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
• This training is intended to provide a high-level program overview of the Southern Nevada Public Land Management Act (SNPLMA).
• The information presented here is taken from the SNPLMA Implementation Agreement, which is a document of the processes and business rules to nominate, implement, and closeout a project.
• This presentation, like the Implementation Agreement, discusses elements of Federal Appropriation Law, regulations, OMB circulars, and agency policy, and is not a substitution for taking formal training on any one of these topics or other areas that govern the receipt, expenditure, and documentation of the use of federal funds.
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
  - 32,489 acres disposed by sale (includes R&PP and affordable housing sales)
  - 7,989 R&PP leases and reservations
  - 27,442 acres remain for disposal

- Parcels “jointly selected” by local governments and BLM

- Eight legislative amendments increase geographic scope and project categories

- 2021 – 69.38 acres sold for $13,855,000

- 2022 – 572.81 acres sold for $164,915,000
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.
SNPLMA Sale Disbursements

Allocation of Land Sales Revenue*

- $221 million
- $435 million
- $3.7 billion

*As of December 31, 2022

- 5% State of Nevada Education Fund
- 10% Southern Nevada Water Authority**
- 85% SNPLMA Special Account

**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 $435 million in 10% payments, $357 million has been made to the SNWA and 78 million to the DoA.
BLM, Southern Nevada District Office (SNDO), SNPLMA Division:

Assistant District Manager (ADM)
- 3 Program Manager for: 8 categories
- 2 Project Managers
- 1 Realty Specialist – Cooperative Managed Lands
- 1 Management and Program Analyst - Compliance
- 1 Management and Program Analyst - Data

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 categories
- 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.
SNPLMA Funded Categories

- 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.
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 (71,640 acres) in the State of Nevada than SNPLMA acres that have been sold, reserved, or are under R&PP lease (40,478 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;”

• Capital Improvements have a statutory limit not to exceed 25 percent of the funds available to the Secretary of the Interior, excluding revenue generated within the Cooperative Management Area.
Capital Improvements

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

- Capital Improvement projects can vary greatly; however, this funding is not used to conduct ongoing operations and maintenance of existing facilities or assets.

- Deferred maintenance can be considered as a project, if the asset is in a state of such disrepair that replacement or new construction are the only viable alternatives to resolving the deferred maintenance.
• 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.
Cultural Site Stewardship for Clark County, Nevada
(Round 11-1, FW72, Closed 4/30/2015)
• 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, Churchill, 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,
- Churchill 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.
Funding is only for public space. Employee or other administrative or private space must be funded separately.

Funding in this category cannot be used for operations and maintenance.

Once built or created, the recipient must maintain the asset as funded for 99 years.

Projects in this category must be open to the public but can be subject to hours of operation or reservation.

Fees can be charged for use if 100 percent of the proceeds go back into the project for operations and maintenance.

Eligible entities may acquire land or interest in land for parks, trails, and natural areas.
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;”
• 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 involves more than 40 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.

• Projects should consider all possible methods of disposing of vegetation and not rely solely on prescribed fire (piles or broadcast). Equipment purchases for disposing of vegetation can be a legitimate expense.
Eastern Nevada Landscape Restoration Project

Before

After

Pioche/Caselton Wildland Urban Interface
(Round 12-1, B009, Closed 2/17/2015)
Eastern Nevada Landscape Restoration Project

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

The focus of this category is to fund projects to reduce the threat of landscape-level conversion from development, recreation, grazing, and wildfire.

Projects can be on private land.

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.
“In carrying out the Project, the Secretaries [of the Interior and Agriculture] may make grants to the Eastern Nevada Landscape Coalition, the Great Basin Institute, and other entities for the study and restoration of rangeland and other land in the Great Basin –

- to assist in:
  - reducing hazardous fuels; and
  - restoring native rangeland and woodland; and

- for other related purposes.

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 actions.
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 393 EIP projects were approved in this category.

• The main focus of restoration activities is on improving the water clarity (quality) 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 to reduce the sediment that ultimately could end up in the crystal blue waters of Lake Tahoe.

• As part of Round 18, the Secretary of the Interior approved a new secondary projects list with the goal of spending the remaining funds in the special account.
## SNPLMA Funding Trends

<table>
<thead>
<tr>
<th>Round</th>
<th>Fiscal Year</th>
<th>Number of Projects</th>
<th>Total Amount Approved</th>
<th>Average Project Funding in Millions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1</td>
<td>2000</td>
<td>27</td>
<td>$33,743,525</td>
<td>$1.249</td>
</tr>
<tr>
<td>Round 2</td>
<td>2001</td>
<td>52</td>
<td>$79,542,984</td>
<td>$1.529</td>
</tr>
<tr>
<td>Round 3/3.5</td>
<td>2003/2004</td>
<td>82</td>
<td>$133,589,866</td>
<td>$1.629</td>
</tr>
<tr>
<td>Round 4</td>
<td>2004</td>
<td>163</td>
<td>$391,386,121</td>
<td>$2.401</td>
</tr>
<tr>
<td>Round 5</td>
<td>2004/2005</td>
<td>179</td>
<td>$637,745,469</td>
<td>$3.562</td>
</tr>
<tr>
<td>Round 6</td>
<td>2006</td>
<td>313</td>
<td>$977,394,907</td>
<td>$3.122</td>
</tr>
<tr>
<td>Round 7</td>
<td>2007</td>
<td>96</td>
<td>$178,111,061</td>
<td>$1.855</td>
</tr>
<tr>
<td>Round 8</td>
<td>2008</td>
<td>100</td>
<td>$136,764,167</td>
<td>$1.367</td>
</tr>
<tr>
<td>Round 10</td>
<td>2009</td>
<td>83</td>
<td>$89,992,404</td>
<td>$1.084</td>
</tr>
<tr>
<td>Round 11</td>
<td>2011</td>
<td>70</td>
<td>$81,742,978</td>
<td>$1.167</td>
</tr>
<tr>
<td>Round 12</td>
<td>2011</td>
<td>78</td>
<td>$52,009,411</td>
<td>$0.667</td>
</tr>
<tr>
<td>Round 13</td>
<td>2012</td>
<td>21</td>
<td>$10,985,131</td>
<td>$0.523</td>
</tr>
<tr>
<td>Round 14</td>
<td>2014</td>
<td>24</td>
<td>$8,731,949</td>
<td>$0.363</td>
</tr>
<tr>
<td>Round 15</td>
<td>2016</td>
<td>47</td>
<td>$42,102,583</td>
<td>$0.895</td>
</tr>
<tr>
<td>Round 16A/16B</td>
<td>2016/2017</td>
<td>44</td>
<td>$139,199,904</td>
<td>$3.163</td>
</tr>
<tr>
<td>Round 17</td>
<td>2019</td>
<td>56</td>
<td>$110,066,253</td>
<td>$1.908</td>
</tr>
<tr>
<td>Round 18</td>
<td>2022</td>
<td>64</td>
<td>$338,309,695</td>
<td>$5.286</td>
</tr>
</tbody>
</table>
Funding By Category

Chart reflects approximate percentage of funds currently allocated to each category.
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Nomination period opens for 90 days</td>
</tr>
<tr>
<td>February – March</td>
<td>Subgroups review and rank nominations</td>
</tr>
<tr>
<td>April</td>
<td>Partners Working Group develops preliminary recommendation</td>
</tr>
<tr>
<td>May – June</td>
<td>Public Comment Period for 45 days</td>
</tr>
<tr>
<td>July – August</td>
<td>Executive Committee develops final recommendation</td>
</tr>
<tr>
<td>September – December</td>
<td>Secretary of the Interior issues decision on the round of nominations</td>
</tr>
</tbody>
</table>
Program Accountability

Annual Reporting to Congress

Strategic Plan
### SOUTHERN NEVADA PUBLIC LAND MANAGEMENT ACT OF 1998, as amended, Funding Status as of 9/30/2019

<table>
<thead>
<tr>
<th>BUDGET AND FUNDING ALLOCATION ANALYSIS</th>
</tr>
</thead>
</table>
| for the PRIMARY PROGRAM CATEGORIES      | $3,670,550,857.96
| through 9/30/2019                      | $355,165,736.33

Total Receipts into the SNPLMA Special Account:
Total Interest to Date into the SNPLMA Special Account:
Total Special Legislative Acts Reserves:
Total 5 and 10 Percent Payments:
Total Operating Costs and Reserves Thru Fiscal Year 2019:
Total Receipts into the SNPLMA Special Account Available for Distribution:

<table>
<thead>
<tr>
<th>As Approved by the Secretary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Sensitive Land Acq</td>
</tr>
<tr>
<td>Capital Improvements</td>
</tr>
<tr>
<td>Parks, Trails, &amp; Natural Areas</td>
</tr>
<tr>
<td>Eastern Nevada Landscape Restoration Projects</td>
</tr>
<tr>
<td>Hazardous Fuels</td>
</tr>
<tr>
<td>Lake Tahoe Restoration Act Projects</td>
</tr>
<tr>
<td>Multi-Species Habitat Conservation Plans</td>
</tr>
<tr>
<td>Conservation Initiatives</td>
</tr>
<tr>
<td>Pre-Proposal Planning</td>
</tr>
<tr>
<td>SAR Dollars</td>
</tr>
<tr>
<td>Total Secretarial Approved Funding</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Round(s)</th>
<th>Fiscal Year</th>
<th>Environmetally 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>
</tr>
</thead>
<tbody>
<tr>
<td>Round 1</td>
<td>2000</td>
<td>$34,102,525.00</td>
<td>$5,440,000.00</td>
<td>$4,200,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$33,743,525.00</td>
</tr>
<tr>
<td>Round 2</td>
<td>2001</td>
<td>$54,518,800.00</td>
<td>$6,032,050.00</td>
<td>$8,292,800.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$87,518,800.00</td>
</tr>
<tr>
<td>Round 3</td>
<td>2002</td>
<td>$48,590,100.00</td>
<td>$6,040,625.60</td>
<td>$4,192,941.50</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$92,590,100.00</td>
</tr>
<tr>
<td>Round 3 Supplemental</td>
<td>2003</td>
<td>$3,792,200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$87,592,200.00</td>
</tr>
<tr>
<td>Round 4</td>
<td>2003</td>
<td>$313,816,608.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 5</td>
<td>2004</td>
<td>$31,252,701.00</td>
<td>$19,329,394.00</td>
<td>$38,262,412.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 6</td>
<td>2005</td>
<td>$169,538,170.00</td>
<td>$4,680,922.00</td>
<td>$37,084,900.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 7</td>
<td>2006</td>
<td>$169,538,170.00</td>
<td>$4,680,922.00</td>
<td>$37,084,900.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 8</td>
<td>2007</td>
<td>$19,012,908.00</td>
<td>$37,469,200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 9</td>
<td>2008</td>
<td>$19,311,475.00</td>
<td>$37,251,548.00</td>
<td>$8,339,375.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 10</td>
<td>2009</td>
<td>$19,209,000.00</td>
<td>$37,251,548.00</td>
<td>$8,339,375.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 11</td>
<td>2010</td>
<td>$19,209,000.00</td>
<td>$37,251,548.00</td>
<td>$8,339,375.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 12</td>
<td>2011</td>
<td>$19,209,000.00</td>
<td>$37,251,548.00</td>
<td>$8,339,375.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 13</td>
<td>2012</td>
<td>$19,209,000.00</td>
<td>$37,251,548.00</td>
<td>$8,339,375.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 14</td>
<td>2013</td>
<td>$19,209,000.00</td>
<td>$37,251,548.00</td>
<td>$8,339,375.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 15</td>
<td>2014</td>
<td>$19,209,000.00</td>
<td>$37,251,548.00</td>
<td>$8,339,375.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 16</td>
<td>2015</td>
<td>$19,209,000.00</td>
<td>$37,251,548.00</td>
<td>$8,339,375.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
<tr>
<td>Round 17</td>
<td>2016</td>
<td>$19,209,000.00</td>
<td>$37,251,548.00</td>
<td>$8,339,375.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$313,816,608.00</td>
</tr>
</tbody>
</table>

| Total Secretarial Approved Funding | $561,530,980.80 |
| Returned to the Special Account by Category: | $304,860,135.48 |

| Saturday, October 19, 2019 | Virgin River MSHECP |

| Total Returned $'s to the Special Account: | $667,395,999.33 |
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
Eligibility and Location

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, Churchill 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, Churchill, and White Pine Counties, and Carson City (with limitations)
Eligibility and Location

**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; Tahoe 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 of Nevada and California; 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/Pahrump Fire Department; Nye County; Clark County; Mount Charleston Fire Protection District; and Fire Adapted Nevada Partnership.

**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 Nomination Guidance

**General guidance consists of Limitations and Direction**

- **Limited number of submissions** per entity per category, except for the Hazardous Fuels category.
  - Hazardous Fuels eligible entities can submit the number of allowed nominations per entity for each legislated fuel area.

- Nominations must be the best value option for a viable project. That is, nominations are to be cost effective while maintaining quality and the scope is not more than one project or phase.

- 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.
• 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.
Formatting and Submittal Requirements

*NEW FOR ROUND 20* The nomination period runs for 90 days*

• Nomination period will open August 7, 2023, and close November 5, 2023.

• **All categories**: Early nomination submission in the SNPLMA Nomination Portal due September 17, 2023.

• All nominations are accepted through the SNPLMA Nomination Portal – no hard copy submissions.

• Use the template provided for the category, unless directed otherwise by the Program Manager for the category.

• Follow the checklist for the category to ensure you submit all required documents.
General Nomination Guidance

Nomination Content Requirements

• All nominations will have:
  – Cover Page
  – Background
  – Executive Committee Strategic Plan Values
  – Purpose Statement
  – Deliverables (Primary, Anticipated, and Standard)
  – Location details, including detail maps (map requirements vary by category)
  – Timeframe (specific to the category)
  – Level of Project Readiness for Implementation
  – Future Operations and Maintenance
  – Project Budget
  – Key Contacts
  – Ranking Criteria
  – Compliance with Departmental Priorities, Strategic Goals, Executive Orders, Secretarial Orders, etc.
  – Maps (map requirements vary by category)
  – Performance Measures table
  – Photos
  – Letters of Support (optional unless interagency)
Expected standard timeframes (startup to closeout) by program categories:

- Land Acquisitions: 3 years
- PTNA, CIP, MSHCP, and CI projects: 5 years
- ENLRP: 5 years
- Hazardous Fuels: 6 years
- LTRA Projects: 5 years for capital projects; 4 years for science projects; and 6 years for Hazardous Fuels projects.
• An off-cycle nomination can be submitted at any time in the year for a “high-value land acquisition.”

• A “high-value acquisition” is one that is time sensitive or presents a unique opportunity that could be lost forever if action is not taken.
  – The Executive Committee has defined “high-value lands” as those that contribute to sustainability of the landscape and/or connectivity of habitat and migratory corridors for sensitive species, and those values that are at risk of being lost to development.

• This process follows the same steps as a normal Round:
  – Nomination
  – SNPLMA Division review
  – Subgroup review and scoring
  – PWG review and recommendation
  – Public comment period
  – Executive Committee review and recommendation
  – Secretarial review and decision
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) under “Implementation.” Note, however, the updated SNPLMA Performance Measures are in the IA Part Two, Appendix J-3, not in the SNPLMA Strategic Plan.
Nominations must address the three values (+/-) in the SNPLMA Strategic Plan:

- **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.
## I. SUSTAINABILITY & MODERNIZATION:
The project supports conservation, preservation, restoration, or modernization of natural, cultural, or historic resources (which includes infrastructure) to ensure availability of those resources for future generations. The project will remain relevant and continue to provide benefit to a recreation user over the anticipated life of the project.

Clearly explain what the anticipated design life of the project is and identify what and how the natural resources will be sustained.

<table>
<thead>
<tr>
<th>(Factors [A or B] + C + D) (All factors can be scored on a sliding scale.)</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. A new project or facility designed specifically to engender conservation stewardship and provide new opportunities within the management area that is ecologically, economically, and socially sustainable for present and future generations and restore or preserve natural resources or cultural resources of the area.</td>
<td>10</td>
</tr>
<tr>
<td>B. Modernization or rehabilitation of an existing project, facility and/or amenities to enhance the visitor experience, improve unit operations, and reduce or eliminate user impacts to the natural or cultural resources, or restore natural processes within the immediate project area.</td>
<td>10</td>
</tr>
<tr>
<td>C. Conservation and stabilization, restoration, or rehabilitation of significant historic buildings, cultural sites, and other significant historic facilities for the present and future generations to enjoy and appreciate the areas cultural heritage.</td>
<td>5</td>
</tr>
<tr>
<td>D. New facilities that enhance or improve management of public lands. These might include visitor centers, contact stations, and campgrounds to improve public access; housing for staff, interns, and volunteers to carry out programs for improved conservation, education; and curation facilities and workspace to improve conservation of natural and cultural resources and opportunity for educational programming.</td>
<td>5</td>
</tr>
<tr>
<td>Category</td>
<td>Number of Nominations Submitted</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Environmentally Sensitive Land Acquisitions</td>
<td>2</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>14</td>
</tr>
<tr>
<td>Multi-Species Habitat Conservation Plan</td>
<td>3</td>
</tr>
<tr>
<td>Parks, Trails, and Natural Areas</td>
<td>20</td>
</tr>
<tr>
<td>Conservation Initiatives</td>
<td>6</td>
</tr>
<tr>
<td>Eastern Nevada Landscape Restoration Project</td>
<td>4</td>
</tr>
<tr>
<td>Hazardous Fuels Reduction and Wildfire Prevention</td>
<td>6</td>
</tr>
</tbody>
</table>

**Grand Total**  
55  
$414,105,906
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.
### Scoring and Ranking Example

| Rank | Agency | Tab Num | Project Name                                           | I  | II | III | IV | V  | Total | Percent of Total Possible Points | Requested   | Cumulative     |
|------|--------|---------|--------------------------------------------------------|----|----|-----|----|----|-------|---------------------------------|--------------|----------------|----------------|
| 1    | FWS    | 5       | Wildlife Water Development for Desert Bighorn Sheep Conservation | 58 | 55 | 77  | 110| 20 | 320   | 80%                            | $ 781,221    | $ 781,221      |
| 2    | FWS    | 3       | Modernization of Groundwater Wells for Wildlife Refuge Habitat Conservation | 72 | 57 | 76  | 83 | 20 | 308   | 77%                            | $ 1,441,426  | $ 2,222,647   |
| 3    | NPS    | 2       | Improving Mountain Lion Management with Outreach, Inclusiveness, and Community Science | 47 | 39 | 74  | 106| 19 | 285   | 71%                            | $ 2,210,324  | $ 4,432,971   |
| 4    | USDA FS | 6      | Youth Engagement in Natural Resource Management        | 60 | 51 | 65  | 101| 0  | 277   | 69%                            | $ 1,124,075  | $ 5,557,046   |
| 5    | BLM    | 1       | Condor Canyon Habitat Restoration and Evaluation       | 75 | 58 | 38  | 85 | 3  | 259   | 65%                            | $ 934,253    | $ 6,491,299   |
| 6    | USDA FS | 4      | Wild Horse and Burro Herd Monitoring and Enhancement    | 58 | 41 | 54  | 56 | 18 | 227   | 57%                            | $ 1,379,600  | $ 7,870,899   |

### Notes
- The scoring criteria for each project are as follows:
  - I: Importance
  - II: Impact
  - III: Innovation
  - IV: Effectiveness
  - V: Viability

- The total points are calculated as the sum of the scores in columns I to V.
- The percentage of total possible points is calculated as (Total Points / Possible Points) * 100.
- The requested funds are in USD.
• **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.
  – Is the value of the project worth the investment, e.g. return on investment?

• **Propose reasonable scope/deliverables**
  – What can be realistically accomplished given the time and funding
  – Remember to include time for closeout into the schedule
<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Nominations Recommended</th>
<th>Funding Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmentally Sensitive Land Acquisitions</td>
<td>2</td>
<td>$4,930,923</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>8</td>
<td>$71,993,239</td>
</tr>
<tr>
<td>Multi-Species Habitat Conservation Plan</td>
<td>3</td>
<td>$3,501,521</td>
</tr>
<tr>
<td>Parks, Trails, and Natural Areas</td>
<td>17</td>
<td>$232,303,774</td>
</tr>
<tr>
<td>Conservation Initiatives</td>
<td>6</td>
<td>$7,870,899</td>
</tr>
<tr>
<td>Eastern Nevada Landscape Restoration Project</td>
<td>4</td>
<td>$12,066,350</td>
</tr>
<tr>
<td>Hazardous Fuels Reduction and Wildfire Prevention</td>
<td>6</td>
<td>$17,455,760</td>
</tr>
<tr>
<td>Special Account Reserve</td>
<td></td>
<td>$50,000,000</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>46</strong></td>
<td><strong>$400,122,466</strong></td>
</tr>
</tbody>
</table>
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. Pre-work 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 by both parties, as applicable.

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.)
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 success funds by the Executive Committee to new or previously approved projects is authorized.
- Authorization for expenditures for projects submitted in Round 16B as fat-furth 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).
- 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 start date for an identified deliverable and its associated funding start date has been reached.
- Projects will be implemented in accordance with the project purpose and deliverables and within the timeframes specified in the project nomination, with appropriate time allocated for project starting and closing as agreed upon in the work plan approved by the BLM. Time extension requests should be considered exceptions to the expected time and scope of projects and therefore limited in number and scope.

If an agency or entity has not made the request to initiate a project and then been implemented of the project (i.e., conducting project work) by Tuesday, January 2, 2008, 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 13-digit work breakdown structure (WBS) numbers from BLM's FWIS financial management system, where applicable. Correspondence

---

1 The Executive Committee approved a change to the 1A language regarding circumstances that would lead to a SNPLMA Division recommendation to terminate a project. The new language states that "if the project is terminated, funds may be transferred to another project that has been identified by the Executive Committee as a priority project."
### SNPLMA ROUND 16B PROJECT NUMBER REQUESTS

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Project Name</th>
<th>Requesting Entity</th>
<th>SNPLMA Project Number</th>
<th>WRS</th>
<th>Designated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Las Vegas Park Enhancement and Expansion</td>
<td>Southern Nevada Park Authority</td>
<td>W1004</td>
<td>LSNPLMA-156600</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>4</td>
<td>McRill Hall Park Upgrades Plant 1</td>
<td>White Pinch</td>
<td>W114</td>
<td>LSNPLMA-725600</td>
<td>$954,109</td>
</tr>
<tr>
<td>8</td>
<td>Black Mountain Park Gorge Area Improvements</td>
<td>White Pinch</td>
<td>W111</td>
<td>LSNPLMA-715600</td>
<td>$2,187,999</td>
</tr>
<tr>
<td>9</td>
<td>City Creek Watershed Project Phase II</td>
<td>Utah County</td>
<td>W105</td>
<td>LSNPLMA-626600</td>
<td>$1,843,685</td>
</tr>
<tr>
<td>10</td>
<td>East Ridge Mountain Park Hiking Trail</td>
<td>City of North Las Vegas</td>
<td>W112</td>
<td>LSNPLMA-615500</td>
<td>$1,212,700</td>
</tr>
<tr>
<td>11</td>
<td>Robert S. “Bob” Pizzi Park Improvements</td>
<td>Clark County</td>
<td>GC007</td>
<td>LSNPLMA-766600</td>
<td>$3,568,775</td>
</tr>
<tr>
<td>13</td>
<td>Tule Springs Ridge Park Bicycle Path Phase II</td>
<td>Clark County</td>
<td>GC008</td>
<td>LSNPLMA-765600</td>
<td>$3,374,366</td>
</tr>
<tr>
<td>17</td>
<td>Chana Ranch Regional Park 5,511 Acres Acquisition</td>
<td>City of North Las Vegas</td>
<td>W112</td>
<td>LSNPLMA-615500</td>
<td>$3,874,010</td>
</tr>
<tr>
<td>18</td>
<td>Chana Ranch Regional Park 20.25 Acres Acquisition</td>
<td>City of North Las Vegas</td>
<td>W112</td>
<td>LSNPLMA-765500</td>
<td>$4,025,000</td>
</tr>
</tbody>
</table>

**PTWA Total:** $18,372,432

### Capital Improvements

<table>
<thead>
<tr>
<th>Objection Title</th>
<th>Project Manager</th>
<th>SNPLMA Project Number</th>
<th>WRS</th>
<th>Designated Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Colorado Rim Heritage Trail - Arizona</td>
<td>BOA</td>
<td>B330</td>
<td>Transfer - No WRS</td>
</tr>
<tr>
<td>5</td>
<td>2015 Water in the Desert: Water Conservation Education Program</td>
<td>PTWA</td>
<td>PT38</td>
<td>Transfer - No WRS</td>
</tr>
<tr>
<td>6</td>
<td>Lincoln County Park Trust Non-Metropolitan Water Management Project - Phase II</td>
<td>RIM</td>
<td>R328</td>
<td>LSNPLMA-755600</td>
</tr>
<tr>
<td>7</td>
<td>Research and Restore the Historic Washoe Park Compann</td>
<td>RPT</td>
<td>R3898</td>
<td>Transfer - No WRS</td>
</tr>
<tr>
<td>8</td>
<td>Ravine Park Visitor Center Renovation Rehabilitation Program</td>
<td>R10</td>
<td>R318</td>
<td>Transfer - No WRS</td>
</tr>
<tr>
<td>9</td>
<td>Red Rock Park Washo Area Campground Hiking Trail</td>
<td>RPE</td>
<td>R200</td>
<td>Transfer - No WRS</td>
</tr>
<tr>
<td>10</td>
<td>Regional Washo Area Washo Trail Project</td>
<td>RPT</td>
<td>R3898</td>
<td>Transfer - No WRS</td>
</tr>
</tbody>
</table>

**PTWA Total:** $10,336,449

### Special Account Funds Notice

- **Environmental Sensitivity Restoration Projects**
- **Southern Nevada Landscape Restoration Project**
- **Multi-species Habitat Conservation Plan**

---

79
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.
Congratulations!

Your nomination was approved...now what

1. Approved Nomination
2. Special Account Funds Notice
3. Entity requests to initiate project funding
4. A pre-work 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 and Reporting Tool (SMART)
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>
</tr>
</thead>
<tbody>
<tr>
<td>BLM</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BOR</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>California Tahoe Conservancy</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carson City</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clark County</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Las Vegas</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of North Las Vegas</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Henderson</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPA</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>FWS</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Lincoln County</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRCS</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<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>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Nevada</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tahoe Douglas Fire Protection District</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USACE</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>USFS</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>USGS</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>White Pine County</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Funding Instruments

• 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.

• The measure of progress toward completion is evaluated on a case-by-case basis, and success or failure to meet this requirement is decided by the SNPLMA Program Manager.
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
Department of Comprehensive Planning

500 S Grand Central Pkwy Box 651714 • Las Vegas NV 89166-1714
(702) 465-4314 • Fax (702) 456-5371

January 12, 2017

Jeff Wilbanks, Program Manager
Parks, Trails and Natural Areas
B.M. 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 complete the CC68 Southwest Ridge Park/Trailhead Phase I project in the amount of $4,776,506.00. 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 is not made 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 and guidelines in the current SNPLMA Implementation Agreement, the terms and conditions of the assistance agreement, Federal Acquisition Regulations, and agency contracts 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 closeout or termination by SNPLMA as well as for formal audit purposes.

Nancy A. Amundsen, 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 charges may fall 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 or require further correspondence, feel free to contact Ron Gregory, SNPLMA Administrator, 702-798-1211 or rgg@clackco.gov.
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.grantsolutions.gov
www.asap.gov
www.sam.gov

*MUST HAVE AN ACTIVE AND UP-TO-DATE PROFILE IN GRANT SOLUTIONS*
What Does it Take to Get an Assistance Agreement?

1. Entity registers as a Federal contractor in the System Award Management (SAM) program at [www.sam.gov](http://www.sam.gov) (Tip: Consider registering at [www.grants.gov](http://www.grants.gov), [www.grantsolutions.gov](http://www.grantsolutions.gov), and [www.asap.gov](http://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](http://www.grants.gov). Please send a copy of the documents 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

- 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
- Make sure your profile in Grant Solutions is active and up-to-date

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.
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.

- Electronically submit the request to initiate the project to the SNPLMA Program Manager

Example Transfer Letter

<table>
<thead>
<tr>
<th>SNPLMA Implementation Agreement Date: Release 06/2007</th>
<th>Check attachment: Original Notification</th>
<th>Modification Notification # 2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under the authority of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOLE Secretary Decision Document Approving Project Dated: October 28, 2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL 95-263, SNPLMA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other: OSR Circular A-11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EDUCATION IN THE ENVIRONMENT (Prior to 4.3, SNPLMA Project # P984): The purpose of this modification is to reduce the amount allocated to this project by $15,000 and to close-out this agreement. The SNPLMA Division approved this project as closed on 7/20/2012.

All other commitments and agreements contained in the original modification of authorization to expend funds remain unchanged.

<table>
<thead>
<tr>
<th>a. Total Amount Approved and Allocated to the Project:</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Approved Contingency:</td>
<td>$ N/A Unless Available &amp; Approved</td>
</tr>
<tr>
<td>c. Approved Special Account Reserve (SAR):</td>
<td>$ N/A Unless Available &amp; Approved</td>
</tr>
<tr>
<td>d. Approved Budget Reallocation Account (BRA):</td>
<td>$ N/A Unless Available &amp; Approved</td>
</tr>
<tr>
<td>e. New Allowed Costs (NAC):</td>
<td>$37,170.00</td>
</tr>
<tr>
<td>f. Allocation Adjustment for Close-out:</td>
<td>$ (9,904)</td>
</tr>
<tr>
<td>g. Total Allocation:</td>
<td>$37,099.06</td>
</tr>
<tr>
<td>h. Amount for this Project Not to be Exercised:</td>
<td>$37,099.06</td>
</tr>
</tbody>
</table>

Period of Performance: Start Date: 11/15/2004  End Date: 03/17/2012
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.

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.
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.
Inter-Agency Agreements

Eligibility and Brief History

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

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

Electronically submit the request to initiate the project to the SNPLMA Program Manager

A WBS will already be established. Use this WBS for all implementation activities, including labor, operations, vehicles, contracts, agreements, etc.
NO YEAR funding only refers to the SNPLMA program

By Date and Period of Performance
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 creates direct charge TO and distributes to BLM authorized officer for signature as the “Participating Agency”

3. BLM authorized officer signs TO and returns to SNPLMA Program Manager

4. 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., L58520000.IB0000.LXSNBL735200)

3. Expenses recorded in FBMS and funds released at the time of posting
BLM Task Orders

DO

• Record direct charge estimates and reimbursement requests for the quarter in SMART.
• Monitor the use of the WBS by other offices, division, departments, etc. This is especially critical as the project nears completion.
• Cut-off all operational expenditures at least 30 days before closing the project. This is especially important for credit card and vehicle charges.
• Ensure the WBS is not part of a default job code for vehicle or labor.

DON’T

• Assume employees know to when to stop using the WBS.
• Mix up the numbers in your WBS - otherwise charges will post to the wrong project and possibly in the wrong category.
• Include the WBS on a multi-project or master level agreement.
• 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.).
Ready, Set, Go!

Your workplan is approved, your funding instrument is in place, and you know how to request funds – you’re ready for project implementation! Just remember:

1. You must retain all backup documentation for expenditures (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.
How to Get from “Completed” to “Closed”

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

Transfer Letters

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
• 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.
Three Principles of Appropriations Law:

• **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.

  o 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).

  o **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.
• **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 Primary, Anticipated, and Standard Deliverables accomplish the project’s 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.

Keep in mind, Appropriations Law does not differentiate a “program” from a “project”. The terms are used interchangeably.
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*).

• If your agency/entity wants to use other federal funding to complete a SNPLMA project, we suggest you seek guidance and/or approval from your Solicitor.
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.
• The timeframe is a performance period not a payment period. Payments can occur on expired projects as long as they are for work/obligations that occurred during the performance period.

• Beginning with Round 13 the standard timeframe or performance period of a project depends on the category:
  – Environmentally Sensitive Land Acquisitions – 3 years
  – PTNA, Capital Improvements, Conservation Initiatives, ENLRP, and Lake Tahoe capital projects – 5 years
  – Science projects funded through either Lake Tahoe, ENLRP or Conservation Initiatives – 4 years
  – Hazardous fuels reduction projects (in any category) – 6 years

• These timeframes include start-up and closeout.
• **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* 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 and submit at least 120 days before expiration.

• Time extensions are limited to one year beyond the standard timeframe. Anything more than one year is a waiver of business rules and, unless there is a construction component or outside delay agent, the time extension beyond one year will not be considered.

• Prior to requesting additional time ask a few questions:
  – Can I add resources to get the job done quicker?
  – Can I perform the work in-house vs. contract or vice versa?
  – Can I cut scope without sacrificing the purpose of the project?
  – Will requesting this time extension put future funding from SNPLMA in jeopardy?
• The SNPLMA Assistant District Manager can approve a one year time extension beyond the standard timeframe.

• In addition, a one-time 90-day time extension for closeout of the project can be approved, regardless of and above any previous time extensions granted.

• This 90-day time extension is to cover unexpected circumstances where the entity needs just a short time to complete final steps of the project (e.g. close out a contract, conduct final inspection, receipt of “Notice of Completion and Release of Claims,” etc.), and to prepare and submit a closeout package.

• This request must be made to your Program Manager no later than 30 days prior to expiration of the project.
• An entity operating under an assistance agreement can request and receive authorization from the Grants Management Officer to begin work before the agreement is executed.
  – This is discretionary by the BLM Grants Management Officer and the SNPLMA Division has no influence on the decision.

• **Assistance agreements allow up to 120 days after** the project / agreement **expiration** to submit closeout documentation and process final charges.
• The initial amount of funding is authorized by the Secretary of the Interior’s Decision Document(s).

• Each Round, the Secretary of the Interior authorizes an amount of funding for the Special Account Reserve (SAR) for distribution by the Executive Committee as they determine necessary.

• Moving funding from one project to another in the same category and agency – not allowed – even if it is a related project (e.g., Phase I to Phase II).

• New rules for using contingency funds. If authorized by the Secretary, the agency/entity must demonstrate to the SNPLMA Division why the funds are needed and receive approval in writing.
• 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 assistance agreements.
  – It is your responsibility to get a waiver from your management to not assess standard indirect cost charges.
• Assistance Agreement recipients may have to define direct and indirect costs using the cost principles of the 2CFR Part 200 and OMB circulars.
• Overhead or “indirect” 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 BLM 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.
• 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.
  – Purchasing additional supplies and materials for use later after the project is closed is an example of stocking the cache.
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 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
### Typical Work Plan

#### SNPLMA Management And Reporting Tool

**QUARTERLY STATUS: (BR08, 14-1, HOOVER DAM - REPLACE DECAYING TIMBER BRIDGE)**

#### Current Statuses

<table>
<thead>
<tr>
<th>Project</th>
<th>Target Start Date</th>
<th>Target End Date</th>
<th>Actual Start Date</th>
<th>Actual End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td>03/01/2014</td>
<td>03/15/2014</td>
<td>03/15/2014</td>
<td>03/15/2014</td>
</tr>
<tr>
<td>Project 2</td>
<td>03/01/2014</td>
<td>10/15/2013</td>
<td>09/01/2013</td>
<td>10/15/2014</td>
</tr>
<tr>
<td>Project 3</td>
<td>09/30/2014</td>
<td>09/30/2017</td>
<td>09/30/2017</td>
<td>09/30/2017</td>
</tr>
<tr>
<td>Project 4</td>
<td>11/30/2017</td>
<td>11/30/2017</td>
<td>11/30/2017</td>
<td>11/30/2017</td>
</tr>
<tr>
<td>Project 5</td>
<td>11/30/2018</td>
<td>03/15/2018</td>
<td>03/15/2018</td>
<td>03/15/2018</td>
</tr>
</tbody>
</table>

#### Description:
The project is in progress with the following status:

- **Project 1:** Complete, except for documentation.
- **Project 2:** In progress, with minor delays.
- **Project 3:** Complete, awaiting final inspections.
- **Project 4:** Complete, awaiting final inspections.
- **Project 5:** Complete, awaiting final inspections.

#### Notes:
- **Project 1:** Documentation is in progress and will be completed soon.
- **Project 2:** Minor delays are expected due to weather conditions.
- **Project 3:** Final inspections are scheduled for next month.
- **Project 4:** Final inspections are scheduled for next month.
- **Project 5:** Final inspections are scheduled for next month.

---

*Image: Screenshot of the SNPLMA Management And Reporting Tool*

---

*Page: 150*
Deliverable Progress Reporting

Progress should be commensurate with the expenditures and/or the period of performance that has expired.

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.
Deliverable Status Reporting

**Work Plan Deliverable**: #1. IGO, Task Order, or Initial Funding Transfer

- **Actual Start Date**: 06/03/2016
- **Actual End Date**: 06/03/2016
- **Percent Complete**: 100

**Quarterly Status Update Detail**:

REQUIRED: YOU MUST ENTER DATA IN THE REQUIRED FIELDS.
IF YOU DO NOT, ANY DETAIL ITEMS YOU ENTERED WILL NOT BE SAVED!
(0% IS A VALID PERCENT COMPLETE TO USE SHOULD YOU NEED TO DO SO.)

Date that you actually began work on this deliverable

Date that the deliverable is complete.

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.
Transfer Request

Justification of what the funding will be used for

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

Enter the Performance Measures here.
Final Expenditures

**Final Expenditures**

**Transfer Request: (FS42, 14-2, Timber Creek Campground Improvements)**

Be sure to input a current Expended/Obligated dollar figure.

<table>
<thead>
<tr>
<th>Status</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity Project/Accounting Number:</td>
<td></td>
</tr>
<tr>
<td>Amount Available to Transfer:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Transferred Funds Expended/Obligated Thru 9/30/2019:</td>
<td>$258,625.31</td>
</tr>
<tr>
<td>Amount Transferred Thru 9/30:</td>
<td>$266,525.00</td>
</tr>
<tr>
<td>% of Funds Expended/Obligated:</td>
<td>96.31</td>
</tr>
</tbody>
</table>

**Prior Transfer Requests**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2, 2019</td>
<td>$0.00</td>
</tr>
<tr>
<td>Q3, 2019</td>
<td>$0.00</td>
</tr>
<tr>
<td>Q4, 2019</td>
<td>$0.00</td>
</tr>
<tr>
<td>Current Transfer Request:</td>
<td>$-9,899.69</td>
</tr>
<tr>
<td>Balance Available for Next Transfer:</td>
<td>$9,899.59</td>
</tr>
</tbody>
</table>

**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)**
• **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 Quarterly Reporting

- 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.
• 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**, the emphasis will be on:

- Documentation requirements
- Site visit and file review
- Annual/Final Accomplishment statement in SMART
- 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
“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 contracts, as well as reconcile financial records must be completed.
Documentation Requirements

• 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.
• 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.

  – As soon as the project begins, open a document (excel or word) and begin to document what each person did on the project. Do not just provide the title of the employee.
    • Employee Name
    • Title
    • Role on the project
    • Total hours charged

  – Descriptions and/or documentation of the implementation process reaffirms the labor and contracted labor expenditures.

• Specific audits have required stronger documentation in this area.

  – What specifically did each person contribute towards the project purpose; what “project work” was performed.
• 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.

• Quarterly reporting and the annual accomplishment statements all document the purpose/scope.
• Disagreements in purpose/scope are resolved by the Executive Committee through a decision memorandum. The partner will be allowed to submit documentation to support the claim of allowability with respect to purpose/scope.

• 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 pass 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.
• The SNPLMA Division will conduct periodic project inspections at logical phases of your project.

• 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, new tires, windshield, equipment repairs, etc.

• For excepted documents (documents with PII) 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 purchases.
  – What was purchased, the date purchased, quantity purchased, the total cost, and the purpose.
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.
What if you need help?
• Robert Wandel, Assistant District Manager, SNPLMA Division
  – (702) 515-5116 or rwandel@blm.gov
• Gianna Vaccaro, Acting Land Acquisitions Program Manager
  – gvaccaro@blm.gov
• Michelle Leiber, Parks, Trails and Natural Areas & MSHCP Program Manager
  – mleiber@blm.gov
• Beth Young, Capital Improvements and Conservation Initiatives Program Manager
  – eyoung@blm.gov
• Gianna Vaccaro, Lake Tahoe, Hazardous Fuels, & ENLRP Program Manager
  – gvaccaro@blm.gov
• Terri Halbardier, Project Manager
  – mhalbardier@blm.gov
• Tara Beck, Project Manager
  – tbeck@blm.gov
• Deb Ackerman, SNPLMA Database Administrator
  – dackerman@blm.gov
• Marvin Thompson, SNPLMA Project Compliance
  – mthompson@blm.gov
Thank you