

Instructions for Developing and Submitting Travel and Transportation Management Project Plans in Support of Greater Sage-Grouse Land Use Plan Amendment Decisions.

Introduction

In September 2015, the Assistant Secretary, Land and Minerals Management, issued multiple land use plan amendment decisions related to Greater sage-grouse conservation. A component of these decisions, related to travel and transportation management (TTM), requires that affected field offices (FO) develop implementation-level TTM plans including on-the-ground implementation actions.

As FOs identify high priority travel management areas in priority habitat management areas, it is essential that they develop a clear project plan or plans in the [Budget Proposal System SharePoint \(BPSS\)](#) site detailing how they intend to complete TTM plans where they remain to be done and/or what on-the-ground implementation actions are required. Project plans must also provide timelines and costs associated with the various components of the implementation-level actions. For those FOs seeking funds in Fiscal Year (FY) 2016, the BPSS may not be available for project submissions. See below for the required components of the project plan and budget proposals for manual submissions.

Travel Management Areas

The FOs have the discretion to divide the priority areas into smaller sub-areas using travel management areas as needed to make the workload more manageable or to group similar resource types, etc. The FOs are encouraged to bundle multiple travel management areas into one TTM plan. If an FO plans to develop more than one TTM plan to complete TTM planning in Greater sage-grouse Sagebrush Focal Areas (SFAs), they must be listed individually in priority order on the state TTM planning schedule. In addition, FOs must develop separate project plans in BPSS for each TTM plan.

Submission of Project Plans in BPSS

Projects must be developed and submitted in the BPSS using the 'Travel and Transportation Management' theme.

- In the 'Project Title' field the title of the project must include the term "Sage Grouse" before the name of the TTM plan chosen by the FO.
- In the 'Project Description' field the project should be succinctly described dividing it into the three implementation-level plan components as needed per fiscal year (as described below).
- In the 'Project Justification' field, note whether areas were added or excluded based on local biologist input.
- In the 'Project Detailed Funding' field enter the total amount of funds being requested for each fiscal year. Use the 'L11100000; Wildlife Mgmt' functional area.

Important: The TTM theme has a short ‘TTM - additional information’ form that must be completed in addition to the base ‘project proposal’ document. The supplemental form will be sent via e-mail to the person shown in the ‘request owner’ field at the bottom of the base ‘project proposal’ document. Open the supplemental TTM form and enter the additional information. In the ‘components’ field choose one of the three types of planning components shown (i.e. ‘data collection, planning, or implementation’). See below for more detailed information on the three types of components. Choose a functional area for each component type. If the same component will be spread over multiple fiscal years, complete a separate entry for each year. The sum of all the components over all the fiscal years should equal the total ‘request amount’ on the base ‘project proposal’ document. Initially, FOs are only required to enter funding requests in the ‘requested amount’ field. The ‘funded amount’ and ‘balance needed’ fields will be used in future FYs. Be sure to use the ‘save’ button when finished. To find existing TTM projects, in the Chrome browser, use the ‘[Travel and Transportation - BPSS Lookup](#)’ link in the ‘Helpful Links’ area on the right-hand side of the main ‘BPSS Process Site’ web page.

Required project plan elements for manually submitted FY16 budget proposals (when BPSS is not available)

The required elements correspond to a subset of those in the Budget Proposal System to facilitate later inclusion into the BPSS when it becomes available. Manually submitted FY16 budget proposals only need to identify the plan components (i.e. data collection, planning and implementation) that include a FY16 funding request. Out year components can be entered into BPSS when it is available for budget proposal system editing. Submit FY16 projects to your state TTM Lead in a Word.doc format.

Project title: title must include ‘sage grouse’

Project description: a brief description of the project proposal (what, where, how, etc)

Proposed workload; describe planned performance: a brief description of how the work will be accomplished (contract, existing field office staff, seasonal staff, partners, etc.) and performance outcomes

BPS project detailed funding;

Budget fiscal year: FY16

Functional area: 1110

\$Labor: to nearest \$1000

\$Ops: to nearest \$1000

Travel management plan name: there should only be one travel management plan shown

Travel management area name: list the TMA(s) to be included in the travel management plan

Component type: data collection, planning or implementation

For each component type provide the following in a row format (see BPS projects for examples):

Fiscal year: start with FY16; show additional years needed to complete this component

Amount requested: show amount requested for each FY to nearest \$1000

Funded amount: show amount of funding received in previous FYs and total need in current and future years to complete project to nearest \$1000 (e.g. received \$50,000 in FY15 and earlier, put \$50,000 in the FY16 row. For the FY17 row this amount should reflect the total amount of funding received through FY16, etc.)

Balance needed: show the total needed for the current and future FYs.

Implementation-Level Plan Components

Data Collection: Route inventory. Before implementation-level TTM planning can begin, it is essential that a credible, nearly complete set of TTM route data be available. A project plan must identify any TTM route data needs and the actions/tasks, timelines, and costs associated with acquiring the necessary data. Data collection must be shown as a separate item in each BPSS project submission for each TTM plan.

Planning: Travel and transportation management plan development. The FOs must plan to complete (or revise) at least one TTM plan that includes all of the greater sage-grouse priority area(s) described within this Instruction Memorandum. If a TTM plan currently exists for the priority area(s) a project plan may still be necessary to describe TTM plan revision needs and/or any on-the-ground implementation projects that remain to be done (see below). A project plan must be developed and submitted to the BPSS site for each TTM plan. The TTM plan development portion of the project plan must show actions/tasks (e.g. route evaluations, plan development, NEPA compliance, etc.), timelines, and costs associated with completing a TTM plan. Plan development or revision must be shown as a separate item in each BPSS project submission for each TTM plan.

Implementation: On-the-ground implementation of the TTM plan. The FOs must include in all project plans a description of the on-the-ground implementation tasks necessary to implement a completed TTM plan. This includes installation and maintenance of any signing or information kiosks, development and/or updating of maps, web page development and maintenance, the disposition of travel routes no longer needed (e.g. active reclamation or site restoration), and TTM plan monitoring (e.g. checking for unauthorized route development, user counts, etc.). The on-the-ground implementation portion of the project plan must show actions/tasks, timelines and costs associated with implementing a TTM plan. Implementation must be shown as a separate item in each BPSS project submission for each TTM plan.

Staffing Considerations

When developing TTM project plans, FOs should take into consideration how the proposed work will be done. Which components of the work plan can be accomplished with existing staff? Will the FO need additional in-house staff, such as a TTM Lead, or additional resource or seasonal field staff? The project plan should also consider which components or tasks can be accomplished with contract services or by other means such as partner organizations. The FO leadership should also consider coordinating with the appropriate state office staff to arrange for assistance from regional planning team staff or other staff which may be able to provide assistance.