



SNPLMA 101

Program Overview

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Program Overview



Introduction & Purpose

SNPLMA was enacted in 1998 to provide for the orderly disposal of certain Federal lands in Clark County, Nevada, and expend the sale proceeds and other revenues for purposes identified in the Act.



Implementation of Legislation

Land Disposal

- 67,920 acres within the disposal boundary*
- Parcels “jointly selected” by local governments and the Bureau of Land Management (BLM)
- 29,252 acres disposed by sale (includes R&PP and affordable housing sales); 6,476 R&PP leases and reservations; and 32,192 acres remain for disposal

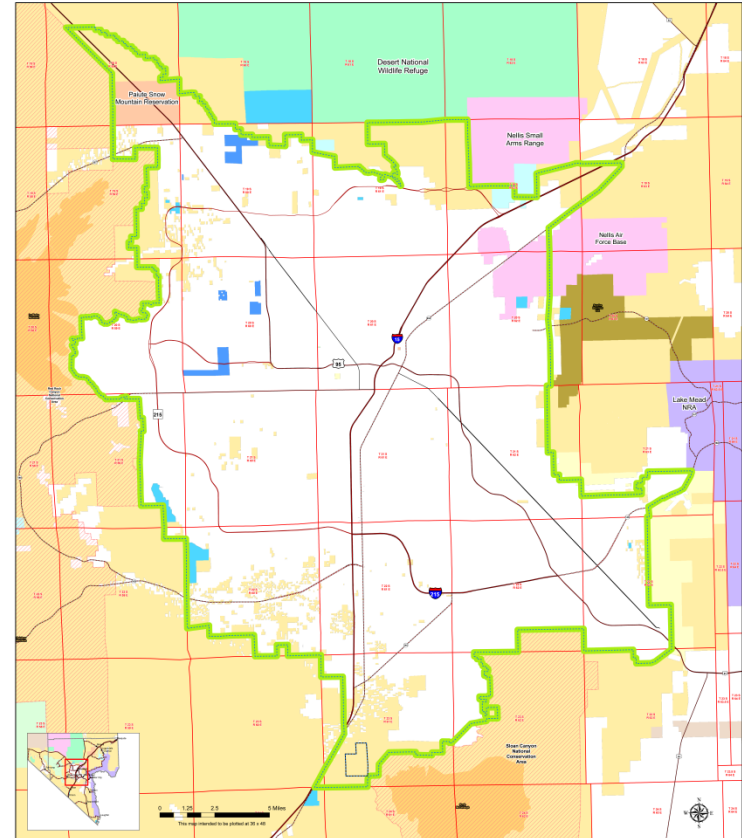
17 Years of Successful Implementation

- Generation of over \$3.5 billion including interest earned
- Seven legislative amendments increased geographic scope and project categories
- 1,103 projects approved in eight categories plus 43 Pre-proposal Planning projects
- 771 projects completed, 321 projects in progress, and 144 projects terminated through FY2015
- Round 15 approved January 6, 2016

*The National Defense Authorization Act for Fiscal Year 2015 (Public Law 113-291) altered the disposal boundary and also required certain conveyances which, when completed, will together reduce the total acres within the boundary by approximately 6,079 acres.

Southern Nevada Public Land Management Act

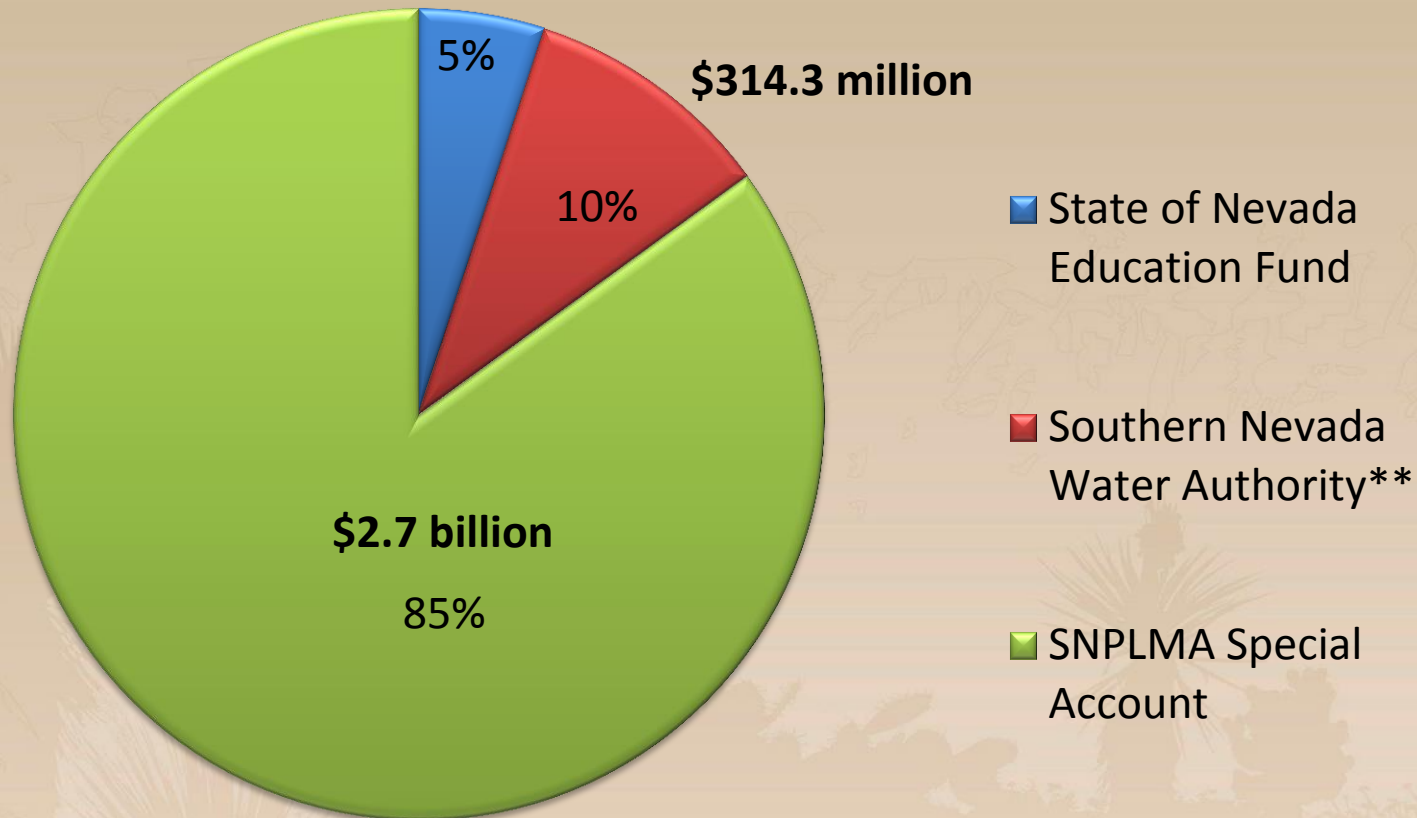
This map prepared at the request of Senator Harry Reid and Senator Dean Heller
September 17, 2012



SNPLMA Sale Disbursements

Allocation of Land Sales Revenue*

\$160.5 million



*As of August 31, 2015

**Sale of certain parcels require payment of the 10% to the Clark County Department of Aviation (DoA) rather than to the Southern Nevada Water Authority. Of the total \$314.3 million in 10% payments, \$14.3 million has been made to the DoA.

SNPLMA Funded Categories

- Acquisition of Environmentally Sensitive Land and Interests in Land
- Capital Improvements
- Conservation Initiatives
- Multiple Species Habitat Conservation Plan (MSHCP)
- Parks, Trails and Natural Areas (PTNA)
- Eastern Nevada Landscape Restoration Project (ENLRP)
- Hazardous Fuels Reduction & Wildfire Prevention
- Lake Tahoe Restoration Act Projects

The SNPLMA legislation, as amended, defines eligibility in each category.

SNPLMA Organization

BLM, Southern Nevada District Office (SNDO), SNPLMA Division:

Assistant District Manager (ADM)

- Administrative Assistant
- Program Manager for each category: 8 categories – 5 Program Managers
- Database Administrator
- Visual Communications Specialist
- Program Analyst (vacant)

Subgroups

- SNPLMA Division ADM is the Chair for each subgroup
- A subgroup for each category (6) except MSHCP and Lake Tahoe projects
- Each Subgroup is unique to the category
- Subgroups function under Operating Guidelines
- Main responsibility is to recommend ranking criteria for approval by the Executive Committee (EC), rank and score each round of projects on approved criteria, and submit funding recommendations for each round to the Partners Working Group (PWG).
- The EC and PWG may task a Subgroup with assignments

SNPLMA Organization - continued

Partners Working Group (PWG):

- An inter-governmental group consisting of:
 - BLM (Chair)
 - State of Nevada (appointed by the Governor)
 - Two representatives of the local and regional governmental entities from Clark, Lincoln and White Pine Counties. Washoe County SNPLMA eligibility is only temporary until 2015 and therefore is not eligible to provide a representative. Carson City opted not to participate in providing a representative.
 - Rural Nevada (a member of NACO per decision of the Governor)
 - National Park Service
 - U.S. Fish and Wildlife Service
 - U. S. Forest Service
 - Bureau of Reclamation, Lower Colorado Regional Office
- PWG members are responsible for representing their respective constituents and keeping them informed of any changes to the SNPLMA program or project implementation.

SNPLMA Organization - continued

SNPLMA Executive Committee:

- An inter-governmental group consisting of:
 - BLM – State Director, Nevada (Chair)
 - National Park Service (NPS) – Deputy Regional Director, Pacific West Region
 - U.S. Fish and Wildlife Service – Pacific Southwest Regional Director
 - U.S. Forest Service – Deputy Regional Forester, Inter-Mountain Region (Region 4)
 - BLM Assistant Director, Business and Fiscal Resources (non-voting financial advisor)
- The EC makes the final recommendation on new projects to the Secretary of the Interior for approval in consultation with the Secretary of Agriculture.
- The EC approves the *SNPLMA Implementation Agreement*, the general and specific nomination requirements and ranking criteria for each round, determines the recommended annual budget for new projects in each round, and approves project modifications that exceed the SNPLMA Division authority.

Environmentally Sensitive Land Acquisitions



Tahoe Meadows
(Round 12, Acquired FY2014)

Environmentally Sensitive Land Acquisitions

SNPLMA funds can be used for:

- *“the acquisition of environmentally sensitive land in the State of Nevada in accordance with subsection (h), with priority given to lands located within Clark County;”*
- **The SNPLMA defines “environmentally sensitive land” as land or an interest in land, the acquisition of which by the United States would, in the judgment of the Secretary [of the Interior] or the Secretary of Agriculture -**
 - *...promote the preservation of natural, scientific, aesthetic, historical, cultural, watershed, wildlife and other values contributing to the public enjoyment and biological diversity; enhance recreational opportunities and public access; provide the opportunity to achieve better management of public land through consolidation of Federal ownership; or otherwise serve the public interests.”*

Environmentally Sensitive Land Acquisitions Eligibility

The BLM, National Park Service (NPS), Fish and Wildlife Service (FWS), Bureau of Reclamation (BOR), and U.S. Forest Service (FS) are the only eligible agencies in this category.

- Any entity or interested party may nominate land and/or interest in land (such as conservation easements, water rights, mineral rights, etc.) for acquisition provided the nomination includes a willing seller letter signed by the owner of record and a statement from the acquiring eligible agency supporting the nomination
- Can acquire anywhere in the State of Nevada
- The Federal agencies have acquired more land (70,455 acres) in the State of Nevada than SNPLMA acres that have been sold, reserved, or are under R&PP lease (35,728 acres).*

**Funds from the sale of certain parcels within the SNPLMA disposal boundary are set-aside in the SNPLMA Special Account for acquisition of environmentally sensitive lands by the FS in the Lake Tahoe Basin pursuant to the Santini-Burton Act (94 Stat. 3381). These acquisitions do not go through the SNPLMA nomination and approval process; eligible lands are identified in a map associated with the Santini-Burton legislation.*

Capital Improvement Projects



Capital Improvements

SNPLMA funds can be used for:

- *“capital improvements at the Lake Mead National Recreation Area, the Desert National Wildlife Refuge, the Red Rock Canyon National Conservation Area, the Great Basin National Park and other areas administered by the Bureau of Land Management and the Forest Service in Clark, Lincoln, and White Pine Counties, and the Spring Mountains National Recreation Area;”*
- The 25% limitation on this category is based on the category total over all Rounds compared to revenue since inception.

Capital Improvements Eligibility

The BLM, FS, NPS, FWS, and BOR are the only eligible agencies in this category.

- The Capital Improvement Strategic Goals are to:
 - Provide opportunities for the public to meaningfully engage in the outdoors;
 - Improve public awareness and engage the public in the conservation and protection of the surrounding natural environment;
 - Protect the integrity of significant resource values; and
 - Improve the quality of the environment.
- Funding in this category **cannot** be used for operations and maintenance.
- Also funding of necessary equipment is limited to the minimum necessary to carry out the project as it was nominated and approved.
- Projects in this category also have a 27% limitation on planning and environmental documentation expenses.

Conservation Initiatives



Conservation Initiatives

SNPLMA funds can be used for:

- *“up to 10 percent of amounts available, to be used for conservation initiatives on Federal land in Clark, Lincoln, and White Pine Counties and Carson City (subject to paragraph (5)), Nevada, administered by the Department of the Interior or the Department of Agriculture;”*
- The Conservation Initiatives Strategic Goals are to promote projects for:
 - Habitat enhancement
 - Cultural resource protection
 - Public health and safety
 - Outreach and law enforcement are recognized to be important components for successful implementation of these priority project types.

Conservation Initiatives Eligibility

The BLM, FS, NPS, FWS, and BOR are the only eligible agencies in this category.

- The 10% limitation on this category is based on the category total over all Rounds compared to revenue since inception.
- Projects in this category have included: planning, education, OHV route inventory, cultural and biological clearances, illegal dumping clean-up, multi-media outreach, etc.
- This category can be used to do planning and environmental clearances and/or NEPA compliance as a standalone project.
- Projects for law enforcement must clearly identify the nexus between law enforcement and habitat enhancement, cultural resource protection, and/or public health and safety.



Eastern Nevada Landscape Restoration Project

Eastern Nevada Landscape Restoration Project (ENLRP)

SNPLMA funds can be used for:

- *“to carry out the Eastern Nevada Landscape Restoration Project in White Pine County, Nevada and Lincoln County, Nevada;”*
- According to the “White Pine County Conservation, Recreation, and Development Act of 2006,” the purpose of the Eastern Nevada Landscape Restoration Project is to:
 1. “implement the Initiative; and
 2. restore native rangelands and native woodland (including riparian and aspen communities) in White Pine and Lincoln Counties in the State.”
- The term “Initiative” is defined as the “Great Basin Restoration Initiative” and “Project” means the Eastern Nevada Land Scape Restoration Project.

ENLRP Eligibility

- The ENLRP Strategic Goals are to:
 - provide for activities that promote resilient and healthy ecosystems within the eligible portions of the Great Basin.
 - focus on integrated landscape restoration with priority applied to sagebrush ecosystems and sensitive species habitat.
 - prioritized using the best available vegetation, habitat, and risk assessment (likelihood of restoration success) information.
 - to demonstrate the appropriate application of best available science and techniques specific to planning or implementation of restoration projects.
- Science projects should be focused on informing and improving landscape-level restoration, with a goal of improved restoration effectiveness over time.
- Research projects must demonstrate a practical application to management of lands in order to be accepted for consideration.

ENLRP Eligibility

The BLM, FS, NPS, and FWS, are the only eligible agencies to nominate projects in this category.

- “In carrying out the Project, the Secretaries [of the Interior and Agriculture] may make grants to the Eastern Nevada Landscape Coalition, the Great Basin Institute, and other entities for the study and restoration of rangeland and other land in the Great Basin –
 - to assist in:
 - reducing hazardous fuels; and
 - restoring native rangeland and woodland; and
 - for other related purposes; and
- The Director of the BLM and the Chief of the Forest Service may enter into agreements with the Eastern Nevada Landscape Coalition, Great Basin Institute, and other entities to provide for the conduct of scientific analyses, hazardous fuels and mechanical treatments, and related work.”



Hazardous Fuels Reduction & Wildfire Prevention

Hazardous Fuels Reduction & Wildfire Prevention

SNPLMA funds can be used for:

- *“development and implementation of comprehensive, cost-effective, multijurisdictional hazardous fuels reduction and wildfire prevention plans (including sustainable biomass and biofuels energy development and production activities) for the Lake Tahoe Basin (to be developed in conjunction with the Tahoe Regional Planning Agency), the Carson Range in Douglas and Washoe Counties and Carson City in the State, and the Spring Mountains in the State, that are—*
 - *subject to approval by the Secretary; and*
 - *not more than 10 years in duration;”*
- In 2014 the Solicitors returned guidance confirming the “not more than 10 years in duration” is not a sunset clause for the hazardous fuels category.

Hazardous Fuels Reduction and Wildfire Prevention (HFRWP) Eligibility

- Hazardous Fuels Strategic Goals are to focus on health and safety, landscape restoration, and habitat connectivity.
 - Landscape restoration includes protecting and enhancing the vegetation, soils, habitat, and watershed processes that provide ecosystem services for human and ecological communities.
- The SNPLMA Executive Committee defines eligibility as any agency or entity that signed at least one of the multijurisdictional fuels plans for the Lake Tahoe Basin, Carson Range, or Spring Mountains Range.
- Planning and implementation involve more than 24 agencies and entities throughout the three ranges.
- Agencies and entities are encouraged to work together to identify projects that have synergistic effects from previously funded SNPLMA projects or other forest health or hazardous fuels reduction projects.



Parks, Trails, and Natural Areas

Parks, Trails and Natural Areas (PTNA)

SNPLMA funds can be used for:

- *“development of parks, trails, and natural areas in Clark, Lincoln, and White Pine Counties and Washoe County (subject to paragraph 4) and Carson City (subject to paragraph (5)), Nevada, pursuant to a cooperative agreement with a unit of local government or regional governmental entity;”*

PTNA Strategic Goals:

- Connect people with the outdoors, fostering an interaction with and increased understanding and appreciation of the natural environment;
- Provide opportunities for underserved communities, which is defined as:
 - Communities, or identified populations in communities, that have been traditionally underserved in the provision of parks, trails, and natural areas facilities and services. This includes communities that have faced social or economic barriers which have limited their access or connection to healthy natural environments.

Parks, Trails and Natural Areas Eligibility

- PTNA projects may only be nominated by those local and regional governmental entities named in the act (as amended), which are: Clark County, Lincoln County, White Pine County, Washoe County (with limitations), and Carson City (with limitations); City of Las Vegas, City of North Las Vegas, and City of Henderson; Southern Nevada Water Authority, Clark County Regional Flood Control District, and Clark County Water Reclamation District.
 - Washoe County is eligible only until December 31, 2015, to nominate projects for acquisition of up to 250 acres of land for a PTNA project, and to develop one regional park and natural area.
 - Carson City is eligible to nominate PTNA development projects within the Carson City boundary. The City is also eligible to nominate land or interests in land that is both within the City boundary and within the Carson River 100-year flood plain for acquisition to develop PTNA projects.

Lake Tahoe Restoration Projects



Lake Tahoe Restoration Projects

SNPLMA legislation was amended in 2003 to provide funding for the Federal share of the Lake Tahoe Environmental Improvement Program (EIP) set forth in the Lake Tahoe Restoration Act (LTRA). The amendment provided that up to \$300 million be made available by SNPLMA to restore and protect water, air, and forest resources throughout the Lake Tahoe Basin. SNPLMA has allocated the full \$300 million to Lake Tahoe projects.

Lake Tahoe Restoration Projects

- Projects were approved in Rounds 5 – 12.
- In total 366 EIP projects were approved in this category.
- A main focus of restoration activities is on improving the water clarity of Lake Tahoe.
- Projects range from controlling and eradicating aquatic invasive species, to local entity stormwater capture and control improvements, to improving FS facilities and trails, all in an effort to reduce the sediment that ultimately could end up in the crystal blue waters of Lake Tahoe.

**This number does not include other related projects such as acquisition of environmentally sensitive land through the Santini-Burton Act, which reduces development around Lake Tahoe, or hazardous fuels reduction projects authorized in the White Pine Act.*

Multi-Species Habitat Conservation Plan



Multi-Species Habitat Conservation Plan (MSHCP)

SNPLMA funds can be used for:

“development and implementation of a multi-species habitat conservation plan in Clark County, Nevada;”

- The Multiple Species Habitat Conservation Plan (MSHCP) developed by Clark County provides regional compliance with the Federal Endangered Species Act for land disturbance in Clark County, Nevada.
- The MSHCP is the framework for mitigation impacts to the threatened Desert Tortoise and 77 other species in Clark County pursuant to development of any non-federal land in Clark County, including BLM disposal properties.

MSHCP Eligibility:

- Clark County prepares project proposals based on guidance from applicable adaptive management reports and in consultation with Permittees and FWS.
 - Proposals are developed based on budget principles and project concepts agreed upon by the FWS.
 - Proposals are ranked in order of priority based on needs of the MSHCP .
- Clark County seeks review and input from a Science Advisor on science-based project proposals and budget.
- Clark County posts project proposals and budgets for public comment.
- Clark County takes project proposals to the Board of County Commissioners (BCC) for direction to submit as nominations to SNPLMA.
- The SNPLMA Division receives the nominations approved by the BCC and forwards them to the PWG for consideration in developing the SNPLMA Preliminary Recommendation for that round of expenditures.
- The DCP project nominations then follow the remainder of the SNPLMA nomination process, including the SNPLMA public comment period, SNPLMA EC Final Recommendation, and Secretary of the Interior approval.

Trends & Management Tools



SNPLMA Funding Trends

Round	Total Number of Approved Projects	Total Amount Approved	Average Project Funding
Round 6	221	\$894.0 M	\$4.0 M
Round 7	25	\$115.3 M	\$4.6 M
Round 8	48	\$75.5 M	\$1.5 M
Round 9	43	\$69.3 M	\$1.6 M
Round 10	41	\$51.3 M	\$1.2 M
Round 11	32	\$42.0 M	\$1.3 M
Round 12	19	\$7.5 M	\$396.4 K
Round 13	21	\$6.8 M	\$328.2 K
Round 14	21	\$7.2 M	\$344.4 K

* The above figures exclude Lake Tahoe Restoration projects, which were cumulatively funded for \$300 M in Rounds 5 through 12.

Project Completion/Termination: Overall SNPLMA Progress

SNPLMA Round	In Process	Completed/Closed	Terminated	Total	% Complete, Closed or Terminated
Round 1	0	20	7	27	100%
Round 2	0	40	12	52	100%
Round 3	1	60	21	82	99%
Round 4	2	95	35	132	98%
Round 5	6	133	12	151	96%
Round 6	20	224	33	277	93%
Round 7	11	71	5	87	87%
Round 8	21	71	2	94	78%
Round 9	24	59	4	87	72%
Round 10	43	32	5	80	46%
Round 11	43	17	4	64	33%
Round 12	48	9	4	61	21%
Round 13	18	3	0	21	14%
Round 14	21	0	0	21	0%
Totals	258	834	144	1,236	79%

SNPLMA Grand Matrix Management Tool

SOUTHERN NEVADA PUBLIC LAND MANAGEMENT ACT of 1998, as amended, Funding Status as of 08/31/2015

Capital Improvements

Round 1

Overall Priority	Round Priority	Project Name	Project Number	Designated Amount	Contingency	Special Account Reserve (SAR)	New Allowed Costs (NAC)	Budget Reallocation (BRA)	Total Available Reduced Amount	Currently Allocated	Cumulatively Obligated	Deobligated	Reimbursement Approved	Disbursed	Transferred De-Ob'd \$\$'s via Direct Charge	Status	Project End Date / Status Date
1	1-1	Kyle Canyon Visitor Center	FS02	\$159,000.00	\$0.00	\$34,000.00	\$0.00	\$0.00	\$192,495.50	\$192,495.50	\$193,000.00	\$504.50	\$192,495.50	\$192,495.50	\$0.00	CL	12/3/2003
		Amount Returned to the SNPLMA Program:		\$504.50					\$504.50								
2	1-2	Boulder Beach Sanitation	NP02	\$495,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$493,815.21	\$493,815.21	\$495,000.00	\$1,184.79	\$493,815.21	\$493,815.21	\$0.00	CL	9/12/2003
		Amount Returned to the SNPLMA Program:		\$1,184.79					\$1,184.79								
3	1-3	Red Rock Visitor Center Exhibit	BL02	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,310.00	\$30,310.00	\$30,310.00	\$0.00	\$30,310.00	\$30,310.00	\$0.00	CL	9/6/2003
		Amount Returned to the SNPLMA Program:		\$39,690.00					\$39,690.00								
4	1-4	Habitat Restoration on Desert ...	FW01	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$484,433.77	\$484,433.77	\$500,000.00	\$15,566.23	\$484,433.77	\$484,433.77	\$0.00	CL	12/16/2003
		Amount Returned to the SNPLMA Program:		\$15,566.23					\$15,566.23								
5	1-5	Oliver Ranch Feasibility Study	BL01	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$0.00	CL	4/25/2003
		Amount Returned to the SNPLMA Program:															
6	1-6	Lee Canyon Water System	FS03	\$527,000.00	\$0.00	\$60,000.00	\$102,235.00	\$0.00	\$653,057.70	\$653,057.70	\$689,235.00	\$36,177.30	\$658,347.82	\$653,057.70	\$0.00	CL	5/1/2007
		Amount Returned to the SNPLMA Program:		\$36,177.30					\$36,177.30								
7	1-7	Lakeshore pull-out improvements	NP01	\$390,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$389,728.72	\$389,728.72	\$390,000.00	\$271.28	\$389,728.72	\$389,728.72	\$0.00	CL	9/6/2003
		Amount Returned to the SNPLMA Program:		\$271.28					\$271.28								
8	1-8	Macks Canyon Trail-head	FS04	\$615,000.00	\$0.00	\$371,000.00	\$103,313.00	\$0.00	\$1,052,743.80	\$1,052,743.80	\$1,089,313.00	\$36,569.20	\$34,886.67	\$1,052,743.80	\$0.00	CL	6/17/2008
		Amount Returned to the SNPLMA Program:		\$36,569.20					\$36,569.20								
9	1-9	River Mountain Loop Trail	NP03	\$450,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	\$450,000.00	\$450,000.00	\$0.00	\$449,999.60	\$450,000.00	\$0.00	CL	9/15/2007
		Amount Returned to the SNPLMA Program:							\$0.00								
10	1-10	Fletcher View Campground	FS01	\$508,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$436,348.40	\$436,348.40	\$508,000.00	\$71,651.60	\$436,348.40	\$436,348.40	\$0.00	CL	7/3/2003
		Amount Returned to the SNPLMA Program:		\$71,651.60					\$71,651.60								
11	1-11	Boulder Shoreline Fishing	NP05	\$285,000.00	\$0.00	\$0.00	\$11,093.00	\$0.00	\$296,077.50	\$296,077.50	\$296,093.00	\$15.50	\$296,077.50	\$296,077.50	\$0.00	CL	9/15/2007
		Amount Returned to the SNPLMA Program:		\$15.50					\$15.50								
12	1-12	Mary Jane Falls and Trail Canyon	FS06	\$262,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$262,000.00	\$262,000.00	\$0.00	\$0.00	\$0.00	TR	4/3/2003
		Amount Returned to the SNPLMA Program:		\$262,000.00					\$262,000.00								
13	1-13	Replace Picnic Tables and Gril...	NP04	\$399,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$399,000.00	\$399,000.00	\$399,000.00	\$0.00	\$399,000.00	\$399,000.00	\$0.00	CL	3/25/2003
		Amount Returned to the SNPLMA Program:															
14	1-14	Dolomite Campground Toilets	FS05	\$280,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132,362.60	\$132,362.60	\$280,000.00	\$147,637.40	\$132,362.60	\$132,362.60	\$0.00	CL	11/27/2002
		Amount Returned to the SNPLMA Program:		\$147,637.40					\$147,637.40								
15	1-15	Water Safety Center	NP06	\$400,000.00	\$0.00	\$0.00	\$9,437.00	\$0.00	\$409,437.00	\$409,437.00	\$409,437.00	\$0.00	\$409,437.00	\$409,437.00	\$0.00	CL	2/12/2007
		Amount Returned to the SNPLMA Program:															
Round 1 Totals:				\$611,267.80	\$5,440,000.00	\$0.00	\$465,000.00	\$226,078.00	\$0.00	\$5,519,810.20	\$5,519,810.20	\$6,091,388.00	\$571,577.80	\$4,507,242.79	\$5,519,810.20	\$0.00	

Rounds



General Nomination Timeline

Date	Action
September	Nomination period opens for 60 days
February – March	Subgroups review and rank nominations
April	Partners Working Group develops preliminary recommendation
May – June	Public Comment Period for 45 days
July – August	Executive Committee develops final recommendation
September – October	Secretary of the Interior approves the round of nominations

Program Accountability



Program Accountability

Annual Reporting
to Congress



Strategic Plan





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Introduction & Purpose

SNPLMA Program has four core processes – Nomination, Approval and Funding, Implementation, and Closeout.

- This course will focus on the **Nomination** process.
- Within the Nomination process, the emphasis will be on:
 - Eligibility and Projects of Concern
 - General and specific category guidance
 - Scoring and ranking criteria
 - Teiring to the SNPLMA Strategic Plan
 - Other tips from successful nominations

Be careful what you ask for.. You just might get it

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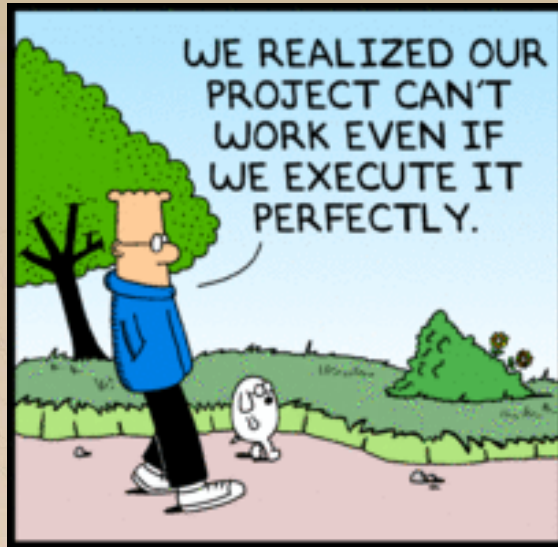
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BUT THE NEWSLETTER JOB IS ONLY GIVEN TO THE MOST WORTHLESS EMPLOYEE.



AND HER ASSISTANT.

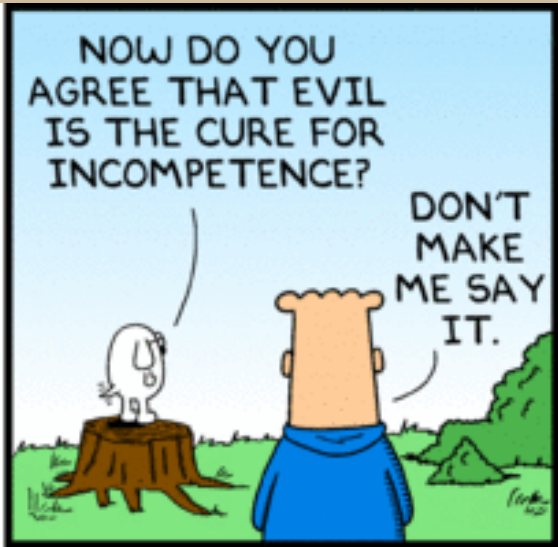




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SNPLMA Nomination Guidance

- SNPLMA has general nomination guidance and category-specific guidance.
- The general and specific nomination guidance is approved each round by the EC.
- Category-specific guidance addresses the unique or specific aspects of each category, and information that is necessary to tease out the best projects for SNPLMA funding.
- The term “best” is relative to the criteria and other projects nominated in the round.

General Round Guidance

General guidance consists of:

– Limitations and Direction

- Limited number of submissions per entity per category, except for the Hazardous Fuels category.
- Hazardous Fuels eligible entities can submit the number of allowed nominations per entity for each legislated fuel area.
- Nominations are limited to the best value option for a viable project.
- Nominations are limited to one project location for PTNA and Capital Improvements. This means one campground, one park, one trail, etc.

General Round Guidance (Continued)

– Limitations and Directions (Continued)

- Land Acquisitions, Conservation Initiatives, MSCHP, ENLRP, and Hazardous Fuels can identify an area as the location.
- Nominations may not identify non-eligible recipients of sub-awards in the nomination. Entities are encouraged to work with partners in developing the nomination but the nomination narrative and/or budget cannot indicate that money will go to these partners unless the law allows (White Pine Act has this for ENLRP).
- Nominations must use the SNPLMA performance measures to quantify deliverables, where appropriate.

General Round Guidance (Continued)

– Limitations and Directions (Continued)

- Nominations must address the three values (+/-) in the *SNPLMA Strategic Plan FY2015 – FY2019*:
 - Sustainability: Projects that provide benefits in the near and long term by emphasizing healthy and resilient landscapes as well as durability, relevancy, and shared support.
 - Connectivity: Projects that link people to nature and to recreational opportunities, and unite important places across the landscape.
 - Community: Projects that improve quality of life for the human community and protect the integrity of biological communities.

Oh wait there is more



General Round Guidance (Continued)

– Formatting and Submittal Requirements

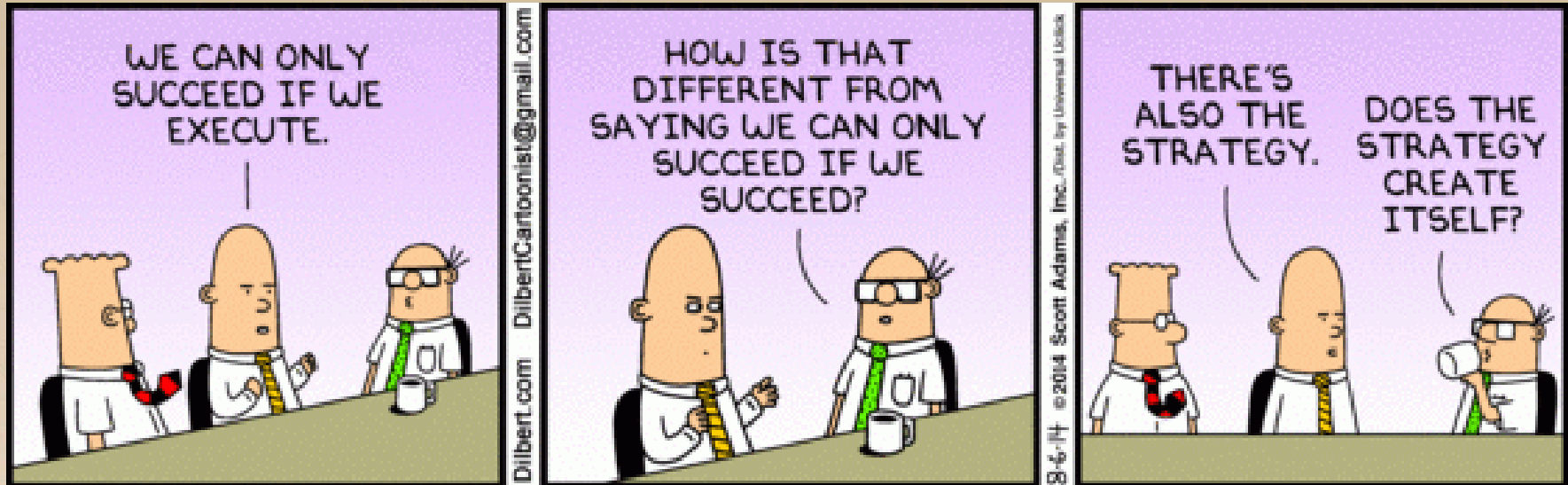
- The nomination period runs for 60 days typically from early September through early November.
 - Late submissions are not considered; nominations must be received by 4:30 pm on due date.
 - One hard copy and one electronic copy must be provided; the electronic copy must include the full nomination as a MSWord document as well as images of the pictures, maps, budgets, letters of support, etc.
 - Maps must show the “big picture” of past, ongoing, and future projects, where appropriate.
 - Time permitting, small errors or omissions will be corrected by the SNPLMA Division if appropriate, or the entity will be contacted to provide the correction or missing information.

General Round Guidance (Continued)

– Nomination Content Requirements

- Indicate the project standard timeframe.
- Include a cover page with entity's name, logo, SNPLMA round and category, title, the amount requested.
- Include a project map with latitude/longitude in degrees, minutes, seconds (N36° 52' 45.00" / W115° 12' 10.01").
- Address and verify like-kind contributions and/or contributed funds.
- Include a purpose statement with primary, secondary, and standard deliverables.
- Identify the nominating entity's level of readiness in terms of staffing, resources, NEPA, initial planning, SHPO coordination, internal/interagency coordination, etc.

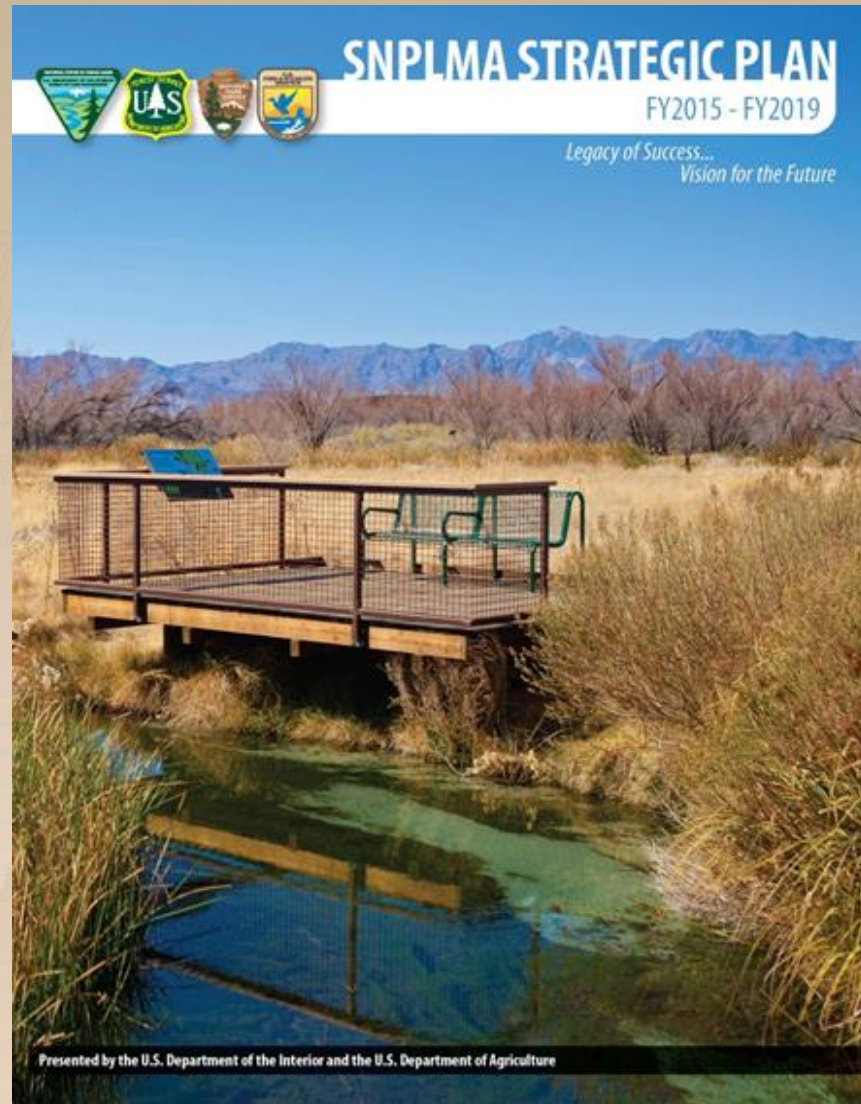
SNPLMA Strategic Plan



SNPLMA Strategic Plan

GOAL 1: Sustain the quality of the outdoor environment by conserving, preserving, and restoring natural and cultural resources.

GOAL 2: Improve the quality of life for all publics in urban and rural communities by enhancing recreational opportunities that connect people with the outdoor environment.



Scoring and Ranking



Scoring and Ranking

- Scoring and ranking is completed by the Subgroup for the category.
- The Subgroups make a recommendation based on the scores. The PWG uses the scores to aid in their Preliminary Recommendation for funding.
- The scores are relatively weighted. Higher value criteria and factors have higher points.
- The ranking criteria and factors either use specific language from the enacting legislation or are the Subgroup/PWG/EC interpretation of that legislation.
- Ranking criteria and factors are evaluated each round as if to look back and validate that the projects with the most points are the most important (relatively).

Criteria Example

ROUND 15 PTNA RANKING CRITERIA

Respond to each of the following criteria in the order provided below. These criteria will be used by the PTNA Subgroup to evaluate, score and rank project nominations. Applicants must respond to each criterion. If a factor does not apply respond with N/A. The total points available for each criterion are shown to the right. Ranking criteria scoring is on a sliding scale.

Point value for assessment questions is provided for information purposes only in order to reinforce the importance of addressing each factor. Nominating entities are not to assign a point value to their responses.

Demand: Provides a new or improves an existing park, trail, or natural area to meet the demands and changing demographics of residents and visitors.

Factors:

A. The project serves communities or identified populations within communities that have been traditionally and historically underserved in the provision of parks, trails, and natural areas facilities and services.	5
B. The project meets the needs of communities which have faced social/economic barriers that have limited their access or connectivity to healthy natural environments.	5
C. The project is unique and/or significant to the region it is or will be established in.	5
D. The project addresses, remedies or improves public health and safety concern(s).	5
Total	20

Resources: Protects or improves the integrity of resources (community, cultural, educational, environmental, historical, open space, and recreational) while addressing the quality of the human experience.

Factors:

A. The project enhances community, cultural, educational, environmental, historical, open space, and recreational resources.	5
B. The project helps protect existing parks, trails and natural areas, or other natural/cultural resources, particularly where urgent action is required.	5
C. The project utilizes a sustainable design, particularly with regard to the conservation of energy, water and materials.	5
D. The project protects and enhances the quality of the human experience by fostering an interaction with an increased understanding and appreciation of the natural environment.	5
Total	20

Connectivity: Promotes connectivity that links people to nature and to recreational opportunities, and unites important places across the landscape.

Factors:

A. The project enhances physical connectivity or access to or within a regional/local park, trail, or natural area, and/or federal lands.	5
B. The park, trail, or natural area is part of an approved regional or local plan. (If no formal regional/local approved plan describes the planning process.)	5
C. The project is integral in creating a comprehensive system of parks, trails and	5

Score Sample

ROUND 15 - PARK, TRAIL, and NATURAL AREA SCORE SHEET

Representative: _____ Agency/Entity: _____

Nomination: Adaptive-Use Sports Complex Tab #: 1

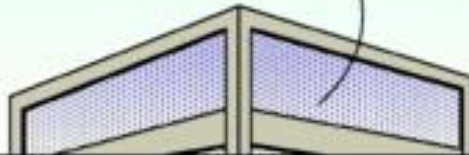
	Ranking Criteria	Max Score	Score
I.	Demand: Provides a new or improves an existing park, trail, or natural area to meet the demands and changing demographics of residents and visitors.		
	Factors A. The project serves communities or identified populations within communities that have been traditionally and historically underserved in the provision of parks, trails, and natural areas facilities and services.	5	
	B. The project meets the needs of communities which have faced social/economic barriers that have limited their access or connectivity to healthy natural environments.	5	
	C. The project is unique and/or significant to the region it is or will be established in.	5	
	D. The project addresses, remedies or improves public health and safety concern(s).	5	
	Total	20	
II.	Resources: Protects or improves the integrity of resources (community, cultural, educational, environmental, historical, open space and recreational) while addressing the quality of the human experience.		
	Factors A. The project enhances community, cultural, educational, environmental, historical, open space, and recreational resources.	5	
	B. The project helps protect existing parks, trails and natural areas, or other natural/cultural resources, particularly where urgent action is required.	5	
	C. The project utilizes a sustainable design, particularly with regard to the conservation of energy, water, and materials.	5	
	D. The project protects and enhances the quality of the human experience by fostering an interaction with an increased understanding and appreciation of the natural environment.	5	
	Total	20	
III.	Connectivity: Promotes connectivity that links people to nature and to recreational opportunities, and unites important places across the landscape.		
	Factors A. The project enhances physical connectivity or access to or within a regional/local park, trail, or natural area, and/or federal lands.	5	
	B. The park, trail, or natural area is part of an approved regional or local plan. (If no formal regional/local approved plan describes the planning process.)	5	
	C. The project is integral in creating a comprehensive system of parks, trails and natural areas.	5	
	D. The project serves as an educational/interpretive bridge to connect people to the outdoors.	5	
	Total	20	
IV.	Cost and Value of Investment: Evaluates, describes, and considers the costs and benefits of the project.		
	Factors A. The projected deliverables, budget, associated costs, and phasing considerations of the proposal are stated and justified.	5	
	B. Public demand/use vs. investment required (i.e., service area/radius, communities benefited) is reasonable and is clearly identified.	5	
	C. The design or approach of the project minimizes future maintenance and/or replacement costs to the extent possible for the type of project.	5	
	D. Has identified committed non-SNPLMA sources of funding or in-kind contribution in the development and/or implementation of the project (i.e., financial, volunteerism).	5	
	Total	20	
	Grand Total	80	

MAKE SURE YOU
COORDINATE WITH
THE BRAND MANAGER
AND THE CATEGORY
MANAGER.



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AND ALSO THE CLIENTS,
THE ACCOUNT EXECs,
THE PROJECT LEADERS,
STRATEGIC PLANNING,
FACILITIES MANAGE-
MENT, PRODUCT
MANAGERS, MARKETING,
AND I.T.



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ALL I
HEARD
WAS
"GIVE
UP."



LET'S
MEET
AGAIN
IN A
YEAR.



Tips and Tricks for Successful Nominations

- Nominations are about realistic expectations and deliverables:
 - Can you deliver on your promises re time, scope, and budget?
 - Will the treatment or restoration have the desired outcome?
 - Does the land actually provide the habitat described?
 - The nature of the project must support statements made in order to gain applicable points.
- Use accurate and reasonable cost estimates
 - Subgroups are quick to run calculations to compare \$ per acres, or \$ per sq. ft.
- Propose reasonable scope/deliverables
 - What can be realistically accomplished given the time and funding
 - Remember to build time for closeout into the schedule



SNPLMA 101
Program Overview

SNPLMA 201
Project Nomination

SNPLMA 301
Approval & Funding

SNPLMA 401
Implementation

SNPLMA 501
Closeout

Introduction & Purpose

The SNPLMA Program has four core processes – Nomination, Approval and Funding, Implementation, and Closeout.

- This course will focus on the **Approval and Funding** process.
- Within Approval and Funding, the emphasis will be on:
 - Secretary Decision Document terms and conditions
 - How each entity receives SNPLMA funding, e.g. Assistance Agreement, transfer, task order, etc.

Secretary Decision

The Secretary Decision includes conditions applicable to all project categories:

- Funds not expended to complete the approved nomination will be returned to the Special Account; reallocation of unexpended funds to previously approved projects is not authorized.
- Amounts authorized for expenditures for projects are not to be construed as approval for any particular expenditure.
- It is expected that approved projects will be implemented in accordance with the project purpose and deliverables stated in the nomination.
- Projects will be implemented within the timeframe specified in the project nomination with appropriate time allocated for project startup and closeout.
- Time extension requests should be exceptions and limited in number and scope.

Secretary Decision (Continued)

- Authorization for expenditures are not approved until all requisite procedures in the *SNPLMA Implementation Agreement* have been met:
 - Receipt of a Special Account Funds Notice by the entity.
 - Workplan submitted by the entity in the SNPLMA Management and Reporting Tool (SMART) and accepted by the Bureau of Land Management (BLM) setting forth a schedule of milestones with associated expenditures.
 - Adhere to the approved timeframes which should allow sufficient time for project close out.
 - Include deliverables identified in the approved nomination.
 - Entity must request project initiation and funding.
 - The appropriate financial instrument must be executed.
 - Work on the project must begin within 1 year of the date of the Special Account Funds Notice.
 - In addition, for Non-Federal Projects the Secretary Decision specifically states:
 - A cooperative agreement or grant (i.e., Assistance Agreement) between the entity and the BLM must be executed.
 - “The starting point for an identified deliverable and its associated funding start date has been reached.” (This requirement is met by completing the workplan in SMART.)

AFTER EIGHT MONTHS,
SENIOR MANAGEMENT
FINALLY APPROVED
YOUR PROJECT PLAN.



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Dilbert.com

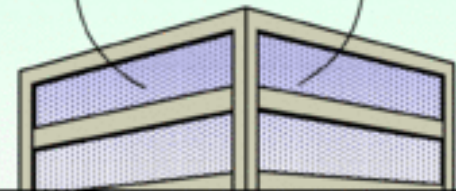
IT'S TOO LATE. ALL
OF THE TECHNOLOGY
HAS CHANGED AND OUR
COMPETITORS HAVE
LEAPFROGGED US.



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MAYBE
YOU
COULD
WRITE
A NEW
PLAN.

OR WE
COULD GET
THE SAME
RESULT BY
RESUB-
MITTING
THIS ONE.



Congratulations! Your nomination was approved...now what?



Funding Instruments

There are four methods (i.e. financial instrument formats) for receiving SNPLMA funds. The method chosen depends primarily on the nature of the receiving entity and differs in regard to how funds are distributed.

- Most federal agencies receive funding through quarterly transfers or Interagency Agreements.
 - Payments by direct transfer allow the entity to create obligations and make payments for necessary expenses through its financial system.
 - Entity may request only the amount anticipated to be expended or obligated in the following quarter and must expend 95% of funds received before additional funds are transferred or justify the need for additional funds.
- Non-federal entities receive funding through Assistance Agreements.
 - Payments are completed through the Automated Standards Application for Payment (ASAP).
- The BLM receives funding through an internal task order.
 - BLM task orders are a direct charge mechanism allowing obligations and expenditures for necessary project expenses to be created directly in the SNPLMA Special Account against the cost structure assigned to the project.

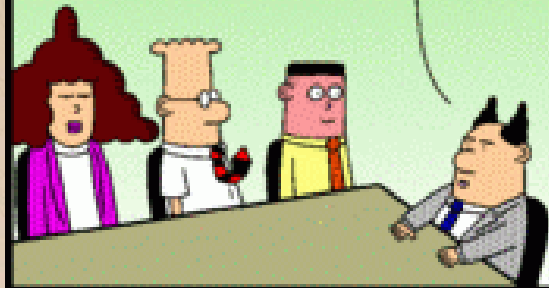
Which Funding Instrument is Right for You?

Entity	Assistance Agreement	Inter-Agency Agreement	Direct Charge Task Order	Transfer Authorization Letter
BLM			X	
BOR		X		X
California Tahoe Conservancy	X			
Carson City	X			
Clark County	X			
City of Las Vegas	X			
City of North Las Vegas	X			
City of Henderson	X			
EPA		X		
FWS		X		X
Lincoln County	X			
NRCS		X		
North Lake Tahoe Fire Protection District	X			
NPS		X		X
Southern Nevada Water Authority	X			
State of Nevada	X			
Tahoe Douglas Fire Protection District	X			
USACE		X		
USFS		X		X
USGS		X		
White Pine County	X			

Execution of Funding Instruments Takes Time and Collaboration

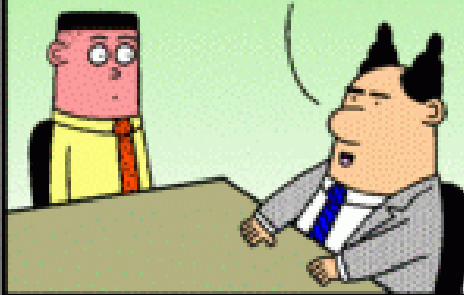
- Depending on the type of funding instrument, any of the following parties may be involved:
 1. SNPLMA Division
 2. Partnering Entity Receiving Funds
 - a) Some agencies use service centers, State or county boards, etc.
 3. BLM Nevada State Office Contracting Officer and Specialists
 4. BLM Nevada State Office Grants Management Specialists
 5. National Operations Center SNPLMA Accountant
- Transfer authorization letters approving the expenditure of transferred funds are signed only by the SNPLMA Division and accordingly take the least amount of time to execute. In contrast, the process to execute Assistance Agreements is much more complex and takes the most amount of time. Task Orders and Inter-Agency Agreements fall somewhere between the other two.
- **Workplans must be submitted and approved before a Funding Instrument will be executed.**

WE WON A HUGE
GOVERNMENT
CONTRACT.



www.dilbert.com
scottadams@aol.com

NOW WE NEED TO
FOLLOW ALL OF OUR
COMPANY POLICIES PLUS
EVERY GOVERNMENT
PROCUREMENT RULE.



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I FEEL LIKE I'M
BEING SMOTHERED
BY A DAMP MATTRESS!

THAT'S WHAT
VICTORY
FEELS LIKE!



Timing is Everything

- Entities have only **12 MONTHS** from the date the Special Account Funds Notice is issued to begin work on approved projects.
 - An executed financial instrument in and of itself *does not* constitute the beginning of work. The on-the-ground work and direct project implementation **MUST** begin within this timeframe or the project can be terminated.
- Project expenses incurred prior to issuance or after the expiration of the funding instrument are not compensable by SNPLMA *with one exception*:
 - Entities have 90-days from the expiration date of an Assistance Agreement during which they can continue to be reimbursed for administrative costs associated with closing out the project.

Funding Instruments Reflect the History of the Project

Funding Instruments are not STATIC. They will require changes for any of the following:

1. Time Extensions
2. Scope Changes
3. Adding Funds (as a result of approved SAR, contingency, or interagency project budget revision requests)
4. De-obligating funds (as a result of scope changes, project close-outs, or interagency project budget revision requests)
5. Project Close-Out
6. Administrative Actions

OUR PROJECT PLAN IS SO COMPLICATED THAT FAILURE IS ASSURED.



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BUT COMPLEXITY IS TOO ABSTRACT FOR YOU TO MANAGE, SO INSTEAD YOU WILL SPRAY MY ENERGY INTO THE VORTEX OF FAILURE.



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GO.



I NEED YOU TO FINISH IT SIX WEEKS SOONER FOR A TRADE SHOW.



Assistance Agreements

Eligibility and Brief History

All non-Federal entities eligible for SNPLMA funds, regardless of category, are required to establish an assistance agreement (AA) to receive funds.

Funds will be disbursed through the ASAP system.

Important Websites:

www.grants.gov

www.asap.gov

www.sam.gov

Page 1 of 2

Grant and Cooperative Agreement				CHOOSE ONE:	
				<input checked="" type="checkbox"/> COOPERATIVE AGREEMENT	
				<input type="checkbox"/> GRANT	
CHOOSE ONE: <input type="checkbox"/> EDUCATION <input type="checkbox"/> FACILITIES <input type="checkbox"/> RESEARCH <input type="checkbox"/> SDOR <input type="checkbox"/> TRAINING					
1. GRANT/COOPERATIVE AGREEMENT NUMBER L05AC13905		2. SUPPLEMENT NUMBER 0005	3. EFFECTIVE DATE 08/29/2011	4. COMPLETION DATE	
5. ISSUED TO NAME/ADDRESS OF RECIPIENT (No., Street, City/County, State, Zip) SOUTHERN NEVADA WATER AUTHORITY Attn: UNKNOWN 1001 S VALLEY VIEW BLVD LAS VEGAS			6. ISSUED BY BLM NV-STATE OFC BGT&FIN SVC (NV955) Mailing Address: 1340 FINANCIAL BLVD. RENO NV 89520		
7. TAXPAYER IDENTIFICATION NO. (TIN)			9. PRINCIPAL INVESTIGATOR/ORGANIZATION'S PROJECT OR PROGRAM MGR. (Name & Phone) Jeremy Brooks , Management Analyst 702-258-3258		
8. COMMERCIAL & GOVERNMENT ENTITY (CAGE) NO.					
10. RESEARCH, PROJECT OR PROGRAM TITLE Las Vegas Wash Environmental Restoration Priority 5/3 , Project WA01					
11. PURPOSE See Schedule					
12. PERIOD OF PERFORMANCE (Approximately) 09/19/2005 through 12/31/2012					
13A. AWARD HISTORY		13B. FUNDING HISTORY			
PREVIOUS		\$10,686,720.00		PREVIOUS	
THIS ACTION		\$0.00		THIS ACTION	
CASH SHARE		\$0.00		TOTAL	
NON-CASH SHARE		\$0.00		\$10,686,720.00	
RECIPIENT SHARE		\$0.00			
TOTAL		\$10,686,720.00			
14. ACCOUNTING AND APPROPRIATION DATA					
01					
PURCHASE REQUEST NO.		JOB ORDER NO.	AMOUNT	STATUS	
15. POINTS OF CONTACT					
		NAME	MAIL STOP	TELEPHONE	E-MAIL ADDRESS
TECHNICAL OFFICER		Jeff Wilbanks		702-515-5070	jwilbanks@blm.gov
NEGOTIATOR					
ADMINISTRATOR		Eddie W. Bell		775-861-6435	eddie_bell@blm.gov
16. THIS AWARD IS MADE UNDER THE AUTHORITY OF: Southern Nevada Public Land Management Act of 1998 P.L. 105- 263, as amended					
17. APPLICABLE STATEMENT(S), IF CHECKED: <input type="checkbox"/> NO CHANGE IS MADE TO EXISTING PROVISIONS <input type="checkbox"/> FDP TERMS AND CONDITIONS AND THE AGENCY-SPECIFIC REQUIREMENTS APPLY TO THIS GRANT			18. APPLICABLE ENCLOSURE(S), IF CHECKED: <input type="checkbox"/> PROVISIONS <input type="checkbox"/> SPECIAL CONDITIONS <input type="checkbox"/> REQUIRED PUBLICATIONS AND REPORTS		
UNITED STATES OF AMERICA			COOPERATIVE AGREEMENT RECIPIENT		
CONTRACTING/GRANT OFFICER Susan Kaller		DATE 9/12/11	AUTHORIZED REPRESENTATIVE Patricia Mulroy, General Manager		DATE 8.23.11

for

Example Assistance Agreement

What Does it Take to Get an Assistance Agreement?

1

•Entity registers as a Federal contractor in the System Award Management (SAM) program at www.sam.gov (Tip: Consider registering at www.grants.gov and www.asap.gov at this time as these can be time consuming and this will help keep the process moving later on.)

2

•Entity submits a written request to the SNPLMA Division to initiate project funding

3

•SNPLMA Program Manager requests establishment of a project-specific WBS element from SNPLMA Accountant

4

•SNPLMA Program Manager submits a Statement of Work/Statement of Programmatic Involvement to the BLM Nevada State Office Contracting Division

5

•SNPLMA Program Manager creates a purchase requisition in the Department of the Interior Financial Business Management System (FBMS)

6

•BLM Nevada State Office (NSO) Contracting Office issues a Request for Application (RFA) on www.grants.gov.

7

•Entity registers and applies for the project by submitting the SF 424 "Application for Federal Assistance" and other required forms via www.grants.gov. Entity is also responsible for sending the Appendix B "Necessary Expense" form and Detailed Cost Estimate Worksheet to the SNPLMA Program Manager.

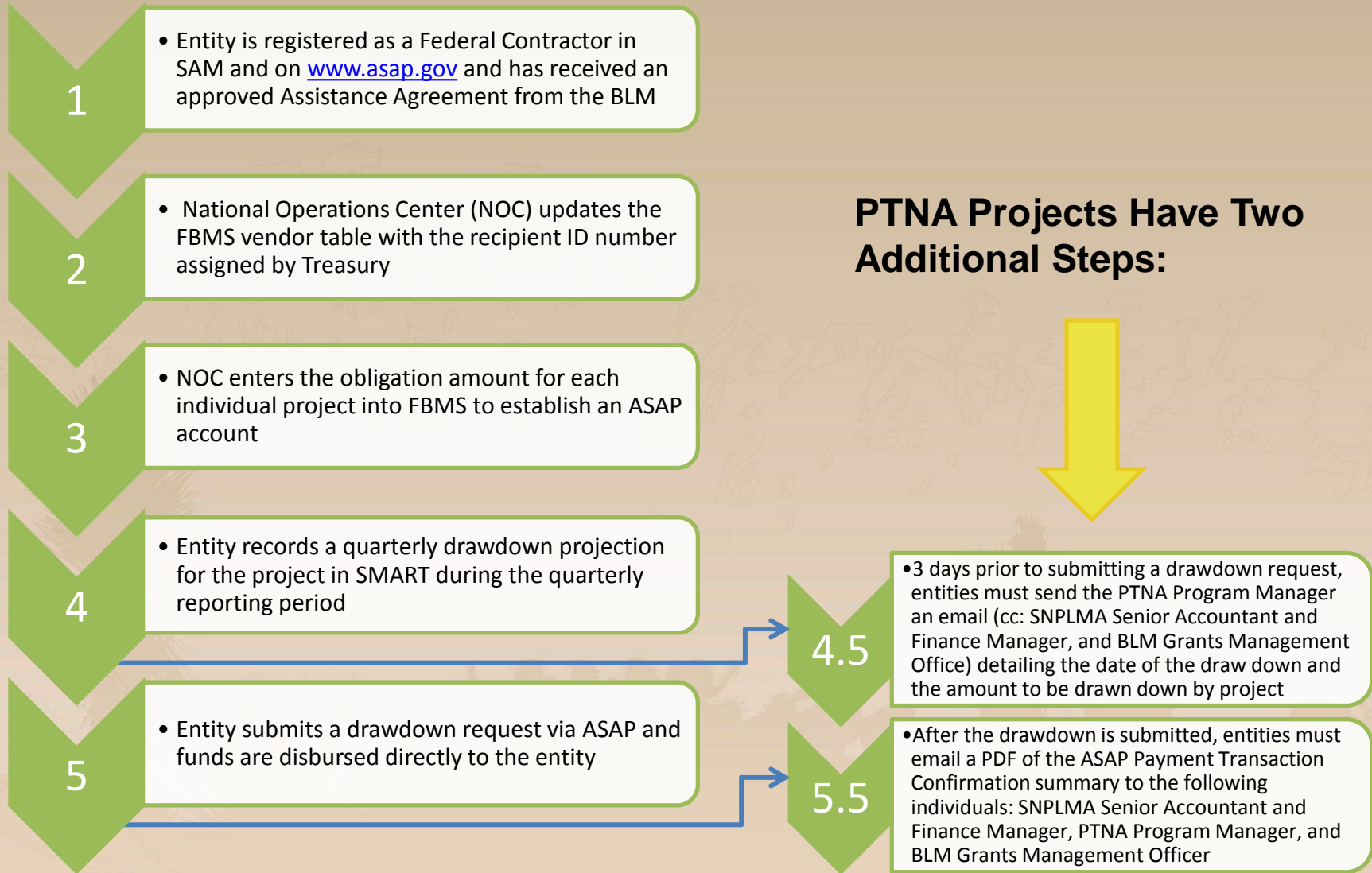
8

•BLM NSO Contracting Office reviews AA application and other materials submitted by the entity to develop a draft AA and then sends the approved AA to the entity; the BLM no longer requires a signature to the AA by the recipient for new awards.

9

•Copies of the fully executed AA are distributed to the entity, the SNPLMA Program Manager, and the SNPLMA Accountant at the NOC.

Now That That's Settled, How Do I Get the Money?



Do's and Don'ts for Assistant Agreements

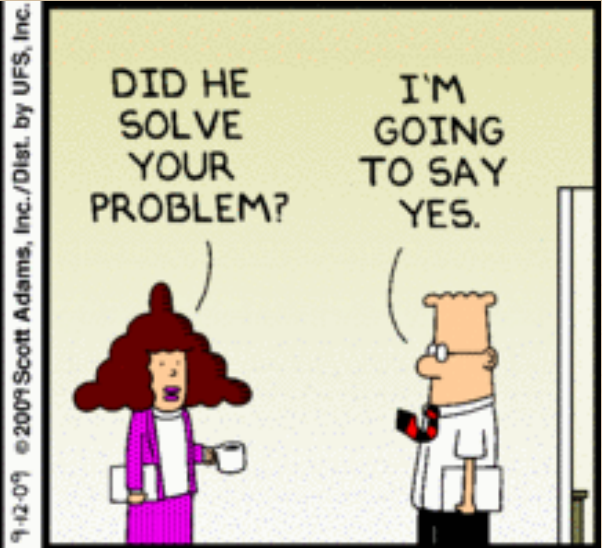
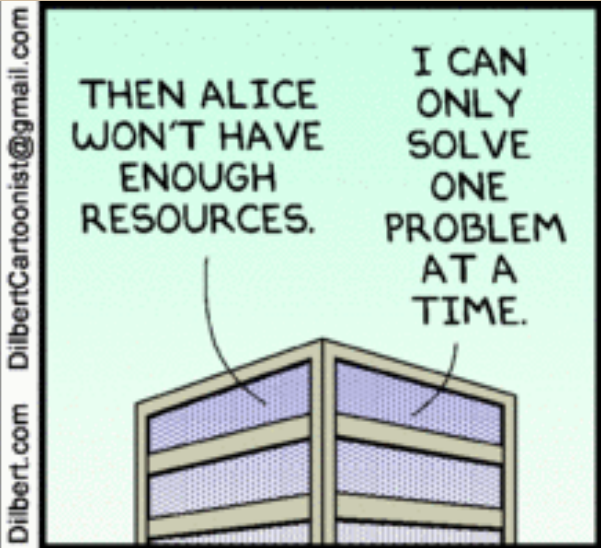
DO

- Be sure to register with SAM on www.sam.gov, on www.asap.gov, and on www.grants.gov
- Plan to submit the request to initiate funding for approved projects as soon as possible after the Special Account Funds Notice is issued
- Record quarterly drawdown projections in SMART
- Spend all funds within **3 DAYS** from the receipt of funds

DON'T

- Get your agreement placed under “Agency Review” by doing any of the following:
 - Failing to submit quarterly reports
 - Failing to expend funds within 3 days
 - Failing to provide notice of pending drawdowns for PTNA projects
 - Using funds improperly or incurring costs that are not necessary expenses
 - Not responding to or correcting audit findings
 - Drawing down funds after the project is closed
- Wait too long to request an AA. It can take several months to receive a fully executed AA, more if there are significant edits, and all projects must **BEGIN** work within **1 year** of receiving the Special Account Funds Notice

Just in case you forget all of this, you can refer to Section VIII.B or Appendix M of the SNPLMA Implementation Agreement for a detailed explanation of receiving funds through the assistance agreement - ASAP Process.



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Authorization to Expend Transferred Funds Letters

Eligibility and Brief History

The BLM can directly transfer funds to the following agencies :

- ❖ Bureau of Reclamation
 - ❖ Federal Highway Administration
 - ❖ Fish and Wildlife Service
 - ❖ U.S. Forest Service
 - ❖ National Park Service
- Direct transfer of project funds started in Round 6 when the Office of Management and Budget set up the necessary accounts for the eligible Federal agencies.
 - All eligible agencies are expected to use the direct transfer process for all Round 6 and later projects.
 - Many projects in Rounds 1-5 were initially funded through Inter-Agency Agreements and then converted to the transfer process. These were called “hybrid projects” since they were partially funded under reimbursement and partially funded by transfer. All hybrid projects have been closed.


United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Southern Nevada District Office
4701 N. Torrey Pines Drive
Las Vegas, NV 89130
<http://www.blm.gov/nv/st/en/fo/vfo.html>

JUL 06 2012

In Reply Refer to:
2710 (NVS0055)

To: Genny Wilson
Acting Deputy Forest Supervisor, U.S. Forest Service

From: Kelly Ross 
Conservation Initiatives and MSHCP Program Manager, SNPLMA Division

Subject: Modification of Authorization to Expend Southern Nevada Public Land Management Act (SNPLMA) Project Funds Provided by 1151 Direct Transfer

SNPLMA Implementation Agreement Date: Reissue 10/2007	Check appropriate box: <input type="checkbox"/> Original Notification <input checked="" type="checkbox"/> Modification Notification #: 0002
Under the authority of: <input checked="" type="checkbox"/> DOI Secretary Decision Document Approving Project Dated October 28, 2001 <input checked="" type="checkbox"/> PL 105-263, SNPLMA <input checked="" type="checkbox"/> Other: OMB Circular A-11	
EDUCATION IN THE ENVIRONMENT (Priority 4-3, SNPLMA Project # FS04): The purpose of this modification is to reduce the amount allocated to this project by \$90.04 and to close-out this agreement. The SNPLMA Division approved this project as closed on 7/6/2012.	
<i>All other confirmations and agreements contained in the original notification of authorization to expend funds remain unchanged.</i>	

Total funding made available through the Secretary's decision and other processes contained in the SNPLMA Implementation Agreement (IA) is:

a. Total Amount Approved and Allocated to the Project:	\$0.00
b. Approved Contingency:	\$ N/A Unless Available & Approved
c. Approved Special Account Reserve (SAR):	\$ N/A Unless Available & Approved
d. Approved Budget Reallocation Account (BRA):	\$ N/A Unless Available & Approved
e. New Allowed Costs (NAC):	\$37,170.00
f. Allocation Adjustment for Close-out:	\$ (90.04)
g. Total Allocation:	\$37,079.96
h. Amount for this Project Not to Exceed:	\$37,079.96

Period of Performance: Start Date: 11/15/2004 End Date: 3/31/2012

Example Transfer Letter

What Does it Take to Set Up Transfer Funding?

1

- Entity submits a written request to the SNPLMA Division to initiate project funding

2

- SNPLMA Program Manager confirms approved amount and funding availability and drafts and signs a transfer letter

3

- SNPLMA Program Manager distributes fully executed Notification of Authorization to Expend SNPLMA Project Funds by 1151 Direct Transfer and Confirmation of Period of Performance to the requesting entity and SNPLMA Accountant

How Transferred Funds Get from “A” to “B”

1

- Transfer requests submitted through SMART during the quarterly reporting period

2

- SNPLMA Division reviews request and forwards approved request to the SNPLMA Accountant at the NOC

3

- SNPLMA Accountant ensures sufficient cash availability and forwards transfer request to the BLM Washington Office Budget Group

4

- BLM Washington Office Budget Group submits transfer request data to the Department of the Treasury Financial Management Service

5

- Treasury reviews and approves transfer request and transfers funds to the requesting agency's headquarters office. (When Treasury changes the status of the transaction to "Star Posted," funds are available for use by the receiving agency.)

6

- Once transferred funds are available, the local office must coordinate internally with their agency headquarters and regional offices to move funds into the correct project accounts

Do's and Don'ts of the Transfer Process

DO

- Identify quarterly transfer amounts consistent with how much you anticipate being able to obligate or expend during that next quarter
- Submit your request through quarterly reporting in SMART
 - It is **CRITICAL** when doing this that you update the “Expended/Obligated” dollar figure so that the “% of funds expended/obligated” is calculated accurately
- Provide adequate justification if you are requesting additional funds and have not yet spent 95% of previously transferred funds
- Provide adequate justification when requesting additional funds if the overall percent complete for the project differs from the total percent of funds transferred by more than 10%

DON'T

- Request funds if there is no expectation that the funds can be obligated or expended within the quarter (a maximum of **3 MONTHS**)
- Request more funds if the entity has not obligated or expended 95% of previously transferred funds without justification (e.g., additional funds are needed for a contract obligation)
- Rely on off-cycle transfer requests to receive money when needed; plan ahead and account for upcoming contracts/work when submitting quarterly requests in SMART



Just in case you forget all of this, you can refer to Section VIII.A or Appendix N of the SNPLMA Implementation Agreement for a detailed explanation of the 1151 Transfer Process.



CAROL,
SCHEDULE
A STAFF
MEETING.



WHAT'S
THE
TOPIC ?



www.dilbert.com scottadams@aol.com

I PLAN TO FUSE SIX
SIGMA WITH LEAN
METHODS TO
ELIMINATE THE GAP
BETWEEN OUR
STRATEGY AND OUR
OBJECTIVES.



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I'LL JUST
SAY
"WASTE
OF TIME."



Inter-Agency Agreements

Eligibility and Brief History

- All Federal agencies are eligible to receive funds through an Inter-Agency Agreement (IAA) on a reimbursable basis.
- Since Round 6, however, agencies eligible to use the direct transfer process are expected to request project funding by transfer rather than an IAA.
- The following agencies are those that will receive funding by reimbursement and therefore initiate new IAAs for SNPLMA Projects:
 - ❖ Environmental Protection Agency
 - ❖ Natural Resource Conservation Service
 - ❖ U.S. Army Corps of Engineers
 - ❖ U.S. Geological Survey
 - ❖ Bureau of Reclamation (for Lake Tahoe projects)
- These agreements were formerly referred to as "Inter-Governmental Orders" or "IGOs"

UNITED STATES DEPARTMENT OF THE INTERIOR INTER/INTRA-AGENCY AGREEMENT (IAA)			1. Period of Performance	
			START	END
			03/17/2005	12/31/2012
Buyer has work performed for them by the Seller named in item 6b.			Seller to perform work as described herein for the agency named in item 6a.	
SEE INSTRUCTIONS ON PAGE 2				
2. Common Document Number (Agreement Number) LDSPG04854 Page 1 of 4			3. Check appropriate box <input type="checkbox"/> Original <input checked="" type="checkbox"/> Modification No. 0003	
4. Under the authority of (Cite authorities): <input type="checkbox"/> 43 U.S.C. 1701 et seq., (FLPMA) <input type="checkbox"/> Service First, Title IV, Section 428 <input type="checkbox"/> 31 U.S.C. 1535 (the Economy Act)			<input type="checkbox"/> Working Capital Fund (WCF) <input checked="" type="checkbox"/> Southern Nevada Public Land Management Act	
5. Description of Work: De-obligate funds and close IAA. See Articles.			PROJECT TITLE: "Ground Water Hydrologic Model for Northeast Clark County" (Priority 5-1, Project# NP12)	
Buyer			Seller	
6a. Agency: Bureau of Land Management Address: 1340 Financial Blvd. Reno, NV 89502 Finance POC: Angela Hitt, Contract Specialist Email: ahitt@blm.gov Phone: (775) 861-6592 Fax: (775) 861-6634 Technical Point of Contact: Kelly Ross, SNPLMA Program Manager Email: Kelly_Ross@blm.gov Phone: (702) 515-5120 Fax: (702) 515-5110			6b. Agency: National Park Service, Lake Mead NRA Address: 601 Nevada Way Boulder City, NV 89005 Finance POC: Scott Briggs, Budget Officer Email: Scott_Briggs@contractor.nps.gov Phone: (702) 293-8687 Fax: (702) 293-8763 Technical Point of Contact: Kate Hanson Email: Kate_Hanson@nps.gov Phone: (702) 293-8951 Fax: (702) 293-8936	
ACCOUNT DATA				
			BUYER	SELLER
7. Agency Location Code	7a. 14-11-0008		7b. 14-10-0099	
8. BPN Number (DUNS #) FSN	8a. 084359236		8b. 099003196	
9. Treasury Account Symbol (TAFS)	9a. 14X5232		9b. 14X1311	
10. Standard General Ledger	10a.		10b.	
11. Cost Structure/Account	11a. LLNVS00550- L58610000 PH0000- LXSNNP126100-253G.00		11b. 8360-C113-454	
12. Business Event Type Code	12a.		12b.	
13. Requisition Number for Buyer/Project Account for Seller	13a.		13b.	
14. Contract Line Number for Buyer/ Proposal Number or other data for Seller	14a.		14b.	
15. Buyer provide Expiration of Funding Source. (Date or indefinite)	15a. 12/31/2012		15b. NOTE: Seller, ensure project completion by this date (Seller must not incur additional costs) See Block 15a	
16. Amount Obligated by Buyer			17. Bill To (Name and Address, including zip code of Finance Office):	
a. Initial or current obligation:	\$ 1,238,600.00		Name: OC622-Payments Section, Bureau of Land Management	
b. Modification Amount (check one) <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$38,193.04)		Address: Denver Federal Center, Bldg. 50, POB 25047 Denver, CO 80225	
c. Total obligation:	\$ 1,200,406.96			
18. Billing for Federal Agencies and DCID will be processed via IPAC. (billing will be done: <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> in advance)				
Upon Approval, this agreement constitutes an obligation against Buyer requesting the work, or authority to proceed with work by the herein named agency in anticipation of reimbursement.				
19. Approved for Buyer: <i>Kenda C. Tucker</i> (Contracting Officer or other Authorized Signatory) *other only for WCF			20. Approved by Seller: <i>Shirley L. Walker</i> (Seller's Authorizing Signatory)	
19a. Name (Type): Kenda C. Tucker			20a. Name (Type):	
19b. Title: Chief of Contracting			20b. Title: Administrative Officer	
19c. Date: 3/14/2013			20c. Date: 3/16/2013	

Example Inter-Agency Agreement

What Does it Take to Set Up an IAA?

1

- Entity submits a written request to the SNPLMA Division to initiate project funding

2

- SNPLMA Program Manager requests establishment of a project-specific WBS element from SNPLMA Accountant at the NOC

3

- SNPLMA Program Manager creates a purchase requisition in FBMS

4

- SNPLMA Program Manager drafts the IAA and forwards it to the BLM Nevada State Office (NSO) Contracting Division

5

- BLM NSO Contracting Specialist forwards final version of IAA to the requesting entity for signature

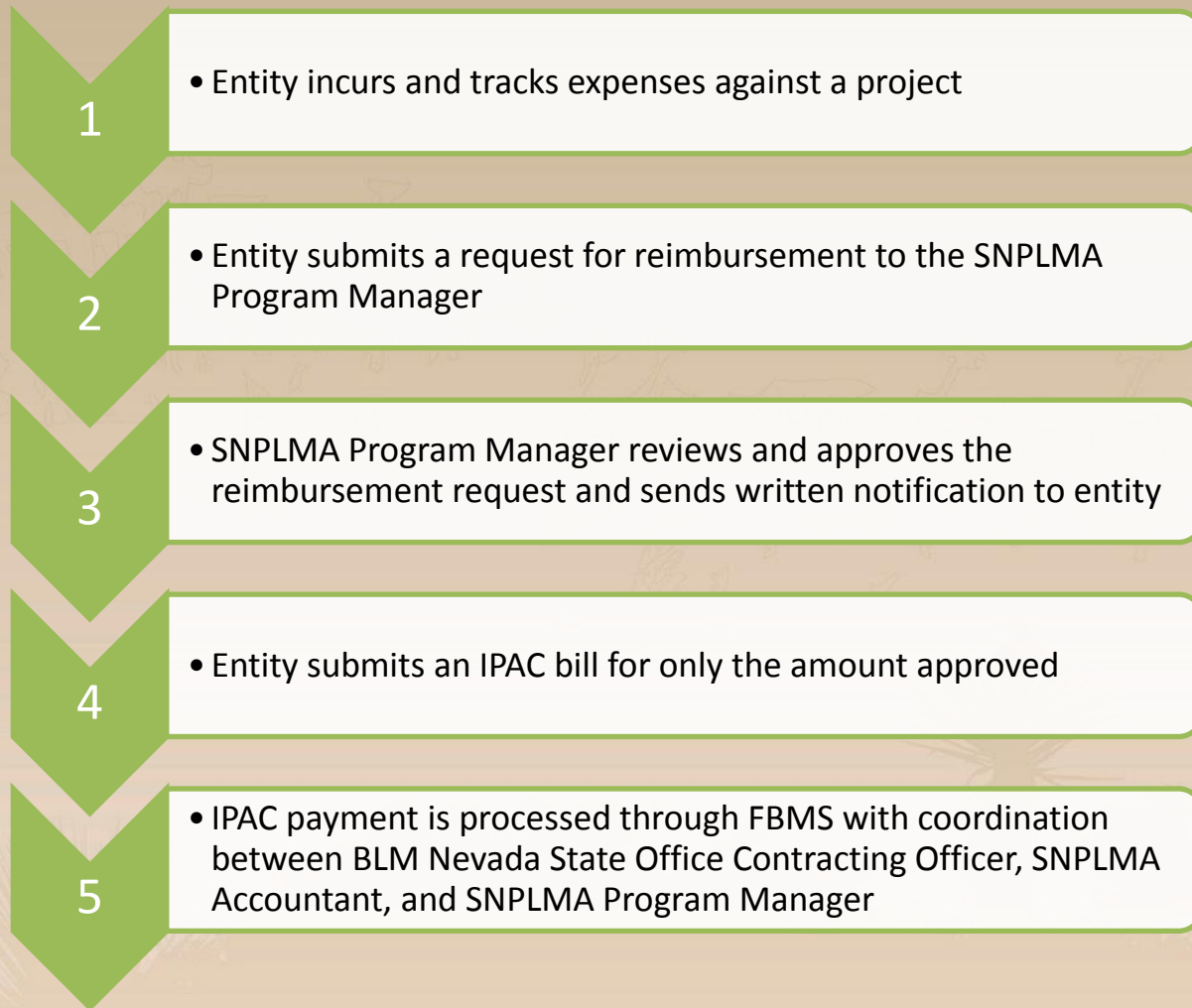
6

- Requesting entity signs IAA and sends it to the BLM NSO Contracting Specialist

7

- BLM NSO Contracting Officer signs the IAA and a fully executed agreement is distributed to the requesting entity, the SNPLMA Program Manager, and the SNPLMA Accountant

We've Done the Work, Now How Do We Get Paid?



Do's and Don'ts of IAA's and the Reimbursement Process

DO

- Submit reimbursement requests quarterly
- Include a consolidated financial report (financial summary) showing obligations and expenditures for the project
- Ensure that **ALL** backup documents for expenditures (invoices, contracts, receipts, etc.), with the exceptions noted, are retained in the project file for SNPLM Program Manager project reviews and formal audit purposes
- Excepted from the Project File: Credit card statements, travel vouchers, time sheets, and vehicle logs/reports should be maintained in other appropriate entity files as dictated by entity policy; annotate financial reports in the project file to explain these costs
- Include a list of staff working on and charging labor to the project in the project file

DON'T

- Take longer than 60 days to sign and return the IAA to the BLM NSO Contracting Specialist
- Submit every invoice, receipt, contract, credit card statement, time sheet, travel voucher, vehicle log or other backup documentation with your Reimbursement Request
- Let expenditures pile up and wait too long to submit a reimbursement request
- Use contingency funds obligated on the initial IAA until use of those contingency funds has been approved by the SNPLMA Division in writing (*Round 10 and later projects only*)
- Expend or obligate funds beyond the expiration date of the IAA until and unless an approved time extension is documented in a modification to the IAA



Just in case you forget all of this, you can refer to Section VIII.C or Appendix J.A. – J.D and J.D of the SNPLMA Implementation Agreement for a detailed explanation of the IAA and Reimbursement Process.



I NEED A BUDGET ESTIMATE FOR MY PROJECT, BUT I DON'T HAVE A SCOPE OR A DESIGN FOR IT YET.



Dilbert.com DilbertCartoonist@gmail.com

OKAY, MY ESTIMATE IS \$3,583,729.



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YOU DON'T KNOW ANYTHING ABOUT MY PROJECT.



THAT MAKES TWO OF US.



Task Orders

Eligibility and Brief History

The BLM is the only entity eligible to receive funds through a Task Order (TO).

Projects approved in Rounds 1-5 (and some Round 6) are funded through a reimbursable TO. Projects approved in Round 6 and later are funded through a direct charge TO.

BLM projects operating under a reimbursable "1920" task order will need to follow the guidelines for submitting reimbursement requests as detailed in the IAA section of this training.

BLM projects operating under a direct charge "58XX" task order charge directly to the SNPLMA Special Account WBS/cost structure established for the project; the WBS is based on the subactivity applicable to the project category.

Form 1681-3 (May 1998) UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT REIMBURSABLE WORK AUTHORIZATION (RWA), INTER/INTRA-AGENCY AGREEMENT (IAA)

1. Fiscal Year (s) (Period of Fund Availability)

REIMBURSABLE WORK AUTHORIZATION (BLM to perform work as described herein for the agency named in item 6) INTER-AGENCY/INTRA-AGENCY AGREEMENT (To have work performed for BLM by the agency named in item 6a) NO YEAR FUNDS

2. BLM RWA Project No./BLM IA No. Implementation Agreement, 7/2007 3. Check appropriate box: Original Modification No. 2 Task Order LXSNBL606100

4. Under the authority of (Cite authorities): 43 U.S.C. 1701 et seq. (FLPMA) 31 U.S.C. 1535 (the Economy Act) Department of the Interior Appropriation Act for FY Other PL 105-263 and PL 107-282

5. Description of work (If more space is needed, attach additional sheets): EVALUATION OF BASIN FILL AQUIFERS IN SOUTHERN SPRING AND SNAKE VALLEYS AND THEIR CONNECTION WITH SURFACE-WATER RESOURCES AND WITH THE REGIONAL CARBONATE-ROCK AQUIFER (Priority 8-1, BL60). This is a Task Order Modification to close and de-obligate the project. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

6. BLM Office SNPLMA Address 4701 N. Torrey Pines Drive, Las Vegas, NV 89130 Organization NV-055 Project Manager Kelly Ross Phone (include area): 702-515-5120 6a. Participating Agency Bureau of Land Management Address HC 33, Box 33500, Ely, NV 89301 Finance POC John Vest Phone (include area code) 203-236-9359 Project Manager Mark D'Aversia Phone (include area code) 775-289-1895

BILLING DATA		BLM	PARTICIPATING AGENCY
7. Agency Location Code	7a. 14-11-0008	7b. 14-11-0008	
8. Fund Account Symbol	8a. 14X5232	8b. 14X5232	
9. Account/Cost Structure	9a. 2009 LLNV500550 253G.00 L586100000.PH0000 LX.SN.BL606100	9b. LLNVL00000 L586100000.MJ0000 LX.SN.BL606100	
10. Procurement Document Number	10a. LXSNBL606100	10b. LXSNBL606100	


11. For RWA: Participating Agency's \$ Amount Obligated	12. For IA's: Amount Obligated by BLM
a. Current amount	a. This obligation (\$ 6,289.80)
b. Modification: Amount of Increase or Decrease (circle one)	b. Previous obligation \$37,950.00
	c. Total obligation \$31,660.20
c. Total amount available	d. Amount Obligated by BLM for this Action Not to Exceed \$31,660.20


d. Over-run allowed _____% or \$
Billing for Federal Agencies will be processed via OPAC. DOD bills will be processed on a SF-1080. "Automatic" billing will be done quarterly by the National Business Center unless specified. Other (identify):

13. Method of Payment: (Applies to IAs only)
 Advance Reimbursement Progress

14. Bill To (Name and Address including zip code of Finance Office):
Bureau of Land Management, Division of SNPLMA Acquisition, Improvement & Conservation Programs (NV-055)
4701 N. Torrey Pines Drive
Las Vegas, NV 89130

Upon approval, this agreement constitutes an obligation against BLM if requesting the work, or authority to proceed with work by BLM for the herein named agency in anticipation of reimbursement.

15. Approved For the Bureau Of Land Management by:  (Authorized Signature)

16. Approved for: BLM Ely District Office by:  (Participating Agency) (Signature)

15a. Name (Type) Kelly Ross	16a. Name (Type) FOR Rosemary Thomas
15b. Title Program Manager, Conservation Initiatives, SNPLMA	16b. Title BLM Ely District Manager
15c. Date 4/17/13	16c. Date 17 April 2013

Which Type of Task Order Do You Have?

Check the Cost Structure in Box 9b

Reimbursable Task Order

PARTICIPATING AGENCY	
7b.	14-11-0008
8b.	14X5232
9b.	LLNVL00000 253G.00 L19200000.PH0000 LRSNCI260800
10b.	LRSNCI260800

Direct Charge Task Order

PARTICIPATING AGENCY	
7b.	14-11-0008
8b.	14X5232
9b.	LLNVL00000 L58610000.IB0000 LX.SN.BL736100
10b.	LXSNBL736100

Different Direct Charge Subactivity Codes:

- 5851 – Land Acquisitions
- 5852 – Capital Improvements
- 5854 – Pre-Proposal Planning
- 5861 – Conservation Initiatives
- 5868 - ENLRP
- 5869 – Hazardous Fuels

Form 1681-3 (May 1998) UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT

1. Fiscal Year (s) (Period of Fund Availability)

REIMBURSABLE WORK AUTHORIZATION (RWA), INTER/INTRA-AGENCY AGREEMENT (IA)

REIMBURSABLE WORK AUTHORIZATION (BLM to perform work as described herein for the agency named in item 6) INTER-AGENCY/INTRA-AGENCY AGREEMENT (To have work performed for BLM by the agency named in item 6a) NO YEAR FUNDS

2. BLM RWA Project No./BLM IA No. Implementation Agreement, 7/2007 3. Check appropriate box: Original Modification No. 2 Task Order LXSNBL606100

4. Under the authority of (Cite authorities): 43 U.S.C. 1701 et seq. (FLPMA) 31 U.S.C. 1535 (the Economy Act) Department of the Interior Appropriation Act for FY Other PL 105-263 and PL 107-282

5. Description of work (If more space is needed attach additional sheets): EVALUATION OF BASIN FILL AQUIFERS IN SOUTHERN SPRING AND SNAKE VALLEYS AND THEIR CONNECTION WITH SURFACE-WATER RESOURCES AND WITH THE REGIONAL CARBONATE-ROCK AQUIFER (Priority 8-1, BL60). This is a Task Order Modification to close and de-obligate the project. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

6. BLM Office SNPLMA Address 4701 N. Torrey Pines Drive, Las Vegas, NV 89130 Organization NV-055 Project Manager Kelly Ross Phone (include area): 702-515-5120

6a. Participating Agency Bureau of Land Management Address HC 33, Box 33500, Ely, NV 89301 Finance POC John Vest Phone (include area code) 303-236-9359 Project Manager Mark I

BILLING DATA		BLM		PARTICIPATING AGENCY	
7. Agency Location Code	7a.	14-11-0008	7b.	14-11-0008	7b.
8. Fund Account Symbol	8a.	14X5232	8b.	14X5232	8b.
9. Account/Cost Structure	9a.	2009 LLNVS00550 253G.00 L586100000.PH0000 LX.SN.BL606100	9b.	LLNVL00000 L58610000.MJ0000 LX.SN.BL606100	9b.
10. Procurement Document Number	10a.	LXSNBL606100	10b.	LXSNBL606100	10b.

11. For RWA: Participating Agency's \$ Amount Obligated

a. Current amount

b. Modification: Amount of Increase or Decrease (circle one)

c. Total amount available

d. Over-run allowed _____% or \$
Billing for Federal Agencies will be processed via OPAC. DOD bills will be processed on a SF-1080. "Automatic" billing will be done quarterly by the National Business Center unless specified. Other (identify):

12. For IA's: Amount Obligated by BLM

a. This obligation (\$ 6,289.80)

b. Previous obligation \$37,950.00

c. Total obligation \$31,660.20

d. Amount Obligated by BLM for this Action Not to Exceed \$31,660.20

13. Method of Payment (Applies to IAs only)
 Advance Reimbursement Progress

14. Bill To (Name and Address including zip code of Finance Office):
Bureau of Land Management, Division of SNPLMA Acquisition, Improvement & Conservation Programs (NV-055)
4701 N. Torrey Pines Drive
Las Vegas, NV 89130

Upon approval, this agreement constitutes an obligation against BLM if requesting the work, or authority to proceed with work by BLM for the herein named agency in anticipation of reimbursement.

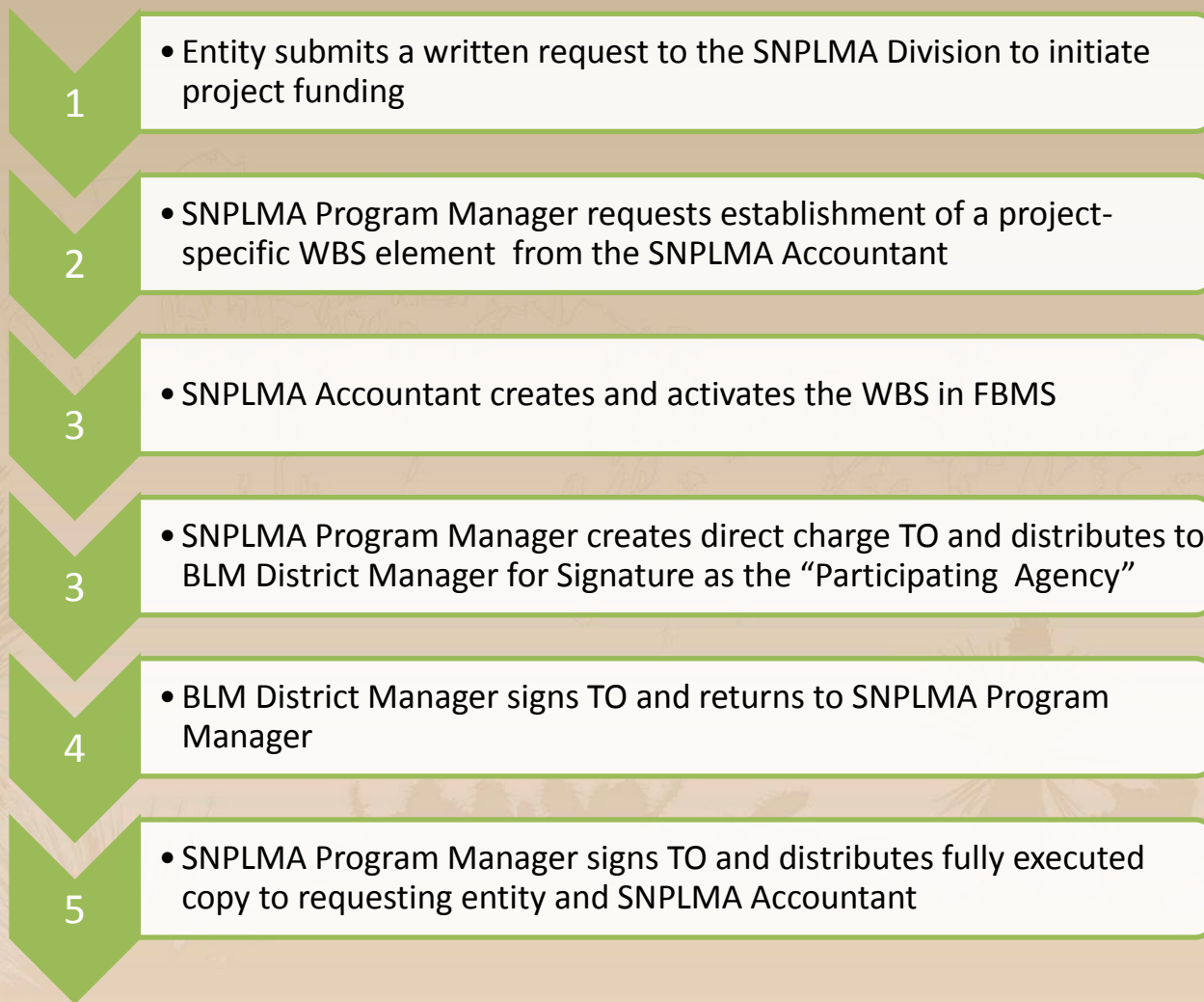
15. Approved for the Bureau of Land Management by: *Kelly Ross* (Signature)

16. Approved for BLM Ely District Office by: *Rosemary Thomas* (Signature)

15a. Name (Type) Kelly Ross 15b. Title Program Manager, Conservation Initiatives, SNPLMA 15c. Date 4/17/13

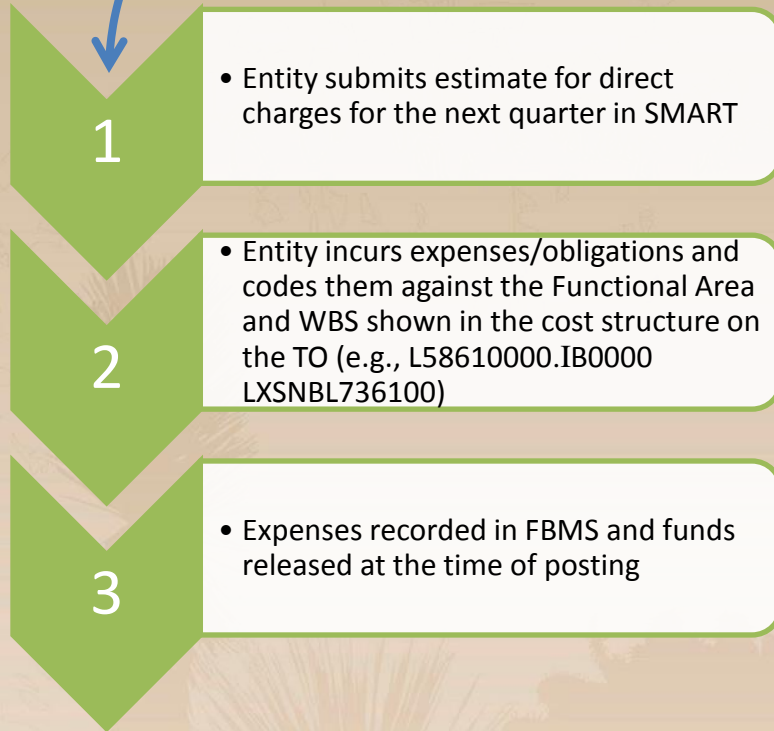
16a. Name (Type) Rosemary Thomas 16b. Title BLM Ely District Manager 16c. Date 17 April 2013

What Does it Take to Set Up a Task Order?

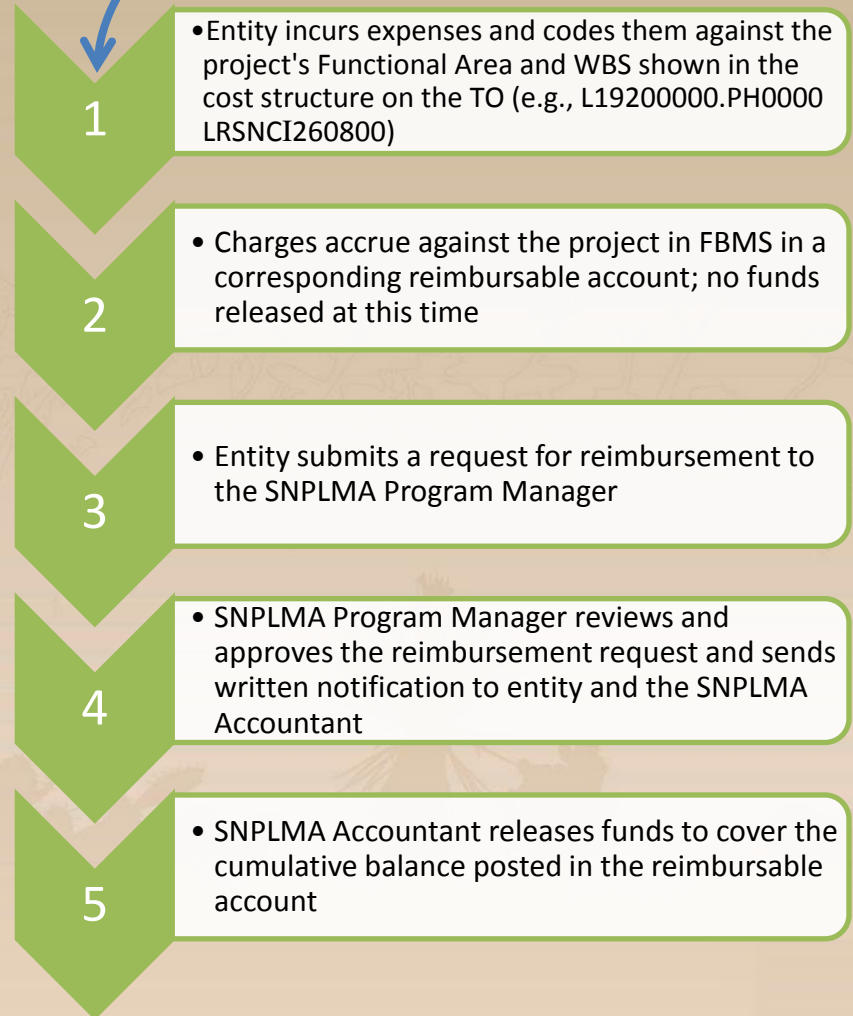


We're Charging to the Project, How Do We Get Money?

Direct Charge Projects



Reimbursable Projects



Do's and Don'ts of Task Orders

DO

- Record direct charge estimates and reimbursement requests for the quarter in SMART
- Follow all guidelines for reimbursement requests identified for IAAs if you have a reimbursable project
- Ensure **ALL** backup documents are stored in the either the entity's project file or, for excepted documents (slide 27), in other appropriate entity files as dictated by entity policy. Annotate financial reports in project file to explain these costs
- Include a list of staff working on and charging labor to the project in the project file

DON'T

- Charge directly to reimbursable projects!
- Mix up the numbers in your WBS - otherwise charges will post to the wrong project, and possibly in the wrong category
- Include contingency funds on the original TO for projects approved in Round 10 and later; once use of contingency funds has been approved, the TO can be modified to add those funds
- Expend or obligate funds beyond the expiration date of the TO until and unless an approved time extension is documented in a modification to the TO



Just in case you forget all of this, you can refer to Section VIII.D or Appendix J.A - J.C, and J.D of the SNPLMA Implementation Agreement for a detailed explanation of the Task Order Process.



MY JOB IS TO CREATE
AN ENVIRONMENT
WHERE EMPLOYEES
FEEL SAFE TAKING
RISKS.



Dilbert.com DilbertCartoonist@gmail.com

MY OTHER JOB IS
PUNISHING EMPLOYEES
WHO MAKE ANY KIND
OF MISTAKE.



MY POINT IS THAT
I'M GLAD I DON'T
HAVE YOUR JOB.



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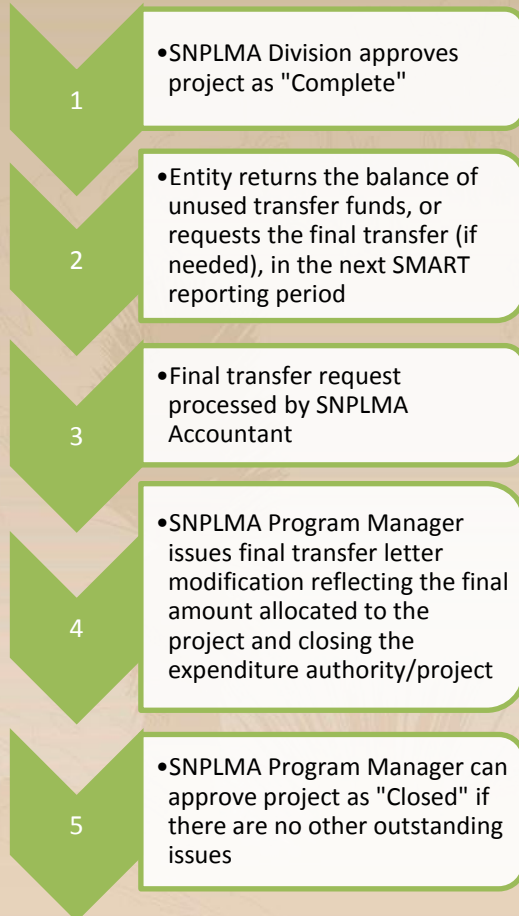
Ready, Set, Go!

- Your workplan is approved, your funding instrument is in place, and you know how to request funds – you’re ready for project implementation! Just remember:
 1. You must retain all backup documentation for expenditures (invoices, contracts, receipts, etc.), with the noted exceptions, in the project file for interim file reviews, review at project close-out, or formal audits.
 2. Credit card statements, travel vouchers, time sheets, and vehicle logs/reports are excepted for retention in the project file, but must be retained in other appropriate entity files as dictated by entity policy; annotate financial reports in the project file to explain these costs.
 3. All costs must be in accordance with the Necessary Expense Doctrine
 4. Your funding instrument is your authorization for project implementation – over the course of your project check to make sure that your funding instrument is accurate in regards to the amount and start/end dates, and that it is updated as project changes are approved.
- Just as your project can’t begin without a funding instrument, your project cannot be officially closed until your funding instrument is closed.

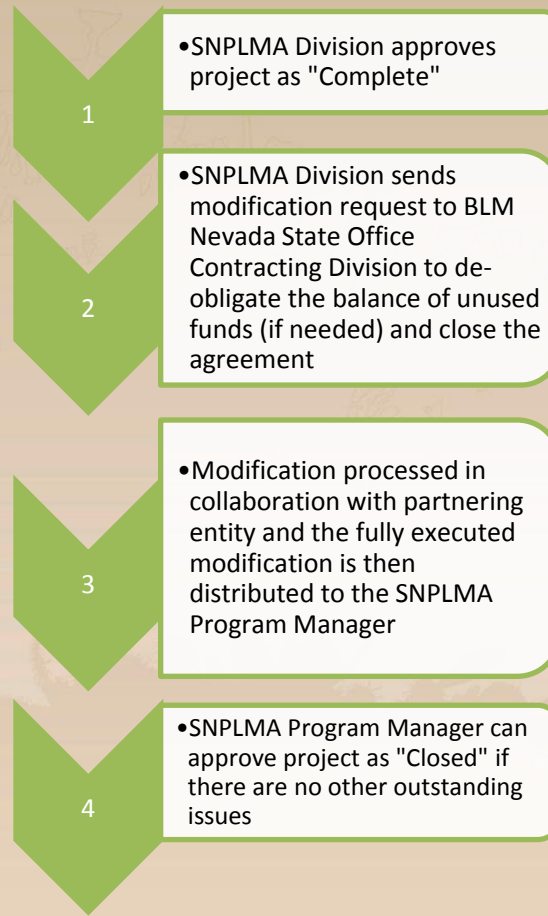
How to Get from "Completed" to "Closed"

Your project may be completed, but it's not closed until the funding instrument is closed.

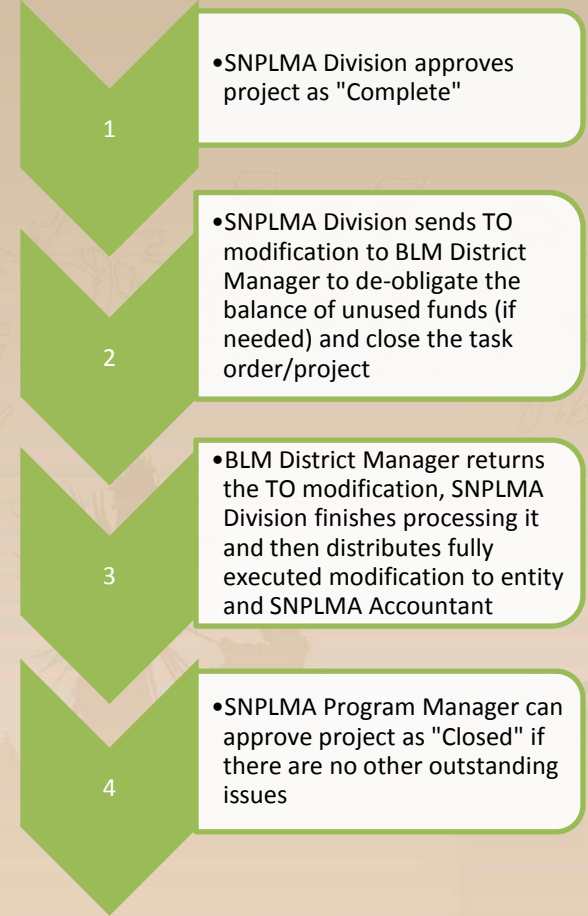
Transfer Letters



AA's and IAA's



Task Orders





SNPLMA 101

Program Overview

SNPLMA 201

Project Nomination

SNPLMA 301

Approval & Funding

SNPLMA 401

Implementation

SNPLMA 501

Closeout

**RED ROCK CANYON
NATIONAL CONSERVATION AREA**
BUREAU OF LAND MANAGEMENT

Introduction & Purpose

- SNPLMA Program has four core processes – Nomination, Approval and Funding, Implementation, and Closeout.
- This course will focus on the **Implementation** process.
- Within the Implementation process, the emphasis will be on:
 - The project purpose, time, and amount
 - SNPLMA program and partner audits – lessons learned
 - Quarterly Status Reporting in the SNPLMA database
 - SNPLMA project file review

Quick Review

- Project was nominated by the agency/entity and approved by the Secretary of the Interior – *Nomination Process*
- Workplan in the SNPLMA Database is approved – *Funding Process*
- Financial instrument is approved/awarded – task order, Assistance Agreement, IAA, direct transfer – *Funding Process*

Ready... Set... Implement!

DID THE EXECUTIVE STEERING COMMITTEE APPROVE MY PROJECT?



Dilbert.com DilbertCartoonist@gmail.com

WE AGREED ON A PREDECISIONAL DRAFT FRAMEWORK FOR MAKING THE DECISION.



10-9-07 © 2007 Scott Adams, Inc./Dist. by UFS, Inc.

DOES THAT MEAN ANYTHING?



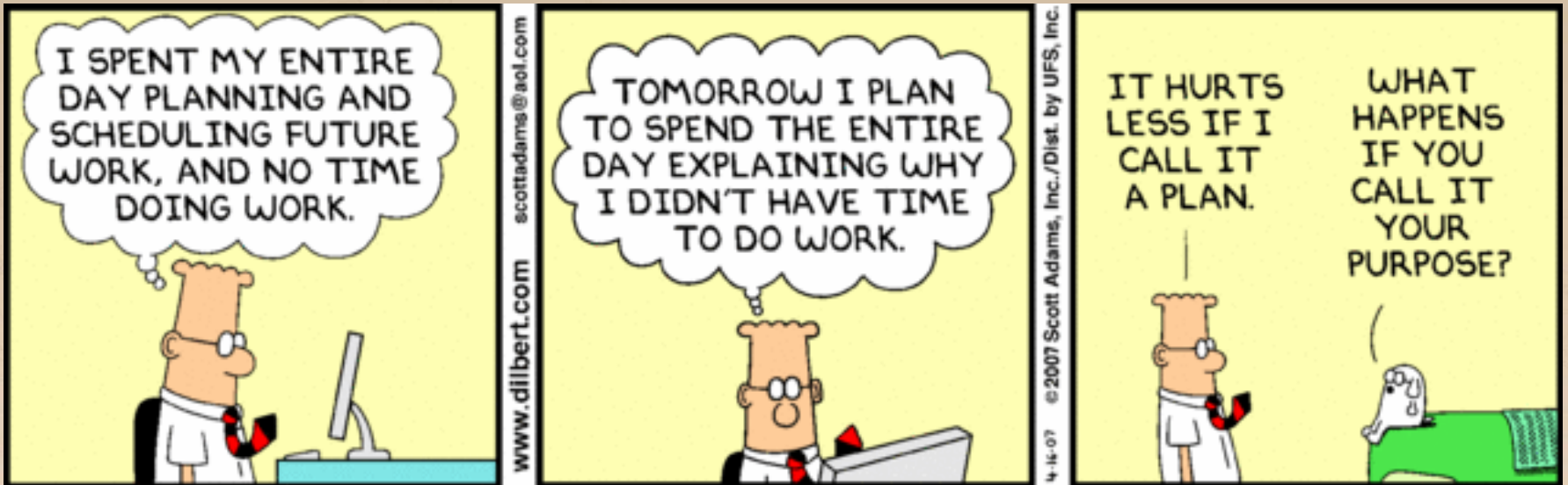
IT DEPENDS WHAT YOU MEAN BY "ANYTHING."



SNPLMA Implementation Guidance

- *SNPLMA Implementation Agreement* contains the business rules for our four core project processes. Latest version is February 2013.
- Solicitor's Opinion, February 2005 – SNPLMA funds are appropriated funds and must be expended in accordance with Appropriations Law principles.
- Appropriations Law introduces the concept of availability, which includes purpose, time, and amount. All three must be observed for an expenditure to be legal.
- Constantly improving and refining the Implementation Agreement as new information is available from SNPLMA program or project audits, Solicitor Opinions on specific project implementation issues, OMB Circular guidance and regulations, etc.

Purpose



Purpose

- Purpose = Scope, what's in and what's out. The purpose statement is both inclusive and exclusive, meaning, a purpose statement to plan for hazardous fuels treatments can include the NEPA and clearances without directly stating so, but at the same time it excludes implementation-type activities.
- Beginning in Round 13, the purpose of the project is explicitly stated: Who will do What, Where and Why. How the purpose is accomplished is less significant because there are multiple ways to accomplish the same purpose.

Example: The FS will implement 1,000 to 1,500 acres of hazardous fuels reduction treatments in the South Shore planning area to reduce the threat to public safety from catastrophic wildfires and to restore the area to Fire Regime Condition Class 1.

Purpose

- Prior to Round 13 the purpose of the project is derived through the common meaning of the words in the nomination.
 - The nomination criteria, package requirements, workplan, and other available information will be used to determine the project's purpose. In most cases, the nomination will state the deliverables or products resulting from the project.
- Appropriations Law does not differentiate a “[program](#)” from a “[project](#)”. The terms are used interchangeably.

Purpose

Specific vs. General:

- An appropriation for a specific object is available for that object to the exclusion of a more general appropriation, which might otherwise be considered available for the same object, and the exhaustion of the specific appropriation does not authorize charging any excess payment to the more general appropriation, unless there is something in the general appropriation to make it available in addition to the specific appropriation. In other words, if an agency has a specific appropriation for a particular item, and also has a general appropriation broad enough to cover the same item, it does not have an option as to which to use. It must use the specific appropriation.
- The point is that the agency does not have an option. It is improper to charge the more general appropriation (or any other appropriation) or to use it as a “back-up.”

Purpose

Specific vs. General:

- Although rare, there are situations in which either of two appropriations can be construed as available for a particular object, but neither can reasonably be called the more specific of the two. The rule in this situation is this: Where two appropriations are available for the same purpose, the agency may select which one to charge for the expenditure in question. Once that election has been made, the agency must continue to use the same appropriation for that purpose.
- **Knowledge Check:** The Forest Service (FS) has a SNPLMA project to construct the Cold Creek trail from point A to point B. Work has started but it is costing more and the trail is not likely to get finished without a significant bump in funding. Annual funding from Congress includes funding for the construction and maintenance of recreational trails in the Lake Tahoe Basin. Can the FS use the funding from the annual budget to complete this project?

Purpose

Specific vs. General:

- Answer: No. This is not a case of two appropriations for the same purpose. The FS has already elected a more specific appropriation with the nomination and receipt of SNPLMA funding (remember SNPLMA funds are appropriated funds). In this case the FS must decide to seek additional funding through SNPLMA to complete the project or terminate the project. If the FS terminates the project they may complete the project under the more general appropriation because the specific appropriation no longer exists (However the FS must wait until the next fiscal year.)
- If management proceeds with adding funding from the more general annual appropriation they are risking an audit finding and could violate the Anti-Deficiency Act.

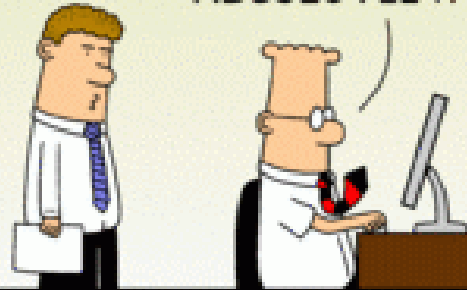
Purpose

- *Key principle: The meaning of the words cannot be expanded or different definitions used to justify desired implementation actions.*
- Consequences of not being familiar with the purpose of the project could be costly. Do you have the budget to repay the SNPLMA account for not understanding the purpose of your project?

Time

DO YOU HAVE
A MINUTE?

ABSOLUTELY.



Dilbert.com DilbertCartoonist@gmail.com

I ALLOCATED ONE
MINUTE TODAY FOR
TASKS THAT ARE A
COMPLETE WASTE OF
TIME.



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THIS
ISN'T A
COMPLETE
WASTE OF
TIME.



BUMMER.
I ONLY
ALLOCATED
TIME FOR
THINGS
THAT ARE.



Time

“It is expected that approved projects will be implemented in accordance with the project purpose and deliverables stated in the nomination and within the timeframe specified in the project nomination, with appropriate time allocated for project startup and closeout as agreed upon in the work plan approved by the BLM. Time extension requests should be considered exceptions to the expected practice of timely implementation of projects and therefore limited in number and scope.” – Secretary Jewell, SNPLMA Round Decision Document

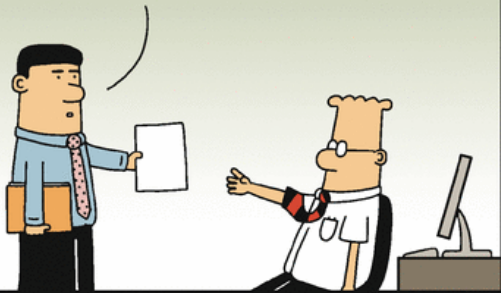
Time

- SNPLMA’s designation as a “no year fund” for appropriation purposes does not mean time is not limited. This “no year” designation effectively removes the requirement for Congress to appropriate SNPLMA funds every year and delegates the Secretary of the Interior the authority to make future “appropriations” through project approval until all funds in the Special Account are expended.
- Time differs by entity receiving the funds. A federal agency cannot begin work on a project until funds are in hand. When the project expires new obligations or expenditures that were not for necessary expenses incurred during the period of performance are not allowed.
- However, due to extenuating circumstances, an entity operating under an assistance agreement can request and receive authorization from the grants officer to begin work before the agreement is executed.
- Assistance agreements also allow up to 90 days after the project/agreement expiration to submit closeout documentation and process final charges.

Time

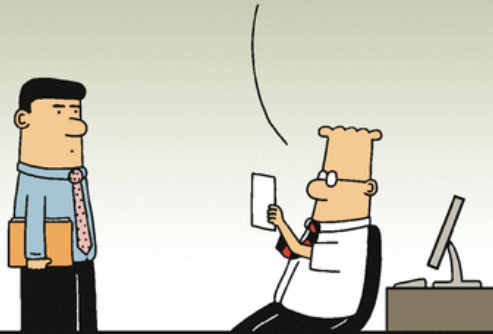
- The timeframe is a performance period not a payment period. Payments can occur on expired projects as long as they are for work/obligations that occurred during the performance period.
- Beginning with Round 13 the standard timeframe or performance period of a project depends on the category:
 - Environmentally Sensitive Land Acquisitions – 2 years
 - PTNA, Capital Improvements, Conservation Initiatives, Lake Tahoe capital projects – 5 years
 - ENLRP projects and science projects funded through either Lake Tahoe, ENLRP or Conservation Initiatives – 4 years
 - Hazardous fuels reduction projects (in any category) – 6 years
- [These timeframes include start-up and closeout.](#)

I WORKED BACKWARD FROM THE PROJECT DUE DATE AND CALCULATED THAT WE'LL NEED YOUR INPUT ON THIS DATE.



Dilbert.com DilbertCartoonist@gmail.com

YOU HAVE ME FINISHING TWO WEEKS BEFORE I START.



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LET'S SCHEDULE A TIME TO TALK ABOUT THAT.



SURE. HOW ABOUT TWO WEEKS AGO?



Time

- The timeframe of a project is determined in the nomination or derived from the supporting budget and documentation, such as the deliverables or the Estimated Necessary Expense Form (formerly Appendix B-1 through B-10) or Expanded Budget.
- The timeframe is calculated from the earliest starting action to the latest finishing action.
- **A project begins with the receipt of the signed financial instrument and ends with a project closeout letter from the SNPLMA Division.**
- Specific dates listed in a nomination, if any, are not used literally to determine a project's timeframe. Rather such dates will be used to establish the period of performance once the project begins.

Time

- Time Extensions: Use form Appendix L and submit at least 120 days before expiration.
- Time extensions are limited to one year beyond the standard timeframe. Anything more than one year is a waiver of business rules and, unless there is a construction component or outside delay agent, the time extension beyond one year will not be considered.
- Prior to requesting additional time ask a few questions:
 - Can I add resources to get the job done quicker?
 - Can I perform the work in-house vs. contract or vice versa?
 - Can I cut scope without sacrificing the purpose of the project?
 - Will requesting this time extension put future funding from SNPLMA in jeopardy?

Time

- The SNPLMA Assistant District Manager can approve a one year time extension beyond the standard timeframe.
- In addition, a one-time 90-day time extension for closeout of the project can be approved, regardless of and above any previous time extensions granted.
- This 90-day time extension is to cover unexpected circumstances where the entity needs just a short time to complete final steps of the project (e.g. close out a contract, conduct final inspection, receipt of “Notice of Completion and Release of Claims,” etc.), and to prepare and submit a closeout package.
- This request must be made to your Program Manager no later than 30 days prior to expiration of the project.

Amount



Amount

- The initial amount of funding is authorized by the Secretary of the Interior's Decision Document(s).
- Each Round, the Secretary of the Interior authorizes an amount of funding for the Special Account Reserve (SAR) for distribution by the Executive Committee as they determine necessary.
- Moving funding from one project to another in the same category and agency – not allowed – even if it is a related project (e.g., Phase I to Phase II).
- New rules for using contingency funds. If authorized by the Secretary, the agency/entity must demonstrate to the SNPLMA Division why the funds are needed and receive approval in writing.

Amount

- SNPLMA funding is considered “no-year funds” which means the Secretary is not bound by fiscal year budget rules to approve funding for new projects. Once a project is approved, the entity has to complete the work based on the timeframe approved in the nomination.
- Funding is authorized for “necessary expenses” to carry out the purpose of the project, which means expenditures must:
 - Bear a direct relationship to carrying out the purpose of the project;
 - Not be prohibited by law; and
 - Not be covered by a more specific source of funding.
- Indirect cost rates are not allowed unless authorized by other laws or regulations, as in the case of grants and assistance agreements.

Amount

- Overhead charges are best as direct charges; however, they may be allocated as a percentage of the total workload.
 - For example: The SNPLMA projects for the Get-R-Done District are 25% of the total workload for the District Manager and the support staff, therefore it is reasonable to charge labor and operations at a 25% rate in a corporate budget scenario. This is not a flat rate. It must be adjusted based on current workload.
 - This can be calculated using hours, percentage of burden, etc.
 - Should be re-examined and adjusted, as appropriate, at least each year or at logical stages in your agency's/entity's budget cycle.
 - It is important to document what method and rationale the management team is using to justify overhead charges and to be consistent.
 - Standard indirect overhead charges are not allowed. It is your responsibility to get a waiver from your management to not assess standard indirect cost charges.

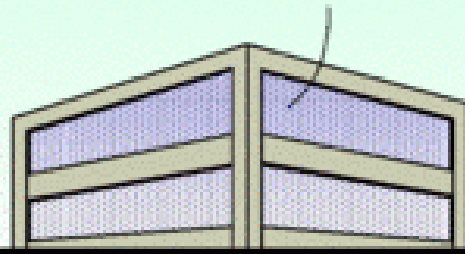
SNPLMA Program and Partner Audits

I TOOK A CLASS ON BEING LESS USELESS. NOW I SEE THE WORLD IN A DIFFERENT LIGHT.



www.dilbert.com
scottadams@aol.com

FOR EXAMPLE, I RECOGNIZE THESE STAFF MEETINGS AS COLOSSAL WASTES OF TIME, BUT THERE'S NOTHING I CAN DO ABOUT THEM.



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NOW MY HELPLESSNESS MAKES MY USELESSNESS SEEM UNIMPORTANT.



SNPLMA Program and Partner Audits

- The SNPLMA Program has undergone multiple audits and reviews by various levels of government accountability offices, including, the Office of Inspector General (OIG), the Office of Management and Budget (OMB), and the Secretary of the Interior Office of Policy Analysis (PPA).
- SNPLMA fund recipients may also undergo audits or be required to submit annual audits under the Single Audit Act.
- Audits are a good thing – they inform the process so we can improve our accountability, transparency, and demonstrated results.

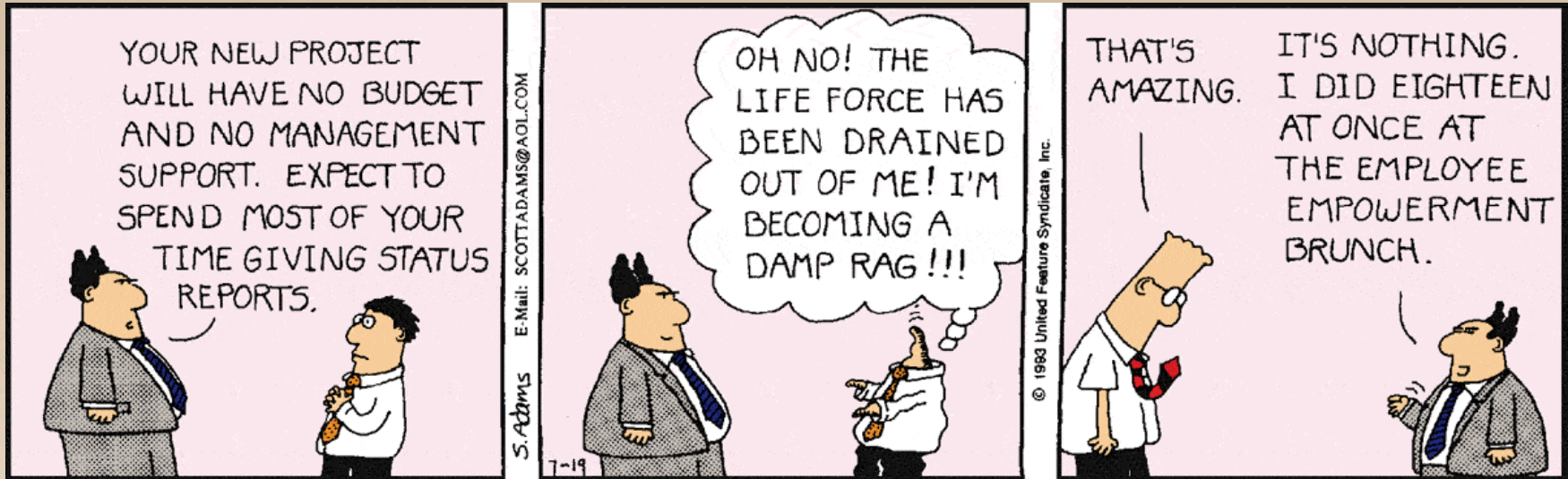
SNPLMA Program and Partner Audits

- Lessons Learned:
 - Finding: Labor charged to the project is not specifically attributed to the purpose.
 - Charge where you work not where you are budgeted.
 - Documentation to support the direct labor charges has to include specific actions or deliverables the personnel performed to carry out the purpose.
 - Not good enough to simply annotate John Doe as a Wildlife Biologist on a labor report. What did John do to contribute to the purpose? This is especially important when the persons job title is not readily apparent or logical to the purpose of the project.
 - Finding: Expenditures occurring before or after the performance period of the project.
 - SNPLMA projects have a performance period and not a payment period.
 - Payments can occur after the project expires as long as the obligation was created and the work was performed within the performance or active period of the project.

SNPLMA Program and Partner Audits

- Lessons Learned continued:
 - Funding from one project cannot be used to supplement another, even if they are similar in scope and purpose.
 - Funding from one project cannot advance the funding for a future project even though the original account will be repaid.
 - SNPLMA funding cannot be “pooled” or mingled together with other grant funding or agency funding. Separate accounting and scope accountability is required when more than one line of funding is used on contracts or agreements, etc.
 - Project equipment/supplies/materials, etc., must be consumed by the project. “Stocking the cache” is strictly prohibited. The length of time or amount of use should be a factor in the purchase of equipment.

SNPLMA Quarterly Reporting



SNPLMA Quarterly Reporting

- The legislation requires “the Secretary, in cooperation with the Secretary of Agriculture, shall submit to the Committee on Energy and Natural Resources of the Senate and the Committee on Resources of the House of Representatives an annual report on all transactions under this Act.”
- The BLM interprets the phrase “*all transactions under this Act*” to mean the projects, land sales, affordable housing reservations, RP&P actions, etc.
- The OIG audits have emphasized the need for BLM to have tight controls over project and administrative expenditures.
- The direction to use the “1151 transfer” process requires more oversight on the use of the funds.

SNPLMA Quarterly Reporting

Each quarter you must complete the following in the SNPLMA Management and Reporting Tool (SMART), an on-line database:

- Quarterly Status Update
 - Overall project complete percentage
 - Actual Start Dates and Percent Complete for deliverables where work has begun
 - Status (progress/accomplishments) for all deliverables not 100% complete
- Funding Process
 - Amount requested for the quarter (transfer, reimbursement, and estimated ASAP drawdowns and direct charge amounts)
 - Enter Total Funds Expended/Obligated Thru XX/XX/XXX (for projects funded by transfer, direct charge TO, and reimbursement by IAA)
 - Less than 95% spent justification for transfer projects, as necessary
 - Funding comment explaining purpose/need for amount requested
- Work Plan / Project Contact Updates
 - If a modification was approved a work plan update may be required
 - Project contacts must be kept current

SNPLMA Quarterly Reporting

SMART Quarterly Reporting Demonstration

S – SNPLMA

M – Management

A – and

R – Reporting

T - Tool

DID YOU FINISH THE WEBSITE I ASKED YOU TO MAKE FOR MY SIDE BUSINESS?



Dilbert.com DilbertCartoonist@gmail.com

NO, BECAUSE YOU KEEP ME BUSY 100% OF THE TIME IN MY REGULAR JOB.



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HEY, IT ISN'T EASY ASKING FOR TWICE AS MANY STATUS UPDATES EITHER.



SNPLMA Quarterly Reporting

- Reporting is used by the SNPLMA Division to determine if progress is sufficient to justify the transfer of additional funds, ASAP drawdown, anticipated direct charges, or reimbursement request.
- The Program Managers will use the quarterly reporting data (time, scope, funding input) to determine if the project is on the POC list and the color. Not reporting or inadequate reporting during the year can render your entity ineligible for future funding.
- Two consecutive quarters of no reporting can lead to project termination.
- The SNPLMA Division prepares an Annual Report to Congress to highlight the recently closed projects for the previous fiscal year. The Quarterly Reporting Database helps the BLM achieve this without burdening the agency/entity with meeting this requirement.
- The public has a right to know what the status of projects are and the SNPLMA Division uses the information to update the SNPLMA website.

Projects of Concern (POC) and Eligibility

What is the Project of Concern (POC) list and how does it affect eligibility?

- The POC list was created in June 2011 during the Final Recommendation meeting for Round 12 projects as a result of a program review conducted by the DOI Office of Policy Analysis (PPA).
- The PPA report concluded that projects are taking too long to complete and program changes are necessary to close projects in a more timely fashion.
- The PPA is closely following SNPLMA's progress through regular data calls and the Annual Report to Congress.

Projects of Concern (POC) and Eligibility

- The SNPLMA Division uses the POC list as a tool to monitor the progress of projects at a glance.
- The POC list is designed to draw attention to issues that must be addressed because they are affecting the project's time, scope, or funding.
- The use of the POC list has become more integral in the recommendations for future funding.
- The colors are selected by the SNPLMA Program Manager and the entity can provide comments or information for the Program Manager's consideration.

Projects of Concern (POC) and Eligibility

- All active projects (i.e., status of FA, TO, EX, CM) are assigned a color of concern.
- The SNPLMA Division uses a four color system:
 - **Green**: no concern, project is moving forward as planned.
 - **Yellow**: an issue exists or an approved modification warrants closely watching. Not going to affect overall performance or future funding.
 - **Orange**: serious issues affecting project constraints. The project is out of sync with time/progress/cost variables.

Projects of Concern (POC) and Eligibility

- **Red**: issues so great the project is likely to be terminated or the project is expired for more than 90 days without an acceptable closeout package submitted to the SNPLMA Division.
- The POC list and process for coming on or going off the list was added to the SNPLMA Implementation Agreement in January 2014.
- The POC list was a factor in funding for Rounds 14 and 15.

IF I START THE PROJECT TODAY AND WORK NIGHTS AND WEEKENDS IT WILL TAKE ... OH, SIX MONTHS.



S. Adams E-Mail: SCOTTADAMS@AOL.COM

IT HAS TO BE DONE IN ONE MONTH SO WE CAN SHOW IT TO OUR VP ON HER ANNUAL VISIT.



6-9

I HAVE TO KNOW; DOES IT EVEN CROSS YOUR MIND TO HANDLE THIS DIFFERENTLY?

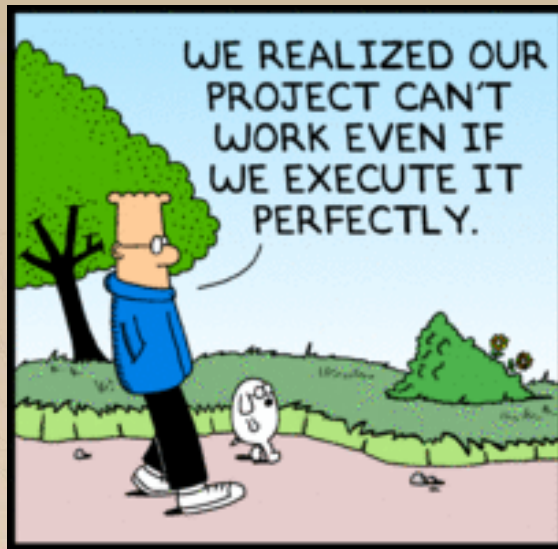


I'LL NEED DAILY STATUS REPORTS ON WHY YOU'RE SO BEHIND.

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What's Next?

- Use Appendix J of the *SNPLMA Implementation Agreement* as a guide to proper project documentation.
- Contact your Program Manager for guidance on certain decision points, like equipment purchases, scope clarifications, cost sharing principles, etc.
- Document, document, document. The decisions we make should be documented. An agency's discretion to take a course of action is not unlimited but it can help frame and provide context to expenditures, scope implementation, time, etc.



WE REALIZED OUR PROJECT CAN'T WORK EVEN IF WE EXECUTE IT PERFECTLY.

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OUR BOSS' PLAN IS TO GO OVER BUDGET, ATTRACT ATTENTION, AND HOPE AN EXECUTIVE CANCELS OUR PROJECT FOR HIS OWN POLITICAL REASONS.

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NOW DO YOU AGREE THAT EVIL IS THE CURE FOR INCOMPETENCE?

DON'T MAKE ME SAY IT.



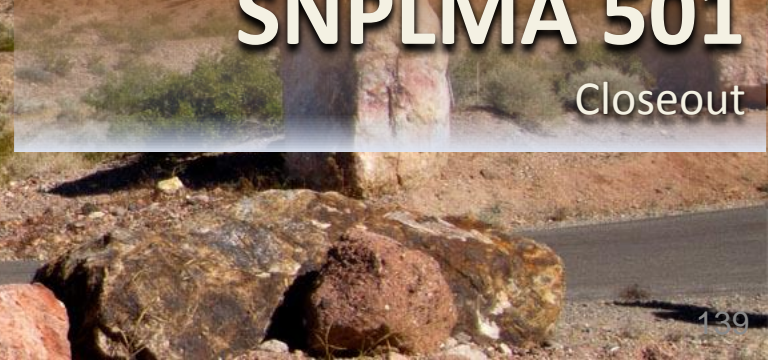
SNPLMA 101
Program Overview



SNPLMA 201
Project Nomination



SNPLMA 301
Approval & Funding



SNPLMA 401
Implementation

SNPLMA 501
Closeout

Introduction & Purpose

- SNPLMA Program has four core processes – Nomination, Approval and Funding, Implementation, and Closeout.
- This course will focus on the **Closeout** process.
- Within the Closeout process, the emphasis will be on:
 - Documentation requirements
 - Site visit and file review
 - Annual/Final Accomplishment statement in SMART
 - Return transfer/de-obligation of funds

Quick Review

- Project was nominated by the agency/entity and approved by the Secretary of the Interior – *Nomination Process*
- Workplan in the SNPLMA Database is approved – *Funding Process*
- Financial instrument is approved/awarded – task order, Assistance Agreement, IAA, direct transfer – *Funding Process*
- Agencies/Entities are implementing according to purpose, time, amount – *Implementation Process*
- Agencies/Entities are completing the SNPLMA Quarterly Reports and Annual Accomplishment Statements – *Implementation Process*

Just when you think you are done...



SNPLMA Closeout Guidance

- *SNPLMA Implementation Agreement* contains the business rules for our four core project processes. Latest version is February 5, 2013.
 - EC approved decision memorandums modify the IA since February 2013 are posted on the SNPLMA website under “Implementation”
- The new Appendix J contains the documentation requirements for closeout.
- Constantly improving and refining the Implementation Agreement as new information is available from SNPLMA program or project audits, Solicitor Opinions on specific project implementation issues, OMB Circular guidance and regulations, etc.

Documentation

VICTOR
QUIT. I
NEED YOU
TO TAKE
OVER HIS
PROJECT.

DID HE
LEAVE ANY
DOCUMENTEN-
TATION?

NO, BUT IT'S
OBVIOUSLY SOME SORT
OF GLOWING BOX. THAT
SHOULD BE ENOUGH TO
GET YOU STARTED.

CAN YOU
FINISH
IT BY
MONDAY?

IF IT'S
A NIGHT-
LIGHT, I
CAN FINISH
IT BY
TODAY.

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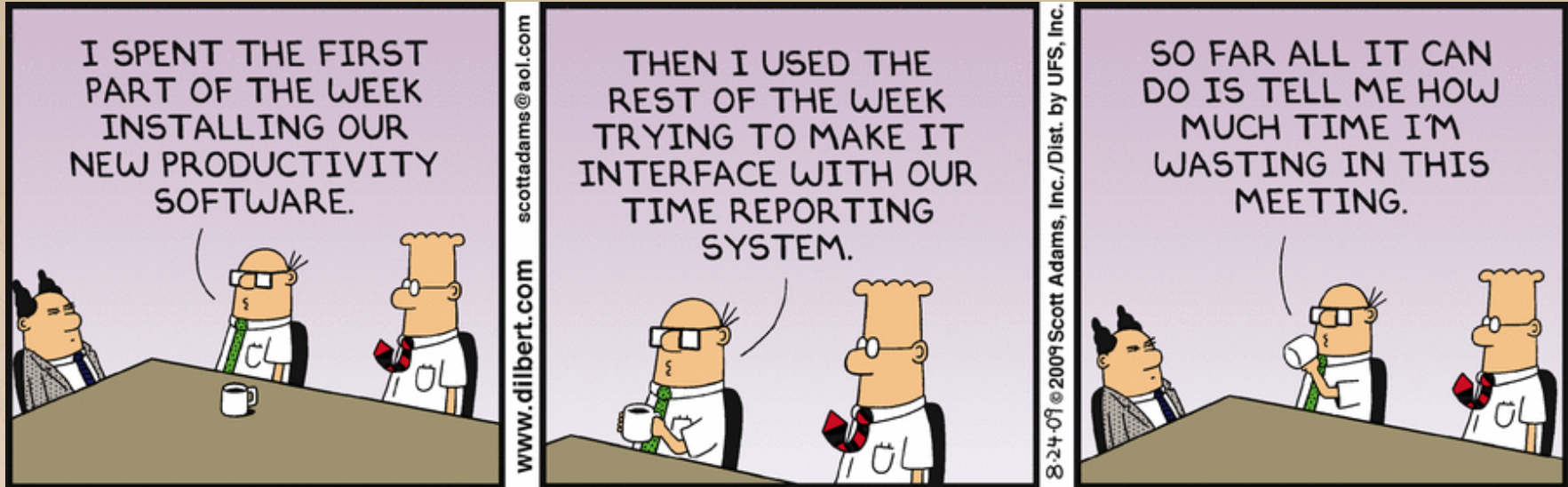
Documentation Requirements

- The file must document the relationship of the expenditure to the purpose.
- The documentation must also show how the expenditure was made within the appropriate timeframe and within the amount available.
- Documentation can be in many formats, i.e., financial print-outs, excel spreadsheets, handwritten notes, invoices, receipts, etc.
- If multiple sources were used, the percentage or designated amount of each fund source.

Documentation Requirements

- The project file should contain the supporting documentation of the expenditures or a document to indicate what records are kept separately from the project file.
 - Credit card statements, travel vouchers, time sheets, and vehicle logs/reports are excepted from retention in project files, but should be maintained in other appropriate entity files as dictated by entity policy; annotate financial reports in the project file to explain these costs
- The confirmation statements in Appendix J or the fact that SNPLMA does not perform a detailed receipt review do not relieve the agency/entity from knowing where the documents are kept and if the expenditures are valid.
- Ultimately the entity manager is responsible for certifying the expenditures were made within the project purpose, time, and amount.
- You are preparing your management for the next audit.

Documenting the Time



Time

- Beginning with Round 13 the standard timeframe of a project depends on the category:
 - Environmentally Sensitive Land Acquisitions – 2 years
 - PTNA, Capital Improvements, Conservation Initiatives, Lake Tahoe capital projects – 5 years
 - ENLRP projects and science projects funded through either Lake Tahoe, ENLRP or Conservation Initiatives – 4 years
 - Hazardous fuels reduction projects (in any category) – 6 years
- These timeframes include start-up and closeout.

Documenting the Time

- All expenditures must have occurred within the timeframe on the financial instrument (transfer letter, agreement, task order).
- A contract and/or agreement to do project work cannot exceed the time of the project (i.e. the performance period in the funding instrument).
 - DO NOT issue a contract, subcontract, or agreement to expire at the same time as your project.
 - If SNPLMA funding is on a programmatic long-term contract or agreement make sure the SNPLMA portion can closeout without waiting for the master contract/agreement to finish.
 - This is especially important for deliverables and associated necessary expenses.
 - Leave yourself a minimum of 3 months to complete the documentation package for inspection at project closeout.

Documenting Labor

EXPLAIN WHY YOU
CHARGE LESS OF YOUR
TIME TO PROJECTS
THAN ALL THE OTHER
ENGINEERS.



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I'M TRYING SOME-
THING NEW. IT'S
CALLED HONESTY.



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STOP
DOING
THAT.



OKAY.
BRILLIANT
SUGGESTION.



Documenting Labor

- The purpose and function of each person charging to the project must be annotated. This includes direct and contract labor.
 - In few instances the title of the position is self explanatory, for example, a Law Enforcement Ranger charging labor to a Law Enforcement Conservation Initiative, or a fire crew charging against a hazardous fuels project.
 - Descriptions and/or documentation of the implementation process reaffirms the labor and contracted labor expenditures.
- Specific audits have required stronger documentation in this area.
 - What specifically did each person contribute towards the project purpose; what “project work” was performed.



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12-13-01

Documenting Labor

- Audits will look at the number of hours charged in a pay period.
 - For example, an employee and their relationship to the project.
- This is especially true for “indirect” or overhead personnel.
- The labor should sync with the reported progress. If progress reports indicate “no progress this quarter” but thousands of dollars in labor funding is expended, the appearance is that labor was charged where programmed rather than where worked.
- Overhead labor, e.g., managers, administrative assistants, time keepers, etc., still must be allocable to the purpose of the project.

Documenting the Purpose/Scope



Documenting the Purpose/Scope

- The purpose of the project is established in the nomination and then further explained in detail in the SNPLMA project workplan.
- The workplan establishes the steps (deliverables with associated tasks and subtasks) and timeframe for completing the purpose.
- A complete and detailed workplan coupled with thoughtful and detailed quarterly status reporting and annual accomplishments will suffice for most projects.
- Extra documentation will be needed when implementation appears to deviate from, or a set of actions do not appear logical to the purpose of the project.

Documenting the Purpose/Scope

Example: A hazardous fuels project is funded to treat 3,000 acres for \$1,000,000. At project close-out 0 acres are treated and a road with a fancy retaining wall is built for access into the treatment area for the same money instead.

- This is a real example of why documentation is so crucial to the SNPLMA program, and all federal accounts as well.
- Don't let a permitting requirement, partnerships, or other contributed funding change the scope of the project. Our partners need to understand that SNPLMA funding (and really all federal funding) must be expended on the purpose for which the project was approved.

Documenting the Purpose/Scope

- The location of the project is embedded in the purpose of the project and now is often explicitly stated in the SNPLMA nomination.
- Changing the location without prior approval from the SNPLMA Executive Committee could result in all associated expenditures deemed to not be necessary expenditures and your agency may have to repay SNPLMA.

Amount



Documenting the Amount

- Projects funded through SNPLMA amount to an appropriation under Federal law.
- The amount of funding provided is intended to fulfill the purpose.
- If combining funding from other sources, ratchet-up the level of documentation. Documentation should show how both funding sources are appropriate for the same purpose or how each funding will accomplish a portion of the total purpose and how that it appropriate. (This goes back to the general vs. specific section of Appropriations Law Principles – Volume 1.)

Amount

- Funding is authorized for “necessary expenses” to carry out the purpose of the project.
- All expenditures must pass the three part test to be considered a necessary expense:
 1. Expenditures must bear a direct relationship to carrying out the purpose of the project;
 2. Expenditures must not be prohibited by law; and
 3. Expenditures must not be covered by more specific source of funding.
- This is true for all Federal funds not just SNPLMA.
- Know specific category limitations.
 - Capital Improvement and PTNA category have a 27% limitation on planning and environmental costs.

Don't be a Victor



SNPLMA Program and Partner Audits

WE'RE HAVING
AN ISO 9000
AUDIT THIS
WEEK.



S. ADAMS E-mail: SCOTTADAMS@AOL.COM

TAKE A LOOK AT YOUR
DOCUMENTED JOB
DESCRIPTIONS AND
MAKE SURE THAT IT'S
WHAT YOU'RE DOING
IF THE AUDITOR ASKS.



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ACCORDING TO
THIS I'M SOME
SORT OF
ENGINEER.



AS IF WE'D
HAVE TIME
FOR THAT...

Case Study: Nevada Fire Safe Council

- USFS Inspector General Audit #08703-5-SF (10) was initially an investigation about unfair contracting practices by the Nevada Fire Safe Council, a recipient of Federal funds. (This is a fast report and a full report is expected later this year.)
- The IG uncovered other issues, including co-mingling of funding and unsupported expenditures totaling \$2.7 million.
- At the time of the audit the documentation retained by the NVFSC could not support the expenditures and may be required to repay all \$2.7 million.
- This audit has triggered an audit with the BLM and NVFSC regarding SNPLMA funding.
- An audit won't necessarily look at only what you think is the problem.

SNPLMA Project Review

- The BLM is to conduct periodic project inspections at logical phases of the project.
- The SNPLMA Division's goal is to make at least one visit/review, generally at project closeout.
- The file review consists of making sure the proper level of documentation is being retained. It may lead to additional documentation or including or excluding certain expenditures.
 - For example, explain why the project consumed 20 shovels, 1000 gallons of gas not purchased on a vehicle credit card, or deer repellent for a Mojave restoration project.
- For excepted documents (slide 8), follow your existing record keeping retention policies. However, it is important to know where the files are stored in case of an audit, FOIA request, etc.

SNPLMA Project Review

- Prior to a SNPLMA file review consider these questions:
 - Is the expenditure logical to the purpose of the project? Document the connection.
 - How did attending training help the individual accomplish the purpose of the project, especially given their role as defined on the labor documentation?
 - Why was travel necessary? If the travel is for training then the training explanation will suffice. Document travel expenditures not associated with training. Was a crew or specialist involved in the project? In some cases, why were travel expenditures paid for work within your administrative boundaries?
 - Document that purchases made to the same commercial vendor for services or supplies exceeding the micro purchase threshold (\$2,500 and \$3,000 respectively) are not an attempt to circumvent the competitive or mandatory source process.
 - If the project is a capital improvement or PTNA, make sure you have not exceeded the 27% limitation on planning and environmental costs.

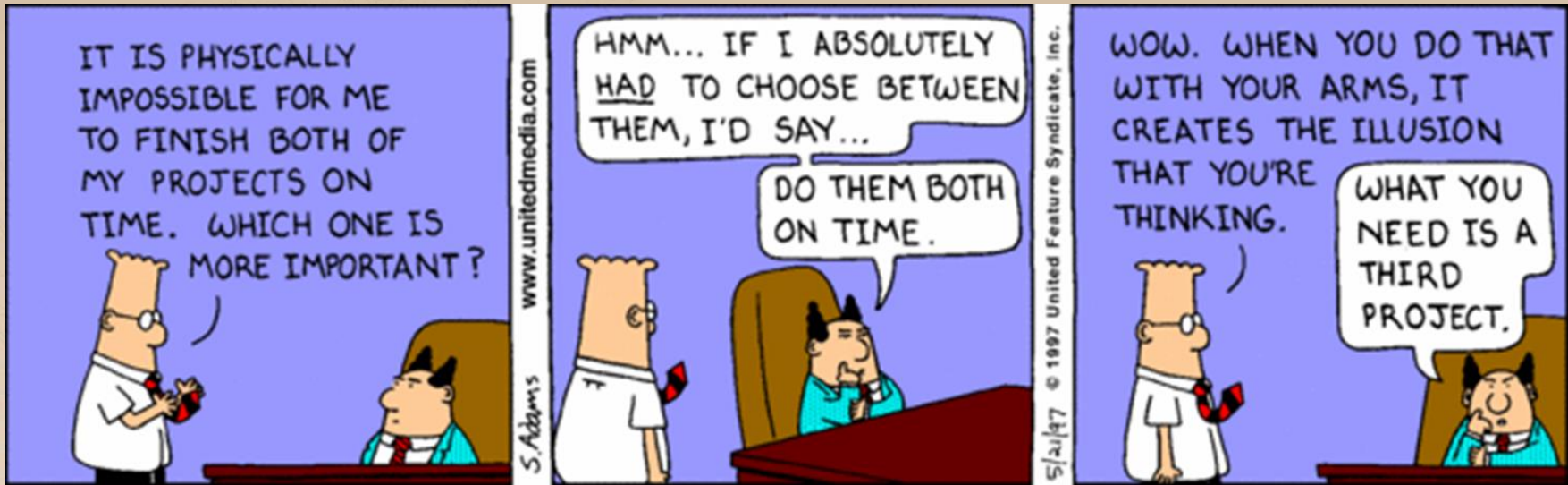
SNPLMA Project Review

- The SNPLMA Program Manager review is not an audit. The completion of a SNPLMA review does not protect or defend an agency/entity from an audit or audit finding.
- Our goal is to help make a strong documentation package and to ensure the expenditures are documented for the authorized purpose according to the nomination approved by the Secretary.
- Take the time to properly document the file now. How much time do you have to spend looking for the documentation when an audit, FOIA, law suit, etc., comes months or years from now.

SNPLMA Project Review

- With shrinking travel ceilings and budgets, if requested the agency/entity may ship the documentation package to the SNPLMA Division for a file review; the shipping cost would be reimbursable.
- Set-up a schedule for a Program Manager to conduct multiple project reviews for multiple agencies/entities in the same visit.
- Field visits should be done when possible or practical. However, take lots of pictures of implementation activities. The pictures can tell the story of project implementation and possibly serve as a surrogate to a field visit.

What's Next?



Questions?

www.blm.gov/snplma

- (Vacant), Assistant District Manager, SNPLMA Division
 - (702) 515-5044 or *Libby White Acting*
- Libby White, Land Acquisitions Program Manager
 - (702) 515-5041 or l55white@blm.gov
- Jeff Wilbanks, Parks, Trails and Natural Areas & MSHCP Program Manager
 - (702) 515-5160 or jwilbanks@blm.gov
- Robert (Bob) Taylor, Capital Improvement Program Manager
 - (702) 515-5139 or r50taylor@blm.gov
- Cynthia Poff, Conservation Initiative Program Manager
 - (702) 515-5120 or cpoff@blm.gov
- Robert Wandel, Lake Tahoe, Hazardous Fuels, & ENLRP Program Manager
 - (702) 515-5116 or rwandel@blm.gov
- Deb Ackerman, SNPLMA Database Administrator
 - (702) 515-5130 or (405) 386-2349 or dackerman@blm.gov
- Marvin Thompson, Visual Information Specialist
 - (702) 515-5068 or mthompson@blm.gov
- Terri Halbardier, Program Analyst
 - (702) 515-5058 or mhalbardier@blm.gov

Thank You

