Updated 8/25/2026

PracticeKeeper Grant Project
FAQs

The Technical FAQs are designed to aid grantees in submitting PracticeKeeper Grant Module entries by providing answers to commonly asked questions. Questions are organized by Project and BMP entry. Questions highlighted at the top of each section are the new questions/answers.

To utilize these FAQs efficiently, utilize the Find tool. This tool is accessed by holding "Ctrl F". This will open up the "Find" dialogue box, where you will type a keyword and hit enter. You will then click through the options to find the question/answer you are looking for.

Project Entry

1. **Can consultants access a grantee's tenant if the consultant will be entering the final report information into PracticeKeeper?**

   Yes, provided the consulting company does not already have its own tenant. All submissions prepared by a consultant or contractor must be reviewed and approved by the official grantee before submission.

2. **How should mini-grant and/or multi-site projects be reported?**

   Mini-grant and multi-site projects should use one main PracticeKeeper entry for all tasks and deliverables. Each mini-grant should have its own site entry within that main project.

   - Enter all grant tasks under one PracticeKeeper entry.
   - Add each mini-grant as a separate site.
   - Follow the PracticeKeeper SOP document for each specific grant program.

3. **Is there a way for my grant advisor and me to review and discuss the project or BMP information before it is submitted?**

   All grant advisors are able to view your project before it is submitted. You may request a discussion with your grant advisor prior to submission to review the information included in the submission, on a case-by-case basis. However, a grant advisor may deny this request and may choose to review the information only after it has been formally submitted.

4. **What is a Land Unit under "Site Details," and why is it important? Does it have to be the exact parcel where my project is located?**

   PracticeKeeper is organized into "modules." The "Grants" module and the "Practices" (BMPs) module are separate and do not automatically link to one another. PracticeKeeper does not automatically recognize that your project site and the BMPs you draw are associated with one another. The Land Unit establishes the relationship between these two modules.

   A Land Unit does not need to match the specific parcel where the project is located. The most important requirement is that the Land Unit encompasses all areas where BMPs have been implemented under a specific project. The Land Unit can be drawn manually; it can be as simple as a box or circle containing all BMPs, or it can consist of multiple polygons that are merged. Once a project has a Land Unit, all BMPs previously drawn, or those drawn in the future, within the identified Land Unit can be associated with the project and will appear under "Spatially Related BMPs." BMPs can be added or linked to a project through "Spatially Related BMPs" by clicking the "Add" button, or they can be manually related as the BMP data is entered. Refer to the SOP for instructions on creating Land Units and relating BMPs.

5. **Why do I have to enter the implemented amount three times?**

   Once a BMP has an "Implemented On" date, the "Implemented Amount" field automatically appears below it. Enter the total implemented amount for the BMP here. Once the entry is saved, the implemented amount is transferred to the "Measures" tab, and the "Implemented Amount" field in the "General" tab disappears.

   The implemented amount under "Related Land Units," in the "Measures" tab, should also be completed. This amount lists the implemented BMP amount within the grant project's land unit. While this would account for most BMPs, some BMPs may have portions that fall out of the grant project land unit (multi-phase or larger projects). Therefore, the implemented amount in this section would be less than the total BMP amount originally listed in the first portion of this process.

6. **Why does the "Implemented Amount" field disappear from the "General" tab once it is entered?**

   Once a BMP has an "Implemented On" date, the "Implemented Amount" field automatically appears below it. Enter the total implemented amount for the BMP here. Once the entry is saved, the implemented amount is transferred to the "Measures" tab, and the "Implemented Amount" field in the "General" tab disappears.

   The implemented amount under "Related Land Units," in the "Measures" tab, should also be completed. This amount lists the implemented BMP amount within the grant project's land unit. While this would account for most BMPs, some BMPs may have portions that fall out of the grant project land unit (multi-phase or larger projects). Therefore, the implemented amount in this section would be less than the total BMP amount originally listed in the first portion of this process.

BMP Entry

1. **How should annual BMPs (cover crop, tillage, etc.) be reported?**

   In the first year that a landowner receives funding for planting cover crops, create a new PracticeKeeper BMP. The BMP should be drawn to encompass the landowner's continuous crop field, and a date-stamped photo of each cover crop species planted must be attached to the entry.

   In subsequent years, if the same landowner receives funding again, do not create a new BMP entry. Instead, add an inspection to the existing BMP. The inspection should include the new planting date and the new number of acres planted. New date-stamped photos must be attached each year to the original BMP to document the current planting. Do not delete photos from previous years.

2. **How do I edit or delete points after they are drawn for a BMP?**

   Lines and polygons can be edited by navigating to the “Map” tab for the specific BMP instance and selecting “Edit.”

   - To move vertices: Click and drag.
   - To delete vertices: Right-click any gray vertex and select “Delete.”

3. **Why are the same BMPs displayed in different colors on the map (red and green)?**

   Green: If the BMP symbology contains green, this indicates that the BMP is PLANNED only.

   Red: If the BMP symbology contains red, this indicates that the BMP is IMPLEMENTED.

4. **I have drawn multiple BMPs on a site. How do I know which line or symbol corresponds to each BMP?**

   A table of contents (TOC) is available in the upper-left corner of the window. Layers can be toggled on or off to simplify the map view.

5. **Why does the map take me to Antarctica or another location on the other side of the world when I search for a point using latitude and longitude?**

   The base mapping application, ESRI, uses X and Y data rather than latitude and longitude. As a result, the mapping software may interpret longitude as the first value and latitude as the second. Reverse the order in which latitude and longitude are entered to navigate to the correct point. For example, if the coordinates you are searching for are 40.00, -76.00 and the search takes you to the other side of the world, enter -76.00, 40.00 instead.

   Alternatively, if you use latitude/longitude data, zoom in closer to your project site before performing the search. This will force the map to correct how it interprets the latitude/longitude entries.