

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240

February 9, 2001

In Reply Refer To:  
2100 (350) P

EMS TRANSMISSION 02/20/2001  
Instruction Memorandum No. 2001-095  
Expires: 09/30/2002

To: State Directors

From: Director

Subject: Fiscal Year (FY) 2003 Land and Water Conservation Fund (LWCF) Project  
Submissions DD: 05/25/2001

In anticipation of developing the FY2003 Strategic Budget Plan (SBP), we request your submission of FY2003 LWCF project proposals. Program guidance and submission formats are attached. This request is being forwarded in advance of the formal Bureauwide SBP packet to ensure you have adequate time to prepare quality submissions. This will also allow the Bureau to prepare the best possible presentation to the Department in the timeframe requested.

Your LWCF request for FY2003 is limited to five submissions. Proposals should be compelling and should clearly explain to external and internal parties why the acquisition is essential, consequences if the property is not acquired, how funds will be leveraged and the identity of partners and others who support the project. The proposal must identify which approved land use plan the project is in compliance with.

Narrative portions of your FY2003 submission will be submitted electronically. We encourage the map/photo portion of your FY2003 submission be submitted electronically, however this is not compulsory and should depend on the quality of the product produced. Use of paper medium for map/photo is acceptable.

Please prepare your submission, as outlined in the attached guidelines and forward to the Washington Office (WO), Lands and Realty Group (WO-350). Please provide a copy of your submission to your State Budget Office. An interdisciplinary team, consisting of headquarters and field personnel, will nationally prioritize FY2003 projects in July for the Director's review and approval. Your submissions must be received by Friday, May 25, 2001.

All electronic submissions should be sent via email to David Beaver, WO-350.

Please forward a single page of each map/photo on paper medium, via express mail to:

David Beaver  
Bureau of Land Management (WO-350)  
1620 L Street, NW  
Suite 1000  
Washington, DC 20036  
(202) 452-7788

If you need additional information, have submission questions, desire submission samples, or wish the WO to preview your submission, please contact David Beaver, WO Lands and Realty Group by email or by telephone at (202) 452-7788.

Signed by:  
Carson W. Culp  
Acting Director

Authenticated by:  
Barbara J. Brown  
Policy & Records Group, WO-560

1 Attachment

1 - Land and Water Conservation Fund FY2003 (10 pp)

## **Land and Water Conservation Fund FY 2003**

### **1. Program Guidance**

- Land acquisition project priorities will be determined using the enclosed ranking criteria. State Office (SO) LWCF Program Leads will carefully review individual and collective point totals for accuracy. SO Program Leads will prepare a return transmittal memo to the WO (may be forwarded electronically).
- The LWCF Act is a funding authority only, not an acquisition authority. All acquisitions must be completed in accordance with existing authority and approved land use plans.
- Emphasis will be placed on completing existing projects, on projects utilizing multiple acquisition methods (including exchange), and on the contribution of leveraged acquisition and/or management funds from non-BLM sources.
- No acquisition can be completed until hazardous material examinations have been performed and any cleanup costs approved.
- LWCF funding may be used for acquisition by purchase (fee or less than fee), or costs associated with donation or exchange (including exchange equalization payments of less than \$100,000 with WO advance approval).
- Project funds can only be spent acquiring lands within or adjacent to the project boundary (inholdings or edgeholdings).
- Generally, LWCF project areas are multi-parcel projects. Although a single parcel may constitute the limits of a project area, a broader project boundary is more desirable. Multiple parcel projects provide greater negotiating flexibility in spending appropriated funds.
- Select a project name and retain it for the duration of the project. When naming a new project select a name from a geographic feature/historic occurrence. Avoid "subtitled names" (i.e. Rocky Mountain Front - Neal Parcel), this may restrict how appropriated funds can be spent.
- Land and interest in land acquired with LWCF appropriations will perpetually remain in Federal ownership.
- Concerns regarding the effect of land acquisition on the local economy is an issue in some areas. Be sensitive to securing local support and look to options to fee purchase (i.e. conservation easement) where appropriate.
- All acquisitions must be voluntary unless condemnation is authorized by the legislation governing the project.
- Purchases cannot exceed appraised fair market value without prior approval of Congress.
- LWCF appropriations cannot be used for construction on acquired lands or interest therein after the acquisition.
- Lands conveyed from state government or a political subdivision may only be acquired by donation or exchange. Costs associated with less than fee acquisition may be funded by other "resource" accounts.
- Unobligated project funds will carryover and remain with the project until completion or until the project is no longer feasible. Long term, inactive carryover balances, especially those exceeding \$500,000, may be subject to reprogramming.

## 2. Submission Requirements

**Documents must be prepared in WordPerfect 7.0 or 8.0. Use the attached formats exactly.**

### A. PROJECTS

There are no State cost targets for LWCF projects. The selection of national priorities will depend on how well projects rank in comparison with those submitted by other states using Departmental and Bureauwide criteria and priorities. Each project submitted must include a completed Departmental ranking sheet, a narrative and fact sheet, BLM supplemental ranking sheet, color photographs, and color map. It is important to prepare these documents so they can be reproduced on 8½" X 11" paper for placement in binders. Prepare the following for each project and submit one color copy of each photo page and map:

#### 1). Departmental Ranking Sheet *\*Electronic Submission Only!*

Complete a project ranking sheet for each project. Use the criteria and instructions shown on page 4-6.

#### 2). Narrative and Fact Sheet *\*Electronic Submission Only!*

Two support documents are needed for each project. The first is a one-page narrative detailing the request for FY2003 funds. The second document is a fact sheet which provides comprehensive and historic information for the entire project, including estimated management costs after acquisition has occurred. Complete a narrative according to the format page 8 (replace "labels" with your project information, i.e. Project Name = West Eugene Wetlands,

State = Oregon, County = Lane, etc.). Complete a fact sheet as it appears on page 9 (be brief). A copy of your submission should be provided to your state budget officer for inclusion with the state SBP submission.

Items to consider in the one-page narrative are:

**Write with flair. Have passion. Make reviewer want to visit your project.**

Type of designation if an Administrative or Congressionally-designated special area.

Discuss resources and concerns of national or statewide significance.

Why is it important for these lands to be in Federal ownership.

Highlight external interest and support and major contributors or partners.

Long-term management goals for the project area.

Major initiatives acquisition supports (Recreation 2000, Fish & Wildlife 2000, etc).

When estimating project costs consider both direct costs and processing costs. Direct costs (3110) are limited to the consideration (payment) for the land involved. If property values are rapidly escalating in the project area, anticipate what your funding needs will be if you are successful in securing FY2003 funding (appropriations would be received October 2002 at the earliest). Processing costs, referred to as acquisition management (3130) are project related work month costs, contracting costs and other costs associated with completing resource evaluations, title examination, appraisal, hazardous materials inventory, closing, tenant relocation, etc. If a higher level of 3130 funding is anticipated above your FY2001 funding level, justify your request in your State Directors return transmittal memo.

#### 3). BLM Supplemental Ranking Criteria *\*Electronic Submission Only!*

Complete the ranking sheet as it appears on page 10.

#### 4). Photographs *\*Electronic or Paper Submission*

Electronic submissions are the preferred medium. Limit to three color, captioned images. Paper submissions will be accepted in FY2003. Limit paper submissions to two pages of color photographs, neatly mounted with typed captions, which can be favorably reproduced by color photocopy.

5). Maps            *\*Electronic or Paper Submission*

Electronic submissions are the preferred medium. Submit one color map for each project area. GIS-generated digitized 1:100,000 scale color surface ownership maps are preferred. Where linear projects cover great distances a 1:1,000,000 scale color surface ownership map may work best. Multiple maps and use of varied scales may be used to best portray project detail, where that level of detail assists in explaining the project proposal. Paper submissions will be accepted in FY2003. Limit paper submissions to two pages of color maps which can be reproduced by color photocopy.

Maps should include the following minimum standards:

Electronic submissions should utilize Adobe Acrobat as the reader

8½" x 11" Format, portrait format preferred (***Folded paper maps are unacceptable***)

Margin (allow for 3-hole punch on the 11-inch axis)

Title/Heading

Legend

Color coded adjacent existing land ownership (BLM, FS, FWS, NPS, State, private, etc.)

Color coded status of project parcels (acquired, proposed)

North Arrow

Scale

State Locator Map Inset

Project Boundary

Gateway communities and/or geographic features adjacent to the project

Your State Office LWCF Program Lead has a variety of horizontal and vertical color paper map samples to copy and make available for you to use as a guide. Electronic samples are available upon request.

## B. ACQUISITION MANAGEMENT

Emphasis continues to be placed on land exchanges as the preferred alternative to direct purchase. It is appropriate to propose exchange using acquisition management (3130) funds to cover processing costs, including exchange equalization payments (limited to minimal equalization payments of less than \$100,000, within an approved LWCF project boundary and subject to WO approval).

Annual allocations of acquisition management (3130) funds are periodically reviewed. States with perpetually large and/or growing acquisition management carryover balances may receive reduced allocations.

## Procedure for Compiling Federal Land Acquisition Priority List

### I. Minimum requirements (must be met in all cases):

1. The property is (a) within the boundaries of an existing Federal conservation/recreation unit, if such boundaries are set by statute; or (b) contiguous with property now comprising a Federal conservation/recreation unit, if the unit's boundaries are administratively determined; or (c) the initial "building block" of a newly authorized Federal conservation/recreation unit.
2. The property presents no known health/safety/liability problems (e.g., hazardous waste contamination, unsafe structures).
3. There is no current indication of opposition from current owner(s) to Federal acquisition of the property (condemnations may be necessary in rare instances).
4. The cost of infrastructure necessary to make the property accessible, safe, and usable by the general public does not exceed 10 percent of the estimated purchase price.

### II. Ranking Criteria

Each potential acquisition which meets the minimum criteria is then scored by summing points it receives from meeting one or more of the following "ranking criteria". The indicated number of points is awarded if the proposed acquisition would meet the definitions of each criterion listed below. (See instructions beginning on page 6).

#### Criterion

- 1.a. Prevent *imminent* (within 2-3 years) property development that is determined by the State Director to be incompatible with the affected unit's authorized purpose(s). **50 points**
- b. Prevent *short-to-medium term* (within 4-8 years) property development that is determined by the State Director to be incompatible with the affected unit's authorized purpose(s). **25 points**
- 2.a. Provide multiple recreation opportunities and is within a county with a population of one million or more. **80 points**
- b. Provide multiple recreation opportunities within 100 miles of a Metropolitan Statistical Area (MSA). **50 points**
- c. Provide *multiple* recreation opportunities between 100 and 250 miles of a MSA. **35 points**
- d. Provide limited recreation opportunities within 100 miles of a MSA. **35 points**
- e. Provide limited recreation opportunities between 100 and 250 miles of a MSA. **20 points**
- 3.a. Preserve habitat of endangered species. **40 points**
- b. Preserve habitat of threatened species. **30 points**
- c. Preserve a recognized type of ecological community, to promote natural diversity. **20 points**
4. Preserve a nationally-significant natural or cultural feature of a type not now represented in any Federal conservation/recreation unit. **40 points**

- 5.a. The principal benefit to be derived from the acquisition is its wetlands characteristics as defined in the Emergency Wetlands Act of 1986. **80 points**
- b. The property contains a wetland or riparian area that is relatively scarce or unique. **60 points**
- c. The property contains a wetland or riparian area that while not scarce or unique nevertheless provides substantial public benefit. **40 points**
- 6.a. Includes existing infrastructure required to make property accessible to and usable by the general public and by elderly/handicapped citizens. **40 points**
- b. Includes existing infrastructure required to make property accessible to and usable by the general public, but not by elderly/handicapped citizens. **20 points**
7. Expands a unit with a record of visitor-day growth exceeding 5 percent per year in at least three of the five prior years. **20 points**
8. Improves manageability and efficiency of a unit. **20 points**
9. Results in Federal savings in acquisition costs through the use of land exchange, donation, and other alternatives to the direct purchase of a property at full value. Add *five points* for each estimated 20 percent savings in Federal acquisition costs up to a maximum of 25 points. **5-25 points**
10. Involves Federal acquisition of less than full fee title to the property (e.g., purchase of scenic or conservation easements). **10 points**
11. Involves significant non-Federal partnership. For each non-Federal partner (State, local, private) contributing significant resources ("significant" - at least 25 percent of acquisition, development, or management dollars), add *5 points*, up to a maximum of 15 points. **5-15 points**
12. Provides a Federal land management agency with an opportunity judged by the appropriate Assistant Secretary to be necessary to substantially further the goals of a Presidential, Departmental, or Bureau MBO and to be essential to the fulfillment of the Agency's mission. (Each agency will rank their 20 highest priority projects which implement their MBO's and mission in descending order. The first priority project will be awarded 150 points, the second 142.5, the third 135, and so on). **7.5-150 points**

Ranking criteria listed under a single number (e.g., "1.a.", "1.b.") are mutually exclusive; points may not be awarded for more than one. For example, a proposed acquisition may score 40 points for meeting criterion 3.a., but cannot score 70 points for meeting both criteria 3.a. and 3.b. Each property proposed for acquisition would normally be scored separately. However, if several related properties were proposed for purchase as a group to optimize use of funds, the group could be assigned a composite score.

### III. State Director's Priority Ranking

Each State Director should prioritize (1-5) FY2003 submissions. Those states managing public lands in more than one state are permitted a total of five submissions.

## **Departmental LWCF Project Ranking Criteria/Instructions**

### I. Minimum Requirements

- 1 Show type of designation under A, B, or C.
- 2-4 Check if minimal requirements are met. If met, rank the project under the following criteria.

### II. Ranking Criteria

- 1 A or B. Show type of potential development/damage.
- 2 A - E. Use current census and MSA map. Show the name of the city designated as an MSA. Use the nearest boundary of the county in which the city is located in determining the distance from the project area.
- 3 List the threatened or endangered species (Federal List).
- 4 To receive points the project must be a "one-of-a-kind." (e.g. No points are provided if the project is another wild and scenic river, historic trail etc.). Describe the unique feature.
- 5 Consult the RMP for Wetland/Riparian values and review the 1986 Emergency Wetlands Act for characteristics.
- 6 Points are provided if the project is currently useable by either the handicapped or the general public without improvements.
- 7 Use an estimate based on similar sites if specific data is not available.
- 8 No points are available for new projects located entirely on non-Federal land.
- 9 This criterion relates Federal expenditures to the fair market values of the property. For example, if almost one half of the property value (not number of tracts) can be acquired by exchange or donation (rather than purchase),  
10 points would be available.
- 10 Points are available if any acquisition in the project is for a less than fee title interest (ie conservation easement).
- 11 Each non-Federal partner must contribute at least 25 percent of the cost in order to receive points. Identify the partner.
- 12 List the primary initiative (ie Recreation 2000). Headquarters will evaluate all projects under this criterion and assign the points.

### III. General

- 1 Fill out a ranking sheet for each project.
- 2 Only one alpha factor may be used for a single numbered criteria ex: 2a, not 2a and b.
- 3 Use N/A if criteria does not apply.
- 4 Provide name and title of evaluator.
- 5 Rank projects in State priority order on bottom line of form.

BUREAU OF LAND MANAGEMENT  
 Land and Water Conservation Fund  
 FY 2003 Departmental Ranking Sheet

Evaluator: \_\_\_\_\_  
 Title: \_\_\_\_\_

<i>I. MINIMUM REQUIREMENTS</i>			
1 A/B/C			
2			
3			
4			
<i>II. RANKING CRITERIA</i>			
	Narrative	Points Available	Allocated
1A		(50)	
1B		(25)	
2A		(80)	
2B		(50)	
2C		(35)	
2D		(35)	
2E		(20)	
3A		(40)	
3B		(30)	
3C		(20)	
4		(40)	
5A		(80)	
5B		(60)	
5C		(40)	
6A		(40)	
6B		(20)	
7		(20)	
8		(20)	
9		(5-25)	
10		(10)	
11		(5-15)	
TOTAL POINTS (Items 1-11)			
12	Bureauwide Priority //(Completed by WO)	(7.5-150)	
<i>III. STATE DIRECTOR'S PRIORITY RANKING</i>			

**BUREAU OF LAND MANAGEMENT - Narrative**

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***Project Name***

STATE		County		Congressional District __	
	To Date	FY 2003	Acquisition Total	Estimated out year costs/yr (development, O&M, etc.)	Total (over 10 yrs) (Acquisition Total + Estimated out year costs)
<b>Cost</b>	\$	\$	\$	\$	\$
<b>Acres</b>				N/A	
<p><i>Location:</i></p> <p><i>Purpose:</i></p> <p><i>Acquisition Opportunities:</i></p> <p><i>Other Cooperators:</i></p> <p><i>Project Description:</i></p>					

FY 2003 FACT SHEET  
 LAND ACQUISITION  
 BUREAU: Bureau of Land Management  
 Purpose/Program

Project: \_\_\_\_\_

Owner's name?	
Resource threat?	
Land exchange alternatives?	
Inholding?	
Appraisal done? Value?	
Plans for project area? Infrastructure?	
Hazardous material evaluation done?	
Resource rehabilitation or restoration projects? Cost?	
Can funds be obligated in FY 2003?	

**Authorization**

- Is acquisition authorized?
- What is authorized ceiling?
- Is proposal within authorized ceiling?
- How much has been appropriated to date (vis-a-vis ceiling)?
- Is acquisition within the boundary?

**Funding**

- FY2002 President's Budget Request? \$
- Is budget amount for same purpose? Yes No
- Appropriations to date? \$
- Current unobligated balance as of \_\_\_\_\_ \$
- Plans to use unobligated balances \_\_\_\_\_

Acquisition Status	Tracts	Acres	Cost	Cost/Acre
Purchases thru FY 2000	_____	_____	_____	_____
Scheduled for FY 2001	_____	_____	_____	_____
Planned for FY 2002	_____	_____	_____	_____
Planned for FY 2003	_____	_____	_____	_____
Remaining to be Acquired	_____	_____	_____	_____

FY 2003 SUPPLEMENTAL RANKING CRITERIA  
LAND ACQUISITION  
BUREAU: Bureau of Land Management

Project: \_\_\_\_\_

- | <b>Criteria</b> | <b>Definition</b>  |
|-----------------|--|
| 1               | <p><u>Political Support (Local/National) / (Choose YES or NO)</u><br/>Is there significant local, regional, national, constituent and representative support?</p> <p>Briefly explain: _____</p>  |
| 2               | <p><u>Name of approved land use plan this project is in compliance with (RMP, etc.)?</u></p> <p>Name of plan: _____</p>  |
| 3               | <p><u>Threatened and Endangered Species - Seasonal/Resident: (Choose YES or NO)</u><br/>Does the property provide exclusive, year-round habitat to a nominated, candidate or listed species? Is the species animal or plant?</p> <p>Briefly explain: _____</p>   |
| 4               | <p><u>Existing Project vs. new Project: (Choose YES or NO)</u><br/>Has this project ever received a LWCF appropriation?</p> <p>Briefly explain: _____</p>  |
| 5               | <p><u>Acquisition Partnerships: (Choose YES or NO)</u><br/>Has this property been optioned or purchased by a third party nonprofit for resale to the BLM, by a prior mutual agreement?</p> <p>Briefly explain: _____</p>   |
| 6               | <p><u>Management Partnerships: (Choose YES or NO)</u><br/>Has or will the property be cooperatively managed by other Federal or non -Federal partners?</p> <p>Whom: _____</p>  |
| 7               | <p><u>Is parcel within an Administrative or Congressionally-designated "Special Area" (Choose YES or NO)</u></p> <p>Name of area: _____</p>  |
| 8               | <p><u>Is the property within one of the following Bureau/Departmental Priority Ecosystems? (Check as appropriate)</u></p> <p>___ Desert Tortoise Planning Area (AZ, CA, NV and UT)<br/>___ Greater Yellowstone (ID, MT, UT and WY)<br/>___ Habitat Conservation Plan (HCP) Name: _____<br/>___ Lewis and Clark National Historic Trail (ID, MT, ND, OR and SD)<br/>___ Natural Communities Conservation Planning Area of Southern California<br/>___ Pacific Northwest Forest/Salmon Plan (Northern CA/ID, OR and WA)<br/>___ Rural/Urban Greenway Name: _____<br/>___ Open Space Initiative Name: _____</p> |