

EXAMPLE FORMAT FOR PROJECT MANAGEMENT PLAN (PMP)

***Note that information in [brackets] will change from project to project.**

I. PURPOSE/PROJECT DESCRIPTION

[BLM serial number; cost recovery project number; date application filed with BLM]

[Brief statement defining the purpose and need for Project]

[Brief project summary]

II. OBJECTIVES

The objectives of this PMP are to:

Define the major roles and responsibilities of the lead and participating agencies, applicant, and contractors (additional responsibilities may be detailed in the Memorandum of Understanding (MOU) or other interagency agreement and Cost Recovery Agreement);

Clarify procedures and assign responsibilities to the agencies, applicant and contractors for [application processing, National Environmental Policy Act (NEPA) compliance, Land Use Plan Amendment requirements, etc.];

Define the process for accomplishing the following objectives:

- 1) Timely process the right-of-way application, and comply with the requirements of NEPA and other applicable laws and regulations in order to issue a decision either approving or denying the Project;
- 2) Ensure successful construction and rehabilitation of the Project in accordance with the terms and conditions of a Right-of-Way grant/Temporary Use Permit (ROW/TUP), Plan of Development (POD) and related permits or agreements if a Project is approved.

Expedite processing of the ROW/TUP application and ensure consistent application of terms, conditions, stipulations and mitigation should a ROW/TUP be approved;

Develop a time line for agency reviews and completion of major actions;

Facilitate interagency coordination.

III. AUTHORITY (BLM)

- A. Title I Section 28(c)(2) of the Mineral Leasing Act of 1920, as amended (30 U.S.C. 185), and 43 CFR 2880.
- B. National Environmental Policy Act of 1969 (NEPA), (42 U.S.C. 4321) *et seq.* and the Council on Environmental Quality (CEQ) regulations at 40 CFR 1500-1508.
- C. Title V of the Federal Land Policy and Management Act of October 21, 1976 (FLPMA) (43 U.S.C. 1761), as amended, and regulations at 43 CFR 2800.
- D. [List any other appropriate laws and regulations]

IV. ORGANIZATION AND RESPONSIBILITIES

A. Lead Agency

The [agency name and address] is the Lead Federal Agency for this Project.

Lead Agency Responsibilities:

Develop the [EA/EIS/Land Use Plan Amendment] as detailed in the Memorandum of Understanding (MOU) or other interagency agreement;

Coordinate with, and offer cooperating agency status to, all affected agencies, including: federal, state, county, local agencies and Tribes;

Assist in preparation of MOUs and/or other interagency agreements with cooperating agencies;

Ensure compliance with NEPA and CEQ regulations;

Ensure compliance with Section 106 of the National Historic Preservation Act (NHPA) through consultation with [specify which states are involved] State Historic Preservation Officer(s) (SHPOs);

Ensure compliance with Section 7 of the Endangered Species Act (ESA) through consultation with U.S. Fish and Wildlife;

Ensure compliance with any other applicable federal laws and regulations;

Actively participate as a member of the Interdisciplinary (ID) team and, as necessary, resolve issues within each respective field office jurisdiction;

Develop terms, conditions, stipulations and mitigation to be included in a ROW/TUP in consultation with other agencies, Tribes, and the public.

B. Authorized Officer

[Name] has been delegated signing authority for all actions associated with this Project.

Authorized Officer's Responsibilities:

Provide management support and commitment of adequate BLM personnel to ensure application processing meets time frames as established in the PMP and the MOU and/or other interagency agreement;

Issue all decisions related to the Project;

Authorize the ROW/TUP and issue any necessary Notice to Proceed (NTP) to authorize start of construction;

Meet personally with Tribal Chairpersons, if requested, in order to carry out government to government level consultation;

Ensure the Project is consistent with BLM regulations, policy, and objectives.

C. Lead BLM Office

The [_____ Office] has, with the concurrence of the other affect State Director(s) and Washington Office, been assigned the Lead for the Project.

Lead BLM Office Responsibilities

Manage ROW/TUP application processing;

Manage the cost recovery account as established in the Cost Recovery Agreement;

Determine and collect rent if a ROW/TUP is to be issued;

Issue ROW/TUP, Notice to Proceed (NTP);

Oversee monitoring and compliance requirements during and after construction;

Issue ROW/TUP amendments or assignments.

D. BLM Project Manager

[Name, Title] is the assigned Project Manager for this Project.

Project Manager Responsibilities:

Principal point of contact and representative of the Authorized Officer on all matters related to the Project;

Liaison with other affected agencies, Tribes, applicant, consultants, contractors, the public, etc.;

Advise the applicant and environmental consultant of BLM requirements for processing the application;

Develop, in consultation with applicant, a Cost Recovery Agreement;

Develop, in consultation with applicant and other affected agencies, Tribes, etc., Memorandum(s) of Understanding (MOU) or other interagency agreement for processing the application;

Determine bond amount(s), if bonding is required as a condition of issuance of a ROW/TUP;

Prepare and send for publication any Federal Register notices (Notice of Intent to Prepare EA, Notice of Availability, etc.) needed for processing the application;

Oversee coordination meetings (interagency, ID team, public scoping, etc.);

Develop a detailed schedule for completion of ROW processing, NEPA analysis, construction and monitoring of Project if a ROW/TUP is issued;

Manage the Project to avoid slippage of the schedule;

Prepare [DR, ROD, Land Use Plan Amendment];

Prepare Notices to Proceed (NTP) for beginning construction;

Issue any Stop Work Order(s) that may be necessary during Project construction and operation;

Administer BLM contracts associated with the Project;

Assure that Native American consultation is completed with good faith and due diligence in accordance with BLM standards.

E. BLM Interdisciplinary Team

An interdisciplinary (ID) team of specialists comprised from each involved field office will be assigned to the Project.

ID Team Responsibilities:

- Review and timely provide comments on the Plan of Development (POD);
- Review and timely provide comments on the [EA/EIS/Land Use Plan Amendment];
- Actively participate in scoping meetings;
- Actively participate in ID Team meetings and issue resolution;
- Assist with resolution of trespass/noncompliance issues;
- Assist with contractor selection.

The ID team will consist of, at a minimum, the following lead specialists who will oversee specific functions in their field(s) of expertise.

1. The Lead Adjudicator is [Name, Title, Office].

Lead Adjudicator Responsibilities:

- Establish and manage the official ROW/TUP case file;
- Ensure LR2000 data input and accuracy;
- Adjudicate the ROW/TUP application, ensuring accuracy of legal descriptions, verifying land status, assuring application is properly completed, etc.;
- Draft ROW/TUP and determine ROW/TUP rent due prior to issuance of a ROW/TUP;
- Draft letters and decisions.

2. The Lead Biologist is [Name, Title, Office].

Lead Biologist Responsibilities:

- Oversee the preparation of a Biological Evaluation/Biological Assessment and consultation with U.S. Fish and Wildlife regarding the Endangered Species Act;
- Ensure the biological portion of the [EA/EIS/Land Use Plan Amendment] meets agency requirements;

Review and comment on biological surveys and reports;

Serve as advisor to the environmental contractor conducting surveys and reports;

Coordinate with field offices and agencies, and serve as advisor to the Authorized Officer and BLM Project Manager on biological matters.

3. The Lead Archaeologist is [Name, Title, Office]

Lead Archaeologist Responsibilities:

Assure adequacy of the cultural resource inventories;

Review/comment on cultural resource surveys and reports;

Oversee the Section 106 consultation process and coordinate with SHPO(s) and archaeologists from other participating agencies;

Oversee the preparation of Data Recovery Plans, Site Treatment Plans, Programmatic Agreements, Burial Agreements, etc., in coordination with other agencies, Tribes, and SHPO(s);

Assure that Native American consultation is being handled with good faith and due diligence;

Ensure the cultural portion of the [EA/EIS/Land Use Plan Amendment] meets agency requirements;

Coordinate with field offices, agencies, and Tribes, and serve as advisor to the Authorized Officer and BLM Project Manager on cultural resource matters.

4. The Environmental Consultant is [Name, Title]

Environmental Consultant Responsibilities:

Principal point of contact for agency assistance and coordination;

Assist the BLM Project Manager and ID team in processing the ROW/TUP application, including complying with NEPA, and developing a Land Use Plan amendment, if necessary;

Ensure that project deliverables are timely provided to the appropriate BLM specialists;

Coordinate and attend scoping meetings, assist with facilitation of said meetings, and provide meeting notes and attendance lists to the agencies;

Prepare draft/final Programmatic Agreement;

Prepare draft/final Biological Evaluation/Biological Assessment (BE/BA);

Survey and prepare inventory reports and make evaluations/assessments of National Register eligibility;

Prepare draft/final Data Recovery Plan(s);

Prepare draft/final Site Treatment Plan(s);

Assist BLM in specific Native American consultation related tasks, as requested;

Prepare draft/final [EA/EIS/Land Use Plan Amendment] as detailed in the MOU;

Assist with preparation of [DR/ROD];

Assist the BLM in fulfilling the requirements of federal laws;

Assist the BLM in fulfilling the requirements of Section 7 of the ESA;

Assist the BLM in fulfilling the requirements of Section 106 of the NHPA.

5. The Lead third-party compliance contractor is [Name, Title].

Third-Party Compliance Contractor Responsibilities:

Principal point of contact during construction of the project;

Ensure the Project is constructed in accordance with Federal, state and local regulations; and in accordance with the ROW/TUP, POD and all other permits or agreements;

Develop a Communication Protocol;

Organize and participate in pre-and post-construction meetings and conference calls;

Resolve issues relating to, and advise the agencies on, the status of construction and rehabilitation activities;

Shut down pre-and post-construction field activities, if necessary, to protect resources or if there is a breach of terms or conditions of the ROW/TUP;

Prepare agendas, meeting notes and attendance lists for all pre- and post-construction related meetings.

[Applicants Name]

[Applicant's Project Manager]

The Applicant's principal point of contact during the permitting process is [Name, Title]. Following completion of the permitting process and issuance of a ROW/TUP, all correspondence will be sent to: [Applicant's mailing address]. All future rental billings will be sent to: [Applicant's mailing address].

Applicant Responsibilities:

Submit SF-299 ROW application and legal description (by Township, Range, Section down to the nearest quarter, quarter (40 acres)) of public land affected by the Project;

Submit draft/final Plan of Development (POD);

Submit detailed maps, preferably 1:24,000 scale topographic, and/or GIS files;

Obtain required Federal, State, and local permits;

Submit funds in accordance with the Cost Recovery Agreement;

Timely notify the BLM of engineering requirements, safety requirements and any proposed modifications to the Project;

Coordinate and attend scoping meetings, assist with facilitation and provide meeting notes and attendance lists to the agencies.

V. FEDERAL AGENCY COORDINATION

The following Federal agencies have been invited to participate as cooperating agencies per CEQ regulations found at Title 40 CFR, parts 1500-1508.

[List all cooperating agencies].

*Example: **[Name, Title]**, is the main point of contact with the U.S. Department of Energy (DOE).*

1. DOE Responsibilities:

Issue a Presidential Permit for the project to cross the international border;

Assist with the preparation and execution of a MOU or Letter of Agreement with the Lead Federal agency;

Participate in scoping and interagency meetings;

Review and comment on the draft/final [EA/EIS].

Example: [Name, Title], is the main point of contact for the Federal Energy Regulatory Commission (FERC).

2. FERC Responsibilities:

Issue a Certificate of Public Convenience and Necessity in accordance with Sections 3 and 7(c) of the Natural Gas Act and Title 18 CFR, Parts 153 and 157;

Assist with the preparation and execution of the MOU with the lead agency;

Participate in scoping and interagency meetings;

Review and comment on the draft/final [EA/EIS].