

Instructions for Land Acquisition Project Data Sheets
Department of the Interior

Project/Unit:	Text	Enter in the official name of the Federal unit or project.
State(s):	Drop-Down	Select the State that the land activity is located in. You can add/remove States by clicking on the Add and Remove buttons. Up to 14 States can be added.
Priority:	Number	Enter the rank of the project as it appears on the bureau's final integrated project list. WO will complete this prior to sending to DOI
Congressional District(s):	Text	Enter in the congressional districts; with the state abbreviation - district number. Separate more than one entry with commas “,” (ex: AZ-1, AZ-2, NM-1). Refer to www.govtrack.us/congress/membership for state abbreviations.
Location:	Text	Briefly describe the location of the project. Include county / counties when known.
Select Categories:	Check-Box	<p><i>This is a hidden field and is only visible on the screen.</i></p> <p>Select all categories that pertain to this project.</p> <ul style="list-style-type: none"> • Access (select this if the acquisition will enable new public access to a previously restricted public resource) • Cultural/Historic (select this if the acquisition will protect resources of formally recognized historic or cultural value, including paleontological, archaeological, prehistoric or historic resources) • Fire (select this if the acquisition will help in the prevention or reduction of future fire threat, or will enable the agency to better manage for desired fire objectives and/or to use fire as a management tool) • Hunting/Fishing (select this if either hunting OR fishing will be allowed on all or part of the property acquired, subject to regulations) • Recreation (select this if the public will be permitted to access the acquired property to enjoy recreational activity of any kind: motorized, non-motorized, concessioner-guided or non-guided, etc.) • Species of Concern (select this if the acquisition includes designated critical habitat, is part of a habitat conservation plan, or otherwise contributes to the conservation of listed species, candidate species, surrogate species, or other identified species of concern) • Water (select this if the acquisition will provide significant benefit – which includes protecting the status quo, in the case of imminent threat – for water quality, quantity, municipal water supply or aquatic habitat benefit) • Working Lands (select this if the acquisition will support the traditional uses on working land, e.g. forestry, ranching, farming)

Table		
Proposed for FY [XXXX]	Number	The four-digit budget fiscal year for which the Project Data Sheet is being prepared
Acres	Number	The number of acres to be acquired with current FY requested funds
Cost	Number	The cost of acres to be acquired with current FY requested funds
Acquired to Date	Number	The number of acres protected and funds allocated to the Federal unit to the current date using Acquisition appropriations or exchanges/donations facilitated with Acquisition.
Remaining to be Acquired	Number	The number of remaining acres left to be acquired and the estimated cost to finish the project using Acquisition appropriations or exchanges/donations facilitated with Acquisition. Include unobligated/pending appropriations on this line.
Project Description:	Text	Briefly describe the land acquisition and include the following: <i>This project opens up XXX number of acres of newly accessible land to the public and complies with Secretarial Order(s) XXX, YYY, and ZZZ.</i>
Purpose/Need:	Text	Briefly describe the significance of the land acquisition, its purpose and need.
Cooperator(s)	Text	List cooperators and partners that support this project. They can come from members of Congress, State and local government, Tribes, non-profits, hunting and fishing interests, business interests, and local community groups.
Estimated O&M Savings:	Number	Enter the start-up and/or annual operation and maintenance savings that will occur after the acquisition.
Estimated O&M Costs:	Number	Enter the start-up and/or annual operation and maintenance costs that will occur after the acquisition.
Describe O&M:	Text	Describe the operations and management cost/savings that will be associated with the project

The Header: Drop-down fields that allow users to select the Federal agency and fiscal year in which the funds are being requested.

Note: Users are limited to the space provided.