

Southern Nevada Public Land Management Round 10 Nomination Package Requirements for Parks, Trails and Natural Areas Development

I. ELIGIBILITY REQUIREMENTS:

The Southern Nevada Public Land Management Act of 1998, Section 4 (e)(3)(A)(iv) allows for revenue from the special account to be expended for:

“ . . . development of parks, trails, and natural areas in Clark, Lincoln and White Pine Counties and Washoe County (Subject to Paragraph 4) Nevada, pursuant to a cooperative agreement with a unit of local government.”

Parks, Trails, and Natural Areas projects may only be nominated by those local and regional governmental entities named in the act, which include: Clark County, Lincoln County, White Pine County, Washoe County (subject to limitation), the City of Las Vegas, the City of North Las Vegas, and the City of Henderson, the Southern Nevada Water Authority, the Regional Flood Control District, and the Clark County Sanitation District.

II. GENERAL REQUIREMENTS:

1. **The nomination period for Round 10 will be 60 days, beginning Tuesday, September 2, 2008 and ending Friday, October 31 2008.** Submissions must be received no later than close of business, 4:30p.m. (Pacific Time) on 10/31/08 .
2. All nomination packages for Park, Trail and Natural Area nominations are to be submitted to:

Bureau of Land Management
Las Vegas Field Office
Division of SNPLMA (NV-055)
Attn: Jeff Wilbanks, PTNA Program Manager
4701 N. Torrey Pines Drive
Las Vegas, Nevada 89130
3. Applicants are required to submit two hard color copies and one consolidated electronic document (CDs). Electronic documents must be provided in Microsoft Word 97 or higher. Hard copies must be single sided.
4. Maps, photographs, and other documents that were not originally created or obtained electronically must be scanned and submitted electronically. Any photographs & maps incorporated into the document should also be provided in .JPG format. All images must be integrated with the text to create a single document on the CD (the electronic version must match the hard copy version).
5. Nominations must be submitted with a transmittal letter signed by an appropriate official, which authorizes submission and details the project nomination(s) being submitted for consideration. In this transmittal letter, please include a black and white/color page count for each nomination package.
6. Late submissions will not be accepted.
7. Incomplete nomination packages cannot be considered. (Time permitting, nominators will be notified if their nomination package is incomplete and allowed a brief period to provide missing information.)

8. All nomination packages, including CDs, become the property of the BLM LVFO Division of SNPLMA and will not be returned.
9. Please be familiar with the policies and procedures detailed in the SNPLMA Implementation Agreement. This document can be found at <http://www.blm.gov/nv/st/en/snplma.html> by clicking on the menu item titled Implementation Agreement.
10. If you have any questions or comments please contact Jeff Wilbanks at 702-515-5136.

III. NOMINATION PACKAGE REQUIREMENTS

Nomination packages for the development of parks, trails and natural areas MUST include the following:

- The package must be set to 1" margins. Color should be limited to the cover page and on those pages with maps and images. Images and maps must be located either on the cover page or at the end of the document. Text in package should use standard alignment, the page should not be formatted "newspaper style" or consist of multiple columns per page. The nomination package should not be stapled, bound or hole-punched; clip the package with a binder clip or paper clip. Do not include a table of contents and do not insert tabs or dividers.
- The cover page must include the following: the submitting entity's name and emblem, the SNPLMA round and category, the project title, amount requested, contact person/project manager, phone, fax and e-mail.
- The Project title may only include the term "phase" when the project is a direct phase of a previously approved SNPLMA project or if the project is the first phase of project in which the submitting entity intends to nominate future phases in later SNPLMA round(s).
- A page-size map(s) (8-1/2" x 11") depicting the specific location of the project.
- Park, Trail, and Natural Area eligible entities are required to coordinate with impacted or adjacent Local, State and Federal agencies/entities before submitting their nomination package.
- Project GIS Coordinates. Line/Shape files, with associated metadata, or latitude/longitude coordinates, are required for each project.
- Either an Appendix B-5 Cost Estimate Sheet for PTNA Project Nominations or an Appendix B-4 Cost Estimate Sheet for PTNA Land Acquisition Nominations. (see attachments)
- A Detailed Project Cost Estimate Worksheet. Nominations for acquisitions do not need to submit this worksheet, unless the nomination includes a project component. (see attachments)
- Nominations for acquisition projects must include a "Willing Seller Letter." Small acquisitions that are associated with a larger project do not require a Willing Seller Letter at nomination; however, proof of the seller's willingness to sell will be required prior to payment.
- Include or Address each of the following:
 1. Executive Summary: An Executive Summary of no more than 400 words describing the project's goals and major deliverables.
 2. Expanded Project Description: If necessary, nominators may use this section to expand upon the description of the project, this may include a discussion of the larger system that the project will be associated with, expanded details of the significant objectives and deliverables of the project,

identification of the user group(s) that the project will service (e.g. pedestrian, equestrian, OHV, bicyclist), etc.

3. **Project Location:** Provide a one-sentence description of the projects location including the County, city and cross streets.
4. **Coordination Requirement:** Eligible entities are required to coordinate with the BLM before the submission of their nomination package. To meet the subject consultation requirement, eligible entities will schedule a project nomination consultation meeting with the BLM Field Manager or Associate Field Manager in whose district the project will occur. (Projects located within the Las Vegas Field Office district may contact Jeff Wilbanks to set up the consultation meeting. Projects located within the Ely District may contact Carol Bass to set up the consultation meeting.) Local and regional governmental staff should be prepared to discuss the following topics:
 1. The scope, objective, and location of nominated projects.
 2. Any impact or potential encroachment that the subject project may have on Federal lands.
 3. Sensitive cultural and/or biological resources, which may be impacted by the subject project.
 4. Any previous or future Federal involvement regarding the subject project or project site, including pending or complete R&PP leases, Rights of Way, conveyances and sales. If applicable, case file and/or R&PP lease numbers must be included in the nomination package.
 5. The percent of the total project cost that is being requested for funding through SNPLMA.

Following consultation, BLM staff may request additional information, require meetings with the local government staff, and consult with other Federal agencies to fully evaluate and consider the proposed project. Once complete, the agency will forward a written response back to the submitting local government, which will be included in the SNPLMA PTNA Nomination Package. This response will articulate follow-up items, the BLM's evaluation of project's impact on Federal land, as well as, define if NEPA and/or NHPA (Section 106) will be required if the project receives SNPLMA funding.

In addition, nominators should seek to coordinate with impacted and adjacent Local, State and Federal agencies/entities before submitting their nomination package. In these cases, letters of concurrence and support should be submitted with nomination packages.

5. **Project Cost Estimates:** A B-5 Project Cost Estimate Sheet and a Detailed Cost Estimate Worksheet is required for PTNA Project Nominations. Please explain how the project cost estimate was developed, what cost-estimating methodologies were used and detail if subject matter experts were involved in developing the cost estimate.
6. **Acquisition Cost Estimates:** A B-4 Acquisition Cost Estimate Sheet is required for PTNA Acquisition Nominations. Please explain how the estimate was determined and detail if subject matter experts were involved in developing the estimate.
7. **Previous Project Phasing:** If this nomination is a phased component of a previously approved SNPLMA Project, include the following for each project phase: Project Name, Round Approved, Project Number, Priority Number, Amount Approved, and a brief discussion of the project's status.
8. **Future Project Phasing:** If this nomination is a phased component of a larger project and may have additional phases nominated in future round(s), provide a list of all known future project phases and briefly discuss the scope/objective of each phase.
9. **Operations and Maintenance:** A description of the operation and maintenance (O&M) requirements for the project over its expected lifecycle is required. Describe how the O&M impact of the project has been evaluated and detail the expected costs. In addition, describe who will be responsible for these costs once the project is constructed and how acceptance of future O&M costs has been formalized by the responsible local/regional governmental entity.

10. Project income: Will the subject project generate income from entrance or other usage fees? If yes, describe the fee and its purpose.

11. Matching Requirements/Mitigation Credit: If approved, will funds from the subject project be used to fulfill a “matching” requirement for another funding source or result in mitigation credits required by another federal or state agency? If yes, describe.

- ☐ Respond to each of the following factors in the order provided below. This is the criteria that will be used by the PTNA Subgroup to evaluate, score, and rank project nominations. Applicants must respond to each factor. If a factor does not apply respond with N/A. The total points available for each factor are shown to the right. Point value for assessment questions is provided for information purposes only in order to reinforce the importance of addressing each factor. Nominating entities are not to assign a point value to their responses.

Demand: Provides a new or improves an existing park, trail, or natural area to meet the demands and changing demographics of residents and visitors.

Factors:

1. The project meets an unfilled demand or deficiency for parks, trails, or natural areas.	6
2. Describes how the facility meets the need(s) of the target demographic.	6
3. The project is unique and/or significant to the region it is or will be established in.	3
4. Addresses, remedies or improves a safety concern(s).	3
Total	18

Resource Protection: Protects or improves the integrity of environmental, cultural, historical, scientific, and open space resources.

Factors:

1. Significance of environmental, cultural, historical, scientific, or open space resources.	6
2. Nature of any threat to the resource, urgency for action, and/or desired outcomes.	6
3. The project seeks to protect or minimize impact to environmental, cultural, historical, scientific, and/or open space resources.	3
4. Provides educational value related to resource protection.	3
Total	18

Connectivity: Will connect parks, trails and natural areas to form a more unified system.

Factors:

1. Provides connectivity to a regional/local park, trail, or natural area, and/or federal lands.	3
2. The park, trail, or natural area is part of an approved regional or local plan. (If no formal regional/local approved plan describes the planning process.)	3
3. Is a direct phase of a previously approved SNPLMA project.	3
Total	9

Cost and Value of Investment: Evaluates, describes and considers the costs and benefits of the project.

Factors:

1. The projected budget, associated costs, and phasing considerations of the proposal are stated and justified.	3
2. Evaluation of Public demand/use vs. investment required. (i.e. service area/radius, communities benefited)	3

3. Design or approach of project minimizes future maintenance and/or replacement costs to the extent possible for the type of project.	3
4. Partnerships and value of contribution to the project. (i.e. financial, volunteerism)	3
Total	12
Grand Total	57

Nomination packages for the development of parks, trails and natural areas MAY include the following:

- Drawings of the projects.
- Letters or materials supporting cooperation in the funding of the activity.
- Any other materials that may convey meaningful information.

**Attachment I
Appendix B-4**

**PARKS, TRAILS, AND NATURAL AREAS ACQUISITION PROPOSAL
(LAND AND INTERESTS IN LAND INCLUDING EASEMENT OR RIGHT OF WAY)
ESTIMATED NECESSARY EXPENSES**

Project Name: _____ Entity: _____
 Project #: _____ Priority # _____
 Prepared by: _____ Phone: _____ Date: _____

Local/regional governmental entity agrees to furnish the necessary equipment, materials, facilities, services, personnel and other costs except as specified below:

1. Land Purchase Price (Not to exceed fair market value)	\$ _____	_____	%
2. Appraisal Costs (must be consistent with Uniform Appraisal Standards for Professional Appraisal Practices (USPAP) and Uniform Appraisal Standards for Federal Acquisitions)	\$ _____	_____	%
3. Land Boundary Survey Costs	\$ _____	_____	%
4. Environmental Site Assessment and NEPA Costs	\$ _____	_____	%
5. FWS Consultation—Endangered Species Act	_____	_____	
6. Title and Escrow Fees	\$ _____	_____	%
7. Recording Fees	\$ _____	_____	%
8. Pro-rata Share of any pre-paid property taxes or assessments	\$ _____	_____	%
9. Other Miscellaneous Closing Costs	\$ _____	_____	%
10. Penalty Costs and Other Charges for prepayment of pre-existing recorded mortgage, deeds of trust or other security instrument that encumber the real property	\$ _____	_____	%
11. Relocation Payments to Eligible Displaced Persons	\$ _____	_____	%
12. Direct Labor or Contracted Labor Costs: For activities necessary to complete the acquisition and/or to reach a decision as to whether or not the acquisition can be completed such as title records management; review of title documents (land, water, mineral, etc.), legal description verification; preparation and review of technical reports such as appraisals, ESA, water rights, mineral rights analyses for title purposes, surveys; preparation of requests for preliminary and final title opinion, preparation of conveyance documents, and escrow closing instructions; negotiating/ resolution of rights to be acquired or other acquisition issues	\$ _____	_____	%
13. Travel: including per diem, when official travel status is required for agency personnel to perform case management (e.g., experts to review contracted appraisals, etc.)	\$ _____	_____	%
14. Official Vehicle Use (pro rata cost for use of Official Vehicles when required to carry out case management)	\$ _____	_____	%
15. Other Necessary Expenses (See Appendix B-9)	_____	_____	
	\$ _____	_____	%
TOTAL*:	\$ _____	_____	%

*** Total dollar % may be 100% of Secretary approved amount plus any contingency % approved by the Secretary for projects in a given round.

COMMENTS: _____

**Attachment II
Appendix B-5**

**PARK, TRAIL, AND NATURAL AREA PROJECTS
ESTIMATED NECESSARY EXPENSES & KEY MILESTONE DATES**

Project Name: _____ Entity: _____
 Project #: _____ Priority #: _____
 Prepared by: _____ Phone: _____ Date: _____

Identify estimated costs of eligible reimbursement expenses:

1. Planning, Environmental Compliance, & Preconstruction

Engineering & Design* (pre-design sketches & conceptual drawings; environmental assessment and permitting, specialist surveys/reports for archaeology, wildlife, biology, etc.; architectural & engineering analysis, design, surveying, & field investigations; construction drawings, specifications, cost estimates, and engineering technical reports) \$ _____ %

2. FWS Consultation - Endangered Species Act \$ _____ %

3. Construction Contract Costs (including labor, supplies & materials, construction management, etc.; sampling/ testing; site restoration; and recipient-furnished supplies and materials) \$ _____ %

4. Direct Labor (to perform project construction) \$ _____ %

5. Official Vehicle Use (pro rata cost for use of Official Vehicles when required to carry out project) \$ _____ %

6. Other Direct and Contracted Labor: Entity payroll for the Contracting Officer to do project procurements, COR, Project Inspector, NEPA Lead, Sec. 106 Consultation; 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 \$ _____ %

7. Other Necessary Expenses (See Appendix B-9) \$ _____ %

TOTAL:** \$ _____ %

Estimated Key Milestone Dates and Durations (in days):

NEPA Environmental Decision Notice/FONSI Date (if applicable) _____

Section 106, SHPO Clearance Date (if applicable) _____

	Start Date	End Date	Duration***
Project Startup and Pre-Design Phase	_____	_____	_____
Design Phase:	_____	_____	_____
Contract Bid Phase:	_____	_____	_____
Construction Phase:	_____	_____	_____
Project Completion/Close-Out:	_____	_____	_____

*Item #1 not to exceed 27% of total project cost, even if recipient labor is used to perform this work.
 ** Total dollar % may be 100% of Secretary approved amount plus any contingency % approved by the Secretary for projects in a given round.
 *** In days

COMMENTS: _____

**Attachment III
PARK, TRAIL, AND NATURAL AREA PROJECTS
ESTIMATED NECESSARY EXPENSES & KEY MILESTONE DATES**

Notes:

- Where appropriate and/or necessary market escalation, inflation, construction conflict and other cost contingencies are allowable, *if they are built into the project cost line items*. Individual line items or categories titled inflation, market escalation, construction conflict, etc. are *not* allowable.
- Sections 1. thru 6. are intended as a guide. Please feel free to add line items, clarify headings or insert new "other rows" if current descriptions do not adequately describe an anticipated allowable and/or necessary cost. The intent of this form is to assist in the development of more accurate nomination cost estimates; SNPLMA understands that this is a preliminary estimate and that if approved these figures may change as the project undergoes further refinement, planning and development.

1. Planning, Environmental Compliance, & Preconstruction Engineering & Design

Category	Cost Estimate	Category	Cost Estimate
Pre-Design Sketches & Conceptual Drawings		Engineering Technical Reports	
Architectural & Engineering Analysis		Cost Estimates	
Design		Additional Specialist Surveys & Reports	
Construction Drawings		Field Investigations	
Surveying		Soil Analysis/Geological Analysis	
Environmental Assessment/Testing		SHPO Compliance	
NEPA Compliance (EIS/EA)		Other (Specify)	
[this section is not to exceed 27% of total project budget]			Cost Estimate Subtotal

2. FWS Consultation

Category	Cost Estimate
FWS Consultation—Endangered Species Act	
Cost Estimate Subtotal	

3. Construction Contract Costs

Category	Cost Estimate	Category	Cost Estimate
Labor		Signage	
Permitting		Fencing/Walls	
Mobilization		Lighting	
Demolition		Benches/Tables	
Site Preparation/Grading/Excavation		Playgrounds	
Site Restoration		Shade Shelters	
Construction Materials		Restrooms	
Construction Supplies & Costs		Other Structures (Specify)	
Utility Installation (power/water/sewer/gas/etc)		Water Fountains	
Landscaping & Irrigation		Parking	
Concrete		Equipment (Purchased)	
Equipment (Leased)		Other (Specify)	
Other (Specify)		Other (Specify)	
Cost Estimate Subtotal			

4. Direct Labor

Category	Cost Estimate
Direct Labor	
Cost Estimate Subtotal	

5. Official Vehicle Use

Category	Cost Estimate
Vehicle Costs	
Cost Estimate Subtotal	

6. Other Direct and Contracted Labor Costs

Category	Cost Estimate	Category	Cost Estimate
Project Manager/Supervisor		NEPA Lead	
Contracting Officer's Representative (COR)		Contracted Project Manager/Supervisor	
Project Inspector (PI)		Direct Labor Review of Reports/Analysis	
Direct Labor for Project Construction		Other (Specify)	
			Cost Estimate Subtotal

7. Examples of Other Necessary Expenses (providing a breakdown of these costs is optional, however a total estimate is required.)

Category	Cost Estimate
Administrative Costs	
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	
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.	
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.)	
Project Construction, Consultations, and Management	
Duties of Project Manager/Supervisor	
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	
Construction Site Security	
Cell Phones, Cell Service, Radios for Project Personnel Primarily in the Field	
Required Cultural, Wildlife, Biological, and other Similar Surveys	
Interest Required to be Paid on Construction Contract Retention Amounts	
Temporary Office Space	
Lease Costs	
Design and Installation of Modifications to Meet Space Plan Needs	
Set Up Fees for Gas, Electricity and Telephones	
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	
Cost Estimate Subtotal	
Estimate Total	

Attachment IV

**SAMPLE FORMAT FOR OWNER STATEMENT
INDICATING WILLINGNESS TO CONSIDER SALE**

TO: [Entity]
Attention [Name]
Address

[Salutation]:

I, [Name of Seller], am the legal owner of the approximately XXX acres of real property known as [Name, address, legal description, parcel number(s) and/or other unique identification number]. I understand that the property is being nominated for acquisition by [Entity] for use as a Park, Trail, or Natural Area through the Southern Nevada Public Land Management Act (SNPLMA).

I understand that if the [Entity's] nomination to acquire the property is approved for funding, that acquisition of the property by [Entity] would require that the price paid would be determined by an independent, professional appraisal meeting the Uniform Standards of Professional Appraisal Practices (USPAP) and Federal appraisal standards. I understand that I have the right to accept or reject the value established by that appraisal.

I am willing to consider sale of the above property to [Entity] through the SNPLMA process if acceptable terms and conditions can be mutually agreed upon.

My signature below indicates a willingness to consider sale of the subject property, but in no way creates an obligation to sell. I understand that I have the right to remove the property from consideration for purchase at any time, and agree to notify [Entity] in a timely manner if I decide to do so.

[Name and Title of Owner]
[Address & Phone of Owner]

Signature

Date