**LaSR Reporting Quick Guide**

This guide outlines procedures for reporting on Landscape Scale Restoration (LSR) grants from USFS State and Private Forestry (S&PF). The first workflow below describes the steps to create and publish a new LSR project record. Once the award letter has been received, the USFS grant monitor creates and publishes a record in the Landscape Scale Restoration (LaSR) module accessed through Forest Mapping and Accomplishment Portal (ForMAP). Next, the grant recipient finishes the project record by entering grant details and publishes the project. The second workflow below describes the procedure for updating project accomplishments for ongoing LSR projects.

If you are new to the LSR grant reporting process, you will need to sign up for a USDA eAuthentication account and a LaSR Project Preparer ForMAP account. This can be done by directing your browser to ForMAP – <https://apps.fs.usda.gov/formap/> – and registering for an eAuthentication account. Once your account is active, you can then apply for a ForMAP account. If you already have an eAuthentication and ForMAP account, you may access ForMAP at the above link (page 2 in the LaSR User Guide).

1. **New LSR Projects (start at page 10 of LaSR User Guide)**
   1. Search for Project to make sure a record has not yet been created
   2. Go to the LaSR webpage and click **Create**
   3. USFS Grant Monitor enters General Project Information (Page 11)
      1. 7 fields of data on this page are required to publish the project
   4. USFS Grant Monitor enters Funding and Agreements Information (Pages 11-12)
      1. USFS should notify grantee that it is available for updating
   5. The Grantee enters (pages 15-16)
      1. Purpose and Strategy
   6. Grantee enters – and updates progress annually – Accomplishments (Pages16-17)
      1. Deliverables
      2. Accomplishments to date
      3. Deliverables in progress
      4. Challenges
   7. Grantee uploads or draws a project Impact Area (Pages 17-21)
      1. Should be a geographic location where the project is designed to influence or impact (definition page 17)
      2. Use the ShapeUp tools to upload an existing shapefile (preferred method) or use on-screen digitizing techniques
   8. When complete, BOTH USFS Monitor and Grant Recipient reviews the project record and clicks **Publish**
2. **Ongoing LSR projects from 2014 or earlier (Grantee responsibilities)**
   1. Start by Searching for the project or clicking on it in the Active Project widget on your home page (Pages 4-9)
   2. Grantee clicks **Edit** on summary page
   3. Project should already have
      1. General Project Info
      2. Funding and Agreements
      3. Purpose and Strategy
      4. Accomplishments (deliverables)
      5. Impact Area
   4. Grantee updates progress – primarily Accomplishments – annually (Pages 16-17)
      1. Accomplishments to date
      2. Deliverables in progress
      3. Challenges
   5. Upload or draw a project Impact Area if not done (Page 20)
   6. When done editing, click **Publish**
   7. When the project is finished and closed out, the Grant Monitor will click **Complete**

**A few things to keep in mind:**

LaSR replaces the Redesign Reporting Tool in the NIC Portal – all of the competitive grants information was migrated to LaSR in Dec 2014.

LaSR reporting deadline is Dec. 31st.

Project records are designed to be visible and searchable by the public. This functionality is coming in 2016.

If a project is in Published or Complete status, you can open it back up for editing at any time; just remember to re-publish the project once edits are finished.

Impact Area should be an accurate representation of the project extent. We recommend using the ShapeUp tool to upload a polygon from an officially authored dataset – if applicable – such as a watershed, county, etc. The Grantee may need to coordinate with a GIS technician within their organization or with the state. More on Impact Area is found on pages 17-21.

Link to the January 2015 LaSR Webinar Training: <https://usfs.adobeconnect.com/p1ubxg2l95q/> .

Please contact the ForMAP Help Desk with any questions:

* [support@formap.kayako.com](mailto:support@formap.kayako.com)
* [Joshua.c.baldwin@usda.gov](mailto:Joshua.c.baldwin@usda.gov)
* 303-275-5341