

# Southern Nevada Public Land Management Act ROUND 12 Nomination Package Requirements for Hazardous Fuels Reduction and Wildfire Prevention

## **I. ELIGIBILITY REQUIREMENTS:**

The Southern Nevada Public Land Management Act as amended, Section 4(e)(3)(ix) directs funding from the special account to be expended for:

*“ . . . development and implementation of comprehensive, cost-effective, multi-jurisdictional 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: (I) subject to approval by the Secretary; and (II) not more than 10 years in duration..”*

Hazardous fuels reduction and wildfire prevention (HFRWP) projects may include project level planning, fuels reduction treatment activities, biomass utilization, and biofuels energy development and production activities.

HFRWP projects may be nominated by entities that are specifically named in the three multijurisdictional plans, and/or are signatories to those plans for projects on lands in the Lake Tahoe Basin, the Carson Range in Douglas and Washoe Counties and Carson City in Nevada and the Spring Mountains in Nevada.

## **II. ROUND 12 NOMINATION LIMITATIONS AND REQUIREMENTS -- ALL CATEGORIES:**

- a. Nominations are limited to two submissions per entity per category are allowed. *(The only exception to this will be in the Hazardous Fuels category where eligible areas are managed by two different Forest Service regions. The Forest Service Region 4 will be allowed to submit two nominations which can be for projects on lands in the Carson Range in Douglas and Washoe Counties and Carson City, or on lands in the Spring Mountains eligible areas in Nevada. The Forest Service Region 5 (Lake Tahoe Basin Management Unit) will be allowed to submit two nominations for projects in the Lake Tahoe Basin eligible area.)*
- b. Entities are to limit nominations to the lowest cost option for a usable project.
- c. Nominations are limited to one project location (e.g., rehabilitate one picnic area, not two or three); nominations for work at multiple locations/facilities will not be accepted.
- d. Nominations must clearly describe the relationship of the nominated project to previous phases and anticipated future phases, if any; provide the estimated total cost of the project for all phases; confirm that the current nomination will result in a stand alone, usable project; and acknowledge that there is no guarantee or expectation of funding for future phases.
- e. Nominations are to address whether or not there are any matching or contributed funds available for the project or any other opportunity to leverage funding needed for the proposed project, and the impact of the lost opportunity to take advantage of such matching or contributory funds.
- f. Nominations must clearly indicate how determination of project completion will be made; nominations with vague or indistinct descriptions of project deliverables where determination of what constitutes “completion” is undefined will not be accepted.

- g. Nominations in all categories should address how the project supports the goals, objectives, and sub-objectives in the SNPLMA Strategic Plan, which is available on the SNPLMA website (<http://www.blm.gov/snplma>).

### III. GENERAL REQUIREMENTS FOR ALL CATEGORIES

- a. **Nomination period duration is 60 days, beginning Tuesday, September 7, 2010 and ending Friday, November 5, 2010.** Nomination packages must be received by close of business, 4:30p.m. Pacific Time.
- b. All nomination packages for [Name of Category] are to be submitted to:  
Hazardous Fuels Reduction Program Manager  
Bureau of Land Management - Southern Nevada District  
Division of SNPLMA Acquisition, Improvement and Conservation Programs  
4701 N. Torrey Pines Drive  
Las Vegas, NV 89130.
- c. Submit nomination packages in hard copy and electronic copy (CDs). Text should be created in MS Word '97 or higher, with a 1" margin on all sides. The electronic version must match the hard copy version. Hard copies should be clipped or stapled, not hole punched or bound.
- d. All images should be integrated with the text to create a single document on the CD. This will require scanning maps, photographs, and other documents which were not originally created or obtained electronically. Photographs, maps, and letters should be scanned in .jpg format for insertion into the text document. In addition, all .jpg images should be included separately on the CD.
- e. Late submissions cannot be considered.
- f. Incomplete nomination packages cannot be considered. However, time permitting, nominators will be notified if their nomination package is incomplete and allowed a brief period to provide missing information.
- g. Letters or statements of support, to be applicable towards points under funding criteria, must be included at the time of submission.
- h. All nomination packages, including disks and CDs, become the property of the BLM Southern Nevada District Division of SNPLMA Acquisition, Improvement and Conservation Programs and will not be returned.
- i. Agencies/entities are requested to provide the personnel required to present nomination packages to the appropriate Subgroup, Partners Working Group, and Executive Committee, if necessary.
- j. The reissued Implementation Agreement can be found at:  
<http://www.blm.gov/nv/st/en/snplma/implementation.html>

### IV. **NOMINATION PACKAGE REQUIREMENTS:**

**Nomination packages for the Hazardous Fuels Reduction and Wildfire Prevention category MUST include the following:**

- a. A cover page including the following: the submitting entity's name and logo, the SNPLMA round and category, the project title which reflects and captures the nomination content, amount requested, contact person/project manager, phone, fax and e-mail.
- b. Round 12 Fuels project nomination submission is limited to two project nominations per agency/entity. The US Forest Service will be allowed two project nominations for Region 4 and two project nominations for Region 5.
- c. A narrative addressing all of the following:

- d. An Executive Summary (of no more than 400 words describing the project's goals and major deliverables)
- e. A description of the implementation process, results, and products of the project. Include a bulleted list of significant objectives and deliverables.
- f. If this nomination is a phased component (NEPA, implementation phases, re-entry treatments, on-going program, etc.) of a project which has received funding from any source or will have additional phases in future round (s), provide a list of all project phases and discuss the scope/objective of each phase. Include project name, amount approved, a brief status update, percent complete, and the expected date of a NEPA decision if appropriate.
- g. Entity capacity to complete the work in a timely manner, including the status of current vegetation and fuels treatment projects in the area corresponding to the nominated project (Lake Tahoe, Carson Range, or Spring Mountains). Describe the anticipated field season targets for the next two field seasons for any ongoing SNPLMA fuels treatments projects.
- h. If this project could be down-sized appropriately under this round of funding if availability of funding is less than requested (i.e. can target acres be reduced, can 2 of 3 years be funded, etc.). Entity representatives should be prepared to address the minimum amount of funding that would be needed and related reduced accomplishment to the Subgroup, Working Group, and Executive Committee, if necessary.
- i. A completed detailed cost analysis (see attachment 2 as an example) including expected cash or in-kind contributions, and cost estimate sheet, Appendix B-9.
- j. Letters or statements of support if referenced in the nomination package.
- k. An 8 ½" x 11" map depicting the location of the nomination, if applicable. If the nomination has numerous project sites in a wide area of operations (NRA, NCA, Wilderness Area, Refuge, etc.), submit a single map if possible. **Include electronic copies of the geographic data used with associated metadata (e.g. shapefiles, coverages, etc.)**
- l. Single entity nominations are to be initialed by the appropriate manager prior to submission.
- m. Multijurisdictional nomination packages are to be coordinated between the participating entities. A lead entity must be identified. Nominations are to be initialed by the manager of the lead entity prior to submission.
- n. Narrative addressing each of the following five ranking criteria and factors (planning projects should write nominations to describe the benefits of the proposed action):

### **Ranking Criteria**

Five criteria will be used by the subgroup to evaluate, score and rank nominations in this category. Planning projects are evaluated on the anticipated results and methodology of the resultant project. The subgroup reserves the right to elevate the top ranking project from each geographic area in its recommendation. The total points available for each criteria is shown to the right of the criteria. The factors used to score the criteria are listed below it with the points available for each factor. The factor scores are cumulative to make up the total points available for each criteria.

<b>1. Improves public health and safety.</b>	<b>Points = 20</b>
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Factors:

A. Addresses immediate public health and safety.	7
B. Protects housing and other structures (treatments that are directly adjacent to structures/defensible space receive full points, projects farther removed receive fewer points).	5
C. Project is a current priority in the associated 10-year multijurisdictional fuels plan.	5
D. Promotes protection of water supply systems and source water.	3

<b>2. Considers cost-saving strategies</b>	<b>Points = 15</b>
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Factors:

A. Describes measures to minimize costs while meeting all applicable laws and regulations.	5
B. Describes costs in relation to values at risk (e.g., irreplaceable historic properties, subdivisions, critical wildlife habitat)	5
C. Has external sources of funding or in-kind contribution in the development and/or implementation of the project.	5

<b>3. Provides for biomass utilization and/or biofuels energy development and production activities.</b>	<b>Points = 6</b>
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Factors:

A. Includes funding to provide for biomass and/or biofuels energy development and production activities.	4
B. Project demonstrates innovative methods for biomass utilization.	2

<b>4. Implementation Projects - Protects the integrity of significant resource values or improves the quality of the environment.</b>	<b>Points = 17</b>
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Factors:

A. Minimizes environmental or resource impacts.	2
B. Reduces the extent or impact of resource concerns (e.g., overstocked stands, insect mortality of trees, disease outbreaks).	2
C. Improves habitat for and minimizes impact to species of interest and T&E species.	2
D. Avoids impacts to soils and riparian and wetlands areas.	2
E. Promotes a healthy and sustainable landscape.	2
F. Has resulting secondary resource benefits.	2
F. Protects cultural and historic resources.	2
H. Includes broadcast prescribed fire.	3

<b>5. Demonstrates sound project management and quality control measures</b>	<b>Points = 17</b>
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Factors:

A. Project goals and implementation processes are clear, measurable, achievable, and demonstrable.	2
B. Project demonstrates sound science and management techniques in implementation and evaluation, monitoring, and analysis.	2
C. Project proponent has demonstrated capability to implement and complete previous projects on time and within budget.	4
D. Project proponent has the capacity to implement this project in a timely manner (contractor and staff availability, no backlog of current projects, etc.).	4
E. Is a phase or related component to a previously funded SNPLMA project (not including a PPP project)?	3
F. Is the project multijurisdictional (is the treatment on multiple jurisdictions and shares resources)?	2
<b>TOTAL POSSIBLE POINTS = 75</b>	

**Attachment 1  
APPENDIX B-9**

**HAZARDOUS FUELS AND WILDFIRE PREVENTION  
ESTIMATED NECESSARY EXPENSES & KEY MILESTONE DATES**

Project Name: \_\_\_\_\_ County/City: \_\_\_\_\_  
 Project #: \_\_\_\_\_ Priority # \_\_\_\_\_  
 Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Identify estimated costs of eligible reimbursement expenses:**

<b>1. Planning and Environmental Assessment Costs</b> (specialist surveys/reports including cultural resources, archaeology, wildlife, biology, environmental documentation, NEPA if required, etc.)	_____	_____	%
<b>2. FWS Consultation—Endangered Species Act</b>	\$ _____	_____	%
<b>3. Direct Labor (Payroll) to Perform the Project</b> (including one dedicated lead/team member per agency)	\$ _____	_____	%
<b>4. Project Equipment</b> (including specialized equipment for resource protection officers)	\$ _____	_____	%
<b>5. Travel</b> (including per diem where official travel status required to carry out project, such as serve as COR, experts to review reports, etc.)	\$ _____	_____	%
<b>6. Official Vehicle Use</b> (pro rata cost for use of Official Vehicles when required to carry out project)	\$ _____	_____	%
<b>7. Cost of Contracts, Grants and/or Agreements to Perform the Project</b>	\$ _____	_____	%
<b>8. Other Direct and Contracted Labor:</b> Agency payroll for the Contracting Officer to do project procurement, COR, Project Inspector, Sec. 106 consultation if required, NEPA Lead, Project Manager, Project Supervisor, and subject experts to review contracted surveys, designs/drawings, plans, reports, etc.; Also covered is the cost to contract for a Project Manager and/or Project Supervisor if contracted separately from other project contracts)	\$ _____	_____	%
<b>9. Other Necessary Expenses</b> (See Appendix B-11)	\$ _____	_____	%
<b>10. Balance of Contingency Funds</b>	\$ _____	_____	%
<b>TOTAL*:</b>	\$ _____	_____	%

**Estimated Key Milestone Dates:**

Milestone/Deliverable:	Date:
<b>Final Completion Date:</b>	<b>xx/xx/xxxx</b>

## Attachment 2

<b>Project Title:</b>	
<b>DETAILED COST ESTIMATE</b>	
<b>1. Planning and Environmental Assessment Costs</b>	
Specialist Surveys/Reports	\$
NEPA	\$
Permitting	\$
Watershed/Landscape Analysis	\$
Other (describe)	\$
<b>Subtotal</b>	<b>\$</b>
<b>2. FWS Consultation - Endangered Species Act</b>	
<b>Subtotal</b>	<b>\$</b>
<b>3. Direct Labor/Payroll to Perform the Project (use fully loaded labor rate)</b>	
Position 1 (include job title and grade)	\$
Position 2	\$
Position 3	\$
Position 4	\$
<b>Subtotal</b>	<b>\$</b>
<b>4. Project Equipment</b>	
Item 1 (list equipment)	\$
Item 2	\$
Item 3	\$
Item 4	\$
Item 5	\$
<b>Subtotal</b>	<b>\$</b>
<b>5. Project Materials and Supplies</b>	
Office Supplies	\$
Field Supplies	\$
Vehicle Equipment	\$
<b>Subtotal</b>	<b>\$</b>
<b>6. Travel (airfare, car rental, per diem, etc)</b>	
Travel 1 (include purpose)	\$
Travel 2	\$
Travel 3	\$
Travel 4	\$
Travel 5	\$
<b>Subtotal</b>	<b>\$</b>
<b>7. Official Vehicle Use</b>	
Vehicle Use 1	\$

## Attachment 2

Vehicle Use 2	\$
Vehicle Use 3	\$
Vehicle Use 4	\$
Vehicle Use 5	\$
<b>Subtotal</b>	<b>\$</b>
<b>8. Required Training for Project Implementation (list purpose)</b>	
Training 1	\$
Training 2	\$
Training 3	\$
Training 4	\$
Training 5	\$
<b>Subtotal</b>	<b>\$</b>
<b>9. Cost of Contracts and/or Agreements to Perform Project</b>	
Contract 1 (list each contract)	\$
Contract 2	\$
Contract 3	\$
CESU Cooperative Agreement:	\$
<b>Detailed Cost Estimate Subtotal</b>	<b>\$</b>
<b>OTHER NECESSARY EXPENSES (APPENDIX B-11)</b>	
<b>10. Examples of Other Necessary Expenses (providing a breakdown of these costs is optional, however a total estimate is required.)</b>	
<b>ADMINISTRATION COSTS</b>	
Budget Tracking/Accounting and Execution	\$
Allocation of Transferred Funds to the Region and to the Field*	\$
Preparation of OMB Reports Required in Association with Transferred Funds*	\$
Project Procurements and Contract Oversight (If any in addition to Direct Labor for the CO, COR, and PI already included on the Estimated Expense sheet)	\$
Preparing Transfer Requests*	\$
Transfer of Station cost (PCS) for Hiring Project Personnel	\$
Managing Allocation of Transferred Funds*	\$
Financial Audit Support	\$
Supervision and Oversight of SNPLMA-Funded Staff and/or Contractors	\$
Travel Administration for Required Project Travel	\$
Human Resource/Relations Tasks for SNPLMA-funded Personnel	\$
Preparing Quarterly Status Reports	\$
Tracking Project Activities, Expenses, IGOs, Task Orders (e.g., project database management)	\$
IT Services to Install Hardware/Wiring, Project-Required Software, and Maintain/Trouble Shoot Computers Used for SNPLMA Projects. Hours and costs must be tracked by project and based on percentage of time the computer(s) are used for those projects.	\$

## Attachment 2

A percent of Project-Related Indirect Costs for Support Based on Staff Time Spent on the Project(s), provided these expenses meet the three criteria of necessary expenses and are not covered elsewhere in the cost estimate (Examples of such indirect costs would be secretarial support, printing, copying, cost-center expenses, etc.)	\$
<b>PROJECT CONSTRUCTION, CONSULTATION AND MANAGEMENT</b>	
Duties of Project Manager/Supervisor (If not already included on the Estimated Expense Sheet)	\$
Construction Trailers and Utilities	\$
Required Project Consultations (e.g., safety and fire; cultural and historic, ADA, etc.)	\$
Public Scoping and/or Meetings for Environmental Review, Project Design, etc. (Does not include ribbon cutting or opening ceremonies for projects at or near completion.)	\$
Review of Contracted Surveys, Assessments, Designs/Drawings, Reports (If not already included on the Estimated Necessary Expense Sheet)	\$
Construction Site Security	\$
Cell Phones, Cell Service, Radios for Project Personnel Primarily in the Field	\$
Required Cultural, Wildlife, Biological, and other Similar Surveys (If not already included on the Estimated Necessary Expense Sheet)	\$
Interest Required to be Paid on Construction Contract Retention Amounts	\$
<b>TEMPORARY OFFICE SPACE</b>	
Lease Costs for New Temporary Space	\$
Design and Installation of Modifications to Meet Space Plan Needs	\$
Set Up Fees for Utilities (Gas, Electricity, etc.)	\$
Furniture and Fixtures	\$
Required Modifications to Meet Codes	\$
Computer Equipment (See section on equipment costs for limiting conditions)	\$
Installation Costs for Computer Networks, Telephone Service	\$
Other (describe)	\$
<b>Other Necessary Expenses Subtotal</b>	<b>\$</b>
<b>GRAND TOTAL</b>	
<b>\$</b>	
<b>CASH/ IN-KIND CONTRIBUTIONS</b>	
<b>Contributor 1</b>	<b>\$</b>
<b>Contributor 2</b>	<b>\$</b>
<b>Total</b>	<b>\$</b>