**LaSR Reporting Quick Guide**

This guide outlines procedures for reporting on Landscape Scale Restoration (LSR) grants through the U.S. Forest Service, State, Private, and Tribal Forestry (SP&TF) Program. The first workflow below describes the steps to create and publish a new LSR project record. Once the award letter has been received, the Forest Service grant monitor creates and publishes a record in the Landscape Scale Restoration (LaSR) module accessed through the 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 use existing (or create new) USDA credentials and create a LaSR account in ForMAP. This can be done by directing your browser to <https://apps.fs.usda.gov/formap/> and registering for an eAuthentication or Login.gov account. Once your USDA account is active, you can then apply for a ForMAP (i.e. LaSR) account.

1. **New LSR Projects**
	1. Forest Service Grant Monitor searches for the Project to ensure a record has not yet been created (Pages 5-10 in LaSR User Guide)
	2. Forest Service Grant Monitor goes to the LaSR webpage (link above) and clicks on the Create button
	3. Forest Service Grant Monitor enters General Project Information (Page 11)
		1. 7 fields of data on this page are required to publish the project
	4. Forest Service Grant Monitor enters Funding and Agreements Information (Pages 11-13)
		1. USFS should notify grantee that it is available for updating
	5. The Grantee enters (pages 18-20)
		1. Purpose and Strategy
		2. Resource Objectives
	6. Grantee enters – and updates progress annually – project Accomplishments (Pages 21-22)
		1. Deliverables
		2. Accomplishments to date
		3. Deliverables in progress
		4. Challenges
	7. Grantee uploads or draws a project Impact Area (Pages 23-26)
		1. Should be a geographic location where the project is designed to influence or impact (more information in the User Guide)
		2. Use the ShapeUp tools to upload an existing shapefile (preferred method) or use on-screen digitizing techniques
	8. When complete, BOTH the Forest Service Grant Monitor and Grant Recipient reviews the project record and clicks the Publish button
2. **Ongoing LSR projects**

Several months prior to the annual reporting deadline, the U.S. Forest Service will reset all projects to Draft status and notify Grant Monitors and Program Managers

* 1. Grantee searches for the project or clicks on it in the Active Project home page widget (Pages 5-10)
	2. Grantee clicks the Edit button 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 21-22)
		1. Accomplishments to date
		2. Deliverables in progress
		3. Challenges
	5. Grantee uploads or draws in a project Impact Area, if not yet done (Pages 23-26)
	6. When the Grantee is done editing, they click the Publish button– an email will be automatically sent to the U.S. Forest Service contact
	7. When complete, BOTH the Forest Service Grant Monitor and Grant Recipient reviews the project record and clicks the Publish button

**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.

The LaSR reporting deadline may change from year to year. Please check with your Forest Service grant monitor or program manager for the latest information.

Project records are designed to be visible and searchable not just by the public, but by congressional members and appropriators.

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.

An 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 in the LaSR User Guide.

Please contact the ForMAP Help Desk with any questions:

* joshua.c.baldwin@usda.gov
* sm.fs.formap@usda.gov
* <https://www.formap.info/contact-helpdesk/>
* 303-275-5341