



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 4, 2021

Staff Contact: Gregg Berggren, Trails Coordinator, and Nick Wentworth, Parks Maintenance Coordinator

Agenda Title: For Possible Action: Discussion and possible action regarding authorization to submit a nomination to the Bureau of Land Management's ("BLM") Southern Nevada Public Land Management Act of 1998 ("SNPLMA") Round 19 grant program in the amount of \$2,310,000 for the Carson River Trails Phase IV - Riverview Trailhead Renovation, and authorization for the Director of the Carson City Parks, Recreation and Open Space Department ("Director") to sign the nomination and all documents related to the nomination on behalf of the City. (Gregg Berggren, gberggren@carson.org and Nick Wentworth, nwentworth@carson.org)

Staff Summary: The BLM is accepting nominations for Round 19 of the SNPLMA grant fund. Staff is proposing to submit a nomination under SNPLMA's Parks, Trails and Natural Areas category for the Carson River Trails Phase IV - Riverview Trailhead Renovation. Nominations are due on November 5, 2021. No City match is required in the SNPLMA grant program.

Agenda Action: Formal Action / Motion **Time Requested:** 10 minutes

Proposed Motion

I move to authorize submission of the grant nomination as presented and to authorize the Director to sign all necessary documents.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

The BLM is accepting Round 19 nominations for projects authorized by the SNPLMA, in the following categories: Parks, Trails, and Natural Areas ("PTNA"), Capital Improvements ("CIP"), Conservation Initiatives ("CI"), Environmentally Sensitive Land Acquisitions, Hazardous Fuels Reduction and Wildfire Prevention ("Fuels"), Eastern Nevada Landscape Restoration Project ("ENLRP") and Clark County Multi-Species Habitat Conservation Plan and Implementation ("MSHCP").

All nominations must be submitted during a 60-day period, beginning Tuesday, September 7, 2021 and ending Friday, November 5, 2021. Carson City is eligible under two categories, the PTNA and Fuels. Entities can submit a maximum of three nominations per category. The Carson City Parks, Recreation & Open Space Department has the following project proposals for discussion, which would be submitted under the PTNA category.

Carson River Trails Phase IV – Riverview Trailhead Renovation:

The Phase IV proposal will seek to completely renovate the parking area at 603 Marsh Road, which is at the end of 5th Street adjacent to Riverview Park and the Korean War Veteran’s Memorial Park. Previous SNPLMA grants funded phases I and II of the project and included construction of the Eagle Creek Bridge and the addition of 4.5 miles of trail. These projects resulted in the current system of 14 miles of accessible multi-use trails throughout nearly 5,000 acres of parks and Open Space in the Carson River/Prison Hill area. Phase III, for which a previous SNPLMA nomination was submitted in 2020 and was awarded in 2021, will include improvements to the Koontz Lane trailhead and construction of an additional 2 miles of accessible trail in the Carson River/Prison Hill Trail System.

The Korean War Veteran’s Memorial Park is one of the most popular parking locations for access to this system of trails that are accessible to everyone including families and persons with disabilities. The existing parking area is limited to about 25 vehicles, which is insufficient for current usage and it is not uncommon to see cars parked along neighborhood streets. Additionally, the parking lot, facilities, and other infrastructure at this location are old, unattractive, high-maintenance, and in need of replacement.

This proposed project will essentially replace the existing parking area and infrastructure with an entirely new and attractive trailhead to include paved parking for about 50 vehicles plus five ADA spaces, a new ADA compliant restroom with flush toilets, ADA compliant covered picnic tables, low-maintenance landscaping, attractive fencing, new signage to include a trailhead kiosk sign, wayfinding signs, and educational/interpretive signs, and enhancements around existing historic ranch structures that would highlight their significance while simultaneously preserving and protecting them. The Korean War Veterans Memorial itself will remain unchanged, but some enhancements will be made to improve accessibility to the memorial.

ATTACHMENT 1 - Engineer's Estimate

ATTACHMENT 2 - Pages from initial BLM/SNPLMA grant consultation

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact: Matching funds are not required for this grant source.

Alternatives

Direct staff not to submit a nomination to the SNPLMA Round 19 grant program and/or provide alternative direction.

Attachments:

[ATTACHMENTS.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Carson City Riverview Park - Estimate of Costs

Project: Carson City Riverview Park and Korean War Mem. Date: 20-Oct-21
 Location: Carson City, NV Project #:
 Client: City of Carson City Generated by: Design Workshop

| PAY ITEM | Description | Quantity | Unit | Unit Price | Extended Total Amount |
|----------|---|----------|------|------------|-----------------------|
| 1 | Mobilization/Demob, Bonding, Insurance | 1 | LS | \$110,000 | \$110,000 |
| 2 | Temporary Fencing, Erosion Controls, Fencing | 1 | LS | \$50,000 | \$50,000 |
| 3 | Site Demolition | 1 | LS | \$180,000 | \$180,000 |
| 4 | Earthwork, Site Work Grading | 1 | LS | \$85,000 | \$85,000 |
| 5 | Utility Relocation and Connections | 1 | LS | \$120,000 | \$120,000 |
| 6 | Restroom | 1 | LS | \$320,000 | \$320,000 |
| 7 | Shade Structure Shelter | 1 | LS | \$120,000 | \$120,000 |
| 8 | Picnic Tables | 4 | EA | \$2,000 | \$8,000 |
| 9 | Trash Receptacles | 6 | EA | \$600 | \$3,600 |
| 10 | Benches | 12 | EA | \$1,200 | \$14,400 |
| 11 | Irrigation | 1 | LS | \$25,000 | \$25,000 |
| 12 | Landscape Planting | 1 | LS | \$65,000 | \$65,000 |
| 13 | DG Landscape Mulch | 12,000 | SF | \$3 | \$36,000 |
| 14 | Signage | 1 | LS | \$25,000 | \$25,000 |
| 15 | Fencing | 650 | LF | \$50 | \$32,500 |
| 16 | Korean War Memorial Access and Enhancement | 1 | LS | \$40,000 | \$40,000 |
| 17 | Paving - Pedestrian Concrete | 7,600 | SF | \$25 | \$190,000 |
| 18 | Paving - Concrete Unit Pavers | 7,600 | SF | \$30 | \$228,000 |
| 19 | Paving - Vehicular Asphalt | 10,000 | SF | \$25 | \$250,000 |
| 20 | Curb and Gutter | 500 | LF | \$45 | \$22,500 |
| | | | | | |
| | | | | | |
| | Subtotal | | | | \$1,925,000 |
| | | | | | |
| | 12% Preconstruction Engineering & Design | | | | \$231,000 |
| | 8% Project Management & Permits | | | | \$154,000 |
| | GRAND TOTAL | | | | \$2,310,000 |

**Carson City
Parks, Recreation & Open Space Department**

**SNPLMA Round 19
Parks, Trails and Natural Areas**

**Carson River Trail System, Phase IV –
Riverview Trailhead Renovation**

Scope

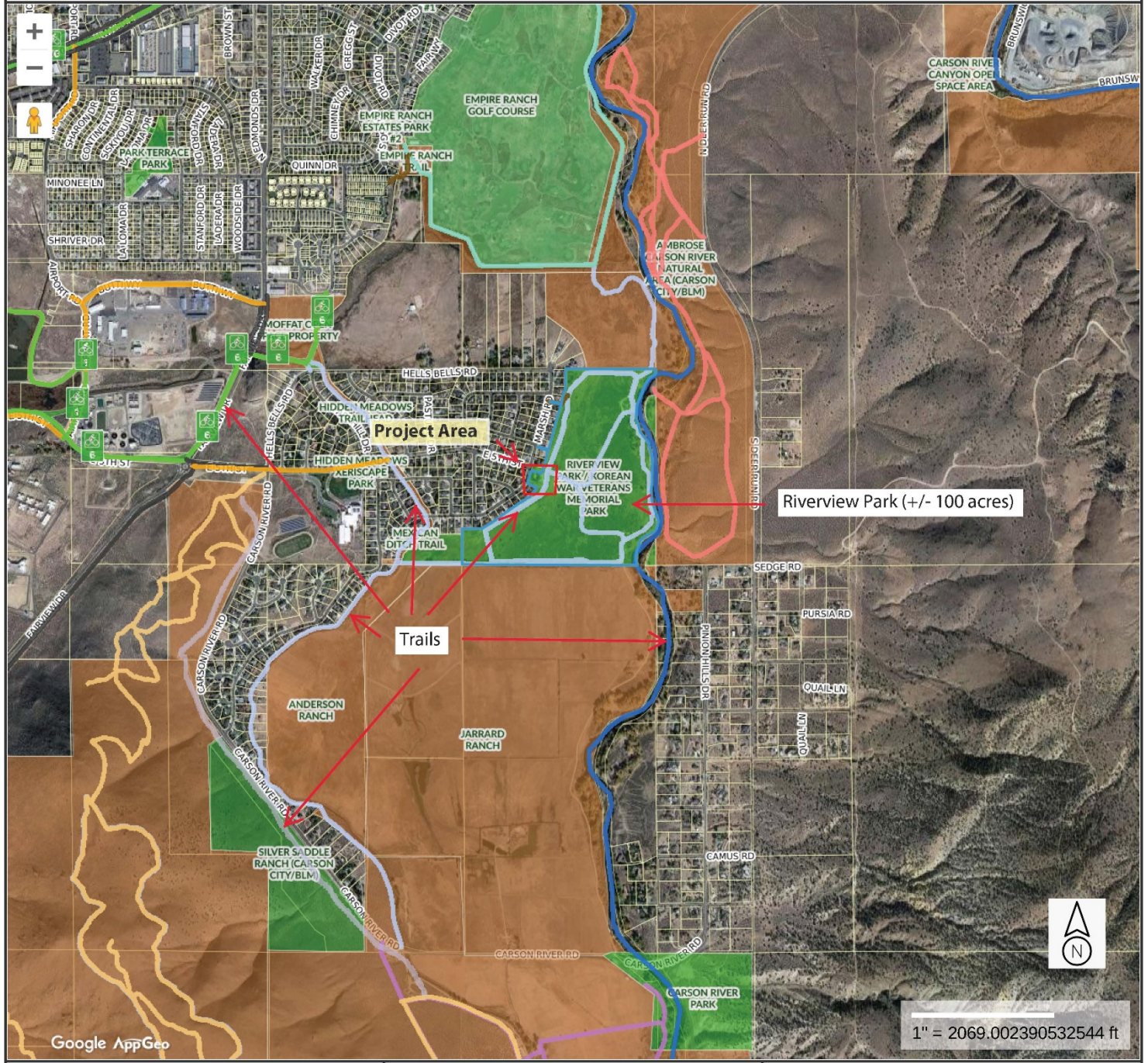
A parking area at Carson City’s Korean War Veteran’s Memorial on the east side of Riverview Park is one of the most popular locations for residents to access the Carson River Trail System. The Carson River Trail System consists of about fourteen miles of non-motorized multi-use pathways which connect neighborhoods to almost 5000 acres of parks and open space lands, and even more miles of single-track trails, in the Carson River area. However, current parking at this location is limited to about 25 vehicles which is insufficient, and it is not uncommon on weekends to see cars parked along neighborhood streets. Additionally, the parking lot, facilities, and other infrastructure at this location are old, unattractive, high-maintenance, and in need of replacement.

Our Round 19 proposal for this project is to re-create this entire location into an attractive trailhead with paved parking for about 50 vehicles plus five ADA spaces, a new restroom with flush toilets, covered picnic tables, low-maintenance landscaping, attractive fencing, accommodations for enhanced accessibility for persons with disabilities, new signage to include a trailhead kiosk sign, wayfinding signs, and educational/interpretive signs, and enhancements around existing historic structures that would highlight their significance while simultaneously preserving and protecting them.

Location

603 Marsh Road, Carson City, NV 89701
Section 14, T15N, R20E
APN 010-021-43 (± 100 acres owned by Carson City)
Lat. 39.160536, Lon. -119.711035

Project Location and Trail Access



Aerial view of project site

Carson City , NV

September 10, 2021

Aerial View - Riverview Trailhead Project Site



Photos



Historic ranch structures to be preserved and highlighted.



Existing toilet to be replaced.



Crumbling sidewalk.

SNPLMA ROUND 19 NOMINATION PACKAGE REQUIREMENTS FOR PARKS, TRAILS, AND NATURAL AREAS

Nomination period duration is 60 days, beginning Tuesday, September 7, 2021, and ending Friday, November 5, 2021. Nomination packages must be received by close of business, 4:30 p.m. Pacific Time on November 5, 2021. Late or incomplete submissions cannot be considered.

Please read all instructions and requirements carefully. Nominations which do not fully comply with these instructions, requirements, and due dates will be deemed incomplete and will not be accepted.

The following sections of this document include information on eligibility, limitations, general formatting, content, category specific requirements, and a template for writing the nomination proposal.

Questions concerning this category contact: Michelle Leiber, SNPLMA PTNA Program Manager, mleiber@blm.gov or 702-515-5168.

I. ELIGIBILITY REQUIREMENTS AND NOMINATION LIMITATIONS

The Southern Nevada Public Land Management Act of 1998 (SNPLMA), Section 4(e)(3)(A)(iv) allows for funds from the special account to be expended for...development of parks, trails, and natural areas in Clark, Lincoln, and White Pine Counties in Nevada; and in Carson City, Nevada at locations adjacent to or within the 100-year FEMA Floodplain of the Carson River, pursuant to a cooperative agreement with units of local government or regional governmental entities.

Eligibility for the Parks, Trails, and Natural Areas (PTNA) category is limited to the units of local government and regional governmental entities named in the Act which are: Clark County, City of Las Vegas, City of North Las Vegas, City of Henderson, Lincoln County, White Pine County, Carson City (with limitations noted above), as well as the Southern Nevada Water Authority, Clark County Regional Flood Control District, and Clark County Water Reclamation District. Eligible counties may nominate projects for those unincorporated or incorporated municipalities not named in the Act but are within the county's jurisdiction. The county is responsible for carrying out the project, managing the project funds, and long-term operations and maintenance, including perpetuity of the project accomplishments.

Nominations are limited to three submissions per entity per category.

Entities are to limit nominations to the best value option for a viable project. That is, nominations are to be cost effective while maintaining the quality and scope for not more than one project or phase. Nominating entities shall also ensure that the projected cost estimates are as accurate as possible.

Nominations may not identify federal agencies as recipients of any subaward resulting from the

proposed project.

A. Eligible entities may nominate acquisition of land or rights in land

Nominations may be submitted for acquisition of land or rights in land (i.e., water right, easement) if such real property acquisition is necessary to develop parks, trails, and natural areas. The nomination must include an “owner statement” indicating that the owner is a willing seller. The approved project or intended new project for which the real property is to be acquired must be identified in the nomination. If the land or rights in land is for a new PTNA project not yet approved, the entity must provide sufficient information within the nomination on the nature and scope of the new project to justify the need for the real property acquisition nomination.

If the real property acquisition nomination is approved by the Secretary for development of a new PTNA project, the entity must either follow-up with a nomination for the new project described in the approved real property acquisition nomination or provide evidence that the project was funded and constructed using another funding source(s).

*Contact the SNPLMA PTNA Program Manager for details on nominating acquisitions. *

B. Perpetual Ownership and Management of SNPLMA Funded PTNA Projects

Nominating entities must own, or legally control the land where the project is proposed for SNPLMA funding; and must also own and maintain in perpetuity any facilities, trails, or other features which are constructed using SNPLMA funds. This requirement does not prohibit entities from entering into agreements with third parties to perform necessary and appropriate upkeep of SNPLMA funded projects. Such agreements, however, cannot sell, give, or otherwise transfer ownership of the SNPLMA-funded project or project elements to a third party, nor can such agreements abdicate the entity’s responsibility for such maintenance.

Entities may not nominate projects on land owned and controlled by the State of Nevada.

Projects proposed on land within the eligible jurisdiction that is leased from the State of Nevada may be eligible if the lease is a long-term instrument that provides adequate rights and control over the state land on which the project would be constructed. Any such proposal must include a full explanation of the lease terms and conditions and will be evaluated on a case-by-case basis before the nomination is accepted.

The deed for land acquired with SNPLMA funds must contain a non-revocable restrictive covenant satisfactory to the BLM and the Department of the Interior (DOI) Regional Solicitor that requires the local or regional entity to utilize the land for the intended purpose in perpetuity.

The requirement for a restrictive covenant does not apply to small, incidental right-of-way or easement acquisitions that is needed to complete an alignment, provide access, or install signage for trail projects. Local/regional governmental entities are also required to maintain ownership for the intended purpose of other rights in land even though use of a restrictive

covenant to that effect may not be practical.

C. Limitation on construction of buildings

PTNA projects are intended to fund outdoor projects whereas due to the nature of the project requires incidental building construction (e.g., restrooms, maintenance sheds, picnic shelters, shade structures, small visitor greeting areas). Funding may also be provided, in whole or in part, for projects which include, or where the primary purpose is, more significant buildings such as a visitor center when the proposed building is deemed an integral part of a larger PTNA project and critical to accomplishing the purpose of that larger project. Generally, this is limited to indoor public areas and displays versus office space or space for commercial enterprises such as gift shops or snack bars.

Capital improvement-type projects are not eligible where the primary goal is construction, renovation, or expansion of buildings (e.g., museums, schools, office or administrative buildings, auditoriums).

D. Limitation on the construction of roads

Stand-alone road improvement projects or projects that include development of primary streets are not eligible. Projects which include required half-street road improvements along the boundary of a PTNA project are allowed, but such half-street improvement work would be limited to 10 percent of the total project nomination cost. Other road improvements would be limited to minor connections to parking lots and internal roads if the development is minimal in nature and required for immediate access within the project site.

E. Limitation on “cultural or historic” properties

PTNA projects that include work to restore and stabilize a cultural or historic property would be considered. Such property means a district, site, building, structure, or object significant in American history, architecture, engineering, archeology, or culture at the national, state, or local level. In many instances, inclusion or eligibility for the National Register of Historic Places would be sufficient to consider a property as cultural or historic. However, a proposal may not include work to repurpose or repair a cultural or historic property for other uses.

F. The purpose of nominations should not be to correct critical health and safety issues

Urgent health and/or safety issues are the responsibility of the managing entity, should be corrected in a timely fashion, and are not an appropriate expenditure of SNPLMA funds.

G. Projects may not include routine maintenance or deferred maintenance

Maintenance which is routine or scheduled maintenance that was not performed does not qualify as a project. This rule does not prohibit projects (1) where the facility has exceeded its useful life, does not meet current Americans with Disability Act (ADA) accessibility standards, or deferred maintenance costs would exceed the cost of replacement or reconstruction; or (2) where planned use or visitation exceeds expectations necessitating replacement or reconstruction of the facility prior to expiration of its useful life and increased deferred maintenance costs exceed the cost of replacement or reconstruction.

H. Limitation on planning, environmental compliance, and preconstruction engineering/design

Nominations may not exceed the 27 percent cap of the project costs associated with “planning, environmental compliance, and preconstruction engineering and/or design” unless pre-authorized by the SNPLMA Executive Committee (EC) in the nomination prior to Secretarial approval, or pre-approved as a waiver of the business rules by the EC. If an entity anticipates a nomination may exceed the cap on these expenses, the issue should be addressed in the nomination clearly explaining the factors expected for exceeding the cap.

I. BLM and Other Agency Consultation

Prior to submitting nomination(s), entities shall consult with the respective local BLM office and applicable agencies regarding impacts of proposed projects on federal land and resources as well as any application approvals from the agency that would be required. Nominations must address whether proposed projects will have an environmental effect or other impact on federal land or sensitive resources (e.g., cultural, biological), and if any land use applications or approvals are required.

1. Section 106 of the National Historic Preservation Act (NHPA):

Consistent with 2 CFR 200.62, non-Federal entities who become recipients of federal awards such as SNPLMA-funded PTNA projects must provide *reasonable assurance* regarding the achievement of demonstrating compliance with Section 106 of the NHPA. Compliance will be through the BLM State Protocol Agreement or regulations at 36 CFR 800.2(c)(4). If surveys, site evaluations, and mitigation measures on non-Federal lands are required, the entity will need to complete cultural surveys of the site and coordinate the data through the BLM to initiate consultation with the State Historic Preservation Office. Implementation of the approved project cannot begin until the SNPLMA PTNA Program Manager confirms that the proposed project has completed the Section 106 compliance requirements. Hence, this federal consultation will provide nominating entities the opportunity to coordinate early with the BLM to discuss their proposal to better prepare cost estimates that include costs for potential Section 106 compliance.

*Nominations that fail to meet this federal agency consultation requirement will be rejected. *

2. BLM consultation is scheduled as indicated below; and eligible entities have been notified:

- a. BLM Carson City District Office (Carson City): September 21, 2021
- b. BLM Southern Nevada District Office (Clark County): September 22, 2021
- c. BLM Ely District Office (Lincoln/White Pine Counties): September 23, 2021

3. Entities who intend on submitting nomination(s) will need to provide project information (handouts, shapefile, and land status maps) covering below items 4.a through 4.e and be prepared to discuss the project with the respective local BLM office during the scheduled consultation. Prior to the consultation, the entity will send the project information by email to the SNPLMA PTNA Program Manager by 4:30 p.m. Pacific Time on September

10, 2021:

- a. Scope, objective, and location (include County parcel number and legal description);
 - b. Describe impacts or potential encroachment the project may have on federal resources;
 - c. Describe cultural resources that may be impacted, and any known cultural inventory within or adjacent to the proposed project area;
 - d. Describe any previous or future federal involvement regarding the proposed project or project site, including pending or complete Recreation and Public Purpose Act leases or patents, rights-of-way, conveyances/sales. Provide project reference number(s) such as agency case file serial numbers; and
 - e. Describe the percent of the total project cost being requested for SNPLMA funding.
4. Federal Agency Consultation Letter:
- a. BLM staff may request additional information and consult with other federal agencies to fully evaluate and consider the proposed project.
 - b. Once consultation is complete, the agency will prepare a written response on agency letterhead to the nominating entity (cc: SNPLMA PTNA Program Manager). The BLM consultation response letter must be included in the project nomination. The response letter will articulate follow-up items, evaluation of the proposed project impact on federal land and/or resources, whether compliance with the National Environmental Policy Act (NEPA) is required, and Section 106 compliance anticipated (e.g., cultural surveys).
 - c. Nominators should also seek to coordinate with any adjacent local/state entities that may be impacted by the proposed project prior to submitting their nomination. In these cases, letters of concurrence/support from other entities should be submitted with the nomination.

II. DIRECTIONS FOR COMPLETING THE NOMINATION TEMPLATE

Entities will use the “Nomination Template” provided online in the SNPLMA Nomination Portal (“Nomination Portal”). The information below will help guide what to include in each section of the template.

Cover page including the following:

- Nominating entity’s name and logo.
- A brief project title which reflects and captures the nomination content. Title is limited to 75 characters.
- The amount of SNPLMA funds requested to implement the project.

A. Background

Background information narrative that supports the need. Describe the project site ownership and current use/status. Identify the entity-approved master plan and approval date with which the project conforms. Projects that provide opportunities for underserved communities should address the community served, and how the project meets the need. Describe the project implementation process and how to determine project completion. Describe relationship to

prior approved projects and/or phases; confirm standalone project and that there is no expectation of future SNPLMA funding.

B. SNPLMA Strategic Plan Values

The Executive Committee has identified three values on which to focus SNPLMA implementation: sustainability, connectivity, and community. These values will be applied in ranking project nominations.

- Sustainability – Incorporate durability, relevancy, and shared support to ensure benefits in the near and long term.
- Connectivity – Projects that restore and protect healthy and resilient landscapes that connect important habitats and protect the integrity of the human and biological communities.
- Community – Projects that provide outdoor recreation opportunities that improve the quality of life for the public and encourage interaction with nature.

C. Purpose Statement

Nominations must contain a specific statement of the purpose of the project. In a one to two sentence purpose statement include the following:

- Who: Eligible entity that will carry out the project.
- What: The action to be taken (e.g., construction of a park or trail; refurbish picnic area “A;” acquisition of water rights for park infrastructure needs).
- Where: The physical location where the project will be carried out. The statement must identify the specific facility or other physical location, including the county and state where the project will be carried out.
- Why: The outcome of the project (e.g., to enhance recreational opportunities, to improve visitor safety, to protect specified natural resources, to improve public access).

D. Project Deliverables

The nomination must include project deliverables as defined below. The purpose statement along with the deliverables will be used to create the project work plan, determine project progress, and project completion. There are three deliverable categories: Primary, Anticipated, and Standard.

1. Primary Deliverables:

Primary deliverables are those that must be done at a minimum to complete the project and accomplish the purpose. Which is to say, if a primary deliverable is not completed, then the success of the entire project is in question. Identify the size, quantity, anticipated site and configuration, and whether any of those elements are contingent upon the final results of design, planning, cost estimates, public scoping or other studies, analyses, or reports.

Examples:

- Fee simple acquisition of ±10 acres (APN 123-45-67) by purchase
- Construct a 6-mile, non-motorized multi-use trail (10-12 ft. wide) from points A to Z

- Install two double vault toilets (one each for points A and Z)

2. **Anticipated Deliverables:**

Anticipated deliverables are those that are desirable and beneficial, but not minimally necessary to complete the proposed project and project purpose. Which is to say, if an anticipated deliverable is not completed, then the project will still likely be successful. These are tangible items, not a desired outcome you hope to happen upon completion of the project. Their inclusion will be based on the results of final planning, design, cost estimates, public scoping, or other studies, analyses, or reports. The nomination cost estimate should include these items.

The cost estimate should not include costs of anticipated deliverables that are planned for inclusion in the project only if sufficient funds remain after completing primary deliverables. This is to avoid inflating project funding requests over the best-value option to address the cost of components/elements that are not necessary to completion of the project and project purpose. (See second example below).

Examples:

- Refurbishment of a loop trail pending final planning, design and cost estimates.
- Install a single vault toilet at midpoint along the multi-use trail of points A to Z. For example, completing the multi-use trail construction and installation of double vault toilets are the primary deliverables while installation of a single vault toilet would be a nice to have, it is not required to complete the project.

3. **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 primary and/or anticipated deliverables. Standard deliverables can be identified in the project workplan rather than in the nomination, however, the cost of completing standard deliverables should be accounted for in the nomination cost estimate.

Examples:

- Section 106 compliance
- Relocation Assessment pursuant to the Uniform Act
- Develop scope of work for contracting
- SNPLMA close-out package

E. Project Location

Latitude and longitude location reference point for purposes of locating the project area on a map using decimal degrees format (e.g., 36.879167° / -112.202778°).

Identify the Congressional District number(s) in which the project is located, along with the county and state. List all congressional districts that apply (e.g., NV District 1, NV District 2, NV District 3, NV District 4). Refer to <https://www.govtrack.us/congress/members/NV> to view an online map of congressional districts (note this website does not display properly with Internet Explorer).

F. Project Timeframe

The project timeframe in years. The standard timeframe approved by the EC for PTNA projects is 5 years. If the nomination proposes a longer timeframe than the standard 5 years, the scope and time requested must be fully justified. Do not specify definitive dates, delays in processing nominations or funding instruments can affect the desired start date.

G. Level of Project Readiness

Is the nomination shovel ready? (If yes, explain). Identify the level of readiness for the project in terms of existing staff, resources, Section 106 compliance, initial planning, current Phase I Environmental Site Assessment, and/or identification of other funding that will allow your organization to request funds and begin implementing the project within one year of the special account funds notice. The EC may look favorably at projects that are most prepared to begin implementation.

H. Future Operations and Maintenance

The nominating entity must demonstrate the commitment to be responsible for the future operations and maintenance (O&M) costs, ensuring the fiscal sustainability of the project into the future. Nominations which comprise of building renovation, construction, or refurbishment, include a detailed description of the O&M requirements for the project over its expected lifecycle. Describe how the O&M impact of the project has been evaluated.

I. Project Budget

Use the Standard Form (SF) 424A “budget information” (fillable PDF) and the Budget Detail template (MS-Word) is provided through the Nomination Portal. Include all necessary expenses (direct and indirect) to complete the project deliverables and accomplish the purpose. The proposed project budget should be in whole dollars only, no cents.

Do not embed the SF424A/budget detail into the template. Upload each separately to the Submissions tab in the Nomination Portal. An expired SF424A form will not be accepted.

Partnership and/or Contributed Funds:

Nominations must address whether there will be contributed funds directly applicable to completion of the project, within the timeframe and scope. Funds from other sources to complete work prior to the project, or for post-completion activities, such as O&M or later enhancements, are not considered contributed funds.

If either an in-kind or cash contribution is identified, a *written commitment* must be documented on official letterhead or stationery of the contributor and included as a letter of support at the back of the nomination package.

Entity overhead costs may not be included in determining in-kind contributions. Labor funded from an appropriation is not considered an in-kind contribution. In-kind contributions can include volunteer labor, professional services, or contributed material or equipment. Project nominations that identify in-kind contributions must submit a breakdown of the valuation of these contributions. The breakdown of these contributions may include:

- Volunteer labor is computed at the rate used by the DOI, which is currently \$28.54 per hour.
- Non-government organization employee actual hourly rates plus the value of any fringe benefits received.
- Actual costs for material, equipment, and supplies.
- The value of equipment as a contribution can be the cost to purchase or rent equipment and its operating costs.

Refer to 2 CFR 200, subpart E (cost principles) and 2 CFR 200.306 (cost share or matching).

J. Key Contacts

Identify key personnel (with email and phone number) that will be assisting with the management and oversight of the project, including:

- Authorized Officer. This can be an officer/manager with authority over the project.
- Project Manager (Project Point of Contact).
- Budget Officer. This can be an Administrative Officer, Budget Officer, Assistant District Manager for Support Services, or other financial technician that will help with the receipt and expenditure of project funds.

K. Ranking Criteria

The criteria in this section will be used to evaluate, score, and rank all nominations. Address each criteria the nomination meets and explain how it will be accomplished. Nominations will be reviewed and scored by the PTNA subgroup.

Nominations must be consistent with the SNPLMA program's vision, mission, and goals associated with connecting people to the outdoors and conserving public lands while ensuring the projects' fiscal sustainability.

A copy of the ranking criteria with score values are available in the Nomination Portal.

L. Orders and Priorities

Respond to each of the orders and priorities in this section by addressing how or why the nomination complies with or help support/implement the Executive Orders, Secretarial Orders, Department of the Interior Priorities, and USDA Forest Service Priorities. Only respond to the orders and priorities that are applicable to the nomination.

Responses to the orders and priorities will not impact the scoring of the nomination, however, along with consideration of the project ranking, the Partners Working Group will consider the thoroughness of the information provided in making their determination for inclusion of nominated projects in the Preliminary Recommendation for the round.

III. CHECKLIST AND UPLOAD INSTRUCTIONS

Upload the following documents according to the corresponding page/tab in the Nomination Portal:

- Submission tab (up to 3 files total)
 1. Completed nomination using the provided template
 2. Support letters and contribution letters, all combined into one PDF document
 3. Owner Statement (for acquisition projects only)

- Location Details tab (up to 12 files total)
 1. Maps
 2. Photos (max 6)
 3. Completed Performance Measures table
 4. SF424A Budget Information
 5. Budget Detail

Below are instructions for maps, photos, performance measures, letters of support, including written commitment(s) for contributed funds (if applicable), and the property owner “willing seller” statement for acquisition nominations only (if applicable) for the nomination:

A. **Maps**

Letter size maps (8.5” x 11”) that include legend, scale, directional compass, locational references, creator graphic and date. Upload each map as a single PDF file in high resolution.

1. Location map of specific project site, land status, roads, township, range, and section.
2. County assessor parcel aerial depicting parcel number and acreage.
3. EC Strategic Plan Values map showing how the proposed project supports sustainability, connectivity and/or community. (Can be one or multiple maps).
 - a. *Sustainability* – similar to connectivity, a map showing how the propose project relates to sustainable goals of the environment, habitat, cultural and/or natural resources, etc. An example would be a project claiming contribution to opening or maintaining access to a migratory corridor would include a map showing the location of the migratory corridor and how it connects to other corridor(s).
 - b. *Connectivity* - map showing location of adjacent projects, either previously completed, active, or planned; could also show how the project connects people with the outdoors and methods of access by which the park, trail, or natural area will be accessed by the public.
 - c. *Community* – map showing the project’s relationship to the community and how it improves the quality of Federal land and resource values for the community. Specifically, a map showing opportunities (e.g., recreational, educational) for

underserved communities and how the project will provide connectivity to community facilities.

B. Photos

Include up to 6 photos of the project that convey the need or desired result. Upload as a PDF to the “Location Detail” tab in the Nomination Portal.

C. Performance Measures

Using the “Performance Measures” table provided, nominations should identify all relevant SNPLMA Performance Measures with a minimum of one. Report all performance measures applicable to your project, even if the performance measure is not identified as a primary purpose of the project and happens indirectly because of other project work. Enter the quantity in the right-hand column. Upload to the “Location Detail” tab in the Nomination Portal.

D. Support Letters and Contribution Letters

Support letters must be current (within the last year) and not from the nominating entity. If applicable, a written commitment must be documented on official letterhead or stationery of the contributor. Include letters of support and contribution as a single PDF file and upload to the “Submission” tab in the Nomination Portal.

E. Owner Statement

The Owner Statement template is provided on the Nomination Portal and is required for real property acquisition nominations only. Upload the “Owner Statement” signed by the property owner(s) of record (not a broker, attorney, or other representative).

The owner must also read and sign the summary entitled “General Requirements for SNPLMA PTNA Real Property Acquisitions” and include it with the Owner Statement.

IV. NOTIFICATION OF NOMINATION PACKAGE ACCEPTANCE/REJECTION

All instructions, requirements and due dates must be met for the nomination to be accepted. Time permitting after the nomination due date, nominators will be notified if their nomination package needs to correct or update information, has budget errors, legible maps, etc., and allowed a brief period (determined by the SNPLMA Program Manager) to provide updated information. If information as identified and requested by the SNPLMA Program Manager is not received by date in their email, the nomination will be incomplete, and will not be accepted or forwarded for consideration.

The status of the nomination package can be tracked through the SMART Nomination Portal.