



Bureau of
Land
Management

SNPLMA Training

WELCOME

SNPLMA 101
Program Overview

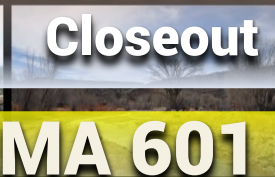
SNPLMA 201
Project Nomination

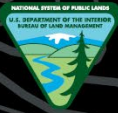
SNPLMA 301
Approval & Funding

SNPLMA 401
Implementation

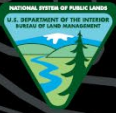
SNPLMA 501
Closeout

SNPLMA 601
Questions & Answers





- This training is intended to provide a high-level program overview of the Southern Nevada Public Land Management Act (SNPLMA).
- The information presented here is taken from the SNPLMA Implementation Agreement, which is a document of the processes and business rules to nominate, implement, and closeout a project.
- This presentation, like the Implementation Agreement, discusses elements of Federal Appropriation Law, regulations, OMB circulars, and agency policy, and is not a substitution for taking formal training on any one of these topics or other areas that govern the receipt, expenditure, and documentation of the use of federal funds.



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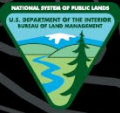
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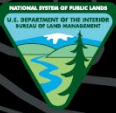
SNPLMA 601
Questions & Answers





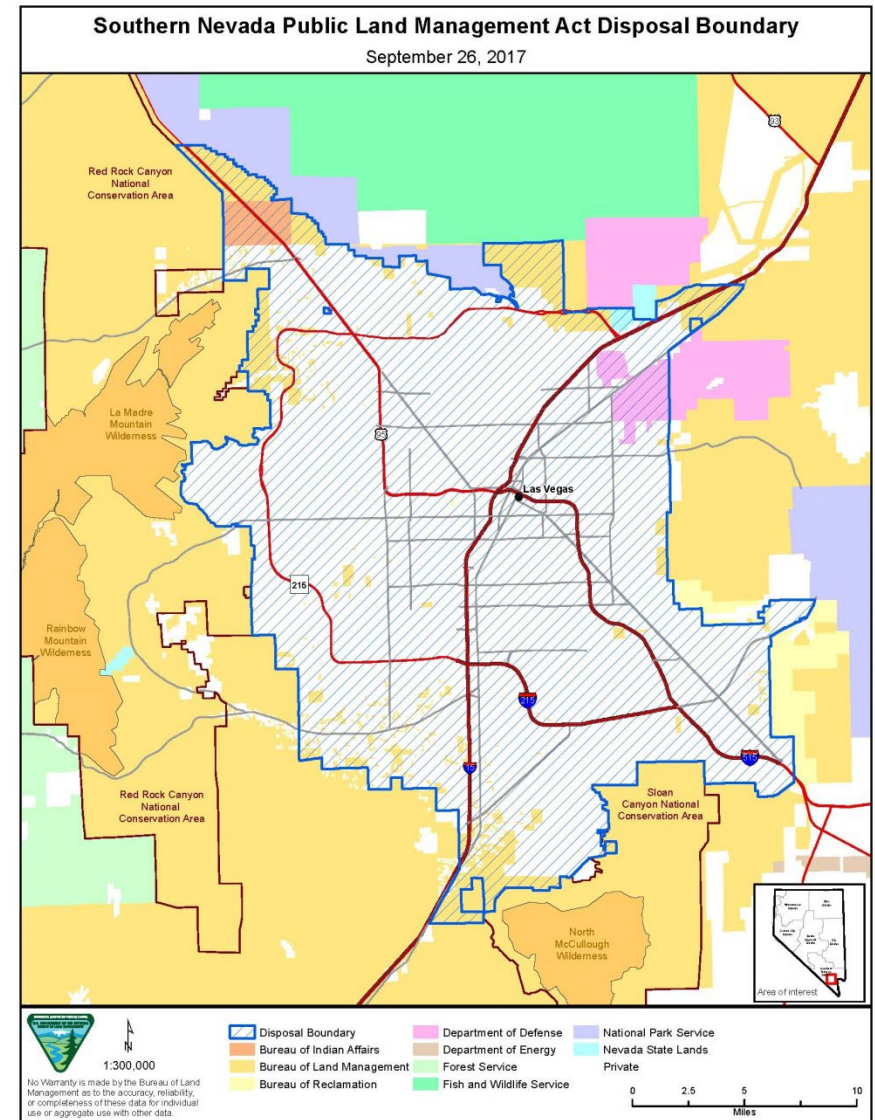
SNPLMA provides for the orderly disposal of certain Federal lands in Clark County, Nevada, and expend the sale proceeds and other revenues for purposes identified in the Act.

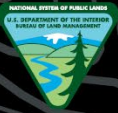




Land Disposal

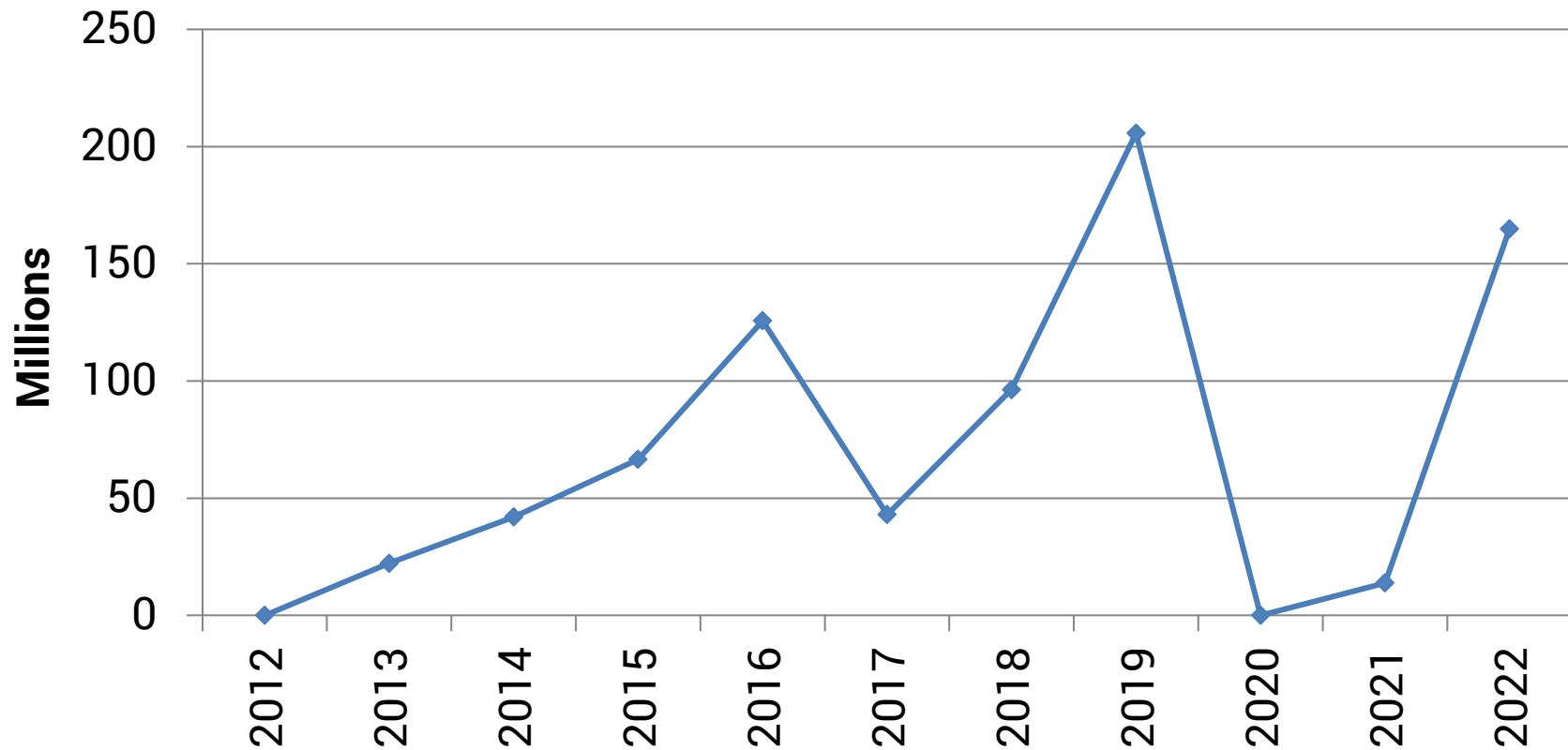
- 67,920 acres within the disposal boundary
 - 32,489 acres disposed by sale (includes R&PP and affordable housing sales)
 - 7,989 R&PP leases and reservations
 - 27,442 acres remain for disposal
- Parcels “jointly selected” by local governments and BLM
- Eight legislative amendments increase geographic scope and project categories
- 2021 – 69.38 acres sold for \$13,855,000
- 2022 – 572.81 acres sold for \$164,915,000



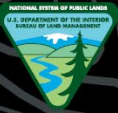


Fiscal Years 2012 Through 2022

Revenue



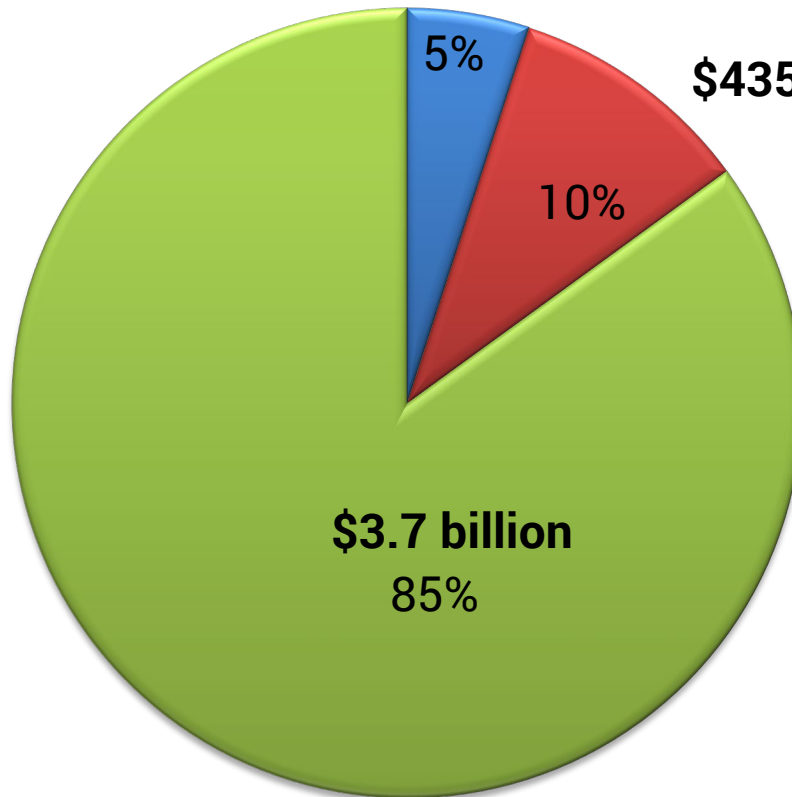
This chart represents the last 10 years of Sales Revenue data. The average of this 10 years of sales data is used in Revenue Projections for SNPLMA.



SNPLMA Sale Disbursements

Allocation of Land Sales Revenue*

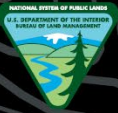
\$221 million



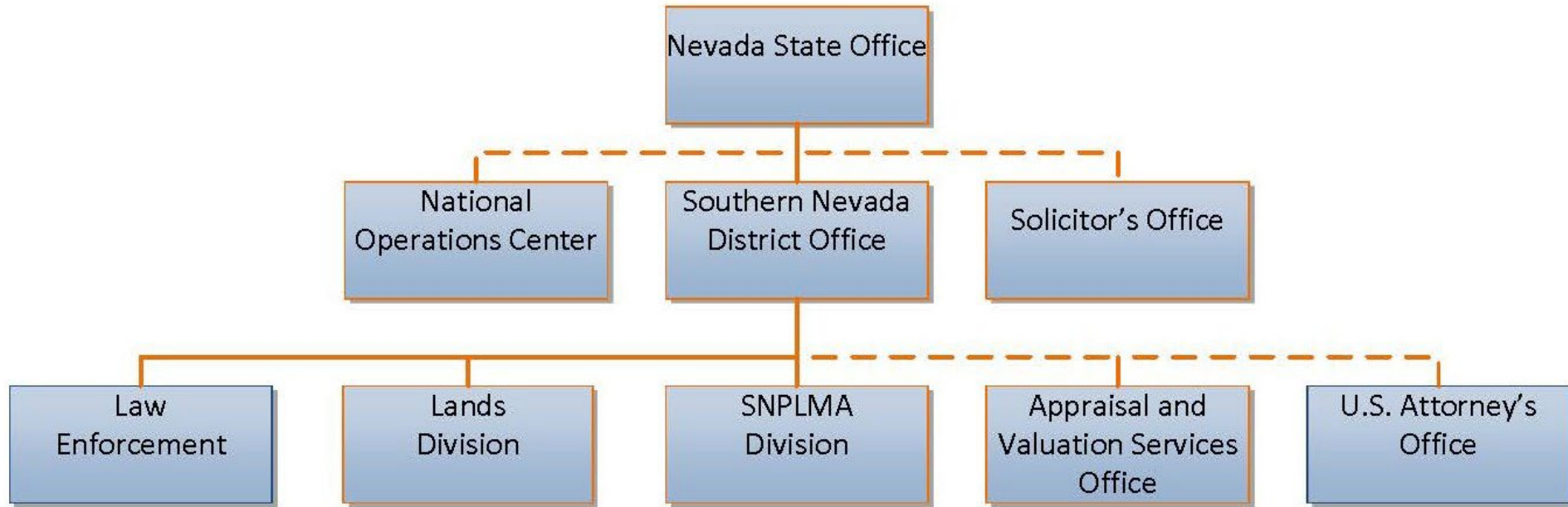
- State of Nevada Education Fund
- Southern Nevada Water Authority**
- SNPLMA Special Account

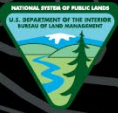
**As of December 31, 2022*

***Sale of certain parcels require payment of the 10% to the Clark County Department of Aviation (DoA) rather than to the Southern Nevada Water Authority. Of the total \$435 million in 10% payments, \$357 million has been made to the SNWA and 78 million to the DoA.*



SNPLMA Organizational Chart





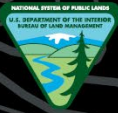
BLM, Southern Nevada District Office (SNDO), SNPLMA Division:

Assistant District Manager (ADM)

- 3 Program Manager for: 8 categories
- 2 Project Managers
- 1 Realty Specialist – Cooperative Managed Lands
- 1 Management and Program Analyst - Compliance
- 1 Management and Program Analyst - Data

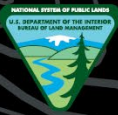
Contact information is at the end of this presentation and in the handout. Contact information is also available in the contacts folder in the SMART Database.

For progress/file/site inspections, please coordinate with the SNPLMA Project Managers. For all other questions or inquiries, please contact the appropriate SNPLMA Program manager.



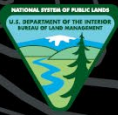
Subgroups

- SNPLMA Division ADM is the Chair for each subgroup
- There is a subgroup for each categories (6) except MSHCP and Lake Tahoe categories
- Each Subgroup is unique to the category
- Subgroups function under Operating Guidelines
- Main responsibility is to:
 - Recommend ranking criteria for approval by the Executive Committee (EC),
 - Rank and score each round of projects on approved criteria, and
 - Submit funding recommendations for each round to the Partners Working Group (PWG).
- The EC and PWG may task a Subgroup with assignments



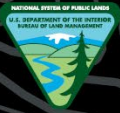
Partners Working Group (PWG):

- An inter-governmental group consisting of:
 - BLM (Chair)
 - State of Nevada (appointed by the Governor)
 - Two representatives of the local and regional governmental entities from Clark, Lincoln and White Pine Counties. Carson City opted not to participate in providing a representative.
 - Rural Nevada (a member of NACO per decision of the Governor)
 - National Park Service
 - U.S. Fish and Wildlife Service
 - U.S. Forest Service
 - Bureau of Reclamation, Lower Colorado Regional Office
- PWG members are responsible for representing their respective constituents and keeping them informed of any changes to the SNPLMA program or project implementation.



SNPLMA Executive Committee:

- An inter-governmental group consisting of:
 - BLM – State Director, Nevada (Chair)
 - National Park Service (NPS) – Regional Director, Pacific West Region
 - U.S. Fish and Wildlife Service – Pacific Southwest Regional Director
 - U.S. Forest Service – Deputy Regional Forester, Inter-Mountain Region (Region 4)
 - BLM Assistant Director, Business and Fiscal Resources (non-voting financial advisor)
- The EC makes the final recommendation on new projects to the Secretary of the Interior for approval in consultation with the Secretary of Agriculture.
- The EC approves the *SNPLMA Implementation Agreement*, the general and specific nomination requirements and ranking criteria for each round, determines the recommended annual budget for new projects in each round, and approves project modifications that exceed the SNPLMA Division authority.



- Acquisition of Environmentally Sensitive Land and Interests in Land
- Capital Improvements
- Conservation Initiatives
- Multi-Species Habitat Conservation Plan (MSHCP)
- Parks, Trails and Natural Areas (PTNA)
- Eastern Nevada Landscape Restoration Project (ENLRP)
- Hazardous Fuels Reduction & Wildfire Prevention
- Lake Tahoe Restoration Act Projects

The SNPLMA legislation, as amended, defines eligibility in each category.

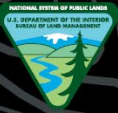


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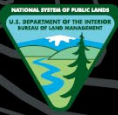
Environmentally Sensitive Land Acquisitions



Rock Creek
(Round 10-1 Terminated)

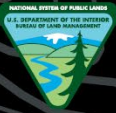


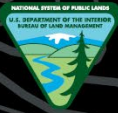
- **SNPLMA funds can be used for:**
 - *“the acquisition of environmentally sensitive land in the State of Nevada in accordance with subsection (h), with priority given to lands located within Clark County;”*
- **The SNPLMA defines “environmentally sensitive land” as land or an interest in land, the acquisition of which by the United States would, in the judgment of the Secretary [of the Interior] or the Secretary of Agriculture -**
 - *...promote the preservation of natural, scientific, aesthetic, historical, cultural, watershed, wildlife and other values contributing to the public enjoyment and biological diversity; enhance recreational opportunities and public access; provide the opportunity to achieve better management of public land through consolidation of Federal ownership; or otherwise serve the public interests.”*



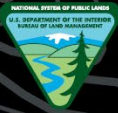
- Any entity or interested party may nominate land and/or interest in land (such as conservation easements, water rights, mineral rights, etc.) for acquisition provided the nomination includes a willing seller letter signed by the owner of record and a statement from the acquiring eligible agency supporting the nomination
- Can acquire anywhere in the State of Nevada
- The Federal agencies have acquired more land (71,640 acres) in the State of Nevada than SNPLMA acres that have been sold, reserved, or are under R&PP lease (40,478 acres).*

**Funds from the sale of certain parcels within the SNPLMA disposal boundary are set-aside in the SNPLMA Special Account for acquisition of environmentally sensitive lands by the FS in the Lake Tahoe Basin pursuant to the Santini-Burton Act (94 Stat. 3381). These acquisitions do not go through the SNPLMA nomination and approval process; eligible lands are identified in a map associated with the Santini-Burton legislation.*





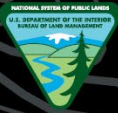
- **SNPLMA funds can be used for:**
 - *“capital improvements at the Lake Mead National Recreation Area, the Desert National Wildlife Refuge, the Red Rock Canyon National Conservation Area, the Great Basin National Park and other areas administered by the Bureau of Land Management and the Forest Service in Clark, Lincoln, and White Pine Counties, and the Spring Mountains National Recreation Area;”*
- Capital Improvements have a statutory limit not to exceed 25 percent of the funds available to the Secretary of the Interior, excluding revenue generated within the Cooperative Management Area.



- The BLM, FS, NPS, FWS, and BOR are the only eligible agencies in this category.
- Capital Improvement projects can vary greatly; however, this funding is not used to conduct ongoing operations and maintenance of existing facilities or assets.
- Deferred maintenance can be considered as a project, if the asset is in a state of such disrepair that replacement or new construction are the only viable alternatives to resolving the deferred maintenance.



- Funding in this category **cannot** be used for operations and maintenance.
- Funding for purchase of necessary equipment is limited to the minimum necessary to carry out the project as it was nominated and approved.
- Projects in this category have a 27% limitation on planning and environmental documentation expenses.

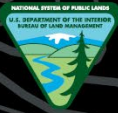


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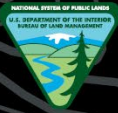
Conservation Initiatives



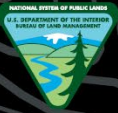
Cultural Site Stewardship for Clark County, Nevada
(Round 11-1, FW72, Closed 4/30/2015)



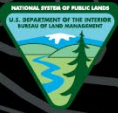
- **SNPLMA funds can be used for:**
 - *“up to 10 percent of amounts available, to be used for conservation initiatives on Federal land in Clark, Lincoln, and White Pine Counties and Carson City (subject to paragraph (5)), Nevada, administered by the Department of the Interior or the Department of Agriculture;”*



- The BLM, FS, NPS, FWS, and BOR are the only eligible agencies in this category.
- Projects in this category have included: planning, education, OHV route inventory, cultural and biological clearances, illegal dumping clean-up, multi-media outreach, etc.
- This category can be used to do planning and environmental clearances and/or NEPA compliance as a standalone project.
- Projects for law enforcement must clearly identify the nexus between law enforcement and habitat enhancement, cultural resource protection, and/or public health and safety.

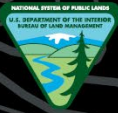


Henderson, Downtown Trails Connections
Round 6, 6-40 Closed 1/21/2014



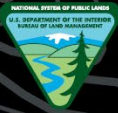
- **SNPLMA funds can be used for:**

“development of parks, trails, and natural areas in Clark, Lincoln, Churchill, and White Pine Counties and Washoe County (subject to paragraph 4) and Carson City (subject to paragraph (5)), Nevada, pursuant to a cooperative agreement with a unit of local government or regional governmental entity;”



PTNA projects may only be nominated by local and regional governmental entities named in the act (as amended), which are:

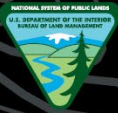
- Clark County,
- Lincoln County,
- Churchill County,
- White Pine County,
- Carson City (with limitations),
 - Carson City is eligible to nominate PTNA development projects within the Carson City boundary. The City is also eligible to nominate land or interests in land that is both within the City boundary and within the Carson River 100-year flood plain for acquisition to develop PTNA projects.
- City of Las Vegas,
- City of North Las Vegas,
- City of Henderson,
- Southern Nevada Water Authority,
- Clark County Regional Flood Control District, and
- Clark County Water Reclamation District.



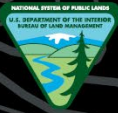
- Funding is only for public space. Employee or other administrative or private space must be funded separately.
- Funding in this category **cannot** be used for operations and maintenance.
- Once built or created, the recipient must maintain the asset as funded for 99 years.
- Projects in this category must be open to the public but can be subject to hours of operation or reservation.
- Fees can be charged for use if 100 percent of the proceeds go back into the project for operations and maintenance.
- Eligible entities may acquire land or interest in land for parks, trails, and natural areas.



Hazardous Fuels Treatment – pile burning
Washoe Hotshots



- **SNPLMA funds can be used for:**
 - *“development and implementation of comprehensive, cost-effective, multijurisdictional 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—*
 - *subject to approval by the Secretary; and*
 - *not more than 10 years in duration;”*



- The SNPLMA Executive Committee defines eligibility as any agency or entity that signed at least one of the multijurisdictional fuels plans for the Lake Tahoe Basin, Carson Range, or Spring Mountains Range.
- Planning and implementation involves more than 40 agencies and entities throughout the three ranges.
- Agencies and entities are encouraged to work together to identify projects that have synergistic effects from previously funded SNPLMA projects or other forest health or hazardous fuels reduction projects.
- Projects should consider all possible methods of disposing of vegetation and not rely solely on prescribed fire (piles or broadcast). Equipment purchases for disposing of vegetation can be a legitimate expense.



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Eastern Nevada Landscape Restoration Project

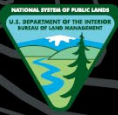


Before

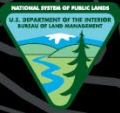


After

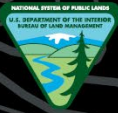
Pioche/Caselton Wildland Urban Interface
(Round 12-1, B009, Closed 2/17/2015)



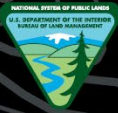
- **SNPLMA funds can be used to:**
 - *“carry out the Eastern Nevada Landscape Restoration Project in White Pine County, Nevada and Lincoln County, Nevada;”*
- According to the “White Pine County Conservation, Recreation, and Development Act of 2006,” the purpose of the Eastern Nevada Landscape Restoration Project is to:
 1. “implement the Initiative; and
 2. restore native rangelands and native woodland (including riparian and aspen communities) in White Pine and Lincoln Counties in the State.”
- The term “Initiative” is defined as the “Great Basin Restoration Initiative” and “Project” means the Eastern Nevada Landscape Restoration Project.



- The BLM, FS, NPS, and FWS, are the only eligible agencies to nominate projects in this category.
- The focus of this category is to fund projects to reduce the threat of landscape-level conversion from development, recreation, grazing, and wildfire.
- Projects can be on private land.
- Science projects should be focused on informing and improving landscape-level restoration, with a goal of improved restoration effectiveness over time.
- Research projects must demonstrate a practical application to management of lands in order to be accepted for consideration.



- “In carrying out the Project, the Secretaries [of the Interior and Agriculture] may make grants to the Eastern Nevada Landscape Coalition, the Great Basin Institute, and other entities for the study and restoration of rangeland and other land in the Great Basin –
 - to assist in:
 - reducing hazardous fuels; and
 - restoring native rangeland and woodland; and
 - for other related purposes.
- The Director of the BLM and the Chief of the Forest Service may enter into agreements with the Eastern Nevada Landscape Coalition, Great Basin Institute, and other entities to provide to conduct scientific analyses, hazardous fuels and mechanical treatments, and related work.”

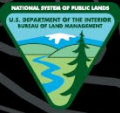


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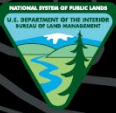
Multi-Species Habitat Conservation Plan



Mojave Max Emergence Contest Partnership and Partnership Development (Round 6-5, CC08, Closed 7/5/2012)



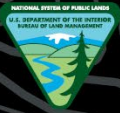
- **SNPLMA funds can be used for:**
 - *“development and implementation of a multi-species habitat conservation plan in Clark County, Nevada;”*
- The Multiple Species Habitat Conservation Plan (MSHCP) developed by Clark County provides regional compliance with the Federal Endangered Species Act for land disturbance in Clark County, Nevada.
- The MSHCP is the framework for mitigation impacts to the threatened Desert Tortoise and 77 other species in Clark County pursuant to development of any non-federal land in Clark County, including BLM disposal actions.



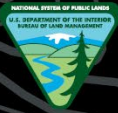
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Lake Tahoe Restoration Act





SNPLMA legislation was amended in 2003 to provide funding for the Federal share of the Lake Tahoe Environmental Improvement Program (EIP) set forth in the Lake Tahoe Restoration Act (LTRA). The amendment provided that up to \$300 million be made available by SNPLMA to restore and protect water, air, and forest resources throughout the Lake Tahoe Basin.



- Projects were approved in Rounds 5 – 12.
- In total 393 EIP projects were approved in this category.
- The main focus of restoration activities is on improving the water clarity (quality) of Lake Tahoe.
- Projects range from controlling and eradicating aquatic invasive species, to local entity storm water capture and control improvements, to improving FS facilities and trails, all to reduce the sediment that ultimately could end up in the crystal blue waters of Lake Tahoe.
- As part of Round 18, the Secretary of the Interior approved a new secondary projects list with the goal of spending the remaining funds in the special account.



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Trends and Management Tools



SNPLMA Funding Trends

Round	Fiscal Year	Number of Projects	Total Amount Approved	Average Project Funding in Millions
Round 1	2000	27	\$33,743,525	\$1.249
Round 2	2001	52	\$79,542,984	\$1.529
Round 3/3.5	2003/2004	82	\$133,589,866	\$1.629
Round 4	2004	163	\$391,386,121	\$2.401
Round 5	2004/2005	179	\$637,745,469	\$3.562
Round 6	2006	313	\$977,394,907	\$3.122
Round 7	2007	96	\$178,111,061	\$1.855
Round 8	2008	100	\$136,764,167	\$1.367
Round 9/9A	2008/2009	95	\$114,947,605	\$1.209
Round 10	2009	83	\$89,992,404	\$1.084
Round 11	2011	70	\$81,742,978	\$1.167
Round 12	2011	78	\$52,009,411	\$0.667
Round 13	2012	21	\$10,985,131	\$0.523
Round 14	2014	24	\$8,731,949	\$0.363
Round 15	2016	47	\$42,102,583	\$0.895
Round 16A/16B	2016/2017	44	\$139,199,904	\$3.163
Round 17	2019	56	\$110,066,253	\$1.908
Round 18	2022	64	\$338,309,695	\$5.286



Funding By Category

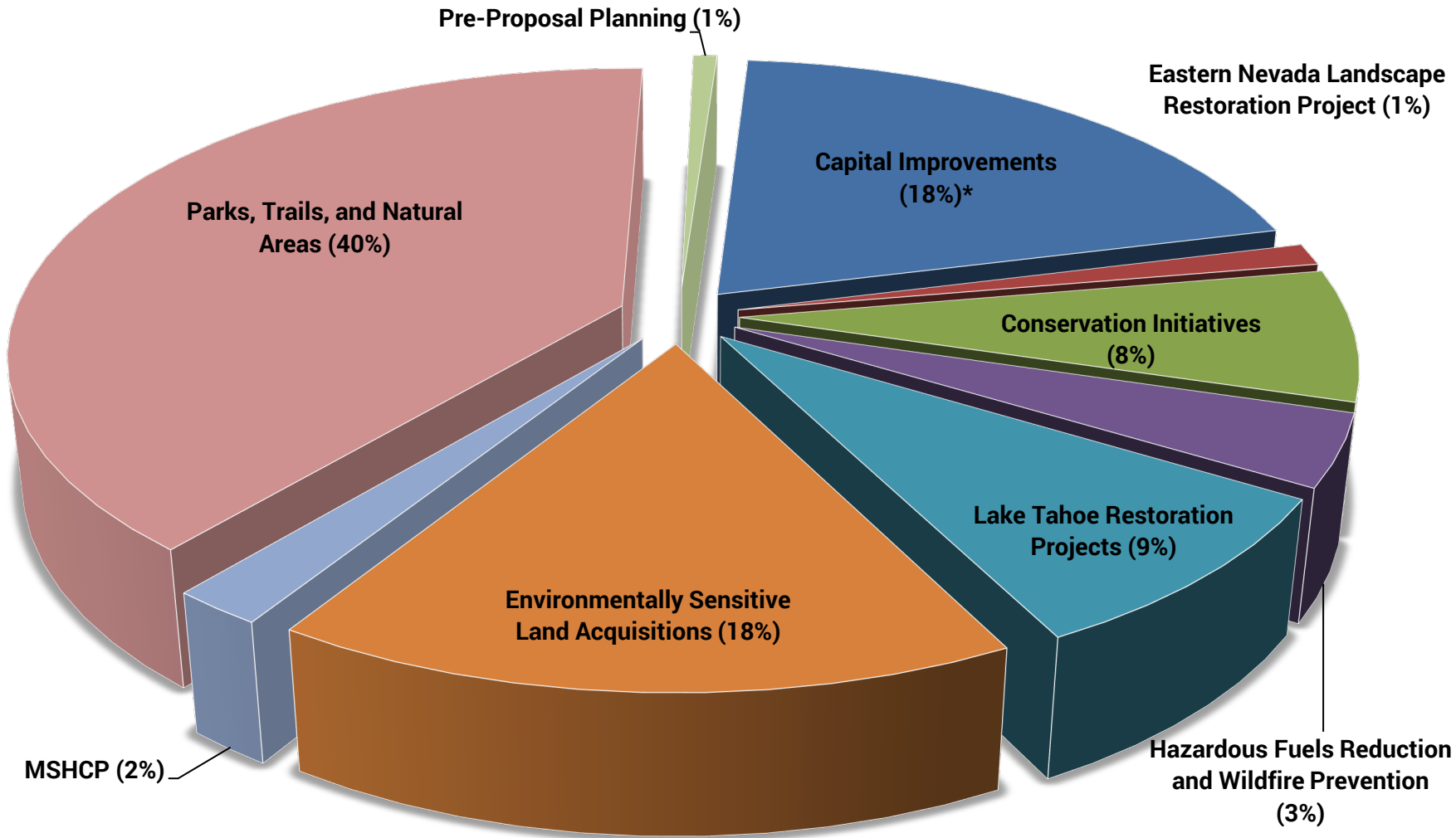
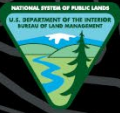


Chart reflects approximate percentage of funds currently allocated to each category.



Typical Nomination Timeline

Date	Action
August	Nomination period opens for 90 days
February – March	Subgroups review and rank nominations
April	Partners Working Group develops preliminary recommendation
May – June	Public Comment Period for 45 days
July – August	Executive Committee develops final recommendation
September – December	Secretary of the Interior issues decision on the round of nominations

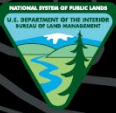


Annual Reporting to Congress



Strategic Plan





SNPLMA Grand Matrix Management Tool

SOUTHERN NEVADA PUBLIC LAND MANAGEMENT ACT OF 1998, as amended, Funding Status as of 9/30/2019

BUDGET AND FUNDING ALLOCATION ANALYSIS for the PRIMARY PROGRAM CATEGORIES through 9/30/2019

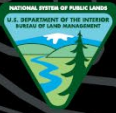
Total Receipts into the SNPLMA Special Account:	\$3,670,580,857.96
Total Interest to Date into the SNPLMA Special Account:	\$358,165,736.33
Total Special Legislative Acts Reserves:	(\$312,396,567.08)
Total 5 and 10 Percent Payments:	(\$542,030,746.78)
Total Operating Costs and Reserves Thru Fiscal Year 2019:	(\$104,866,896.36)
Total Receipts into the SNPLMA Special Account Available for Distribution:	\$3,069,452,384.07

As Approved by the Secretary:

Round(s)	Fiscal Year	Environmentally Sensitive Land Acq	Capital Improvements	Parks, Trails, & Natural Areas	Eastern Nevada Landscape Restoration Projects	Hazardous Fuels	Lake Tahoe Restoration Act Projects	Multi-Species Habitat Conservation Plans	Conservation Initiatives	Pre-Proposal Planning	SAR Dollars	Total Secretarial Approved Funding
Round 1	2000	\$24,103,525.00	\$5,440,000.00	\$4,200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,743,525.00
Round 2	2001	\$54,518,800.00	\$6,083,050.00	\$9,292,800.00	\$0.00	\$0.00	\$0.00	\$4,648,334.00	\$0.00	\$0.00	\$5,000,000.00	\$79,542,984.00
Round 3	2002	\$48,599,100.00	\$26,405,625.40	\$43,792,941.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00	\$123,797,666.90
Round 3 Supplemental	2003	\$9,792,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,792,200.00
Round 4	2003	\$111,850,098.80	\$117,567,612.80	\$99,895,004.00	\$0.00	\$0.00	\$0.00	\$15,851,236.50	\$36,222,169.50	\$0.00	\$10,000,000.00	\$391,386,121.60
Round 5	2004	\$51,853,791.00	\$97,293,394.00	\$383,262,412.00	\$0.00	\$0.00	\$37,084,900.00	\$0.00	\$53,250,972.00	\$0.00	\$15,000,000.00	\$637,745,469.00
Round 6	2006	\$124,149,740.00	\$169,538,170.00	\$468,708,922.00	\$0.00	\$0.00	\$43,959,500.00	\$30,706,817.00	\$80,331,758.00	\$25,000,000.00	\$35,000,000.00	\$977,394,907.00
Round 7	2007	\$49,582,170.00	\$19,612,908.00	\$37,469,300.00	\$0.00	\$0.00	\$48,111,065.00	\$0.00	\$8,435,618.00	\$0.00	\$14,900,000.00	\$178,111,061.00
Round 8	2007	\$7,061,956.00	\$15,111,475.00	\$25,213,548.00	\$1,829,575.00	\$14,603,430.00	\$45,365,000.00	\$2,972,487.10	\$9,606,696.00	\$0.00	\$15,000,000.00	\$136,764,167.10
Round 9	2008	\$7,629,600.00	\$26,213,171.00	\$19,298,969.00	\$3,813,469.00	\$11,521,654.00	\$27,966,000.00	\$0.00	\$4,504,742.00	\$0.00	\$14,000,000.00	\$114,947,605.00
Round 10	2009	\$13,066,000.00	\$8,246,129.00	\$10,239,022.00	\$1,931,721.00	\$10,963,140.00	\$27,891,285.00	\$0.00	\$7,655,107.00	\$0.00	\$10,000,000.00	\$89,992,404.00
Round 11	2010	\$11,267,250.00	\$9,647,508.00	\$14,722,396.00	\$1,290,835.00	\$3,949,800.00	\$34,680,353.00	\$0.00	\$1,184,836.00	\$0.00	\$5,000,000.00	\$81,742,978.00
Round 12	2011	\$877,600.00	\$1,109,275.00	\$1,319,222.00	\$996,100.00	\$1,496,600.00	\$42,976,943.34	\$92,000.00	\$1,641,671.00	\$0.00	\$1,500,000.00	\$52,009,411.34
Round 13	2012	\$322,800.00	\$4,487,439.00	\$1,966,278.00	\$661,690.00	\$1,688,650.00	\$0.00	\$0.00	\$858,274.00	\$0.00	\$1,000,000.00	\$10,985,131.00
Round 14	2013	\$381,350.00	\$475,916.00	\$1,383,805.00	\$1,262,450.00	\$1,646,902.00	\$0.00	\$473,150.00	\$1,608,376.00	\$0.00	\$1,500,000.00	\$8,731,949.00
Round 15	2016	\$12,230,400.00	\$5,193,251.00	\$4,753,487.00	\$4,155,412.00	\$5,740,970.00	\$0.00	\$1,291,523.00	\$5,737,540.00	\$0.00	\$3,000,000.00	\$42,102,583.00
Round 16	2016	\$12,419,000.00	\$22,306,848.00	\$58,423,322.00	\$3,343,030.00	\$29,499,942.00	\$0.00	\$5,218,000.00	\$9,189,762.00	\$0.00	\$2,000,000.00	\$142,399,904.00
Round 17	2019	\$21,645,600.00	\$27,720,465.00	\$26,796,123.00	\$6,157,618.00	\$5,082,290.00	\$0.00	\$1,192,071.00	\$13,271,086.00	\$0.00	\$5,000,000.00	\$106,865,253.00

Total Secretarial Approved Funding:	\$561,350,980.80	\$562,452,237.20	\$1,210,737,551.50	\$25,441,900.00	\$86,193,378.00	\$308,035,046.34	\$62,445,618.60	\$233,498,607.50	\$25,000,000.00	\$142,900,000.00	\$3,218,055,319.94
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Returned to the Special Account by Category:	Returned to Tahoe:						Total Returned \$\$'s to the Special Account:				
	\$304,860,135.46	\$111,268,082.87	\$191,570,940.06	\$1,090,734.74	\$5,924,147.91	\$62,780,820.10	\$14,911,583.07	\$31,369,511.18	\$6,394,864.04	Does Not Include Tahoe Dollars:	\$667,389,999.33



SNPLMA 101
Program Overview

SNPLMA 201
Project Nomination

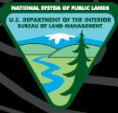
SNPLMA 301
Approval & Funding

SNPLMA 401
Implementation

SNPLMA 501
Closeout

SNPLMA 601
Questions & Answers

- This course will focus on the **Nomination** process.
 - *Refer to the SNPLMA Implementation Agreement – Part One, V(A)*
- Within the Nomination process, the emphasis will be on:
 - Eligibility, qualification, and Projects of Concern
 - General and specific category guidance
 - Scoring and ranking criteria
 - Tiering to the SNPLMA Strategic Plan
 - Other tips from successful nominations



Acquisition of Environmentally Sensitive Land or Interests in Land

- BLM, NPS, FWS, BOR, and FS within Nevada

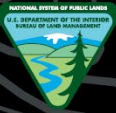
Capital Improvements (CIP)

- BLM, NPS, BOR, FWS, and FS
- Projects must be located within the Lake Mead National Recreation Area (NPS); Great Basin National Park (NPS); Desert National Wildlife Refuge [Complex] (FWS); Red Rock Canyon National Conservation Area (BLM); Spring Mountains National Recreation Area (FS); and other areas administered by BLM and FS in Clark, Lincoln, and White Pine Counties.
- Projects cannot be conducted on private or public in-holdings within the boundary of the eligible area that are not officially part of the eligible area.
- BOR is eligible for projects on land it manages within the Lake Mead National Recreation Area “except projects related to power generation or transmission.”



Parks, Trails and Natural Areas (PTNA)

- Local governments of Clark County, the City of Las Vegas, the City of North Las Vegas, the City of Henderson, Lincoln County, Churchill County, White Pine County, and Carson City (with limitations).
- Regional government entities – Southern Nevada Water Authority, Regional Flood Control District, and Clark County Water Reclamation District (formerly Clark County Sanitation District)
- Carson City is eligible to nominate PTNA projects within the Carson City boundary. However, Carson City nominations for PTNA land acquisitions must also be adjacent to the Carson River or within the 100-year Federal Emergency Management Agency (FEMA) floodplain of the Carson River.
- Location requirements - Clark, Lincoln, Churchill, and White Pine Counties, and Carson City (with limitations)

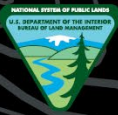


Multiple Species Habit Conservation Plan (MSHCP)

- Clark County Desert Conservation Program (DCP) and four Federal land management agencies (BLM, NPS, FWS, and FS) are eligible for funding for MSHCP development and implementation projects within Clark County.
- Only these eligible entities may submit nominations in this category. Clark County DCP may accept project proposals from other entities, but, in these cases, Clark County remains the official nominating entity and eligible recipient for approved funds.

Conservation Initiative (CI)

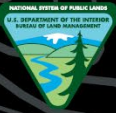
- BLM, NPS, FWS, FS and BOR
- Only on Federal land administered by the Department of the Interior (DOI) and the U.S. Department of the Agriculture (USDA) in Clark, Lincoln, and White Pine Counties and Carson City (limited to lands within the Carson City boundary and within the 100-year FEMA flood plain of the Carson River).



Hazardous Fuels Reduction and Wildfire Prevention (Hazardous Fuels)

Only entities that are signatories to those plans for projects on lands in the Lake Tahoe Basin; the Carson Range in Douglas County; Washoe County; and Carson City in Nevada; and the Spring Mountains in Nevada.

- *Lake Tahoe Basin Eligible Entities* – FS Lake Tahoe Basin Management Unit; Tahoe Regional Planning Agency; Tahoe Resource Conservation District; Nevada Division of State Parks; Nevada Division of Forestry; Nevada Division of State Lands; California Department of Forestry and Fire Protection; California Tahoe Conservancy; California State Parks; North Tahoe Fire Protection District; North Lake Tahoe Fire Protection District; Tahoe-Douglas Fire Protection District; Lake Valley Fire Protection District; Meeks Bay Fire Protection District; South Lake Tahoe Fire Department; and Fallen Leaf Fire Department.
- *Carson Range Eligible Entities* - FS Humboldt-Toiyabe National Forest; Nevada Division of Forestry; Nevada Division of State Lands; Nevada Division of State Parks; Nevada Network of Fire Adapted Communities; Carson City – Parks and Recreation, Open Space; Carson City Fire Department; Washoe County, Nevada; Washoe Tribe of Nevada and California; Truckee Meadows Fire Protection District; Tahoe-Douglas Fire Protection District; The Nature Conservancy; University of Nevada Cooperative Extension; and Nevada Prescribed Fire Alliance.

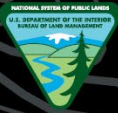


Hazardous Fuels Reduction and Wildfire Prevention (continued)

- *Spring Mountains Range Eligible Entities* - FS Humboldt-Toiyabe National Forest; BLM Southern Nevada District Office; Nevada Division of Forestry; Nevada Division of State Lands; Nevada Division of State Parks; Clark County Fire Department; Nye County/Pahrump Fire Department; Nye County; Clark County; Mount Charleston Fire Protection District; and Fire Adapted Nevada Partnership.

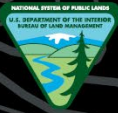
Eastern Nevada Landscape Restoration Projects (ENLRP)

- Federal agencies of DOI and USDA may nominate Great Basin restoration initiatives in White Pine and Lincoln Counties, Nevada, in order to carry out ENLRP
- In carrying out ENLRP, the Secretaries of Interior and Agriculture may make grants, and the BLM Director and FS Chief may enter into an agreement, with the Eastern Nevada Landscape Coalition, Great Basin Institute, and other entities for certain restoration actions. Through these agreements and grants, SNPLMA funding may be approved for restoration projects on non-Federal lands within White Pine and Lincoln Counties, Nevada.
- FS, BLM, and Ely Shoshone Tribe may carry out eligible ENLRP projects on Ely Shoshone Trust Lands that are beneficial to the tribe and FS or BLM. The FS and BLM will consult and coordinate with the Tribe on any proposed ENLRP project on trust lands.



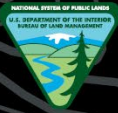
SNPLMA has general and category-specific nomination guidance

- Guidance is approved each round by the SNPLMA Executive Committee (EC).
- **General guidance** will apply to all program categories and will be outlined in each nomination package requirements.
- **Category-specific guidance** addresses unique or specific aspects of each category, and information that is necessary to tease out the best projects for SNPLMA funding.
- The term “best” is relative to the criteria and other projects nominated in the round.



General guidance consists of Limitations and Direction

- Limited number of submissions per entity per category, except for the Hazardous Fuels category.
 - Hazardous Fuels eligible entities can submit the number of allowed nominations per entity for each legislated fuel area.
- Nominations must be the best value option for a viable project. That is, nominations are to be cost effective while maintaining quality and the scope is not more than one project or phase.
- Nominations are limited to one well defined project location or site for PTNA and Capital Improvements. This means one campground, one park, one trail, etc.



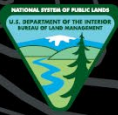
- Land Acquisitions, Conservation Initiatives, MSHCP, ENLRP, and Hazardous Fuels can identify an area as the location.
- Nominations may not identify non-eligible recipients of sub-awards in the nomination.
 - Entities are encouraged to work with partners in developing the nomination but the nomination narrative and/or budget cannot indicate that money will go to these partners unless the law allows (White Pine Act has this for ENLRP).
- Nominations must use the SNPLMA performance measures to quantify deliverables, where appropriate.



Formatting and Submittal Requirements

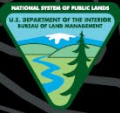
NEW FOR ROUND 20* The nomination period runs for 90 days

- Nomination period will open August 7, 2023, and close November 5, 2023.
- All categories: Early nomination submission in the SNPLMA Nomination Portal due September 17, 2023.
- All nominations are accepted through the SNPLMA Nomination Portal – no hard copy submissions.
- Use the template provided for the category, unless directed otherwise by the Program Manager for the category.
- Follow the checklist for the category to ensure you submit all required documents.



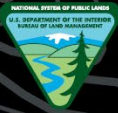
Nomination Content Requirements

- All nominations will have:
 - Cover Page
 - Background
 - Executive Committee Strategic Plan Values
 - Purpose Statement
 - Deliverables (Primary, Anticipated, and Standard)
 - Location details, including detail maps (map requirements vary by category)
 - Timeframe (specific to the category)
 - Level of Project Readiness for Implementation
 - Future Operations and Maintenance
 - Project Budget
 - Key Contacts
 - Ranking Criteria
 - Compliance with Departmental Priorities, Strategic Goals, Executive Orders, Secretarial Orders, etc.
 - Maps (map requirements vary by category)
 - Performance Measures table
 - Photos
 - Letters of Support (optional unless interagency)

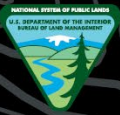


Expected standard timeframes (startup to closeout) by program categories:

- Land Acquisitions: 3 years
- PTNA, CIP, MSHCP, and CI projects: 5 years
- ENLRP: 5 years
- Hazardous Fuels: 6 years
- LTRA Projects: 5 years for capital projects; 4 years for science projects; and 6 years for Hazardous Fuels projects.



- An off-cycle nomination can be submitted at any time in the year for a “high-value land acquisition.”
- A “high-value acquisition” is one that is time sensitive or presents a unique opportunity that could be lost forever if action is not taken.
 - The Executive Committee has defined “high-value lands” as those that contribute to sustainability of the landscape and/or connectivity of habitat and migratory corridors for sensitive species, and those values that are at risk of being lost to development.
- This process follows the same steps as a normal Round:
 - Nomination
 - SNPLMA Division review
 - Subgroup review and scoring
 - PWG review and recommendation
 - Public comment period
 - Executive Committee review and recommendation
 - Secretarial review and decision

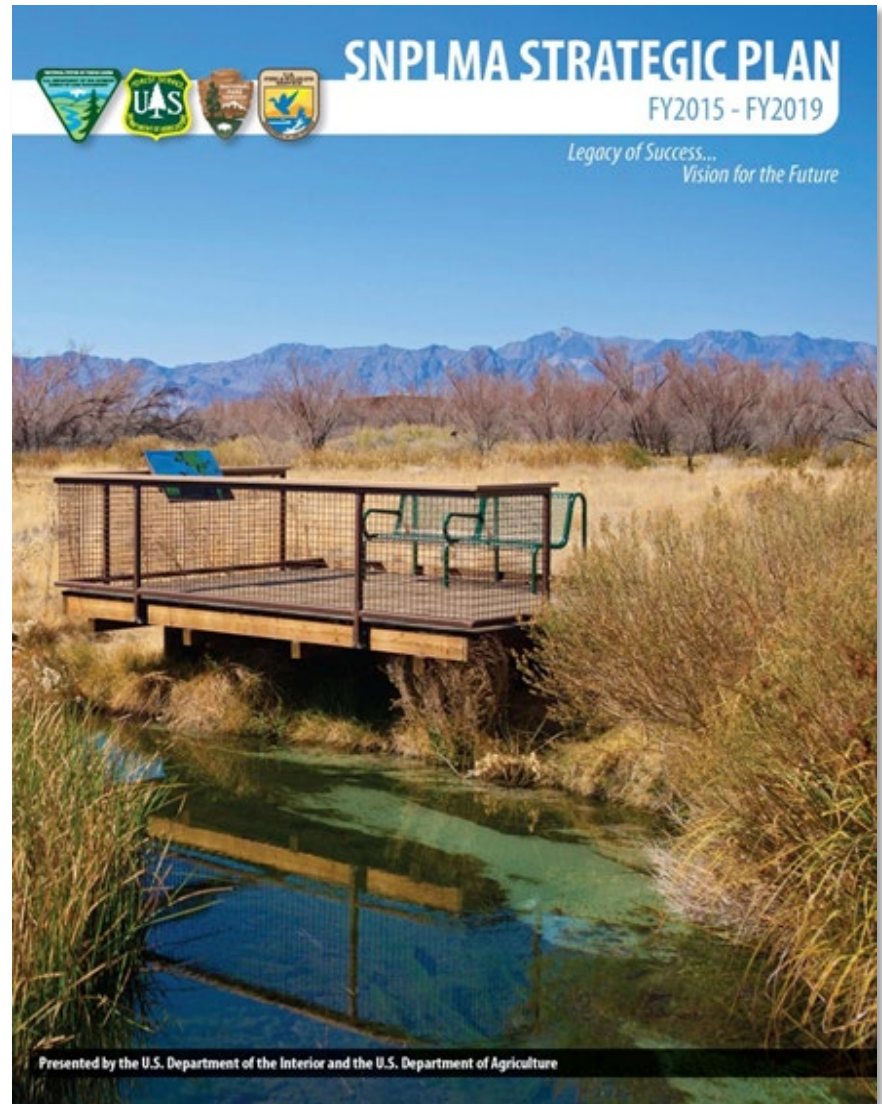


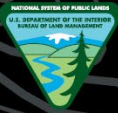
All nominations must be compatible with the SNPLMA EC goals:

GOAL 1: Sustain the quality of the outdoor environment by conserving, preserving, and restoring natural and cultural resources.

GOAL 2: Improve the quality of life for all publics in urban and rural communities by enhancing recreational opportunities that connect people with the outdoor environment.

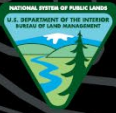
The *Strategic Plan* can be found on the SNPLMA website (www.blm.gov/snplma) under "Implementation." Note, however, the updated SNPLMA Performance Measures are in the IA Part Two, Appendix J-3, not in the *SNPLMA Strategic Plan*.





Nominations must address the three values (+/-) in the SNPLMA Strategic Plan:

- [Sustainability](#): Projects that provide benefits in the near and long term by emphasizing healthy and resilient landscapes as well as durability, relevancy, and shared support.
- [Connectivity](#): Projects that link people to nature and to recreational opportunities, and unite important places across the landscape.
- [Community](#): Projects that improve quality of life for the human community and protect the integrity of biological communities.

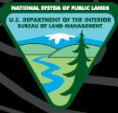


I.	<p>SUSTAINABILITY & MODERNIZATION: The project supports conservation, preservation, restoration, or modernization of natural, cultural, or historic resources (which includes infrastructure) to ensure availability of those resources for future generations. The project will remain relevant and continue to provide benefit to a recreation user over the anticipated life of the project.</p> <p>Clearly explain what the anticipated design life of the project is and identify what and how the natural resources will be sustained.</p>	20
<p>(Factors [A or B] + C + D) (All factors can be scored on a sliding scale.)</p>	<p>A. A new project or facility designed specifically to engender conservation stewardship and provide new opportunities within the management area that is ecologically, economically, and socially sustainable for present and future generations and restore or preserve natural resources or cultural resources of the area.</p>	10
	<p>B. Modernization or rehabilitation of an existing project, facility and/or amenities to enhance the visitor experience, improve unit operations, and reduce or eliminate user impacts to the natural or cultural resources, or restore natural processes within the immediate project area.</p>	10
	<p>C. Conservation and stabilization, restoration, or rehabilitation of significant historic buildings, cultural sites, and other significant historic facilities for the present and future generations to enjoy and appreciate the areas cultural heritage.</p>	5
	<p>D. New facilities that enhance or improve management of public lands. These might include visitor centers, contact stations, and campgrounds to improve public access; housing for staff, interns, and volunteers to carry out programs for improved conservation, education; and curation facilities and workspace to improve conservation of natural and cultural resources and opportunity for educational programming.</p>	5
		67



SNPLMA Round 19 Nominations

Category	Number of Nominations Submitted	Funding Requested
Environmentally Sensitive Land Acquisitions	2	\$4,930,923
Capital Improvements	14	\$129,577,399
Multi-Species Habitat Conservation Plan	3	\$3,501,521
Parks, Trails, and Natural Areas	20	\$238,703,054
Conservation Initiatives	6	\$7,870,899
Eastern Nevada Landscape Restoration Project	4	\$12,066,350
Hazardous Fuels Reduction and Wildfire Prevention	6	\$17,455,760
Grand Total	55	\$414,105,906

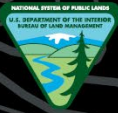


- Scoring and ranking is completed by the Subgroup for the category.
- Subgroups make a recommendation based on the scores.
- PWG uses Subgroup scores to develop their Preliminary Recommendation to the EC for funding.
- Scores are relatively weighted. Higher value criteria and factors have higher points.
- Ranking criteria and factors either use specific language from the enacting legislation, or are the Subgroup/PWG/EC interpretation of that legislation.
- Ranking criteria and factors are evaluated each round as if to look back and validate that the projects with the most points are the most important (relatively).
- EC makes a final recommendation to the Secretaries of Interior and Agriculture for approval consideration.

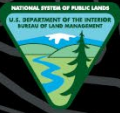


Scoring and Ranking Example

Rank	Agency	Tab Num	Project Name	I.	II.	III.	IV.	V.	Total	Percent of Total Possible Points	Requested	Cumulative
1	FWS	5	Wildlife Water Development for Desert Bighorn Sheep Conservation	58	55	77	110	20	320	80%	\$ 781,221	\$ 781,221
2	FWS	3	Modernization of Groundwater Wells for Wildlife Refuge Habitat Conservation	72	57	76	83	20	308	77%	\$ 1,441,426	\$ 2,222,647
3	NPS	2	Improving Mountain Lion Management with Outreach, Inclusiveness, and Community Science	47	39	74	106	19	285	71%	\$ 2,210,324	\$ 4,432,971
4	USDA FS	6	Youth Engagement in Natural Resource Management	60	51	65	101	0	277	69%	\$ 1,124,075	\$ 5,557,046
5	BLM	1	Condor Canyon Habitat Restoration and Evaluation	75	58	38	85	3	259	65%	\$ 934,253	\$ 6,491,299
6	USDA FS	4	Wild Horse and Burro Herd Monitoring and Enhancement	58	41	54	56	18	227	57%	\$ 1,379,600	\$ 7,870,899

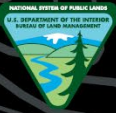


- **Nominations are about realistic expectations and deliverables**
 - Can you deliver on your promises, re: time, scope, and budget?
 - Will the project have the desired outcome?
 - Does the land actually provide the habitat/resource described?
 - The nature of the project must support statements made in order to gain applicable points.
- **Use accurate and reasonable cost estimates**
 - Subgroups are quick to run calculations to compare \$ per acres, or \$ per sq. ft.
 - Is the value of the project worth the investment, e.g. return on investment?
- **Propose reasonable scope/deliverables**
 - What can be realistically accomplished given the time and funding
 - Remember to include time for closeout into the schedule



SNPLMA Round 19 Nominations

Category	Number of Nominations Recommended	Funding Recommended
Environmentally Sensitive Land Acquisitions	2	\$4,930,923
Capital Improvements	8	\$71,993,239
Multi-Species Habitat Conservation Plan	3	\$3,501,521
Parks, Trails, and Natural Areas	17	\$232,303,774
Conservation Initiatives	6	\$7,870,899
Eastern Nevada Landscape Restoration Project	4	\$12,066,350
Hazardous Fuels Reduction and Wildfire Prevention	6	\$17,455,760
Special Account Reserve		\$50,000,000
Grand Total	46	\$400,122,466



Bureau of
Land
Management

SNPLMA 101
Program Overview

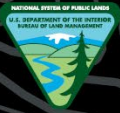
SNPLMA 201
Project Nomination

SNPLMA 301
Approval & Funding

SNPLMA 401
Implementation

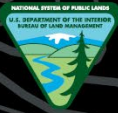
SNPLMA 501
Closeout

SNPLMA 601
Questions & Answers



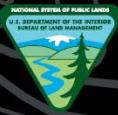
The SNPLMA Program has four core processes – Nomination, Approval and Funding, Implementation, and Closeout.

- This course will focus on the **Approval and Funding** process.
- Within Approval and Funding, the emphasis will be on:
 - Secretary Decision Document terms and conditions
 - How each entity receives SNPLMA funding, e.g. Assistance Agreement, transfer, task order, etc.



The Secretary decision includes conditions applicable to all project categories:

- Funds not expended to complete the approved nomination will be returned to the Special Account; **reallocation of unexpended funds to previously approved projects is not authorized.**
- Amounts authorized for expenditures for projects are not to be construed as approval for any particular expenditure.
- It is expected that approved projects will be implemented in accordance with the project purpose and deliverables stated in the nomination.
- Projects will be implemented within the timeframe specified in the project nomination with appropriate time allocated for project startup and closeout.

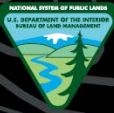


Authorization for expenditures are not approved until all requisite procedures in the *SNPLMA Implementation Agreement* have been met:

1. Receipt of a **Special Account Funds Notice**
2. Work on the project must begin within 1 year of the date of the Special Account Funds Notice.
3. Pre-work site visit to verify location and discuss scope of work with SNPLMA Division.
4. Entity must request in writing project initiation and funding. Request letter must be on agency/entity letterhead signed by the authorized agency/entity manager.
5. Workplan submitted by the entity in the SNPLMA Management and Reporting Tool (SMART) and **accepted** by the SNPLMA Division setting forth a schedule of milestones with associated expenditures.
 - Adhere to the approved timeframes which should allow sufficient time for project close out.
 - Include deliverables identified in the approved nomination.
6. The appropriate financial instrument must be executed by both parties, as applicable.

In addition, for Non-Federal Projects the Secretary decision specifically states:

- A cooperative agreement or grant (i.e., Assistance Agreement) between the entity and the BLM must be executed.
- The starting point for an identified deliverable and its associated funding start date has been reached. **(This requirement is met by completing the workplan in SMART.)**



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Southern Nevada District Office
4701 N. Torrey Pines Drive
Las Vegas, NV 89130
<http://www.blm.gov/nv/st/en/fo/lyfo.1.html>

In Reply Refer To:
2710 (NVS00550)

To: Eligible Federal Agencies, Local and Regional Governments, and Other Non-Federal Entities (See Distribution List)

From: Robert C. Wandel
Acting Assistant District Manager, SNPLMA Division

Subject: Round 16B Southern Nevada Public Land Management Act (SNPLMA)
Special Account Funds Notice

This memorandum provides formal notification that funds are available from land sale revenues to proceed with projects funded under SNPLMA Round 16B. **Please consider Tuesday January 3, 2017 to be the official funding notification date. The funding notification date initiates a one-year (1 year) time frame to begin working on the project.**

Before beginning work on a project, the agency/entity must complete several steps, including receipt of this notice, submittal of a letter requesting project initiation, approval of a project work plan, and receipt of an executed financial instrument (assistance agreement, interagency agreement, BLM task order, or 1151-direct transfer funds expenditure letter). Recipient agencies and entities should refer to the instructions and requirements for initiating project funding in the *SNPLMA Implementation Agreement, Part Two* (IA Part Two), Appendix J posted on the SNPLMA website at <http://www.blm.gov/snplma>.

The time required to fully execute a financial agreement varies depending on the nature of the agreement as well as workloads both within BLM and within the requesting agency/entity. Therefore, it is recommended that requests to initiate funds be submitted within the next six months to ensure the financial instrument is executed in time for work to begin before Tuesday January 2, 2018.

The approved projects will be entered into the SNPLMA Management and Reporting Tool (SMART) and work plan development can commence on January 1, 2017. The Fiscal Year 2017 second quarter reporting cycle will be open from January 1 through February 10, 2017.

No contingency funding was approved for Round 16B projects. Budget reallocation between projects or within the categories is no longer authorized, except as provided in the Round 16B Decision Document for the City of Henderson Union Pacific Railroad (UPRR) Trail projects. With the exception of the Lake Tahoe Restoration category, all unused funding from completed and terminated projects is returned to the SNPLMA Special Account. Requests for additional funds for approved projects will be considered only for funding from the Special Account Reserve (SAR).

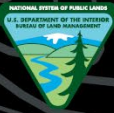
In the Round 16B Secretary's Decision Document, the Secretary directed:

- All project funds not expended to complete the project shall be returned to the SNPLMA Special Account for future rounds, the Special Account Reserve, and other authorized purposes. No reallocation of excess funds by the Executive Committee to new or previously approved projects is authorized.
- Authorization for expenditures for projects submitted in Round 16B as set forth in this Decision Document will not be construed as a final approval for any particular expenditure. The amounts authorized herein are not approved for expenditure unless and until all requisite procedures are followed as outlined in this document and in the SNPLMA Implementation Agreement.
- For Federal projects, no amount authorized herein will be considered to be an amount approved for expenditure until the following have been met:
 - 1) A notice of availability of funding has been issued.
 - 2) A work plan has been submitted by the proponent and accepted by the Bureau of Land Management (BLM). The work plan will set forth a schedule of milestones with associated expenditures.
- For non-Federal projects, no amount authorized herein will be considered to be an amount approved for expenditure until all of the following have been met:
 - 1) A notice of availability of funding has been issued.
 - 2) A cooperative agreement or grant between the recipient entity and the BLM or other Federal agency has been fully executed.
 - 3) A work plan has been submitted by the proponent and accepted by the BLM or other Federal agency. The work plan must set forth a schedule of milestones with associated expenditures.
 - 4) The starting point for an identified deliverable and its associated funding start date has been reached.
- Approved projects will be implemented in accordance with the project purpose and deliverables and within the timeframe specified in the project nomination, with appropriate time allocated for project startup and closeout as agreed upon in the work plan approved by the BLM. Time extension requests should be considered exceptions to the expected practice of timely implementation of projects and therefore limited in number and scope.

If an agency or entity has not made the request to initiate a project and begun implementation of the project (i.e., conducting project work) by **Tuesday January 2, 2018**, the SNPLMA Division will¹ recommend termination of the project. The termination would be recommended through a decision memorandum and sent to the SNPLMA Executive Committee for a final decision.

The table below reflects the projects approved in each category by priority and includes the total approved funding, the SNPLMA administrative project number, and the BLM 12-digit work breakdown structure (WBS) numbers from BLM's FBMS financial management system, where applicable. Correspondence

¹ The Executive Committee approved a change to the IA language regarding circumstances that would lead to a SNPLMA Division recommendation to terminate a project from "termination may be recommended" to "will be recommended" in a decision memorandum (DM) signed on January 15, 2014. The revisions in the DM became effective upon signature of the DM by the Executive Committee Chair.



Special Account Funds Notice

with this office should reflect the priority number, SNPLMA project number, and the WBS where applicable. Financial instruments will include the WBS number in the funding account information. If you have any questions about your project, please contact your SNPLMA Program Manager.

SNPLMA ROUND 16B APPROVED PROJECTS

Priority	Project Name	Requesting Entity	SNPLMA Project Number	WBS	Designated Amount
SNPLMA ROUND 16B PROJECT NUMBER REQUESTS					
Parks, Trails, and Natural Areas (Jeff Wilbanks, Program Manager: 702-515-5160)					
2	Las Vegas Wash Enhancement and Stabilization	Southern Nevada Water Authority	WA09	LXSNWA095600	\$1,000,000
6	McGill Ball Park Upgrade Phase II	White Pine County	WP10	LXSNWP105600	\$996,199
8	Northern Nevada Historic Railroad Museum Interpretive Trail Phase II	White Pine County	WP11	LXSNWP115600	\$1,287,999
9	Carson River Trail System Phase II - Ranch Connection	Carson City	CR03	LXSNCR035600	\$1,843,685
10	Kief Ranch Historic Park 6.81 Acre Acquisition	City of North Las Vegas	NL25	LXSNNL255600	\$1,520,700
11	Robert E. "Bob" Price Park Improvements	Clark County	CC67	LXSNCC675600	\$2,348,173
12	Southwest Ridge Park/Trailhead Phase I	Clark County	CC68	LXSNCC685600	\$1,876,966
17	Crang Ranch Regional Park 5.34 Acre Acquisition	City of North Las Vegas	NL26	LXSNNL265600	\$3,824,600
18	Crang Ranch Regional Park 20.57 Acre Acquisition	City of North Las Vegas	NL27	LXSNNL275600	\$4,025,000
PTNA Total					\$24,723,322
Capital Improvements (Robert Taylor, Program Manager: 702-515-5139)					
1	Colorado Rover Heritage Trail - Arizona Water in the Desert: Water Conservation Delivery System	BOR	BR10	Transfer -- No WBS	\$5,999,773
2	Lincoln County Partners Non-Motorized Multipurpose Trail System, Phase II	FWS	FW39	Transfer -- No WBS	\$1,308,514
3	Reconstruct and Restore the Historic Wheeler Peak Campground	BLM	BL52	LXSNBL525200	\$1,119,683
4	Hoover Dam Visitor Center Theater Level Refurbishment	NPS	NP99	Transfer -- No WBS	\$4,438,406
5	Rehabilitate Boulder Beach Campground North Loop	BOR	BR11	Transfer -- No WBS	\$2,702,471
6	Hilltop Campground Reconstruction Project	NPS	N100	Transfer -- No WBS	\$1,451,701
8		FS	FS45	Transfer -- No WBS	\$5,286,300
					\$22,306,848

(Page below is intentionally blank)

Priority	Project Name	Requesting Entity	SNPLMA Project Number	WBS	Designated Amount
SNPLMA ROUND 16B PROJECT NUMBER REQUESTS (continued)					
Conservation Initiatives (Cynthia Poff, Program Manager: 702-515-5120)					
1	Can land managers prevent the "inevitable collapse" of bats in the western US?	NPS	NP83	Transfer -- No WBS for NP; BL WBS is LXSNBL836100	\$1,193,632
2	Building Stewardship of Public Lands with Displaced User Groups	NPS	NP84	Transfer -- No WBS for FS, NP, and FW; BL WBS is LXSNBL846100	\$2,978,100
3	Protecting Cold Butte's Cultural Heritage	BLM	BL85	LXSNBL856100	\$1,749,218
4	Butterfly Antecology Phase IV	FS	FS79	Transfer -- No WBS	\$1,608,015
5	Protection, Stabilization, and Restoration of the Lehman Caves Historic Area	NPS	NP79	Transfer -- No WBS	\$926,597
6	Endemic and Sensitive Species Biological Mitigations for Spring Mountains National Recreation Area Capital Improvement Projects	FS	FS80	Transfer -- No WBS	\$734,200
					\$9,189,762
Environmentally Sensitive Land Acquisitions (Robert Wandel, Acting Program Manager: 702-515-5116)					
1	Jacks Valley Ranch Conservation Easement	FS	FS63	Transfer -- No WBS	\$12,419,000
					\$12,419,000
Eastern Nevada Landscape Restoration Project (Robert Wandel, Program Manager: 702-515-5116)					
1	Atlanta Road Sage Grouse Habitat Improvement Continuation	BLM	B014	LXSNB0146800	\$566,000
2	Sagebrush Habitat Restoration	FS	F017	Transfer -- No WBS	\$1,185,520
3	Elly District Noxious and Invasive Weeds: Inventory, Treatment, Restoration, and Education	FS	F018	Transfer -- No WBS	\$920,560
4	South Spring and Humbin Valley Watershed Restoration Plan	BLM	B015	LXSNB0156800	\$350,000
5	Forgotten Grasslands: Restoration of Basin Wildlife Ecosystems on Great Basin National Park	NPS	N007	Transfer -- No WBS	\$320,950
					\$3,343,030
Multi-species Habitat Conservation Plan (Jeff Wilbanks, Program Manager: 702-515-5160)					
1	Desert Tortoise Connectivity	Clark County	CC72	LXSNCC725700	\$2,448,000
2	Riparian Restoration - Muddy River Riparian Reserve Unit	Clark County	CC73	LXSNCC735700	\$2,770,000
					\$5,218,000
					\$77,199,962
					\$2,000,000
					\$79,199,962

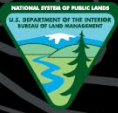
There are three types of deliverables (See IA Part Two, Appendix A for examples of each type):

- **Primary Deliverables:** Primary deliverables are those that must be completed in order to complete the project and accomplish the purpose.
- **Anticipated Deliverables:** Anticipated deliverables are those that are desirable and beneficial, but not minimally necessary to completion of the proposed project and project purpose.
- **Standard Deliverables:** Standard deliverables are those actions/activities that are generally accepted by the agency/entity, and/or by industry standards as necessary to complete the aforementioned Primary and/or Anticipated deliverables.



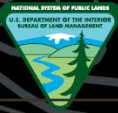
Your nomination was approved...now what



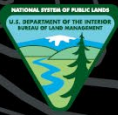


There are four methods (i.e. financial instrument formats) for receiving SNPLMA funds. The method chosen depends primarily on the nature of the receiving entity and differs in regard to how funds are distributed.

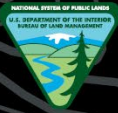
1. Non-federal entities (e.g. local and regional governmental entities) receive funding through **Assistance Agreements (AA)**.
 - Payments are completed through the Automated Standards Application for Payment (ASAP).
2. The FS, NPS, FWS, and BOR (at Lake Mead only), and Federal Highway Administration have appropriation accounts and can receive **direct transfers -1151 Transfer**.
3. Most federal agencies receive funding through quarterly transfers or **Inter-Agency Agreements (IAA)**.
 - Payments by direct transfer allow the entity to create obligations and make payments for necessary expenses through its financial system.
 - Entity may request only the amount anticipated to be expended or obligated in the following quarter and must expend 95% of funds received before additional funds are transferred or justify the need for additional funds.
4. The BLM receives funding through an internal task order – **BLM Task Order**. (BLM projects only)
 - BLM task orders are a direct charge mechanism allowing obligations and expenditures for necessary project expenses to be created directly in the SNPLMA Special Account against the cost structure assigned to the project.



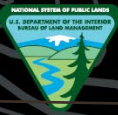
Entity	Assistance Agreement	Inter-Agency Agreement	Direct Charge Task Order	Transfer Authorization Letter
BLM			X	
BOR		X		X
California Tahoe Conservancy	X			
Carson City	X			
Clark County	X			
City of Las Vegas	X			
City of North Las Vegas	X			
City of Henderson	X			
EPA		X		
FWS		X		X
Lincoln County	X			
NRCS		X		
North Lake Tahoe Fire Protection District	X			
NPS		X		X
Southern Nevada Water Authority	X			
State of Nevada	X			
Tahoe Douglas Fire Protection District	X			
USACE		X		
USFS				X
USGS		X		
White Pine County	X			



- Depending on the type of funding instrument, any of the following parties may be involved:
 1. SNPLMA Division
 2. Partnering Entity Receiving Funds
 - Some agencies use service centers, State or county boards, etc.
 3. BLM Nevada State Office Contracting Officer and Specialists
 4. BLM Nevada State Office Grants Management Specialists
 5. National Operations Center (NOC) SNPLMA Accountant
- Transfer authorization letters, for projects funded by direct transfer, approves the expenditure of transferred funds and are signed only by the SNPLMA Division, and accordingly take the least amount of time to execute. In contrast, the process to execute Assistance Agreements is much more complex and takes the most amount of time. BLM Task Orders, fall somewhere between the other two.
- **Workplans must be submitted and approved before a Funding Instrument will be executed.**

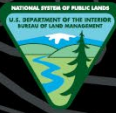


- Entities have **1 year** from the date the Special Account Funds Notice is issued to **begin work** on approved projects.
 - An executed financial instrument in and of itself *does not constitute* the beginning of work. The on-the-ground work and direct project implementation ***MUST*** begin within this timeframe or the project may be terminated.
- Project expenses incurred prior to issuance, or after the expiration of, the funding instrument are not compensable by SNPLMA.
- The measure of progress toward completion is evaluated on a case-by-case basis, and success or failure to meet this requirement is decided by the SNPLMA Program Manager.



Funding Instruments are not STATIC. They will require changes for any of the following:

1. Extension to the approved Period of Performance (POP)
2. Scope Changes
3. Adding Funds
 - a. as a result of approved SAR,
 - b. contingency, or
 - c. interagency project budget revision requests
4. De-obligating funds
 - a. as a result of scope changes,
 - b. project close-outs, or
 - c. interagency project budget revision requests
5. Project Close-Out
6. Administrative Actions



Department of Comprehensive Planning

500 S Grand Central Pkwy • Box 551744 • Las Vegas NV 89155-1744
(702) 455-4314 • Fax (702) 455-3271

Nancy A. Amundsen, Director

January 12, 2017

Jeff Wilbanks, Program Manager
Parks, Trails and Natural Areas
BLM Southern Nevada District Office
4701 North Torrey Pines Drive
Las Vegas, NV 89130

RECEIVED BLM
SOUTHERN NEVADA
DISTRICT OFFICE
2017 JUN 12 P 2:11

Request for Initiation of SNPLMA Funding
CC68 Southwest Ridge Park/Trailhead Phase I Project (Priority #16-7)

Dear Jeff:

Clark County is formally requesting initiation of funding through an assistance agreement for the above referenced SNPLMA project. The County has submitted the project work plan to initiate the CC68 Southwest Ridge Park/Trailhead Phase I project in the amount of \$4,876,500. We understand that SNPLMA funding for the CC68 Southwest Ridge Park/Trailhead Phase I project will not be provided until the project work plan is approved, and an assistance agreement has been executed and received by Clark County. Furthermore, we understand the information about the project scope, deliverables and available budget was posted with the public via the SNPLMA website.

By this letter, we confirm the CC68 Southwest Ridge Park/Trailhead Phase I project will be carried out in compliance with the policies and procedures guidelines in the current SNPLMA Implementation Agreement, the terms and conditions of the assistance agreement, Federal Acquisition Regulations, and agency contracts and constructing policies.

Further, all funds provided will be expended only for the project approved by the Secretary of the Department of the Interior and as described in the nomination. Funds provided will be allocated and accounted for by project.

We understand that Federal regulations require retention of records that document expenditures of funds against funding provided (e.g., receipts, invoices, inspection reports, etc.). Clark County will retain supporting documentation and expenditure records in the project file as expenses are incurred and will make them available for periodic project review and for project closeout or termination by SNPLMA as well as for formal audit purposes.

BOARD OF COUNTY COMMISSIONERS
STEVE SISOLAK, Chairman • CHRIS GIUNCHIGLIANI, Vice Chair
SUSAN BRAGER • LARRY BROWN • MARILYN KIRKPATRICK • MARY BETH BODW • LAWRENCE WEEKLY
YOLANDA T. KING, County Manager

We confirm that the financial reports retained in the project file will be annotated to explain expenses for documents excepted from retention in the project file by SNPLMA policies and that the excepted documents are retained in agency files as dictated by agency policy and procedures and acknowledge that Clark County could be asked to produce these documents for formal audit proceedings.

We also confirm that a list of staff charges may all to the project and the function/role of each in carrying out the project will be included in the project file.

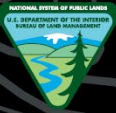
If you have any questions regarding this correspondence, feel free to contact Ron Gregory, SNPLMA Administrator, (702) 455-4121 or rgy@clarkcountynv.gov.

Sincerely,

[Signature of Nancy A. Amundsen]

Nancy A. Amundsen, Director
Authorized Certifying Official

Submit Electronically



Assistance Agreements

All non-Federal entities eligible for SNPLMA funds, regardless of category, are required to establish an Assistance Agreement (AA) to receive funds.

Funds will be disbursed through the ASAP system.

Important Websites:

www.grants.gov

www.grantsolutions.gov

www.asap.gov

www.sam.gov

MUST HAVE AN ACTIVE AND UP-TO-DATE PROFILE IN GRANT SOLUTIONS

Grant and Cooperative Agreement				CHOOSE ONE: <input checked="" type="checkbox"/> COOPERATIVE AGREEMENT <input type="checkbox"/> GRANT
CHOOSE ONE: <input type="checkbox"/> EDUCATION <input type="checkbox"/> FACILITIES <input type="checkbox"/> RESEARCH <input type="checkbox"/> SDCR <input type="checkbox"/> TRAINING				
1. GRANT/COOPERATIVE AGREEMENT NUMBER L05AC13905	2. SUPPLEMENT NUMBER 0005	3. EFFECTIVE DATE 08/29/2011	4. COMPLETION DATE	
5. ISSUED TO NAME/ADDRESS OF RECIPIENT (No. Street, City/County, State, Zip) SOUTHERN NEVADA WATER AUTHORITY Attn: UNKNOWN 1001 S VALLEY VIEW BLVD LAS VEGAS		6. ISSUED BY BLM NV-STATE OFC BGT&FIN SVC (NV955) Mailing Address: 1340 FINANCIAL BLVD. RENO NV 89520		
7. TAXPAYER IDENTIFICATION NO. (TIN)	9. PRINCIPAL INVESTIGATOR/ORGANIZATION'S PROJECT OR PROGRAM MGR. (Name & Phone) Jeremy Brooks, Management Analyst 702-258-3258			
8. COMMERCIAL & GOVERNMENT ENTITY (CAGE) NO.				
10. RESEARCH, PROJECT OR PROGRAM TITLE Las Vegas Wash Environmental Restoration Priority 5/3, Project WA01				
11. PURPOSE See Schedule				
12. PERIOD OF PERFORMANCE (Approximately) 09/19/2005 through 12/31/2012				
13A. AWARD HISTORY		13B. FUNDING HISTORY		
PREVIOUS	\$10,686,720.00	PREVIOUS	\$10,686,720.00	
THIS ACTION	\$0.00	THIS ACTION	\$0.00	
CASH SHARE	\$0.00	TOTAL		\$10,686,720.00
NON-CASH SHARE	\$0.00			
RECIPIENT SHARE	\$0.00			
TOTAL		\$10,686,720.00		
14. ACCOUNTING AND APPROPRIATION DATA 01				
PURCHASE REQUEST NO.	JOB ORDER NO.	AMOUNT	STATUS	
15. POINTS OF CONTACT				
	NAME	MAIL STOP	TELEPHONE	E-MAIL ADDRESS
TECHNICAL OFFICER	Jeff Wilbanks		702-515-5070	jwilbanks@blm.gov
NEGOTIATOR				
ADMINISTRATOR	Eddie W. Bell		775-861-6435	eddie_bell@blm.gov
PAYMENTS				
16. THIS AWARD IS MADE UNDER THE AUTHORITY OF: Southern Nevada Public Land Management Act of 1998 P.L. 105- 263, as amended				
17. APPLICABLE STATEMENT(S), IF CHECKED: <input type="checkbox"/> NO CHANGE IS MADE TO EXISTING PROVISIONS <input type="checkbox"/> FDP TERMS AND CONDITIONS AND THE AGENCY-SPECIFIC REQUIREMENTS APPLY TO THIS GRANT			18. APPLICABLE ENCLOSURE(S), IF CHECKED: <input type="checkbox"/> PROVISIONS <input type="checkbox"/> SPECIAL CONDITIONS <input type="checkbox"/> REQUIRED PUBLICATIONS AND REPORTS	
UNITED STATES OF AMERICA			COOPERATIVE AGREEMENT RECIPIENT	
CONTRACTING/GRANT OFFICER Susan Kaller	DATE 9/12/11	AUTHORIZED REPRESENTATIVE Patricia Mulroy, General Manager		DATE 8/23/11

for



What Does it Take to Get an Assistance Agreement?

1

• Entity registers as a Federal contractor in the System Award Management (SAM) program at www.sam.gov (Tip: Consider registering at www.grants.gov, www.grantsolutions.gov, and www.asap.gov at this time as these can be time consuming and this will help keep the process moving later on.)

• Entity submits a written request to the SNPLMA Division to initiate project funding.

• SNPLMA Program Manager requests establishment of a project specific WBS element from SNPLMA Accountant .

• SNPLMA Program Manager submits a Statement of Work/Statement of Programmatic Involvement to the BLM Nevada State Office Contracting Division.

• SNPLMA Program Manager creates a purchase requisition in the Department of the Interior Financial Business Management System (FBMS).

6

• BLM Nevada State Office (NSO) Contracting Office issues a Notice of Intent to Award on www.grants.gov .

7

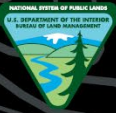
• Entity registers and applies for the project by submitting the SF 424 "Application for Federal Assistance" and other required forms via www.grants.gov. Please send a copy of the documents to the SNPLMA Program Manager.

8

• BLM NSO Contracting Office reviews AA application and other materials submitted by the entity to develop a draft AA and then sends the approved AA to the entity; the BLM no longer requires a signature to the AA by the recipient for new awards.

9

• Copies of the fully executed AA are distributed to the entity, the SNPLMA Program Manager, and the SNPLMA Accountant at the NOC.



DO

- Be sure to register with SAM on www.sam.gov, on www.asap.gov, www.grantsolutions.gov, and on www.grants.gov
- Plan to submit the request to initiate funding for approved projects as soon as possible after the Special Account Funds Notice is issued
- Record quarterly drawdown projections in SMART
- **Make sure your profile in Grant Solutions is active and up-to-date**

DON'T

- Get your agreement placed under “Agency Review” by doing any of the following:
 - Failing to submit quarterly reports
 - Failing to provide notice of pending drawdowns for PTNA projects
 - Using funds improperly or incurring costs that are not necessary expenses
 - Not responding to or correcting audit findings
 - Drawing down funds after the project is closed
- Wait too long to request an AA. It can take several months to receive a fully executed AA, more if there are significant edits, and all projects must **BEGIN** work within **1 year** of receiving the Special Account Funds Notice.



Just in case you forget all of this, you can refer to Section VIII.B or Appendix J, J-3, L, and M of the SNPLMA Implementation Agreement for a detailed explanation of receiving funds through the assistance agreement - ASAP Process.





Authorization to Expend Transferred Funds

The BLM can directly transfer funds to the following agencies :

- ❖ Bureau of Reclamation (Lake Mead projects only)
- ❖ Federal Highway Administration
- ❖ Fish and Wildlife Service
- ❖ U.S. Forest Service
- ❖ National Park Service

- All eligible agencies are expected to use the direct transfer process.
- Electronically submit the request to initiate the project to the SNPLMA Program Manager



United States Department of the Interior




BUREAU OF LAND MANAGEMENT
Southern Nevada District Office
4701 N. Torrey Pines Drive
Las Vegas, NV 89130
<http://www.blm.gov/nv/st/en/fo/vfo.html>

JUL 06 2012

In Reply Refer to:
2710 (NVSO055)

To: Genny Wilson
Acting Deputy Forest Supervisor, U.S. Forest Service

From: Kelly Ross 
Conservation Initiatives and MSHCP Program Manager, SNPLMA Division

Subject: Modification of Authorization to Expend Southern Nevada Public Land Management Act (SNPLMA) Project Funds Provided by 1151 Direct Transfer

SNPLMA Implementation Agreement Date: Reissue 10/2007	Check appropriate box: <input type="checkbox"/> Original Notification <input checked="" type="checkbox"/> Modification Notification #: <u>0002</u>
Under the authority of:	<input checked="" type="checkbox"/> DOI Secretary Decision Document Approving Project Dated October 28, 2003 <input checked="" type="checkbox"/> PL 105-263, SNPLMA <input checked="" type="checkbox"/> Other: OMB Circular A-11
<p>EDUCATION IN THE ENVIRONMENT (Priority 4-3, SNPLMA Project # FS04): The purpose of this modification is to reduce the amount allocated to this project by \$90.04 and to close-out this agreement. The SNPLMA Division approved this project as closed on 7/6/2012.</p> <p><i>All other confirmations and agreements contained in the original notification of authorization to expend funds remain unchanged.</i></p>	

Total funding made available through the Secretary's decision and other processes contained in the SNPLMA Implementation Agreement (IA) is:

a. Total Amount Approved and Allocated to the Project:	\$0.00
b. Approved Contingency:	\$ N/A Unless Available & Approved
c. Approved Special Account Reserve (SAR):	\$ N/A Unless Available & Approved
d. Approved Budget Reallocation Account (BRA):	\$ N/A Unless Available & Approved
e. New Allowed Costs (NAC):	\$37,170.00
f. Allocation Adjustment for Close-out:	\$ (90.04)
g. Total Allocation:	\$37,079.96
h. Amount for this Project Not to Exceed:	\$37,079.96

Period of Performance: Start Date: 11/15/2004

End Date: 3/31/2012



What Does it Take to Set Up Transfer Funding?

1

- Agency submits a written request to the SNPLMA Division to initiate project funding

2

- A preliminary site visit with SNPLMA Division to review the location of project, review scope and period of performance

3

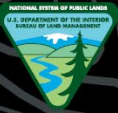
- SNPLMA Division approves workplan submitted in the SMART database

4

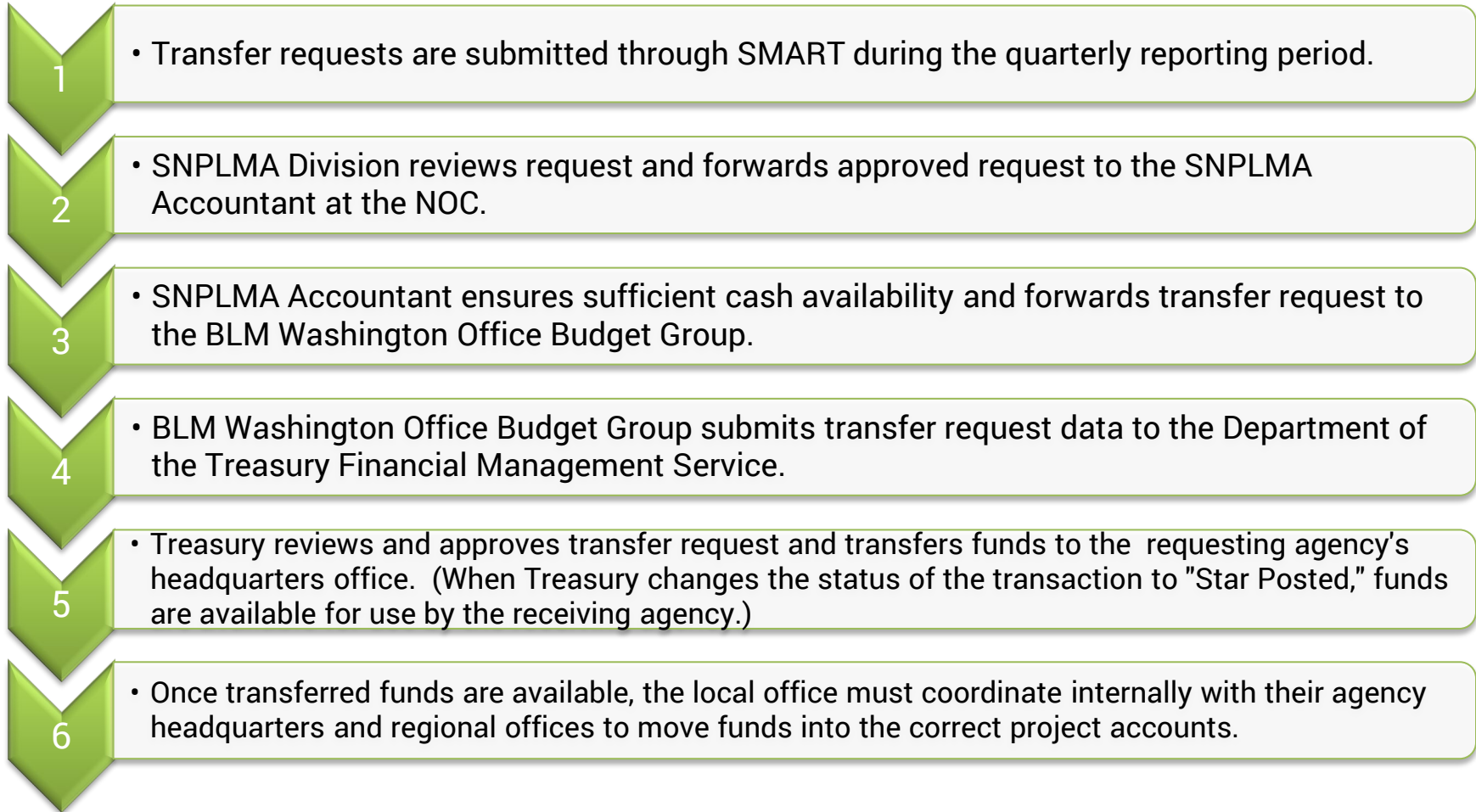
- SNPLMA Program Manager confirms approved amount and funding availability and drafts and signs a transfer authorization letter.

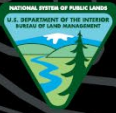
5

- SNPLMA Program Manager distributes fully executed Notification of Authorization to Expend SNPLMA Project Funds by 1151 Direct Transfer and Confirmation of Period of Performance (transfer authorization letter) to the requesting entity and SNPLMA Accountant.



How Transferred Funds Get from "A" to "B"





DO

- Identify quarterly transfer amounts consistent with how much you anticipate being able to obligate or expend during that next quarter.
- Submit your request through quarterly reporting in SMART
 - It is **CRITICAL** when doing this that you update the “Expended/Obligated” dollar figure so that the “% of funds expended/obligated” is calculated accurately.
- Provide adequate justification if you are requesting additional funds and have not yet spent 95% of previously transferred funds.
- Provide adequate justification when requesting additional funds if the overall percent complete for the project differs from the total percent of funds transferred by more than 10%.

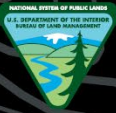
DON'T

- Request funds if there is no expectation that the funds can be obligated or expended within the quarter (a maximum of **3 MONTHS**).
- Request more funds if the entity has not obligated or expended 95% of previously transferred funds without justification (e.g., additional funds are needed for a contract obligation).
- Rely on off-cycle transfer requests to receive money when needed; plan ahead and account for upcoming contracts/work when submitting quarterly requests in SMART.



Just in case you forget all of this, you can refer to Section VIII.A or Appendix N of the SNPLMA Implementation Agreement for a detailed explanation of the 1151 Transfer Process.







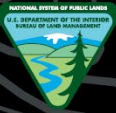
Inter-Agency Agreements

Eligibility and Brief History

- All Federal agencies are eligible to receive funds through an Inter-Agency Agreement (IAA) on a reimbursable basis.
- Agencies eligible to use the direct transfer process are expected to request project funding by transfer rather than an IAA.
- The following agencies are those that will receive funding by reimbursement and therefore initiate new IAAs for SNPLMA Projects:
 - ❖ Environmental Protection Agency
 - ❖ Natural Resource Conservation Service
 - ❖ U.S. Army Corps of Engineers
 - ❖ U.S. Geological Survey
 - ❖ Bureau of Reclamation (for Lake Tahoe projects)
- These agreements were formerly referred to as "Inter-Governmental Orders" or "IGOs".

UNITED STATES DEPARTMENT OF THE INTERIOR INTER/INTRA-AGENCY AGREEMENT (IAA)		1. Period of Performance									
 		START	END								
		03/17/2005	12/31/2012								
Buyer has work performed for them by the Seller named in item 6b. Seller to perform work as described herein for the agency named in item 6a.		SEE INSTRUCTIONS ON PAGE 2									
2. Common Document Number (Agreement Number) L05PG04854 Page 1 of 4		3. Check appropriate box <input type="checkbox"/> Original <input checked="" type="checkbox"/> Modification No. 0003									
4. Under the authority of (Cite authorities): <input type="checkbox"/> 43 U.S.C. 1701 et seq. (FLPMA) <input type="checkbox"/> Service First, Title IV, Section 428 <input type="checkbox"/> 31 U.S.C. 1535 (the Economy Act)		<input type="checkbox"/> Working Capital Fund (WCF) <input checked="" type="checkbox"/> Southern Nevada Public Land Management Act									
5. Description of Work: De-obligate funds and close IAA. See Articles.		PROJECT TITLE: "Ground Water Hydrologic Model for Northeast Clark County" (Priority 5-1, Project# NP12)									
<table border="1"> <thead> <tr> <th colspan="2">Buyer</th> <th colspan="2">Seller</th> </tr> </thead> <tbody> <tr> <td colspan="2">6a. Agency: Bureau of Land Management Address: 1340 Financial Blvd Reno, NV 89502 Finance POC: Angela Hitt, Contract Specialist Email: ahitt@blm.gov Phone: (775) 861-6592 Fax: (775) 861-6634 Technical Point of Contact: Kelly Ross, SNPLMA Program Manager Email: Kelly_Ross@blm.gov Phone: (702) 515-5120 Fax: (702) 515-5110</td> <td colspan="2">6b. Agency: National Park Service, Lake Mead NRA Address: 601 Nevada Way Boulder City, NV 89005 Finance POC: Scott Briggs, Budget Officer Email: Scott_Briggs@contractor.nps.gov Phone: (702) 293-8687 Fax: (702) 293-8763 Technical Point of Contact: Kate Hanson Email: Kate_Hanson@nps.gov Phone: (702) 293-8951 Fax: (702) 293-8936</td> </tr> </tbody> </table>		Buyer		Seller		6a. Agency: Bureau of Land Management Address: 1340 Financial Blvd Reno, NV 89502 Finance POC: Angela Hitt, Contract Specialist Email: ahitt@blm.gov Phone: (775) 861-6592 Fax: (775) 861-6634 Technical Point of Contact: Kelly Ross, SNPLMA Program Manager Email: Kelly_Ross@blm.gov Phone: (702) 515-5120 Fax: (702) 515-5110		6b. Agency: National Park Service, Lake Mead NRA Address: 601 Nevada Way Boulder City, NV 89005 Finance POC: Scott Briggs, Budget Officer Email: Scott_Briggs@contractor.nps.gov Phone: (702) 293-8687 Fax: (702) 293-8763 Technical Point of Contact: Kate Hanson Email: Kate_Hanson@nps.gov Phone: (702) 293-8951 Fax: (702) 293-8936			
Buyer		Seller									
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ACCOUNT DATA		BUYER									
7. Agency Location Code		7a. 14-11-0008	7b. 14-10-0099								
8. BPN Number (DUNS #) FSN		8a. 084359236	8b. 090003196								
9. Treasury Account Symbol (TAFS)		9a. 14XS232	9b. 14X1311								
10. Standard General Ledger		10a.	10b.								
11. Cost Structure/Account		11a. LLNVS00550- L58610000-PH00000- LXSNNP126100-253G.00	11b. 8360-C113-454								
12. Business Event Type Code		12a.	12b.								
13. Requisition Number for Buyer/Project Account for Seller		13a.	13b.								
14. Contract Line Number for Buyer/ Proposal Number or other data for Seller		14a.	14b.								
15. Buyer provide Expiration of Funding Source (Date or indefinite)		15a. 12/31/2012	15b. NOTE: Seller, ensure project completion by this date (Seller must not incur additional costs) See Block 15a								
16. Amount Obligated by Buyer		17. Bill To (Name and Address, including zip code of Finance Office):									
a. Initial or current obligation: \$ 1,238,600.00		Name: OC622-Payments Section, Bureau of Land Management									
b. Modification Amount (check one) <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease (\$38,193.04)		Address: Denver Federal Center, Bldg. 50, POB 25047 Denver, CO 80225									
c. Total obligation: \$ 1,200,406.96											
18. Billing for Federal Agencies and DOD will be processed via IPAC. (billing will be done <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> in advance)											
Upon Approval, this agreement constitutes an obligation against Buyer requesting the work, or authority to proceed with work by Seller for the herein named agency in anticipation of reimbursement.											
19. Approved for Buyer: <i>Kenda C. Tucker</i> (Contracting Officer or other Authorized Signature) *other only for WCF		20. Approved by Seller: <i>Shirley L. Walk</i> (Seller's Authorizing Signature)									
19a. Name (Type): Kenda C. Tucker		20a. Name (Type):									
19b. Title: Chief of Contracting		20b. Title: Administrative Officer									
19c. Date: 3/14/2013		20c. Date: 3/18/2013									

Example Inter-Agency Agreement

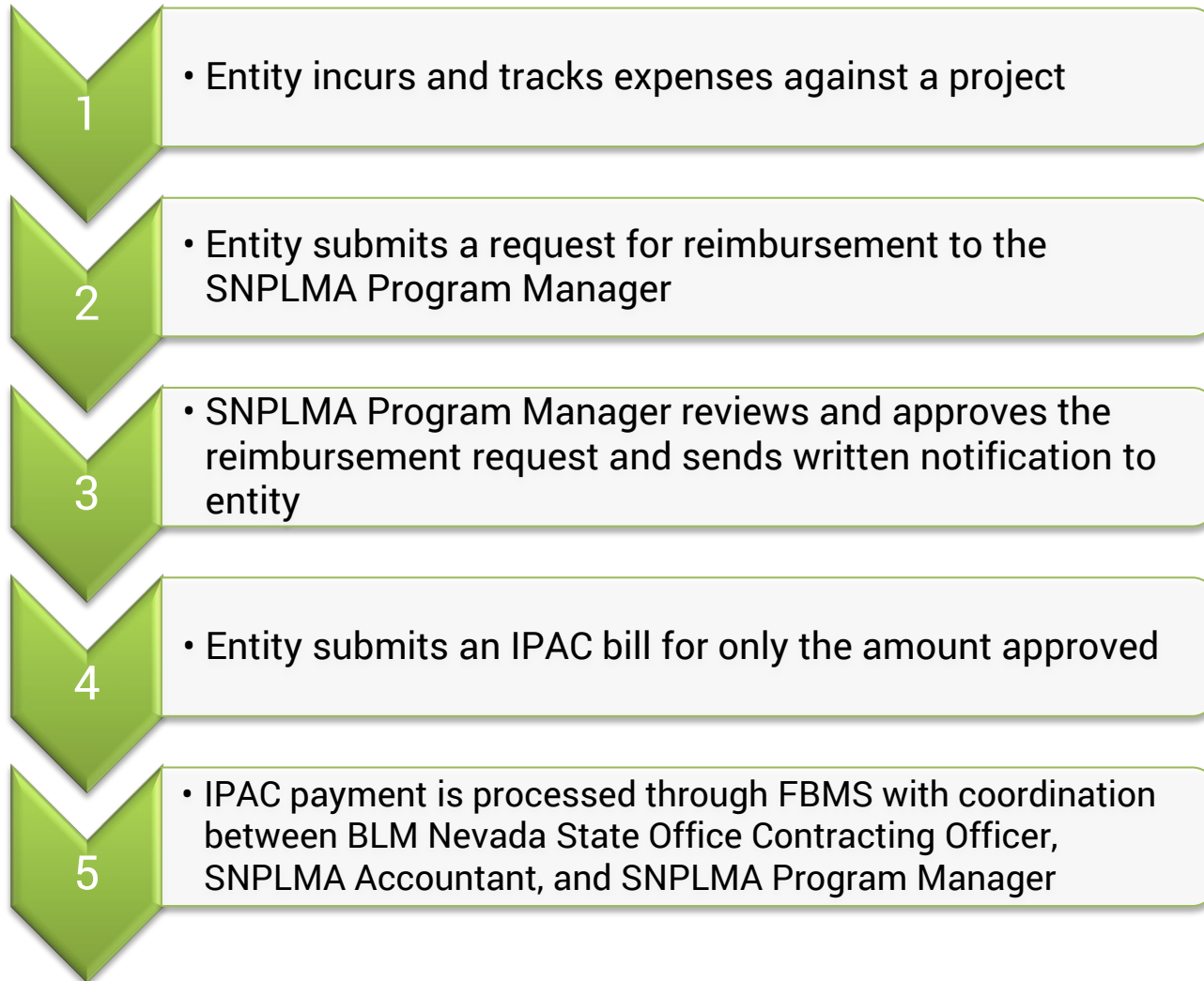


What Does it Take to Set Up an IAA?

- 1 • Entity submits a written request to the SNPLMA Division to initiate project funding
- 2 • SNPLMA Program Manager requests establishment of a project-specific WBS element from SNPLMA Accountant at the NOC
- 3 • SNPLMA Program Manager creates a purchase requisition in FBMS
- 4 • SNPLMA Program Manager drafts the IAA and forwards it to the BLM Nevada State Office (NSO) Contracting Division
- 5 • BLM NSO Contracting Specialist forwards final version of IAA to the requesting entity for signature
- 6 • Requesting entity signs IAA and sends it to the BLM NSO Contracting Specialist
- 7 • BLM NSO Contracting Officer signs the IAA and a fully executed agreement is distributed to the requesting entity, the SNPLMA Program Manager, and the SNPLMA Accountant



Inter-Agency Agreement Payments





IAA's and the Reimbursement Process

DO

- Submit reimbursement requests quarterly
- Include a consolidated financial report (financial summary) showing obligations and expenditures for the project
- Ensure that **ALL** backup documents for expenditures (invoices, contracts, receipts, etc.), with the exceptions noted, are retained in the project file for SNPLM Program Manager project reviews and formal audit purposes.
- Excepted from the Project File: Credit card statements, travel vouchers, time sheets, and vehicle logs/reports should be maintained in other appropriate agency files as dictated by agency's policy; annotate financial reports in the project file to explain these costs.
- Include a list of staff working on and charging labor to the project in the project file.

DON'T

- Take longer than 60 days to sign and return the IAA to the BLM NSO Contracting Specialist
- Submit every invoice, receipt, contract, credit card statement, time sheet, travel voucher, vehicle log or other backup documentation with your reimbursement request
- Let expenditures pile up and wait too long to submit a reimbursement request
- Use contingency funds obligated on the initial IAA until use of those contingency funds has been approved by the SNPLMA Division in writing (*Round 10 and later projects only*)
- Expend or obligate funds beyond the expiration date of the IAA until and unless an approved time extension is documented in a modification to the IAA



Just in case you forget all of this, you can refer to Section VIII.C or Appendix J , J-1, and L of the SNPLMA Implementation Agreement for a detailed explanation of the IAA and Reimbursement Process.





The BLM is the only entity eligible to receive funds through a Task Order (TO).

Electronically submit the request to initiate the project to the SNPLMA Program Manager

A WBS will already be established. Use this WBS for all implementation activities, including labor, operations, vehicles, contracts, agreements, etc.

Form 1681-3 (May 1998) UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT REIMBURSABLE WORK AUTHORIZATION (RWA), INTER/INTRA-AGENCY AGREEMENT (IA)

1. Fiscal Year (s) (Period of Fund Availability)

REIMBURSABLE WORK AUTHORIZATION (BLM to perform work as described herein for the agency named in item 6) INTER-AGENCY/INTRA-AGENCY AGREEMENT (To have work performed for BLM by the agency named in item 6a) NO YEAR FUNDS

2. BLM RWA Project No./BLM IA No. Implementation Agreement, 7/2007 3. Check appropriate box: Original Modification No. 2 Task Order LXSBNBL606100

4. Under the authority of (Cite authority): 43 U.S.C. 1701 et seq. (FLPMA) 31 U.S.C. 1535 (the Economy Act) Department of the Interior Appropriation Act for FY Other PL 105-263 and PL 107-282

5. Description of work (If more space is needed, attach additional sheets): EVALUATION OF BASIN FILL AQUIFERS IN SOUTHERN SPRING AND SNAKE VALLEYS AND THEIR CONNECTION WITH SURFACE-WATER RESOURCES AND WITH THE REGIONAL CARBONATE-ROCK AQUIFER (Priority 8-1, BL60). This is a Task Order Modification to close and de-obligate the project. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

6. BLM Office SNPLMA Address 4701 N. Torrey Pines Drive, Las Vegas, NV 89130 Organization NV-055 Project Manager: Kelly Ross 6a. Participating Agency Bureau of Land Management Address HC 33, Box 33500, Ely, NV 89301 Finance POC: John Vest Phone (include area code) 303-236-9359 Project Manager: Mark D'Aversa Phone (include area code) 775-289-1895

BILLING DATA	BLM	PARTICIPATING AGENCY
7. Agency Location Code	7a. 14-11-0008	7b. 14-11-0008
8. Fund Account Symbol	8a. 14X5232	8b. 14X5232
9. Account/Cost Structure	9a. 2009 LLNVSD00550 253G.00 L586100000.PH0000 LX.SN.BL.606100	9b. LLNVL00000 L58610000.MU0000 LX.SN.BL.606100
10 Procurement Document Number	10a. LXSBNBL606100	10b. LXSBNBL606100

11. For RWA: Participating Agency's \$ Amount Obligated	12. For IA's: Amount Obligated by BLM
a. Current amount	a. This obligation (\$ 6,289.80)
b. Modification: Amount of Increase or Decrease (circle one)	b. Previous obligation \$37,950.00
c. Total amount available	c. Total obligation \$31,660.20
d. Over-run allowed _____ % or \$ Billing for Federal Agencies will be processed via OPAC. DOD bills will be processed on a SF-1080. "Automatic" billing will be done quarterly by the National Business Center unless specified: Other (identify)	d. Amount Obligated by BLM for this Action Not to Exceed \$31,660.20

13. Method of Payment: (Applies to IA's only) Advance Reimbursement Progress

14. Bill To (Name and Address including zip code of Finance Office): Bureau of Land Management, Division of SNPLMA Acquisition, Improvement & Conservation Programs (NV-055) 4701 N. Torrey Pines Drive Las Vegas, NV 89130

Upon approval, this agreement constitutes an obligation against BLM if requesting the work, or authority to proceed with work by BLM for the herein named agency in anticipation of reimbursement.

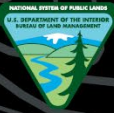
15. Approved for the Bureau of Land Management by: *[Signature]* (Authorized Signature)

16. Approved for BLM Ely District Office (Participating Agency) by: *[Signature]* (Signature)

15a. Name (Type) Kelly Ross 16a. Name (Type) for Rosemary Thomas

15b. Title Program Manager, Conservation Initiatives, SNPLMA 15c. Date 4/17/13 16b. Title BLM Ely District Manager 16c. Date 17 April 2013

Example of BLM Task Order



Form 1081-3 (May 1999)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

1. Fiscal Year (or
Period of Fund Availability)
NO YEAR MONEY

REIMBURSABLE WORK AUTHORIZATION (IA)
INTER-AGENCY/INTRA-AGENCY AGREEMENT (IA)

2. BLM RWA Project No./BLM IA No.
Implementation Agreement, 10/2007

3. Check appropriate box: Original Modification No. 0 Task Order LXSNBL525200

4. Under the authority of (cite authority):
 43 U.S.C. 1701 et seq. (BLPMA) 31 U.S.C. 1535 (the Economy Act) Department of the Interior Appropriation Act for FY Other (PL 101-503 and PL 107-282)

5. Description of work (if more space is needed, attach additional sheets):
Lincoln County Partners Non-Motorized Multipurpose Trail System, Phase II (priority 16-3, project #BL52)
The purpose of this notification is to obligate funding for the subject project as approved by the Secretary of the Interior on December 6, 2016, and confirmation of the period of performance, beginning on March 28, 2017 and extending through March 27, 2023.

SEE THE ATTACHED TERMS AND CONDITIONS.

6. BLM Office SNPLMA Address 4701 N. Torrey Pines Drive, Las Vegas, NV 89130		6a. Participating Agency Bureau of Land Management, Ely District Office Address HC33, Box 33500 Ely, NV 89130	
Organization NV-055 Project Manager: Robert Taylor		Finance POC: John Vest Phone (include area code) 303-236-9359	
Phone (include area): 702-515-5139		Project Manager: Jon Prescott Phone (include area code) 775-726-8144	

BILLING DATA		BLM		PARTICIPATING AGENCY	
7. Agency Location Code	7a. 14-11-0008	7b. 14-11-0008			
8. Fund Account Symbol	8a. 14X5232	8b. 14x5232			
9. Account/Cost Structure	9a. LLNV500550 158520000 1B0000 LX.SN.BL.525200 253000	9b. LLNVL00000 14522000 1000 LX.SN.BL.525200 253000			
10. Procurement Document Number	10a. LXSNBL525200	10b. LXSNBL525200			

11. For RWA: Participating Agency's \$ Amount Obligated		12. For IA's: Amount Obligated by BLM	
a. Current amount		a. This obligation	\$1,119,683.00
b. Modification: Amount of Increase or Decrease (circle one)		b. Previous obligation	\$0.00
c. Total amount available		c. Total obligation	\$1,119,683.00
d. Over-run allowed <u>0</u> % or \$ <u>0.00</u>		d. Amount obligated by BLM for this item Not to exceed	\$1,119,683.00

Billing for Federal Agencies will be processed via OPAC. DOD bills will be processed on SF-1080. *Automatic* billing will be done quarterly by the National Business Center unless specified. Other (Identify) _____

13. Method of Payment: (Applies to IA's only)
 Advance Reimbursable Progress

14. Bill To (Name and Address including zip code of Finance Office)
Bureau of Land Management
Division of SNPLMA Acquisitions, Investment & Conservation Programs (NVS0055)
4701 N. Torrey Pines Drive
Las Vegas, NV 89130

15. Approved for the Bureau of Land Management by:
(Authorized Signature)

16. Approved for: BLM Ely District Office by:
(Participating Agency)

15a. Name (Type) **Robert Taylor**

16a. Name (Type) **Michael J. Herder**

15b. Title Capital Improvement Program Manager, SNPLMA

16b. Title BLM Ely District Manager

15c. Date

16c. Date

NO YEAR funding only refers to the SNPLMA program

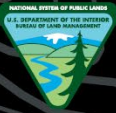
Purpose and Period of Performance taken from the nomination and work plan

Funding Code

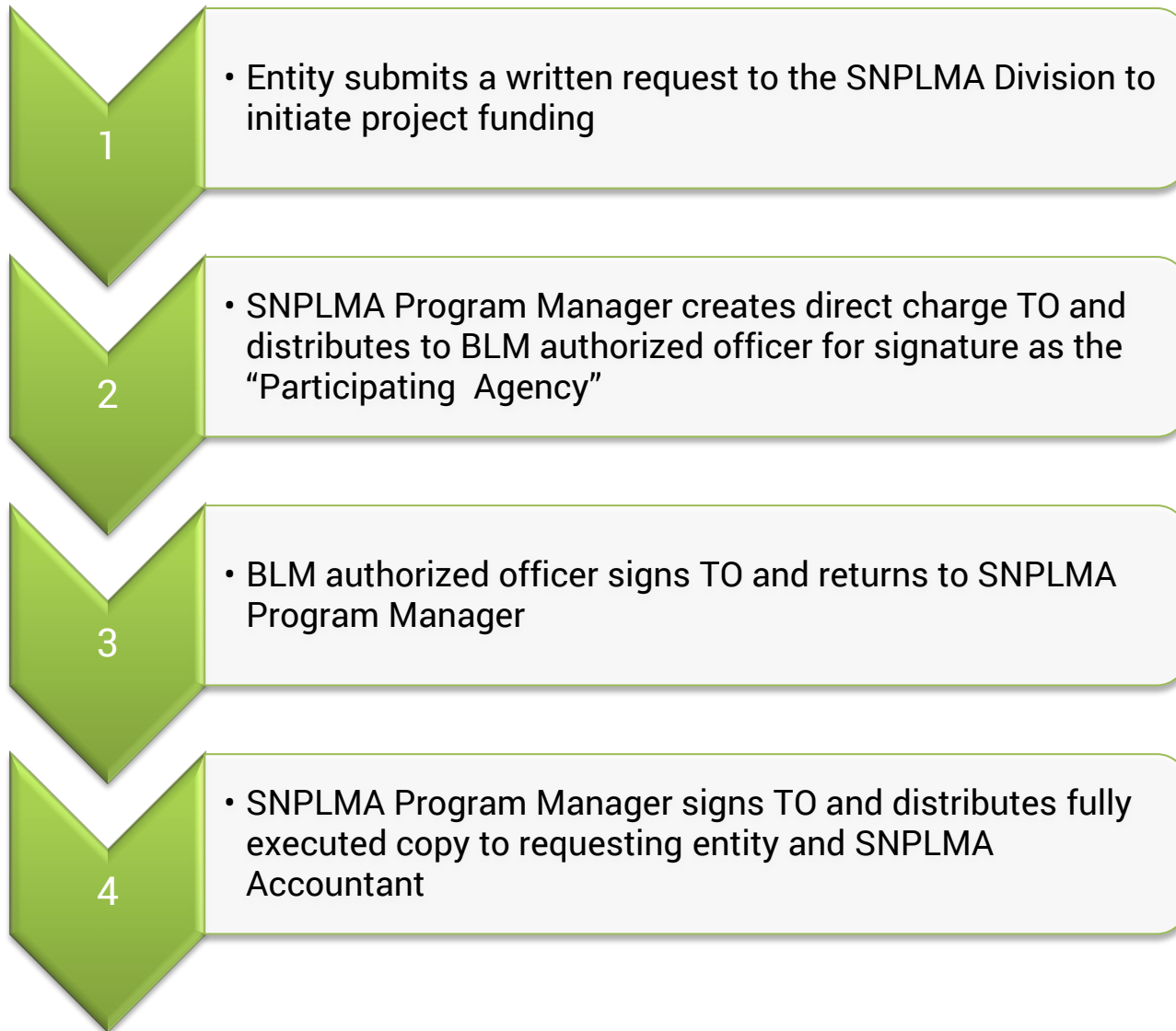
Total appropriation for the project

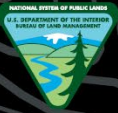
District Manager signature is required

Digital Signature Required

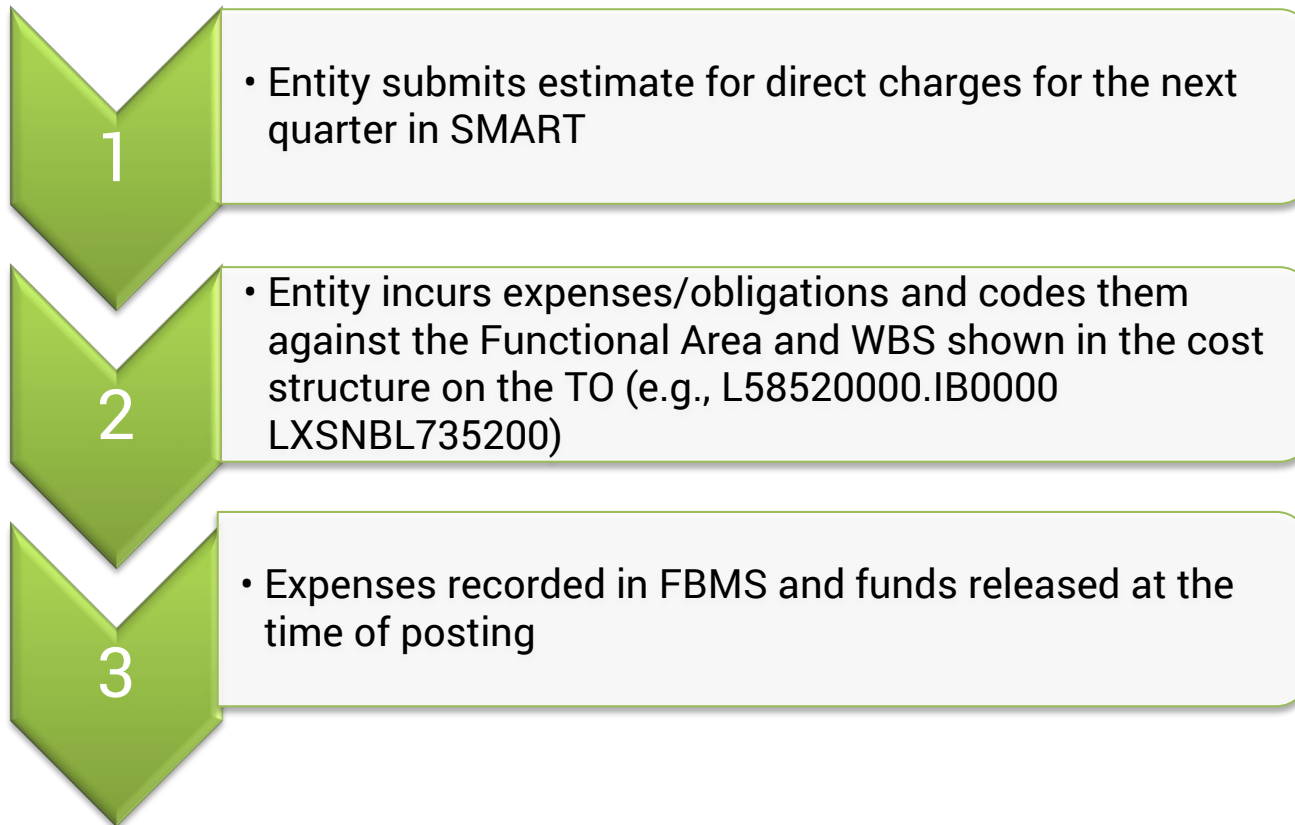


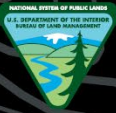
Setting Up a BLM Task Order





Direct Charge Projects





DO

- Record direct charge estimates and reimbursement requests for the quarter in SMART.
- Monitor the use of the WBS by other offices, division, departments, etc. This is especially critical as the project nears completion.
- Cut-off all operational expenditures at least 30 days before closing the project. This is especially important for credit card and vehicle charges.
- Ensure the WBS is not part of a default job code for vehicle or labor.

DON'T

- Assume employees know to when to stop using the WBS.
- Mix up the numbers in your WBS - otherwise charges will post to the wrong project and possibly in the wrong category.
- Include the WBS on a multi-project or master level agreement.
- Expend or obligate funds beyond the expiration date of the TO until and unless an approved time extension is documented in a modification to the TO.



Just in case you forget all of this, you can refer to Section VIII.D or Appendix J-1, J.3 and L of the SNPLMA Implementation Agreement for a detailed explanation of the Task Order Process.

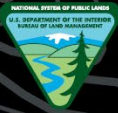




Ensure ALL documents in support of project expenditures are retained in the agency/entity project file for SNPLMA Division project reviews and formal audit purposes. A project file should contain the following documents:

1. Nomination
2. Notice of Availability of Funds
3. Project Initiation Letter
4. Funding Instrument/Mods
5. Quarterly Funding Request Letters
6. Approved Workplan
7. Contracts, if applicable
8. Staff List (Personnel working on/charging to project)
9. Invoices/Receipts
10. Funding/Spending Tracking Spreadsheet
11. Special Correspondence (emails with decisions or notifications, etc.)

Credit card statements, travel vouchers, time sheets, and vehicle logs/reports should be maintained in other appropriate entity/agency files as dictated by entity's/agency's policy; however, the annotated financial reports explaining the expenditures should be retained in the project file (see IA Part 2, Sections D.3.b and F.2.c.).



Your workplan is approved, your funding instrument is in place, and you know how to request funds – you’re ready for project implementation! Just remember:

1. You must retain all backup documentation for expenditures (purchase orders, purchase requisitions, invoices, contracts, receipts, etc.), with the noted exceptions, in the project file for interim file reviews, review at project close-out, or formal audits.
2. Credit card statements, travel vouchers, time sheets, and vehicle logs/reports are excepted for retention in the project file, but must be retained in other appropriate entity files as dictated by entity policy; annotate financial reports in the project file to explain these costs.
3. All costs must be in accordance with the Necessary Expense Doctrine.
4. Your funding instrument is your authorization for project implementation – over the course of your project check to make sure that your funding instrument is accurate in regards to the amount and start/end dates, and that it is updated as project changes are approved.

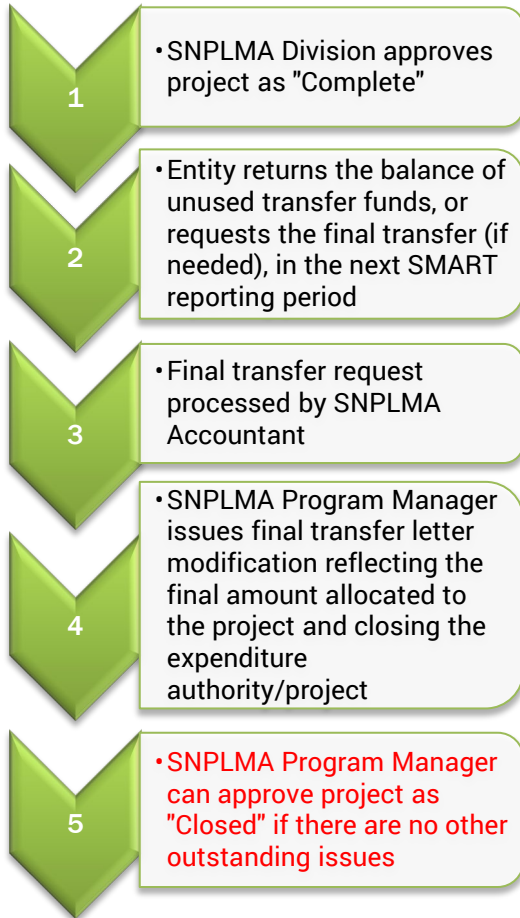
Just as your project cannot begin without a funding instrument, your project cannot be officially closed until your funding instrument is closed.



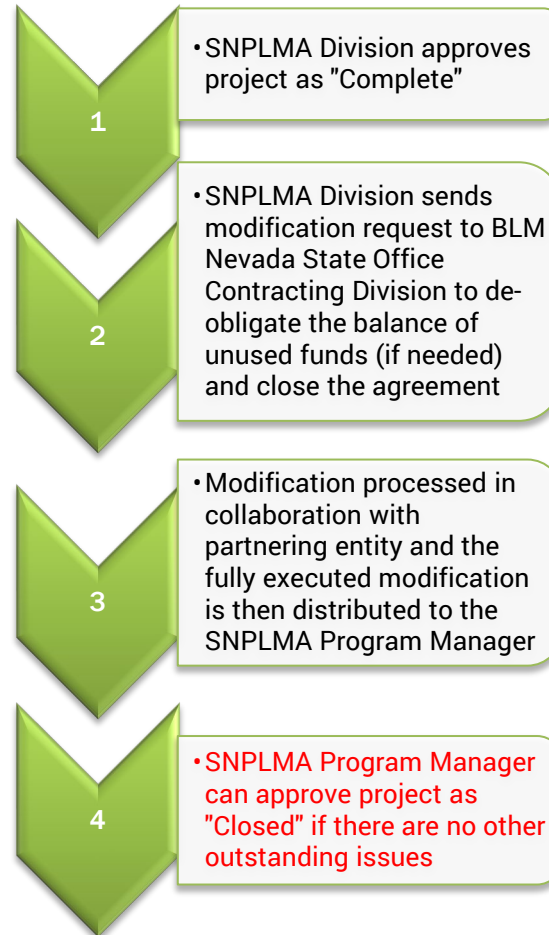
How to Get from “Completed” to “Closed”

Your project may be completed, but it's not closed until the funding instrument is closed.

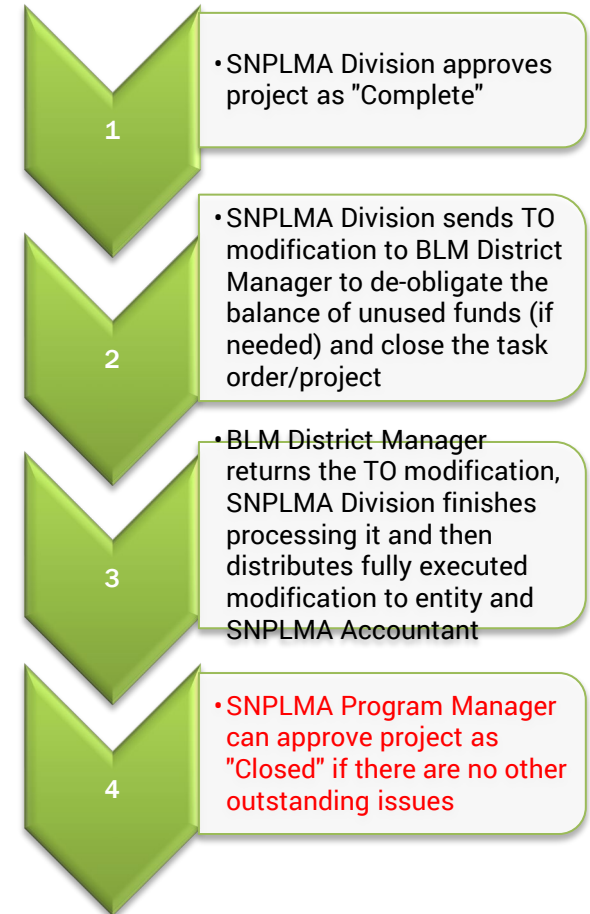
Transfer Letters

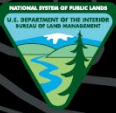


AA's and IAA's



Task Orders





- Project was nominated by the agency/entity and approved by the Secretary of the Interior – *Nomination Process*
- Workplan in SNPLMA Database is approved – *Funding Process*
- Financial instrument approved/awarded – *Funding Process*
 - Task Order
 - Cooperative Agreement (Assistance Agreement)
 - Inter-agency Agreement (IAA)
 - 1151 Direct Transfer



SNPLMA 101
Program Overview

SNPLMA 201
Project Nomination

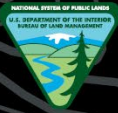
SNPLMA 301
Approval & Funding

SNPLMA 401
Implementation

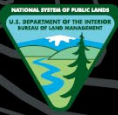
SNPLMA 501
Closeout

SNPLMA 601
Questions & Answers

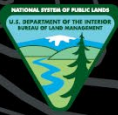
RED ROCK CANYON
NATIONAL CONSERVATION AREA
BUREAU OF LAND MANAGEMENT



- SNPLMA Program has four core processes – Nomination, Approval and Funding, Implementation, and Closeout.
- This course will focus on the **Implementation** process.
- Within the Implementation process, the emphasis will be on:
 - Project purpose, time, and amount
 - SNPLMA program and partner audits – lessons learned
 - Quarterly Status Reporting in the SNPLMA online database (SMART)
 - SNPLMA project file review

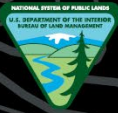


- **SNPLMA Implementation Agreement** contains the business rules for core project processes.
- **SNPLMA funds are appropriated funds** and must be expended in accordance with Appropriations Law principles (*Solicitor's Opinion, Feb-2005*)
- **Appropriations Law** introduces the concept of availability, which includes purpose, time, and amount. All three must be observed for an expenditure to be legal.

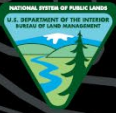


Three Principles of Appropriations Law:

- **Principle of Purpose:** “Appropriations may be used only for their intended purposes. 31 U.S.C. §1301(a) (‘purpose statute’).” Relates to determination of expenses as necessary and to requests for project scope modifications.
- **Principle of Amount:** “Agencies may not spend, or commit themselves to spend, in advance of or in excess of appropriations. 31 U.S.C. § 1341 (Antideficiency Act).” This principle relates to the total amount available for a project and expenditure of that amount, and to necessary expenses.
- **Principle of Time:** “Appropriations made for a definite period of time may be used only for expenses properly incurred during that time. 31 U.S.C. § 1502(a) (“bona fide needs” statute). This principle relates to the period of performance for a project, the validity period of funding instruments, and expenditure of project funds within the valid period of performance.
 - It is also conditioned by Federal acquisition regulations requiring that funds be expended only for obligations incurred during the period of performance specified in the financial instrument between “buyer” and “seller” (inter-/intra-agency agreements, assistance agreements, task orders, transfer authorization letter).
 - **Financial instrument must be valid** for the recipient agency to incur any new expenditures or obligations whether for supplies and materials, labor or new contracts.

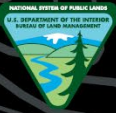


- **Purpose** = Scope, what's in and what's out. The purpose statement is both inclusive and exclusive, meaning, a purpose statement to plan for hazardous fuels treatments can include the NEPA and clearances without directly stating so, but at the same time it excludes implementation-type activities.
- **Purpose of the project** is: Who will do What, Where and Why.
- How the purpose is accomplished is less significant because there are multiple ways to accomplish the same purpose.
- The Primary, Anticipated, and Standard Deliverables accomplish the project's purpose.



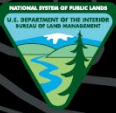
- The purpose of the project is derived through the common meaning of the words in the nomination.
 - The nomination criteria, package requirements, work plan, and other available information will be used to determine the project's purpose.
 - The nomination will state the deliverables or products resulting from the project.

Keep in mind, Appropriations Law does not differentiate a “[program](#)” from a “[project](#)”. The terms are used interchangeably.



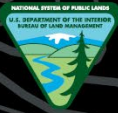
Specific vs. General:

- An appropriation for a specific object is available for that object to the exclusion of a more general appropriation, which might otherwise be considered available for the same object, and the exhaustion of the specific appropriation does not authorize charging any excess payment to the more general appropriation, unless there is something in the general appropriation to make it available in addition to the specific appropriation.



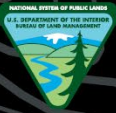
Specific vs. General:

- Although rare, there are situations in which either of two appropriations can be construed as available for a particular object, but neither can reasonably be called the more specific of the two.
- The rule in this situation is: Where two appropriations are available for the same purpose, the agency may select which one to charge for the expenditure in question. Once that election has been made, the agency must continue to use the same appropriation for that purpose.

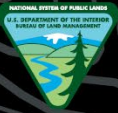


Knowledge Check:

- FS has a SNPLMA project to construct the Cold Creek trail from point A to point B.
- Work has started but it is costing more than anticipated, and the trail is not likely to get finished without a significant bump in funding.
- Annual funding from Congress to the FS includes funding for the construction and maintenance of recreational trails in the Forest.

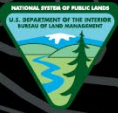


- **Answer: No.**
- This is not a case of two appropriations for the same purpose.
- FS has already elected a more specific appropriation with the nomination and receipt of SNPLMA funding (*remember SNPLMA funds are appropriated funds*).
- If your agency/entity wants to use other federal funding to complete a SNPLMA project, we suggest you seek guidance and/or approval from your Solicitor.



Key principle: The meaning of the words cannot be expanded or different definitions used to justify desired implementation actions.

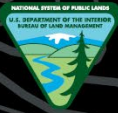
- Consequences of not being familiar with the purpose of the project could be costly.
- Do you have the budget to repay the SNPLMA account for not understanding the purpose of your project?



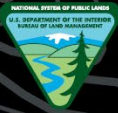
*“It is expected that approved projects will be implemented in accordance with the **project purpose** and **deliverables** stated in the nomination and within the **timeframe** specified in the project nomination, with appropriate time allocated for project startup and closeout as agreed upon in the work plan approved by the BLM.*

***Time extension** requests should be considered exceptions to the expected practice of timely implementation of projects and therefore limited in number and scope.”*

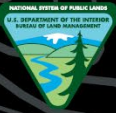
– SNPLMA Round Decision Document



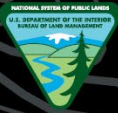
- SNPLMA’s designation as a “no year fund” for appropriation purposes does not mean time is not limited for specific projects.
- This “no year” designation effectively removes the requirement for Congress to appropriate SNPLMA funds every year and delegates the Secretary of the Interior the authority to make future “appropriations” through project approval until all funds in the Special Account are expended.
- Time differs by the category and entity receiving the funds.
- A federal agency cannot begin work on a project until funds are in hand.



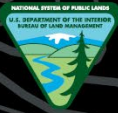
- The timeframe is a performance period not a payment period. Payments can occur on expired projects as long as they are for work/obligations that occurred during the performance period.
- Beginning with Round 13 the standard timeframe or performance period of a project depends on the category:
 - Environmentally Sensitive Land Acquisitions – 3 years
 - PTNA, Capital Improvements, Conservation Initiatives, ENLRP, and Lake Tahoe capital projects – 5 years
 - Science projects funded through either Lake Tahoe, ENLRP or Conservation Initiatives – 4 years
 - Hazardous fuels reduction projects (in any category) – 6 years
- These timeframes include start-up and closeout.



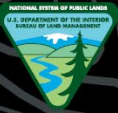
- **Timeframe** of a project is determined in the nomination or derived from the supporting budget and documentation, such as the deliverables or the **Estimated Necessary Expense Form** or Expanded Budget.
- **Timeframe** is calculated from the earliest starting action to the latest finishing action.
 - **A project begins with the receipt of the signed financial instrument and ends with a project closeout letter from the respective SNPLMA Program Manager.**



- Time Extensions: Use form Appendix L and submit at least 120 days before expiration.
- Time extensions are limited to one year beyond the standard timeframe. Anything more than one year is a waiver of business rules and, unless there is a construction component or outside delay agent, the time extension beyond one year will not be considered.
- Prior to requesting additional time ask a few questions:
 - Can I add resources to get the job done quicker?
 - Can I perform the work in-house vs. contract or vice versa?
 - Can I cut scope without sacrificing the purpose of the project?
 - Will requesting this time extension put future funding from SNPLMA in jeopardy?



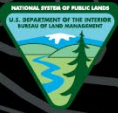
- The SNPLMA Assistant District Manager can approve a one year time extension beyond the standard timeframe.
- In addition, a one-time 90-day time extension for closeout of the project can be approved, regardless of and above any previous time extensions granted.
- This 90-day time extension is to cover unexpected circumstances where the entity needs just a short time to complete final steps of the project (e.g. close out a contract, conduct final inspection, receipt of “Notice of Completion and Release of Claims,” etc.), and to prepare and submit a closeout package.
- This request must be made to your Program Manager no later than 30 days prior to expiration of the project.



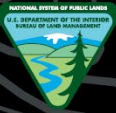
- An entity operating under an assistance agreement can request and receive authorization from the Grants Management Officer to begin work before the agreement is executed.
 - This is discretionary by the BLM Grants Management Officer and the SNPLMA Division has no influence on the decision.
- **Assistance agreements allow up to 120 days after** the project / agreement **expiration** to submit closeout documentation and process final charges.



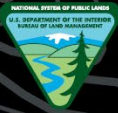
- The initial amount of funding is authorized by the Secretary of the Interior's Decision Document(s).
- Each Round, the Secretary of the Interior authorizes an amount of funding for the Special Account Reserve (SAR) for distribution by the Executive Committee as they determine necessary.
- Moving funding from one project to another in the same category and agency – not allowed – even if it is a related project (e.g., Phase I to Phase II).
- New rules for using contingency funds. If authorized by the Secretary, the agency/entity must demonstrate to the SNPLMA Division why the funds are needed and receive approval in writing.



- Funding is authorized for “necessary expenses” to carry out the purpose of the project, which means expenditures must:
 - Bear a direct relationship to carrying out the purpose of the project;
 - Not be prohibited by law; and
 - Not be covered by a more specific source of funding.
- Indirect cost rates are not allowed unless authorized by other laws or regulations, as in the case of assistance agreements.
 - It is your responsibility to get a waiver from your management to not assess standard indirect cost charges.
- Assistance Agreement recipients may have to define direct and indirect costs using the cost principles of the 2CFR Part 200 and OMB circulars.



- Overhead or “indirect” charges are best as direct charges; however, they may be allocated as a percentage of the total workload.
 - For example: The SNPLMA projects for the BLM District are 25% of the total workload for the District Manager and the support staff, therefore it is reasonable to charge labor and operations at a 25% rate in a corporate budget scenario. This is not a flat rate. It must be adjusted based on current workload.
 - This can be calculated using hours, percentage of burden, etc.
 - Should be re-examined and adjusted, as appropriate, at least each year or at logical stages in your agency’s/entity’s budget cycle.
 - It is important to document what method and rationale the management team is using to justify overhead charges and to be consistent.



- The SNPLMA Program has undergone multiple audits and reviews by various levels of government accountability offices, including...
 - the Office of Inspector General (OIG),
 - the Office of Management and Budget (OMB), and
 - the Secretary of the Interior Office of Policy Analysis (PPA).
- SNPLMA fund recipients may also undergo audits or be required to submit annual audits under the Single Audit Act.



Lessons Learned:

- **Finding:** Labor charged to the project is not specifically attributed to the purpose.
 - Charge where you work; not where you are budgeted.
 - Documentation to support direct labor charges has to include specific actions, or deliverables the personnel performed to carry out the purpose.
 - Not good enough to simply annotate John Doe as a Wildlife Biologist on a labor report. What did John do to contribute to the purpose? This is especially important when the persons job title is not readily apparent or logical to the purpose of the project.
- **Finding:** Expenditures occurring before or after the performance period of the project.
 - SNPLMA projects have a performance period and not a payment period.
 - Payments can occur after the project expires as long as the obligation was created and the work was performed within the performance or active period of the project.

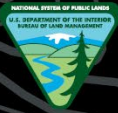


Lessons Learned continued:

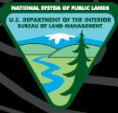
- Funding from one project cannot be used to supplement another, even if they are similar in scope and purpose.
- Funding from one project cannot advance the funding for a future project even though the original account will be repaid.
- SNPLMA funding cannot be “pooled” or co-mingled together with other grant funding or agency funding.
 - Separate accounting and scope accountability is required when more than one line of funding is used on contracts or agreements, etc.
- Project equipment/supplies/materials, etc., must be consumed by the project.
 - “Stocking the cache” is strictly prohibited.
 - The length of time or amount of use should be a factor in the purchase of equipment.
 - Purchasing additional supplies and materials for use later after the project is closed is an example of stocking the cache.



- USFS Inspector General performed an audit that was initially an investigation about unfair contracting practices by a recipient of SNPLMA funds.
 - The IG uncovered other issues, including co-mingling of funding and unsupported expenditures well over \$2 million.
 - At the time of the audit the documentation retained by the audited agency could not support the expenditures and may be required to repay all the misappropriated funds.
- This audit has triggered another audit with the BLM regarding SNPLMA funding.
- An audit won't necessarily look at only what you think is the problem.



- The legislation requires “the Secretary, in cooperation with the Secretary of Agriculture, shall submit to the Committee on Energy and Natural Resources of the Senate and the Committee on Resources of the House of Representatives an **Annual Report** on all transactions under this Act.”
- BLM interprets the phrase “***all transactions under this Act***” to mean the projects (i.e., land sales, affordable housing reservations, R&PP actions)
- **OIG audits** have emphasized the need for BLM to have tight controls over project and administrative expenditures.
- The direction to use the “1151 transfer” process requires more oversight on the use of the funds.



Each quarter you must complete the following in the **SNPLMA Management and Reporting Tool (SMART)** on-line database:

- **Quarterly Status Update**
 - Overall project complete percentage
 - Actual Start Dates and Percent Complete for deliverables where work has begun
 - Status (progress/accomplishments) for all deliverables not 100% complete
- **Funding Process**
 - Amount requested for the quarter (transfer, reimbursement, and estimated ASAP drawdowns and direct charge amounts)
 - Enter Total Funds Expended/Obligated Thru XX/XX/XXX (for projects funded by transfer, direct charge TO, and reimbursement by IAA)
 - Less than 95% spent justification for transfer projects, as necessary
 - Funding comment explaining purpose/need for amount requested
- **Work Plan / Project Contact Updates**
 - If a modification was approved a work plan update may be required
 - Project contacts must be kept current



SMART Quarterly Reporting Demonstration

S – SNPLMA

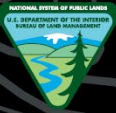
M – Management

A – and

R – Reporting

I - Tool

SMART is accessed online via the SNPLMA website under “Reporting Tools” at <https://www.blm.gov/programs/lands-and-realty/nevada/snplma>



Browser: <https://smart.blm.gov/sr> SMART - SNPLMA Manage...

File Edit View Favorites Tools Help

Congressional Employee Express Decision Memos SMART SNPLMA Front Page SNPLMA Project search

SNPLMA Management And Reporting Tool

Financial Input: FY 2018 Qtr 3 / Status Input: FY 2018 Qtr 2 Project Reports Admin Logout SMART PRODUCTION

Project Menu
[Projects \[collapse\]](#)
[Capital Improvements](#)
[Conservation Initiatives](#)
[Eastern Nevada Landscape Restoration Project](#)
[Environmentally Sensitive Land Acquisitions](#)
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)
[Lake Tahoe Restoration Projects](#)
[Multi-Species Habitat Conservation Plans](#)
[Parks, Trails, and Natural Areas](#)
[Pre-Proposal Planning \(PPP\)](#)
[Santini-Burton](#)
[Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring](#)

QUARTERLY STATUS: (BR08, 14-1, HOOVER DAM - REPLACE DECAYING TIMBER BRIDGE)

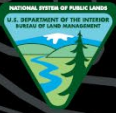
Create New Quarterly Status

Current Statuses

Please enter Overall Project Complete Percentage Overall Project Complete Percentage: % Save

5 items found, displaying all items.

Deliverable #	Description	Target Start Date	Target End Date	Actual Start Date	Actual End Date
Deliverable # 1	IGD, Task Order, or Initial Funding Transfer	03/01/2014	03/30/2017	02/15/2014	02/15/2014
Current Quarterly Status	Percent Complete: 100%				Add
Previous Quarterly Status	Authorization to expend project funds and confirmation of period of performance approved March 1, 2014. Initial Funding Transfer submitted in SMART FY14-Q3 database on January 24, 2014.				Add/Edit
Deliverable # 2	Conceptual Design/Public Scoping	03/01/2014	10/15/2015	05/01/2013	10/15/2014
Current Quarterly Status	Percent Complete: 100%				Add
Previous Quarterly Status	Completed engineering review and recommended design to include flood protection.				Add/Edit
Deliverable # 3	Contract for Engineering/Construction	06/30/2014	09/30/2017	04/09/2014	08/01/2016
Current Quarterly Status	Percent Complete: 100%				Add
Previous Quarterly Status	Substantial Complete				Add/Edit
Deliverable # 4	Final Construction/Build-out	09/30/2017	11/30/2017	09/30/2014	09/30/2017
Current Quarterly Status	Percent Complete: 100%				Add
Previous Quarterly Status	Work completed, received revised 100% As Builts and DI-137 (Release of Claims.) Submitted transfer to plant report to Reclamation.				Add/Edit
Deliverable # 5	Project Closeout	11/30/2017	03/30/2018	08/01/2017	03/12/2018
Current Quarterly Status	Percent Complete: 100%				Add
Previous Quarterly Status	Final SNPLMA site inspection completed 11/30/2017. SNPLMA file inspection and approval of project expenditures complete on 12/21/2017. Project complete as of 1/16/2018. Close out pending return of unexpended funds in FY18-Q2. No further action required of the BOR.				Add/Edit



Deliverable Progress Reporting

The screenshot shows the 'SNPLMA Management And Reporting Tool' interface. At the top, it displays the user's role as 'Program Manager' and the current quarter as 'FY 2018 Qtr 4'. The main content area is titled 'QUARTERLY STATUS: (NP97, 15-4, STARGAZING THEATER, SCIENCE CAMP, AND DAY USE AREA REFURBISHMENT)'. Below this, there is a section for 'Current Statuses' with an 'Overall Project Complete Percentage' of 30%. A table lists four deliverables with their respective target and actual start/end dates and current progress percentages. The progress for Deliverable #2 is circled in red.

Deliverable #	Description	Target Start Date	Target End Date	Actual Start Date	Actual End Date	Current Quarterly Status	Percent Complete
1	IGO, Task Order, or Initial Funding Transfer	04/01/2016	06/30/2016	02/10/2016	02/18/2016	Work plan approved 2/10/2016 and authorization to expend SNPLMA project funds and confirmation of period of performance approved 2/18/2016	100%
2	National Environmental Policy Act Analysis (EA or EIS)	06/15/2016	06/15/2017	05/11/2016		No activity to report on second quarter January - March 2018. Site is not accessible due to snow and all work is curtailed during the winter.	95%
3	Other: Contracting and construction through full build-out, release of lien, and payment of all invoices.	08/15/2017	01/01/2020	09/01/2017		Construction started on sections that had NEPA and Section 106 completed.	10%
4	Project Closeout	02/01/2020	06/01/2020			-No Previous Quarterly Status-	

Progress should be commensurate with the expenditures and/or the period of performance that has expired.

Select Add to report progress on completing a deliverable. Once you report a deliverable is complete, do not add additional comments in a future quarter, If no work has been completed in the quarter due to weather, or other issues, state the reason why nothing was done on a deliverable that is already started.



Deliverable Status Reporting

CREATE QUARTERLY STATUS: (BL82, 14-6, BASIN AND RANGE NATIONAL MONUMENT: EDUCATION, ENGAGEMENT AND RESOURCE PROTECTION(SAR PROJECT))

List Quarterly Statuses

Work Plan Deliverable *: #1. IGO, Task Order, or Initial Funding Transfer

Actual Start Date *: 06/03/2016

Actual End Date : 06/03/2016

Percent Complete *: 100

Quarterly Status Update Detail *:

Save Cancel

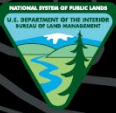
**REQUIRED: YOU MUST ENTER DATA IN THE REQUIRED FIELDS.
IF YOU DO NOT, ANY DETAIL ITEMS YOU ENTERED WILL NOT BE SAVED!
(0% IS A VALID PERCENT COMPLETE TO USE SHOULD YOU NEED TO DO SO.)**

Date that you actually began work on this deliverable

Date that the deliverable is complete.

Once this is 100% complete, you do not have to enter and additional information for the deliverable.

A short description of what was done in the previous quarter for this deliverable.



Transfer Request

Browser: https://smart.blm.gov/sr | SMART - SNPLMA Manage... x

Navigation: Congressional | Employee Express | Decision Memos | SMART | SNPLMA Front Page | SNPLMA Project search

SNPLMA Management And Reporting Tool

Financial Input: FY 2018 Qtr 3 / Status Input: FY 2018 Qtr 2 | Project | Reports | Admin | Logout

Program Manager: RSOTAYLO

TRANSFER REQUEST: (BR08, 14-1, HOOVER DAM - REPLACE DECAYING TIMBER BRIDGE)

Be sure to input a current Expended/Obligated dollar figure.

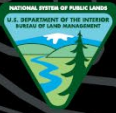
Status :	Pending
Entity Project/Accounting Number :	
Amount Available to Transfer :	\$ 0.00
Total Transferred Funds Expended/Obligated Thru 3/31/2018 :	\$ 269,253.92
Amount Transferred Thru 3/31 :	\$ 269,253.92
% of Funds Expended/Obligated :	100.00
Prior Transfer Requests	
Q4, 2017 :	\$ 0.00
Q1, 2018 :	\$ -7,951.76
Q2, 2018 :	\$ -185.32
Current Transfer Request :	\$ 0.00
Balance Available for Next Transfer :	\$ 0.00
Final Transfer Closeout :	<input type="checkbox"/>
Current Financial Quarter :	6/30/2018
Off Cycle Request :	<input type="checkbox"/>
Transfer Comments :	

Buttons: Save | Cancel

Include contract costs that you have committed to/submitted for a PR here as well

Funding requested for the quarter in which it is needed

Justification of what the funding will be used for is required. Also justify carryover funds to be used.



Performance Measures and Close Out

SNPLMA Management And Reporting Tool

Financial Input: FY 2019 Qtr 1 / Status Input: FY 2018 Qtr 4 Project Uploads Reports Admin Logout SMART PRODUCTION

ANNUAL ACCOMPLISHMENTS: (BR08, 14-1, HOOVER DAM - REPLACE DECAYING TIMBER BRIDGE)

Please Note: Your target audience for this report is the public and Congress. This is NOT for reporting to SNPLMA on your individual deliverable accomplishments. Your Quarterly Status Updates are SNPLMA's tool for monitoring your accomplishments on deliverables. The Annual Accomplishment input that you enter here will be placed on the SNPLMA website for public viewing and included in the SNPLMA Annual Report to Congress.

Fiscal Year : 2017

Annual Accomplishments : Completed demolition of old, decaying wood bridge, constructed concrete retaining wall, drainage system, backfilled, and paved road with concrete. Installed safety barriers at BOR expense for safety. All work completed prior to FY18-Q1.

Final Overall Accomplishment : Maximum 3,000 characters.

Deliverables

5 items found, displaying all items.

Deliverable #	Description	Target Start Date	Target End Date
1	IGO, Task Order, or Initial Funding Transfer	03/01/2014	03/30/2017
2	Conceptual Design/Public Scoping	03/01/2014	10/15/2015
3	Contract for Engineering/Construction	06/30/2014	09/30/2017
4	Final Construction/Build-out	09/30/2017	11/30/2017
5	Project Closeout	11/30/2017	03/30/2018

Performance Measures

One item found.

Fiscal Year	Performance Measure Code	Quantity	Unit of Measure	Comments	Actions
FY18	R4 -Constructed or Improved # Miles of Recreational Roads, Trails, or Routes	200	linear feet	Removed old, decaying bridge and replaced with approximately 200 feet of filled road and paved with concrete.	Edit

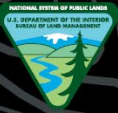
Add



What was finally completed. *Keep it simple, a paragraph or two at the most.*



Enter the Performance Measures here.



[Return to Project Search Results](#) | [Fund Summary](#) | [Project Menu](#)

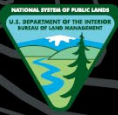
TRANSFER REQUEST: (FS42, 14-2, TIMBER CREEK CAMPGROUND IMPROVEMENTS)

Be sure to input a current Expended/Obligated dollar figure.

Status :	<input type="text" value="Pending"/>
Entity Project/Accounting Number :	<input type="text"/>
Amount Available to Transfer :	\$ <input type="text" value="0.00"/>
Total Transferred Funds Expended/Obligated Thru 9/30/2019 :	\$ <input type="text" value="258,625.31"/>
Amount Transferred Thru 9/30 :	\$ <input type="text" value="268,525.00"/>
% of Funds Expended/Obligated :	<input type="text" value="96.31"/>
Prior Transfer Requests	
Q2, 2019 :	\$ <input type="text" value="0.00"/>
Q3, 2019 :	\$ <input type="text" value="0.00"/>
Q4, 2019 :	\$ <input type="text" value="0.00"/>
Current Transfer Request :	\$ <input type="text" value="-9,899.69"/>
Balance Available for Next Transfer :	\$ <input type="text" value="9,899.69"/>
Final Transfer Closeout :	<input type="checkbox"/>
Current Financial Quarter :	12/31/2019
Off Cycle Request :	<input type="checkbox"/>
Transfer Comments:	<input type="text" value="Project expired 08/18/2019; BLM confirmed project complete on 8/20/2019; returning remaining funds."/>

Final total project expenditures

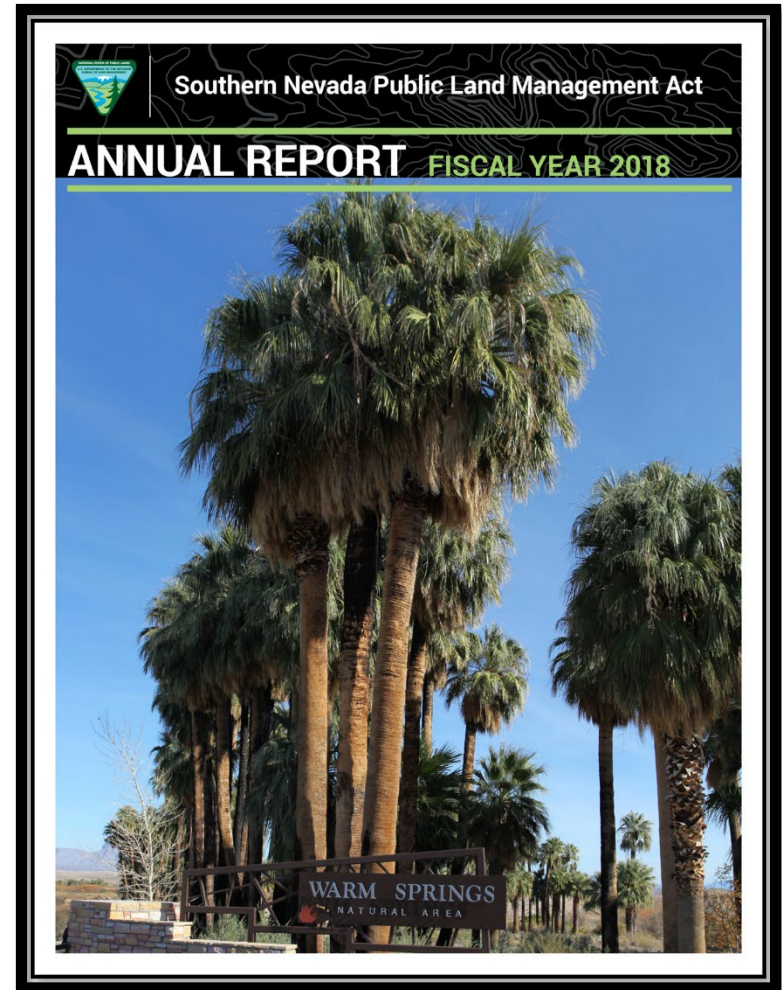
Transferred funds to be returned (*negative request*)



- **Reporting** is used by the SNPLMA Division to determine if progress is sufficient to justify the transfer of additional funds, ASAP drawdown, anticipated direct charges, or reimbursement request.
- SNPLMA Program Managers will use quarterly reporting data (time, scope, funding input) to determine if a project is on the Executive Committee's **Project of Concern (POC)** list and the color.
 - Not reporting or inadequate reporting during a year can render your entity ineligible for future funding.
 - Failure to report or inadequate progress towards completion may also place a project on the Executive Committee's FOCUS list.
- Two consecutive quarters of no reporting can lead to recommendation for project termination.

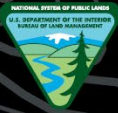


- SNPLMA Division prepares an **Annual Report to Congress** to highlight the recently closed projects for the previous fiscal year.
- The **Quarterly Reporting Database** helps the BLM achieve this without burdening the agency/entity with meeting this requirement.



What is the Project of Concern (POC) list and how does it affect eligibility?

- The POC list was created in 2011 during the SNPLMA Round 12 Final Recommendation meeting as a result of a program review by the DOI Office of Policy Analysis (PPA).
- The PPA report concluded that projects are taking too long to complete and program changes are necessary to close projects in a more timely fashion.
- The PPA closely follows SNPLMA's progress through regular data calls and the Annual Report to Congress.



- The SNPLMA Division uses the POC list as a tool to monitor the progress of projects.
- The POC list is designed to draw attention to issues that must be addressed because they are affecting the project's time, scope, or funding.
- Use of the POC list has become more integral with entities qualification and recommendations for future funding.
- POC "colors" are selected by the SNPLMA Program Manager and the entity can provide comments or information for the Program Manager's consideration.



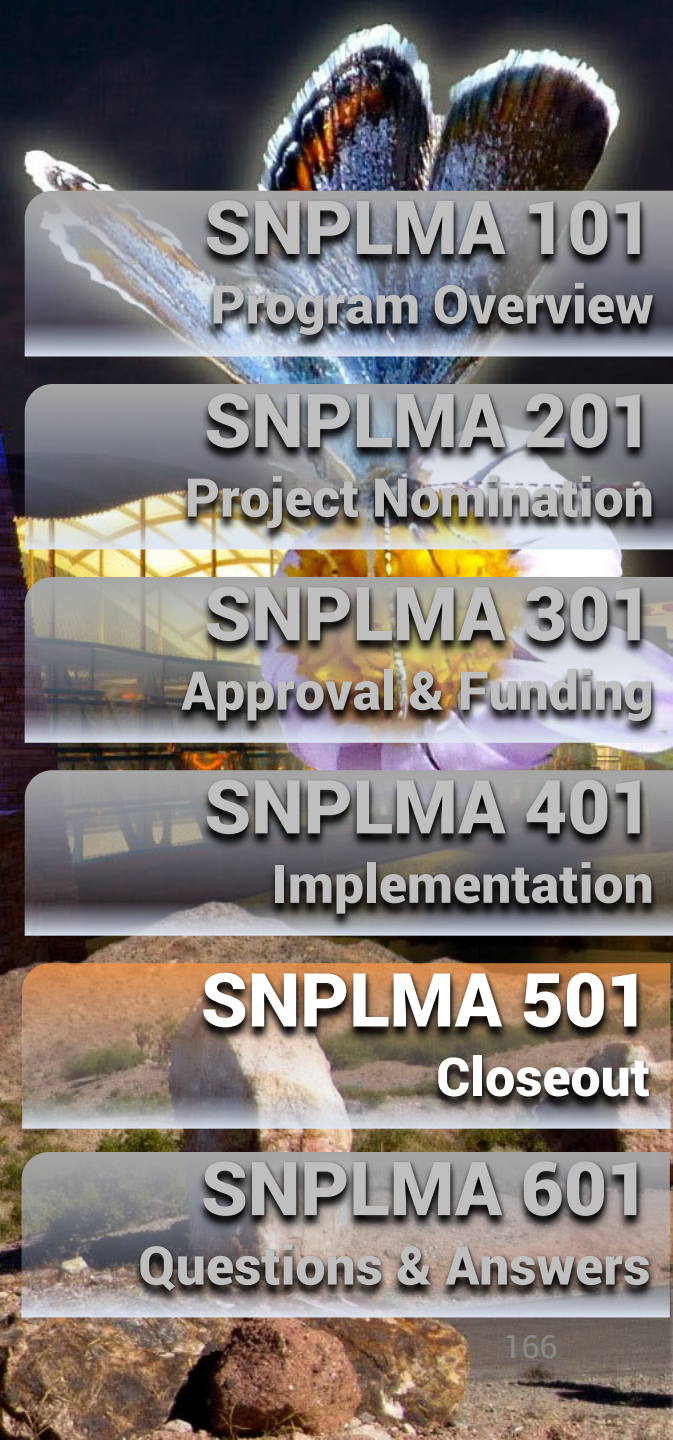
All active projects (i.e., status of FA, TO, EX, CM) are assigned a color of concern.

The SNPLMA Division uses a four color system (IA, Part One, pg. 65)

- **Green:** no concern, project is moving forward as planned.
- **Yellow:** (low risk) issue exists, or an approved modification warrants closely watching.
- **Orange:** (moderate risk) serious issues affecting project constraints. The project is out of sync with time/progress/deliverables/cost variables.
- **Red:** (high risk) issues so great the project may be recommended for termination or the project is expired for more than 90 days without an acceptable closeout package submitted to the SNPLMA Division.



- Use **Appendix J** of the *SNPLMA Implementation Agreement* as a guide to proper project documentation.
- Contact your SNPLMA Program Manager for guidance on certain decision points, like:
 - equipment purchases,
 - scope clarifications,
 - requests for additional SAR funding,
 - cost sharing principles, etc.
- **Document, document, document.** The decisions we make should be documented. An agency's discretion to take a course of action is given considerable weight, but is not unlimited. Documentation can help frame and provide context to expenditures, scope implementation, time, etc.



SNPLMA 101
Program Overview

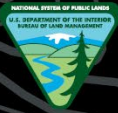
SNPLMA 201
Project Nomination

SNPLMA 301
Approval & Funding

SNPLMA 401
Implementation

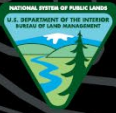
SNPLMA 501
Closeout

SNPLMA 601
Questions & Answers



Within the **Closeout process**, the emphasis will be on:

- Documentation requirements
- Site visit and file review
- Annual/Final Accomplishment statement in SMART
- Return transfer/de-obligation of funds



Nomination and Secretary Approval Process

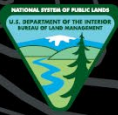
- Project was nominated by the agency/entity
- Subgroups score, rank and recommend nominations to the PWG
- PWG develops preliminary recommendation (includes comment period)
- EC develops final recommendation to the Secretary for approval

Funding Process

- Work plan developed in SMART by agency/entity, and approved by the SNPLMA Program Manager
- Funding instrument is approved/awarded – Task Order, 1151 Direct Transfer, Assistance Agreement, or Inter-agency Agreement (IAA)

Implementation Process

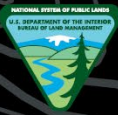
- Agencies/Entities are implementing according to purpose, time, amount
- Agencies/Entities are reporting in SMART – SNPLMA Quarterly Reports and Annual Accomplishment Statements



SNPLMA IA, Part Two - Appendix J (Part F)

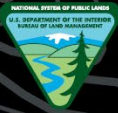
“Closeout Requirements”

- Once an agency/entity has terminated or completed a project it will submit a letter requesting **project closeout** along with **required documentation** to the BLM SNPLMA Division.
- Completing a project includes
 - finalizing all contract closeouts
 - conducting final inspections or reviews, and
 - reconciling financial records for necessary expenses.
- Before requesting closeout for a terminated project all steps necessary to cease project work and close contracts, as well as reconcile financial records must be completed.

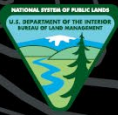


Documentation Requirements

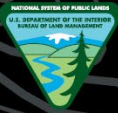
- Project file must document the relationship of expenditures to the **purpose**.
- Documentation must also show how the expenditure was made within the appropriate **timeframe** and within the **amount** available.
- Documentation can be in many formats, i.e.;
 - financial print-outs
 - excel spreadsheets
 - handwritten notes
 - Invoices
 - receipts, etc.
- If multiple funding sources were used, the percentage or designated **amount** of each fund source must be explained.



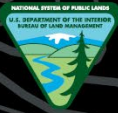
- **Project file** should contain supporting documentation of the expenditures or a document to indicate what records are kept separately from the project file.
 - Credit card statements, travel vouchers, time sheets, and vehicle logs/reports are excepted from retention in project files, but should be maintained in other appropriate entity files as dictated by entity policy; annotate financial reports in the project file to explain these costs
- Confirmation statements in **Appendix J** or the fact that SNPLMA does not perform a detailed receipt review does not relieve the agency/entity from knowing where the documents are kept and if the expenditures are valid.
- The entity manager is responsible for certifying the expenditures were made within the project purpose, time, and amount.
- You are preparing your management for the next audit.



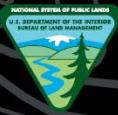
- All expenditures must have occurred within the timeframe on the funding instrument (authorization to expend project funds).
- A contract and/or agreement to do project work cannot exceed the time of the project (i.e. performance period in the funding instrument).
 - DO NOT issue a contract, subcontract, or agreement to expire at the same time as your project.
 - If SNPLMA funding is on a programmatic long-term contract or agreement make sure the SNPLMA portion can closeout without waiting for the master contract/agreement to finish.
 - Allow a minimum of 3 months, within the project work plan and the approved POP, to complete the documentation package for inspection at project closeout.



- The **purpose** and **function** of each person charging to the project must be annotated. This includes direct and contract labor.
 - As soon as the project begins, open a document (excel or word) and begin to document **what** each person did on the project. **Do not** just provide the title of the employee.
 - Employee Name
 - Title
 - Role on the project
 - Total hours charged
 - Descriptions and/or documentation of the implementation process reaffirms the labor and contracted labor expenditures.
- Specific audits have required stronger documentation in this area.
 - What specifically did each person contribute towards the project purpose; what “project work” was performed.



- Audits will look at the number of hours charged in a pay period.
 - For example, an employee and their relationship to the project.
- This is especially true for “indirect” or overhead personnel.
- The labor should sync with the reported progress
 - If progress reports indicate “no progress this quarter” but thousands of dollars in labor funding is expended, the appearance is that labor was charged where programmed rather than where worked.
- Overhead labor, e.g., managers, administrative assistants, time keepers, etc., still must be allocable to the purpose of the project.

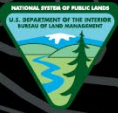


Documenting the Purpose/Scope

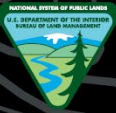
- **Purpose** of the project is established in the nomination and then further explained in detail in the SNPLMA project work plan.
- **Workplan** establishes the steps (deliverables with associated tasks and subtasks) and timeframe for completing the purpose.
- A complete and detailed workplan coupled with thoughtful and detailed quarterly status reporting and annual accomplishments will suffice for most projects.
- Extra documentation will be needed when implementation appears to deviate from, or a set of actions do not appear logical to the purpose of the project.
- Quarterly reporting and the annual accomplishment statements all document the purpose/scope.



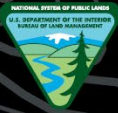
- Disagreements in purpose/scope are resolved by the Executive Committee through a decision memorandum. The partner will be allowed to submit documentation to support the claim of allowability with respect to purpose/scope.
- Don't let a permitting requirement, partnerships, or other contributed funding change the scope of the project.
- The **location** of the project is embedded in the **purpose** of the project and now is often explicitly stated in the SNPLMA nomination.
- **Changing the location without prior approval** from the SNPLMA Executive Committee could result in all associated expenditures deemed to not be necessary expenditures and your agency may have to repay SNPLMA.



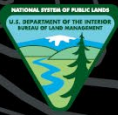
- Projects funded through SNPLMA amount to an appropriation under Federal law.
- The amount of funding provided is intended to fulfill the purpose.
- If combining funding from other sources, ratchet-up the level of documentation.
 - Documentation should show how both funding sources are appropriate for the same purpose or how each funding will accomplish a portion of the total purpose and how that it appropriate. (This goes back to the general vs. specific section of Appropriations Law Principles – Volume 1.)



- Funding is authorized for “**necessary expenses**” to carry out the purpose of the project.
- All **expenditures** must pass the **three part test** to be considered a necessary expense:
 1. Must bear a direct relationship to carrying out the purpose of the project;
 2. Must not be prohibited by law; and
 3. Must not be covered by more specific source of funding.
- This is true for all Federal funds not just SNPLMA.

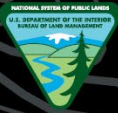


- The SNPLMA Division will conduct periodic project inspections at logical phases of your project.
- The file review consists of making sure the proper level of documentation is being retained. It may lead to additional documentation or including or excluding certain expenditures.
 - For example, explain why the project consumed 20 shovels, 1000 gallons of gas not purchased on a vehicle credit card, or deer repellent for a Mojave restoration project, new tires, windshield, equipment repairs, etc.
- For excepted documents (documents with PII) follow your existing record keeping retention policies. However, it is important to know where the files are stored in case of an audit, FOIA request, etc.

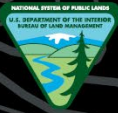


Prior to a SNPLMA file review consider these questions:

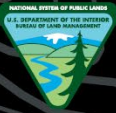
- Is the expenditure logical to the purpose of the project?
 - Document the connection.
- How did attending training help the individual accomplish the purpose of the project?
 - Was the training necessary to accomplish the purpose of the project?
 - Who was trained?
- Why was travel necessary? If the travel is for training then the training explanation may suffice. Document all travel expenditures by name, title/position, role on the project, and purpose.
- Document purchases.
 - What was purchased, the date purchased, quantity purchased, the total cost, and the purpose.



- The SNPLMA Program Manager review is not an audit. The completion of a SNPLMA review does not protect or defend an agency/entity from an audit or audit finding.
- Our goal is to help make a strong documentation package and to ensure the expenditures are documented for the authorized purpose according to the nomination approved by the Secretary.



- Set-up a schedule with the SNPLMA Division (Program Manager and/or Project Manager) to conduct multiple project reviews for multiple agencies/entities in the same visit.
- Field visits should be done when possible or practical. However, take lots of pictures of implementation activities to show progress and before and after.
 - Pictures can tell the story of project implementation and possibly serve as a surrogate to a field visit.
 - Submit photos (jpg format) with your closeout report.



Bureau of
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SNPLMA 101
Program Overview

SNPLMA 201
Project Nomination

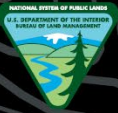
SNPLMA 301
Approval & Funding

SNPLMA 401
Implementation

SNPLMA 501
Closeout

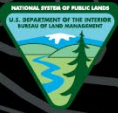
SNPLMA 601
Questions & Answers





What if you need help?





- Robert Wandel, Assistant District Manager, SNPLMA Division
 - (702) 515-5116 or rwandel@blm.gov
- Gianna Vaccaro, Acting Land Acquisitions Program Manager
 - gvaccaro@blm.gov
- Michelle Leiber, Parks, Trails and Natural Areas & MSHCP Program Manager
 - mleiber@blm.gov
- Beth Young, Capital Improvements and Conservation Initiatives Program Manager
 - eyoung@blm.gov
- Gianna Vaccaro, Lake Tahoe, Hazardous Fuels, & ENLRP Program Manager
 - gvaccaro@blm.gov
- Terri Halbardier, Project Manager
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- Tara Beck, Project Manager
 - tbeck@blm.gov
- Deb Ackerman, SNPLMA Database Administrator
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- Marvin Thompson, SNPLMA Project Compliance
 - mthompson@blm.gov



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Thank you

