Instructions for Developing and Submitting Travel and Transportation Management Project Plans to the Budget Proposal Submission SharePoint

Introduction

As a requirement of a land use planning decision, field offices (FOs) must develop implementation-level travel management plans (TMP). Field offices have the discretion to divide the resource management plan (RMP) planning area into smaller sub-areas using travel management areas (TMAs) as needed to make the workload more manageable or to group similar resource types, etc.

Developing Travel and Transportation Management Project Plans

As FOs identify and prioritize travel management areas as part of their state's 5-year TTM strategy, it is essential that they develop a clear project plan or plans in the Budget Proposal Submission SharePoint (BPSS) site detailing how they intend to complete TTM plans where they remain to be done and/or what on-the-ground implementation actions are required. Project plans must also provide timelines and costs associated with the various components of the implementation-level actions.

Submission of Project Plans in BPSS must be developed and submitted using the 'Travel and Transportation Management' theme.

• In the 'Project Description' field, the project should be succinctly described, dividing it into the three implementation-level plan components as needed per fiscal year (as described below).
• In the 'Project Detailed Funding' field, enter the total amount of funds being requested for each fiscal year. As TTM planning and implementation is cross-cutting, often serving to achieve RMP goals and objectives for multiple resources, it is common to fund this work using multiple funding sources. List the functional area(s) here.

Submitting a TTM Project in BPSS

Important: The TTM theme has a short TTM theme supplemental information form that must be completed in addition to the main 'project proposal' document. To access the TTM Supplemental Form, look for the "TTM Supplemental Form" button on the main project submission form. Open the supplemental TTM form and enter the additional information. In the 'components' field, choose one of the three types of planning components shown (i.e. 'data collection, planning, or implementation). See below for more detailed information on the three types of components. Choose a functional area for each component type. If the same component will be spread over multiple fiscal years, complete a separate entry for each year. The sum of all the components over all the fiscal years should equal the total 'request amount' on the base 'project proposal' document. Initially, FOs are only required to enter funding requests in the 'requested amount' field. The 'funded amount' and 'balance needed' fields will be used in future FYs as a tracking and reporting mechanism. Be sure to use the **'SAVE'** button when finished. If the **'SAVE' is not used, the document will not be submitted into the system**. To find existing TTM projects, in the Chrome browser, use the ' Travel and Transportation - BPSS Lookup ' link in the 'Helpful Links' area on the right-hand side of the main 'BPSS Process Site' web page.

Implementation-Level Plan Components

Data Collection: Route inventory. Before implementation-level TTM planning can begin, it is essential that a credible, nearly complete set of TTM baseline route data be available. A project plan must identify any TTM route data needs and the actions/tasks, timelines, and costs associated with acquiring the necessary data. Data collection must be shown as a separate item in each BPSS project submission for each TMP.

Planning: Travel management plan (TMP) development. The FOs must update TTM planning schedules to identify changes in the status of all TMPs. If a TMP currently exists for the priority area(s) a project plan may still be necessary to describe TMP revision needs and/or any on-the-ground implementation projects that remain to be done (see below). A project plan must be developed and submitted to the BPSS site for each TMP. The TMP development portion of the project plan must show actions/tasks (e.g. route evaluations, plan development, NEPA compliance, etc.), timelines, and costs associated with completing a TMP. Plan development or revision must be shown as a separate item in each BPSS project submission for each TMP.

Implementation: On-the-ground implementation of the TMP. The FOs must include, in all project plans, a description of the on-the-ground implementation tasks necessary to implement a completed TMP. This includes installation and maintenance of any signing or information kiosks; development and/or updating of maps; web page development and maintenance; the disposition of travel routes no longer needed (e.g. active reclamation or site restoration); and TMP monitoring (e.g. checking for unauthorized route development, user counts, etc.). The on-the-ground implementation portion of the project plan must show actions/tasks, timelines and costs associated with implementing a TMP. Implementation must be shown as a separate item in each BPSS project submission for each TMP.

Staffing Considerations: When developing TTM project plans, FOs should take into consideration how the proposed work will be done. Which components of the work plan can be accomplished with existing staff? Will the FO need additional in-house staff, such as a TTM Lead or additional resource or seasonal field staff? The project plan should also consider which components or tasks can be accomplished with contract services or by other means, such as partner organizations.