United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Nevada State Office
P.O. Box 12000
Reno, Nevada 89520-0006

IN REPLY REFER TO:
8300 (NV-930) P

November 2, 2001

EMS TRANSMISSION 11-5-2001
Instruction Memorandum No. NV-2002-007
Expires 9/30/2003

To: Field Managers, Nevada

From: Deputy State Director, Natural Resources, Lands & Planning

Subject: Fiscal Year 2001 Recreation Fee Demonstration Project Report to Congress

DD: 11/07/2001
11/19/2001

Program Area: Recreational Fee Demonstration Program Management

Policy/Action: Please have your outdoor recreation planners submit to the state outdoor recreation lead their finished fee narrative report no later than November 7, 2001. The table and summary reports must be submitted to the state outdoor recreation lead no later than November 19, 2001. Both reports may be submitted by the November 7 deadline. The reports should be formatted according to the attached report forms as developed by the interagency team.

Time-frame: Narrative reports are due to Washington D.C. no later than November 9, thus, the reports must be in the state office by November 7 for processing. Table and spreadsheet reports are due in the State Office by November 19.

Budget Impact: Grave if reports are not received.

Contact: Please contact Chris Miller (acting Recreation Lead) in the Nevada State Office regarding questions or concerns. Chris may be reached at 861-6628.

Signed By:
Susan T Stokke
Assistant DSD, NRL&P

Authenticated By:
Debbie Spitale
Staff Assistant

1 Attachment

1. WO IM NO. 2002-025

United States Department of the Interior

Bureau of Land Management
Washington, D.C. 20240
October 26, 2001

In Reply Refer To:
8370(250)P

EMS TRANSMISSION 11/02/01
Instruction Memorandum No.2002-025
Expires:09/30/2003

To: State Directors
Attention: Recreation Program Leads

From: Assistant Director, Renewable Resources and Planning

Subject: Fiscal Year 2001 Recreation Fee Demonstration Project Report to Congress
DD: 11/09/01
DD: 12/01/01

Program Area: Recreational Fee Demonstration Program, Secretary's Annual Report to Congress.

Purpose: This IM is direction to the field requesting data for the subject report and to establish a consistent format for reporting the data back to Washington for preparing the Secretary's Annual Report to Congress. Legislative language identifies the specific information that is required of the agencies for this report.

Policy/Action: Information providing a detailed explanation on report requirements and the rationale for providing this information are included in Attachment 1. The attached report forms, Attachment 2, were developed by an interagency team to help ensure the reporting of consistent data. To comply with the reporting requirement, please provide the information to complete both the spreadsheets and tables in Attachment 2 and the narrative/accomplishment section in Attachment 3. The due dates are very important, because the results must be analyzed for national implications as well as combined with other Agency results to produce a joint report to Congress by January 31, 2002. All "Recreational Fee Demonstration Program" project reports are to be sent to your respective State Recreation Program Lead. Each State Lead will consolidate their individual State project reports and forward them to the Washington Office. Note, please forward all of the submissions for Tables 1 and 2 that you receive from each of the fee demonstration project managers. This year we are asking that you send your narrative section on accomplishments to the Washington Office earlier and separately from the rest of the report. We are writing up this section differently for the FY 2001 report and need additional time to meet the reporting deadline. This narrative will also be used to provide input to the Year

Time Frame: This IM is effective upon receipt. Interim progress reports to Congress are due on January 31, 2002, and each succeeding January until the fee demonstration program is completed. Please have the narrative/accomplishment section sent to WO-250 by close of business(COB) November 9, 2001 and the rest of the report on the attached forms to WO-250 by COB December 1, 2001.

Budget Impact: The budget impact upon complying with this IM is minimal. Most of the data are already gathered or can be collected from existing data basses or other records. If our report to the Department of the Interior is late and consequently late to Congress, there could be some grave consequences to the BLM budget.

Background: Interim progress reports to Congress are due on January 31, 2002, and each subsequent January until the fee demonstration is completed. This report is a requirement of the 1996 Appropriations Bill, Section 315 - Public Law 104-134. Four agencies (BLM, FS, FWS, NPS) will be participating in this report to Congress. The Department of The Interior will consolidate all of the participating Agency reports to make one consolidated report to Congress.

Manual/Handbook Sections Affected: None

Coordination: The "Report to Congress" format and contents have been developed as part of an interagency team for the Secretary of the Interior. Members of the team include representatives from the Department of the Interior, Assistant Secretary, Policy Management and Budget, Office of Management and Budget, National Park Service, Bureau of Land Management, Fish and Wildlife Service, and the Department of Agriculture, Forest Service. In addition the IM has been coordinated through AD, Renewable Resources and Planning; AD, Business and Fiscal Resources; the Budget Officer; The National Landscape Conservation System and Directives.

Contact: If you have any questions please contact Lee Larson at (202) 452.5168 or by E-mail at Lee_Larson@blm.gov.

Signed by:
Sherry Barnett
Deputy Assistant Director
Renewable Resources
and Planning

Authenticated by:
Vincent C. Chapman Jr
Policy & Records Group,
WO-560

3 Attachments

1- Guidance to Managers on Reporting Costs, Revenues, Visitation, Infrastructure and Accomplishments Associated with the Fee Demonstration Program (3pp)
2- Recreation Fee Demonstration Program Report to Congress Spreadsheet 1- 4 and Table 1-3 (7pp)
3- Narrative/Accomplishments Section (1p)

Guidance to Managers on Reporting
Costs, Revenues, Visitation, Infrastructure and Accomplishments
Associated with the Fee Demonstration Program

Congress authorized the Recreational Fee Demonstration Program in Section 315 of Public Law 104-134. Four agencies were mandated to implement the Recreational Fee Demonstration Program —National Park Service, Bureau of Land Management, Fish and Wildlife Service, and the U.S. Forest Service.

Conference Report language directs the agencies to evaluate the pilot demonstrations and to prepare a report to Congress on the results of the evaluation experiences of implementing the pilot fee program.

Each agency has participated in an evaluation process to measure public reactions to the fee program, internally or through an outside contract. <u>From each project manager we need data related to visitation, revenues, costs, and accomplishments associated with the demonstration fee program from your projects.</u>

Management information needed for the evaluation is specified below. Similar information is being obtained from each of the four agencies involved in the Recreational Fee Demonstration Program. Since the information should be as comparable as possible across the four agencies, we are providing guidance to help you consistently report the management information.

The following types of data must be collected and reported by all units or projects, from all four agencies, participating in the fee demonstration program. The following items numbered 1 - 7 refer to Attachment # 2 and item number 8 refers to Attachment # 3, Accomplishments. If a particular section of any form does not apply to your project please indicate by entering NA.

1. Fee Revenues (Spreadsheet # 1)

Each fee demonstration unit or project must report its fee revenues by <u>project name and project code</u>. The revenue amounts reported should be based on the fiscal year treasury account report. Thus, some revenues at the end of the year will be reported for the year in which they are deposited and recorded in the system, not the year they are actually collected. The following data are required for each of the demonstration pilot projects:

- Total amount of fees collected, at the project site, during fiscal year 2001.
- Estimate Fiscal Year 2002's revenues.

2. Visitation (Spreadsheet #2)

Visitation data is needed to determine the extent to which a change in fees impacts and affects visitation to a site, as well as to assess the potential for fee revenues from visitors and users. Most of you already collect data on the total number of visitors to your unit. The following data are required:

- Total number of visitors to the unit during each Fiscal Year from 1996 through 2001.

3. Cost of Collecting Fees (Spreadsheet # 3)

Information on cost of fee collection is essential for calculating *net* revenues, or the cost-effectiveness of the fee program. This includes *all costs that can reasonably be attributed to the activity of collecting fees* from the public for entrance into, or for use of, your unit or project during the year. The following data are required:

- Total direct and indirect fee collection costs separated into capital costs and operating costs. These costs should then be totaled and then indicate the costs as a percent of fee revenue (excluding general overhead costs).

- Program Elements: those shown are for the FY2002 report to Congress.

There are no standard methods used by all agencies to estimate the cost of fee collection. We recommend the cost categories that are used by the National Park Service, which are summarized below. You need only to report a total annual figure of collection costs for your unit, even though for calculation purposes you may tally each of these categories separately.

- Salaries and benefits (on a pro-rata basis for individuals with other duties in addition to fee collection activities).
- Utilities charges (e.g., electric, gas, phone) for fee collection facilities.
- Costs associated with fee collection training.
- Maintenance costs (e.g., janitorial or repairs) associated with fee collection activities, facilities, or equipment.
- Communication items (e.g., radios, phones) needed for fee collection.
- Other costs associated with fee collections (e.g., bank contracts, armored car services, money orders, printing park specific passes).
- Fee demonstration project-specific law enforcement.

4. Expenditures of Fee Revenues (Spreadsheet # 4)

Each fee demonstration unit or project must report its expenditure of fee revenues by project name and project code. Program Elements shown are for the FY2002 report to Congress. They are here for your information. The following data are required for each of the demonstration pilot projects:

- Fill in the columns using the total FY 2001 expenditures of fee collections for each category for the entire project.

5. Description of the Backlog Maintenance Projects (Table # 1)

Next, list your top five (5) priority deferred maintenance (backlog) projects for the fee demonstration project.

Indicate the estimate of the total project cost, total funds expended through FY 2001, and expected completion year of backlog projects.

6. Description of Enhancement Projects (Table # 2)

List and describe any enhancement projects for the site, added services, or other key areas of public service where fee demonstration funds were expended on a particular fee demonstration project.

Indicate total project cost, funds spent through FY 2001, and the year you expect to complete the project.

7. Summary Data for BLM Fee Demonstration Projects, Fiscal Year 2001 (Table # 3)

Summarize the data from your individual projects onto this table by project and include the project number.

8. Accomplishments: Narrative, **due COB November 9, 20001**
(Reference Attachment # 3)

BUREAU OF LAND MANAGEMENT
Revenues
Spreadsheet # 1

Name of Project & Project Number	GROSS REVENUES BY FISCAL YEAR, $$$	
	2001	2002 (estimate)
Total for the State		

BUREAU OF LAND MANAGEMENT
Visitation
Spreadsheet # 2

Name of Project & Project Number	VISITATION BY FISCAL YEAR					
	1996	1997	1998	1999	2000	2001
Total for the State						

BUREAU OF LAND MANAGEMENT
Cost of Fee Collection
Spreadsheet # 3

Name of Project & Project Number	TOTAL COST OF COLLECTING FEES $$$ (PE-EA,EB,FH)				
	Fiscal Year 2001				
	Fee Revenues	Capital Costs	Operating Costs	Total Costs	As % of Fee Revenue
Total for the State					

*PE: Are shown for FY 2001.

BUREAU OF LAND MANAGEMENT

Expenditures of Fee Revenues
Spreadsheet # 4

Name of Project & Project Number	FY Began	Expenditures of fee revenues by Category, FY 2001 ($$$)				
		Deferred Maint. *PE-HA	New Construction, Enhancements, Health & Safety, Nat. Res. Preservation, Annual Maintenance, & Operations *PE-HB,HC	Visitor Services, *PE-AA	Interp-retation *PE-AL	Law Enforcement *PE-AA, NH, NL, NO
Total for the State						

* PE: Are shown for FY 2001.

TABLE # 1

DESCRIPTION OF THE BACKLOG MAINTENANCE PROJECTS Estimated Total Project Costs = ETPC	Funds Expended Through FY 1999	Funds Expended Through FY 2000	Funds Expended Through FY 2001	Fiscal Year Completion Expected
Priority 1: Estimated Total Project Cost: $ _________	$			
Priority 2: Estimated Total Project Cost: $ _________	$			
Priority 3: Estimated Total Project Cost: $ _________	$			
Priority 4: Estimated Total Project Cost: $ _________	$			
Priority 5: Estimated Total Project Cost: $ _________	$			

In addition, please list and describe any enhancements, added services or other key areas of public service in which Fee Demo. Funds were expended on this local fee demo. Project. Include amount of fee Demo. Funds spent during the FY and an estimate of future funding requirements.

TABLE # 2

Description of the Project:	Funds Expended Thru FY 1999	Funds Expended Thru FY 2000	Funds Expended Thru FY 2001	Fiscal Year Completion Expected
Enhancements #1 **Estimated Total Project Cost: $________**	$			
Enhancements #2 **Estimated Total Project Cost: $________**	$			
Enhancements #3 **Estimated Total Project Cost: $________**	$			
Enhancement #4 **Estimated Total Project Cost: $_______**	$			
Enhancements #5 **Estimated Total Project Cost: $ ________**	$			

Summary Data for Bureau of Land Management Fee Demonstration Projects
Fiscal Year 2001
Table # 3

Bureau of Land Management Fee Demonstration Project	Number of Recreation Visits	Fee Demonstration Revenues	Cost of Fee Collection		Expenditure of Fee Demo Revenues
			Capital	Operations	

Attachment 2-7

Accomplishments

Congress has given us an opportunity to share our positive experiences and accomplishments. They are very close in developing permanent fee legislation. We need to let them know of the great success this program has been to the BLM by sharing with them our best and greatest accomplishments.

Each site manager needs to report on one or two of their most successful situations using the fees that you have collected. (**) Be specific! Consider: how, what, when, where, why, who, and answer "what" has changed, as you do this. <u>This section is going to be the first section of the report for Fiscal Year 2001.</u> This will be the most valuable section for Congress to review as they prepare final legislation. You have completed many great projects, let's share them with Congress. All you need is a short paragraph on each of the two accomplishments that you report.

Also report on how you are accountable to the public. How do you report back to them about the collection and expenditures of the fee revenues. Be specific, just a couple of sentences or short paragraph is all that is needed.

** Some of you sent items to WO-250 for the September 2001 Report to Congress. It is not necessary to resend the same information. We would ask that you send a new or different success story.