

**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**BUREAU OF LAND MANAGEMENT**  
1849 C STREET, N.W.  
WASHINGTON, D.C. 20240-9998

April 14, 1997

In Reply Refer To:  
3100 (350) P

EMS TRANSMISSION 4/21/97  
Instruction Memorandum No. 97-110  
Expires: 09/30/98

To: State Directors

From: Director

Subject: Fiscal Year 1999 (FY) Land and Water Conservation Fund (LWCF)  
Project Submissions

DD: 5/23/97

In anticipation of developing the FY99 Strategic Budget Plan (SBP), we are requesting your submission of FY99 LWCF project proposals. The program guidance and submission requirements are attached. This request is being forwarded in advance of the formal Bureauwide SBP packet to ensure that you have adequate time to prepare quality submissions and that sufficient time is available for review and development of Bureauwide priorities. This will also allow the Bureau to present the best possible case to the Department as early as possible.

Your LWCF request for FY99 should be limited to no more than five submissions. In light of budget constraints we strongly suggest new LWCF project submissions be avoided in FY99, except in exceptional circumstances. Proposals should be compelling and should clearly explain to parties outside the Bureau why the acquisition is essential, including what would happen if the property is not acquired, how funds will be leveraged and the identity of partners and others who support the project.

Please complete the information as outlined in the attached submission requirements and forward to the Washington Office (WO) Lands and Realty Group for evaluation and review. Please provide a copy of your submission to your state budget office. An interdisciplinary WO team will prioritize submitted projects in early July for the Director's review. Please note that seven copies of each project (including maps and photographs) are required. Your submissions must be received by May 23, 1997. Only express mail packages can be delivered to the following L Street address:

Bureau of Land Management (350)  
Suite 1000  
1620 L Street, NW

If you need additional information or have submission questions please telephone David Beaver, Lands and Realty Group at (202) 452-7788.

Signed by:  
W. Hord Tipton  
Assistant Director  
Minerals, Realty and  
Resource Protection

Authenticated by:  
Robert M. Williams  
Directives and Records  
Group, WO540

1 Attachment

1 - Land and Water Conservation Fund (16 pp)

## *Land and Water Conservation Fund*

**FY 99**

### 1. Program Guidance

- Land acquisition project priorities will be determined using the enclosed ranking criteria.
- Unobligated project funds will carryover and remain with the project until completion or until the project is no longer feasible.
- Emphasis will be placed on completing existing projects and on use of land exchanges.
- Concerns about the effect of land acquisition on the local economy will be strong in some areas. Be sensitive to securing local support and look to options to fee purchase where appropriate. Although LWCF funds can be used to process land exchanges and/or purchase conservation easements costs associated with these less than fee acquisitions can be funded by other "resource" accounts.
- No acquisitions can be completed until hazardous materials examinations have been performed and any cleanup costs approved.
- The LWCF Act is a funding authority only, not an acquisition authority. All acquisitions must be completed in accordance with existing authority and land use plans.
- LWCF funding can not be used for construction on the acquired lands or interest therein after the acquisition.
- LWCF funding may be used for acquisition by purchase (fee or less than fee), exchange or donation, however, lands conveyed from state government or a political subdivision may only be acquired by donation or exchange.
- All acquisitions must be voluntary unless condemnation is authorized by the legislation governing the project.
- Purchases cannot exceed fair market value without prior approval of Congress.
- Project funds can only be spent acquiring lands within or adjacent to the boundary.
- Guidance for the use of LWCF funds is provided by Washington Office Instruction Memorandum 92-44 and Information Bulletin 97-96.

### 2. Submission Requirements

**Documents must be prepared in WordPerfect 6.0. Use the attached formats exactly. An electronic version should be sent ahead of your submission via GroupWise email to David Beaver.**

## A. PROJECTS

There are no State cost targets for LWCF projects. Funding will depend on how well projects rank in comparison with those submitted by other states using Departmental and Bureauwide criteria and priorities.

Each project submitted must include a completed Departmental ranking sheet, a narrative and fact sheet, BLM supplemental ranking sheet, color photographs, and a map. It is important to prepare these documents so they can be reproduced on 8 1/2" X 11" paper for placement in binders.

Prepare the following for each project and submit seven color copies of each photo page and map:

### 1). Departmental Ranking Sheet

Complete a project ranking sheet for each project submitted. Use the criteria and instructions contained beginning on page 6.

### 2). Narrative and Fact Sheet

Two support documents are needed for each project. The first is a one-page narrative detailing the request for FY99 funds. The second document is a fact sheet which provides comprehensive information for the entire project, including estimated management costs after acquisition has occurred. A sample narrative is provided on page 10. Complete a fact sheet as it appears on page 11 (sample shown on page 13). Your submission should also be provided to your state budget officer for inclusion with the state SBP submission.

Items to consider in the one-page narrative are:

- Type of designation if in specially designated area.
- Discuss important resources.
- Why is it important for these lands to be in Federal ownership.
- Outside interest and support.
- Major contributors or partners.
- Resources and concerns of national or statewide significance.
- Management goals for the project area.
- Major initiatives acquisition supports (Recreation 2000, F&W 2000, etc).

When estimating project costs include both direct costs and processing costs. Direct costs include consideration for the lands involved. Processing costs are project related work month costs, contracting costs and other costs associated with completing the resource evaluations, title examination, appraisal, hazardous materials inventory, closing costs, tenant relocation costs, etc.

### 3). BLM Supplemental Ranking Criteria

Complete the two-page ranking sheet as it appears on pages 15 and 16.

### 4). Photographs

One or two pages of color photographs, neatly mounted with typed captions, showing a representative view of the project are preferred.

### 5). Map

Submit one color map for each project area. If possible, the 1:100,000 scale color surface ownership maps are preferred. Where the project size creates a multiple map requirement at that scale, use a 1:1,000,000 scale color surface ownership map. Assure that a locator exists showing where the project is located within the state along with a legend depicting the various ownerships. **Do not fold maps.**

## B. ACQUISITION MANAGEMENT

Emphasis continues to be placed on land exchanges as an alternative to direct purchase. It is appropriate to propose exchanges using acquisition management (3130) funds. Your proposals should identify resource values to be acquired as well as the funding level required for oversight, management and training in support of the overall LWCF program.

Traditional allocations of acquisition management (3130) funds are being carefully reviewed. States with growing acquisition Management carryover balances may receive reduced allocations.

## Procedure for Compiling Federal Land Acquisition Priority List

### I. Minimum criteria (must be met in all cases):

1. The property is (a) within the boundaries of an existing Federal conservation/recreation unit, if such boundaries are set by statute; or (b) contiguous with property now comprising a Federal conservation/recreation unit, if the unit's boundaries are administratively determined; or (c) the initial "building block" of a newly authorized Federal conservation/recreation unit.
2. The property presents no known health/safety/liability problems (e.g., hazardous waste contamination, unsafe structures).
3. There is no current indication of opposition from current owner(s) to Federal acquisition of the property (condemnations may be necessary in rare instances).
4. The cost of infrastructure necessary to make the property accessible, safe, and usable by the general public does not exceed 10 percent of the estimated purchase price.

### II. Ranking Criteria

Each potential acquisition which meets the minimum criteria is then scored by summing points it receives from meeting one or more of the following "ranking criteria". The indicated number of points is awarded if the proposed acquisition would meet the definitions of each criterion listed below. (See instructions beginning on page 6).

#### Criterion

- 1.a. Prevent *imminent* (within 2-3 years) property development that is determined by the Regional or State Director to be incompatible with the affected unit's authorized purpose(s). **50 points**
- b. Prevent *short-to-medium term* (within 4-8 years) property development that is determined by the Secretary to be incompatible with the affected unit's authorized purpose(s). **25 points**
- 2.a. Provide multiple recreation opportunities and is within a county with a population of one million or more. **80 points**
- b. Provide multiple recreation opportunities within 100 miles of a Standard Metropolitan Statistical Area (SMSA). **50 points**
- c. Provide multiple recreation opportunities between 100 and 250 miles from an SMSA. **35 points**
- d. Provide limited recreation opportunities within 100 of an SMSA. **35 points**
- e. Provide limited recreation opportunities between 100 and 250 miles from an SMSA. **20 points**
- 3.a. Preserve habitat of endangered species. **40 points**
- b. Preserve habitat of threatened species. **30 points**
- c. Preserve a recognized type of ecological community, for the purpose of promoting natural diversity. **20 points**
4. Preserve a nationally-significant natural or cultural feature of a type not now represented in any Federal conservation/recreation unit. **40 points**
- 5.a. The principal benefit to be derived from the acquisition is its wetlands characteristics as defined in the Emergency Wetlands Act of 1986. **80 points**

- b. The property contains a wetland or riparian area that is relatively scarce or unique. **60 points**
- c. The property contains a wetland or riparian area that while not scarce or unique nevertheless provides substantial public benefit. **40 points**
- 6.a. Include existing infrastructure required to make property accessible to and usable by the general public *and* by elderly/handicapped citizens. **40 points**
- b. Include existing infrastructure required to make property accessible to and usable by the general public, *but not* by elderly/handicapped citizens. **20 points**
- 7. Expands a unit with a record of visitor-day growth exceeding 5 percent per year in at least a three of the five prior years. **20 points**
- 8. Improves manageability and efficiency of a unit. **20 points**
- 9. Results in Federal savings in acquisition costs through the use of land exchanges, donations and other alternatives to the direct purchase of a property at full value. Add *five points* for each estimated 20 percent savings in Federal acquisition costs up to a maximum of 25 points. **5-25 points**
- 10. Involves Federal acquisition of less than full fee title to the property (e.g., purchases of scenic or conservation easements). **10 points**
- 11. Involves significant non-Federal partnership. For each non-Federal partner (State, local, private) contributing significant resources ("significant" - at least 25 percent of acquisition, development, or management dollars), add *5 points*, up to a maximum of 15 points. **5-15 points**
- 12. Provides a Federal Land Management Agency with an opportunity judged by the appropriate Assistant Secretary to be necessary to substantially further the goals of a Presidential, Departmental, or Bureau MBO and to be essential to the fulfillment of the Agency's mission. (Each agency will rank their 20 highest priority projects which implement their MBO's and mission in descending order. The first priority project will be awarded 150 points, the second 142.5, the third 135, and so on). **7.5-150 points**

Ranking criteria listed under a single number (e.g., "1.a.", "1.b.") are mutually exclusive; points may not be awarded for more than one. For example, a proposed acquisition may score 40 points for meeting criterion 3.a., but cannot score 70 points for meeting both criteria 3.a. and 3.b.

Each property proposed for acquisition would normally be scored separately. However, if several related properties were proposed for purchase as a group to optimize use of funds, the group could be assigned a composite score (e.g., the criteria could be applied and a score assigned to the Forest Service Lake Tahoe project or the Park Service Santa Monica Mountains project as a whole).

## **Departmental LWCF Project Ranking Criteria Instructions**

### **I. Minimum Criteria**

- Item 1. Show type of designation under A, B, or C.
- Item 2-4. Check if criterion is met. If all minimum requirements are met, rank the project under the following criteria.

### **II. Ranking Criteria**

- Criterion 1. A or B. Show type of potential development/damage
- Criterion 2. A - E. Use current census and SMSA map. Show the name of the city designated as an SMSA. Use the nearest boundary of the county in which the city is located in determining the distance from the project area.
- Criterion 3. List the threatened or endangered species (Federal List)
- Criterion 4. To receive points under this criterion, the project must be a "one-of-a-kind." (e.g. No points are provided if the project is another wild and scenic river, historic trail etc.) Describe the unique feature.
- Criterion 5. Consult the RMP for Wetland/Riparian values and review the 1986 Emergency Wetlands Act for characteristics.
- Criterion 6. Points are provided if the project is currently useable by either the handicapped or the general public without improvements.
- Criterion 7. Use an estimate based on similar sites if specific data is not available.
- Criterion 8. No points are available for new projects located entirely on non-Federal land.
- Criterion 9. This four-part criterion relates Federal expenditures to the fair market values of the property. For example, if almost one half of the property value (not number of tracts) can be acquired by exchange or donation rather than purchase, points are available under part 9.c.
- Criterion 10. Points are available if any acquisition in the project is for a less than fee title interest (ie conservation easement).
- Criterion 11. Each non-Federal partner must contribute at least 25 percent of the cost in order to receive points. Identify the partner.
- Criterion 12. List the primary initiative (ie Recreation 2000). Headquarters will evaluate all projects under this criterion and assign the points.

### **III. General**

1. Fill out ranking sheet for each project.
2. Only one alpha factor may be used for a single numbered criteria ex: 2a, not 2a and b.
3. Use N/A if criteria does not apply.
4. Provide name, title, and telephone number of preparer.
5. Put projects in State priority order on bottom line of form.

Evaluator:

Title:

Phone No:

**Bureau of Land Management  
Land and Water Conservation Fund  
FY 1999 Project Ranking Sheet**

| <b><i>I. MINIMUM REQUIREMENTS</i></b> |           |                  |           |
|---------------------------------------|-----------|------------------|-----------|
| 1A                                    |           |                  |           |
| 1B                                    |           |                  |           |
| 1C                                    |           |                  |           |
| 2                                     |           |                  |           |
| 3                                     |           |                  |           |
| 4                                     |           |                  |           |
| <b><i>II. RANKING CRITERIA</i></b>    |           |                  |           |
|                                       | Narrative | Points Available | Allocated |
| 1A                                    |           | (50)             |           |
| 1B                                    |           | (25)             |           |
| 2A                                    |           | (80)             |           |
| 2B                                    |           | (50)             |           |
| 2C                                    |           | (35)             |           |
| 2D                                    |           | (35)             |           |
| 2E                                    |           | (20)             |           |
| 3A                                    |           | (40)             |           |
| 3B                                    |           | (30)             |           |
| 3C                                    |           | (20)             |           |
| 4                                     |           | (40)             |           |

|   |  |           |  |
|---|--|-----------|--|
| 5A  |  | (80)      |  |
| 5B  |  | (60)      |  |
| 5C  |  | (40)      |  |
| 6A  |  | (40)      |  |
| 6B  |  | (20)      |  |
| 7   |  | (20)      |  |
| 8   |  | (20)      |  |
| 9   |  | (5-25)    |  |
| 10  |  | (10)      |  |
| 11  |  | (5-25)    |  |
| TOTAL POINTS (Items 1-11)                     |  |           |  |
| 12  | Bureauwide Priority<br>(Completed by WO) | (7.5-150) |  |
|   |  |           |  |
| <b>III. STATE DIRECTOR'S PRIORITY RANKING</b> |  |           |  |

**Project Name:**  
**Location:**  
     **State:**  
     **County:**  
**Congressional District:**  
**Significant Resources:**  
**Acquisition Areas:**  
     **Total Project:**  
     **Fiscal Year 99:**

| PROJECT FUNDING NEEDS     |  |
|---------------------------|--|
| <b>Total Project Cost</b> |  |
| <b>FY 99 Cost</b>         |  |

**Narrative:**

The purpose of this project is to acquire...  
 (Descriptive paragraph of purpose)

The project area is a ...  
 (Descriptive paragraph of values)

If this is a project which has been previously funded, complete the accompanying Land Acquisition Fact Sheet on Page 11.

SAMPLE

**Project Name:** Upper Snake/South Fork Snake River  
**Location:**  
    **State:** Idaho  
    **County:** Bonneville, Fremont, Jefferson, Madison  
**Congressional District:** 2  
**Significant Resources:** Fisheries, Recreation, Riparian,  
                                  T&E Species, Wildlife  
**Acquisition Areas:**  
    **Total Project:** 2,000  
    **Fiscal Year 99:** 400

| PROJECT FUNDING NEEDS     |             |
|---------------------------|-------------|
| <b>Total Project Cost</b> | \$1,750,000 |
| <b>FY 99 Cost</b>         | \$400,000   |

**Narrative:** The portion of the Snake River within the project area exhibits one of the most extensive cottonwood riparian forests remaining in the west. A 1980 U. S. Fish and Wildlife Service evaluation of Idaho's ecosystems rated this area Idaho's most valuable, biodiverse, and unique ecosystem. The river riparian zone is crucial habitat for 126 different bird species. The majority of these birds (67%) are neotropical migrants. The purpose of this project is to acquire riparian property from willing sellers along the South Fork, Henry's and Main Snake Rivers that will protect the integrity of this unique and valuable resource from rapid resort and subdivision development and ensure public access to the river corridor.

One-half of Idaho's bald eagle productivity, about one-third of the Greater Yellowstone Ecosystem bald eagle productivity, and the largest bald eagle winter roost in the Greater Yellowstone Ecosystem occur in this area. There are also two peregrine falcon eyries along the river. In addition to endangered and threatened species, twelve federal species of concern as well as sixteen sensitive species occupy this river habitat.

The South Fork is a world famous, blue ribbon fishery and supports Idaho's largest native wild cutthroat trout population. While fishing is the primary recreational activity; river floating, power boating, camping, hiking, horseback riding, ORV use, picnicking, bird watching, and sight-seeing are all increasing.

BLM is involved in several cooperative efforts, including research projects involving cottonwood ecosystem ecology, bald eagles and other raptors, neotropical birds, and recreation use to increase knowledge of the river system and thus implement better river management; 11 Waterfowl Habitat Improvement Projects; and the Adopt-a-Wetland program to maintain waterfowl nesting structures and provide for litter pick up along the river. Land acquisition is strongly supported by The Nature Conservancy, Trout Unlimited, Ducks Unlimited (DU), the Greater Yellowstone Coalition, and other conservation groups. BLM is cooperating with DU and the Idaho Department of Fish and Game (IDFG) to implement the Waterfowl Habitat Improvement Projects.

FY 1999 FACT SHEET  
 LAND ACQUISITION  
 BUREAU: Bureau of Land Management

General Information

Project Name:

Administrative Unit:

State/County/Congressional District:

General Location:

Purpose/Program

|  |  |
|--|--|
|  |  |
| Owner's name   |  |
| Resource threat  |  |
| Land exchange alternatives                                 |  |
| Inholding?   |  |
| Appraisal done?<br>Value?                                  |  |
| Outyear costs (annual)                                     |  |
| Plans for project area?<br>Infrastructure?                 |  |
| Hazardous material evaluation<br>done?                     |  |
| Resource rehabilitation or<br>restoration projects<br>Cost |  |
| Can funds be obligated in the FY?                          |  |

Authorization

Is acquisition authorized?

What is authorized ceiling?

Is proposal within authorized ceiling?

How much has been appropriated to date vis-a-vis ceiling?

Is acquisition within the boundary?

Funding

President's Budget Request? \$

Is budget amount for same purpose?

Appropriations to date? \$

Current unobligated balance as of \_ \$

Plans to use unobligated balances

---

| Acquisition Status       | Tracts | Acres | Cost | Cost/Acre |
|--------------------------|--------|-------|------|-----------|
| Purchases thru FY        |        |       |      |           |
| Scheduled for FY         |        |       |      |           |
| Planned for FY           |        |       |      |           |
| Remaining to be Acquired |        |       |      |           |

SAMPLE  
**FY 1999 FACT SHEET**  
**LAND ACQUISITION**  
**BUREAU: Bureau of Land Management**

**General Information**

**Project Name:** Upper Snake/South Fork Snake River

**Administrative Unit:** Idaho Falls District

**State/County/Congressional District:** Idaho/Bonneville, Fremont, Jefferson, and Madison/2

**General Location:** Southeastern Idaho

**Purpose/Program**

|   | <b>Upper Snake/South Fork Snake River</b>  |
|---|--|
| Owner's name  | Multiple.  |
| Resource threat   | Agricultural, resort and rural residential development.  |
| Land exchange alternatives                                | Potential for land exchange.   |
| Inholding?  | Yes.   |
| Appraisal done?<br>Value?                                 | Several appraisals completed with average value of \$1,000/acre. Updates necessary.  |
| Outyear costs (annual)                                    | \$100,000 for ecosystem management.  |
| Plans for project area?<br>Infrastructure?                | Intensive interdisciplinary monitoring and management for bald eagles, other wildlife, riparian habitat. Recreation facilities and access. |
| Hazardous material evaluation done?                       | No.  |
| Resource rehabilitation or restoration projects.<br>Cost? | Road closures, riparian vegetation rehabilitation, noxious weed control.   |
| Can funds be obligated in the FY?                         | Yes.   |

**Authorization**

|   |  |  |
|---|--|--|
| Is acquisition authorized?                                | Not specifically authorized by statute other than FLPMA. |  |
| What is authorized ceiling?                               | N/A.   |  |
| Is proposal within authorized ceiling?                    | N/A.   |  |
| How much has been appropriated to date vis-a-vis ceiling? | N/A.   |  |
| Is acquisition within the boundary?                       | Yes.   |  |

**Funding**

|                                    |                  |              |
|------------------------------------|------------------|--------------|
| President's Budget Request?        | \$140,000 (FY96) |              |
|                                    | \$250,000 (FY97) |              |
| Is budget amount for same purpose? | No.              |              |
| Appropriations to date?            | \$779,245        |              |
| Current unobligated balance as of  | <u>05/01/96:</u> | <u>\$782</u> |
| Plans to use unobligated balances  | <u>None.</u>     |              |

| <b>Acquisition Status</b>   | <b>Tracts</b> | <b>Acres</b> | <b>Cost</b> | <b>Cost/Acre</b> |
|-----------------------------|---------------|--------------|-------------|------------------|
| Purchases thru FY <u>97</u> | 15            | 955          | \$779,245   | \$816            |
| Scheduled for FY <u>98</u>  | 2-5           | 475          | \$390,000   | \$800            |
| Planned for FY <u>99</u>    | 2-5           | 400          | \$400,000   | \$1,000          |
| Remaining to be Acquired    | 1-3           | 150          | \$180,000   | \$1,200          |

**Land and Water Conservation Fund  
FY 1999  
BLM-Supplemental Ranking Criteria**

**Project Name:**

| Criteria | Definition   | Yes                      | No                       |
|----------|--|--------------------------|--------------------------|
| 1        | <b>Threat to Ecosystem Values:</b><br>Is the property facing imminent (2 years) threat of development, subdivision, etc. which would be incompatible with the affected unit's authorized purpose(s)? Briefly explain.                    | <input type="checkbox"/> | <input type="checkbox"/> |
|          |  |                          |                          |
|          |  |                          |                          |
| 2        | <b>Political Support (Local/National):</b><br>Is there significant local and national, constituent and representative support? Briefly explain.  | <input type="checkbox"/> | <input type="checkbox"/> |
|          |  |                          |                          |
|          |  |                          |                          |
| 3        | <b>Threatened and Endangered Species -</b><br><b>Seasonal Use vs. Year-Long Use:</b><br>Does the property provide exclusive, year-long habitat to a nominated, candidate or listed species?<br>Is the species mobile (animal vs. plant)? | <input type="checkbox"/> | <input type="checkbox"/> |
|          |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4        | <b>Existing Project vs. New Project:</b><br>Has this project ever received a LWCF appropriation?   | <input type="checkbox"/> | <input type="checkbox"/> |

Project Name:

| Criteria | Definition   | Yes | No |
|----------|--|-----|----|
| 5        | <p><b>Acquisition Partnerships:</b></p> <p>Has this property been optioned or purchased by a third party nonprofit for resale to the BLM, by a prior mutual agreement?</p> |     |    |
| 6        | <p><b>Congressionally-designated "Special Area":</b></p> <p>Is the property within one of these special areas?</p> <p>Check as appropriate:</p>                            |     |    |
|          | National Conservation Area   |     |    |
|          | National Recreation Area   |     |    |
|          | National Scenic Area   |     |    |
|          | National Natural Landmark  |     |    |
|          | National Historic Trail  |     |    |
|          | National Recreation Trail  |     |    |
|          | National Scenic Trail  |     |    |
|          | Wild and Scenic River  |     |    |
|          | Wilderness   |     |    |
| 7        | <p><b>Departmental Priority Ecosystems:</b></p> <p>Is the property within one of these ecosystems?</p> <p>Check as appropriate:</p>  |     |    |
|          | California Central Valley  |     |    |
|          | Pacific Northwest (westside Oregon only)   |     |    |
|          | Natural Communities Conservation Planning Area of Southern California  |     |    |
|          | Desert Tortoise Planning Area (CA/NV/UT)   |     |    |
|          | Florida Everglades   |     |    |

|  |                      |  |  |
|--|----------------------|--|--|
|  | <b>Central Texas</b> |  |  |
|--|----------------------|--|--|

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