SNPLMA Training

WELCOME

SNPLMA 101  Program Overview
SNPLMA 201  Project Nomination
SNPLMA 301  Approval & Funding
SNPLMA 401  Implementation
SNPLMA 501  Closeout
SNPLMA 601  Questions & Answers
SNPLMA provides 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.
Land Disposal

- 67,920 acres within the disposal boundary
  - 34,157 acres disposed by sale (includes R&PP and affordable housing sales)
  - 3,063 R&PP leases and reservations
  - 30,700 acres remain for disposal
- Parcels “jointly selected” by local governments and BLM
- Eight legislative amendments increase geographic scope and project categories
- 2018 – 736.46 acres sold for $96,305,640
- 2019 – 814.84 acres sold for $206,125,000
This chart represents the last 10 years of Sales Revenue data. The average of this 10 years of sales data is used in Revenue Projections for SNPLMA.
Allocation of Land Sales Revenue*

- $3.6 billion (85%)
- $183 million (5%)
- $359 million (10%)

*As of July 31, 2019

**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 $359 million in 10% payments, $333 million has been made to the SNWA and 26 million to the DoA.
<table>
<thead>
<tr>
<th>Round(s)</th>
<th>Fiscal Year</th>
<th>Environmentally Sensitive Land Acqs</th>
<th>Capital Improvements</th>
<th>Parks, Trails, &amp; Natural Areas</th>
<th>Eastern Nevada Landscape Restoration Projects</th>
<th>Hazardous Fuels</th>
<th>Lake Tahoe Restoration Act Projects</th>
<th>Multi Species Habitat Conservation Plans</th>
<th>Conservation Initiatives</th>
<th>Pre-Proposal Planning</th>
<th>SAR Dollars</th>
<th>Total Secretarial Approved Funding</th>
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</table>

SNPLMA Grand Matrix funding

Total Secretarial Approved Funding: $561,350,980.80

Returned to the Special Account by Category:
- Environmentally Sensitive Land Acqs: $304,860,135.46
- Capital Improvements: $111,268,082.87
- Parks, Trails, & Natural Areas: $191,570,940.06
- Eastern Nevada Landscape Restoration Projects: $1,090,734.74
- Hazardous Fuels: $86,193,378.00
- Lake Tahoe Restoration Act Projects: $86,035,046.34
- Multi Species Habitat Conservation Plans: $624,455,616.00
- Conservation Initiatives: $323,898,067.50
- Pre-Proposal Planning: $67,640,000.00
- SAR Dollars: $3,218,055,319.94

Total Returned 25% to the Special Account: $667,189,927.31

Total Returned 25% Does Not Include Total Dollars: $667,189,927.31
• Acquisition of Environmentally Sensitive Land and Interests in Land
• Capital Improvements
• Conservation Initiatives
• Multi-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.*
BLM, Southern Nevada District Office (SNDO), SNPLMA Division:
Assistant District Manager (ADM)
  – 3 Program Manager for: 8 categories
  – 2 Project Managers
  – 1 Visual Communications Specialist
  – 1 Management and Program Analyst

Contact information is at the end of this presentation and in the handout. Contact information is also available in the contacts folder in the SMART Database.

For progress/file/site inspections, please coordinate with the SNPLMA Project Managers. For all other questions or inquiries, please contact the appropriate SNPLMA Program manager.
Subgroups

- SNPLMA Division ADM is the Chair for each subgroup
- There is a subgroup for each categories (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
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. 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 Executive Committee:

- An inter-governmental group consisting of:
  - BLM – State Director, Nevada (Chair)
  - National Park Service (NPS) – 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

Rock Creek
(Round 10-1 Terminated)
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.”
– 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 (36,540 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.
• 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 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.

• Funding for purchase of **necessary equipment** is limited to the **minimum necessary** to carry out the project as it was nominated and approved.

• Projects in this category have a 27% limitation on planning and environmental documentation expenses.
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 BLM, FS, NPS, FWS, and BOR are the only eligible agencies in this category.

• 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.
Henderson, Downtown Trails Connections
Round 6, 6-40  Closed 1/21/2014
• 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 projects may only be nominated by local and regional governmental entities named in the act (as amended), which are:

- Clark County,
- Lincoln County,
- White Pine County,
- Carson City (with limitations),
  - 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.
- City of Las Vegas,
- City of North Las Vegas,
- City of Henderson,
- Southern Nevada Water Authority,
- Clark County Regional Flood Control District, and
- Clark County Water Reclamation District.
Hazardous Fuels Reduction and Wildfire Prevention

Hazardous Fuels Treatment – pile burning
Washoe Hotshots
• 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;”
Hazardous Fuels Reduction and Wildfire Prevention 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.
Eastern Nevada Landscape Restoration Project

Before

After

Pioche/Caselton Wildland Urban Interface
(Round 12-1, B009, Closed 2/17/2015)
• **SNPLMA funds can be used 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 Landscape Restoration Project.
The ENLRP Strategic Goals are:

- To provide for activities that promote resilient and healthy ecosystems within the eligible portions of the Great Basin.
- To 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.
• 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:
    o reducing hazardous fuels; and
    o restoring native rangeland and woodland; and
  • for other related purposes.

• 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 to conduct scientific analyses, hazardous fuels and mechanical treatments, and related work.”
• 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.
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.
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.
• Projects were approved in Rounds 5 – 12.

• In total 378 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 storm water 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.

• As part of Round 15 the Secretary of the Interior approved a new secondary projects list that replaced the previous lists in Round 6 and 12.
## SNPLMA Funding Trends

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<th>Round</th>
<th>Total Number of Projects Approved</th>
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## SOUTHERN NEVADA PUBLIC LAND MANAGEMENT ACT OF 1998, as amended, Funding Status as of 9/30/2019

### BUDGET AND FUNDING ALLOCATION ANALYSIS for the PRIMARY PROGRAM CATEGORIES through 9/30/2019

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<td>Total Special Legislative Acts Reserves:</td>
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<td>Total 5 and 10 Percent Payments:</td>
<td>($542,836,748.78)</td>
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<td>Total Operating Costs and Reserves Thru Fiscal Year 2019:</td>
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<tr>
<td>Total Receipts into the SNPLMA Special Account Available for Distribution:</td>
<td>$3,069,452,384.07</td>
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### As Approved by the Secretary:

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<tr>
<th>Round(s)</th>
<th>Fiscal Year</th>
<th>Environmentally Sensitive Land Acq</th>
<th>Capital Improvements</th>
<th>Parks, Trails, &amp; Natural Areas</th>
<th>Eastern Nevada Landscape Restoration Projects</th>
<th>Hazardous Fuels</th>
<th>Lake Tahoe Restoration Act Projects</th>
<th>Multi-Species Habitat Conservation Plans</th>
<th>Conservation Initiatives</th>
<th>Pre-Proposal Planning</th>
<th>SAR Dollars</th>
<th>Total Secretarial Approved Funding</th>
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<td>Round 1</td>
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<p>| Total Secretarial Approved Funding: | $561,350,980.80 |
| Returned to the Special Account by Category: | $304,850,135.46 |
| Returned to the账户: | $113,266,082.87 |
| Total Returned $55 to the Special Account: | $667,380,900.33 |</p>
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<th>Category</th>
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<th>Requested Amount</th>
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<th>Funding approved</th>
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<td>Capital Improvements</td>
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<tr>
<td>September</td>
<td>Nomination period opens for 60 days</td>
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<tr>
<td>February – March</td>
<td>Subgroups review and rank nominations</td>
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<tr>
<td>April</td>
<td>Partners Working Group develops preliminary recommendation</td>
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<td>May – June</td>
<td>Public Comment Period for 45 days</td>
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<td>July – August</td>
<td>Executive Committee develops final recommendation</td>
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<td>September – October</td>
<td>Secretary of the Interior approves the round of nominations</td>
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</table>
Program Accountability

Annual Reporting to Congress

Strategic Plan
SNPLMA 101
Program Overview

SNPLMA 201
Project Nomination

SNPLMA 301
Approval & Funding

SNPLMA 401
Implementation

SNPLMA 501
Closeout

SNPLMA 601
Questions & Answers
• This course will focus on the Nomination process.
  – Refer to the SNPLMA Implementation Agreement – Part One, V(A)

• Within the Nomination process, the emphasis will be on:
  – Eligibility, qualification, and Projects of Concern
  – General and specific category guidance
  – Scoring and ranking criteria
  – Tiering to the SNPLMA Strategic Plan
  – Other tips from successful nominations
Acquisition of Environmentally Sensitive Land or Interests in Land

- BLM, NPS, FWS, BOR, and FS within Nevada

Capital Improvements (CIP)

- BLM, NPS, BOR, FWS, and FS

- Projects must be located within the Lake Mead National Recreation Area (NPS); Great Basin National Park (NPS); Desert National Wildlife Refuge [Complex] (FWS); Red Rock Canyon National Conservation Area (BLM); Spring Mountains National Recreation Area (FS); and other areas administered by BLM and FS in Clark, Lincoln, and White Pine Counties.

- Projects cannot be conducted on private or public in-holdings within the boundary of the eligible area that are not officially part of the eligible area.

- BOR is eligible for projects on land it manages within the Lake Mead National Recreation Area “except projects related to power generation or transmission.”
Parks, Trails and Natural Areas (PTNA)

- **Local governments** of Clark County, the City of Las Vegas, the City of North Las Vegas, the City of Henderson, Lincoln County, White Pine County, and Carson City (with limitations).

- **Regional government entities** – Southern Nevada Water Authority, Regional Flood Control District, and Clark County Water Reclamation District (formerly Clark County Sanitation District)

- **Carson City is eligible** to nominate PTNA projects within the Carson City boundary. However, Carson City nominations for PTNA land acquisitions must also be adjacent to the Carson River or within the 100-year Federal Emergency Management Agency (FEMA) floodplain of the Carson River.

- **Location requirements** - Clark, Lincoln, and White Pine Counties, and Carson City (with limitations)
Multiple Species Habit Conservation Plan (MSHCP)

• Clark County Desert Conservation Program (DCP) and four Federal land management agencies (BLM, NPS, FWS, and FS) are eligible for funding for MSHCP development and implementation projects within Clark County.

• Only these eligible entities may submit nominations in this category. Clark County DCP may accept project proposals from other entities, but, in these cases, Clark County remains the official nominating entity and eligible recipient for approved funds.

Conservation Initiative (CI)

• BLM, NPS, FWS, FS and BOR

• Only on Federal land administered by the Department of the Interior (DOI) and the U.S. Department of the Agriculture (USDA) in Clark, Lincoln, and White Pine Counties and Carson City (limited to lands within the Carson City boundary and within the 100-year FEMA flood plain of the Carson River).
Hazardous Fuels Reduction and Wildfire Prevention (Hazardous Fuels)

Only entities that are signatories to those plans for projects on lands in the Lake Tahoe Basin; the Carson Range in Douglas County; Washoe County; and Carson City in Nevada; and the Spring Mountains in Nevada.

- **Lake Tahoe Basin Eligible Entities** - FS Lake Tahoe Basin Management Unit; Tahoe Regional Planning Agency; Nevada Resource Conservation District; Nevada Division of State Parks; Nevada Division of Forestry; Nevada Division of State Lands; California Department of Forestry and Fire Protection; California Tahoe Conservancy; California State Parks; North Tahoe Fire Protection District; North Lake Tahoe Fire Protection District; Tahoe-Douglas Fire Protection District; Lake Valley Fire Protection District; Meeks Bay Fire Protection District; South Lake Tahoe Fire Department; and Fallen Leaf Fire Department

- **Carson Range Eligible Entities** - FS Humboldt-Toiyabe National Forest; Nevada Division of Forestry; Nevada Division of State Lands; Nevada Division of State Parks; Nevada Network of Fire Adapted Communities; Carson City – Parks and Recreation, Open Space Carson City Fire Department; Washoe County, Nevada; Washoe Tribe Environmental Protection Department; Truckee Meadows Fire Protection District; Tahoe-Douglas Fire Protection District; The Nature Conservancy; University of Nevada Cooperative Extension; and Nevada Prescribed Fire Alliance
Hazardous Fuels Reduction and Wildfire Prevention (continued)

- **Spring Mountains Range Eligible Entities** - FS Humboldt-Toiyabe National Forest; BLM Southern Nevada District Office; Nevada Division of Forestry; Nevada Division of State Lands; Nevada Division of State Parks; Clark County Fire Department; Nye County Fire Department; Pahrump Valley Fire Department

Eastern Nevada Landscape Restoration Projects (ENLRP)

- Federal agencies of DOI and USDA may nominate Great Basin restoration initiatives in White Pine and Lincoln Counties, Nevada, in order to carry out ENLRP.
- In carrying out ENLRP, the Secretaries of Interior and Agriculture may make grants, and the BLM Director and FS Chief may enter into an agreement, with the Eastern Nevada Landscape Coalition, Great Basin Institute, and other entities for certain restoration actions. Through these agreements and grants, SNPLMA funding may be approved for restoration projects on non-Federal lands within White Pine and Lincoln Counties, Nevada.
- FS, BLM, and Ely Shoshone Tribe may carry out eligible ENLRP projects on Ely Shoshone Trust Lands that are beneficial to the tribe and FS or BLM. The FS and BLM will consult and coordinate with the Tribe on any proposed ENLRP project on trust lands.
SNPLMA has general and category-specific nomination guidance

- Guidance is approved each round by the SNPLMA Executive Committee (EC).

- **General guidance** will apply to all program categories and will be outlined in each nomination package requirements.

- **Category-specific guidance** addresses 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 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 well defined project location or site for PTNA and Capital Improvements. This means one campground, one park, one trail, etc.
...Limitations and Directions (Continued)

- Land Acquisitions, Conservation Initiatives, MSHCP, 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.
...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.
General Nomination Guidance

Formatting and Submittal Requirements

The nomination period runs for 60 days

- **Late submissions** will not be considered
  - Nominations must be received by the BLM SNPLMA Division NLT 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 MS-Word document and picture images (jpg format), maps, budgets (EXCEL workbooks), 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.
Nomination Content Requirements

• Indicate the project standard **timeframe**.

• **Cover page** with entity’s name, SNPLMA round and category, title and amount requested.

• **Project map** with site location in decimal degrees
  – Example: *Lat 36.694851° Long -114.264705°*

• Address and verify like-kind contributions and/or contributed funds.

• Include a **purpose statement** with **project deliverables** categorized as:
  – Primary
  – Anticipated
  – Standard

• Identify the nominating entity’s **level of readiness** in terms of staffing, resources, NEPA, initial planning, SHPO coordination, internal/interagency coordination, etc.
Expected **standard timeframes** (startup to closeout) by program categories:

- Land Acquisitions: 3 years
- PTNA, CIP, MSHCP, and CI projects: 5 years
- ENLRP: 4 years
- Hazardous Fuels: 6 years
- LTRA Projects: 5 years for capital projects; 3 years for science projects; and 6 years for Hazardous Fuels projects.

**Standard Timeframe (work plan)** includes start-up and closeout with the SNPLMA Division, except for projects that have an assistance agreement.
All nominations must be compatible with the SNPLMA EC goals:

**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.

The *Strategic Plan* can be found on the SNPLMA website ([www.blm.gov/snplma](http://www.blm.gov/snplma)) under “Implementation.” Note, however, the updated SNPLMA Performance Measures are in the IA Part Two, Appendix J-3, not in the *SNPLMA Strategic Plan – FY2015 – FY2019*. 
• Scoring and ranking is completed by the Subgroup for the category.
• Subgroups make a recommendation based on the scores.
• PWG uses Subgroup scores to develop their Preliminary Recommendation to the EC for funding.
• Scores are relatively weighted. Higher value criteria and factors have higher points.
• 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).
• EC makes a final recommendation to the Secretaries of Interior and Agriculture for approval consideration.
## ROUND 17 PTNA RANKING CRITERIA

### 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 concerns. 5

**Sub-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

**Sub-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 exists 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

**Sub-Total:** 20

### 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 benefiting) 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-ENELMA sources of funding or in-kind contribution in the development and/or implementation of the project (i.e., financial, volunteerism). 5

**Sub-Total:** 20

**Grand Total:** 80
Tips & Tricks for Successful Nominations

• **Nominations are about realistic expectations and deliverables**
  – Can you deliver on your promises, re: time, scope, and budget?
  – Will the project have the desired outcome?
  – Does the land actually provide the habitat/resource 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 include time for closeout into the schedule
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.
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.
• Authorization for expenditures are not approved until all requisite procedures in the SNPLMA Implementation Agreement have been met:

1. Receipt of a Special Account Funds Notice
2. Work on the project must begin within 1 year of the date of the Special Account Funds Notice.
3. Preliminary site visit to verify location and discuss scope of work with SNPLMA Division.
4. Entity must request in writing project initiation and funding. Request letter must be on agency/entity letterhead signed by the authorized agency/entity manager.
5. Workplan submitted by the entity in the SNPLMA Management and Reporting Tool (SMART) and accepted by the SNPLMA Division 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.
6. The appropriate financial instrument must be executed.

• 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.)
Special Account Funds Notice

In the Round 16B Secretary’s Decision Document, the Secretary directed:

- All project funds not expended to complete the project shall be returned to the SNPLMA Special Account for future rounds, the Special Account Reserve, and other authorized purposes. No reallocation of excess funds by the Executive Committee is now or previously approved projects is authorized.
- Authorization for expenditure for projects submitted in Round 16B that is not allowed in this Decision Document will not be constrains as a final approval for any particular expenditure. The amounts authorized herein are not approved for expenditure unless and until all requisite procedures are followed as outlined in this document and in the SNPLMA Implementation Agreement.
- For federal projects, no amount authorized herein will be considered for an amount approval for expenditure until the following have been met:
  1. A notice of availability of funding has been issued.
  2. A work plan has been submitted by the proponent and accepted by the Bureau of Land Management (BLM). The work plan will set forth a schedule of milestones with associated expenditures.

For non-federal projects, no amount authorized herein will be considered for an amount approval for expenditure until all of the following have been met:

1. A notice of availability of funding has been issued.
2. A cooperative agreement or grant between the recipient entity and the BLM or other Federal agency has been fully executed.
3. A work plan has been submitted by the proponent and accepted by the BLM or other Federal agency. The work plan must set forth a schedule of milestones with associated expenditures.
4. The starting point for an identified deliverable and its associated funding is late date has been reached.

Approved projects will be implemented in accordance with the project purpose and deliverables and within the timeframe specified in the project nomination, with appropriate time allowed for project start-up and closure 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.

If an agency or entity has not met the request to initiate a project and begin implementation of the project (i.e., conducting project work) by Tuesday January 2, 2018, the SNPLMA Executive will make recommendation to the Executive Committee for a final decision.

The table below reflects the projects approved in each category by priority and includes the total approved funding, the SNPLMA administrative project number, the BLM 12-digit work breakdown structure (WBS) numbers from BLM’s FIDS (financial management system) when applicable. Correspondence...
with this office should reflect the priority number, SNPLMA project number, and the WBS where applicable. Financial instruments will include the WBS number in the funding account information. If you have any questions about your project, please contact your SNPLMA Program Manager.

**SNPLMA ROUND 16B APPROVED PROJECTS**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Project Name</th>
<th>Recipient Entity</th>
<th>SNPLMA Project Number</th>
<th>WBS</th>
<th>Designated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Las Vegas Wetlands Enhancement and Mitigation</td>
<td>Southern Nevada Water Authority</td>
<td>SN1001</td>
<td>1532408</td>
<td>$3,094,050</td>
</tr>
<tr>
<td>2</td>
<td>McNeil Park Redevelopment Phase II</td>
<td>White Pine County</td>
<td>SN1002</td>
<td>1532409</td>
<td>$964,268</td>
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<tr>
<td>3</td>
<td>Northern Nevada Historic Railroad Museum Mitigation (16B Phase II)</td>
<td>Washoe County</td>
<td>SN1003</td>
<td>1532410</td>
<td>$1,677,000</td>
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<td>4</td>
<td>Carson River Trail System Phase I - Ranch at San Rafael</td>
<td>Carson City</td>
<td>SN1004</td>
<td>1532411</td>
<td>$1,453,683</td>
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<tr>
<td>5</td>
<td>Carson River Trail System Phase II - Warm Springs</td>
<td>City of Reno</td>
<td>SN1005</td>
<td>1532412</td>
<td>$1,098,000</td>
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<tr>
<td>6</td>
<td>Robert E. Doles Fishing Access Improvements</td>
<td>Clark County</td>
<td>SN1006</td>
<td>1532413</td>
<td>$2,048,174</td>
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<td>7</td>
<td>Boulder City Park and Trail Phase I</td>
<td>Clark County</td>
<td>SN1007</td>
<td>1532414</td>
<td>$4,850,500</td>
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<td>8</td>
<td>Overland Bridge and Park (2.5 Acre Acquisition)</td>
<td>City of North Las Vegas</td>
<td>SN1008</td>
<td>1532415</td>
<td>$3,912,078</td>
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<td>9</td>
<td>Overland Bridge and Park (2.67 Acre Acquisition)</td>
<td>City of North Las Vegas</td>
<td>SN1009</td>
<td>1532416</td>
<td>$4,615,696</td>
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**FP7A Total** $24,720,382

**Capital Improvements**

<table>
<thead>
<tr>
<th>District/County</th>
<th>Project Name</th>
<th>Recipient Entity</th>
<th>SNPLMA Project Number</th>
<th>WBS</th>
<th>Designated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Columbia RIVER Heritage Trail – Arizona</td>
<td>BOR</td>
<td>BOR</td>
<td>1532500</td>
<td>$4,834,722</td>
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<tr>
<td>2</td>
<td>Silverton Wetlands Enhancements</td>
<td>BOR</td>
<td>BOR</td>
<td>1532501</td>
<td>$1,308,514</td>
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<td>3</td>
<td>Lincoln County Brownfield Mitigation</td>
<td>BOR</td>
<td>BOR</td>
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<td>$1,116,809</td>
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<tr>
<td>4</td>
<td>Lincoln County Restoration of Historic Communities</td>
<td>BOR</td>
<td>BOR</td>
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<td>$1,408,928</td>
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<td>5</td>
<td>Specialized Water Governance Charter Level</td>
<td>BOR</td>
<td>BOR</td>
<td>1532504</td>
<td>$1,417,772</td>
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<tr>
<td>6</td>
<td>Specialized Water Governance Charter Level</td>
<td>BOR</td>
<td>BOR</td>
<td>1532505</td>
<td>$1,417,772</td>
</tr>
</tbody>
</table>

**Round 16B Total Budget** $32,840,800
There are three types of deliverables (See IA Part Two, Appendix A for examples of each type):

- **Primary Deliverables**: Primary deliverables are those that must be completed in order to complete the project and accomplish the purpose.

- **Anticipated Deliverables**: Anticipated deliverables are those that are desirable and beneficial, but not minimally necessary to completion of the proposed project and project purpose.

- **Standard Deliverables**: Standard deliverables are those actions/activities that are generally accepted by the agency/entity, and/or by industry standards as necessary to complete the aforementioned Primary and /or Anticipated deliverables.
Three Principles of Appropriations Laws:

• **Principle of Purpose:** “Appropriations may be used only for their intended purposes. 31 U.S.C. §1301(a) (‘purpose statute’).” Relates to determination of expenses as necessary and to requests for project scope modifications.

• **Principle of Amount:** “Agencies may not spend, or commit themselves to spend, in advance of or in excess of appropriations. 31 U.S.C. § 1341 (Antideficiency Act).” This principle relates to the total amount available for a project and expenditure of that amount, and to necessary expenses.

• **Principle of Time:** “Appropriations made for a definite period of time may be used only for expenses properly incurred during that time. 31 U.S.C. § 1502(a) (“bona fide needs” statute). This principle relates to the period of performance for a project, the validity period of funding instruments, and expenditure of project funds within the valid period of performance.

  - It is also conditioned by Federal acquisition regulations requiring that funds be expended only for obligations incurred during the period of performance specified in the financial instrument between “buyer” and “seller” (inter-/intra-agency agreements, assistance agreements, task orders, transfer authorization letter).

  - **Financial instrument must be valid** for the recipient agency to incur any new expenditures or obligations whether for supplies and materials, labor or new contracts.
Congratulations!

Your nomination was approved…now what

1. Approved Nomination
2. Special Account Funds Notice
3. Entity requests to initiate project funding
4. A preliminary site visit with SNPLMA Division to review the location of project, review scope and period of performance
5. SNPLMA Division approves workplan submitted in the SNPLMA Management Tool (SMART) database
6. SNPLMA Division coordinates with necessary parties to produce executed funding instrument
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.

1. Non-federal entities (e.g. local and regional governmental entities) receive funding through **Assistance Agreements (AA)**.
   – Payments are completed through the Automated Standards Application for Payment (ASAP).

2. The FS, NPS, FWS, and BOR (at Lake Mead only), and Federal Highway Administration have appropriation accounts and can receive **direct transfers -1151 Transfer**.

3. Most federal agencies receive funding through quarterly transfers or **Inter-Agency Agreements (IAA)**.
   – 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.

4. The BLM receives funding through an internal task order – **BLM Task Order**. (BLM projects only)
   – 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.
<table>
<thead>
<tr>
<th>Entity</th>
<th>Assistance Agreement</th>
<th>Inter-Agency Agreement</th>
<th>Direct Charge Task Order</th>
<th>Transfer Authorization Letter</th>
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</thead>
<tbody>
<tr>
<td>BLM</td>
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<td></td>
<td>X</td>
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<tr>
<td>BOR</td>
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<td></td>
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<tr>
<td>California Tahoe Conservancy</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carson City</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Clark County</td>
<td>X</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>City of Las Vegas</td>
<td>X</td>
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<td></td>
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<td>City of North Las Vegas</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Henderson</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>EPA</td>
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<td>X</td>
</tr>
<tr>
<td>FWS</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lincoln County</td>
<td>X</td>
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<td></td>
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</tr>
<tr>
<td>NRCS</td>
<td></td>
<td></td>
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<tr>
<td>North Lake Tahoe Fire Protection District</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NPS</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Southern Nevada Water Authority</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>State of Nevada</td>
<td>X</td>
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<td></td>
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<td>Tahoe Douglas Fire Protection District</td>
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</tr>
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<td>USACE</td>
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<td>USFS</td>
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</tr>
<tr>
<td>USGS</td>
<td></td>
<td></td>
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<td>X</td>
</tr>
<tr>
<td>White Pine County</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Depending on the type of funding instrument, any of the following parties may be involved:

1. SNPLMA Division
2. Partnering Entity Receiving Funds
   - 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 (NOC) SNPLMA Accountant

Transfer authorization letters, for projects funded by direct transfer, approves the expenditure of transferred funds and 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. BLM Task Orders, fall somewhere between the other two.

Workplans must be submitted and approved before a Funding Instrument will be executed.
• Entities have **1 year** 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 may be terminated.

• Project expenses incurred prior to issuance, or after the expiration of, the funding instrument are not compensable by SNPLMA *with one exception*:

  • Only entities with an Assistance Agreement, have 90-days from the expiration date of the agreement during which they can continue to be reimbursed for administrative costs associated with closing out the project.
Funding Instruments are not STATIC. They will require changes for any of the following:

1. Extension to the approved Period of Performance (POP)
2. Scope Changes
3. Adding Funds
   a. as a result of approved SAR,
   b. contingency, or
   c. interagency project budget revision requests
4. De-obligating funds
   a. as a result of scope changes,
   b. project close-outs, or
   c. interagency project budget revision requests
5. Project Close-Out
6. Administrative Actions
January 12, 2017

Jeff Wilbanks, Program Manager
Parks, Trails and Natural Areas
BLM Southern Nevada District Office
4701 North Torrey Pines Drive
Las Vegas, NV 89130

Request for Initiation of SNPLMA Funding
CC68 Southwest Ridge Park/Trailhead Phase I Project (Priority #16-7)

Dear Jeff:

Clark County is formally requesting initiation of funding through an assistance agreement for the above referenced SNPLMA project. The County has submitted the project work plan to initiate the CC68 Southwest Ridge Park/Trailhead Phase I project in the amount of $4,376,964.00. We understand that SNPLMA funding for the CC68 Southwest Ridge Park/Trailhead Phase I project will not be provided until the project work plan is approved, and an assistance agreement has been executed and received by Clark County. Furthermore, we understand that information about the project scope, deliverables and available budget will be shared with the public via the SNPLMA website.

By this letter, we confirm the CC68 Southwest Ridge Park/Trailhead Phase I project will be carried out in compliance with the policies, procedures, and guidelines in the current SNPLMA Implementation Agreement, the terms and conditions of the assistance agreement, Federal Acquisition Regulations, and agency contracting and constructing policies.

Further, all funds provided will be expended only for the project approved by the Secretary of the Department of the Interior and as described in the nomination. Funds provided will be allocated and accounted for by project.

We understand that Federal regulations require retention of records that document expenditures of funds against funding provided (e.g., receipts, invoices, inspection reports, etc.). Clark County will 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 closing or termination by SNPLMA as well as for formal audit purposes.

Sincerely,

Nancy A. Amundson, Director
Authorized Certifying Official

We confirm that the financial reports retained in the project file will be 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 Clark County could be asked to produce these documents for formal audit proceedings.

We also confirm that a list of staff changing payroll to the project and the function/role of each in carrying out the project will be included in the project file.

If you have any questions relating to this correspondence, feel free to contact Ron Gregory, SNPLMA Administrator, at (702) 455-3121 or rrg@clarkcounty.gov.

Signed,

Nancy A. Amundson, Director
Authorized Certifying Official

Page 2 of 3
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
United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Nevada State Office
1440 Financial Boulevard
Reno, Nevada 89502-7147
http://www.blm.gov/nv
June 30, 2017

In Reply Refer To:
NV-915-1511

Ron Gregory
Principal Planner
County of Clark, Nevada
500 South Grand Central Parkway, 1st Floor
Las Vegas, NV 89155-1745

Re: Funding Opportunity L17A00948 BLM NV Clark County Southwest Ridge Park/Trailhead Phase 1 SNFLMA Round 16 CC08

Dear Mr. Gregory

I am pleased to notify you that your application and proposal for assistance for the above referenced program has been approved in the amount of $4,876,366.00. Attached is the Assistance Agreement L17A00948 which sets forth the terms and conditions. Acceptance of a financial assistance award from the Bureau of Land Management (BLM) carries with it the responsibility to be aware of and comply with the terms and conditions of award. Awards are based on the application submitted to and as approved by the BLM and are subject to the terms and conditions incorporated therein either directly or by reference.

Please carefully read the entire agreement and take special note of the performance goals and measures, the period of performance, the payment process, reporting requirements and due dates, and Any Special Terms & Conditions. Annual submission of Financial Reports (SF-425) and Performance Reports are required under the Terms and Conditions of this agreement. Please contact your BLM Program Officer (PC) with any questions (contact information is listed on the award cover sheet).

Sincerely,

Susan Keller

Susan Keller
Grant Management Officer

cc: Jeff Willbanks, Program Officer
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).


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-1 or B-2 "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.
DO

• Be sure to register with SAM on [www.sam.gov](http://www.sam.gov), on [www.asap.gov](http://www.asap.gov), and on [www.grants.gov](http://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
• **NEW: Request a draw no less than every 90 days**

DON’T

• Get your agreement placed under “Agency Review” by doing any of the following:
  – Failing to submit quarterly reports
  – 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 J, J-3, L, and M of the SNPLMA Implementation Agreement for a detailed explanation of receiving funds through the assistance agreement - ASAP Process.
Eligibility and Brief History

The BLM can directly transfer funds to the following agencies:

- Bureau of Reclamation (Lake Mead projects only)
- Federal Highway Administration
- Fish and Wildlife Service
- U.S. Forest Service
- National Park Service

- All eligible agencies are expected to use the direct transfer process.
What Does it Take to Set Up Transfer Funding?

1. Agency submits a written request to the SNPLMA Division to initiate project funding.

2. A preliminary site visit with SNPLMA Division to review the location of project, review scope and period of performance.

3. SNPLMA Division approves workplan submitted in the SMART database after initial site visit.

4. SNPLMA Program Manager confirms approved amount and funding availability and drafts and signs a transfer authorization letter.

5. SNPLMA Program Manager distributes fully executed Notification of Authorization to Expend SNPLMA Project Funds by 1151 Direct Transfer and Confirmation of Period of Performance (transfer authorization letter) to the requesting entity and SNPLMA Accountant.
How Transferred Funds Get from “A” to “B”

1. Transfer requests are 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.
### 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.
Eligibility and Brief History

• All Federal agencies are eligible to receive funds through an Inter-Agency Agreement (IAA) on a reimbursable basis.

• 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”.

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
Inter-Agency Agreement Payments

1. Entity incurs and tracks expenses against a project

2. Entity submits a request for reimbursement to the SNPLMA Program Manager

3. SNPLMA Program Manager reviews and approves the reimbursement request and sends written notification to entity

4. Entity submits an IPAC bill for only the amount approved

5. IPAC payment is processed through FBMS with coordination between BLM Nevada State Office Contracting Officer, SNPLMA Accountant, and SNPLMA Program Manager
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 agency files as dictated by agency’s 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, J-1, and L of the SNPLMA Implementation Agreement for a detailed explanation of the IAA and Reimbursement Process.
Eligibility

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

NO YEAR funding only refers to the SNPLMA program

Purpose and Period of Performance is taken from the nomination and work plan

Funding Code

Total appropriation for the project

District Manager signature is required
Setting Up a BLM Task Order

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 the SNPLMA Accountant
3. SNPLMA Accountant creates and activates the WBS in FBMS
4. SNPLMA Program Manager creates direct charge TO and distributes to BLM authorized officer for signature as the “Participating Agency”
5. BLM authorized officer signs TO and returns to SNPLMA Program Manager
6. SNPLMA Program Manager signs TO and distributes fully executed copy to requesting entity and SNPLMA Accountant
Direct Charge Projects

1. Entity submits estimate for direct charges for the next quarter in SMART

2. Entity incurs expenses/obligations and codes them against the Functional Area and WBS shown in the cost structure on the TO (e.g., L58610000.IB0000 LXSNBL736100)

3. Expenses recorded in FBMS and funds released at the time of posting
DO

• Record direct charge estimates and reimbursement requests for the quarter in SMART.

• 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 agency files as dictated by agency’s 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

• 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-1, J.3 and L of the SNPLMA Implementation Agreement for a detailed explanation of the Task Order Process.
Ensure ALL documents in support of project expenditures are retained in the agency/entity project file for SNPLMA Division project reviews and formal audit purposes. A project file should contain the following documents:

1. Nomination
2. Notice of Availability of Funds
3. Project Initiation Letter
4. Funding Instrument/Mods
5. Quarterly Funding Request Letters
6. Approved Workplan
7. Contracts, if applicable
8. Staff List (Personnel working on/charging to project)
9. Invoices/Receipts
10. Funding/Spending Tracking Spreadsheet
11. Special Correspondence (emails with decisions or notifications, etc.)

Credit card statements, travel vouchers, time sheets, and vehicle logs/reports should be maintained in other appropriate entity/agency files as dictated by entity's/agency's policy; however, the annotated financial reports explaining the expenditures should be retained in the project file (see IA Part 2, Sections D.3.b and F.2.c.).
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 (purchase orders, purchase requisitions, 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 cannot begin without a funding instrument, your project cannot be officially closed until your funding instrument is closed.
Your project may be completed, but it's not closed until the funding instrument is closed.

**Transfer Letters**

1. SNPLMA Division approves project as "Complete"
2. Entity returns the balance of unused transfer funds, or requests the final transfer (if needed), in the next SMART reporting period
3. Final transfer request processed by SNPLMA Accountant
4. SNPLMA Program Manager issues final transfer letter modification reflecting the final amount allocated to the project and closing the expenditure authority/project
5. SNPLMA Program Manager can approve project as "Closed" if there are no other outstanding issues

**AA’s and IAA’s**

1. SNPLMA Division approves project as "Complete"
2. SNPLMA Division sends modification request to BLM Nevada State Office Contracting Division to de-obligate the balance of unused funds (if needed) and close the agreement
3. Modification processed in collaboration with partnering entity and the fully executed modification is then distributed to the SNPLMA Program Manager
4. SNPLMA Program Manager can approve project as "Closed" if there are no other outstanding issues

**Task Orders**

1. SNPLMA Division approves project as "Complete"
2. SNPLMA Division sends TO modification to BLM District Manager to de-obligate the balance of unused funds (if needed) and close the task order/project
3. BLM District Manager returns the TO modification, SNPLMA Division finishes processing it and then distributes fully executed modification to entity and SNPLMA Accountant
4. SNPLMA Program Manager can approve project as "Closed" if there are no other outstanding issues
Quick Review

- Project was nominated by the agency/entity and approved by the Secretary of the Interior – *Nomination Process*

- Workplan in SNPLMA Database is approved – *Funding Process*

- Financial instrument approved/awarded – *Funding Process*
  - Task Order
  - Cooperative Agreement (Assistance Agreement)
  - Inter-agency Agreement (IAA)
  - 1151 Direct Transfer
• 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:
  – Project purpose, time, and amount
  – SNPLMA program and partner audits – lessons learned
  – Quarterly Status Reporting in the SNPLMA online database (SMART)
  – SNPLMA project file review
• **SNPLMA Implementation Agreement** contains the business rules for core project processes.

• **SNPLMA funds are appropriated funds** and must be expended in accordance with Appropriations Law principles (*Solicitor’s Opinion, Feb-2005*)

• **Appropriations Law** introduces the concept of availability, which includes purpose, time, and amount. All three must be observed for an expenditure to be legal.
• **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.

• **Purpose of the project** is: *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.
• The purpose of the project is derived through the common meaning of the words in the nomination.
  
  o The nomination criteria, package requirements, work plan, and other available information will be used to determine the project’s purpose.

  o The nomination will state the deliverables or products resulting from the project.
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.
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: 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:

• 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 than anticipated, and the trail is not likely to get finished without a significant bump in funding.

• Annual funding from Congress to the FS includes funding for the construction and maintenance of recreational trails in the Forest.
• Answer: No.

• This is not a case of two appropriations for the same purpose.

• FS has already elected a more specific appropriation with the nomination and receipt of SNPLMA funding (*remember SNPLMA funds are appropriated funds*).
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?
“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.”

– SNPLMA Round Decision Document
• SNPLMA’s designation as a “no year fund” for appropriation purposes does not mean time is not limited for specific projects.

• 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 the category and entity receiving the funds.

• A federal agency cannot begin work on a project until funds are in hand.
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 allow up to 90 days after the project / agreement expiration to submit closeout documentation and process final charges.
• 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 was incurred during the performance period.

• **Timeframes include start-up and closeout.**
• **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* (Appendix B-1 or B-2) or Expanded Budget.

• **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 respective SNPLMA Program Manager.
• **Time Extensions**
  
  – Use form Appendix L (Refer to IA, Part Two, pg. 57)
  
  – Submit at least 120 days before expiration of the period of performance.

• **Time extensions are limited to one year beyond the standard timeframe**
  
  – Anything more than one year is a waiver of business rules and will require more information for justification
  
  – Unless there is a construction component or outside delay agent, the time extension beyond one year will not be considered.
• The SNPLMA Assistant District Manager can approve up to a one-year time extension beyond the standard timeframe.

• In additional, 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 request must be made to your SNPLMA Program Manager no later than 30 days prior to expiration of the project.
• 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 project in the same category and agency is **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.
• 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.
• **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.
• 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.
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 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.
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 co-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.
• 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.”

• BLM interprets the phrase “all transactions under this Act” to mean the projects (i.e., land sales, affordable housing reservations, R&PP actions)

• 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.
Each quarter you must complete the following in the SNPLMA Management and Reporting Tool (SMART) 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
SMART Quarterly Reporting Demonstration

**S** – SNPLMA

**M** – Management

**A** – and

**R** – Reporting

**T** - Tool

SMART is accessed online via the SNPLMA website under “Reporting Tools” at https://www.blm.gov/programs/lands-and-realty/nevada/snplma
• **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.

  • SNPLMA Program Managers will use quarterly reporting data (time, scope, funding input) to determine if a project is on the Executive Committee’s *Project of Concern (POC)* list and the color.

    – Not reporting or inadequate reporting during a year can render your entity ineligible for future funding.

    – Failure to report or inadequate progress towards completion may also place a project on the Executive Committee’s FOCUS list.

• Two consecutive quarters of no reporting can lead to recommendation for project termination.
• 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.
What is the Project of Concern (POC) list and how does it affect eligibility?

- The POC list was created in 2011 during the SNPLMA Round 12 Final Recommendation meeting as a result of a program review 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 closely follows SNPLMA’s progress through regular data calls and the Annual Report to Congress.
The SNPLMA Division uses the POC list as a tool to monitor the progress of projects.

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.

Use of the POC list has become more integral with entities qualification and recommendations for future funding.

POC “colors” are selected by the SNPLMA Program Manager and the entity can provide comments or information for the Program Manager’s consideration.
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 (IA, Part One, pg. 65)

- **Green**: no concern, project is moving forward as planned.
- **Yellow**: (low risk) issue exists, or an approved modification warrants closely watching.
- **Orange**: (moderate risk) serious issues affecting project constraints. The project is out of sync with time/progress/deliverables/cost variables.
- **Red**: (high risk) issues so great the project may be recommended for termination 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 may be a factor in funding.
• Use Appendix J of the **SNPLMA Implementation Agreement** as a guide to proper project documentation.

• Contact your SNPLMA Program Manager for guidance on certain decision points, like:
  
  – equipment purchases,
  – scope clarifications,
  – requests for additional SAR funding,
  – 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 given considerable weight, but is not unlimited. Documentation can help frame and provide context to expenditures, scope implementation, time, etc.
Within the Closeout process,

- Documentation requirements
- Site visit and file review
- Annual/Final Accomplishment statement
- Return transfer/de-obligation of funds
Nomination and Secretary Approval Process

- Project was nominated by the agency/entity
- Subgroups score, rank and recommend nominations to the PWG
- PWG develops preliminary recommendation (includes comment period)
- EC develops final recommendation to the Secretary for approval

Funding Process

- Work plan developed in SMART by agency/entity, and approved by the SNPLMA Program Manager
- Funding instrument is approved/awarded – Task Order, 1151 Direct Transfer, Assistance Agreement, or Inter-agency Agreement (IAA)

Implementation Process

- Agencies/Entities are implementing according to purpose, time, amount
- Agencies/Entities are reporting in SMART – SNPLMA Quarterly Reports and Annual Accomplishment Statements

- EC approved decision memorandums modified the IA since February 2013
- Current IA has two parts – Part Two are the business rules “Appendices”
- The IA is posted on the SPLMA website under “Implementation”

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.
SNPLMA IA, Part Two - Appendix J (Part F)

“Closeout Requirements”

• Once an agency/entity has terminated or completed a project it will submit a letter requesting **project closeout** along with **required documentation** to the BLM SNPLMA Division.

• Completing a project includes
  – finalizing all contract closeouts
  – conducting final inspections or reviews, and
  – reconciling financial records for necessary expenses.

• Before requesting closeout for a terminated project all steps necessary to cease project work and close down contracts, as well as reconcile financial records must be completed.
• Project file must document the relationship of expenditures to the purpose.

• 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 funding sources were used, the percentage or designated amount of each fund source must be explained.
• **Project file** should contain **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.

• Confirmation statements in **Appendix J** or the fact that SNPLMA does not perform a detailed receipt review does not relieve the agency/entity from knowing where the documents are kept and if the expenditures are valid.

• 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.
• **Standard timeframe** of a project depends on the program category:

  – Environmentally Sensitive Land Acquisitions: 3 years
  – PTNA, CIP, MSHCP, and CI projects: 5 years
  – ENLRP: 4 years
  – Hazardous Fuels: 6 years
  – LTRA Projects: 5 years for capital projects; 3 years for science projects; and 6 years for Hazardous Fuels projects

• Timeframes include start-up and a minimum of 90 days for closeout.
Documenting the Time

• All expenditures must have occurred within the timeframe on the funding instrument (authorization to expend project funds).

• A contract and/or agreement to do project work cannot exceed the time of the project (i.e. 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.
  – Allow a minimum of 3 months, within the project work plan and the approved POP, to complete the documentation package for inspection at project closeout.
• 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.

• Service level agreements with your service center should be shown as a contract cost.

• Specific audits have required stronger documentation in this area.
  
  – What specifically did each person contribute towards the project purpose; what “project work” was performed.
• 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.
• **Purpose** of the project is established in the nomination and then further explained in detail in the SNPLMA project work plan.

• **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.
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.
• 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.
• 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.)
• Funding is authorized for “necessary expenses” to carry out the purpose of the project.

• All expenditures must past the three part test to be considered a necessary expense:
  1. Must bear a direct relationship to carrying out the purpose of the project;
  2. Must not be prohibited by law; and
  3. Must not be covered by more specific source of funding.

• This is true for all Federal funds not just SNPLMA.
• USFS Inspector General performed an audit that was initially an investigation about unfair contracting practices by a recipient of SNPLMA funds.

  – The IG uncovered other issues, including co-mingling of funding and unsupported expenditures well over $2 million.

  – At the time of the audit the documentation retained by the audited agency could not support the expenditures and may be required to repay all the misappropriated funds.

• This audit has triggered another audit with the BLM regarding SNPLMA funding.

• An audit won’t necessarily look at only what you think is the problem.
• The SNPLMA Division will conduct periodic project inspections at logical phases of your project.
  
  – SNPLMA Division will 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 132) 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.
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?
  - Was the training necessary to accomplish the purpose of the project?
  - Who was trained?

- Why was travel necessary? If the travel is for training then the training explanation may suffice. Document all travel expenditures by name, title/position, role on the project, and purpose.

- Document that purchases.
  - What was purchased the date purchased, quantity purchased, the total cost, and the purpose.

- CIP and PTNA projects cannot exceed the 27% limitation on planning and environmental costs.
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.
• Set-up a schedule with the SNPLMA Division (Program Manager and/or Project 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 to show progress and before and after.
  
  – Pictures can tell the story of project implementation and possibly serve as a surrogate to a field visit.
  
  – Submit photos (jpg format) with your closeout report.
The Secretary of the Interior has approved funding for your project.

You will probably have a lot of questions:

So, when will we get the funding?
Can I begin to work on the project now?
Can I be reimbursed for work already done?
Are there any limits on what I can spend it on?
What if we change the scope of the project?
How long do I have to complete the project?
Can I get all of the money right away?
How do I report progress?
In the Round 16B Secretary’s Decision Document, the Secretary directed:

- All project funds not expended to complete the project shall be returned to the SNPLMA Special Account for future rounds, the Special Account Reserve, and other authorized purposes. No reallocation of excess funds by the Executive Committee to new or previously approved projects is authorized.
- Authorization for expenditures for projects submitted in Round 16A as set forth in this Decision Document will not be construed as a final approval for any particular expenditure. The amounts authorized herein are not approved for expenditure unless and until all requisite procedures are followed as outlined in this document and in the SNPLMA Implementation Agreement.
- For Federal projects, no amount authorized herein will be considered to be an amount approved for expenditure until the following have been met:
  1) A notice of availability of funding has been issued.
  2) A work plan has been submitted by the proponent and accepted by the Bureau of Land Management (BLM). The work plan will set forth a schedule of milestones with associated expenditures.
- For non-Federal projects, no amount authorized herein will be considered to be an amount approved for expenditure until all of the following have been met:
  1) A notice of availability of funding has been issued.
  2) A cooperative agreement or grant between the recipient entity and the BLM or other Federal agency has been fully executed.
  3) A work plan has been submitted by the proponent and accepted by the BLM or other Federal agency. The work plan must set forth a schedule of milestones with associated expenditures.
  4) The starting point for an identified deliverable and its associated funding start date has been reached.
- Approved projects will be implemented in accordance with the project purpose and deliverables and within the timeframes specified in the project termination, 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 schedule of timely implementation of projects and therefore limited in number and scope.

If an agency or entity has not made the request to initiate a project and has been implementation of the project (i.e., conducting project work) by Tuesday January 2, 2018, the SNPLMA Division will recommend termination of the project. The termination would be recommended through a decision memorandum and sent to the SNPLMA Executive Committee for a final decision.

The table below reflects the projects approved in each category by priority and includes the total approved funding, the SNPLMA administrative project number, and the BLM 12-digit work breakdown structure (WBS) numbers from BLM’s EBSMS Financial Management System, where applicable. Correspondence

1 The Executive Committee approved a change to the IA language regarding circumstances that would lead to a SNPLMA Division recommendation to terminate a project from “termination may be recommended” to “will be recommended” in a decision memorandum (DM) signed on January 15, 2014. The revisions in the 1st became effective upon signature of the DM by the Executive Committee Chair.
with this office should reflect the priority number, SNPLMA project number, and the WBS where applicable. Financial instruments will include the WBS number in the funding account information. If you have any questions about your project, please contact your SNPLMA Program Manager.

SNPLMA ROUND 16B APPROVED PROJECTS

SNPLMA ROUND 16B PROJECT NUMBER REQUESTS

<table>
<thead>
<tr>
<th>Priority</th>
<th>Project Name</th>
<th>Receiving Entity</th>
<th>SNPLMA Project Number</th>
<th>WBS</th>
<th>Requested Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Water Quality Enhancements and Stormwater Management</td>
<td>Southeastern Water Authority</td>
<td>WX001</td>
<td>WX003</td>
<td>$1,068,858</td>
</tr>
<tr>
<td>2</td>
<td>McElroy Dam lake improvements</td>
<td>White Pass County</td>
<td>WP040</td>
<td>WP049</td>
<td>$996,129</td>
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<tr>
<td>3</td>
<td>Southeastern Water Authority</td>
<td>Southeastern Water Authority</td>
<td>WX001</td>
<td>WX002</td>
<td>$1,291,780</td>
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<tr>
<td>4</td>
<td>Central Ridge Trail System North Routt County</td>
<td>Central City</td>
<td>CR001</td>
<td>CR002</td>
<td>$1,941,651</td>
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<tr>
<td>5</td>
<td>East End Historic Park Off-Air Access Acquisition</td>
<td>City of North Las Vegas</td>
<td>NL001</td>
<td>NL002</td>
<td>$1,518,782</td>
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<tr>
<td>6</td>
<td>McElroy Dam Lake Park Improvements</td>
<td>Clark County</td>
<td>CO001</td>
<td>CO002</td>
<td>$1,585,722</td>
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<tr>
<td>7</td>
<td>Southridge Highway Park Off-Air Access Park</td>
<td>Clark County</td>
<td>CO001</td>
<td>CO002</td>
<td>$1,585,722</td>
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<tr>
<td>8</td>
<td>Cheyenne Valley Wetlands Conservation</td>
<td>Clark County</td>
<td>CO001</td>
<td>CO002</td>
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<td>9</td>
<td>Hidden Valley Regional Park Off-Air Access</td>
<td>City of North Las Vegas</td>
<td>NL001</td>
<td>NL002</td>
<td>$1,518,782</td>
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<tr>
<td>10</td>
<td>Capital Improvement (Robert Young Program Management)</td>
<td>Post Falls (5-12 Month)</td>
<td>RF001</td>
<td>RF002</td>
<td>$320,000</td>
</tr>
</tbody>
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SNPLMA ROUND 16B PROJECT NUMBER REQUESTS (continued)

<table>
<thead>
<tr>
<th>Priority</th>
<th>Project Name</th>
<th>Receiving Entity</th>
<th>SNPLMA Project Number</th>
<th>WBS</th>
<th>Requested Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>McElroy Dam lake improvements</td>
<td>White Pass County</td>
<td>WP040</td>
<td>WP049</td>
<td>$996,129</td>
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<td>12</td>
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<td>Southeastern Water Authority</td>
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<td>13</td>
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<td>18</td>
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<td>$1,518,782</td>
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PTNIA Total: $4,373,222

Environmental Sensitivities: Land Acquisition

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<tr>
<th>Priority</th>
<th>Project Name</th>
<th>Receiving Entity</th>
<th>SNPLMA Project Number</th>
<th>WBS</th>
<th>Requested Amount</th>
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<td>2</td>
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<td>Post Falls (5-12 Month)</td>
<td>RF001</td>
<td>RF002</td>
<td>$320,000</td>
</tr>
</tbody>
</table>

Note: Robert Young Program Management: 5-12 Month Projects

1. Hidden Valley Regional Conservation
   - Project Code: WX001
   - Requested Amount: $1,068,858
2. Southeastern Water Authority
   - Project Code: WX001
   - Requested Amount: $1,291,780
3. McElroy Dam lake improvements
   - Project Code: WP040
   - Requested Amount: $996,129
4. Capital Improvement (Robert Young Program Management)
   - Project Code: RF001
   - Requested Amount: $320,000

Total: $3,677,857
So, when will we get the funding?
Can I begin to work on the project now?
Can I be reimbursed for work already done?
Are there any limits on what I can spend it on?
What if we change the scope of the project?
How long do I have to complete the project?
Can I get all of the appropriation up front?
How do I report progress?
There are four methods, each with its own financial instrument format, used to provide funds for approved projects. The method used depends primarily upon which agency or entity is the recipient of the funding.

- **Authorization to Expend Transferred Funds Letter:** Certain Federal agencies are eligible to receive project funding by “1151” direct transfer of project funds.

- **Assistance Agreement:** Non-Federal recipients (e.g., local and regional governmental entities) receive project funds pursuant to a cooperative agreement/assistance agreement between the BLM and the local or regional governmental entity or other non-Federal entity.

- **Inter-agency Agreement:** Some Federal projects receive project funding by reimbursement pursuant to the Economy Act (31 U.S.C. 1535) utilizing an IAA (formerly referred to as Intergovernmental Order or IGO). This is not used anymore, if possible.

- **BLM Task Order:** BLM receives project funds utilizing an internal management document referred to throughout this IA as a “BLM task order.” BLM projects approved prior to Round 6 were funded using internal reimbursable task orders; projects beginning with some in Round 6 and all projects in Round 7 and forward are funded by direct charge to the SNPLMA Special Account financial sub-activity for the applicable project category following execution of the BLM Task Order.
So, when will we get the funding?

Can I begin to work on the project now?

Can I be reimbursed for work already done?

Are there any limits on what I can spend it on?

What if we change the scope of the project?

How long do I have to complete the project?

Can I get all of the appropriation up front?

How do I report progress?
Task Order (BLM only)

NO YEAR funding only refers to the SNPLMA program

Purpose and Period of Performance is taken from the nomination and work plan

Funding Code

Total appropriation for the project

District Manager signature is required
Transfer Authorization (Federal only)

To: Marc Maynard  
Chief, Resource Management Office

From: Robert Taylor  
Capital Improvements Program Manager, SNPLMA Division

Subject: Notification of Authorization to Expended Southern Nevada Public Land Management Act (SNPLMA) Project Funds Provided by 1151 Direct Transfer and Confirmation of Period of Performance

Initial agency notification to request funding for the project

Project title, Round and priority, and SNPLMA project number.

Scope of Work to be completed, taken from the nomination and the work plan.
Projects are to be completed and closed out within the timeframe in the approved work plan.

Agency requirements to accept the appropriation.

Approved appropriation for the project.

Period of performance is taken from the nomination and work plan.
• The BLM accepts the project workplan submitted for the subject project as (1) accurately reflecting the purpose of the project and project deliverables as described in the nomination and approved by the Secretary, (2) containing target start and end dates for deliverables that will lead to completion of the project within the timeframe specified in the nomination as reflect by the start and end dates above, and (3) containing sufficient detail in terms of tasks and subtasks for the deliverables.
• Funds will be provided through the direct transfer process outlined in the IA.
• Because the Secretary’s requirements have been met and the workplan has been accepted by BLM as confirmed above, funds are, therefore, authorized for expenditure upon the agency’s receipt of funds from the U.S. Treasury.
• The start date of the project’s period of performance in the date the BLM SNPLMA Division signs the transfer request document and submits the request to the BLM’s National Operations Center.
• The end date of the project’s period of performance is derived from the duration of the project as contained in the project nomination submitted by the agency and approved by the Secretary of the Interior.
• The BLM will diligently carry out its oversight duties and responsibilities for implementation of the SNPLMA program.
• The BLM shall adhere to all policies, procedures, and business rules in the SNPLMA Implementation Agreement as currently written and as revised from time to time by approval of the Executive Committee, and in compliance with other applicable Federal laws and regulations.

BY ACCEPTING THE PROJECT FUNDS THE RECIPIENT AGENCY AGREES:
• To adhere to all policies, procedures, and business rules in the SNPLMA Implementation Agreement as currently written and as revised from time to time by approval of the Executive Committee.
• To implement and complete the project as described in the project nomination approved by the Secretary of the Interior generally in the manner detailed in the project workplan accepted by BLM.
• To the accuracy of the amount of funding available outlined above.
• That the period of performance accurately reflects the duration of the project as described in the approved nomination and reflected in the project workplan.
• To report quarterly and annually on the project accomplishments as approved in the SNPLMA work plan.
• To provide documentation that 95% of all previous funding transferred in spent or a justification is provided, before requesting additional transfer funding.
• That all funds will be expended in accordance with appropriations law and regulations, including the necessary expense doctrine, for those costs necessary to complete the project as described in the nomination approved by the Secretary subject to any approved changes in scope.
• That funds will be expended in accordance with Federal Acquisition Regulations (FAR), agency contracting and construction policies; in the case of projects in the Lake Tahoe Basin with the agency “Memorandum of Understanding concerning SNPLMA Lake Tahoe Restoration Projects”; and, in the case of environmentally sensitive land.
acquisitions, with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL-91-646), and all other applicable agency real property acquisition policies.

- That obligations and expenditures which are determined by the SNPLMA Division not to meet the criteria of a “necessary expense” or which otherwise do not adhere to appropriations law and regulations will be rejected and any funds already reimbursed, transferred, drawn down, or charged directly to the SNPLMA special account subactivity for inappropriate charges must be returned by the agency/entity.
- Unresolved disputes between the BLM SNPLMA Division and the recipient agency over whether or not a specific cost qualifies as a “necessary expense” to complete the project or whether a specific cost adheres to appropriations law and regulations will be resolved by the SNPLMA Executive Committee.
- Agency funds expended after Secretarial approval, but prior to the three requirements in the Secretary’s decision memo, including approval of the project workplan are not reimbursable by SNPLMA.
- As of January 1, 2011, no obligations and expenditures for project work will be reimbursed by SNPLMA if created or incurred outside the period of performance defined in this memorandum or defined in an approved time extension, if the project is in on-hold status, or if the obligation or expenditure is for work outside the purpose of the project in advance of approval of a change of scope. If any transferred funds are obligated or expended by the agency prior to obtaining an approved time extension, project reactivation, or change in scope, the amount so expended must be offset by other allowed expenses, offset against future transfer needs, or be returned to the SNPLMA special account by the agency.
- Requests for time extensions will be submitted at least 120 days in advance of the expiration date of the period of performance to ensure a decision regarding the request can be processed prior to the expiration date.
- Requests for use of contingency funds for projects in Round 10 and beyond, if provided for in the Secretarial decision, will be requested at least 120 days in advance of the agency’s need to obligate or expend funds in accordance with the requirements in the IA.

Time Extension requests

Necessary Expense Rule

Obligations or expenditures incurred prior to approval are not reimbursable
Request to Initiate Assistance Agreement

We confirm that the financial reports retained in the project file will be 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 Clark County could be asked to produce these documents for formal audit proceedings.

We also confirm that a list of staff charging payroll to the project and the function/role of each in carrying out the project will be included in the project file.

If you have any questions relating to this correspondence, feel free to contact Ron Gregory, SNPLMA Administrator, at (702) 455-3121 or rgy@clarkcounty.gov.

Sincerely,

Nancy A. Amundsen, Director
Authorized Certifying Official

We understand that Federal regulations require retention of records that document expenditures of funds against funding provided (e.g., receipts, invoices, inspection reports, etc.). Clark County will 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.
United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Nevada State Office
1340 Financial Boulevard
Reno, Nevada 89502-7147
http://www.blm.gov/nv
June 30, 2017

In Reply Refer To:
NV955-1511

VIA EMAIL 6/30/2017

Ron Gregory
Principal Planner
County of Clark, Nevada
500 South Grand Central Parkway, 1st Floor
Las Vegas, NV 89155-1745

Re: Funding Opportunity L17A300048 BLM NV Clark County Southwest Ridge Park/Trailhead Phase 1 SNIPMLA Round 16 CC08

Dear Mr. Gregory

I am pleased to notify you that your application and proposal for assistance for the above referenced program has been approved in the amount of $487,666.00. Attached in the Assistance Agreement L17A300048 which sets forth the terms and conditions. Acceptance of a financial assistance award from the Bureau of Land Management (BLM) carries with it the responsibility to be aware of and comply with the terms and conditions of award. Awards are based on the application submitted to, and as approved by the BLM and are subject to the terms and conditions incorporated therein either directly or by reference.

Please carefully read the entire agreement and take special note of the performance goals and measures, the period of performance, the payment process, reporting requirements and due dates, and any Special Terms & Conditions. Annual submission of Financial Reports (SF-425) and Performance Reports are required under the Terms and Conditions of this agreement. Please contact your BLM Program Officer (PO) with any questions (contact information is listed on the award cover sheet).

Sincerely,

Susan Keller

Susan Keller
Grants Management Officer

cc: Jeff Willbanks, Program Officer
Grant and Cooperative Agreement

<table>
<thead>
<tr>
<th>CHOOSE ONE:</th>
<th>FACILITIES</th>
<th>RESEARCH</th>
<th>SDRR</th>
<th>TRAINING</th>
</tr>
</thead>
</table>

1. GRANT/COOPERATIVE AGREEMENT NUMBER: L11AC225133
2. SUPPLEMENT NUMBER: 1
3. EFFECTIVE DATE: 06/23/2011
4. COMPLETION DATE: 06/23/2011

5. RECIPIENT: Southern Nevada Public Land Management Act of 1990 P.L. 105- 260, as amended

6. TAXPAYER IDENTIFICATION NO. (TIN): 90-3372123
7. COMMERCIAL & GOVERNMENT ENTITY (CAGE) NO.: 568232123
8. LEAD, PROJECT OR PROGRAM TITLE: Mountain’s Edge Regional Park; SHCPA Priority 11-E Project C061

9. PURPOSE: To provide funds in the amount of $7,727,273.00 for the purpose of implementing the first phase of the Mountain’s Edge Trail project per the attached agreement.

10. PERIOD OF PERFORMANCE: 06/23/2011 through 06/22/2014

11. PREVIOUS
   - AWARD HISTORY: $9,000
   - FUNDING HISTORY: $0

12. CURRENT
   - AWARD HISTORY: $7,727,273.00
   - FUNDING HISTORY: $7,727,273.00

13. CASH SHARE: $0
14. NON-CASH SHARE: $0
15. TOTAL: $7,727,273.00

16. ACCOUNTING AND APPROVAL DATA
17. PURCHASE REQUEST NO.: 270995
18. JOB ORDER NO.: 100
19. AMOUNT: $7,727,273.00
20. STATUS: 270995

11. POINTS OF CONTACT

12. TECHNICAL OFFICER: NAME: Mary Jo St. John
   - PHONE: 702-986-3633
   - EMAIL ADDRESS: 12610503000000000000

13. NEGOTIATOR: NAME: Mary Jo St. John
   - PHONE: 702-986-3633

14. ADMINISTRATOR: NAME: Mary Jo St. John
   - PHONE: 702-986-3633

15. THIS AWARD IS MADE UNDER THE AUTHORITY OF:
   Southern Nevada Public Land Management Act of 1990 P.L. 105- 260, as amended

16. APPLICABLE STATEMENTS, IF CHECKED: NO CHANGE TO EXISTING PROVISIONS
   - NO PROVISIONS
   - NO SPECIFIC REQUIREMENTS APPLY TO THIS GRANT

17. APPLICABLE ENCOURAGEMENTS, IF CHECKED: REQUIRES PUBLICATIONS AND REPORTS
   - SPECIAL CONDITIONS
   - REQUIRED PUBLICATIONS AND REPORTS

18. CONTRACTOR/AGENCY OFFICER: Signature: Mary Jo St. John
   - DATE: 06/23/2011

19. AUTHORIZATION REPRESENTATIVE: Signature: Mary Jo St. John
   - DATE: 06/23/2011
So, when will we get the funding?
Can I begin to work on the project now?
**Can I be reimbursed for work already done?**
Are there any limits on what I can spend it on?
What if we change the scope of the project?
How long do I have to complete the project?
Can I get all of the appropriation up front?
How do I report progress?
NO!
So, when will we get the funding?
Can I begin to work on the project now?
Can I be reimbursed for work already done?
Are there any limits on what I can spend it on?
What if we change the scope of the project?
How long do I have to complete the project?
Can I get all of the appropriation up front?
How do I report progress?
For a cost to be considered a necessary expense of the project it must meet the following three criteria:

- The expenditure must “make a direct contribution to carrying out the appropriation” which in the case of SNPLMA are expenditures within the project categories authorized by Congress in SNPLMA as reflected in the projects approved by the Secretary of the Interior;
- The expenditure must not be prohibited by law; and
- The expenditure must not be covered by another more specific source of funding, i.e., the specific approved project or acquisition and associated necessary expenses must not be provided for in another appropriation or statutory funding scheme.

Necessary expense cost categories applicable to all categories can be found in Appendix B, sample estimated necessary expense forms in Appendix B-1 and B-2, and examples of “Other Necessary Expenses” permitted for payment from SNPLMA by the EC in Appendix B-3.
In addition to evaluating project expenditures based on the above requirements, the following SNPLMA rules regarding necessary expenses also apply to all projects:

- Expenses charged by the agencies/entities must be tied to a specific project and tracked by project.

- The EC has implemented a policy whereby Federal agencies and local and regional governmental entities shall not seek, and the SNPLMA will not pay, the recipient agency/entity’s standard overhead percent based on the total project cost.

- SNPLMA will pay all necessary expenses to complete approved projects in all categories or, if a project has to be terminated, all necessary expenses up to the point that a determination to terminate is made, plus the costs to shut down the project and prepare the closeout package.

- Agencies/entities may pay, and be reimbursed by SNPLMA, for charges under agreements or contracts with another federal agency that operates on a cost center basis, or an agreement with a university or a commercial contract to do project work where the university or company charges indirect costs including overhead as a percent of the total of the agreement or contract.

- Indirect costs for expenses such as utilities, rent, cleaning, etc., though they may contribute to being able to complete the project(s), may not meet criteria number three which states the expenditure must not be funded through another appropriation.

- Monetary awards may be granted for significant work performed by agency/entity personnel in carrying out a SNPLMA project provided such awards are issued for exceptional performance on an individual basis.
So, when will we get the funding?
Can I begin to work on the project now?
Can I be reimbursed for work already done?
Are there any limits on what I can spend it on?
**What if we change the scope of the project?**
How long do I have to complete the project?
Can I get all of the appropriation up front?
How do I report progress?
So, when will we get the funding?
Can I begin to work on the project now?
Can I be reimbursed for work already done?
Are there any limits on what I can spend it on?
What if we change the scope of the project?
**How long do I have to complete the project?**
Can I get all of the appropriation up front?
How do I report progress?
What was requested in the nomination?

- Avoid scope creep

What was approved by the Secretary?

- What was the period of performance requested in the nomination and approved by the Secretary.
- If the period of performance requested is less than the standard, you will be expected to complete the project within the timeframe approved.
So, when will we get the funding? 
Can I begin to work on the project now? 
Can I be reimbursed for work already done? 
Are there any limits on what I can spend it on? 
What if we change the scope of the project? 
How long do I have to complete the project? 
**Can I get all of the appropriation up front?** 
How do I report progress?
What do you think?
So, when will we get the funding?
Can I begin to work on the project now?
Can I be reimbursed for work already done?
Are there any limits on what I can spend it on?
What if we change the scope of the project?
How long do I have to complete the project?
Can I get all of the money right away?

How do I report progress?
Justification of what the funding will be used for is required. Also justify carryover funds to be used.

Include contract costs that you have committed to/submitted for a PR here as well.

Funding requested for the quarter in which it is needed.

Justification of what the funding will be used for is required. Also justify carryover funds to be used.
Select Add to report progress on completing a deliverable. Once you report a deliverable is complete, do not add additional comments in a future quarter. If no work has been completed in the quarter due to weather, or other issues, state the reason why nothing was done on a deliverable that is already started.

Progress should be commensurate with the expenditures and/or the period of performance that has expired.
Once this is 100% complete, you do not have to enter and additional information for the deliverable.

A short description of what was done in the previous quarter for this deliverable.
## Typical Work Plan

### SNPLMA Management And Reporting Tool

#### Quarterly Status: (BR08, 14-1, Hoover Dam - Replace Decaying Timber Bridge)

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<thead>
<tr>
<th>Current Statuses</th>
<th>Percent Complete</th>
<th>Previous Quarterly Status</th>
<th>Current Quarterly Status</th>
<th>Percent Complete</th>
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<td>Deliverable #3:</td>
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</tbody>
</table>

*Note: All dates are as per the project schedule.*

### Project Closeout
- Project complete as of 12/31/2018. Closeout penalize return of unspent funds in FY2019. No further action required of the BLM.
So, we’re done!

Right?
What was finally completed. *Keep it simple, a paragraph or two at the most.*

Enter the Performance Measures here.
Final Expenditures

<table>
<thead>
<tr>
<th>Transfer Request: (FS42, 14-2, Timber Creek Campground Improvements)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status:</strong> Pending</td>
</tr>
<tr>
<td><strong>Entity Project/Accounting Number:</strong></td>
</tr>
<tr>
<td><strong>Amount Available to Transfer:</strong> $0.00</td>
</tr>
<tr>
<td><strong>Total Transferred Funds Expended/Obligated Thru 9/30/2019:</strong> $258,625.31</td>
</tr>
<tr>
<td><strong>Amount Transferred Thru 9/30:</strong> $266,525.00</td>
</tr>
<tr>
<td><strong>% of Funds Expended/Obligated:</strong> 96.31</td>
</tr>
</tbody>
</table>

- **Prior Transfer Requests:**
  - Q2, 2019: $0.00
  - Q3, 2019: $0.00
  - Q4, 2019: $0.00
  - **Current Transfer Request:** $-9,899.69

- **Balance Available for Next Transfer:** $9,899.59

- **Final Transfer Closeout:**
  - **Current Financial Quarter:** 12/31/2019
  - **Off Cycle Request:**

- **Transfer Comments:** Project expired 08/18/2019; BLM confirmed project complete on 8/20/2019; returning remaining funds.

- **Final total project expenditures**
- **Transferred funds to be returned (negative request)**
Now you’re done.
What if you need help?