



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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To: ACO's

From: State Director

Subject: California Preliminary Base Funding Allocations

DD: 11/03/00

This memorandum constitutes the initial cost allocation phase for FY 2001 in California. Transmitted herewith are decisions by the California Budget Strategy Team concerning the allocation of base funding to the Regions/State Office for FY 2001. The Team decided to use a process similar to the new redesigned bureau process in managing the State budget. The Team's process defines base funding as a base funding target for each Management of Lands & Resources (MLR) subactivity consisting of the prior year (FY 2000) subactivity cost target less one-time add-ons plus uncontrollable costs (primarily pay increases).

Again for FY 2001, states will be managing total dollars which includes leave surcharge. It is recommended that offices use the California Table of Organization module in Lotus Notes to plan labor costs since it includes actual costs by individual employee from the FPPS system. Offices are responsible for managing total dollars at the subactivity level and are expected to keep their labor/operations ratio within the 75/25 range.

Attachment 1 contains the preliminary MLR base funding targets for each Region and the State Office (the SO Budget Staff went ahead and established targets for each SO Division). The targets were established using the allocation process described in Attachment 2. These targets should be used to initiate plans to accomplish the work identified in the FY 2001 Budget Justifications and draft Planning Target Allocations (PTA). Copies of the draft PTA were previously sent to all Deputy State Directors and Field Managers earlier in the calendar year. Both of these documents, along with the budget business calendar, have been posted to the WO-880 Budget Group web site at <http://web.wo.blm.gov/wo880/880libn.html>. It should be emphasized that the base targets in Attachment 1 are *preliminary* because final funding levels from Headquarters are not expected until late November.

There are several “next steps” in the budget process that need to be taken in California to prepare for issuance of the FY 2001 AWP.

1. Establish base funding targets for each field office. This should be accomplished using the same approach described in Attachment 2. Managers in each Region are expected to work as a team to work out dollar allocations to Field Offices. The Regional budget analysts can assist Field Managers in this process. Each Region’s base funding cost control matrix should be sent to the State Office Budget Staff by **November 3, 2000**.
2. Preparation of California PTA directives that address allocation of one-time add-ons contained in the WO PTA and provide program guidance not already contained in the WO PTA directives. Working with their Washington and Field Office counterparts, State Office program leads will be responsible for providing the SO Budget Staff with this information by **November 3, 2000**.

Though not required at this time, DSDs and Field Managers should begin initial development of performance and workload measure targets associated with anticipated funding levels. Development of these commitments should involve consultation with SO Program Leads and consider data contained in the Budget justifications, WO PTA directives, unit cost data from the Managerial Cost Data (ABC) module in MIS, and the revised program elements (PEs) for FY 2001. The revised program element data sheets can be accessed through the Internet at <http://web.wo.blm.gov/abc/>. The Regional Budget Analysts can assist with identifying Field Office contacts responsible for performance and workload measures.

3. Allocation of building lease costs to the Regions that is temporarily being held in office CA-990. The SO Budget Staff in consultation with the Property Management specialists in the Branch of Fiscal and Business Services is responsible for allocating lease costs to the Field Offices and the State Office by November 3, 2000. The lease costs will be charged directly to the Field Offices in subactivity 1830, the same as it was last year.
4. As shown in Attachment 1, nearly \$4 million in flexible funding could be available within the state in FY 2001, e.g., subactivity base funds not spread. Keep in mind that historically these funds have been used for items funded centrally across all levels of the organization, e.g., PCS move costs, office move costs, etc. For example, the California Budget Strategy Team has identified \$800,000 as a goal for the level of funding needed to meet our PCS move needs in FY 2001. To assist in the allocation of available flexible funds, Deputy State Directors and Field Managers are being given the opportunity to identify a *maximum* of three items that warrant funding attention. The feedback should list the items in priority order, include a brief description and the amount being requested, and be submitted to the SO Budget Staff by **November 3, 2000**. We suggest that the DSDs and Field Managers consult with one another on a State Office and Region basis, respectively, to eliminate redundancies in submissions.

The California Budget Strategy Team should play a role in reviewing the above feedback and making final recommendations to the State Director concerning the allocation of flexible funding within the state as well as the allocation of one-time add-ons recommended by the SO Program Leads that are *not* specifically tied to an office or Region as described in the WO PTA directives.

The Team also needs to consider funding shifts among the other subactivities to address the anticipated shortfalls in 1330- Other Minerals, 1630 - Resource Protection/Law Enforcement, and 1810 - Information Systems subactivities, and address the allocation of the \$800,000 in PCS funding to each Region and the State Office. Accordingly, the California Budget Strategy Team is invited to address these items and make final recommendations to the State Director prior to the end of November.

Once the above steps have been completed, the State Office Budget Staff will issue California PTA directives for FY 2001. Supplemental directives will be issued after receipt of final directives and cost targets from Washington. These supplemental directives will include final negotiated State targets for performance and workload measures.

Signed:
Al Wright
Acting State Director

Authenticated:
Liza Raymundo
Records Management

Attachments:

- Attach. 1 - MLR Base Cost Targets; Lotus 1-2-3 spreadsheets (4pp)
- Attach. 2 - Allocation Process (10pp)

Allocation Process

The following steps were taken in reaching the Management of Lands & Resources (MLR) base dollar allocations for each office:

Step 1 - Started with each Region, State Office and Statewide Support Office CA-990 total MLR allocation at the end of July - FY 2000. This date was used since it included all allocations through final Mid-Year Review (MYR) adjustments.

Step 2 - Deducted all FY 2000 One-Time Add Ons that were documented in the California directives for the Planning Target Allocation (PTA), Annual Work Plan (AWP) and the MYR exercises for FY 2000 to arrive at a base funding target for each subactivity for each Region/State Office. Allocations for Permanent Change of Station (PCS) and Building Lease Costs (subactivity 1830) were also deducted. These deductions are shown by purpose ("Item") in Table 1 and by subactivity in Table 2. Tables 3 and 4 compare each office's percentage of the total base allocation.

Step 3 - Base funding shifts were then made in each Region/State Office between 0777 - Program Support, 1820 - Administrative Support, and the other MLR subactivities to comply with WO budget execution guidance described below.

WO guidance for 0777 - Program Support directs several major changes from FY 2000 protocols. First, it eliminates use of the 0777 subactivity by External Affairs personnel because of the elimination of the XQ program element. Second, it limits use of the 0777 subactivity at the field office level to non-labor fixed costs. Finally, the procedure for assessing each MLR subactivity's percentage share of 0777 changed from use of work months to a total base funding scheme.

Consistent with the above guidance, the 1820 subactivity base funding was allocated to the State Office Division of External Affairs (CA-912) to replace its entire 0777 base funding target (labor and operations). The remaining available 1820 funding was distributed among all three Regions to partially replace their 0777 base funding targets for labor. The balance of the 0777 base funding targets for labor were replaced with funding from the MLR subactivities using the following formula.

Add up the total base funding level of each subactivity to get a statewide total. Determine the percent each subactivity represents of the state total, excluding any subactivity having less than ½ percent of the state total. For each Region, apply the percent for each subactivity to the balance of the 0777 program support base funding target shortfall for labor and add this amount to each subactivity target.

This shift was done because there was insufficient 1820 subactivity funding in the state to replace all of the previously allowable 0777 use. The Budget Staff determined it would be easier to pro rate labor costs across several subactivities at the field level rather than at the State Office level. Also, given the large increases in the fire management program for FY 2001, the Budget Staff elected to exclude the 2810 - Fire Preparedness subactivity from the above formula.

Program support charges to the 2810 subactivity will be handled in the same manner as was done in FY 2000, e.g., limited to no more than 10% of the statewide cost target. Subactivities 1230 - Recreation Operations and 1653 - Deferred Maintenance were also excluded from the formula since recreation fees are returned to the site/office that collected them, and the bulk of the deferred maintenance funding is project-specific allocations.

Step 4 - Finally, the PTA FY 2001 EOY Base Cost Targets were used to establish the statewide cost target for each subactivity, from which the level of base funding not yet spread can be determined. These cost targets are derived from the FY 2001 Base plus flexible funding changes to the Base. The Budget Staff elected to use these cost targets as a starting point for planning purposes because they are realistic given the increased level of funding identified in the FY 2001 Interior Appropriations Act.

Table 1
FY 2000 California Base MLR Analysis
Dollars in (000's)

Item	CEN	NOR	CDD	SO	CA-990	Total
Total MLR Allocation at the end of July - FY 2000	10,469	12,234	16,577	14,546	4,346	58,172
Deduct One-Time Costs:						
PCS (PTA)	(120)	(120)	(180)	(140)		(560)
Building Leases (PTA)	(948)	(1,039)	(1,414)		(1,478)	(4,879)
Timbisha (PTA)			(100)			(100)
Statewide One-Times (PTA)					(578)	(578)
Cadastral temporaries (PTA)				(100)		(100)
Abandoned Minelands (PTA)	(64)	(35)		(191)	(510)	(800)
U.S. Mexico Border (PTA)			(70)			(70)
Idle Wells (PTA)	(75)					(75)
Planning (PTA)	(25)	(25)	(169)	(10)		(229)
GCDB (PTA)				(280)		(280)
Weeds (PTA)	(80)	(140)	(85)	(30)		(335)
Range permit renewals (PTA)	(40)	(75)	(65)	(20)		(200)
RAPS (PTA)				(13)		(13)
Mineral Patents (PTA)	(5)		(55)	(40)		(100)
WOW (PTA)			(20)			(20)
WH&B (PTA)	(46)	(240)	(144)			(430)
Recreation Operations (PTA)	(16)	(14)	(38)	(1)		(69)
Deferred Maintenance (PTA)	(183)	(185)	(142)			(510)
Weeds (AWP)	(35)	(8)	(64)			(107)
Standards & Guides (AWP)		(25)	(30)			(55)
Headwaters (AWP)		(900)		(100)		(1,000)
Cleanwater Projects (AWP)	(130)	(486)	(358)	(15)		(989)
WH&B (AWP)	(22)	(12)	(343)			(377)
FERC (AWP)				(20)		(20)
OHV Management (AWP)		(50)	(77)			(127)
Service First (AWP)	(13)					(13)
GCDB Partnership (AWP)				(20)		(20)
ALMRS Credit (AWP)				(3)		(3)
COAL Credit (AWP)				(7)		(7)
T&E Consultations (MYR)	(30)	(35)	(60)			(125)

Item	CEN	NOR	CDD	SO	CA-990	Total
Public Lands Day (MYR)	(4)		(8)			(12)
WH&B (MYR)	(72)	(95)	(57)			(224)
PCS Moves (MYR)			(15)	(64)		(79)
Glamis Mine EIS (MYR)				(100)		(100)
Drug Activities (MYR)			(100)	(50)		(150)
Incentive Projects (MYR)	(25)	(25)	(25)	(15)		(90)
WH&B (MYR)		(142)	(90)			(232)
Abandoned Mine Lands (MYR)	(100)					(100)
CDD Plans (MYR)			(78)			(78)
Range Assistant (MYR)	(15)					(15)
Lowden Fire (MYR)				(20)		(20)
HR Contracts (MYR)				(22)		(22)
Range GIS Support (MYR)	(4)		(4)			(8)
Three GPS Units (MYR)		(12)				(12)
NRCS Soil Survey (MYR)		(10)				(10)
PCS Moves (MYR)		(7)				(7)
Standards & Guides (MYR)		(8)				(8)
Allotment Digitizing (MYR)		(3)				(3)
ABC Travel (MYR)	(2)					(2)
Coastal Monument Printing (MYR)				(15)		(15)
SCEP Funding (MYR)		(12)		(22)		(34)
One-Time Costs Deducted:	(2,054)	(3,703)	(3,791)	(1,298)	(2,566)	(13,412)
Net Base Allocation at End-of Year FY 2000 (EOY)	8,415	8,531	12,786	13,248	1,780	44,760
Base Allocation at Beginning-of-Year FY 2000 (PTA)	8,446	8,446	12,670	12,669	2,600	44,831
Difference from PTA to EOY	(31)	85	116	579	(820)	(71)

Note: The \$1,780 Net Base Allocation at End-of-Year FY 2000 for CA-990 covers only Statewide Telephones (\$600), Utilities (\$630), Building Leases (\$200), Human Resource Management (\$100) and ADP Operations/Maintenance (\$250).

Table 2
FY 2000 One-Time Cost by Subactivity

Central Region's FY2000 One-Time Cost by Subactivity

PCS Moves (PTA): Total \$120,000 in 1310 (\$60,000) and 1820 (\$60,000).
Building Leases (PTA): Total \$948,000 all in 1830.
Abandoned Minelands (PTA): Total \$64,000 all in 1010.
Idle Wells (PTA): Total \$75,000 in 1010 (\$25,000), 1310 (\$25,000) and 1640 (\$25,000).
Planning (PTA): Total \$25,000 all in 1310.
Weeds (PTA): Total \$80,000 all in 1020.
Range Permit Renewals (PTA): Total \$40,000 all in 1020.
Mineral Patents (PTA): Total \$5,000 all in 1990.
Wild Horses & Burros (PTA): Total \$46,000 all in 1060.
Recreation Operations (PTA): Total \$16,000 all in 1230.
Deferred Maintenance (PTA): Total \$183,000 all in 1653.
Weeds (AWP): Total \$35,000 all in 1020.
Cleanwater Projects (AWP): Total \$130,000 in 1120 (\$40,000) and 1040 (\$90,000).
Wild Horses & Burros (AWP): Total \$22,000 all in 1060.
Service First (AWP): Total \$13,000 all in 1430.
T&E Consultations (MYR): Total \$30,000 all in 1150.
Public Lands Day (MYR): Total \$4,000 all in 1020.
Wild Horses & Burros (MYR): Total \$72,000 all in 1060.
Incentive Projects (MYR): Total \$25,000 all in 1150.
Abandoned Minelands (MYR): Total \$100,000 all in 1010.
Range Assistant (MYR): Total \$15,000 all in 1820.
Range GIS Support (MYR): Total \$4,000 all in 1820.
ABC Travel (MYR): Total \$2,000 all in 1820.

Central Region's Total MLR One-Time Costs: \$2,054,000

Northern Region's FY2000 One-Time Cost by Subactivity

PCS Moves (PTA): Total \$120,000 in 1110 (\$60,000) and 1120 (\$60,000).

Building Leases (PTA): Total \$1,039,000 all in 1830.

Abandoned Minelands (PTA): Total \$35,000 all in 1010.

Planning (PTA): Total \$25,000 in 1120 (\$20,000) and 1030 (\$5,000).

Weeds (PTA): Total \$140,000 all in 1020.

Range Permit Renewals (PTA): Total \$75,000 all in 1020.

Wild Horses & Burros (PTA): Total \$240,000 all in 1060.

Recreation Operations (PTA): Total \$14,000 all in 1230.

Deferred Maintenance (PTA): Total \$185,000 all in 1653.

Weeds (AWP): Total \$8,000 all in 1020.

Standards & Guides (AWP): Total \$25,000 all in 1020.

Headwaters (AWP): Total \$900,000 all in 1030.

Cleanwater Projects (AWP): Total \$486,000 in 1120 (\$269,000) and 1040 (\$217,000).

Wild Horses & Burros (AWP): Total \$12,000 all in 1060.

OHV Management (AWP): Total \$50,000 all in 1220.

T&E Consultations (MYR): Total \$35,000 all in 1150.

Wild Horses & Burros (MYR): Total \$95,000 all in 1060.

Incentive Projects (MYR): Total \$25,000 in 1010 (\$8,000) and 1150 (\$17,000).

Wild Horses and Burros (MYR): Total \$142,000 all in 1060.

Three GPS Units (MYR): Total \$12,000 all in 1820.

NRCS Soil Survey (MYR): Total \$10,000 all in 1820.

PCS Moves (MYR): Total \$7,000 all in 1820.

Standards & Guides (MYR): Total \$8,000 all in 1820.

Allotment Digitizing (MYR): Total \$3,000 all in 1820.

SCEP Funding (MYR): Total \$12,000 in 1040 (\$1,000), 1050 (\$10,000) and 1060 (\$1,000).

Northern Region's Total MLR One-Time Costs: \$3,703,000

Desert District's FY2000 One-Time Cost by Subactivity

PCS Moves (PTA): Total \$180,000 in 1150 (\$60,000), 1210 (\$60,000) and 1820 (\$60,000).

Building Leases (PTA): Total \$1,414,000 all in 1830.

Timbisha (PTA): Total \$100,000 all in 1430.

U.S. Mexico Border (PTA): Total \$70,000 all in 1010.

Planning (PTA): Total \$169,000 spread to the following sixteen subactivities: 1010 (\$7,000), 1020 (\$5,000), 1040 (\$2,000), 1050 (\$7,000), 1110 (\$13,000), 1150 (\$1,000), 1210 (\$36,000), 1220 (\$18,000), 1330 (\$14,000), 1420 (\$46,000), 1430 (\$7,000), 1610 (\$1,000), 1630 (\$2,000), 1640 (\$1,000), 1810 (\$2,000) and 1820 (\$7,000).

Weeds (PTA): Total \$85,000 all in 1020.

Range Permit Renewals (PTA): Total \$65,000 all in 1020.

Mineral Patents (PTA): Total \$55,000 all in 1990.

WOW (PTA): Total \$20,000 all in 1020.

Wild Horses & Burros (PTA): Total \$144,000 all in 1060.

Recreation Operations (PTA): Total \$38,000 all in 1230.

Deferred Maintenance (PTA): Total \$142,000 all in 1653.

Weeds (AWP): Total \$64,000 all in 1020.

Standards & Guides (AWP): Total \$30,000 all in 1020.

Cleanwater Projects (AWP): Total \$358,000 in 1120 (\$50,000) and 1040 (\$308,000).

Wild Horses & Burros (AWP): Total \$343,000 all in 1060.

OHV Management (AWP): Total \$77,000 all in 1220.

T&E Consultations (MYR): Total \$60,000 all in 1150.

Public Lands Day (MYR): Total \$8,000 in 1020 (\$4,000) and 1040 (\$4,000).

Wild Horses & Burros (MYR): Total \$57,000 all in 1060.

PCS Moves (MYR): Total \$15,000 in 1040 (\$12,000) and 1050 (\$3,000).

Drug Activities (MYR): Total \$100,000 all in 1630.

Incentive Projects (MYR): Total \$25,000 all in 1220.

Wild Horses and Burros (MYR): Total \$90,000 all in 1060.

CDD Plans (MYR): Total \$78,000 all in 1820.

Range GIS Support (MYR): Total \$4,000 all in 1820.

Desert District's Total MLR One-Time Costs: \$3,791,000

State Director's Office FY2000 One-Time Cost by Subactivity

PCS Moves (PTA): Total \$140,000 in 1210 (\$60,000) and 1820 (\$80,000).

PCS Moves (MYR): Total \$64,000 in 1330 (\$32,000) and 1420 (\$32,000).

Lowden Fire (MYR): Total \$20,000 all in 1820.

State Director's Office Total MLR One-Time Costs: \$224,000

CASO External Affairs Staff FY2000 One-Time Cost by Subactivity

Coastal Monument Printing (MYR): Total \$15,000 all in 1820.

External Affairs Staff Total MLR One-Time Costs: \$15,000

CASO Law Enforcement Staff FY2000 One-Time Cost by Subactivity

Drug Activities (MYR): Total \$50,000 all in 1630.

Law Enforcement Staff Total MLR One-Time Costs: \$50,000

CASO Minerals Division FY2000 One-Time Cost by Subactivity

Abandoned Minelands (PTA): Total \$132,000 all in 1010.

Mineral Patents (PTA): Total \$40,000 all in 1990.

Minerals Division Total MLR One-Time Costs: \$172,000

CASO Resources Division FY2000 One-Time Cost by Subactivity

Abandoned Minelands (PTA): Total \$59,000 all in 1010.

Planning (PTA): Total \$10,000 in 1120 (\$1,000) and 1150 (\$9,000).

Weeds (PTA): Total \$30,000 all in 1020.

Range Permit Renewals (PTA): Total \$20,000 all in 1020.

Headwaters (AWP): Total \$50,000 all in 1030.

Cleanwater Projects (AWP): Total \$15,000 all in 1040.

FERC (AWP): Total \$20,000 all in 1120.

Glamis Mine EIS (MYR): Total \$100,000 all in 1990.

Incentive Projects (MYR): Total \$15,000 all in 1220.

Resources Division Total MLR One-Time Costs: \$319,000

CASO Support Services Division FY2000 One-Time Cost by Subactivity

Cadastral Temporaries (PTA): Total \$100,000 all in 1040.

GCDB (PTA): Total \$280,000 spread to the following seven subactivities: 1010 (\$3,000), 1030 (\$10,000), 1040 (\$1,000), 1210 (\$42,000), 1220 (\$95,000), 1330 (\$29,000), 1430 (\$100,000).

RAPS (PTA): Total \$13,000 spread to the following four subactivities: 1150 (\$3,000), 1630 (\$2,000), 1640 (\$2,000), 1990 (\$6,000).

Recreation Operations (PTA): Total \$1,000 all in 1230.

Headwaters (AWP): Total \$50,000 all in 1030.

GCDB Partnership (AWP): Total \$20,000 all in 1150.

ALMRS Credit (AWP): Total \$3,000 all in 4550.

COAL Credit (AWP): Total \$7,000 all in 1320.

HR Contracts (MYR): Total \$22,000 all in 1820.

SCEP Funding (MYR): Total \$22,000 in 1420 (\$14,000), 1310 (\$3,000) and 1610 (\$5,000).

Support Services Division Total MLR One-Time Costs: \$518,000

Statewide Support Costs (CA-990) FY2000 One-Time Cost by Subactivity

Building Leases (PTA): Total \$1,478,000 all in 1830.

Statewide One-Times (PTA): Total \$578,000 spread to the following nine subactivities: 1010 (\$23,000), 1050 (\$50,000), 1150 (\$10,000), 1210 (\$140,000), 1220 (\$35,000), 1492 (\$140,000), 1640 (\$100,000), 1652 (\$8,000), and 1820 (\$72,000).

Abandoned Minelands (PTA): Total \$510,000 all in 1010.

Statewide Support Costs Total MLR One-Time Costs: \$2,566,000

Table 3
Percentage Share of Statewide Base Funding by Office

<i>Office</i>	<i>FY 2000 Base at Beginning of Year</i>	<i>Percent of Total</i>	<i>FY 2000 Base at End of Year</i>	<i>Percent of Total</i>	<i>Percent Change</i>
<i>Central</i>	8,446	20%	8,614	20%	0%
<i>Northern</i>	8,446	20%	8,730	20%	0%
<i>Desert</i>	12,670	30%	12,966	30%	0%
<i>State Offices</i>	12,669	30%	13,256	30%	0%
<i>Total</i>	42,231	100%	43,566	100%	0%

Table 4
*Percentage Share of Statewide Base Funding by Office
(Including Office CA-990)*

<i>Office</i>	<i>FY 2000 Base at Beginning of Year</i>	<i>Percent of Total</i>	<i>FY 2000 Base at End of Year</i>	<i>Percent of Total</i>	<i>Percent Change</i>
<i>Central</i>	8,446	19%	8,614	19%	0%
<i>Northern</i>	8,446	19%	8,730	19%	0%
<i>Desert</i>	12,670	28%	12,966	29%	1%
<i>State Offices</i>	12,669	28%	13,256	29%	1%
<i>CA-990</i>	2,600	6%	1,780	4%	-2%
<i>Total</i>	44,831	100%	45,346	100%	0%