

# Reporting Accomplishments in the Fire Adapted Communities ARM

User Guide



# Table of Contents

The Big Picture	1
Important Response ARM Information	3
GARP Account	4
Reporting Guidance	5
Viewing List of State and Volunteer Fire Program Grants	6
Reviewing Accomplishments – Volunteer Fire Program Grants	7
Planned Accomplishments – State Fire Program Grants	10
Adding Accomplishment Reports – State Fire Program Grants	11
Reporting on Communities Assisted - Hazardous Fuels Treatments	13
Reporting on CWPPs	16
Reporting on CWPPs – Select on Map	18
Reporting on CWPPs – Upload Shapefile	19
Reporting on CWPPs – Upload KML	20
Reporting on Other Plans & Risk Assessments	21
Reporting on Prevention Education	23
Save Draft or Complete Accomplishments	25
Viewing a State Fire Grant Accomplishments Report	26
Locked Editing for a Report	31
Create a New KML File	32
Map New CWPP Polygon	34
Modify (Edit) an Existing Polygon	35
Delete Polygons	36
Export Your KML File	37
Layers (Optional Step)	38





# The Big Picture

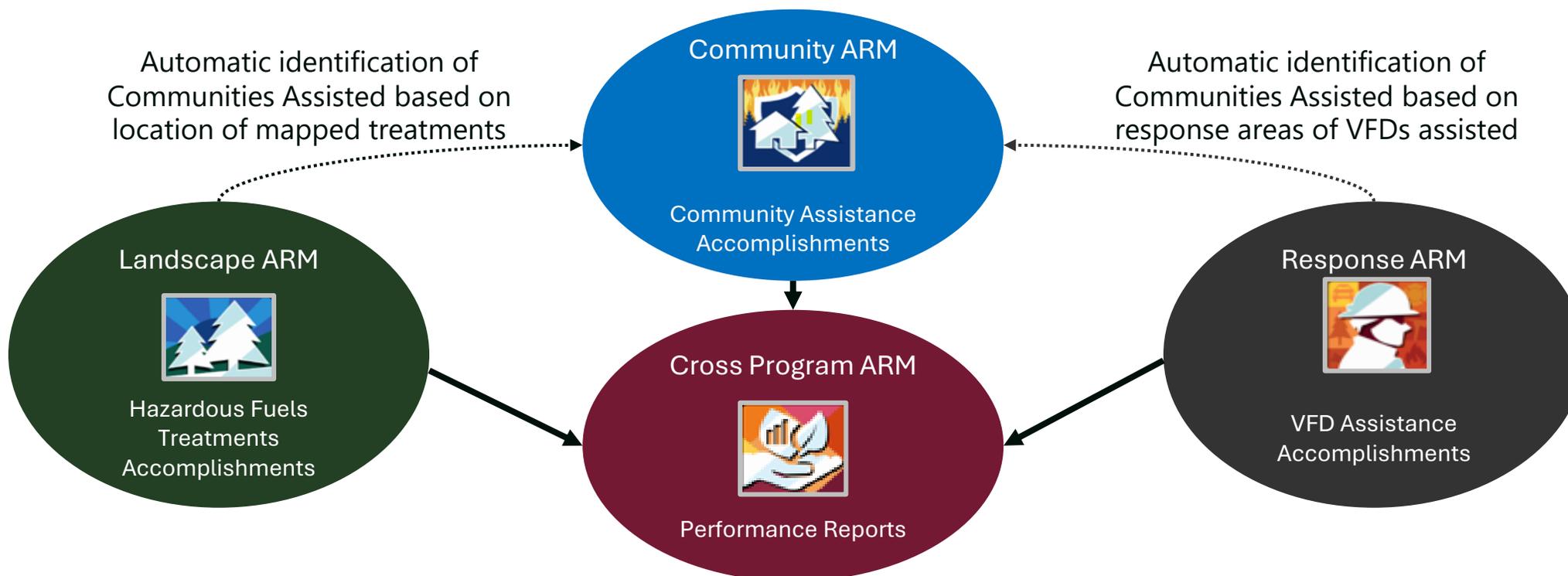
The Fire Adapted Communities Accomplishment Reporting Module, also called the Community ARM, is for reporting where and how federal grant funds are being invested to meet the objectives of making communities more adapted to co-existing with wildfire and is where you will:

- Report accomplishments for CWPPs, fire management plans, community assessments, and prevention education campaigns and programs
- Provide mapped CWPP boundaries
- Review Communities Assisted automatically identified through the intersection with:
  - Mapped CWPP boundaries
  - Mapped hazardous fuels treatments from the Landscape ARM
  - Mapped response boundaries for VFDs assisted from the Response ARM
- Select Communities Assisted on a map assisted by fire management plans, community assessments, prevention education and unmapped fuels treatments

This User guide is focused on reporting accomplishments funded by State Fire and Volunteer Fire Program grants, but the Community ARM also supports full performance reporting for CWDG grants. Please consult the resources specific to CWDG grant reporting [here](#).

# The Big Picture (Continued)

Before you begin, it is important to understand how the Community ARM interacts with the other modules in GARP. The three outer ARMs are where distinct program accomplishments are reported and then are automatically fed into the grant Performance Reports in the Cross Program ARM. Community ARM, shown in blue, is where the Community Assistance Accomplishments are reported. The mapped treatments from the Landscape ARM and the response boundaries of VFDs assisted are also used to automatically identify the communities assisted in the Community ARM.





# Important Response ARM Information

## Community ARM Benefits

- Community ARM aggregates your community assistance accomplishments into a national dataset so that NASF and the USDA Forest Service (USFS) can demonstrate the impact and value of the investments in these programs to Congress and the White House

## What is a Community?

- It is critical to show where communities are being assisted, but it is difficult to define what a “community” is, so NASF and the USFS have chosen Census County Subdivisions to use as the proxy for “communities” when identifying where assistance is being delivered at the local level. You can explore these [here](#)

## State vs. Volunteer

- For State Fire Program grants, you will report Community Assistance accomplishments completed within a selected reporting period. However, for Volunteer Fire Program grants, Community Assistance will be automatically calculated using the VFD assistance reported in the Response ARM, so this information will simply be reviewed in the Community ARM

## Mapped Boundaries

- Funded CWPP (plans that meet HFRA minimum requirements) must be mapped. Community ARM allows you to select a known area as the CWPP boundary from a reference map (e.g., select from Counties, Census Designated Places, etc.). If the CWPP area is unique, you can upload a shapefile or KML file with the boundary

## What are Assisted Communities?

- Communities will be automatically identified as assisted when a Census County Subdivision is intersected by:
  - A mapped fuels treatment funded by a State Fire Program grant in Landscape ARM
  - A mapped CWPP funded by a State Fire Program grant in the Community ARM
  - A mapped response boundary whose VFD was assisted by a Volunteer Fire Assistance grant in the Response ARM

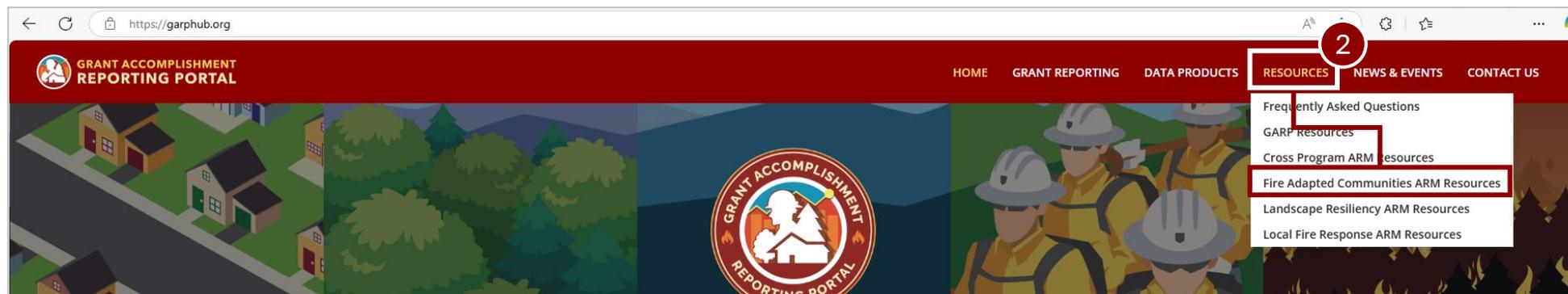
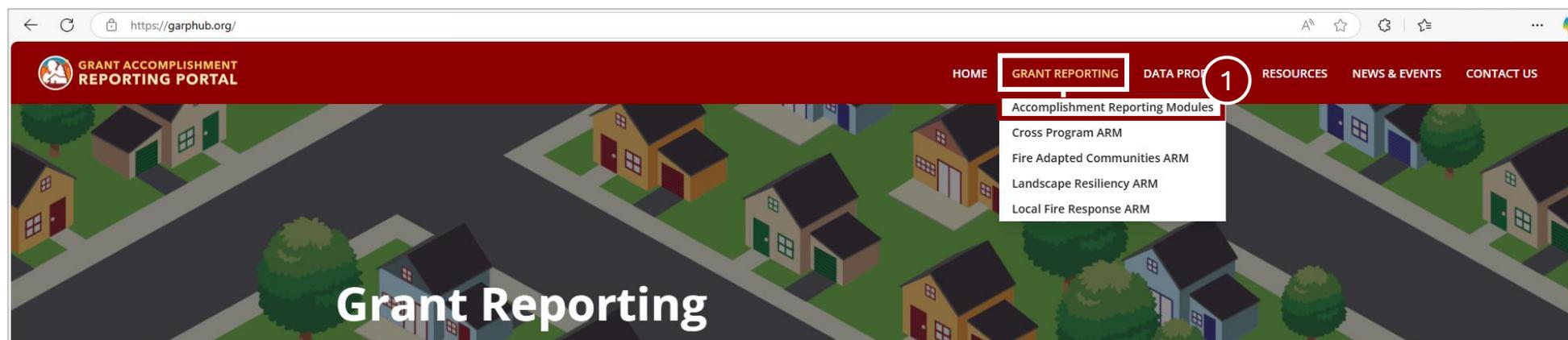
## Supported Grants

- To see the list of grants supported in the Community ARM, please go [here](#) and scroll down

# GARP Account

If you don't already have one, you will need a GARP account approved as a Community ARM State Grant Manager to get access to the features described here. **Google Chrome** or **Microsoft Edge** are the supported and preferred browsers for this application.

1. You can Sign Up for an account from the GARP website [here](#), which is located under “**Grant Reporting**” under “**Accomplishment Reporting Modules**”
2. To learn how to sign in or sign up, please see the Sign Up and Sign In Video or guide at the GARP website [here](#), which is located under “**Resources**” under “**Fire Adapted Communities ARM Resources**”
3. If you sign in and do not see the authority you would expect, please contact [support@garphub.org](mailto:support@garphub.org) for assistance





# Reporting Guidance

1. You can review the business rules for the reporting elements you will be responsible for in the Community ARM by selecting “**Reporting Guidance**” from the header or visiting the link [here](#)
2. Open the “**State & Volunteer Fire Grants Quantitative Accomplishments Business Rules**” card to review the details by selecting the chevron
3. If needed, you can use the “**Print**” button for offline reference to these details

**Note:** You do not need to be signed In to view this information.

**FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE** HOME REPORTING **REPORTING GUIDANCE** PPR SUPPORT Oklahoma GrantManager v1.0.4.235

## Reporting Guidance

**CWDG Quantitative Accomplishments Business Rules** [Chevron Down]

**CWDG Mapping Requirements** [Chevron Down]

**State & Volunteer Fire Grants Quantitative Accomplishments Business Rules** [Chevron Up]

### State Fire Program Grants

**Communities Assisted through Hazardous Fuels Treatments**

1. Number of Communities Assisted through Hazardous Fuels Treatment investments, based on intersection of Census County Subdivisions with mapped boundaries of treatments funded and completed in the reporting period.
2. Number of Communities Assisted through unmapped Hazardous Fuels Treatment investments, based on grantee selection of Census County Subdivisions where unmapped treatments were completed.

**CWPP Funding**

Enter the total dollar amount of federal State Fire funds expended during the reporting period to complete, or support the eventual completion of, CWPP development or revisions. Include costs of funded positions directly attributable to CWPP development/revision. Include funding for Community Risk Assessments performed directly in support of the CWPPs being reported here.

**CWPP Details**

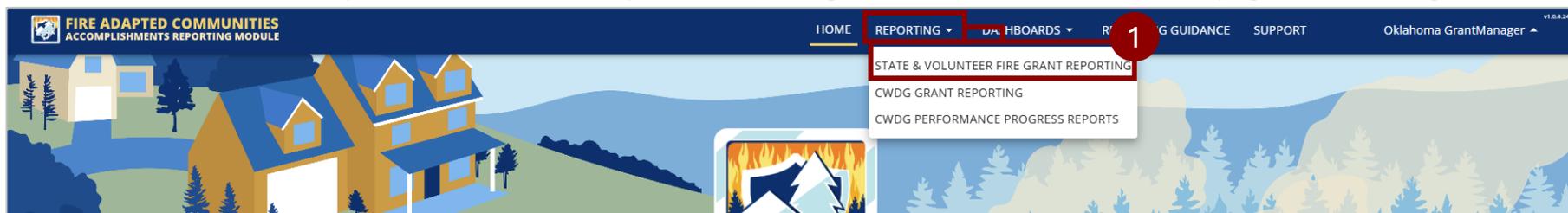
For each CWPP completed during the reporting period:

1. Enter the Plan title for the CWPP
2. Enter the CWPP Plan Effectiveness Date or use an estimated date if the CWPP is not complete but is only awaiting final signatures."



# Viewing List of State and Volunteer Fire Program Grants

1. From the “Reporting” drop down, select “STATE & VOLUNTEER FIRE GRANT REPORTING”
  2. Here you will see a table with all the program grants for your organization that were set up in the Cross-Program ARM by USFS staff
- Note:** If any active grants that are missing, please contact your grant administrator for your USFS Region.
3. Select “View” for the Grant for which you wish to view accomplishments, using the arrows at the bottom of the page to see more grants if needed



Funding Year	Funding Program	Grantee	Award ID	Actions
2024	IJJA State Fire Assistance	Oklahoma Forestry Services	11-DG-1111112024	View
2024	IJJA Volunteer Fire Assistance	Oklahoma Forestry Services	24-DG-10987654321	View
2024	Joint Chiefs Landscape Restoration Grant	Oklahoma Forestry Services	13-DG-1111112024	View
2024	Southern Mitigation Grant	Oklahoma Forestry Services	14-DG-1111112024	View
2024	State Fire Capacity - Core	Oklahoma Forestry Services	12-DG-1111112024	View
2024	Volunteer Fire Capacity	Oklahoma Forestry Services	24-DG-12345678901	View
2023	IJJA State Fire Assistance	Oklahoma Forestry Services	11-DG-1111112023	View
2023	IJJA Volunteer Fire Assistance	Oklahoma Forestry Services	23-DG-10987654321	View
2023	Joint Chiefs Landscape Restoration Grant	Oklahoma Forestry Services	13-DG-1111112023	View
2023	Southern Mitigation Grant	Oklahoma Forestry Services	14-DG-1111112023	View



# Reviewing Accomplishments – Volunteer Fire Program Grants

Unlike the reporting for State Fire Program grants, which require reports to be completed, Volunteer Fire Program grants will have all Community Assistance **accomplishments to date automatically calculated based on reporting that happens in the Response ARM**; you can see the Response ARM learning resources [here](#). When records in the Response ARM are marked up with Actual Federal Project Investment funding from a specific federal grant, the mapped response boundaries from the associated VFDs are intersected with the Census County Subdivision map to identify each community assisted.

**Note:** If the VFD’s response boundary is not mapped in the national dataset, no communities will be identified for this assistance.

1. When selecting a Volunteer Fire Program grant from the list, as shown [here](#), you will be taken to the Grant Profile Page, which defaults to the “**Planned Accomplishments**” view
2. Select the “**HERE**” link to view the Planned Accomplishments in the Cross Program ARM
3. Select “**Accomplishments to Date**” to review the automatically calculated Community Assistance details

**FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE** HOME REPORTING DASHBOARDS REPORTING GUIDANCE SUPPORT Oklahoma GrantManager v0.4.3.64

**Oklahoma Forestry Services**  
IJA Volunteer Fire Assistance  
Funding Year: 2024  
Award ID: 24-DG-10987654321

**Planned Accomplishments** Back to Reporting

Planned Accomplishments for Community Assistance can be viewed **HERE** in the Cross Program Accomplishments Reporting Module. (Note: your account must be authorized for this module to view content).

**Details**

- 1 Planned Accomplishments
- 3 Accomplishments to Date



# Reviewing Accomplishments – Volunteer Fire Program Grants (Continued)

- 4. From the “**Summary**”, review the number of “**Communities Assisted through VFD Pass-Through Grants**”
- 5. Review the number of “**Communities Assisted with Other Program Investments**”
- 6. Review the number of “**Total Communities Assisted**”

**Note:** If the same community is assisted by both a VFD pass-through grant and Other Program Investment, or if two VFD response boundaries intersect the same community, the system only counts those communities once when aggregating the total number of communities assisted.

**FIRE ADAPTED COMMUNITIES**  
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING DASHBOARDS REPORTING GUIDANCE SUPPORT Oklahoma GrantManager

Oklahoma Forestry Services  
IIJA Volunteer Fire Assistance  
Funding Year: 2024  
Award ID: 24-DG-10987654321

Accomplishments to Date [Back to Reporting](#)

**Summary**

9 Communities Assisted with VFD Pass-Through Grants	15 Communities Assisted with Other Program Investments	18 Total Communities Assisted
--	---	----------------------------------



# Reviewing Accomplishments – Volunteer Fire Program Grants (Continued)

7. The communities identified are displayed on the map
8. The list of communities identified display in the “**Communities Assisted**” section

**Details**

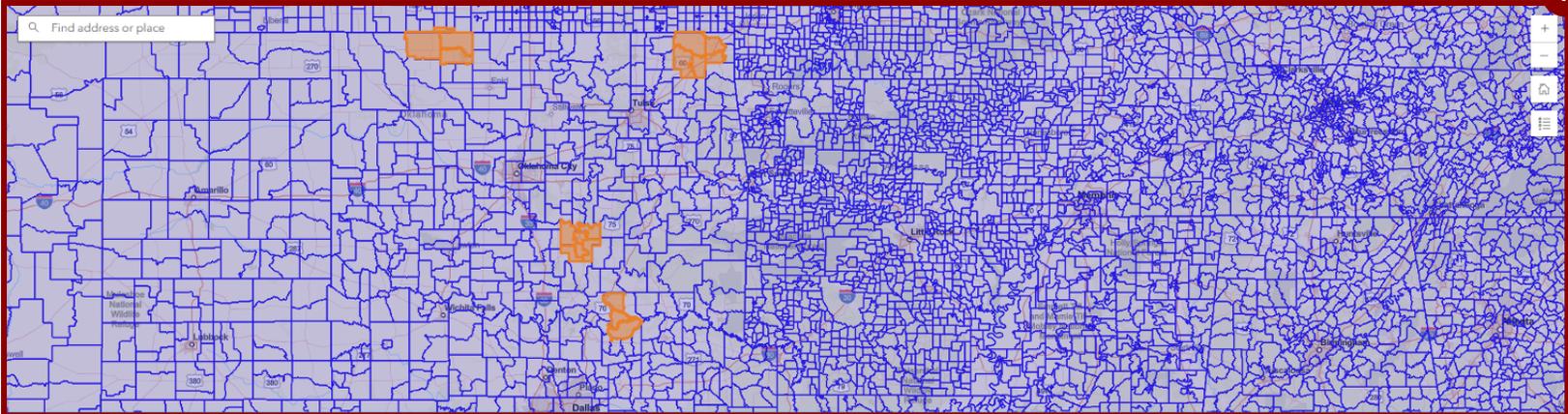
Planned Accomplishments

Accomplishments to Date

### VFD Community Assistance Accomplishments

Communities below are Census County Subdivisions that intersect mapped VFD response boundaries directly assisted by this grant.

For more details or to make adjustments, go to: [Local Fire Response ARM](#)



7

### Communities Assisted

Ada CCD, Ada CCD, Afton-Fairland CCD, Alva CCD, Cherokee CCD, Kiowa township, Miami CCD, North Alfalfa CCD, North Central Bryan CCD, North Craig CCD, Northeast Pontotoc CCD, Northeast Pontotoc CCD, Northwest Pontotoc CCD, Northwest Pontotoc CCD, Ravenna-Telephone CCD, South Central Pontotoc CCD, South Central Pontotoc CCD, Southeast Bryan CCD, Southeast Pontotoc CCD, Southeast Pontotoc CCD, Southwest Pontotoc CCD, Southwest Pontotoc CCD, Vinita East CCD, Vinita West CCD

8



# Planned Accomplishments – State Fire Program Grants

1. When selecting a State Fire Program grant from the list, as shown [here](#), you will be taken to the Grant Profile Page, which defaults to the “**Planned Accomplishments**” view
2. Select the “**HERE**” link to view the Planned Accomplishments in the Cross Program ARM

The screenshot displays the 'Planned Accomplishments' view for a grant. The top navigation bar includes 'HOME', 'REPORTING', 'DASHBOARDS', 'REPORTING GUIDANCE', 'SUPPORT', and 'Oklahoma GrantManager'. The left sidebar shows 'Oklahoma Forestry Services' with details: 'State Fire Capacity - Core', 'Funding Year: 2024', and 'Award ID: 12-DG-1111112024'. A red box labeled '1' highlights the 'Planned Accomplishments' link in the sidebar. The main content area has a heading 'Planned Accomplishments' and a 'Back to Reporting' button. A message states: 'Planned Accomplishments for Community Assistance can be viewed [HERE](#) in the Cross Program Accomplishments Reporting Module. (Note: your account must be authorized for this module to view content)'. A red box labeled '2' highlights the 'HERE' link.



# Adding Accomplishment Reports – State Fire Program Grants

Reporting for State Fire Program grants requires accomplishments reports to be completed per reporting period, which you do from the Grant Profile page of State Fire Program grants. You can report accomplishments throughout the reporting period or enter everything at the end of the reporting period. You can pick either the past reporting period or begin reporting on accomplishments for the current reporting period.

1. Once you have selected a State Fire Program grant from the list, as shown [here](#), select “**Add Accomplishments**” to get started
2. From the “**Reporting Period**” drop down, select the reporting period. In this example it is an annual reporting period; the Community ARM will automatically suggest the correct reporting period for the chosen grant
3. Select “**Continue**”

**FIRE ADAPTED COMMUNITIES**  
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING DASHBOARDS REPORTING GUIDANCE SUPPORT Oklahoma GrantManager v0.43

Oklahoma Forestry Services

State Fire Capacity - Core  
Funding Year: 2024  
Award ID: 12-DG-1111112024

Planned Accomplishments

Back to Reporting

Planned Accomplishments for Community

**Add Accomplishments**

Select the reporting period you want to review and add accomplishments for.

\*Reporting Period

2024

Cancel Continue

Details

Planned Accomplishments

Accomplishments

No Accomplishments Reported

Actions

+ Add Accomplishments



# Adding Accomplishment Reports – State Fire Program Grants (Continued)

From the Accomplishments Report, you will see the following:

4. The reporting period and report status
5. Reference to the grant you're reporting on
6. The four accomplishment Community Assistance categories to report on: “**Hazardous Fuels Treatments**”, “**CWPPs**”, “**Other Plans and Risk Assessments**”, and “**Prevention Education**”
7. Select “**Save Draft**” before you leave the report if you've made any changes you want to keep
8. To return to the Grant page, select the red “**x**”
9. Once all your entries are complete, select “**Complete**”. You can view more about completing the report [here](#)

The screenshot shows the 'FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE' interface. At the top, there is a navigation bar with 'HOME', 'REPORTING', and 'SUPPORT' tabs. A green notification banner at the top center reads 'Successfully added new accomplishment report'. The main content area displays 'Accomplishments For Reporting Period: 2024 (Draft)' with a sub-header 'Oklahoma Forestry Services / State Fire Capacity - Core / 2024'. Below this, there are four tabs: 'Hazardous Fuels Treatments', 'CWPPs', 'Other Plans & Risk Assessments', and 'Prevention Education'. At the bottom, there is a blue bar with a question mark icon and the text 'About Communities Assisted through Hazardous Fuels Treatments'. On the right side, there are two buttons: 'Save Draft' and 'Complete'. A red 'x' icon is located to the left of the 'Save Draft' button. A vertical scrollbar is visible on the right edge of the page.

5 Accomplishments For Reporting Period: 2024 (Draft)  
Oklahoma Forestry Services / State Fire Capacity - Core / 2024

4 Successfully added new accomplishment report

7 x Save Draft

8 Complete

9

6 Hazardous Fuels Treatments CWPPs Other Plans & Risk Assessments Prevention Education

? About Communities Assisted through Hazardous Fuels Treatments



# Reporting on Communities Assisted - Hazardous Fuels Treatments

1. The “**Hazardous Fuels Treatments**” tab is selected by default when you visit the Grant Profile for a State Fire Program grant
2. The “**About Communities Assisted through Hazardous Fuels Treatments**” section explains the two ways Communities Assisted are tallied, which are:
  - a) First, GARP automatically intersects Census County Subdivisions (CSD) ‘communities’ with any mapped hazardous fuels treatments completed within the same reporting period and funded by the same grant, as reported in the Landscape ARM
  - b) Second, you may manually select ‘communities’ in the map to indicate any additional Communities Assisted by unmapped hazardous fuels treatments

**FIRE ADAPTED COMMUNITIES**  
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING DASHBOARDS REPORTING GUIDANCE SUPPORT Oklahoma GrantManager

Accomplishments For Reporting Period: 2024 (Draft)  
Oklahoma Forestry Services / State Fire Capacity - Core / 2024

Hazardous Fuels Treatments CWPPs Other Plans & Risk Assessments Prevention Education

**About Communities Assisted through Hazardous Fuels Treatments**

A Community is assisted when one or more hazardous fuels reduction treatments are completed within its boundary within the reporting period, either directly funded or reported as leveraged by this grant (see Landscape Resiliency Accomplishments Reporting Module).

Any mapped treatments that were associated to this grant and reporting period will be used to automatically determine which Communities they intersects.

Communities WITHIN WHICH unmapped hazardous fuels treatments are completed must be selected in the map. (Communities adjacent to those with treatments should not be included.)

NOTE: 'Communities' are based on Census County Subdivisions (CSDs) for the purposes of tracking assistance.



# Reporting on Communities Assisted - Hazardous Fuels Treatments (Continued)

3. Scroll down to the “Communities Assisted” section to review and report on specific communities
4. Review any automatically identified communities resulting from mapped treatments in the Landscape ARM; you can view LARM learning resources [here](#)
  - a) “**Total # of Communities Assisted (mapped treatments)**” is a count of the communities
  - b) The map shows the communities identified in orange
5. Review the status of the Accomplishment Report in the Landscape ARM below “**Landscape ARM Report is**”

Note: If the status is “**Draft**”, then changes to treatment acres may still be coming; if “**Complete**”, then it is likely that no more changes are expected

### Communities Assisted 3

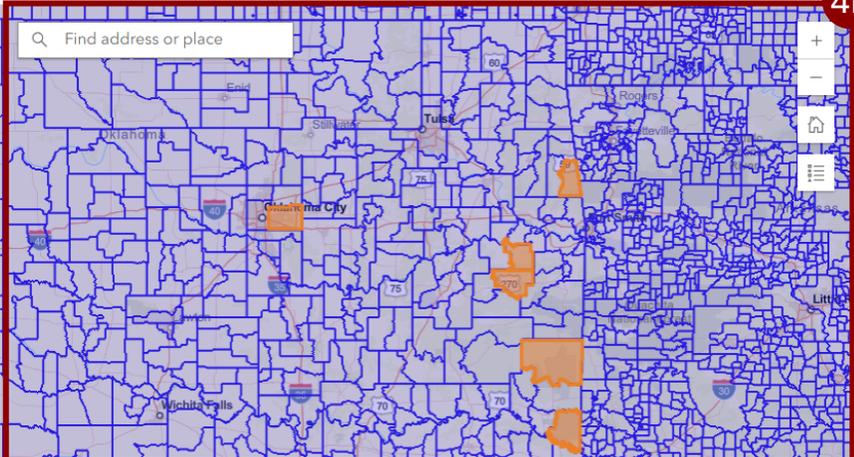
Select each Community in the map that was assisted with either leveraged or directly-funded UNMAPPED treatments in the reporting period.

<b>6</b> Total # of Communities Assisted (mapped treatments)	<b>0</b> Total # of Communities Assisted (additional unmapped treatments)
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Treatment Acres Reported in Landscape ARM

<b>Landscape ARM Report is Completed</b> <span>5</span>
Directly Funded Mapped Acres ⓘ 716
Additional Directly Funded Acres (unmapped) ⓘ 175
Leveraged Acres (unmapped) ⓘ 150

Add to communities assisted by clicking/selecting them on the map to the right. Remove by clicking "X" next to the selected community in the box above.





# Reporting on Communities Assisted - Hazardous Fuels Treatments (Continued)

6. Review the number of unmapped acres, both directly funded and leveraged. You will need some knowledge of where this work happened to be able to select communities assisted in the next step
7. To indicate the communities assisted by unmapped treatments:
  - a) Select the communities on the map, ensuring not to select those already selected by mapped treatments; the new selections will be cyan in color
  - b) The communities will be displayed below “**Selected Communities Assisted**”; if needed, select the x to remove the selection
  - c) View the “**Total # of Communities Assisted (additional unmapped treatments)**”

### Communities Assisted

Select each Community in the map that was assisted with either leveraged or directly-funded UNMAPPED treatments in the reporting period.

**6**

Total # of Communities Assisted (mapped treatments)

**3**

Total # of Communities Assisted (additional unmapped treatments)

Treatment Acres Reported in Landscape ARM

Landscape ARM Report is Completed

Directly Funded Mapped Acres ⓘ  
716

**6**

Additional Directly Funded Acres (unmapped) ⓘ  
175

Leveraged Acres (unmapped) ⓘ  
150

Selected Communities Assisted (3)

South Hughes CCD ✕ Pauls Valley CCD ✕ East Johnston CCD ✕

*Add to communities assisted by clicking/selecting them on the map to the right. Remove by clicking "X" next to the selected community in the box above.*

**7a**

**7b**

**7c**



# Reporting on CWPPs

1. The “**CWPPs**” tab is for reporting on funding and other details provided for the development of Community Wildfire Protection Plans (CWPPs)
2. Please review the “**About CWPPs**” section

Note: This section describes what qualifies as a CWPP accomplishment, following HFRA guidelines. For each CWPP funded, the boundary must be provided and key details reported. Some States call a neighborhood-level protection plan a “CWPP” when it does not meet the HFRA requirements shown in the About card. However, these can be reported in the “**Other Plans & Risk Assessments**” tab.

3. Select the “**Federal Funds Expended in Reporting Period**” and enter the dollar amount of funding used on all CWPP activities; please be sure to read the business rule directly above this field

**FIRE ADAPTED COMMUNITIES**  
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING DASHBOARDS REPORTING GUIDANCE SUPPORT Oklahoma GrantManager

Accomplishments For Reporting Period: 2024 (Draft)  
Oklahoma Forestry Services / State Fire Capacity - Core / 2024

Hazardous Fuels Treatments **CWPPs** Other Plans & Risk Assessments Prevention Education

**About CWPPs**

A Community Wildfire Protection Plan (CWPP) is a collaboratively developed plan designed to help communities reduce the risk of wildfires. CWPPs have 3 minimum requirements as stipulated by Healthy Forests Restoration Act (HFRA) of 2003:

- 1 - Collaboration: The CWPP must be developed collaboratively at a minimum by local government, state governments, and federal agencies.
- 2 - Prioritized Fuel Reduction: The CWPP must identify and prioritize areas for hazardous fuel reduction treatments.
- 3 - Recommendations: The CWPP must include recommendations and an implementation plan for reducing the risk of structure ignitions. If the plan does not meet these three minimum requirements, please report the planning in the 'Other Plans and Assessments' section. Community Risk Assessments performed directly in support of a CWPP should be considered as part of the CWPP accomplishment.

The boundaries of each CWPP directly funded (including funding of positions directly attributable to CWPP development), and completed in this reporting period, must be mapped and minimum details provided (see Business Rules). The mapped CWPP boundary will be used to automatically determine which, and how many, Communities it intersects.

NOTE: 'Communities' are based on Census County Subdivisions for the purposes of tracking assistance.

**CWPP Funding**

Enter the total dollar amount of federal State Fire funds expended during the reporting period to complete, or support the eventual completion of, CWPP development or revisions. Include costs of funded positions directly attributable to CWPP development/revision. Include funding for Community Risk Assessments performed directly in support of the CWPPs being reported here.

Federal Funds Expended in Reporting Period

\$0.00



# Reporting on CWPPs (Continued)

You will use the “**CWPP Details**” section to report on each CWPP funded.

4. Select “**Add CWPP**” to add a new entry
5. Enter the title for the CWPP (e.g., Washington County CWPP 2025)
6. Enter the estimated or known date on the “**Plan Effectiveness Date**” field
7. If available, provide the website address (URL) where the published plan can be viewed in the “**Published Plan URL**” field

**CWPP Funding**

Enter the total dollar amount of federal State Fire funds expended during the reporting period to complete, or support the eventual completion of, CWPP development or revisions. Include costs of funded positions directly attributable to CWPP development/revision. Include funding for Community Risk Assessments performed directly in support of the CWPPs being reported here.

Federal Funds Expended in Reporting Period

**CWPP Details**

**CWPP (1)**

For each CWPP completed during the reporting period:

- 1 - Enter the Plan title for the CWPP
- 2 - Enter the CWPP Plan Effectiveness Date or use an estimated date if the CWPP is not complete but is only awaiting final signatures.

*CWPP Title	*Plan Effectiveness Date	Published Plan URL
<input type="text" value="Enter CWPP Title"/>	<input type="text" value="04/22/2025"/>	<input type="text" value="Enter Published Plan URL"/>

CWPP Title is a required field

# Reporting on CWPPs- Select on Map

Next, you will map the CWPP boundary. There are two ways to map your boundary. We will look at the most common method first.

8. **“Select on Map”** is the default selection
9. From the **“Select CWPP Area on Map By”** drop down, select from one of the following: **“Counties”**, **“Census Designated Places”**, **“Census County Subdivisions”**, or **“Tribal Lands”**
10. Select one or more areas on the map, using the Zoom in or Zoom out buttons if needed
11. To delete a mapped selection, select the **“x”** from the community’s name
12. Select the **“Remove”** button to remove the entire entry of the CWPP

\*CWPP Title  
McClain County CWPP 202-

\*Plan Effectiveness Date  
04/22/2025

Published Plan URL  
url.com

**SELECT ON MAP** UPLOAD

Select CWPP Area on Map By  
Counties

Selected (1)  
McClain County

Add to area covered by the CWPP by clicking/selecting areas on the map to the right. Remove by clicking "X" next to the selected community in the box above.

Remove

# Reporting on CWPPs – Upload Shapefile

The other way to map a CWPP boundary is to upload a map file. There are two types of file choices:

- A shapefile, which requires GIS software
- A KML file, which allows you to use Google Earth to create a KML; to learn how to create a KML file, please consult the guidance [here](#)

13. Select “**Upload**”

14. Select “**Upload Shape**”

15. A GIS File Upload Dialog box will appear; “**Shapefile**” is the default tab selected

16. If a shapefile is your preferred file type, read the guidance

17. Either drag and drop your file to this dialog box, or select the “**Drag or drop your shapefile here**” message to select your file’s location

18. Select “**View Shapes on Map**”, and your shapes will appear on the map

**CWPP Details**

**CWPP (1)**

For each CWPP completed during the reporting period:

- 1 - Enter the Plan title for the CWPP
- 2 - Enter the CWPP Plan Effectiveness Date or use an estimated date if the CWPP is not complete but is only awaiting final signatures.

\*CWPP Title: McClain County CWPP 2021

\*Plan Effectiveness Date: 04/22/2025

Published Plan URL: url.com

SELECT ON MAP **UPLOAD**

Please upload the CWPP plan area boundary with a SINGLE area. Two map file formats are supported, including ESRI Shapefile and KML. Only polygon and multi-polygon shapes are supported. No attributes are required. If you make a mistake, you can upload a new or modified file; the previous uploaded shape will be replaced.

Note: the shape will be removed when you click Save Draft for your report. Switching to the 'SELECT ON MAP' tab will clear out your uploaded area.

**Upload Shape**

**GIS File Upload**

Shapefile KML

Please add the zipped ESRI shapefile with the CWPP plan area boundary.

NOTE: an ESRI 'shapefile' is actually a collection of files that MUST be uploaded as a single zipped file containing all the required components (e.g., filename.zip). The uploaded zip file must only contain a single shape (polygon or multi-polygon).

Drag and drop your shapefile here, or click to select the file

**Cancel** **View Shape on Map**

# Reporting on CWPPs – Upload KML

19. If KML is your preferred file type, select the “KML” tab

20. Read the guidance

21. Either drag and drop your file to this dialog box, or select the “**Drag or drop your shapefile here**” message to select your file’s location

22. Select “**View Shapes on Map**”, and your shapes will appear on the map

23. To replace the shape, regardless of if you chose a ShapeFile or KML file, choose “**Upload**” and begin again or choose “**Select on Map**” to choose your CWPP boundary that way

### CWPP Details

#### CWPP (1)

For each CWPP completed during the reporting period:

- 1 - Enter the Plan title for the CWPP
- 2 - Enter the CWPP Plan Effectiveness Date or use an estimated date if the CWPP is not complete but is

*CWPP Title	*Plan Effectiveness Date	Published Plan URL
McClain County CWPP 202!	04/22/2025	url.com

SELECT ON MAP UPLOAD

Please upload the CWPP plan area boundary with a SINGLE area. Two map file formats are supported, including ESRI Shapefile and KML. Only polygon and multi-polygon shapes are supported. No attributes are required. If you make a mistake, you can upload a new or modified file; the previous uploaded shape will be replaced.

**Note:** the shape will be saved when you click Save Draft for your report. Switching to the 'SELECT ON MAP' tab will clear out your uploaded area.

Upload Shape

### GIS File Upload

Shapefile KML

Please add the KML/KMZ file with the CWPP plan area boundary.

**NOTE:** The uploaded file must only contain a single shape (polygon or multi-polygon).

Drag and drop your KML/KMZ file here, or click to select the file

Cancel View Shape on Map





# Reporting on Other Plans & Risk Assessments

1. Select the **“Other Plans & Risk Assessments”** tab; this is where you will report accomplishments for Fire Management Plans, community risk assessments, or their equivalents
2. Review the **“About Communities Assisted through Fire Management Plans, Risk Assessments, or equivalents”** section
3. From the **“Fire Management Plans & Community Risk Assessments Details”** section, select the **“Federal Funds Expended in Reporting Period”** field and enter the total grants funds spent on all work in this category
4. Select the **“Number of Community Risk Assessments Completed”** field and enter the total number completed
5. Select the **“Number of Fire Management Plans Completed”** field and enter the total number completed

The screenshot shows the 'Accomplishments For Reporting Period: 2024 (Draft)' page. At the top, there are navigation tabs: HOME, REPORTING (selected), DASHBOARDS, REPORTING GUIDANCE, and SUPPORT. Below the navigation is a breadcrumb trail: Hazardous Fuels Treatments, CWPPs, **Other Plans & Risk Assessments** (highlighted with a red box and callout 1), and Prevention Education. The main content area is divided into two sections. The first section, 'About Communities Assisted through Fire Management Plans, Risk Assessments, or equivalents' (highlighted with a red box and callout 2), contains explanatory text and a note. The second section, 'Fire Management Plans & Community Risk Assessments Details', contains three numbered instructions. At the bottom, there are three input fields: 'Federal Funds Expended in Reporting Period' (with a value of \$0.00 and callout 3), 'Number of Community Risk Assessments Completed' (with a value of 0 and callout 4), and 'Number of Fire Management Plans Completed' (with a value of 0 and callout 5). Buttons for 'Save Draft' and 'Complete' are visible in the top right corner.

# Reporting on Other Plans & Risk Assessments (Continued)

6. Scroll down to the “**Communities Assisted**” section, then select the map search and type in the desired community
7. Select the desired community from the search results
8. The map will zoom into that location; select the community on the map, using Zoom and pan to select any other communities you wish to select
9. The “**Total # of Communities Assisted**” will update based on your selection
10. Select the “**x**” next to a community to remove it from the list if needed

**Communities Assisted**

Select each Community in the map that was assisted with directly funded Fire Management Plans and/or Community Risk Assessments in the reporting period.

0  
Total # of Communities Assisted

Add to communities assisted by clicking/selecting them on the map to the right. Remove by clicking "X" next to the selected community in the box above.

Search: Taloga, OK, USA

- Taloga, KS, USA
- Taloga, OK, USA
- Taloga Elementary School, 500, Taloga, OK, 73667, USA
- Taloga Fire Department, Broadway, Taloga, OK, 73667, USA

**Communities Assisted**

Select each Community in the map that was assisted with directly funded Fire Management Plans and/or Community Risk Assessments in the reporting period.

2  
Total # of Communities Assisted

Selected Communities Assisted (2)

- Taloga-Leedey CCD
- South Ellis CCD

Add to communities assisted by clicking/selecting them on the map to the right. Remove by clicking "X" next to the selected community in the box above.

Search: Taloga, OK, USA

Search result

- Taloga, Oklahoma
- Show more results

Taloga-Leedey CCD



# Reporting on Prevention Education

1. Select the “**Prevention Education**” tab
2. Review the “**About Community Assistance with Prevention Education**” section
3. From the “**Prevention Education Details**” section read the business guidance
4. Select the “**Federal Funds Expended in Reporting Period**” field and enter in the total amount spent for Prevention Education Programs
5. Select the “**Number of Programs/Campaigns**” field and enter in the total prevention programs or campaigns that were conducted

The screenshot shows the 'Accomplishments For Reporting Period: 2024 (Draft)' page. At the top, there is a navigation bar with 'HOME', 'REPORTING', 'DASHBOARDS', 'REPORTING GUIDANCE', and 'SUPPORT'. The 'REPORTING' tab is active. Below the navigation bar, there are buttons for 'Save Draft' and 'Complete'. The main content area has a breadcrumb trail: 'Hazardous Fuels Treatments > CWPPs > Other Plans & Risk Assessments > Prevention Education'. The 'Prevention Education' tab is highlighted with a red box and a callout '1'. Below this, there are two main sections: 'About Community Assistance with Prevention Education' and 'Prevention Education Details'. The 'About' section contains text explaining community assistance and a note about census county subdivisions. The 'Details' section contains two numbered instructions: '1 - Enter the total dollar amount of federal State Fire funds expended for Prevention Education Programs.' and '2 - Enter the total number of prevention programs or campaigns conducted or implemented with federal State Fire grant funding. Mass mailings or teacher packets will be reported as one activity for each project mailing. Do not report the total number of packets mailed or produced.' Below these instructions are two input fields: 'Federal Funds Expended in Reporting Period' with a value of '\$0.00' (callout '4') and 'Number of Programs/Campaigns' with a value of '0' (callout '5').



# Reporting on on Prevention Education (Continued)

6. Scroll down to the “**Communities Assisted**” section, then select the map search and type in the desired community
7. Select the desired community from the search results
8. The map will zoom into that location; select the community on the map, using Zoom and pan to select any other communities you wish to select
9. The “**Total # of Communities Assisted**” will update based on your selection(s)
10. Select the “**x**” next to a community to remove it from the list if needed

**Communities Assisted**

Select each Community in the map that was assisted with directly funded Prevention Education Programs in the reporting period.

**0**

Total # of Communities Assisted

*Add to communities assisted by clicking/selecting them on the map to the right. Remove by clicking "X" next to the selected community in the box above.*

- Anadarko, OK, USA
- Anadarko Antique Mall, 118 W Broadway St, Anadarko, OK, 73005, USA
- Anadarko Heritage Museum, 311 East Main Street, Anadarko, OK

**Search result**

Anadarko, Oklahoma

[Show more results](#)

**Communities Assisted**

Select each Community in the map that was assisted with directly funded Prevention Education Programs in the reporting period.

**2**

Total # of Communities Assisted

**Selected Communities Assisted (2)**

Anadarko CCD
✕

Alex CCD
✕

*Add to communities assisted by clicking/selecting them on the map to the right. Remove by clicking "X" next to the selected community in the box above.*



# Save Draft or Complete Accomplishments

1. If you wish to save the report and come back to it later, select “**Save Draft**”, and you will be returned to the Grant Profile page for this grant
2. If you have completed the accomplishment report, select “**Complete**”
3. Read the information in the “**Confirm Reporting as Complete**” dialog box, which informs you of the importance of this action and that, if needed, you can revert the report back to a Draft state
4. Select “**Cancel**” to return to the report, or select “**Yes**” if you are ready to complete the report
5. You will be taken back to the Grant Profile Page for that grant

**FIRE ADAPTED COMMUNITIES**  
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING DASHBOARDS REPORTING GUIDANCE SUPPORT Oklahoma GrantManager

Accomplishments For Reporting Period: 2024 (Draft)  
Oklahoma Forestry Services / State Fire Capacity - Core / 2024

Hazardous Fuels Treatments CWPPs Other Plans & Risk Assessments **Prevention Education**

**Prevention Education Details**

1 - Enter the total dollar amount of federal State Fire funds expended for Prevention Education Programs.  
2 - Enter the total number of prevention programs or campaigns conducted or implemented with federal State Fire funds.

\*Federal Funds Expended in Reporting Period Number of Programs/Campaigns

\$1,000.00 2

**Communities Assisted**

**Confirm Reporting as Complete?**

This will save the Accomplishments Report with a status of 'Completed', indicating the details are ready to be included in the Performance Report in the Cross Program module. It will also snapshot any communities automatically selected through mapped fuels treatments from the Landscape ARM, and changes to those will not be reflected on this report unless you revert it back to Draft. Are you sure the details are correct?

Cancel Yes



# Viewing a State Fire Grant Accomplishments Report

You can get to the Grant Profile page, following the instructions previously mentioned [here](#).

1. From the Grant Profile page, select the report you wish to view from the “**Accomplishments**” section on the left; note that the status of the report is displayed
2. Select “**Edit Report**” to return to editing the details; you won’t be able to edit a report if it is locked, which is discussed [here](#)
3. From the “**Summary**” section you can view:
  - a) The “**Total Reporting Period Costs**”, which is a summation of everything indicated in each cost entry of the report
  - b) The “**Total Communities Assisted**”; if a community is assisted in two or more different areas (e.g., Hazardous Fuels and CWPP), then the system only counts that community once in the total
  - c) The “**CWPPs Completed**”, which shows how many CWPPs have been funded in the reporting period

**FIRE ADAPTED COMMUNITIES**  
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING DASHBOARDS REPORTING GUIDANCE SUPPORT Oklahoma GrantManager

Oklahoma Forestry Services  
State Fire Capacity - Core  
Funding Year: 2024  
Award ID: 12-DG-1111112024

2024 Accomplishments (Complete) Edit Report Back to Reporting

**Summary**

<b>\$2,000.00</b> Total Reporting Period Costs	<b>10</b> Total Communities Assisted	<b>0</b> CWPPs Completed
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**Accomplishments**

2024 Report (Complete)  
2025 Report (Draft)

Hazardous Fuels Treatments CWPPs Other Plans & Risk Assessments Prevention Education

# Viewing a State Fire Grant Accomplishments Report (Continued)

4. From the “**Accomplishments**” section you can view the “**Hazardous Fuels Treatments**”, which is selected by default
  - a. The “**Total Acres Treated**” is listed
  - b. The “**Communities Assisted**” lists the total number of assisted communities
  - c. The map shows the communities automatically identified via interaction with mapped treatments as well as those manually selected in the report for assistance from unmapped treatments. Review the legend to see which colors match which areas
  - d. The “**Communities Assisted**” section shows the list of community names

The screenshot displays the 'Accomplishments' section of a State Fire Grant report, specifically the 'Hazardous Fuels Treatments' tab. The interface is divided into several key areas:

- Summary:** A large box at the top displays '1041 Total Acres Treated' (labeled 4a) and '9 Communities Assisted' (labeled 4b).
- Map:** A map of New Mexico shows various treatment areas highlighted in different colors (orange, green, blue) across the state, with major cities like Albuquerque, Santa Fe, and Las Cruces labeled. A search bar is present at the top of the map (labeled 4c).
- Communities Assisted:** A list at the bottom (labeled 4d) identifies the assisted communities: East Johnston CCD, McCurtain CCD, North McCurtain CCD, Oklahoma City Southeast CCD, Pauls Valley CCD, Red Oak CCD, South Hughes CCD, Southeast McCurtain CCD, and Stilwell East CCD.
- Sidebar:** On the left, the 'Accomplishments' section is active, showing '2024 Report (Complete)' and '2025 Report (Draft)'. The 'Actions' section includes a '+ Add Accomplishments' button.



# Viewing a State Fire Grant Accomplishments Report (Continued)

5. Select the “**CWPPs**” tab to view those accomplishments
  - a) Below the “**Accomplishments**” section, “**Total Reporting Period Costs**” shows the total spent on CWPPs
  - b) The “**Communities Assisted**” shows the total communities assisted based on the intersection with CWPP areas
  - c) The “**Number of CWPPs**” shows the total number of CWPPs reported
  - d) The map shows both the CWPP boundaries with maroon outlines and the automatically identified communities shown in orange
  - e) The “**CWPP List**” is the list of CWPPs and the key details are provided
  - f) The “**Communities Assisted**” section at the bottom of the page shows the names of assisted communities

2024 Accomplishments (Complete) Edit Report Back to Reporting

**Summary**

<b>\$8,000.00</b> Total Reporting Period Costs	<b>23</b> Total Communities Assisted	<b>1</b> CWPPs Completed
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**Accomplishments**

Hazardous Fuels Treatments **CWPPs** Other Plans & Risk Assessments Prevention Education

<b>\$5,000.00</b> Total Reporting Period Costs	<b>10</b> Communities Assisted	<b>1</b> Number of CWPPs
---	-----------------------------------	-----------------------------

Map showing CWPP boundaries and communities assisted.

Map showing CWPP boundaries (maroon outlines) and automatically identified communities (orange).

**CWPP List**

CWPP Name	Effective Date	URL
McClain County CWPP 2025	04/23/2025	url.com

**Communities Assisted**

East Cleveland CCD, East McClain CCD, Lexington CCD, Newcastle-Blanchard CCD, Noble CCD, Norman CCD, North Cleveland CCD, Northwest Pontotoc CCD, Purcell CCD, Wanette-Asher CCD

5a

5b

5c

5d

5f

5e



# Viewing a State Fire Grant Accomplishments Report (Continued)

- 6. Select the “**Other Plans & Risk Assessments**” tab to view those accomplishments
  - a) Below “**Accomplishments**”, the “**Total Reporting Period Costs**” shows the total reporting period cost for Fire Management Plans and Risk Assessments
  - b) The “**Communities Assisted**” shows the total communities assisted that were manually selected in the report
  - c) The map shows the manually selected communities
  - d) Below the map, you will see “**Total Number of Fire Management Plans**” and the “**Total Number of Risk Assessments**” listed
  - e) The “**Communities Assisted**” section at the bottom of the page shows the names of assisted communities

**2024 Accomplishments (Complete)** Edit Report Back to Reporting

**Summary**

<b>\$8,000.00</b> Total Reporting Period Costs	<b>23</b> Total Communities Assisted	<b>1</b> CWPPs Completed
---	---	-----------------------------

**Accomplishments**

Hazardous Fuels Treatments | CWPPs | **Other Plans & Risk Assessments** | Prevention Education

<b>\$2,000.00</b> Total Reporting Period Costs	<b>2</b> Communities Assisted
---	----------------------------------

Map showing community boundaries and search bar.

Map showing community boundaries with search bar: Find address or place

Map labels include: Booker CCD, Northwest Ellis CCD, Woodward CCD, Mooreland CCD, South Woods CCDs, Helena CCD, East Major CCD, Fairview CCD, Vici CCD, Oklahoma, Okeene CCD, Henness, Higgins CCD, Canadian North CCD, Canadian South CCD, Cheyenne CCD, Butler CCD, Custer City CCD, Geary CCD, El Reno, Watonga CCD, Kingfisher CCD, Seiling CCD, Taloga-Leedey CCD, South Ellis CCD, South Dover Mills CCD, Clinton CCD, Westmoreland CCD.

**Total Number of Fire Management Plans: 1**  
**Total Number of Risk Assessments: 2**

**Communities Assisted**

South Ellis CCD, Taloga-Leedey CCD



# Viewing a State Fire Grant Accomplishments Report (Continued)

- 7. Select the “**Prevention Education**” tab to view those accomplishments
  - a) Below “**Accomplishments**”, the “**Total Reporting Period Costs**” shows the total spent on Total Prevention Education programs and campaigns
  - b) The “**Communities Assisted**” shows the total communities assisted that were manually selected in the report
  - c) The map shows the manually selected communities
  - d) Below the map, you will see “**Total Prevention Education programs / campaigns**” listed
  - e) The “**Communities Assisted**” section at the bottom of the page shows the names of assisted communities

2024 Accomplishments (Complete) Edit Report Back to Reporting

**Summary**

<b>\$8,000.00</b> Total Reporting Period Costs	<b>23</b> Total Communities Assisted	<b>1</b> CWPPs Completed
---	---	-----------------------------

**Accomplishments**

Hazardous Fuels Treatments   CWPPs   Other Plans & Risk Assessments   **Prevention Education**

<b>\$1,000.00</b> Total Reporting Period Costs	<b>2</b> Communities Assisted
---	----------------------------------

Find address or place

Weatherford CCD, Hydro CGD, Walnut CCD, East Canadian CCD, Oklahoma City, Meeker CCD, North Cleveland CCD, Shawnee CCD, Tuttle CCD, Norman CCD, Chickasha CCD, Anadarko CCD, Newcastle-Blanchard CCD, Noble CCD, Maud CCD, Apache CCD, Carnegie CCD, Hobart CCD, Chickasha CCD, Purcell CCD, Wanette-Asher CCD, Roosevelt CCD, Apache CCD, Rush Springs CCD, East McClain CCD, Northwest Comanche CCD, Maysville CCD, Pauls Valley CCD, Snyder CCD, Fort Sill CCD, Lawton CCD, Elmore City CCD, Southwest Pontotoc CCD, Elk City CCD, Southwest Comanche CCD, Duncan CCD, East Murray CCD

Total Prevention Education programs / campaigns: 2

**Communities Assisted**

Alex CCD, Anadarko CCD



# Locked Editing for a Report

The details from each Accomplishments Report in Community ARM will be automatically pulled into corresponding Performance Reports in the Cross Program ARM.

1. If the corresponding Performance Report in the Cross Program ARM is marked as **“Complete”**, then editing of State Fire Grant accomplishments in the Community ARM report will be **“Locked”**
2. If corrections need to be made to the Community ARM accomplishments, then an authorized user must return the Cross Program ARM Performance Report back to **“Draft”** status

**Note:** if no accomplishments report was started in the Community ARM and the Performance Report in the Cross Program ARM is marked as **“Complete”**, then you will not be able to create an accomplishments report for that reporting period in the Community ARM, unless the Cross Program Performance Report is returned to **“Draft”** status.

The screenshot displays the 'Fire Adapted Communities Accomplishments Reporting Module' interface. The top navigation bar includes 'HOME', 'REPORTING', 'DASHBOARDS', 'REPORTING GUIDANCE', 'SUPPORT', and 'OH GrantManager'. The main content area shows a report titled 'Q3 2024 Accomplishments (Complete) (Locked)'. A red box highlights the '(Locked)' status, with a red circle containing the number '1' next to it. A tooltip explains: 'This Accomplishments Report is locked from editing because its details are part of a Completed Performance Report in the Cross Program ARM. To unlock editing, the report in the Cross Program ARM must be reverted to Draft status.' The report summary shows: Total Reporting Period Costs: \$0.00, Total Communities Assisted: 8, and CWPPs Completed: 0. The 'Accomplishments' section is active, showing 'Hazardous Fuels Treatments' with 440 Total Acres Treated and 8 Communities Assisted. The left sidebar shows the user is from the Ohio Department of Natural Resources - Division of Forestry, with funding year 2022 and award ID 11-DG-11111112022.

# Mapping CWPP Boundary Polygon (Single Plan Only)

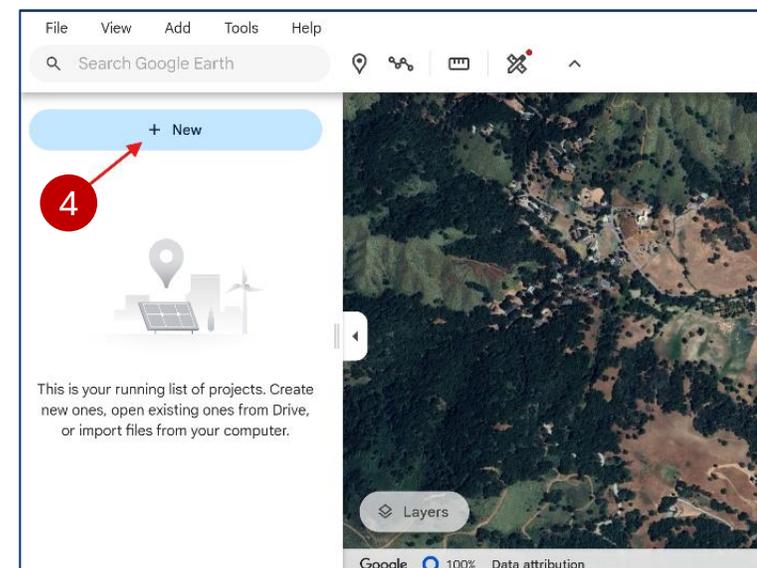
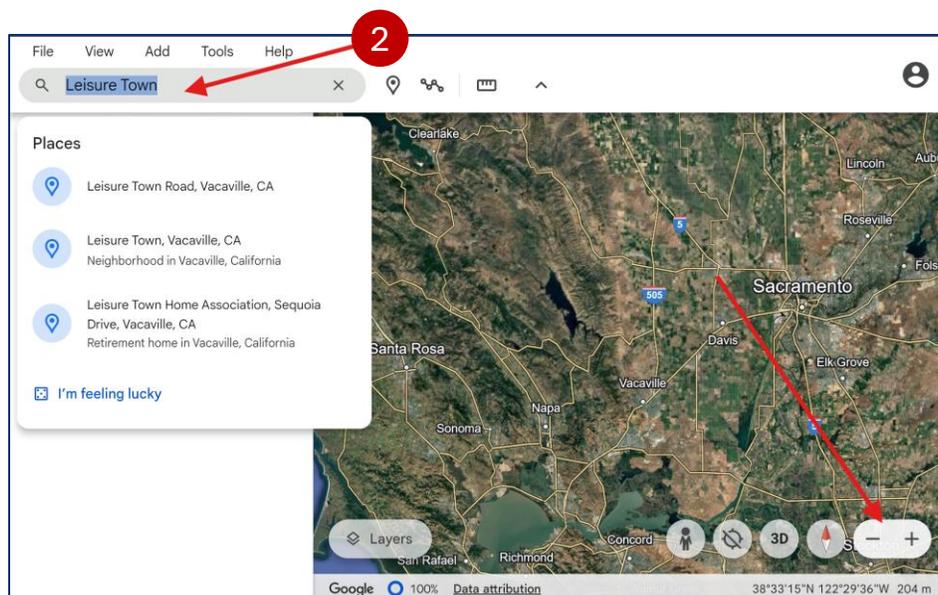
## Create a New KML File

For State Fire Reporting, each CWPP funded must have its mapped boundary reported. Only CWPP grants that fund the development of a single CWPP can be mapped with KML files. Each CWPP must be uploaded as a separate KML file.

This Appendix will walk you through the process of creating KML files.

**IMPORTANT:** If your CWPP boundary is the same as one or more Counties, Census County Subdivisions, Census Designated Places, or Tribal Lands, you do not need to create and upload a KML file. When entering your Performance Report, you will be able to simply select the area(s) in the Community ARM.

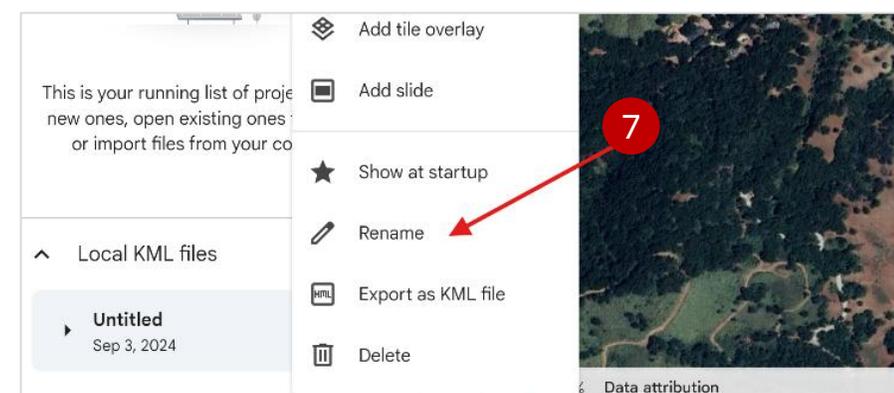
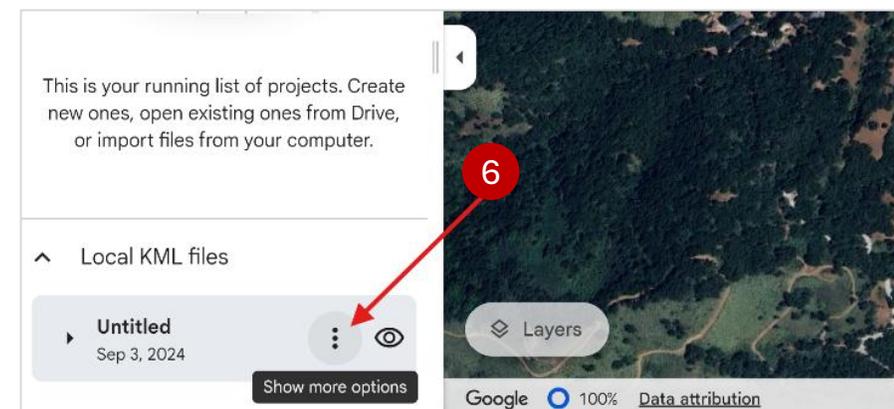
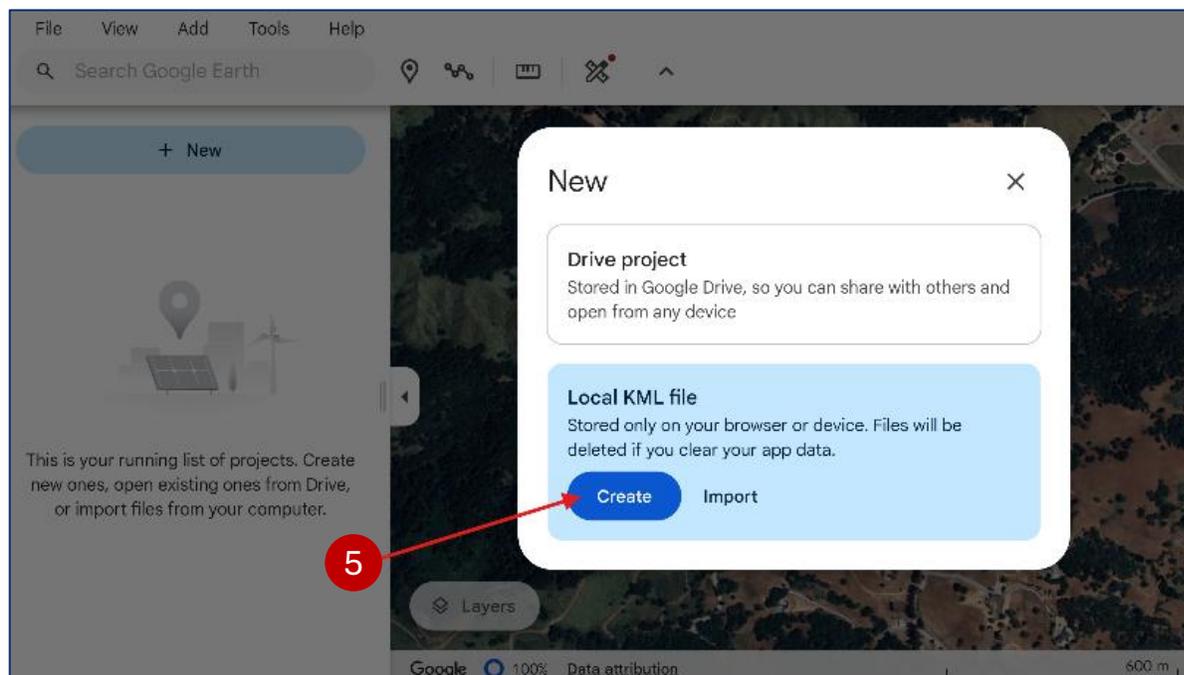
1. Launch the Google Earth web application on your browser by visiting <https://earth.google.com/web/>
2. In the map, navigate and zoom to the CWPP location that you want to map. You can do this by using the Search input to find a known place or using the zoom controls in the map. Make sure you can see the entire area covered by the CWPP
3. See the Optional Steps section [here](#) for tips on using alternate basemaps
4. From Google Earth, select the “+ New” button



## Mapping CWPP Boundary Polygon (Single Plan Only)

# Create a New KML File (Continued)

5. From the “**New**” selection window, select the “**Create**” button for “**Local KML file**” in the window that appears
6. An empty and untitled KML file is created in the “**Local KML files**” section; select the 3-dot menu to show more options
7. Select “**Rename**” and type in a descriptive name for your file (e.g., MyCounty CWPP Boundary)



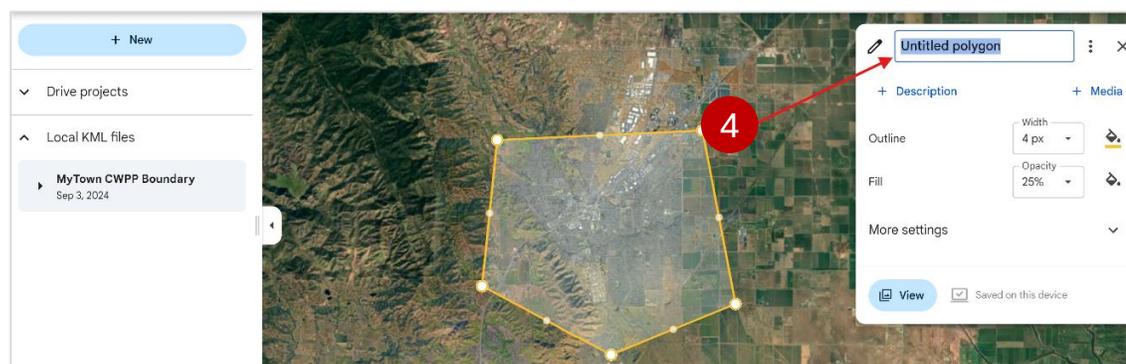
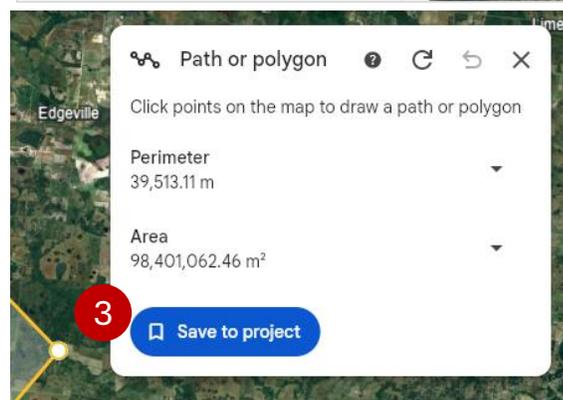
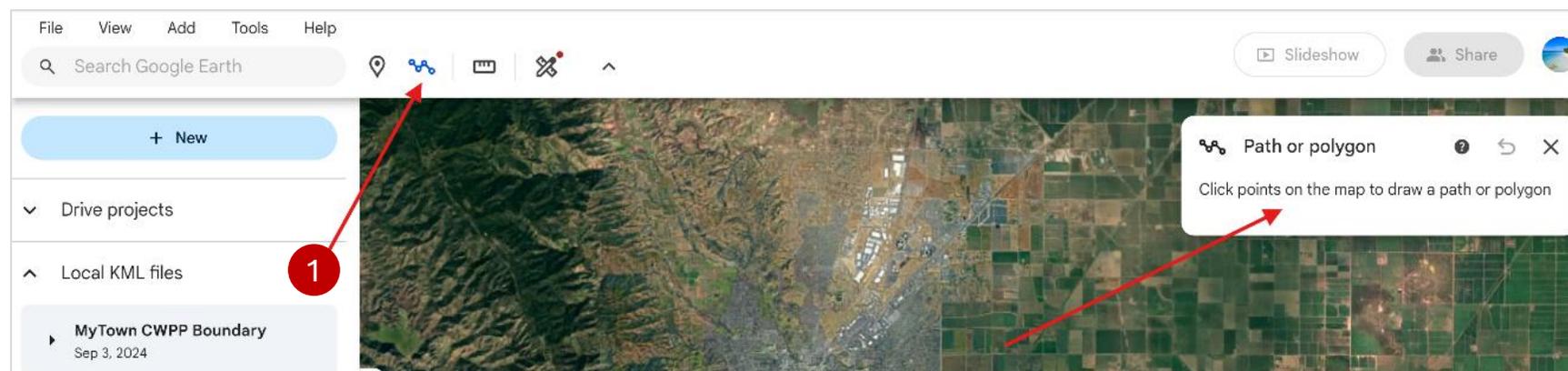
# Mapping CWPP Boundary Polygon (Single Plan Only)

## Map New CWPP Polygon

1. Select the Path or polygon tool in the toolbar
2. Select the map to start drawing. Continue clicking to define the perimeter of the polygon. Click your first point to complete the polygon

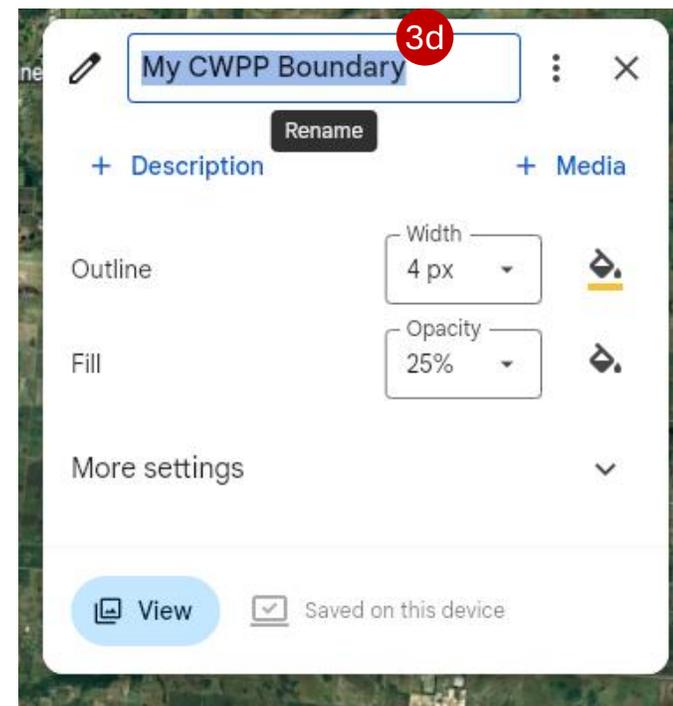
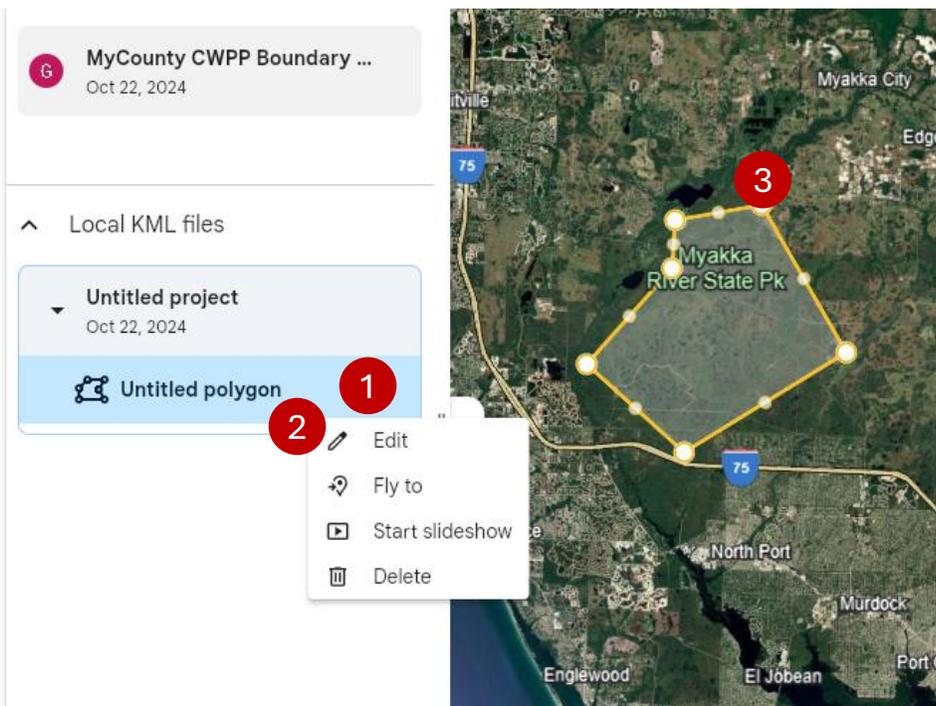
Note: If you do not click on the starting point, you will create a line, not a polygon.

3. Click **“Save to project”**. You should only have a single area showing the CWPP boundary in the KML file
4. Optional: Name the area. Unlike Treatments mapping, the name is not needed. Only CWPP grants that fund the development of a single CWPP can be mapped with KML files



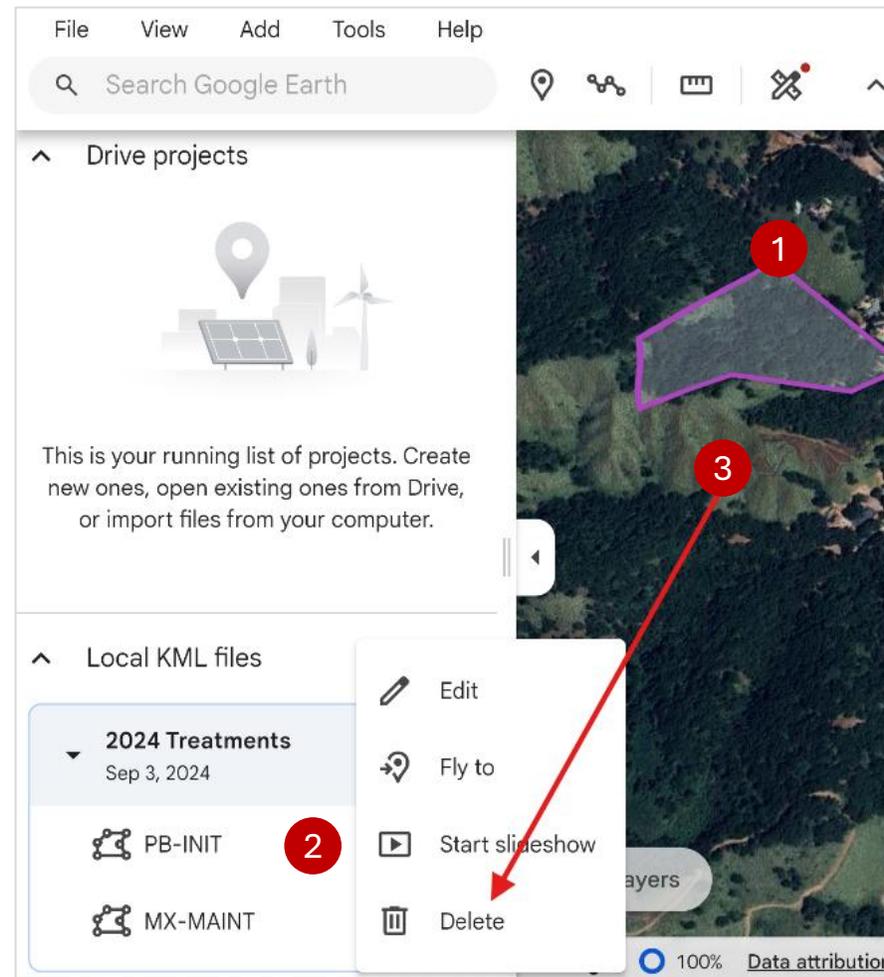
# Modify (Edit) an Existing Polygon

1. Select the polygon you wish to edit by selecting it on the map or from the list on the left
2. Select “**Edit**” from the list on the left
3. Use the polygon tools to adjust the vertices of the polygon to match the required area
  - a) To move a point, click and drag it to the new location
  - b) To add a point, click on the midpoint of a segment and drag it to the desired location
  - c) To remove a point, select it then right click, or Control-click on Mac, and select delete on your keyboard
  - d) To change the treatment type, choose edit from the shape on the left, select the name, and type in a new name



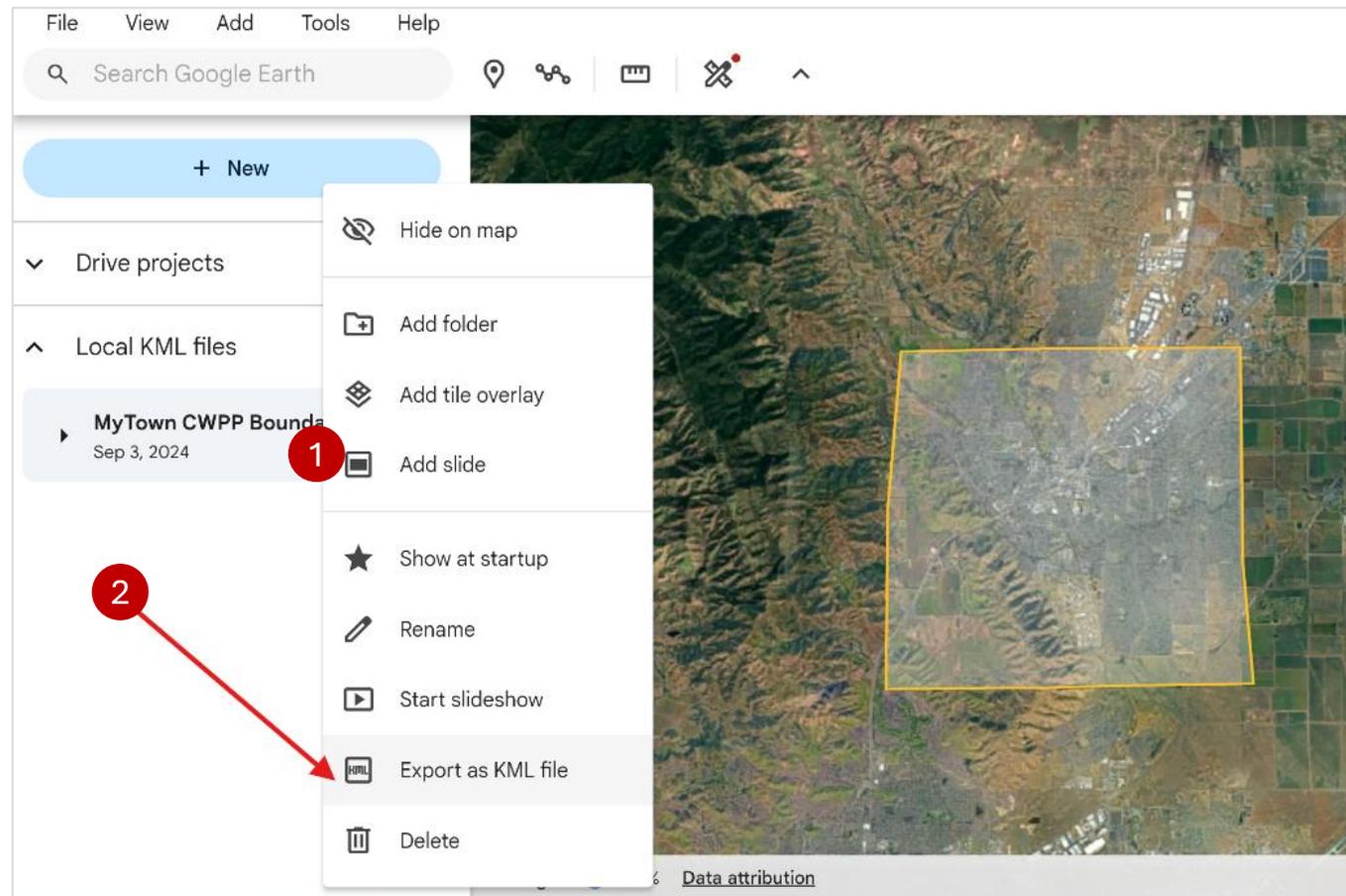
# Delete Polygons

1. Select the shape you wish to delete from the panel from the list on the left and select the delete key
2. Alternatively, select the three dots next to the shape in the panel
3. Select “Delete”



# Export Your KML File

1. From your KML file's name, select the 3-dot menu
2. Select “**Export as KML file**” to save to your computer
3. You can now use this KML when importing shapes for your performance report



# Layers (Optional Step)

For better visualization and accuracy while mapping, you may turn on additional layers in Google Earth.

1. Select “**Layers**” on the map
2. Choose from layer options (e.g., roads, terrain, and satellite imagery)

