

Overview: Annual Performance Reporting

There are two basic types of reporting:

	Grant reporting	Annual Performance Reporting
Purpose	accountability for specific grant	publicize key issues, selected facts, accomplishments and highlights
Covers	objectives and expenditures of each grant	All accomplishments of state forester and cooperators with direct or indirect support of S&PF
Timeframe	Timeframe and reporting periods of each grant	Cover accomplishments Oct. 1 – Sept. 30 each year
Audience	Program managers and auditors	U.S. Congress, Forest Service Washington Office, other politicians, partners and media
Includes	Progress & final reports, financial reports	Web-based info “Fact sheet” given to Congress
Examples	see other sections of this manual	See http://www.wflcenter.org/sapf/state_fact_sheets.php

Each program has its own annual reporting system.

Program	Reporting System	How to get into the reporting system
Forest Action Plans (SWARS) & overall	State Fact Sheets (SFS)	National Information Center Portal (NIC) http://spfnic.fs.fed.us/nicportal/
	“Redesign”(competitive grants)	
U&CF	Community Accomplishments Reporting System (CARS)	<i>Write down here:</i> <i>Your Account ID: _____</i> <i>Your Password: _____</i>
	UCF grants (<i>only for states that give cash subgrants to communities</i>)	
Legacy	Forest Legacy Information System (FLIS)	
Stewardship	Stewardship Mapping and Reporting Tool (SMART)	http://spfnic.fs.fed.us/hd/
Forest Health / Invasive Species	State/island input to the regional Forest Health Highlights Report (for past reports, see “Forest Health Highlights” at http://www.fs.fed.us/r5/spf/publications/forest_health/)	When requested by the Forest Service program manager
Conservation Education	Conservation Education (NICE) - optional	http://na.fs.fed.us/nice/ To set up a new account, contact Tim Williams, twilliams@fs.fed.us

Helpful hints:

- At the beginning of each year (October 1), take note of what things will be reported at the end of the year (after Sept. 30), and set up your own system to have your staff track that information. It might not be the same as the previous year and it might not be the same as what you put in your grant objectives.
- Every spring you will receive Funding Advice with deadlines, and every fall you will receive letters or emails giving you deadlines for CARS, etc. Make those deadlines! Those numbers will be automatically copied into the State Fact Sheets. If you do not report in SMART, CARS, etc, then the State Fact Sheets given to VIPs will show zeroes.
- Write “success stories” for each program and then use them again in the State Fact Sheets and other publicity. These should be highlights of your most interesting or successful projects or initiatives. These narratives are NOT the place to discuss weaknesses or overwhelming challenges.
- If you have trouble with the account numbers and other aspects of using these websites, contact the NIC Portal Help Desk by phone at 651-649-5262 or by email at spfnic@fs.fed.us - their staff have spent a lot of time on the phone with island foresters; they are friendly and helpful.