

In Reply Refer To:

4100 (930) P
1740

January 10, 2002

Instruction Memorandum No. WY-2002-008
Expires 09/30/02

To: Field Managers

From: Associate State Director

Subject: 8100 Technical Procedures Review (TPR) Action Item Followup and
Resource Improvement Project and Land Treatment Policy Review.

Purpose: This Instruction Memorandum formally implements the action items identified in our response to the Assistant Director (200) regarding the findings and recommendations of the subject TPR and stresses the importance of assigning the financial project code to all resource improvement projects and land treatment projects regardless of which activity funds the effort.

Policy: The attached Washington Office (WO) Instruction Memorandum (IM) No. 2001-027- Resource Improvement Project and Land Treatment Policy identifies the need for assigning a financial project code to projects listed in the Resource Improvement Project System (RIPS). The intent of the financial project code is to facilitate an audit trail for tracking costs (e.g., time, vehicle, equipment, etc.) associated with resource project development and land treatments.

Bureau policy requires that a financial code be assigned for all projects funded with 8100/8200 (range improvement) funds while making it optional for projects funded by other sub-activities. However, it is BLM Wyoming policy to assign a financial code to all projects in RIPS regardless of sub-activity funding (with the exception of abandoned mine land projects which will be reported in the Abandoned Mine Land Information System/AMLIS). The financial code must be assigned early in the project development process to ensure that most costs associated with all phases of project development can be identified. The project check list found in the Bureau handbook H-1740, Renewable Resource Improvement and Treatment Guidelines and Procedures, Chapter 2, can be helpful. For example, the point at which a project case file is prepared (check list item No. 7) would be a likely step to assign a financial project code.

In addition, the attached WO IM 2001-027 eliminates the use of the project codes WEED

and CWWR from RIPS and directs you to use the new financial code instead for those projects associated with noxious weeds management and the Clean Water Act. It was noted during the TPR that WEED and CWWR codes were still being used. These codes need to be backed out of RIPS for all affected FY 2001 projects and a financial code be substituted.

There will be effort spent in certain program elements where the use of project code WEED and CWWR are still appropriate, i.e., general program coordination. However, remember costs that can be more directly associated with project planning, design, and development are coded with a financial code as outlined in WO IM 2001-027 and not coded to WEED and/or CWWR.

Furthermore, our fiduciary responsibility to all expenditures and particularly with 8100/8200 funds extends to insuring that before any resource improvement projects are developed with these funds all legal conveyances are secure (e.g., rights-of-way, water rights, etc.), and that they are routinely inspected and maintained, as needed, after development. It was found in the TPR that final water rights had not been secured in all cases. Adherence to the check list found in H-1740 mentioned above, will help insure that these as well as all other legal requirements are satisfied. These requirements must be met before development and expenditure of funds begin. Regarding routine inspection and maintenance, more diligent use of the maintenance schedule generated in RIPS is needed and that maintenance responsibility for each project is clearly assigned. Maintenance can be made a term and condition of the grazing permit/lease where the responsibility clearly rest with the permittee or lessee.

Complete and accurate records are key to implementing the guidance herein. Take some time when planning your allotment inspections and compliance to review at least a representative portion of the project record for clarity and completeness, including the RIPS data base, and bring it up to date as quickly as possible. Field Managers must ensure that project records receive a close look.

For more information or questions, please contact Tom Enright, Rangeland Management Specialist by e-mail or at (307) 775-6329.

/s/Alan L. Kesterke

1 Attachment:

1 - Resource Improvement Project and Land Treatment Policy (12 pp.)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

Date: October 18, 2000

In Reply Refer To:
4100 (220) N

Instruction Memorandum No. 2000- 027
Expires: 09/30/2002

To: All Field Officials, National Business Center
From: Director
Subject: Resource Improvement Project and Land Treatment Policy

Program Area: Resource Projects, Land Treatments and Rangeland Improvements, in multiple subactivities.

Purpose: This Instruction Memorandum:

- Requires that all obligations of funds for resource improvement projects and land treatments, **not just livestock management projects**, be entered into financial system data bases.
- Describes data entry changes for the Rangeland Improvement Project System (RIPS) by describing where to enter the new **financial project codes**.

This Instruction Memorandum replaces Instruction Memorandum (IM) 2000-007 and Instruction Memorandum 2000-007, Change 1 and modifies guidance addressing the use and tracking of funds for resource improvement projects on public lands: [H-1740-1 Chapter 3; H-4120-1.3]

Policy: **All offices shall account, by project, for all expenditures used for on-the-ground resource improvement projects and land treatments funded by 8100/8200 subactivities, and other funds, such as contributed and Management of Land Resources (MLR) accounts.** Resource improvement projects include such things as fences, riparian area rehabilitation, vegetation manipulation, weed treatment/control, wildlife guzzlers, etc. This policy does not apply to the following: Facilities Information Maintenance Management System (FIMMS) projects, Abandoned Mine Lands projects, Hazardous Materials projects, Natural Resource Damage Assessment projects and Threatened and Endangered (T&E) species projects.

Background: These changes are being made to comply with the findings of two audits of the rangeland improvement program. A General Accounting Office audit “BLM’s Range Improvement Project Data Base Is Incomplete and Inaccurate” (1993), found that BLM was not consistently using the Rangeland Improvement Project System (RIPS). The Department of Interior Inspector General addressed rangeland improvement policy in 1999 and found that costs being charged to the rangelands improvement program were not well documented and that the RIPS data base was not accurate. The Inspector General recommended that BLM:

- Use rangeland improvement funds only for rangeland rehabilitation, protection and improvement projects;
- Identify costs by project and justify charges to rangeland improvement funds;
- Redesign RIPS to allow data entry at field locations and access by all offices; and
- Issue formal procedures and guidance on properly entering project information into RIPS.

The Federal Land Policy and Management Act (Section 401(b)) requires that grazing fee receipts (8100/8200 funds) be used for on-the-ground range rehabilitation, protection and improvements. The range regulations at 43 CFR 4120.3-8(b) describe the appropriate uses of the “Range Improvement Fund”. Because of specificity of language in the Act and the regulations, it is clear that *administration costs* must be provided from other appropriations.

Many programs provide funding for rangeland improvement projects. These programs/funds may include:

- Management of Land Resources (MLR) funds,
- Oregon & California (O&C) funds,
- Fire Rehabilitation (2822),
- Fuel Hazard Reduction (2823),
- Resource Development, Protection and Management, Taylor Grazing Act (7121),
- Resource Development, Protection and Management, FLPMA (7122),
- Resource Development, Protection and Management, CA OHV Fund (7123), and
- Wildlife and Fisheries Conservation & Rehabilitation (Sikes Act) (7124).

The BLM has established a link between RIPS and the Federal Financial System (FFS) by the development of a financial project code in response to the first two recommendations shown above. The linkage between RIPS and FFS is critical in recovering cost data associated with resource improvement projects.

Action: The following rules apply to the expenditure of range improvement funds (8100/8200):

- Utilize Management of Lands and Resources (MLR) funding (i.e., 1010, 1020, 1040, 1110, 1120, etc.) when purchasing smaller items in bulk for future projects (for example survey

stakes, lath, welding rod, acetylene, etc). Offices may move the expenditure from (back out) MLR costs by charging the item to the benefitting sub-activity and/or 8100/8200 when the materials are used on a project. Discretion should be used as to the minimum amount to transfer, as the cost to administer the change may exceed the amount of these small purchases.

- Time should be coded to projects in four hour time increments at a minimum. For example, an employee that works on two projects during a four hour period would code to the project worked on the majority of the time.
- Projects are developed in three phases: the first phase is used to determine project feasibility. The second phase is used to complete clearances, NEPA, survey and design. The third phase is project implementation. The phases may occur over a three year period of time, within three or four fiscal years. Finally a fourth post development phase of a project includes monitoring and evaluation of the project or treatment effectiveness.
- A financial project code and a improvement number (RIPS) must be assigned at the inception of the project. These codes will be used for the life of the project, including maintenance, closure, and abandonment. Codes must never be reused.
- A financial project code will also be assigned to existing projects/treatments when charges are made for maintenance, reconstruction, etc.
- A single financial project code will be assigned as a cost center code for appropriate heavy equipment charges while continuing to code by exception for actual usage. In other words, as the equipment is used, the time used will be charged to reflect the financial code assigned to that specific project. Off-season Fixed Operating Rate (FOR) charges will be spread to reflect actual usage at the end of the fiscal year.
- A single financial project code will be assigned as a cost center code for non-heavy equipment vehicles such as pickups and suburban trucks. Sedans may not coded against this financial project code. Sedans used on a project must be coded to the specific financial project code assigned to the project. The same concept applies for non-heavy equipment as above, as the equipment is used, the time used will be charged to reflect the financial code assigned to that specific project. To reiterate, the common field between the MIS and the RIPS will be the financial project code.

Financial systems now require the entry of the financial project code for 8100/8200 and its entry is recommended for all other funds. The financial project code provides the capability to track expenditures (labor, credit card purchases, travel, procurement, motor vehicles, etc.) of range improvement funds in the Federal Financial System (FFS) on a project by project basis. Therefore, the financial project codes will be used, with few exceptions, on all financial transactions (labor and operations) which contain the following project and treatment Program Elements:

Program Element	Program Name
JA	Shrub and Grassland Vegetation Treatments Applied
JB	Shrub, Grassland, PJ, Forest Projects Constructed
JC	Shrub, Grassland, PJ, Forest Projects Maintained
JD	Weed Treatments Applied
JE	Forest and Woodland Restoration Treatments Applied
JF	Lake/Wetland Treatments
JG	Stream/Riparian Treatments
JH	Lake/Wetland and Stream/Riparian Projects Constructed
JI	Lake/Wetland and Stream/Riparian Projects Maintained
JL	Fire Rehabilitation Treatments Applied
JM	Fuel Management Treatments Implemented
MK	Weed Treatments Evaluated
MT	Hazardous Fuel Reduction Treatments Monitored
MX	Shrub and Grassland Vegetation Treatments Evaluated
MZ	Fire Rehabilitation Treatments Monitored

Attachment 1 lists allowable and not allowable uses of the various renewable resource funds and Range Improvement Funds. Attachment 2 provides a list of rangeland improvement types.

The financial project code is a four-character code as described here. The first character is a single letter identifying the BLM administrative state, the second character is numeric, the third and fourth characters are letters. The codes to be used are shown below:

Administrative State	ST Code	Financial Project Codes
Arizona	A	A1AA to A9ZZ
California	B	B1AA to B9ZZ
Colorado	C	C1AA to C9ZZ
Idaho	D	D1AA to D9ZZ

Montana	E	E1AA to E9ZZ
Nevada	F	F1AA to F9ZZ
New Mexico	G	G1AA to G9ZZ
Oregon	H	H1AA to H9ZZ
Utah	J	J1AA to J9ZZ
Wyoming	K	K1AA to K9ZZ

An exception to the above coding system is in the Fire Rehabilitation and Hazardous Fuels subactivities where the “fire number” is used as the financial project code.

The National Business Center will establish 500 codes in FFS for each state to be used beginning October 1, 2000. The first 500 codes range from A1AA to A1TF if the state is Arizona. A partial list of these codes is shown in Attachment 3.

The 8100/8200 program leader in each state is responsible for the assignment of financial project codes. The program leaders will develop a log, similar to the one shown below to track the assignment of financial project codes. The example would be for the Wyoming state office.

Financial Project Code Assignment Log

Financial Project Code	Office Code	Date Assigned	Impr. Nbr.	Improvement Name
K1AA	WY040	29 Aug 2000	940118	Flowing Well Pit
K1AB	WY030	30 Aug 2000	926733	Rawlins Water Well 2
K1AC	WY020	31 Aug 2000	905416	YU Bench/Rim Fence
etc				

If contributed funds (7121, 7122, 7123, 7124) are being applied to a project, the National Business Center (BC-610) must be provided the: financial project code, project name, sub-activity, and the contributor information. The financial project code provided is the code that was assigned by the state program leader. *SF 1380-11a* must be submitted if there is an indirect cost waiver. This notification may take the form of an e-mail if there is no indirect cost waiver.

The financial project code for tracking expenditures does not replace the six digit RIPS improvement number. The financial project code should be entered in the sub-activity field in

RIPS as shown on the sample RIPS screen shown below. **Do not enter financial data in RIPS.**

SCIMPC7	RANGELAND IMPROVEMENT PROJECT SYSTEM	08/05/94
IMP# 276667	ADD IMPROVEMENT SUBACTIVITIES	
	CONTRACT MATERIAL EQUIPMENT LABOR TOTAL	WORK

SUBACTIVITY COST COST COST COST COST MONTHS

A1AA LEAVE ALL OTHER FIELDS BLANK

Record cooperator contributions of labor, materials, and equipment in RIPS. Financial contributions are recorded in the financial system.

Special project codes (RPRN, WEED, etc) are no longer necessary because that data can be retrieved by program element.

Data entry in RIPS must be completed and backups sent it to the RIPS User Representative at the National Applied Resources Sciences Center (RS-140) by October 15 of each year. The program office (WO-220) will not allocate range improvement funds (8100/8200) to offices which do not enter improvement data.

In conclusion, to respond to the needs of the field and to provide solutions to the Inspector General's findings, BLM is re-engineering RIPS to:

- Provide easy accurate data entry by field office employees;
- Allow BLM offices at all organizational levels to get information from the system;
- Link data in RIPS with other data systems such as FFS and fire.

A completion date of September 30, 2001 is expected.

Time Frame: This policy becomes effective upon October 1, 2000.

Budget Impact: It is anticipated this policy will add some time to employees' schedules during initial implementation. Those offices that have been complying with the policy of maintaining an accurate inventory of RI's and the use of RI funds as contained in Instruction Memorandum No. 95-136, Instruction Memorandum 2000-007, and Instruction Memorandum 2000-007, Change 1 should have minimal difficulty in tracking project expenditures in the financial systems.

Background: Background information can be found in IM No. 2000-007, IM No. 2000-007 Change 1, IM No. 95-136, and the Office of Inspector General, Report No. 99-1-677, July 1999.

Manual/ Handbook Sections Affected: H- 1740-1 - Renewable Resource Improvement and Treatment Guidelines and Procedures, Chapters 2 and 3.

Coordination: Coordination of this change occurred with NARSC, NBC, State Offices, and many field offices. Furthermore, it is realized that this process will require continued coordination and possible modification as implementation continues.

If you have any questions concerning this guidance, please contact Tom Roberts at 202-452-7769 or Leon Pack at 303-236-0156.

Signed by:

Henri R. Bisson
Assistant Director
Renewable Resources and Planning

3 Attachments

- 1 Allowable Uses of Renewable Resource Funds (1 p)
- 2 General Rules for Expending Range Improvement (8100/8200) fund and Improvement Tracking (1 p)
- 3 Partial List of Financial Project Codes

Attachment 1: Allowable Uses of Renewable Resource Funds

Improvement and Treatment Tasks	MLR/O&C ¹	8100/8200	PRIA ²
Land Use Planning (LUP)	Yes	No	No
Activity Planning	Yes	No	No
Project Planning (Project Specific)			
Preliminary Site Investigation, etc.	Yes	Yes	Yes
Compliance with LUP	Yes	Yes	Yes
User/Cooperator Consultation	Yes	Yes	Yes
Environmental and Resource Clearances	Yes	Yes	No
Final Project Survey, Design, Preparation of Materials list, etc.	Yes	Yes	Yes
Water Right Filing	Yes	No	Yes
Easement/R-O-W Acquisition	Yes	No	Yes
Contract Preparation	Yes	Yes	Yes
Project Installation/Implementation			
Contract	Yes	Yes	Yes
BLM Force Account Labor	Yes	Yes	Yes
BLM Equipment Use	Yes	Yes	Yes
Material & Supplies used up on a project	Yes	Yes	Yes
Equipment Purchase	Yes	Yes ³	No
Equipment Rental	Yes	Yes	Yes
Contract Supervision and Inspection	Yes	Yes	Yes
Project Modification ⁴	Yes	Yes	Yes
Maintenance ⁵	Yes	Yes	Yes
Reconstruction	Yes	Yes	Yes
Clerical (General Filing and Typing)	Yes	No	Yes
Training	Yes	No	Yes ⁶
Workshops	Yes	No	No
General Administrative Expense	Yes	No	Yes

1 1010, 1020, 1030, 1040, 1060, 1110, 1120, 1150, 1210, 1220, 1230, 1310, 6300, 6650

2 No more than 20 percent of the PRIA funds can be used for expenses other than on-the-ground project installation or development.

3 Does not include office equipment or Working Capital Fund (WCF) equipment

4 The costs of project modification must be paid by the entity requesting the modification. When the Bureau is that entity, the costs should be charged to the benefitting subactivity.

5 Maintenance costs are to be paid by the principal beneficiary and Bureau funds may be used only where the Bureau is the principal beneficiary

6 No more than 15 percent of the PRIA funds can be used to train Bureau personnel; training funds are included in the 20 percent (see #2)

Monitoring and Evaluation of Effectiveness of Improvement	Yes	Yes	Yes ⁷
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7 No more than 20 percent of the PRIA funds can be used for expenses other than on-the-ground project installation or development.

Attachment 2: Types Rangeland Improvements

Kind of Improvement Practice	Allowed in 8100/8200	Required Entry in RIPS
Catchments	Yes	Yes
Cattleguards	Yes	Yes
Corrals/loading chutes	No	Yes
Dams/reservoirs/diversions	Yes	Yes ⁸
Dipping Vats	No	Yes
Enclosures	No	Yes
Fish and wildlife habitat improvement or protection	Yes	Yes
Hazardous Materials Cleanup	No	Yes
Livestock management fence	Yes	Yes
Pest treatment/control (rodents/insects)	Yes	No
Pipelines	Yes	Yes
Research	No	No
Riparian area rehabilitation, improvement or protection	Yes	Yes
Soil and water resource improvement	Yes	Yes
Spring development	Yes	Yes
Stock trails	Yes	Yes
Vegetation manipulation, seeding, planting, prescribed fire	Yes	Yes
Watershed improvements (non-Abandoned Mine Lands)	Yes	Yes
Weed treatment/control	Yes	Yes
Well/storage facilities	Yes	Yes
Wild horse and burro habitat management facilities	Yes ⁹	Yes ¹⁰
Wild horse/burro gathering	No	No

8 Except for those recorded in FIMMS

9 Permanent habitat improvements/land treatments only

10 Permanent facilities located within Herd Management Areas, other WH&B facilities, such as holding corrals or adoption centers will be recorded in FIMS

Attachment 3: Partial List of Financial Project Codes

Arizona	California	Colorado	Idaho	Montana	Nevada	New Mexico	Oregon	Utah	Wyoming
A1AA	B1AA	C1AA	D1AA	E1AA	F1AA	G1AA	H1AA	J1AA	K1AA
A1AB	B1AB	C1AB	D1AB	E1AB	F1AB	G1AB	H1AB	J1AB	K1AB
A1AC	B1AC	C1AC	D1AC	E1AC	F1AC	G1AC	H1AC	J1AC	K1AC
A1AD	B1AD	C1AD	D1AD	E1AD	F1AD	G1AD	H1AD	J1AD	K1AD
A1AE	B1AE	C1AE	D1AE	E1AE	F1AE	G1AE	H1AE	J1AE	K1AE
A1AF	B1AF	C1AF	D1AF	E1AF	F1AF	G1AF	H1AF	J1AF	K1AF
A1AG	B1AG	C1AG	D1AG	E1AG	F1AG	G1AG	H1AG	J1AG	K1AG
A1AH	B1AH	C1AH	D1AH	E1AH	F1AH	G1AH	H1AH	J1AH	K1AH
A1AI	B1AI	C1AI	D1AI	E1AI	F1AI	G1AI	H1AI	J1AI	K1AI
A1AJ	B1AJ	C1AJ	D1AJ	E1AJ	F1AJ	G1AJ	H1AJ	J1AJ	K1AJ
A1AK	B1AK	C1AK	D1AK	E1AK	F1AK	G1AK	H1AK	J1AK	K1AK
A1AL	B1AL	C1AL	D1AL	E1AL	F1AL	G1AL	H1AL	J1AL	K1AL
A1AM	B1AM	C1AM	D1AM	E1AM	F1AM	G1AM	H1AM	J1AM	K1AM
A1AN	B1AN	C1AN	D1AN	E1AN	F1AN	G1AN	H1AN	J1AN	K1AN
A1AO	B1AO	C1AO	D1AO	E1AO	F1AO	G1AO	H1AO	J1AO	K1AO
A1AP	B1AP	C1AP	D1AP	E1AP	F1AP	G1AP	H1AP	J1AP	K1AP
A1AQ	B1AQ	C1AQ	D1AQ	E1AQ	F1AQ	G1AQ	H1AQ	J1AQ	K1AQ
A1AR	B1AR	C1AR	D1AR	E1AR	F1AR	G1AR	H1AR	J1AR	K1AR
A1AS	B1AS	C1AS	D1AS	E1AS	F1AS	G1AS	H1AS	J1AS	K1AS
A1AT	B1AT	C1AT	D1AT	E1AT	F1AT	G1AT	H1AT	J1AT	K1AT
A1AU	B1AU	C1AU	D1AU	E1AU	F1AU	G1AU	H1AU	J1AU	K1AU
A1AV	B1AV	C1AV	D1AV	E1AV	F1AV	G1AV	H1AV	J1AV	K1AV
A1AW	B1AW	C1AW	D1AW	E1AW	F1AW	G1AW	H1AW	J1AW	K1AW
A1AX	B1AX	C1AX	D1AX	E1AX	F1AX	G1AX	H1AX	J1AX	K1AX
A1AY	B1AY	C1AY	D1AY	E1AY	F1AY	G1AY	H1AY	J1AY	K1AY
A1AZ	B1AZ	C1AZ	D1AZ	E1AZ	F1AZ	G1AZ	H1AZ	J1AZ	K1AZ
A1BA	B1BA	C1BA	D1BA	E1BA	F1BA	G1BA	H1BA	J1BA	K1BA
A1BB	B1BB	C1BB	D1BB	E1BB	F1BB	G1BB	H1BB	J1BB	K1BB
A1BC	B1BC	C1BC	D1BC	E1BC	F1BC	G1BC	H1BC	J1BC	K1BC
A1BD	B1BD	C1BD	D1BD	E1BD	F1BD	G1BD	H1BD	J1BD	K1BD
A1BE	B1BE	C1BE	D1BE	E1BE	F1BE	G1BE	H1BE	J1BE	K1BE
A1BF	B1BF	C1BF	D1BF	E1BF	F1BF	G1BF	H1BF	J1BF	K1BF
A1BG	B1BG	C1BG	D1BG	E1BG	F1BG	G1BG	H1BG	J1BG	K1BG
A1BH	B1BH	C1BH	D1BH	E1BH	F1BH	G1BH	H1BH	J1BH	K1BH

A1BI	B1BI	C1BI	D1BI	E1BI	F1BI	G1BI	H1BI	J1BI	K1BI
A1BJ	B1BJ	C1BJ	D1BJ	E1BJ	F1BJ	G1BJ	H1BJ	J1BJ	K1BJ
A1BK	B1BK	C1BK	D1BK	E1BK	F1BK	G1BK	H1BK	J1BK	K1BK