

Landscape Scale Restoration (LaSR) Projects

A complete guide to creating, managing, and searching for Landscape Scale Restoration projects in LaSR

This User Guide was written by the ForMAP Help Desk Team. Please notify us if you have any questions or comments.

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Table of Contents

Getting Started with LaSR	2
Searching for LaSR Projects.....	5
Creating a LaSR Project (for USFS LaSR Preparers)	12
Editing a LaSR Project (for State LaSR Preparers)	15
Publishing a LaSR Project	27
Marking a LaSR Project as Complete.....	29
Migrated Redesign Projects	30
Appendix 1 – LaSR Glossary	31
Appendix 2 – User Roles.....	35

Getting Started with LaSR

Background

The Landscape Scale Restoration (LaSR) module was developed for U.S. Forest Service personnel and state partners to create, track, and publicly disseminate Landscape Scale Restoration (LSR) competitive grant project accomplishments. In Fiscal Year 2015, the LaSR module replaced the State and Private Forestry's National Information Center (NIC) Portal's competitive grant reporting system. LSR projects are intended to be flexible, with various State and Private Forestry programs potentially involved. When LSR grants are awarded, the Forest Service Region/Area/Institute should designate a Forest Service Grant steward who is the best logical fit for the individual project. That person, usually a regional program manager, will create the project in LaSR. A state partner (State Forestry contact or NGO contact) will be responsible for entering the impact area and other accomplishment information. For the project to be published to the database and viewable by users, both Forest Service and state partner will "publish" the project.

The information provided in this guide is intended to show general functionality and requirements of the web application. Please refer to your Forest Service regional program manager for guidance on project specifics and accomplishment reporting requirements.

Creating an Account

Access to LaSR is administered through the Forestry Mapping and Accomplishment Portal (ForMAP). ForMAP is the database of record for State and Private Forestry's Forest Stewardship, Forest Health Protection, and Landscape Scale Restoration programs. If you already have a ForMAP account for SMART or ForHealth, and will be reporting on LSR projects, you will need to request the LaSR Project Preparer role. You can do this by logging into ForMAP and selecting the *Request Authorized Changes* button from the My Account page. This will send an email message to the ForMAP Help Desk team to make the change.

A few notes about USDA eAuthentication and Login.gov

- If you are a USDA employee, please use your eAuthentication credentials to log into ForMAP.
- If you are not a USDA employee, you will need to use your existing – or create new – USDA eAuthentication or Login.gov credentials.
- In early 2023, USDA eAuthentication partnered with Login.gov to provide Public Customers multi-Factor authentication (MFA) login options for improved access to USDA websites and applications. In September 2023, Login.gov will be the only way for non-USDA users to access ForMAP. If you're new to ForMAP and USDA websites, you will need to create a Login.gov account. If you are not a USDA employee and currently use eAuthentication to log into ForMAP, we recommend creating a Login.gov account and linking it to your eAuthentication account.

- More information can be found at [Login.gov](https://login.gov).

The following are step-by-step instructions for requesting a ForMAP user account with LaSR Project Preparer permissions:

1. Open your web browser and go to the ForMAP web application: <https://apps.fs.usda.gov/formap/>.
2. If you are a USDA employee, use your existing eAuthentication credentials to log into ForMAP. If you are not a USDA employee and have existing eAuthentication credentials, click on the eAuthentication link and enter your credentials. If you do not yet have a USDA eAuthentication or Login.gov account, click on the Login.gov link and follow the on-screen prompts to create a Login.gov account.
3. Direct your browser back to the ForMAP web application: <https://apps.fs.usda.gov/formap/>.
4. This will take you to the ForMAP Registration (Create a New Account) page. From here:
 - A. Fill out the User Details section; select the state forestry division, Forest Service Region (under USDA), or Agency you are associated with from the Organization drop down menu.

Important notes to State/NGO/Institution partners:

- **You will need to select the *state agency* the LSR project is associated with, or**
- **If you will be reporting on an LSR project that is being implemented in a different state from where you are based, you will need to select the “Lead State Agency” for the LSR project.**
- **If you’re not sure which state is the Lead State Agency, please check with your Forest Service grant monitor.**

Example 1: You are the Forest Service Region 8 Landowner Assistance Program Manager. You would select *USDA Forest Service – R8* as Organization and write in “Cooperative Forestry” or “Landowner Assistance” as Organization Unit.

Example 2: You are the new grant specialist at Audubon Wisconsin. You would select *WI DNR - Division of Forestry* as Organization and write in “Audubon” as Organization Unit.

Example 3: You are a researcher with the University of Georgia, but your project takes place in Florida and their state forestry agency is the Lead State Agency. You would select *Florida Forest Service* as Organization and write in University of Georgia as Organization Unit.

- B. Under 'Employee Type', State/NGO/Institution partners should choose the State Employee radio button, and USFS personnel should choose Federal Employee. **Even though State/NGO/Institution partners are not state employees, they will need to choose *State Employee* to gain access to LaSR.**
 - C. Under the Roles section, check the "LaSR Project Preparer" box (you may have to scroll down to see it). This will give you access to LaSR. Please do not select any other roles unless expressly advised to by USDA staff.
5. Agree to the Rules of Behavior by clicking the Rules of Behavior hyperlink near the bottom, and then click *I Agree*.
 6. Finally, click *Register* to request your account.
 7. ForMAP National Administrators will receive your registration request and will act as promptly as possible. If you do not receive an acceptance email within 2 business days, please reach out to the ForMAP Help Desk – contact information on cover page of this guide.
 8. Once your account is approved, you will receive an acceptance email; whereupon you may then proceed to LaSR: <https://apps.fs.usda.gov/formap/LaSR/>.

Please note: you may need to close and reopen your browser and/or clear your browser cookies to log into LaSR for the first time. Once in, we advise saving the web address as a bookmark.

To see what your level of access is in the LaSR module, please view your respective role(s) in the Appendix table at the end of this guide.

Guide Overview

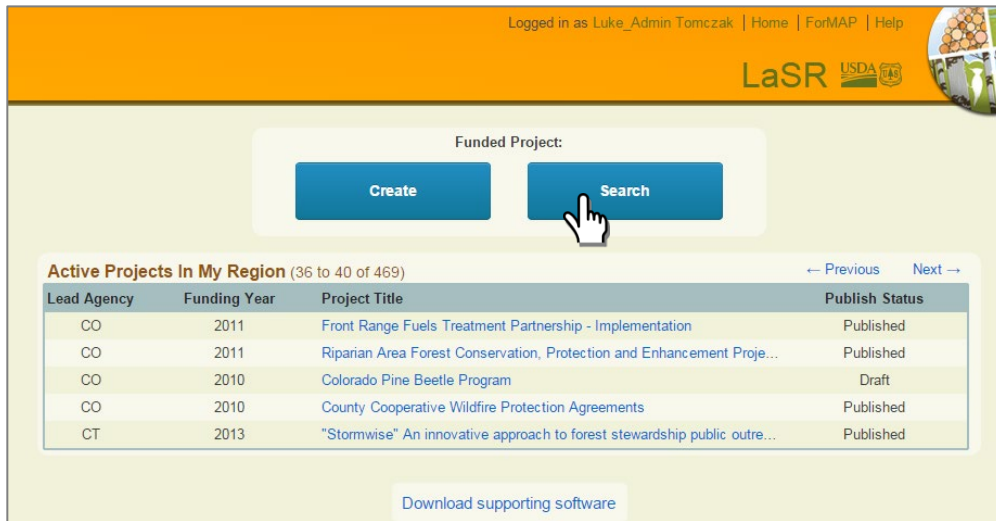
Both Forest Service personnel and state partners will be required to work together to publish the final project report. In fact, Forest Service personnel will need to initiate the LaSR project and complete some data entry before the state partners can enter information. The state partner adds information about the project, and both Forest Service and state partners need to finalize the project by publishing it in the database.

This guide can be read in its entirety, or if you are looking for specific guidance, you may search the document or click on a section in the Table of Contents (pg. 1).

Searching for LaSR Projects

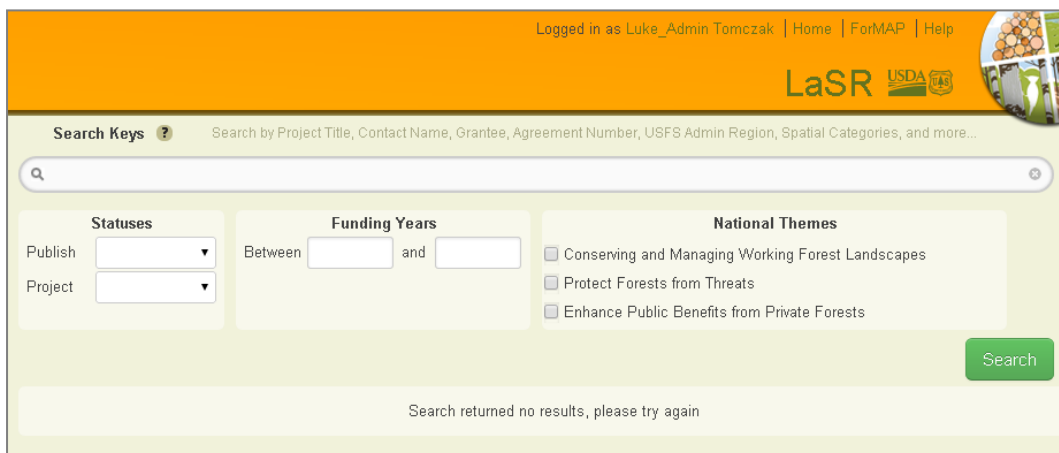
It is recommended that before creating a new project in the LaSR module, a search be made to ensure there is not already an existing record for the project.

1. From the LaSR homepage click on the Search button:



2. The Search page will appear as shown below:

- A. **Search keys** – For first time users we recommend clicking on the “?” near the top of the page next to the words **Search Keys**, this will help familiarize you with the searching and querying functionality in LaSR. See below for more details on this function.
- B. **Search Bar** – This is where the search keys will be entered to begin a search. A list of the search keys can be found in the search keys help window. This is the same window described above in the Search Keys section.



- C. **Statuses** – This allows you to narrow your search based on the Publish and Project statuses. The **Publish** dropdown has the options to search for a published project or a project that is still in draft format. The **Project** dropdown has the options to search for an active project or a completed project.
- D. **Funding Years** – This section helps you narrow a search to a range of funding years. A single year can be entered into both fields to isolate projects to that year, or two years can be entered into the fields to receive a range of results. In other words, if you enter “2015” in the first field and “2020” in the second field, the results will show all projects that were funded between 2015 and 2020.
- E. **National Themes** – These three themes are entered in a project in the Purpose and Strategy section by checking them during the project creation phase. The three National Themes that can be searched are Conserving and Managing Working Forest Landscapes, Protect Forests from Threats, and Enhance Public Benefits from Private Forests.
- F. **Search Button** – Once all of the appropriate search parameters have been entered, click the **Search** button to run the query.

Note: Not all search parameters need to be entered in order to perform a search; however, one is required for a search.

3. View the Searching and querying help window:

This is the window that will give you detailed information on how to search and query in LaSR. It includes example searches, and can be accessed in LaSR by clicking on the “?” at the search and query window.

To Search for Funded Projects:

You can search for Funded Project records based on a single or multiple search parameters. **You MUST pick at least one parameter to filter the search results.** In order to add multiple parameters, click your cursor to the right of an existing parameter and add another one. The only conditional operator used for multiple search parameters is “and”; by using this operator, only information that meets all of the conditions you specify will be shown.

One way to find Funded Projects is by using Search Keys. There are two types of Search Keys: 1) Data Search Keys, and 2) Spatial Search Keys. Data Search Keys allow you to filter the records based on data contained in the record. Spatial Search Keys allow you to search for records within a chosen spatial extent. (More details below)

Additional filters for Funded Project searching include:

- Publish Status (any, Draft, Published)
- Project Status (any, Active, Complete)

- Funding Years (range)
- National Themes (any, or one or more themes)

Data Search Keys

Data Search Keys allow you to filter the records based on data contained in the Funded Project record. You can search on nearly every field in LaSR. The Search Keys include:

Data Search Key	Example Values
Project Title	no set values; partials ok
Lead State Agency	no set values; partial ok
Contact Name	no set values; partials ok; searches for matches in both First and Last Name fields
Grantee	no set values; partials ok
USFS Contact	"First Name" "Last Name"
Agreement Number	no set values; partials ok
Project Purpose	no set values; partials ok
Strategic Issues	no set values; partials ok
Collaboration/Partners	no set values; partials ok
Integrated Delivery	no set values; partials ok
Influence Positive Change	no set values; partials ok
Deliverables	no set values; partials ok
Accomplishments to Date	no set values; partials ok
Deliverables to Date	no set values; partials ok
Challenges	no set values; partials ok
USFS Admin Region	USDA Forest Service - R1
Lead State Agency	VA Department of Forestry
Participating Agency	NC Forest Service

Outcome	Water quality and quantity is protected and enhanced
Impact Area	Required

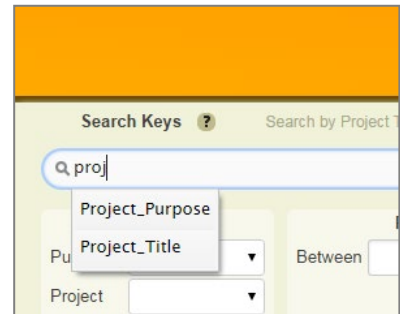
Using the Search Key

To search for Funded Projects using a Data Search Key, start by typing in the Search Key name (e.g. “p” for Keys starting with p). Next, click (or use the up/down arrows and Enter key) to **select** the Search Key that appears.

Next, enter or select a search value for the chosen Key.

For Project Title, Contact Name, Grantee, Agreement Number, Project Purpose, Strategic Issues, Collaboration/Partners, Integrated Delivery, Influence Positive Change, Deliverables, Accomplishments to Date, Deliverables to Date, and Challenges Keys, type in a full or partial string of what you’re searching for and click Enter.

For USFS Admin Region, Lead Agency, Participating Agency, USFS Contact, and Outcomes type in some letters of the value (i.e. “Rocky Mou” or “Colora”) you are looking for, and then click (or use the up/down arrows and Enter key) to select from the values that appear.



<p>Search Keys ? Search by Project Title</p> <p>Q PROJECT_TITLE: private forest</p> <p>Statures</p> <p>Publish Published Between</p> <p>Project</p>	<p>Search Keys ? Search by Project Title</p> <p>Q COUNTY: am</p> <p>Statures</p> <p>Publish Pub Between Fun</p> <p>Project</p> <p>Amite County, MS</p> <p>Amelia County, VA</p> <p>Amherst County, VA</p> <p>Amador County, CA</p>
<p>Type in 'free' text for Project Title, Contact Name, Grantee, Agreement Number, Project Purpose, Strategic Issues, Collaboration/Partners, Integrated Delivery, Influence Positive Change, Deliverables, Accomplishments to Date, Deliverables to Date, and Challenges Keys</p>	<p>Pick from list for USFS Admin Region, Lead Agency, Participating Agency, and Outcomes</p>

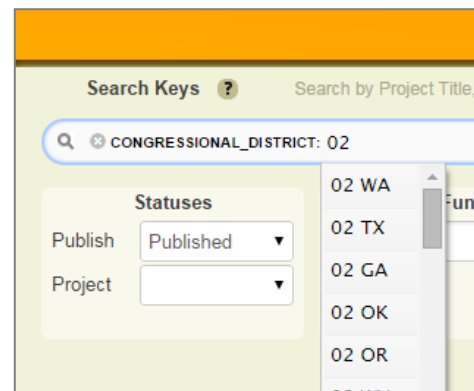
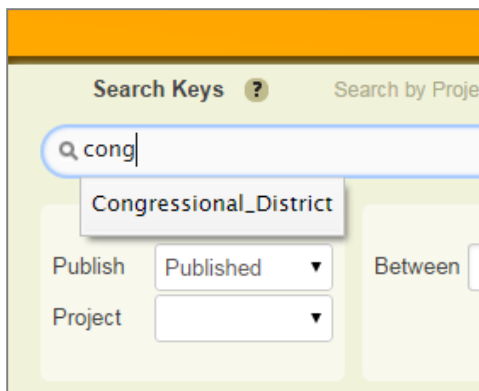
Spatial Search Keys

Funded Projects can be searched for within the boundaries of a select set of spatial categories. These Spatial Search Keys include the following:

Spatial Search Key (Layer)	Example Values
State	Virginia
County	Appomattox County
Congressional District	02 VA
Watershed : 10-digit HUC	Middle Cohocton River
Ecoregion	Subtropical

** Some states' national forest areas simply name the areas as "National Forests in [state]". These include: Alabama, Florida, Mississippi and Texas.*

To search for Funded Projects within one or more of these areas, start by typing in the Spatial Search Key name (e.g. "cong" for Congressional District). Next, click (or use the up/down arrows and Enter key) to **select** the Search Key that appears. Only projects that have an Impact Area will show up with this type of search. One of the more common search parameters, "state", is a spatial search; therefore only projects that have an impact area will come up with a state spatial search. If you're looking for projects associated with a particular state, the best search key to use is Lead State Agency.



Next **select** a search value for the chosen Key. Type in at least 2 characters of the value you want to look for; note that more characters will refine your choices. For example, for the Watersheds Spatial Search Key, type in "ap" to get a list of watersheds whose names contain "ap". Choose the value to search for by either clicking it, or using the up/down arrows and Enter.

4. View and export search results:

Once a search has run, a list of results and a map showing project locations will be shown (Search results image on next page). Spatial reporting for LaSR projects is new with the introduction of LaSR; this means spatial boundaries will likely not be viewable for Projects entered before 2014. You can export a list of your search results by clicking on the blue Report button. The export is an Excel

spreadsheet which has a summary of the results and a details tab with pertinent project fields such as Title, Lead Agency, Agreement, Funding, and Quantitative Accomplishments.

5. Navigate to the project of interest:

All projects matching the specified search terms will be listed and displayed on the map. Each project in the list to the left is linked to its property on the map, if applicable. Also, next to each project name are icons that represent the **edit mode of the project**, the **project status**, and also an option to **zoom to the project** if a spatial boundary exists.



The Project Name in blue is a hyperlink; when clicked, the project's Project Summary Page will open. For an explanation of the Project Summary Page, please see page 12 of this guide.

Please keep in mind the following when using the search tool in LaSR:

- Use **Next** and **Previous** to scroll through all of the results.
- From the search results window click the **project name** to view the project summary page.
- You may need to refine search parameters to find specific projects.
- Multiple parameters may be used.

Search Keys ? Search by Project Title, Lead State Agency, Contact Name, Grantee, Agreement Number, USFS Admin Region, and more...

USFS_ADMIN_REGION: USDA Forest Service - NA

Statuses
Publish:
Project:

Funding Years
Between and

National Themes
 Conserving and Managing Working Forest Landscapes
 Protect Forests from Threats
 Enhance Public Benefits from Private Forests

[Report](#) [Search](#)

Results Showing 1 to 5 of 30 matches

[← Previous](#) [Next →](#)

Parcel-Level Climate Adapta...

2017
USDA Forest Service - NA
CT

LSR - Forest Buffer Assess...

2016
USDA Forest Service - NA
MD

Developing Urban Wood Util...

2017
USDA Forest Service - NA
PA

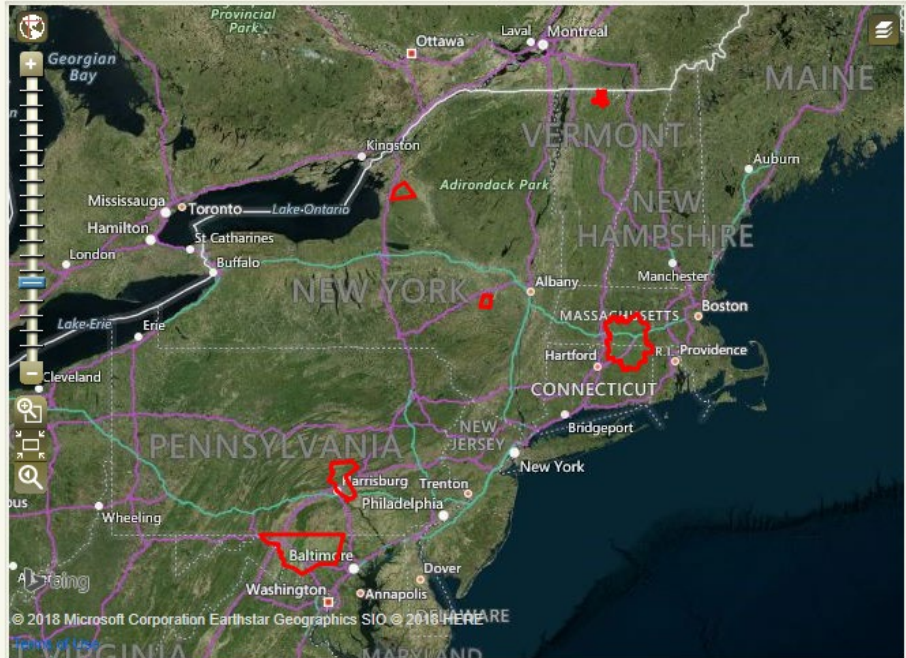
Creating Climate Resilient F...

2017
USDA Forest Service - NA
VT

Building Relationships with ...

2017
USDA Forest Service - NA
NY

[← Previous](#) [Next →](#)

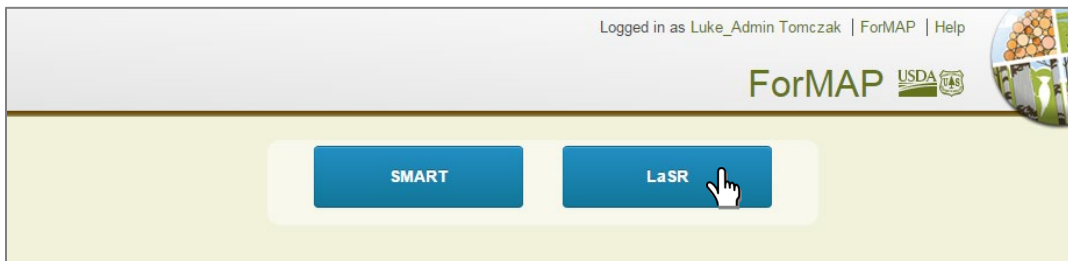


Creating a LaSR Project (for USFS LaSR Preparers)

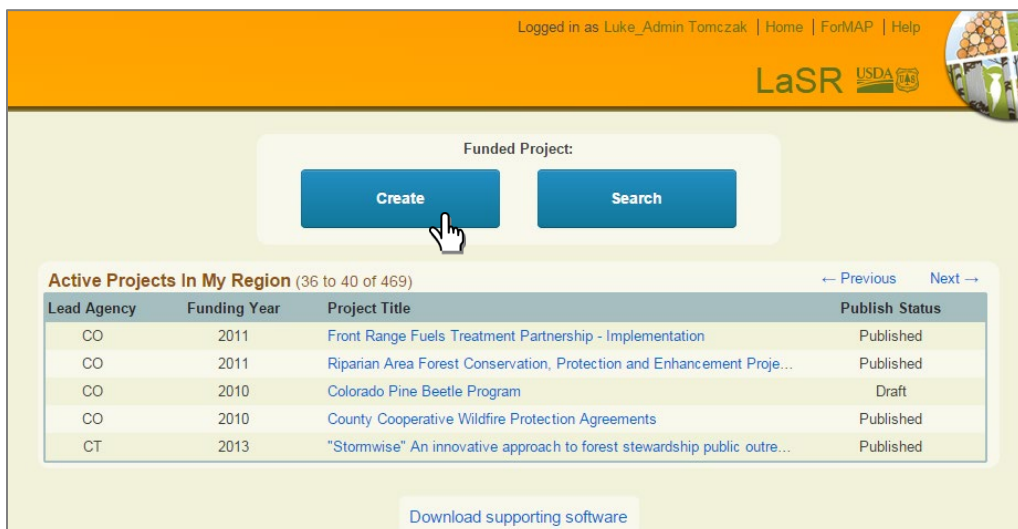
The LaSR process is initiated by a USFS LaSR preparer. The USFS LaSR preparer – generally a regional program manager – will also need to enter data into the project before the state partners can report accomplishments. After entering all necessary information, the USFS LaSR preparer “publishes” the project, whereupon the State LaSR Preparer finalizes it by entering the project’s purpose and strategy, accomplishments, and the impact area polygon. The following list describes which LaSR Preparers are responsible for entering what information:

- General Details – USFS, but can be edited by lead agency State LaSR Preparers
- Agreements – USFS only
- Purpose and Strategy – USFS and/or State LaSR Preparer
- Accomplishments – State LaSR Preparer
- Impact Area – State LaSR Preparer

1. Log into ForMAP, and from the portal homepage click **LaSR**.





2. Under Funded Project, click **Create**.



3. On the General Project Information page complete all the fields. This page must be filled out in its entirety by a USFS LaSR preparer. When the data is saved, a group of *navigation tabs* are visible in the upper left-hand corner of the page. The left-most tab, Project Design, is highlighted in brown and the General Info, Agreements, and Purpose & Strategy subtabs are visible.
 - A. In the Funding Year field **enter** the project funding year.
 - B. In the Project Title field **enter** the project title. (200 Character limit – including spaces)
 - C. In the Region field **select** the region you represent.
 - D. In the USFS Project Contact field **select** the U.S. Forest Service grant monitor (if known)
 - E. In the Contact fields **enter** the project contact’s information; this includes the contact’s first and last name, phone number, and email address. (Note: Contact information will show up in the project report).
 - F. **Click Save** to save your work.

Now that the project has been entered into the database, state partners will have access to the project. One page they won’t have access to is Agreements. For the project to be published, the *Agreements page* will need to be filled out.

Create New Project Logged in as Josh Baldwin - Fed | Home | ForMAP Home | Help

LaSR  

General Project Information

* Indicates a required field

Funding Year* <input type="text" value="2018"/>	Project Title* <input type="text" value="Colorado Fire Adapted Communities"/>
Region* <input type="text" value="USDA Forest Service - R2"/>	USFS Project Contact <input type="text" value="Josh Baldwin - Fed"/>
State Project Contact First Name <input type="text" value="Jane"/>	State Project Contact Last Name <input type="text" value="Smith"/>
State Project Contact Phone <input type="text" value="555-555-5555"/>	State Project Contact Email <input type="text" value="jsmith@example.com"/>

Save and enter Agreements details

4. On the *Agreements & Requirements page*, enter all relevant data for the project. This page is only visible to and therefore can only be edited by a USFS LaSR preparer. When entering project funds use only whole numbers. Commas, decimals, and special characters are not accepted in

LaSR. If copying over from an existing document, make sure the correct amounts are entered into the fields. (see figure below)

- In the Forest Service Funding field **enter** the amount of Forest Service funds for this project.
- In the Other Federal Funding field **enter** the amount if applicable.
- In the Non-federal State Contributions field **enter** the amount of funds coming from state funds.
- In the Non-federal Other Contributions field **enter** an amount if applicable.
- In the Grantee field **enter** the name of the grantee. Examples of grantees include state foresters, state forestry divisions, non-governmental organizations, universities, and local governmental agencies.
- In the Lead State Agency field **select** the lead agency for the project from the dropdown menu. Only one lead agency may be selected. *The state LaSR preparer cannot access the Project record until their agency has been assigned as the lead agency.
- In the Agreements section click **Add** then **enter** any project agreement/grant numbers. Multiple agreements can be added, but additions are NOT SAVED until the entire page is saved. At least one agreement number must be entered before the project can be “published” and edited by a state partner.
- In the Participating Agencies section click **Add**, and then **enter** any other agencies associated with the project. Multiple participating agencies may be added to the project. Additions are NOT SAVED until the entire page is saved.
- Click **Save** to save your work.

Project Design | Accomplishments | Impact Area | Summary

LaSR | USDA | 485

General Info / **Agreements & Requirements** / Purpose & Strategy /

Agreement Information

Forest Service Funding
\$250,000

Other Federal Funding
\$250,000

Non-Federal State Contributions
\$100,000

Non-Federal Other Contributions
\$50,000

Grantee
PLPB

Lead State Agency
CO State Forest Service

Agreements
Add
20-DG-55555555-555 Remove

Participating Agencies
Add
CO State Forest Service Remove
WY State Forestry Division Remove

Save and enter Purpose and Strategy details

Now that this essential information has been added, the project can be edited by state partners. There is no notification process in LaSR to let the state partners know it is ready for editing. We encourage USFS and state collaboration to finalize the project.

Editing a LaSR Project (for State LaSR Preparers)

Once the General Project Information and Agreements have been added by USFS personnel, the lead agency state partner rounds out the LaSR project by entering in various details. Project information can be viewed on the Project Summary Page, and tabs are used to navigate through various Project pages. Depending on what role you have, you will have access to different tabs and see different buttons on this page.

Capability Button	USFS Affiliate	State Affiliate
Report	X	X
Publish	X	X
Publish for State	X	
Edit	X	X
Edit for State	X	
Complete	X	
Reactivate	X	
Delete	Nat. Admin	Nat. Admin

* A more in-depth table of available actions is at the end of this document.

There are several distinct sections to the project summary page (figures on following pages).

- **Project Tabs** – Located under the project name, you may select any of the project’s editable pages (*Project Design, Accomplishments, Impact Area, Summary*) to view and edit tabular and GIS data.
- **Publish button** – To finalize the project in the SMART database. If not all required fields are filled out, a pop-up message will notify you of which fields still need to be entered.
- **Publish for State button** – When a state partner is *not* able publish the LaSR project themselves.
- **Delete button** – Only ForMAP national administrators have this button. If you need to delete a project, please contact the ForMAP help desk (contact information on cover page).
- **Report button** – To create a PDF report for the project with a map and all entered data. The report can be downloaded at any point during the project creation phase, as well as after it has been published.
- **General Information** – This section lists basic details about the project. Priority Lands % may take time to calculate for larger landscapes.
- **Project Update Details** – This section shows which users have updated the project.
- **Funding & Agreements** – This shows the amount and source of the funding for the project. If viewing older projects migrated from the NIC portal, a budget narrative text will be shown here.
- **Purpose & Strategy** – This field explains the purpose of the project and the detailed plan to get to the desired outcome. If viewing older projects migrated from the NIC Portal, the placeholder “Outcome” will be shown.
- **Accomplishments** – This section describes accomplishments that have been completed in this project.
- **Mapping Interface** – This map is interactive by using the zoom tools on the left. Some older projects were not required to include an impact area, so you may see this requirement text above the mapping interface.



General Information

Private Lands, Public Benefits
Project Title

USDA Forest Service - R2 2020 Draft
FS Region Funding Year Publish Status

CO State Forest Service 78.43%
Lead State Agency % in Priority Lands

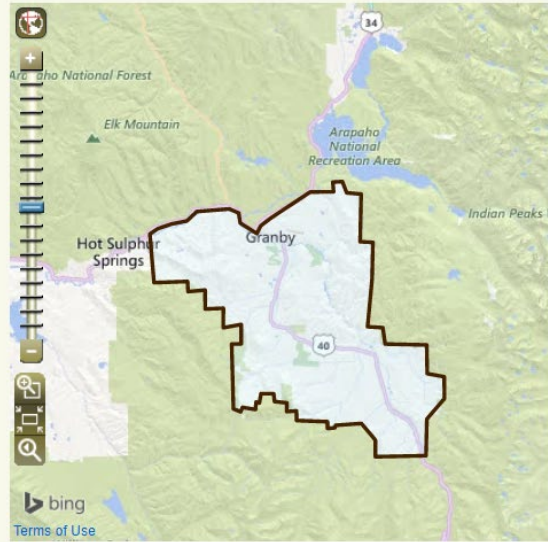
PLPB
Grantee

Jane Smith 555-555-5555 jsmith@example.com State Project Contact	Josh Baldwin USDA Forest Service - R2 555-555-5555 555@example.com USFS Project Contact
---	---

CO State Forest Service, WY State Forestry Division
Participating Agencies

[Report](#) [Delete](#) [Publish For State](#) [Publish](#)

Impact Area Map = Required



Project Update Details

Edits Underway 11/11/2020 by Josh Baldwin
FS Edit Mode Last FS Update

Edits Underway Not updated yet.
State Edit Mode Last State Update

Funding & Agreements

\$650,000	\$250,000	\$100,000	\$250,000	\$50,000
Total	Forest Service	Non-Federal/State Contributions	Other Federal Contributions	Non-Federal/Other Contributions

Purpose & Strategy

Project Purpose
Project Purpose goes here.

Primary Resource Objective
Improve important forest ecosystems

Secondary Resource Objectives
Maintain or improve water quality and watershed function
Reduce the risk of uncharacteristic wildfires

Strategic Issues
Strategic Issues go here

Integrated Delivery
Integrated Delivery goes here

Collaboration and Partners
Collab and Partners go here

Influence Positive Change
Influence Positive Change goes here

Accomplishments

Deliverables

Accomplishments to Date

Deliverables in Progress

Challenges

Quantitative Accomplishments

The tabs located under the Project title are used to navigate the project. The state partner should start on the left-most tab, *Project Design*, and fill in any missing information on the General Project Information page:

Colorado Fire Adapted Co... Logged in as Josh Baldwin - Fed | Home | ForMAP Home | Help

Project Design | Accomplishments | Impact Area | Summary LaSR USDA 645

General Info / Agreements & Requirements / Purpose & Strategy

General Project Information

* In

Funding Year*

Region*
USDA Forest Service - R2

State Project Contact First Name

State Project Contact Phone

Project Title*

USFS Project Contact
Josh Baldwin - Fed

State Project Contact Last Name

State Project Contact Email

Save and enter Agreements details

On the *Purpose and Strategy Page* enter the project Purpose, Strategies, and Resource Objectives (image below). This section can be edited by both USFS and Lead State Agency users. Projects before 2020 will have a National Themes and Outcomes section, instead of Resource Objectives. Note: it may be useful to copy and paste text from the grant application or other grant documents. The fields on this page have a 4000 character limit – including spaces. If entering text manually, save frequently!

- A. In the Project Purpose field **enter the narrative information**.
- B. In the Strategies section **enter details on the strategies being** used to implement the project. These fields are often filled in by state partners.
- C. In the Resource Objectives Section, **select a single primary objective**, and select as many secondary objectives that apply to the project.
- D. **Click Save**.

Private Lands, Public Benefits Logged in as Josh Baldwin COAll (CO) | Home | ForMAP Home | Help

Project Design Accomplishments Impact Area Summary LaSR USDA

General Info / Purpose & Strategy /

Purpose

Enter the project purpose

Project Purpose

Project Purpose goes here.

26 out of 4000 characters entered.

Strategies

- ▼ **Strategic Issues**
Strategic Issues go here
- ▼ **Integrated Delivery**
Integrated Delivery goes here
- ▼ **Collaboration and Partners**
Collab and Partners go here
- ▼ **Influence Positive Change**
Influence Positive Change goes here

Resource Objectives

Landscape Scale Restoration projects are designed to achieve one or more of the following resource objectives within the project area. Select a single primary objective, and indicate as many secondary objectives as apply to the project.

Primary Objective

- Improve fish and wildlife habitats, including for threatened and endangered species
- Improve important forest ecosystems
- Maintain or improve water quality and watershed function
- Measure ecological and economic benefits including air quality and soil quality and productivity
- Mitigate invasive species, insect infestation, and disease
- Reduce the risk of uncharacteristic wildfires

Secondary Objectives

- Improve fish and wildlife habitats, including for threatened and endangered species
- Improve important forest ecosystems
- Maintain or improve water quality and watershed function
- Measure ecological and economic benefits including air quality and soil quality and productivity
- Mitigate invasive species, insect infestation, and disease
- Reduce the risk of uncharacteristic wildfires

Save and enter Accomplishments

Next is the *Accomplishments* tab (image below). Accomplishments should be entered in by state partners. Each of the four fields – Deliverables, Accomplishments to Date, Deliverables in Progress, and Challenges – are limited to 4,000 characters (including spaces). Quantitative accomplishments were optional for FY 2019 projects; as of FY 2020, they are required. States will need to fill the quantity of at least one category. The significance of these accomplishments should also be described in the “Accomplishments to date” narrative field. Numeric accomplishments should be updated annually and should reflect the cumulative total for the project. Details on each category can be found by hovering over the informational “i” next to the category name. Numeric accomplishments will be aggregated across LSR projects to tell a national story. Once project accomplishments have been entered, **click Save** (figures below).

Accomplishments

Enter the project deliverables

Deliverables

COWRA is the web based Colorado Wildfire Risk Assessment Portal (COWRAP) which provides tools that allow individuals and planners to use the information both geospatially and narratively to compliment Community Wildfire Protection Plans, Forest Stewardship Plans, Defensible Space Plans, and briefings that inform decision makers at all levels of government. This project will allow the CSFS to deliver training and outreach in the accessibility and application of the data through COWRAP tools to county planners, sheriffs offices, fire departments, federal agencies, other states, homeowners associations, and individuals

Accomplishments to date



COWRA is the web based Colorado Wildfire Risk Assessment Portal (COWRAP) which provides tools that allow individuals and planners to use the information both geospatially and narratively to compliment Community Wildfire Protection Plans, Forest Stewardship Plans, Defensible Space Plans, and briefings that inform decision makers at all levels of government. This project will allow the CSFS to deliver training and outreach in the accessibility and application of the data through COWRAP tools to county planners, sheriffs offices, fire departments, federal agencies, other states, homeowners associations, and individuals

Deliverables in progress

Challenges

COWRA is the web based Colorado Wildfire Risk Assessment Portal (COWRAP) which provides tools that

Project Design **Accomplishments** Summary

LaSR  

Narrative / **Quantities**

Quantitative Accomplishments To Date

Entering numeric accomplishments is required for all annual reporting for funding years 2020 and later.

Enter numeric accomplishments by category and quantity below. Accomplishments for at least one category is required. The significance of these accomplishments should also be described in the "Accomplishments to date" narrative. Numeric accomplishments should be updated annually and should reflect the cumulative total for the project.

Category	Quantity	Description
Engagement ⓘ	<input type="text" value="2500"/>	People reached through outreach, education, and training
Hazardous Fuels Management ⓘ	<input type="text"/>	Acres treated to reduce hazardous fuels
Insect and Disease Management ⓘ	<input type="text" value="23"/>	Acres treated for insects and disease
Invasive Plant / Weed Management ⓘ	<input type="text"/>	Infested acres treated for invasive plants
Water Quality Enhancement ⓘ	<input type="text" value="42"/>	Acres of trees and seedlings planted to enhance water quality
Water Quality Enhancement ⓘ	<input type="text"/>	Miles of riparian forest treated to enhance water quality
Water Quality Enhancement ⓘ	<input type="text"/>	Number of trees and seedlings planted to enhance water quality
Wildlife Habitat Enhancement ⓘ	<input type="text"/>	Acres of habitat treated to enhance wildlife
Wildlife Habitat Enhancement ⓘ	<input type="text"/>	Miles of riparian forest treated to enhance wildlife

Save [and go to Summary](#)

After the project’s accomplishments have been entered, spatial information for the project can be entered by clicking on the *Impact Area* tab.

The LaSR module supports the capture of spatial data defining the boundary of the area impacted by the project. As of FY 2020, all projects require an Impact Area.

These general guidelines should be followed:

- Project Impact Areas should consider national themes identified in the 2018 Farm Bill, priority landscapes, and/or issues identified in the respective state’s Forest Action Plan.
- An Impact Area is a resolute, discrete geography. Its extent represents an area where on-the-ground activities are implemented during the project.
- The LSR program does not consider a state boundary or multiple state boundaries as Impact Areas.

- Large projects such as multiple treatments across a watershed or multiple forest ownerships may encompass significant acres, while smaller individual site-based activities (e.g. riparian tree planting) might be only a few acres.

Impact Area Polygons

Although LaSR supports “screen digitizing” the boundary of an Impact Area, **it is often more efficient and accurate to upload the boundary from an existing, authoritative dataset** (e.g. a county boundary from a state’s GIS data repository) using the ShapeUp tool. This can save time and reduce the chance of errors, particularly when dealing with complex boundaries.

If an Impact Area consists of more than one geographic area, such as multiple watersheds, the impact area should consist of one multi-part polygon (details below).

For performance reasons, there is a 10,000 vertex limit applied to any polygon in LaSR. If you attempt to upload a polygon with more than 10,000 polygons, the web application will display an error. The Help Desk is available to assist in simplifying the polygon (contact information on cover page).

Drawing an Impact Area

- From the Impact Area Page click **Draw** in the toolbox in the bottom right hand corner.



- A red circle will be visible at the end of your cursor. The center of this circle is where points will be created as you digitize the Impact Area.
- Zoom in to a comfortable scale for your project and begin left-clicking along the boundary of the impact area. The web application allows you to pan as you go without losing what you have already digitized by clicking and holding down the mouse to drag the map. Once you have digitized the complete impact area, double click to finish. Be sure to click Save when digitizing is complete.

You have the option to Add Layers to help digitize the impact area – in the upper right-hand corner of the map. When you click it, a list of available layers is shown (Figure 1 below). From this list you can choose one base layer and as many overlays as you would like to be added to your map. You can also click the Add Layer button if you would like to add map layers from an online GIS server (Figure 2

below). Many state GIS divisions host their own map services, so you may want to check with your state's GIS office to see if these are available for use.

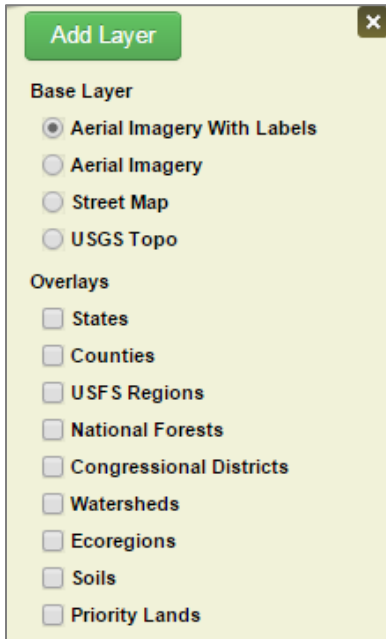


Figure 1

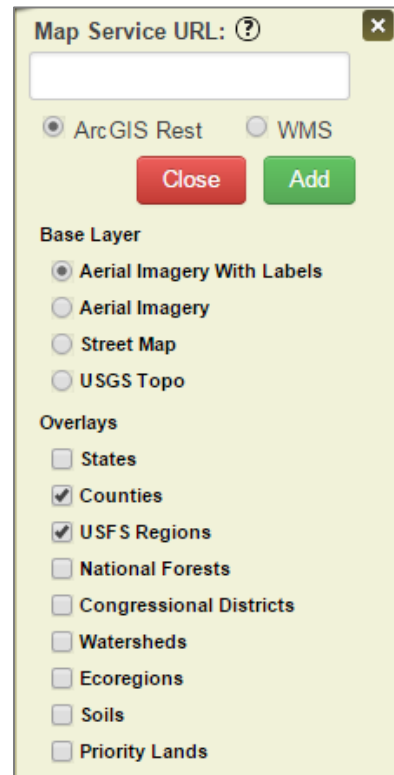


Figure 2

D. Editing tips for the polygon:

- Pressing the **esc** key on the keyboard will remove everything created to that point
- Using **ctrl+z** will delete the most recent line segment drawn back to the last vertex
- You can pan while digitizing by left-clicking and holding the mouse button; this allows you to pan through the map.

E. Click **SAVE** to save the project boundary. A box will pop up in the upper right hand corner letting you know your project was saved successfully. An example of a digitized impact area is below.



Adding an Impact Area using ShapeUp

The SMART ShapeUp tools are available for download from the Supporting Software Page, accessed from your SMART or LaSR home page, as well as here:

<https://apps.fs.usda.gov/formap/LaSR/LaSRHome/Downloads>.

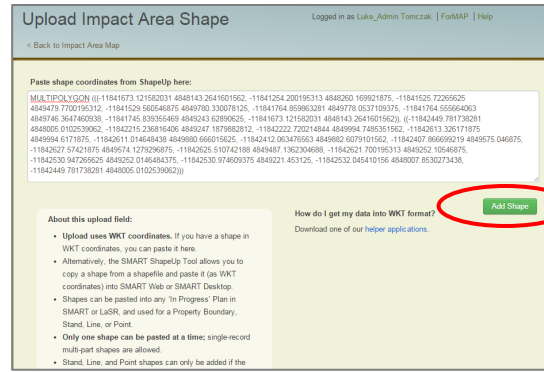
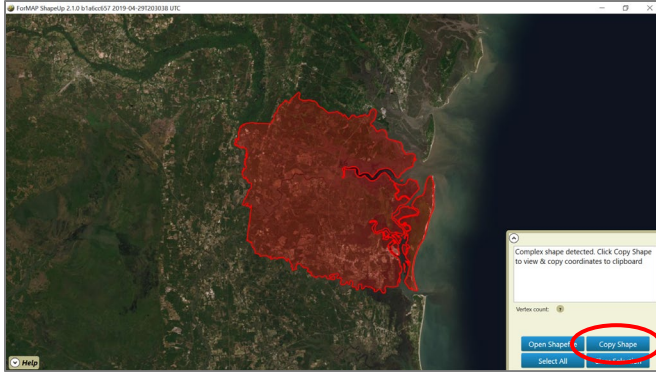
For the desktop version, please unzip the downloaded folder and open the “SMARTShapeUp.exe” file. This will open the software. There is an information box in the lower left hand corner that explains what ShapeUp is and how to use it.

For the ArcMap add-in, a Help Document is provided in the ShapeUp download folder. This will lead you through the process of installing and using the tool.

If additional assistance is needed please contact the ForMAP Help desk at 303-275-5341, or email Josh Baldwin at joshua.c.baldwin@usda.gov or SM.FS.formap@usda.gov.

Option one: upload using the desktop ShapeUp tool.

- A. Click **Upload** from the mapping toolbox; this will open the Upload Impact Area Shape page.
- B. Open the ShapeUp desktop tool; open the shapefile, click on the shape, and click **copy shape** in the coordinates window. The ShapeUp window will either show the text to be copied or a warning that a complex shape was detected (image below).
- C. Navigate back to the Impact Area Upload page and paste the WKT coordinates (ctrl-V or right-click, paste) into the shapefile coordinates text box.
- D. Click **Add Shape**.
- E. Click **save** in the mapping toolbox.



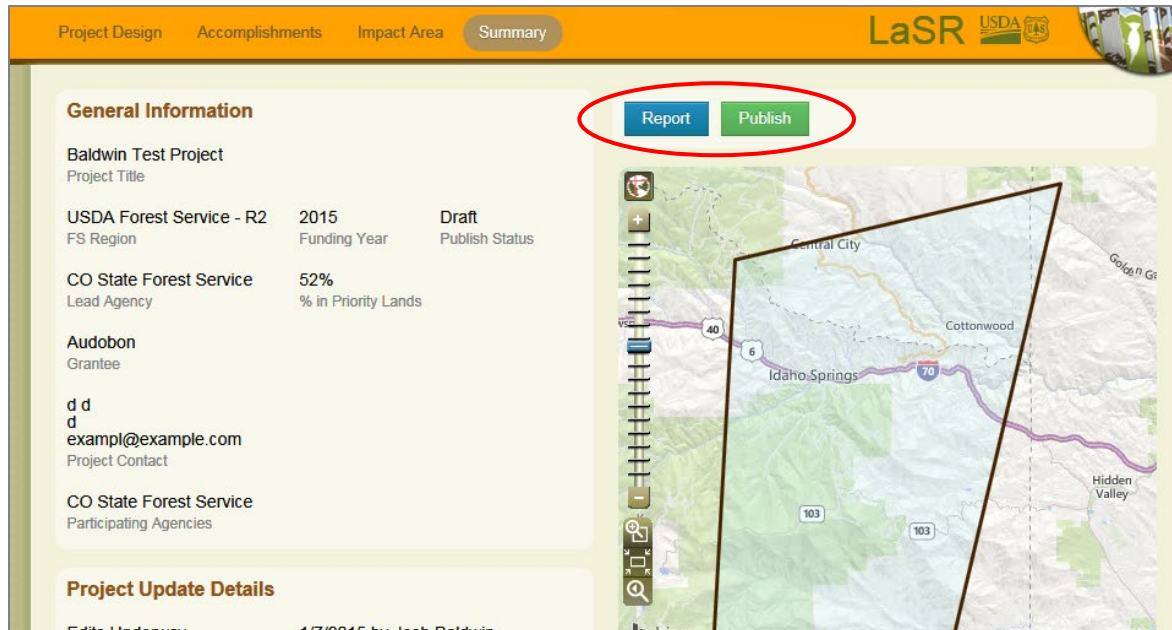
Option two: upload using the ShapeUp Add-in for ArcMap.

- A. Click **Upload** from the mapping toolbox; this will open the Upload Impact Area Shape page.
- B. Click the **Selected Geometry to WKT** icon on the ArcMap toolbar (figure with red arrow below);
- C. **Select** the polygon of interest.
- D. Click **Copy to Clipboard**. (See figure on next page)
- E. Navigate back to the Impact Area Upload page and paste the WKT coordinates (ctrl-V or right-click, paste) into the shapefile coordinates text box.
- F. Click **Add Shape**.
- G. Click **Save** in the mapping toolbox.

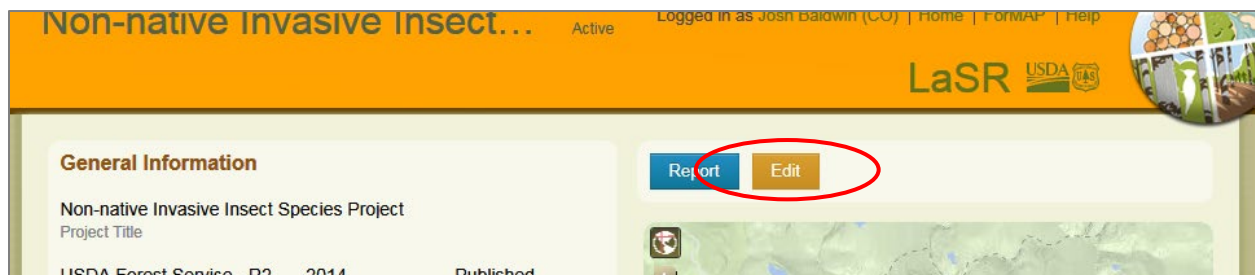


Publishing a LaSR Project

Once all project information is added, the project will need to be “published”. After both USFS and state partners have pressed the **Publish** button, it will go from being in Draft status to Published status. The **Publish** button is found on the Project Summary Page. **The green Publish button will finalize the project into the database.** The blue **Report** button will initiate a download of the project report.



Once published, there will be an orange **Edit** button visible on the Project Summary Page. *By clicking **Edit** you may open the project back up for editing.*



There are a few things to keep in mind when ready to publish your project:

- Collaboration is encouraged between the USFS and State LaSR Preparers. Please stay in contact with each other during the LaSR project data entry phase.
- Any Project, regardless of status or completeness, can be deleted by a ForMAP National Administrators. Please contact the ForMAP Help Desk (contact information on cover page) to initiate a deletion.

- Only “Published” Projects are viewable by the Public and LaSR browsers.

Marking a LaSR Project as Complete

After the grant runs its course, and all accomplishments have been recorded in LaSR, the project should be closed out and marked as “Complete”. Any project that has been published by both the USFS and state partners will have the ability to be marked as complete; however, only the USFS LaSR Preparer will see - and can click on - the **Complete** button (image below). Please keep in mind that:

- Complete Projects are not editable
- Complete Projects are not visible in home page widgets
- USFS LaSR Preparers can see and click the **Reactivate** button to reopen the Project for editing



Migrated Redesign Projects

Redesign Projects from the National Information Center (NIC) database

- In 2014, all Draft and Published project records were loaded from the NIC Redesign database into LaSR. Since there were no spatial data associated with these projects, LaSR Preparers are welcome, although not required, to enter polygon data into the older projects.
- Adjustments to some of the fields have been made to account for differences in data structure and validation.
- Projects from NIC can be Published & Completed without the same data required to Publish 2014 (and beyond) Projects.
- Funding data as 4 numeric values was not tracked in NIC, but rather as a narrative field called "Budget". The narrative will display on the Agreements page for USFS LaSR Preparers to view, as well as on the Summary page and output report UNTIL a user edits the LaSR Funding fields to have at least 1 non-zero value.
- Outcomes and Owere not part of the NIC data structure, but National Themes were. In LaSR, National Themes are derived based on the Outcomes that are chosen; therefore a 'placeholder' Outcome is used for NIC records so the Theme can be indicated. If a user picks an Outcome on a NIC project, the placeholder Outcome is hidden.
- Several fields are new in LaSR, as is the mapped Impact Area. Users can add any of these in to older NIC records if desired, but it is not required.

Appendix 1 – LaSR Glossary

Accomplishments to date: Narrative statement that provides a cumulative description of the project accomplishments to date. At a minimum, Accomplishments to date must be reported annually for the duration of the project and updated a final time on project completion. Accomplishment to date statement is limited to 4,000 characters.

Agreements: The U.S. Forest Service agreement number(s) that identify the grant or grants that fund the project.

Challenges: Narrative statement that describes the challenges encountered during project implementation. At a minimum, this information must be reported annually for the duration of the project and updated a final time on project completion. Challenges statement is limited to 4,000 characters.

Collaboration and Partners: Narrative statement that identifies partners actively engaged in carrying out the project and the contributions they will provide during the planning and implementation of this project. Collaboration and Partners statement is limited to 4,000 characters including spaces.

Deliverables: Narrative statement that describes the key deliverables of the project. Deliverables should be specific and measurable and occur during the life of the project. The Deliverables statement is limited to 4,000 characters including spaces.

Deliverables in progress: Narrative statement that provides a description of the project deliverables that are actively being worked on. At a minimum, this information must be reported annually for the duration of the project and updated a final time on project completion. Deliverables in progress statement is limited to 4,000 characters.

Forest Service Funding: Is the dollar (\$) amount of federal funding awarded to the grant recipient for project implementation.

Funding Year: Is the United States federal government's fiscal year in which the project was funded. The United States federal government fiscal year is the 12-month period beginning 1 October of one year and ending 30 September of the following year.

Grantee: The organization name of the grant recipient.

Impact Area: Impact areas are discrete areas where on-the-ground activities are implemented during the project and the area is being changed to some desired condition. Large projects such as multiple treatments across a watershed or multiple forest ownerships may encompass significant acres while smaller individual site-based activities (e.g. riparian tree planting) might be only a few acres. A state boundary or multiple state boundaries are not discrete impact areas.

Integrated Delivery: Narrative statement that describe how complementary State and Federal programs (e.g. Collaborative Forest Landscape Restoration Program, Good Neighbor Authority) together

with partnership initiatives are used in this project to improve the delivery of public benefits from forest management. Integrated Delivery statement is limited to 4,000 characters including spaces.

Influence Positive Change: Narrative statement that describes how this project will lead to measurable outcomes on the landscape and change the condition of the forest within the project impact area. Influence Positive Change statement is limited to 4,000 characters including spaces.

Lead State Agency: Is the state forestry agency that sponsors the project.

Non-Federal State Contributions: Is the dollar (\$) amount of state contributions (cash and in-kind) for project implementation.

Non-Federal Other Contributions: Is the dollar (\$) amount of other non-federal contributions (cash or in-kind) for project implementation.

Other Federal Contributions: Is the dollar (\$) amount of other (non-Forest Service) federal contributions for project implementation.

Participating Agencies: State forestry agencies that are participating in the project.

Project Title: Descriptive title for the Landscape Scale Restoration project.

Region: The U.S. Forest Service Region that funded the Landscape Scale Restoration project.

State Project Contact First Name: First name for the person who serves as a project (or program) point of contact for the grant recipient.

Primary Resource Objective: Is the principal objective or objective of chief importance for the project from a list of identified resource objectives.

Project Purpose: Narrative statement that describes how this project will effectively address the program's purpose which is "to encourage collaborative, science-based restoration of priority forest landscapes". Project purpose is limited to 4,000 characters including spaces.

Quantitative Accomplishments to Date: The cumulative quantity of work completed for the project reported by category. Accomplishments for at least one category is required. The significance of these accomplishments should also be described in the "Accomplishments to date" narrative. Numeric accomplishments should be updated annually for the duration of the project and updated a final time on project completion and should reflect the cumulative total for the project. Categories are as follows:

Economic benefit (forest products): Logs/sawlogs produced that contribute to the forest products industry.

Economic benefit (forest products): Tons of pulpwood or biomass produced that contribute to the forest products industry.

Hazardous Fuels Management: Acres treated to reduce or mitigate hazardous fuels including prescribed fire, thinning and other actions that reduce hazardous fuels and mitigate fire risk.

Invasive Plant / Weed Management: Infested acres treated for invasive plants including chemical, mechanical and biological actions that improve forest health conditions. This does not include acres surveyed.

Insect and Disease Management: Acres treated for insects and disease including through chemical, mechanical and biological actions that improve forest health conditions.

Landowner Assistance: Private forest landowners reached through technical assistance. Include landowners known to have benefited in some significant and lasting way from the project through more than one interaction. This does not include a landowner who simply attended a technical or training session without any follow-up or were spoken to only once, such as over the phone, with no follow-up.

Silviculture (forest management): Number of acres treated exclusive of other treatments already reported in another accomplishment field such fire and/or water quality treatments. This could include timber/forest stand improvements, reforestation, or afforestation associated with a forest management activity.

Stewardship/forest management planning: Acres under a new forest management plan. A forest management plan could include a Forest Stewardship Plan; CAP 106 plan, Tree Farm plan, tax abatement plan, equivalent state forest management plan or a landscape plan. If a landscape plan, the plan must focus on discrete/specific geography such as a watershed and does not apply to a state-wide landscape level plan.

Water Quality Enhancement: Acres of trees and seedlings planted to enhance water quality including riparian buffers/planting, floodplain restoration and other actions that enhance water quality.

Water Quality Enhancement: Number of trees and seedlings planted to enhance water quality including riparian buffers, floodplain restoration, and storm water management actions that are non-structural.

Water Quality Enhancement (riparian forests): Miles of riparian forest treated to enhance water quality including riparian buffer establishment or maintenance and other actions that enhance water quality. This does not include any structural enhancements or construction (e.g. culverts).

Wildlife Habitat Enhancement: Acres of habitat treated to protect, conserve and enhance wildlife and fish habitat. Threatened and endangered species that will benefit from project activities should be included in the narrative accomplishments.

Wildlife Habitat Enhancement: Miles of riparian forest treated to protect, conserve and enhance wildlife and fish habitat. Threatened and endangered species that will benefit from project activities should be included in the narrative accomplishments.

Secondary Resource Objectives: Other resource objectives for the project identified from a list of resource objectives. This information is of greater value when discernment is used to identify project objectives.

State Project Contact Email: Work email address for the person who serves as a project (or program) point of contact for the grant recipient.

State Project Contact Last Name: Last name for the person who serves as a project (or program) point of contact for the grant recipient.

State Project Contact Phone: Work telephone number for the person who serves as a project (or program) point of contact for grant recipient.

Strategic Issues: Narrative statement that describes how the project addresses strategic issues identified in state forest action plans or restoration strategies. The Strategic Issues statement is limited to 4,000 characters including spaces.

Total Project Costs: Is the sum Forest Service funding, non-federal state contributions, non-federal other contributions and other federal contributions and represents the full cost of the project from all sources and contribution types.

USFS Project Contact: The U.S. Forest Service program manager or specialist that serves as a point-of-contact for the project.

Appendix 2 – User Roles

LaSR Project Available Actions by User Roles

* View includes view of Summary Page and View of Projects in Search Results

Actions with "(as Lead)" noted indicate that the user's State Org = the LaSR Projects Lead Agency Org

Actions with "(as Participating)" noted indicate that the user's State Org = one of the LaSR Project's Participating Agency Orgs

Actions with "(not affiliated)" noted indicate that the user's State Org <> Lead Agency Org and <> one of the LaSR Project's Participating Agency Orgs

		LaSR Project Action									
		Create Projects	Edit/Publish Draft Projects on behalf of State (as Lead)	Edit/Publish Draft Projects (as Participating or not affiliated)	View* Draft Projects (Lead)	View Draft Projects* (Participating Agency)	View Draft Projects* (not affiliated)	Complete Published Projects	View* Published Projects	Delete Projects	Download Published Report
State Org Affiliated	State Org + LaSR Preparer	No	Yes	No	Yes	Yes	No	No	Yes	No	Yes
	State Admin	No	No	No	Yes	Yes	No	No	Yes	No	Yes
	Browser	No	No	No	No	No	No	No	Yes	No	Yes
		LaSR Project Action									
		Create Projects	Edit / Publish Draft Projects on behalf of State	Edit / Publish Draft Projects on behalf of USFS	View Draft Projects*			Complete Published Projects	View* Published Projects	Delete Projects	Download Published Report
USFS Org affiliated	USFS Org with "region" + LaSR Preparer Role	Yes	Yes	Yes	Yes			Yes	Yes	No	Yes
	USFS w/o Region + LaSR Preparer Role	Yes	Yes	Yes	Yes			Yes	Yes	No	Yes
	Browser	No	No	No	No			No	Yes	No	Yes
	National Admin	No	No	No	Yes			No	Yes	Yes	Yes