FY 2009 NLCS REPORTS
National Monuments and National Conservation Areas
Template and Instructions

Instructions

- One report is required for each national monument, national conservation area, and similarly designated area.
- It is the unit manager's responsibility to compile the report for his or her designated area. Once the report is compiled it should be submitted to the NLCS state lead for review and submission to the WO.
- The State Director must certify that he or she has reviewed and approved the reports. A sample certification sheet accompanies these instructions. These reports will be made available to the public and should be complete and high quality products.
- The NLCS state lead must post a report for each NM/NCA on the NLCS Reports SharePoint[1] site by **January 29, 2010.** The reports should be saved in the National Monument and National Conservation Area and Similar Designations Folder under the appropriate state and unit.
- Questions about the reports should be directed to Kristin Bail, WO-171 National Monuments and National Conservation Areas Program lead: Kristin_Bail@blm.gov

Format

- Individualized templates will be available for each NM/NCA at the SharePoint site. These individualized templates will be "front loaded" with the majority of information needed for the report's introduction (see below).
- Reports should be in single-column format.
- The body of the reports must be submitted to WO-171 as a Word file. The Excel portion must be submitted as an Excel file. Please do not incorporate the Excel tables into the Word document, as this makes it difficult for the WO to aggregate data across units and states.
- Please ensure that all four tabs in the Excel spreadsheet are filled out. If you cannot see the tabs, maximize the spreadsheet.
- Information in reports should be presented in a bulleted or outline format, rather than in paragraphs. The bullets or outline should follow the format laid out in the "Content" section below, in terms of section and sub-section headings. Managers may add additional sub-sections as needed or appropriate.
- Include pictures of activities and resource conditions. These are useful both to illustrate resource issues to WO staff and to use in outreach materials. Especially useful are "before and after" pictures of completed restoration projects and pictures with people.

Length

- There is no minimum or maximum length required.

Introduction
The report introduction shall include the information described below. Information for items 1-5 will be "front loaded" by WO-171 into the individualized templates available on the WO-171

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[1] http://teamspace/sites-wo/wo170nlc/NLCS/managers_reports

SharePoint site. If information provided by WO-171 differs from the NM/NCA's records, the manager will make a correction. The manager must supply the estimated visitation to the NM/NCA.

This introductory information shall include:
1. name, address, phone, email, and website of NM/NCA;
2. manager's name;
3. associated field, district, and state office;
4. title and citation of establishing authority (i.e. Proclamation ####, Public Law ##-###, etc.) and date;
5. acreage of the NM/NCA; and
6. estimated annual visitation to the NM/NCA.

Body

Please report on and briefly describe the following:

1. **Natural and Heritage Resources Conditions**
   a. Natural resources trends.
      i. Describe overall upland, riparian, biological diversity, special status species, air and water, and other natural resources trends.
      ii. Describe notable issues or trends involving invasive, non-native, or noxious weeds.
   b. Heritage resources trends.
      i. Describe the overall condition of the unit's cultural and paleontological, wild and scenic rivers, national trails, and other heritage resources.
   c. Land Health Assessments.
      i. Report the percent of the unit's acreage that has been assessed using land health standards, and percent of assessed acreage meeting standards.
      ii. Report annual accomplishments toward assessing and meeting land health standards.
   d. Inventory. Describe work done to create and maintain natural and heritage resource inventories.
   e. Restoration. Describe notable restoration projects undertaken during the year including acres treated. Indicate whether restoration projects were initiated, continued, or completed. Restoration should be interpreted broadly to include removal of invasive species, stabilization of erosion-prone soils, replanting of native grasses, reintroduction of key species, rehabilitation of primary ecosystem processes, and watershed restoration.

2. **Recreation Facilities, Roads, and Trails Conditions**
   a. Overview.
      i. Describe overall condition of physical facilities, including roads and trails.
      ii. Report percent of assets included in an Asset Business Plan. Please see the BLM Asset Management Plan (March 2009) for more information.
      iii. Report percent of assets in each Asset Priority Index/Facility Condition Index quadrant.
   b. Construction. Describe any new or ongoing construction.
   c. Maintenance. Describe the unit's deferred maintenance backlog (as reflected in the 5 Year Plan), and whether annual maintenance is meeting the needs of the BLM and the unit's users.
   d. Signage.

       i. Briefly describe the unit's sign plan and whether it is approved, pending, initiated, or other.

      ii. Discuss whether installed portal signs or kiosks meet BLM standards described in the 2004 BLM Sign Manual (Bureau Manual 9130).

3. **Outreach, Environmental Education, Interpretation, and Volunteers**
   a. Outreach. Include a brief narrative about public contacts made in person and though print media, World Wide Web, facilities, signs, kiosks, and other modes of communication and interaction.
   b. Visitor centers. Briefly describe activity at any visitor centers associated with the unit.
   c. Environmental education. Describe products and services being delivered (both off-site and on-site) for local and regional K-12 educational institutions. Include pictures of environmental education activities if available.
   d. Interpretation.
      i.   Provide a brief overview of the main messages being delivered.
      ii. Provide an overview of participation by the visiting public in the unit's interpretive program.
   e. Volunteers. Describe volunteer projects and outcomes. Include number of volunteers, hours, and seasons of operation.
   f. Describe other outreach efforts, if applicable.

4. **Science**
   a. Provide a brief overview of the science activities on the NM or NCA. Describe any resources of significant scientific interest, primary research partners, and, if they have been identified, science goals and objectives. Note that the BLM defines science broadly. Science includes basic and applied research in natural and social science as well as inventory and monitoring.
   b. Include photographs of people involved in science projects, including employees, researchers, children, and visitors.
   c. On Table 1 of the attachment "2009.NM and NCA. ReportDATA.xlsx," under the "Science" tab, list: unit name, project name, discipline, research contributor/collaborator/partner, project description, status, products, applications (i.e., when and how this information will be used), outreach options or story ideas, BLM contributions to date by year, and partner contributions to date by year. Include science partnerships <u>only</u> in the science table (Table 1); WO-171 will cross reference.

5. **Partnerships**
   a. Provide a brief overview of the partnership activities related to the NM or NCA. Briefly describe major partnerships, major partnership projects, and, where they have been identified, partnership goals and objectives. Include collaborative efforts with other government entities as well as non-government entities. The BLM defines partnerships as voluntary and mutually beneficial collaborative relationships between two or more partners, built on the contribution of each party, and formed to achieve or to assist in moving toward a common goal. A partnership may involve one partner utilizing another partner's unique abilities, equipment, services, or resources. A partnership may also involve sharing of resources such as time, funds, knowledge, or equipment.

b. Provide photographs of people involved in partnership projects, including employees, partners, children/youth, and volunteers.

c. On Table 2 of the attachment "2009.NM and NCAReportDATA.xlsx," under the "Partnerships" tab, list: unit name, project name, project partners, a brief description of the project (focus on accomplishments and activities rather than mission and history), status, outreach options, results, BLM contributions to date by year, and partner contributions to date by year. Include science partnerships <u>only</u> in the science table (Table 1); WO-171 will cross reference.

6. **Planning and Business Practices**

a. Planning. Describe the status of the unit's land use plan as of 9/30/09, and the status of that land use plan's implementation strategy, including implementation strategy workshops, spreadsheets, and communications strategies. Refer to WO-IM-2008-041 for more information on implementation strategies. Also describe all activity level planning efforts, including travel and transportation plans.

b. New units. Seven new national monuments, national conservation areas, and similar designations were added to the NLCS in 2008 and 2009. California, Colorado, Eastern States, New Mexico, and Utah must identify and submit the unique organizational codes to be established for each of these seven new units: Piedras Blancas Historic Light Station Outstanding Natural Area, Jupiter Inlet Lighthouse Outstanding Natural Area, Prehistoric Trackways National Monument, Dominguez-Escalante National Conservation Area, Fort Stanton-Snowy River Cave National Conservation Area, Red Cliffs National Conservation Area, and Beaver Dam Wash National Conservation Area.

c. American Recovery and Reinvestment Act of 2009. List projects undertaken with Recovery and Reinvestment Act funds and describe the status of these projects.

d. Budget. Include a brief narrative explaining the data below. Under the last two tabs of the attachment "2009.NM and NCAReportDATA.xlsx," include:

   i. Table 3. Work months and funding for the unit's permanent staff, non-unit field office staff funded by the unit, and totals.

   ii. Table 4: Staffing needs that have been identified for the unit (also under the "Staff" Tab)

   iii. Table 5. Contributions including contributed funds, value of in-kind support, and totals. Include partnership and volunteer contributions, both cash and in-kind.

7. **Manager's Corner (OPTIONAL)**

Include other major or unique items the unit's manager deems worthy of discussion. Managers may include this section at their discretion to describe unique challenges faced, alternative management techniques employed, and synergistic outcomes achieved.