) and an access easement should be represented as a line.

Miscellaneous: This Feature Dataset will contain any critical GIS data that is relevant to the project submission and will list the corresponding project name within the attribute table. Any features that are described in the application packet which are not contained within National base data or the Parcels Feature class will be in the Miscellaneous Feature Dataset. For example, if the information packet for the proposed acquisition describes a critical feature like a boat ramp, bridge, or other key component of the conservation project, it should be in this Feature Dataset.

Parcel Feature Dataset Standards: Each Feature Class will have the following attributes for each individual parcel that is proposed for acquisition (all of the data in the attribute table should match the application data):

1. State ID (2 letter state abbreviation)
2. Project Area Name
3. State Director Priority
4. Unique Parcel Name (Matches the names in the application)

5. Acres to be acquired (Matches the acres of each parcel in the application, not GIS Acres. Access easements should also be represented as acres for reporting purposes.)
6. Funding Request (Matches the dollar amount for each parcel in the application)
7. Interest to be acquired (Fee, Conservation Easement, Water Rights, Access Easement, or Other)
8. Funding Type (Core, Collaborative, Rec Access)
9. Partner Name (This is the partner who is assisting in the acquisition and will sign a Letter of Intent, use standard/consistent abbreviation e.g. The Nature Conservancy would be listed as TNC)
10. Phase Number (**IF** the parcel needs to be phased from a single landowner, identify which portion of the parcel is which phase. No Phasing = Null)

Miscellaneous Feature Dataset Standards: Each Feature Class will have the following attributes for each individual additional data that is relevant to the project submission: State ID (2 letter state abbreviation)

1. State ID (2 letter state abbreviation)
2. Project Area Name
3. Unique Feature Name (What is the feature i.e. area opened to access, access road, boat ramp, etc)
4. Feature Description (Briefly describe what the feature is)
5. Status (existing or to-be-built)
6. Acres (e.g. 3,000 acres opened to access, or 5-acre rec site, or null for N/A)

2. GIS Data Submittal/Posting

The Project .gdb containing the Parcels and Miscellaneous Feature Datasets will be published as a service to AGOL. All users will follow the process outlined in this document and will post all required metadata. This data will then be reviewed by the National Review and Ranking Committee on the AGOL platform. All users will work with the LWCF Program Lead to follow the standard AGOL data submittal process and include all required metadata.

Geodatabase Template: A .gdb template has been provided to the LWCF FY2022 Group and should be used to create project datasets and then published to the Group.

AGOL FY 2022 LWCF Group: A group has been created on the BLM's official ArcGIS Online (AGOL) account titled LWCF 2022. The purpose of the AGOL group is for all administrative offices to submit appropriate Feature Datasets for related LWCF Project applications. In order to access this group, you will need to take the following steps:

1. Visit https://blm-egis.maps.arcgis.com/ and click sign in.
2. Click "DOI Account" under Enterprise Login. If you have not used AGOL before, an account will be automatically generated when you log in with your DOI credentials.
3. Click on the "Groups" tab, and search for the LWCF FY2022 group. In the Overview section, click Join This Group.

Once you are a member of the LWCF FY2022 group, you will be able to post your project geodatabase directly from ArcMap, provided you have a PUBLISHER role within AGOL.

1. Open your project .mxd containing the Parcel Feature Dataset and the Miscellaneous Feature Dataset.
2. Sign into AGOL in ArcMap using enterprise login "blm-egis".
3. Use Share As – A Service.
4. Publish a Service.
5. Select the "My Hosted Services (Bureau of Land Management)" Name your service State_Project Area Name.
6. Go to Capabilities – Select Feature Access, uncheck Tiled Mapping.
7. Go to Caching – Set Scale to full Scale bar.
8. Go to Item Description – List a summary of the data you are uploading, including the Project Name. List tags associated with the data (BLM, LWCF, State)
9. Go to Sharing – Share with members of the LWCF 2022 group.
10. Hit Publish

The project data will now be posted to the LWCF 2022 group for review by the Shared Services team. Another option for posting the data would be uploading data to AGOL My Content and sharing with the group.

NOTE REGARDING WHAT NOT TO INCLUDE: This data set is intended to represent the current year application only. Submitting additional information will become confusing and cause unnecessary work to clarify issues. Only the parcels listed in the application should be represented in the feature dataset. Do not include any parcels which have already been acquired by the BLM or being held by Partners for a subsequent application cycle. Also do not include any donations or pending acquisitions which have already been funded.

Displaying phased projects, from a single landowner, as separate parcels is acceptable.