

the termination recommendation was denied, the agency will be asked to respond to any alternate actions recommended by the Working Group and Executive Committee. If the termination request was approved, the agency/entity should make every effort to submit the complete reimbursement package or transfer close-out documentation within 60 days of notification that the termination has been approved. The SNPLMA Division will process the termination as described above.

XI. CONSIDERATION, APPROVAL THRESHOLDS, AND PROCESS FOR PROJECT MODIFICATIONS

The SNPLMA Division, the Partners Working Group and the Executive Committee are the organizational groups which will be included in the modification review and approval process for all requests to modify IGOs/task orders. The following details the roles and responsibilities of each group, as well as the approval threshold of each group.

SNPLMA Division

The SNPLMA Division is the primary coordination point for the submission of requests for all types of project modifications described in Section X. This Division will perform an initial review of all requests and coordinate with the submitting agency/entity to gather any additional information that may be required.

The SNPLMA Division will have the authority to approve scope, time and financial modification requests limited to the following approval thresholds:

- Time extensions of up to 1 year total over the life of the project.
- Minor modifications to project scope. (e.g., minor alignment issues, transferring responsibilities between Interagency Conservation Initiatives, relatively insignificant changes in acreage that don't negatively impact resources being acquired)
- Requests to place projects "on hold" (see Section X for "Requests to Place a Project In On Hold Status).

The standard operating procedure for the SNPLMA Division will be to provide a decision within two weeks from the date of a *complete* submission. Requests which are not recommended by the SNPLMA Division will be forwarded to the Working Group for consideration.

All Division approvals must be documented in the form of a decision memorandum, which details the project background, the justification(s) for the request, and the decision; this document will be signed by the Assistant Field Manager of the SNPLMA Division. The Working Group and Executive Committee members will receive an electronic copy of all SNPLMA Division approvals. If no objection is received from any member of the Executive Committee within 7 working days, the decision of the SNPLMA Division shall be deemed approved. If an objection is received which cannot be resolved by providing additional information, the SNPLMA Division will forward the request to the Executive Committee for a final determination, with a copy to the Working Group. Requests that are in excess of the

Division thresholds detailed above will be forwarded to the Working Group.

Partners Working Group

All requests forwarded to the Working Group will be submitted through the SNPLMA Division for initial review and coordination with the submitting agency/entity to gather any additional information that may be required to ensure *complete* submissions. Once the SNPLMA Division initial review has been completed, the request and a recommendation will be forwarded to the Working Group for consideration and decision.

The Working Group will have the authority to approve time, scope and financial modification requests meeting limited to the following approval thresholds:

- Time extensions in excess of one year but no greater than two years total over the life of the project.
- SAR/BRA requests not to exceed \$250,000.00 or 5% of the Secretarial approved project budget, whichever is lower.
- Significant modifications to project scope, (e.g., Reduction of a trail project from 10 to 8 miles, significantly modifying or reducing an objective of an Interagency Conservation Initiative, significant changes in acreage that do not negatively impact resources being acquired)

The standard operating procedure for the Working Group will be to provide a decision within two weeks from the date of a complete submission from the SNPLMA Division. Requests that are not recommended by the Working Group will be forwarded to the Executive Committee for consideration.

All Working Group decisions will be made by a majority vote of the group and must be documented in the form of a Working Group decision memorandum. This memorandum will detail the project background, the justification(s) for the request, and the decision; this document will be signed by the Working Group Chair. The Executive Committee and SNPLMA Division will receive an electronic copy of all Working Group approvals. If no objection is received from any member of the Executive Committee within 7 working days, the decision of the Working Group shall be deemed approved. If an objection is received which cannot be resolved by providing additional information, the Working Group will forward the request, with a copy to the SNPLMA Division, to the Executive Committee for a final determination. The original signed document will be sent or provided to the SNPLMA Division and will be maintained in the project file. Requests in excess of the Working Group thresholds detailed above will be forwarded, by the Working Group, to the Executive Committee.

Executive Committee

The Executive Committee is the final decision making group for all modification requests and only the most significant requests will be evaluated by this group. All requests forwarded to the Executive Committee will be submitted to the SNPLMA Division for initial review as described above and then to the Working Group for consideration. Once the initial SNPLMA Division and

Working Group review has been completed the request and recommendation of the SNPLMA Division/Working Group will be forwarded to the Executive Committee for a final decision.

The Executive Committee will review and approve the following:

- Major modifications to project scope (e.g., reductions in scope of 40% or more, addition or reduction in acreage that impact resources being acquired or alter rights to be acquired, change in rights to be acquired from nomination (e.g., reduction of mineral rights)
- Time extensions more than of two years total over the life of the project.
- SAR/BRA requests exceeding \$250,000.00 or 5% of the Secretarial approved project budget.
- Requests for waiver of SNPLMA business rules outlined in the Implementation Agreement.

The standard operating procedure for the Executive Committee will be to provide a decision within two weeks from the date of a *complete* submission from the Working Group.

The Executive Committee is the only group which may deny a time, scope, or financial modification request.

All Executive Committee decisions will be made by a majority vote of the group and must be documented in the form of an Executive Committee decision memorandum, which details the project background, the justification(s) for the request, and the decision; this document will be signed by the Executive Committee Chair. Notification of the decision will be sent to the Working Group and SNPLMA Division. The original signed document will be provided to the SNPLMA Division and will be maintained in the project file.

SNPLMA Division Processes Amendment to the IGO/Task Order, Documents Modifications for Projects Under Transfer

When the SNPLMA Division, Working Group, or Executive Committee approves an amendment request as described above, the SNPLMA Division will process an amendment to the IGO/Task Order. Modifications to IGOs/task orders will be processed in the same manner as the initial IGO/task order. For projects funded by transfer, the SNPLMA Division will provide written notification to the agency of the approval. All agencies/entities will be advised in writing regarding any request which is not approved.

XII. ADDITIONAL GUIDELINES BY PROJECT CATEGORY FUNDED EITHER BY THE OBLIGATION/ REIMBURSEMENT PROCESS OR THE TRANSFER PROCESS

Sections IX and X above explain the overall obligation and reimbursement process and the modification approval process for approved projects in all categories. The information below is project category specific. Each section below provides additional information on necessary expenses, terms, conditions, and rules regarding funding and implementation of projects within