# APPENDIX J-1

## SAMPLE QUARTERLY REPORT TRANSMITTAL LETTER WITH REQUEST FOR PROJECT INITIATION

* *Includes Sample Request to Initiate Project Funding*
* *May be Modified to Serve as a Stand-Alone Request for Reimbursement, Project Initiation, Project Closeout, or Project Termination*
* *Yellow highlighting indicates areas that will change by agency/entity, round, project(s), fiscal year, and quarter, etc.*
* ***Blue lower case bold alphabetic letters*** *relate that portion of the sample letter to the associated item in the list of letter requirements found in Appendix J section B.4. (Delete these references from the actual letter submitted.)*

**AGENCY LETTERHEAD**

 [Date]

Bureau of Land Management

Southern Nevada District Office

4701 North Torrey Pines Drive

Las Vegas, NV 89130

Attention: [Name of SNPLMA Division ADM]

Assistant District Manager, SNPLMA Division, BLM SNDO

Subject: Transmittal of Quarterly Reports of project progress for the 3rd quarter of fiscal year 2011 and requests for funding for the period ending September 30, 2011, (FY 2011, 4th Quarter) for projects funded by the Southern Nevada Public Lands Management Act (SNPLMA) and Initiation of Funding for a Round 11 Project

Dear Mr./Ms. [Name]:

Enclosed please find the quarterly status report database for projects funded by the SNPLMA, including summary comments of the work completed or started in the prior quarter, as well as work anticipated to begin in the upcoming quarter on deliverables and associated tasks, and subtasks. The report also includes funding requirements for these projects for the 4th quarter of FY11. **(a)** I understand that information about project scope, deliverables, and available budget will be shared with the public via a website maintained by your office.

**(b)** The enclosed quarterly database reflects a request to **transfer** $1,297,310 for SNPLMA projects in FY11 4th quarter and a request to **reimburse** $59,094.65 for expenses incurred for SNPLMA projects, as shown in the database Funding Request Report(s) table attached to this memo. *[Modify to reflect manner of funding – e.g. “reflect total anticipated direct charges of $\_\_\_\_\_\_\_\_\_\_\_\_ to the land acquisition subactivity for necessary expenses” or “reflect anticipated drawdowns through ASAP of $\_\_\_\_\_\_\_\_\_\_\_\_”]*

**(b.(1))** The [*name of agency*] also requests work plan approval and funding to initiate the Round 11 Tres Piedras Environmentally Sensitive Land Acquisition, Priority 11-1, Project Number FS58. The transfer amount requested above includes $20,000 to begin work on this project. The total approved amount available for the project is $8,479,150; no contingency funds were approved. An updated Appendix B Estimated Necessary Expense Sheet is attached to this request. **(b.(3))** The *[name of agency*] understands that funds for this project cannot be provided until the project work plan is approved and the notification of authorization to expend transferred funds letter is received [*assistance agreement, inter-agency agreement, BLM task order, or notification of authorization to expend transferred funds*].

**(b)** The amount to be transferred and reimbursed [*transferred/direct charged/drawn down through ASAP /reimbursed*] by project, as indicated in the financial section of the report and the attached summary table does not exceed the amount available for the project(s), as approved by the Secretary of the Interior. **(k)** If any additional information is needed beyond that provided in order to process this request, please contact [Name, Title] at [phone #] or [e-mail address] for assistance.

**(c)** By this letter, I confirm the projects identified in the Quarterly Report database are being, and for [name of project being initiated] will be, carried out in compliance with the policies, procedures, and guidelines in the current SNPLMA Implementation Agreement, the terms and conditions of the financial instrument [BLM task orders, IAAs, Assistance Agreements, and/or transfer authorization letters], Federal Acquisition Regulations, consultation requirements under the provisions of Title 54, Section 306108 (previously Section 106) of the NHPA, [*as appropriate to the project(s):* “agency contracting and constructing policies,” “our agency Memorandum of Understanding concerning SNPLMA Lake Tahoe Restoration Projects,” “the relocation provisions of P.L. 91-646 (49 CFR Part 24, Final Rules Effective February 3, 2005), and all other applicable agency real property acquisition policies”].

**(d)** Further, all funds previously provided and funds requested in the Quarterly Report are being and will be expended only for projects for which they were approved by the Secretary of the Interior and as described in the nominations. **(e)** Funds provided are being and will be allocated and accounted for, by project, and **(f)** will be obligated or expended within the quarter for which requested and/or within three months of receipt**. (g)** The amount reported by project in the Quarterly Report as obligated or expended from funds previously provided is correct and current as of [date].

**(h)** Finally, I understand that Federal regulations require retention of records that document expenditures of funds against funding provided (e.g., receipts, invoices, inspection reports, etc.) regardless of the method by which the funds are provided. The [name of agency/entity] is retaining and will continue to retain supporting documentation and expenditure records in the project file as expenses are incurred and will make them available for periodic project review and for project closeout or termination by SNPLMA as well as for formal audit purposes**. (j)** A list of staff charging payroll to the project and the function/role of each in carrying out the project is included/will be included in the project file.

**(i)** I also confirm that the financial reports retained in the project file will be/are being annotated to explain expenses for documents excepted from retention in the project file by SNPLMA policies and that the excepted documents are retained in agency files as dictated by agency policy and procedures and acknowledge that the [name of agency] could be asked to produce these documents for formal audit proceedings.

Sincerely,

[Signature]

Name & Title of Agency Authorized Official: NPS = LMNRA Superintendent; FWS = Desert National Wildlife Refuge Project Leader; FS Region 4 = Forest Supervisor; FS Region 5 = Forest Supervisor; FWS Tahoe = Nevada Fish & Wildlife Office Project Leader]

Cc: Applicable SNPLMA Program Manager (via an emailed .pdf)

 SNPLMA Database Manager (currently Debora Ackerman) (via an emailed .pdf)