

## **FY 2007 Annual Manager's Report Revised FY 2007 Format for Monuments and NCAs**

The Annual Manager's Report has six required components and one optional component that are reported in narrative form and designed to supplement and provide more detail than which is provided through performance or program element reporting. The scope of the report addresses broad program accomplishments achieved during the stated fiscal year.

A report providing an annual report on the accomplishments, trends and status is needed for the Bureau of Land Management (BLM) national monuments, national conservation areas and similar designations such as forest reserves, cooperative management and protection areas, outstanding natural areas and national recreation areas. This report is prepared by the manager of the unit to provide a record of the challenges and accomplishments for the unit during the fiscal year.

The audience for this report is both inside and outside the Bureau of Land Management. The general public may access to the report through the NLCS web site and other appropriate means of distribution. State offices would summarize and aggregate the report to be part of a statewide annual assessment of the NLCS. The Washington office can use the report to obtain examples for use in BLM annual documents.

The report is a document that reflects upon the preceding fiscal year and is not intended to be a forward-looking budget planning document. Rather, it is intended solely to be a summary of what BLM has accomplished during the fiscal year and the current status as of the end of the stated fiscal year. Although this is a summarizing and analytical document rather than a data compilation, the report will contain a very small number of key repeatable data, such as annual visitation.

The content of the annual report for NCA/NMs should focus on the following topics. Additional information can be added to the report at the discretion of the manager.

1. Physical Condition of Cultural and Natural Resources
  - a. Describe what percent of the unit has been assessed using the fundamentals of land health and what percent is meeting the standards.
  - b. Describe the annual accomplishments towards meeting standards.
  - c. Indicate overall natural resource and heritage condition trend.
  - d. Describe what has been done to improve natural and cultural baseline data.
  - e. List and briefly describe major restoration projects.
  - f. Describe major weed issues.
  
2. Condition of Recreation Facilities, Roads and Trails
  - a. Describe condition of the physical facilities including roads and if annual maintenance work is meeting the needs of the BLM and users.
  - b. Describe the change in the backlog of deferred maintenance.
  - c. Report if portal signs have been installed and whether or not they meet the

- standard.
- d. Describe status of the sign plan – approved, initiated, pending, or other.
  - e. Report of status of any new construction.
3. Environmental Education and Resource Interpretation
- a. Report contact with visiting public and local public through printed media, web, facilities, etc. Include total visitation to unit.
  - b. Describe participation by the visiting public (number of visitors involved in various elements such as guided walks) in your interpretative program.
  - c. Briefly describe the main messages being delivered.
  - d. Describe environmental education offered offsite or onsite for local and regional K-12 educational institutions.
  - e. Describe staffing (BLM and volunteer), hours/season of operation, and major programs for BLM visitor center(s) associated with the NCA/NM.
  - e. Describe other outreach efforts.
4. Science
- The BLM defines “science” broadly, including basic and applied research in natural and social science, as well as inventory and monitoring. Please use this broad definition when reporting about your unit’s science program.
- a. List current science projects (including natural, cultural, and social science).
  - b. Specify partners, contributors, and/or collaborators for each project.
  - c. Provide a short description of the purpose/findings.
5. Partnerships, Friends and Community Connections
- a. Describe achievements of friends group (indicate the absence of a friends group if none has been established).
  - b. Describe collaborative efforts with state, local government as well as other Federal agencies.
  - c. Describe local non-profit partner organizations, their mission, accomplishments and the extent of our cooperation with them.
  - d. Describe volunteer activities and accomplishments.
  - e. Describe major partnership accomplishments and stories which include resources contributed by partners.
  - f. List major partner resources contributed to BLM and the projects they contributed to the unit during the past year. Include both cash (including grants) and in-kind contributions (including labor, equipment, supplies, materials, etc.).
  - g. Describe Advisory Committees’ achievements (indicate the absence of an Advisory Committee if none has been established).
6. Business Practices
- a. Provide a summary of the total annual expenditures and total number of work months from BLM.
    - (1.) Use the following three tables to portray this information:

<b>Table 1. BLM Allocation FY 2007</b>	
<b>Base NCA Funding - Labor and Operations</b>	<b>\$ XXX,XXX</b>
<b>One Year Flexible Funding - Labor and Operations</b>	<b>\$ XXX,XXX</b>
<b>TOTAL NCA BUDGET</b>	<b>\$ XXX,XXX</b>

Note: These Tables were Developed as for the Gunnison Gorge NCA 2006 Annual Managers Report. The Original information is left in some table cells for explanatory purposes. Your information and the unit name or office name would change.

<b>Table 2. FY 2007 GGNCA Budgeted Staff Permanents &amp; Seasonals</b>		
<b>Work Months &amp; Funding</b> <i>(10 wms = 1 work year)</i>	<b>Work Months (wms)</b>	<b>Funding (\$ K)</b>
<b>NCA Staff</b>		
Permanent Staff (NCA Manager, LEO, Recreation Planner)	XX	XX
River Rangers - 2 seasonals	XX	XX
OHV Crew - 2 seasonals	X	XX
Visitor Services - 1 seasonal	X	XX
<b>Total for NCA Staff</b>	<b>XXX</b>	<b>\$XXX</b>
<b>UFO Staff Support Funded by NCA</b>		
Biological & GIS	XXX	XXX
Lands & Minerals	XX	XXX
Recreation & Cultural	XX	XX
Admin. & Mgt Support	XX	XX
Maintenance	XX	XX
<b>Totals for UFO Staff</b>	<b>XX</b>	<b>\$XXXX</b>
<b>TOTAL</b>	<b>XX</b>	<b>\$ XXX</b>

## **Major NCA Expenditures**

**Table 3**

<b>Item</b>	<b>Cost</b>
<i>Labor</i>	<b>XXX,XXX</b>
<i>Travel</i>	<b>XX,XXX</b>
<i>Supplies/Materials</i>	<b>XX,XXX</b>
<i>Vehicles</i>	<b>XX,XXX</b>
<i>Contracts, Services &amp; Agreements</i>	<b>XX,XXX</b>
<b>TOTAL</b>	<b>\$ XXX,XXX</b>

(2.) Provide additional narrative detail for each of the tables. Following table 1 provide an explanation of what is included in one-time funding.

- b. Receipts from recreation and other activities and their associated uses. In addition to narrative please use the following table:

<b>GGNCA Recreation Receipts</b>	<b>Recreation Visitors</b>	<b>Fee Receipts \$</b>
<b>1. Gunnison Gorge Wilderness User Fees</b>	X,XXX	\$ XX,XXX
<b>2. Special Recreation Permit fees</b>	X,XXX	\$ XX,XXX
<b>TOTALS</b>	<b>XX,XXX</b>	<b>\$XX,XXX</b>

- c. Contributed funds from all sources and associated uses of those funds. In addition to narrative please use the following table:

<b>CONTRIBUTED FUNDS &amp; IN-KIND SUPPORT FY 2007</b>	
<b>Colorado State Parks</b> - OHV grant for crew, signs, training , management support	<b>\$ XX,XXX</b>
<b>State Oil and Gas Commission</b> – orphan well plugging projects	<b>\$ XX,XXX</b>
<b>State of Colorado Department of Corrections</b> – Delta Corrections Crew hosted worker supervision, training and labor	<b>\$ XX,XXX</b>
<b>Delta County Weed Board</b> – tamarisk, knapweed, and halogeten control	<b>\$ XX,XXX</b>
<b>Chicago Botanical Gardens</b> - internship projects (Mancos Shale brochure & NCA bird list)	<b>\$ XX,XXX</b>
<b>Geographic Society of America (GSA)</b> GeoCorp intern position administration and stipend– Mancos geologic mapping	<b>\$ XX,XXX</b>
<b>Gunnison Sage Grouse Partners</b> – maintenance of projects, funding of studies	<b>\$ XX,XXX</b>
<b>Delta County Tourism Cabinet</b> – cultural heritage tourism inventory project, front desk hospitality training workshop	<b>\$ XX,XXX</b>
<b><i>TOTAL Contributions</i></b>	<b><i>\$XXX,XXX</i></b>

- d. Cost recovery from all sources and associated uses of those funds.
  - e. Acres of lands acquired (if applicable).
7. Other Discussion Items at the discretion of the Unit Manager