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University of Nevada, Las Vegas
Period Ending September 30, 2012

Cooperative Agreement Number: P11AC8R001
Task Agreement Number: P12AC10127

Project Title: Southern Nevada Agency Partnership
Cultural Site Stewardship Program – Program Expansion and Steward Retention

Executive Summary

- Stewardship transfers site information and personal data to State database
- Regional areas and sites are introduced to state volunteer coordinators
- Core stewardship class will be held October 6 at UNLV

Summary of Attachments

- Minutes for July 12, 2012 team meeting
- Agenda for July 20, 2012 Regional Coordinators’ meeting
- SHPO’s Stewardship Program Proposal
- Stewardship Signed Grant and Cooperative Agreement with SHPO

Collaboration with Interagency Team

The Interagency Cultural Site Stewardship Team (ICSST) met on July 12, 2012, at the Overton Museum (see attached meeting minutes). Beginning the second quarter of 2012, the Cultural Site Stewardship Team (CSST) was absorbed into the Southern Nevada Agency Partnership (SNAP) Cultural Team. Mark Boatwright remains ICSST lead and functions as a member of the SNAP Cultural Team. Stewardship and cultural meetings are held concurrently.

A formal proposal to take over the CSSP by the State Historical Preservation Office (SHPO) was submitted through Grants.gov (see attached Program Proposal). The Bureau of Land Management submitted a “Stewardship Signed Grant and Cooperative Agreement with SHPO.” An incorrect figure of $110,000 was stated to be paid to SHPO in the agreement. The correct amount will be corrected to $100,000 and will be provided to SHPO to facilitate the transition of CSSP to the state of Nevada (see attached the Signed Grant and Cooperative Agreement). During the July 12 team meeting SNAP Cultural Team members required SHPO to outline how the funds will be applied to Clark County stewards. Dr. Samantha Rubinson, SHPO stewardship coordinator said the funds will be used, “probably to hire archaeologists to become familiar with Clark County sites”. She said she may use the funds to recreate training videos and otherwise support regional coordinator needs. SHPO representatives believe it will take approximately four months to review the cooperative agreement. According to Mark Boatwright, funds should be available to SHPO by the end of 2012.
On July 20, 2012, CSSP Regional Coordinators met at the Red Rock Visitors Center (see attached Agenda). The 9 CSSP coordinators discussed a plan for the annual stewardship recognition event to be held at Lake Mead on November 3. Updated steward contact lists were handed out to regional coordinators by CSSP manager, George Phillips. Dr. Rubinson handed out Nevada Site Stewardship Program (NSSP) reporting forms and outlined general procedures volunteers must follow as SHPO assumes control of the stewardship program. Coordination between current CSSP coordinators, the SHPO office and federal agencies were clarified in reporting site impacts after December 31, 2012.

**Project 1 – Recruitment, Training, and Retention of Volunteer Site Stewards**

*Task 1 – Site Stewardship Database*

Annual reports of stewardship activities and site data including monitoring hours, mileage, site impacts, and trends are being prepared for federal agencies covering fiscal year ending September 30, 2012.

The CSSP stewardship database continues operations as planned. According to Dr. Rubinson, NSSP has developed its own database system which is housed at the State Historical Preservation Office in Carson City. Data from CSSP was transferred to the state of Nevada as directed by the ICSST federal members in July and August, 2012. Volunteer Agreements for 2012/2013 were mailed to CSSP stewards for completion. Signed agreements will be given to corresponding SNAP agencies and a copy of each will be given to SHPO.

*Task 2 – Recruit additional volunteer cultural site stewards.*

The second and final core stewardship class is scheduled for October 6, 2012 at UNLV. Modifications to the class agenda underscore law enforcement, operations and safety. Instructors designated by SNAP agencies will conduct major portions of the training. Those stewards unable to attend earlier Refresher Courses have been invited to this class. Dr. Rubinson will attend the class to introduce herself and SHPO to the new volunteers.

*Task 3 – Deliver, evaluate, and refine basic training classes for volunteer cultural site stewards.*

Five mandatory refresher classes were given through 2012. They addressed changes in operations that have occurred over the past 7 years and those that will change as stewards transition to the Nevada program. Outside instruction for topics such as CPR, safety and general first aid will be available and are required of all volunteers. Stewards are subject to the same training required of federal agency employees.

*Task 4 – Deliver, evaluate, and refine optional educational training for volunteer cultural site stewards.*

According to the NSSP Stewardship Coordinator, optional classes such as artifact identification, gps navigation, ethnography and paleontology will be given to Clark County stewards through the end of 2013. Classes will be supported by the $100,000 grant mentioned previously that was received by CSSP from Round 11 funding.

*Task 5 – Obtain and evaluate feedback from volunteer cultural site stewards about the program and incorporate into program improvements.*

Class evaluations are given to new volunteers at the end of each core class and feedback from stewards has been positive. Adjustments to both class agendas and to the manual are made in response to suggestions from participants.
Task 6 – Plan and implement volunteer recognition initiatives and events.

The last annual recognition event for Clark County to thank stewards and ICSST members is scheduled for Saturday, November 3, 2012. A “Site Steward of the Year” will be announced. Other stewards will be recognized with plaques and certificates for individual achievement and special recognition. The event will be conducted at the Boulder Beach Picnic Area.

Project 2: Monitoring of Cultural Resource Sites and Reporting Results

Task 1 – Assign, monitor, supervise, and evaluate volunteer site stewards to protect cultural sites on public lands.

All stewards are assigned sites. An estimated 15 to 20 new stewards will be assigned proceeding the last core training class in October.

Task 2 – Report incidents to appropriate agencies.

Incident reports and site impacts have been submitted to the appropriate agencies. As reflected in Figure 1 below, graffiti and OHV related impacts continue to be the greatest source of destructive cultural site activity.

<table>
<thead>
<tr>
<th>CLARK CULTURAL SITE IMPACTS</th>
<th>Clark Cty. 9/30/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graffiti</td>
<td>20</td>
</tr>
<tr>
<td>OHV Related</td>
<td>20</td>
</tr>
<tr>
<td>Fence Destruction</td>
<td>1</td>
</tr>
<tr>
<td>Vandalism</td>
<td>12</td>
</tr>
<tr>
<td>Sign Destruction</td>
<td>2</td>
</tr>
<tr>
<td>Excess Trash</td>
<td>2</td>
</tr>
<tr>
<td>Potting/Digging</td>
<td>0</td>
</tr>
<tr>
<td>Bullet Damage</td>
<td>2</td>
</tr>
<tr>
<td>Fire Damage</td>
<td>0</td>
</tr>
<tr>
<td>Other Natural Causes</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>69</strong></td>
</tr>
</tbody>
</table>

Fig. 1 Impact categories shown for fiscal year 2012 for Clark County

Task 3 – Collect, maintain, and provide longitudinal statistics to federal land managing agencies and create and maintain a central database containing site steward and cultural site monitoring information and statistics from all five agencies.
Site monitoring activities are kept in compliance with agency instructions and are provided upon request. Annual reports include agency site specific impacts and are being readied for each federal agency through September 30, 2012.

**Project 3: Community Outreach and Education**

*Task 1 – Inform the community about the Cultural Site Stewardship Program and their opportunity to get personally involved in protecting public lands.*

Phillips met with reporter, Bob Goldberg from Channel 99 Community television to discuss stewardship in Clark County. Mr. Goldberg asked to become a volunteer and will attend the October 6 class held at UNLV.

Submitted by:

[Signature]

September 30, 2012

Margaret N. Rees, Ph.D.
Executive Director, Public Lands Institute
ICSST MEETING NOTES
July 12, 2012
Lost City Museum

Present:     George Phillips    Pat Hicks    Steve Daron
            Mark Boatwright    Dena Sedar    Mark Slaughter
            Kathleen Sprowl    Spencer Lodge    Samantha Rubinson

Absent:     Kelly Turner, Harry Konwin

Meeting commenced.

1. Steve handed out a CD, “People of Snowy MT.” to Cultural Team. Team advised of SNAP meeting next week at the Water Safety Center. SNAP quarter reports will be submitted next week.

2. Team Charters. Steve reported that SNAP is not satisfied with the charter templates. We will wait for Kate to present an acceptable template.

3. CSSP.

   • George reported that 5 referral classes have been given. 59 active stewards are remaining who have not taken a class yet. Five first aid/CPR classes have also been presented but response is slower due to limited class availability. Permission forms required to transfer personal information from CSSP to SHPO have been processed and submitted. There are 29 stewards who remain to respond with the required signed forms. No personal information will be transferred to SHPO without the volunteers’ permission.

   Steve suggested that all volunteers who have not taken the refresher class can take a “core” (beginning) stewardship class in which all required new information is included. The last core class will be given on October 6 at UNLV. Stewards needing the refresher class will be notified.

   • A meeting for CSSP Regional Coordinators was held on 7/20/12 with Samantha Rubinson, SHPO stewardship coordinator, outlining new documentation and procedures required by SHPO. Follow-up Regional Coordinator meetings will occur later this year.

   • The annual ICSST – CSSP Recognition Event will be held at the Boulder Beach picnic area on November 3. “At Your Service Catering” will cater the last even as they have in years past.

   • ICSST leader, Mark Boatwright reported that CSSP can transfer both personal volunteer information and site data to SHPO even though Revenue Agreements with SHPO are not yet in place. According to Samantha, the “basis” for the SHPO database is available to accept the data transfer. Representing the Cultural Team, Steve acknowledged that the data transfer was acceptable.
• George will send out new Volunteer Agreements for fiscal year 2012/2013. Copies of the new, signed agreements will be given to Samantha. Two copies of each agreement will be made, one for the CSSP file, one for Samantha and the original for the agency.

4. Samantha mentioned she is waiting for word on the $100,000 funding from BLM. Steve asked what SHPO is going to do with the funding. Samantha replied she will probably hire archaeologists to visit the sites to become familiar with them. She said she may redo the training videos and otherwise support regional coordinator needs. Steve said they must be spelled out in the agreement. Samantha said she wants to know each site procedures to update the basic site information. Otherwise she is still working out what SHPO will do with the funding. Mark said that paperwork from the BLM side has gone to Washington D.C. He will review an Assistance Agreement then a contract officer will handle it from Nevada. Everything should be done and papers in hand by mid-August. He reiterated that Karen de Dufour said SHPO will take 4 months to review but SHPO should have the money by the end of the year. Funds must be spent by the end of 2013.

The next ICSST meeting will be on Tuesday, 9:30 a.m. on 9/11/12 at the Red Rock Visitors Center. (Date was changed to Thursday on 9/27/12 during a conference call led by Mark Boatwright on 8/30/12).

George Phillips
Regional Coordinator Meeting
Red Rock Visitors Center
July 20, 2012

1. Status of CSSP
   - Numbers
   - Activities – New VA’s, Ethics, Pins, Contact Information
   - Refresher Course Training Status, First Aid/CPR, Permission
   - Contact Lists to be sent
   - Working with the stewards

2. Steward Recognition Picnic – Saturday, November 11
   - Agenda
   - Recommendation for awards

3. SHPO Stewardship Coordinators – Samantha Rubinson, Ryan Harrod
   - Forms
   - Procedures
   - Coordination with agencies
   - Coordination with SHPO
BLM-NV-Southern Nevada District Office-SNPLMA - Southern Nevada Agency Partnership (SNAP) - Interagency Clark County Cultural Site Stewardship Program - Cooperation and Support for Interagency Cultural Site Monitoring Under Round 11 Southern Nevada Public Land Management Act

Authority
&

Notice of Intent to Award (NOI)
This Funding Announcement is not a request for applications. This announcement is to provide public notice of the Bureau of Land Management's intention to fund the following project activities without full and open competition.

CFDA Title: Southern Nevada Public Land Management Act

ISSUE DATE: July 19, 2012

CLOSING DATE & TIME
August 3, 2012
4:30 PDT

Contact Information:
Gretchen Eykelbosh, Grants and Agreements Specialist
Phone: 775-861-6740 - Fax: 775-861-6624
SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Project Background Information:

The Southern Nevada Public Land Management Act (SNPLMA) became law in October 1998. It allows the Bureau of Land Management to sell public land within a specific boundary around Las Vegas, Nevada. The revenue derived from land sales is split between the State of Nevada General Education Fund (5%), the Southern Nevada Water Authority (10%), and a special account available to the Secretary of the Interior for:

- Parks, Trails, and Natural Areas
- Capital Improvements
- Conservation Initiatives
- Multi-Species Habitat Conservation Plans (MSHCP)
- Environmentally Sensitive Land Acquisitions
- Lake Tahoe Restoration Act Projects

Other provisions in the SNPLMA direct certain land sale and acquisition procedures, the BLM to convey title of land in the McCarran Airport noise zone to Clark County, and provide for the sale of land for affordable housing.

Cultural Site Stewardship for Clark County, Nevada - (Priority 11-1, Project BL72) was approved by the Secretary of the Interior in Round 11 under the Southern Nevada Public Lands Management Act (SNPLMA) on October 21, 2010.

The actions outlined below are consistent with the SNPLMA Round 5 Conservation Initiative concerning the Clark County Site Stewardship Program, which is reflected in the current BLM Protocol Agreement (2009) with the State Historic Preservation Office (SHPO).

The SNAP Cultural Site Stewardship Program is currently administered by the University of Nevada, Las Vegas Public Lands Institute (PLI) on behalf of, and in cooperation with, the five local federal agencies.

The Interagency Cultural Site Steward Team (ICSST) will be responsible for transitioning the administration of the Clark County Site Steward Program to the Nevada State Historic Preservation Office. The purpose of this assistance agreement is to make funds available for transition activities, as well as cover administrative costs for the first year. This transition will allow the agencies to utilize the expertise and resources of the SHPO to enhance management of cultural resources on public lands.

The transfer of the Clark County Site Steward program will be completed by December 14, 2012, including final close out of all UNLV-PLI project activities. The UNLV-PLI program manager position and the current agreement will end on December 31, 2012.
The transition of data and information to the SHPO Site Stewardship program will be complete by December 31, 2013. This includes computer information, photographs, maps, training information, and damage documentation, etc. After December of 2013, the SHPO will assume all funding responsibilities for sustaining the program without federal assistance.

This program will conserve and protect significant cultural resources in Clark County, increase public awareness, educate the public regarding cultural resources, expand the volunteer base and partnerships that contribute to the Cultural Site Stewardship Program, and develop economic sustainability for the program through a long-term partnership with the State.

B. Project Objective:

The principle purpose of this project is to conserve and protect significant cultural resources in Clark County, increase public awareness, educate the public regarding cultural resources, expand the volunteer base and partnerships that contribute to the Cultural Site Stewardship Program, and develop economic sustainability for the program through a long-term partnership with the State.

The Cultural Site Stewardship Program projects support the following goals, with the primary purpose to:

- Help protect cultural resources by increasing the public’s knowledge and appreciation of the fragile remains of the past and to reduce acts of intentional and accidental destruction.
- Preserve prehistoric and historic archaeological resources for the purposes of conservation, scientific study, and interpretation.
- Increase public awareness of the significance and value of heritage resources and the existing state and federal laws enacted for historical preservation.
- Promote understanding, cooperation, and partnerships between the participating federal agencies, Native Americans, and concerned citizens and to encourage respect and conservation of traditional lands and cultural resources.
- Discourage site vandalism and theft.

C. Project Management Plan:

1. The recipient agrees to:

The Interagency Cultural Site Steward Team (ICSST) will be responsible for transitioning the administration of the Clark County Site Steward Program to the Nevada State Historic Preservation Office.

The transfer of the Clark County Site Steward program will be completed by December 14, 2012, including final close out of all UNLV-PLI project activities. The UNLV-PLI program manager position and the current CESU agreement will end on December 31, 2012.
The transition of data and information to the SHPO Site Stewardship program will be complete by December 31, 2013. This includes computer information, photographs, maps, training information, and damage documentation, etc. After December of 2013, the SHPO will assume all funding responsibilities for sustaining the program without federal assistance.

Collect, track, maintain, and provide longitudinal statistics to federal land-managing agencies and maintain a central database containing site steward and cultural site monitoring information.

Complete reports and evaluate trends in site evolution based on stewardship.

Educate the public about the need to protect cultural sites and proper site edict in accordance with existing state and federal laws enacted for historical preservation. Increase public awareness of the significance and value of heritage resources.

Inform the public about the Cultural Site Stewardship Program, and provide the opportunity for individuals to become involved in protecting public lands. Increase the number of trained cultural site steward volunteers to meet the needs of the agencies.

Evaluate and deliver basic training classes for volunteer cultural site stewards. Provide both mandatory and optional educational training workshops.

Enlist site steward volunteers to participate in community outreach/public education projects. Assign, monitor, supervise, and evaluate volunteer site stewards to protect cultural sites on public lands.

Increase the number of at-risk cultural sites being monitored. Report cultural site-related incidents/violations to the appropriate agencies.

Provide and sustain the program through a cost-effective partnership with the agencies and SHPO with the goal of protecting, conserving, and enhancing resources on public lands in Clark County.

D. Benefits:

The project would support several of BLM’s Performance Measures, including:

- M1.G2.S1.01: Percent of archaeological sites on DOI inventory in good condition. (SP)
- M1.G2.S1.02: Percent of historic structures on DOI inventory in good condition. (SP)
- M1.G2.S1.03: Percent of collections in DOI inventory in good condition. (SP)

Historically, this program has been implemented and evaluated through interagency oversight processes. This will continue (with SHPO administering the program on behalf of the federal agencies) by monitoring results of the physical inspection of cultural sites and reviewing quarter
and annual administrative progress reports. The evaluation component is critical to the efficient and effective functioning of the program and meets the goals as set forth by the SNAP Cultural Team’s program charter.

E. Period of Performance:

The Period of Project: 1 year

SECTION II. AWARD INFORMATION

A. Expected Number of Awards: 1

B. Estimated Total Program Funding: $10,000,000.00

C. Estimated Award Ceiling First Year: $110,000.00

D. Assistance Instrument: Cooperative Agreement

SECTION III. ELIGIBILITY INFORMATION

A. Eligible Applicants: Unrestricted.

The BLM intends to partner with the State of Nevada - State Historic Preservation Office (SHPO), an agency that is very well suited for this type of work.

B. Cost Sharing or Matching:

Not required but encouraged. If cost sharing is from a third party include a copy of the letter committing funds or interest in the project.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package:

This announcement contains all information and electronic addresses necessary to submit an application through Grants.gov.

B. Content and Form of Application:

The application package will consist of all the required Standard Forms shown below AND a Certification for Federal Assistance “if applicable” (Attachment A), Proposal Submission Format (Attachment B) and Budget (Attachment C) narrative:
Required Standard Forms:

<table>
<thead>
<tr>
<th>SF Forms to Submit</th>
<th>SF Form Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Form SF-424, Application for Federal Assistance</td>
</tr>
<tr>
<td>Budget Information</td>
<td>Form SF-424A, Budget Information - Non-Construction Programs</td>
</tr>
<tr>
<td>Assurances</td>
<td>Form SF-424B, Assurances - Non-Construction Programs</td>
</tr>
</tbody>
</table>

1. Indirect Charges

Most States, Universities and larger non profits have a negotiated indirect cost rate agreement with the Federal Government. This agreement provides the rates approved for use on cooperative agreements, grants, contracts and other agreements with the Federal Government. A copy of the current rate agreement must be submitted with any proposed project. Smaller organizations may not have an agreement with the Federal Government. In these cases the indirect cost rate must be accompanied by a determination from an independent auditing firm. This determination will include the indirect cost rate, the calculations of the indirect cost rate including the base and indirect costs pools and the associated dollar figures for both. Proposals that fail to document their indirect costs will have those costs disallowed.

2. Proposal Submission Format

(Attachment B) can be used as an example when submitting your proposal. The proposal technical text must be no longer than 10 pages, no smaller than font size 11, and have 1-inch margins. The 10-page limit includes all text, figures, references, and vitae. (The Budget, Attachment B, is not included in the 10-page limit.) The text should include the following:

a. Technical Approach - (Attachment B, Section I) – (a) The project design contains enough detail to show the development of the project and the relationship between the partners, milestones, and goals. The roles and responsibilities of each partner are clearly articulated. The milestones are clear, and supported by a well thought-out schedule that supports the work to be accomplished for the duration of the project. (b) The proposed project’s importance/relevance and applicability are tied to the program goals. Is there value and importance to the program goals? (c) The work plan objectives are clear, suitable, and feasible with respect to the following: Techniques, procedures, and methodologies; Data collection, analysis, and means of interpretation; Expected results or outcomes; and Procedures for evaluating project efficacy, including fixed performance indices with probabilities for obtaining them. (d) The project
proposal work plan is designed to produce the proposed outcomes and outputs. The outcomes are clearly stated and tied to intermediate outcomes as stated in the announcement.

b. Qualifications, Experience, Past Performance - (Attachment B, Section II) – (a) The qualifications and experience of the organization are evident, and appear to be adequate to achieve project goals and objectives. (b) The qualifications and experience of the Project Director/Principal Investigator to be assigned for direct work on the project are evident, and appear to be adequate to achieve project goals and objectives and will be available for work on this agreement. (c) The applicants past and current assistance awards show they have completed project goals.

c. Purpose, Objectives, and Relevance - (Attachment B, Section III) – (a) The proposal adequately describes why the project is needed by the recipient. (b) The objectives are well defined, measurable, and realistic for the project’s anticipated timeframe. (c) The benefits support the mission of the recipient and as well as a public benefit and can be tied to a BLM Performance Measure.

d. Budget - (Attachment C, Section IV) – (a) The budget line items are appropriate, reasonable, allowable, well justified and commensurate with the level of effort needed to accomplish the project objectives. (b) The budget breakdown or narrative provides adequate justification for each budget category used. If equipment is requested by the applicant is it fully justified and necessary for the performance and completion of the project? (c) The applicant and other counterparts cash and in-kind matching funds or contributions are acceptable.

3. Budget - (Attachment C, Section IV)

Please include a description of the cost share (cash vs. in kind). The budget should contain the following:

a. Salaries and Wages. Include all employees and their titles working on the project.

b. Fringe Benefits. Propose your rates/amounts. If rates are audit approved, include a copy of the audit agreement and/or the name of the audit agency. If more than one rate is used, lest each rate and the wage or salary base.

c. Consultant/Contracting Fees. Include payments for professional and technical consultants and contractors participating in the project.

d. Travel and Per Diem. For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. Per diem rates will not exceed maximum Federal rates. To view current Federal per diem rates, visit http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC and follow the links to per diem information.

e. Supplies and Materials. Include consumable supplies and materials to be used in the project,
listing each item and quantity individually. Include items of expendable equipment, i.e.,
equipment costing less than $500 or with an estimated useful life of less than two years.
equipment costing more than that should be listed in the Other Costs category (Category G,
below).

f. Services. This should include the cost of duplication and printing, long distance telephone
calls, equipment rental, postage, and other services not previously listed.

g. Other Costs. List equipment items in excess of $500 and other items not previously listed.
Note that equipment items worth less than $500 or that have a useful life of less than 2 years
must be listed in the Supplies and Materials category.

h. Indirect Charges. If indirect costs will be charged to the grant, complete the table below with
your current approved indirect cost rate and the direct costs it will be applied to. A copy of your
most recent indirect cost rate must be attached if indirect costs will be requested.

C. Submission Dates and Times:

The electronic submission into Grants.gov is due by **July 27, 2012 @ 4:30 p.m. Pacific
Daylight Time**. A proposal received after the closing date and time will not be considered for
award. If it is determined that a proposal will not be considered due to lateness, the applicant
will be so notified immediately.

All proposals will be required to be submitted electronically through grants.gov. All of the
required attached forms can be prepared online. Any form that is not available online may be
submitted as attachments at the end of the proposal. If you have not registered in grants.gov, go
to visit the website [www.grants.gov](http://www.grants.gov) and get started in the registration process. **Application
preparation time may take several weeks to get certified.**

Once at the website, choose “Get Started” and work through the first 5 steps. If you have any
questions or problems with the registration process, please contact the grants.gov help desk at 1-800-518-4726. In addition, Grants.gov has an “Applicant Users Guide” available at:
[http://www.grants.gov/help/user_guides.jsp](http://www.grants.gov/help/user_guides.jsp)
that will answer most if not all your questions.

D. Submission Instruction and Information:

Applications/proposals may be submitted by the following methods only:

1. On-Line Submittal

The Bureau of Land Management (BLM) is participating in the Grants.gov Initiative that
provides the grant community with a single site to find and apply for grant funding opportunities.
BLM requires applicants to submit their applications/proposals electronically through:
[http://www.grants.gov/Apply](http://www.grants.gov/Apply).
YOU MUST REGISTER WITH GRANTS.GOV PRIOR TO SUBMITTING AN APPLICATION THROUGH THE GRANTS.GOV WEBSITE. THE REGISTRATION PROCESS MAY TAKE FROM 7 TO 21 DAYS.

2. Electronic Signature

Applications submitted through Grants.gov constitute submission as electronically signed applications. The registration and e-authentication process establishes the Authorized Organization Representative (AOR). When you submit the application through Grants.gov, the name of your authorized organization representative on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the Authorized Organization Representative.

3. Late Submissions, Modifications, and Withdrawals of Application and/or Proposal

Any application/proposal received after the exact time specified for receipt will not be considered in the original selection process unless the application is received before award is made and it is determined by BLM that the late receipt was due to mishandling by the Government. Any modification of an application or quotation is subject to the same conditions stated above.

4. Electronic Application Submission and Receipt Procedures

This provision provides information on the application submission and receipt instructions for applications submitted through Grants.gov apply. Please read the following instructions carefully and completely.

5. Timely Receipt Requirements and Proof of Timely Submission:

a. Electronic Submission. An electronic time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant will receive an acknowledgement of receipt and a tracking number from Grants.gov with the successful transmission of their application. Applicants should print this receipt and save it.

b. BLM suggests that applicants submit their applications during the operating hours of the Grants.gov Support Desk, so that if there are questions concerning transmission, operators will be available to walk you through the process. Submitting your application during the Support Desk hours will also ensure that you have sufficient time for the application to complete its transmission prior to the application deadline. Applicants using dial-up connections should be aware that transmission will take some time before Grants.gov receives it.

c. Grants.gov will provide either an error or a successfully received transmission message. The Grants.gov Support desk reports that some applicants abort the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application. Uploading and transmitting many files, particularly electronic
forms with associated XML schemas, will take some time to be processed.

6. The Grants.gov website provides customer support via

(800) 518-GRANTS (this is a toll-free number) or through email at support@grants.gov. The customer support center is open from 7:00 a.m. to 9:00 p.m. Eastern time, Monday through Friday, except Federal holidays, to address Grants.gov technology issues. For technical assistance on program related questions, contact the number listed in Section VII, Agency Contacts.

E. Intergovernmental Review:

This funding opportunity is not subject to Executive Order (EO) 12372, “Intergovernmental Review of Federal Programs”. Applicants subject to EO 12372 must contact their State’s Single Point of Contact (SPOC) to find out about and comply with the State’s process. The names and addresses of the SPOC’s are listed in the OMB’s home page at: http://www.whitehouse.gov/omb/grants/sproc.html

F. Funding Restrictions:

A cooperative agreement issued by the BLM Nevada State Office, signed by the BLM GMO, obligates BLM funds. Notification of a successful proposal does not constitute authority to incur costs. Costs incurred prior to receipt of a signed cooperative agreement may not be reimbursed. Once the cooperative agreement for a successful proposal has been signed by the BLM GMO, the recipient may incur costs as specified in their proposed and approved budget submittal.

SECTION V. APPLICATION REVIEW INFORMATION CRITERIA
(by order of importance)

A. Evaluation Criteria:

1. Technical Approach

a. The project design contains enough detail to show the development of the project and the relationship between the partners, milestones, and goals. The roles and responsibilities of each partner are clearly articulated. The milestones are clear, and supported by a well thought-out schedule that supports the work to be accomplished for the duration of the project.

b. The proposed project’s importance/relevance and applicability are tied to the program goals. Is there value and importance to the program goals?

c. The work plan objectives are clear, suitable, and feasible with respect to the following:

- Techniques, procedures, and methodologies;
- Data collection, analysis, and means of interpretation;
• Expected results or outcomes; and
• Procedures for evaluating project efficacy, including fixed performance indices with probabilities for obtaining them.

d. The project proposal work plan is designed to produce the proposed outcomes and outputs. The outcomes are clearly stated and tied to intermediate outcomes as stated in the announcement.

2. Qualifications, Experience, Past Performance

a. The qualifications and experience of the organization are evident, and appear to be adequate to achieve project goals and objectives.

b. The qualifications and experience of the Project Director/Principal Investigator to be assigned for direct work on the project are evident, and appear to be adequate to achieve project goals and objectives and will be available for work on this agreement.

c. The applicants past and current assistance awards show they have completed project goals.

3. Purpose, Objectives, and Relevance

a. The proposal adequately describes why the project is needed by the recipient.

b. The objectives are well defined, measurable, and realistic for the project’s anticipated timeframe.

c. The benefits support the mission of the recipient and as well as a public benefit and can be tied to a BLM Performance Measure.

4. Budget

a. The budget line items are appropriate, reasonable, allowable, well justified and commensurate with the level of effort needed to accomplish the project objectives.

b. The budget breakdown or narrative provides adequate justification for each budget category used. If equipment is requested by the applicant is it fully justified and necessary for the performance and completion of the project?

c. The applicant and other counterparts cash and in-kind matching funds or contributions are acceptable.

B. Review and Selection Process:

Proposals will be reviewed by BLM personnel. All proposals for funding will be considered using the criteria outlined above. A summary of the review panel comments may be provided to the applicant if requested in writing within 5 days of notification of an unsuccessful proposal.
SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices:

If the applicant’s proposal is selected for award, work cannot begin before the awardee receives a fully executed copy of the agreement approved by the GMO.

B. Administrative and National Policy Requirements:

1. Office of Management and Budget (OMB) Circulars

By accepting Federal assistance, your organization agrees to abide by the applicable OMB Circulars in the expenditure of Federal funds and performance under this program. http://www.whitehouse.gov/omb/circulars/

- 2 CFR Part 220 (OMB Circular A-21) - Cost Principles for Educational Institutions
- 2 CFR Part 225 (OMB Circular A-87) - Cost Principles for State, Local and Indian Tribal Governments
- 2 CFR Part 230 (OMB Circular A-122) - Cost Principles for Non-Profit Organizations
- 2 CFR Part 215 (OMB Circular A-110) - Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
- 2 CFR Part 170 - Reporting Subaward and Executive Compensation Information.
- 2 CFR Subtitle A, Chapter 1, and Part 25 - Financial Assistance Use of Universal Identifier and Central Contractor Registration.
- 2 CFR Part 182 - Government wide Requirement for a Drug-Free Workplace
- OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations.

2. Standard Award Terms and Conditions

This agreement incorporates the Standard Award Terms and Conditions found at the following Department of the Interior website as if they were given here: http://www.doio.gov/pam/ TermsandConditions.html

Prohibition on Text Messaging and Using Electronic Equipment Supplied by the Government while Driving.

This executive order introduces a Federal Government-wide prohibition on the use of text messaging while driving on official business or while using Government-supplied equipment, driving company-owned or rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government.

Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI)
carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by DOI and are subject to the terms and conditions incorporated either directly or by reference in the following:

a. Program legislation/regulations.

b. Special terms and conditions.

c. Code of Federal Regulations/Regulatory Requirements, as applicable (Contact your program officer with any questions regarding the applicability of the following):

- 2 CFR Part 175 Trafficking Victims Protection Act of 2000
- 43 CFR 12(A) Administrative and Audit Requirements and Cost Principles for Assistance Programs
- 43 CFR 12(E) Buy American Requirements for Assistance Programs
- 43 CFR 12(C) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local
- 43 CFR 12(F) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations
- 43 CFR 42 Government wide Debarment and Suspension (Nonprocurement)
- 43 CFR 18 New Restrictions on Lobbying

3. Compliance With Buy American Act:

a. Notice: Pursuant to sec. 307 of the Omnibus Consolidated Appropriations Act of 1997, Public Law 104-208, 110 Stat. 3009, please be advised of the following: In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available in this act, it is the sense of the Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products.

b.Recipient agrees to follow the requirements in 43 CFR Part 12, Subpart E, Buy American Requirements for Assistance Programs.

4. Opposition to Any Legislation

In accordance with the Department of the Interior, Environment, and Related Agencies Act, 2006, Title IV, Section 402, No part of any appropriation contained in this Act will be available for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete other than to communicate to Members of Congress as described in 18 U.S.C. 1913.

5. Endorsements
Recipient will not publicize or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a product, service, or position which the recipient represents. No release of information relating to this award may state or imply that the Government approves of the recipient’s work products, or considers the recipient’s work product to be superior to other products or services.

All information submitted for publication or other public releases of information regarding this project will carry the following disclaimer: The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.

Recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

A recipient further agrees to include this provision in a subaward to and subrecipient, except for a subaward to a State government, a local government, or to a federally recognized Indian tribal government.

6. Retention and Access Requirements for Records

All recipient financial and programmatic records, supporting documents, statistical records, and other grants-related records will be maintained and available for access in accordance with 43 CFR Subpart C, Section 12.82 for State, local and Indian tribal governments or Subpart F, Section 12.953 for institutions of higher education, hospitals, other non-profit and all other organizations.

7. Increasing Seat Belt Use

Recipients of grants/cooperative agreements and/or sub-awards are encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriate programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

8. Special Terms and Conditions.

a. Order of Precedence - Any inconsistency in the agreement will be resolved by giving precedence in the following order: (a) Any national policy requirements and administrative management standards; (b) 43 CFR Part 12; (c) requirements of the applicable OMB Circulars and Treasury regulations; (d) special terms and conditions; and (e) all agreement sections,
documents, exhibits, and attachments; (f) and the recipient’s project proposal.

b. Modifications - The agreement may be amended by written agreement signed by both the recipient’s Authorized Representative and the GMO. Administrative changes (i.e. GMO name change, etc.) which do not change the project management plan, NTE amount, etc. or otherwise affect the recipient may be signed unilaterally by the GMO. Additionally, a unilateral modification may be utilized if it should become necessary to suspend or terminate the agreement in accordance with 43 CFR, Subpart C, Section 12.83 for State, local and Indian tribal governments or Subpart F, Section 12.961 for institutions of higher education, hospitals, other non-profit and all other organizations.

All other changes will be made by means of a bilateral modification to the agreement. No oral statement made by any person, or written statement by any person other than the GMO, will be allowed in any manner or degree to amend or otherwise effect the terms of the agreement.

All requests for modification of the agreement will be made in writing, provide a full description of the reason for the request, and be sent to the attention of the GMO. Any request for project extension will be made at least 120 days prior to the expiration date of the agreement or the expiration date of any extension period that may have been previously granted. Any determination to extend the period of performance or to provide follow-on funding for continuation of a project is solely at the discretion of the BLM.

c. Budget and Program Plan Revision - The budget plan is the financial expression of the project or program as approved during the award process. Recipients are required to report deviations from budget and program plans and request prior approval for budget and program plan revisions. Recipients are not required to request prior approval for deviations among approved direct cost categories when the cumulative amount of the transfer is less than 10 percent of that cost category. However, the recipient must report any deviation to the GMO and Program Officer (PO).

d. Audit Requirements - Non-Federal entities that expend $500,000 or more during a year in Federal awards will have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, which is available at http://www.whitehouse.gov/omb/grants/grants_circulars.html.

Federal awards are defined as Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities. They do not include procurement contracts, under grants or contracts, used to buy goods or services from vendors. Non-Federal entities that expend less than $500,000 for a fiscal year in Federal awards are exempt from Federal audit requirements for that year, except as noted in A-133, §_215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).
Audits will be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. Additional audit requirements applicable to this agreement are found at 43 CFR 12.66 or 43 CFR 12.926, as applicable. General guidance on the single audit process is included in a pamphlet titled, Highlights of the Single Audit Process" which is available on the internet at http://www.dot.gov/ost/m60/grant/sincontact.html. Additional information on single audits is available from the Federal Audit Clearinghouse at http://harvester.census.gov/sac/.

e. Metric Conversion - All performance and final reports, other reports, or publications, produced under this agreement, will employ the metric system of measurements to the maximum extent practicable. Both metric and inch-pound units (dual units) may be used if necessary during and transition period(s). However, the recipient may use non-metric measurements to the extent the recipient has supporting documentation that the use of metric measurements is impracticable or is likely to cause significant inefficiencies or loss of markets to the recipient, such as when foreign competitors are producing competing products in non-metric units.

f. Officials Not to Benefit - No member of or delegate to Congress, or resident commissioner, will be admitted to any share of this agreement, or to any benefit arising from it. However, this clause does not apply to this agreement to the extent that this agreement is made with a corporation’s general benefit.

g. Deposit of Publications - In addition to any requirements listed in the Project Management Plan, two (2) copies of each applicable publication produced under this agreement will be sent to the Natural Resources Library with a transmittal that identifies the sender and the publication, and states that the publication is intended for deposit in the Natural Resources Library. Publications will be sent to the following address:

U.S. Department of the Interior  
Natural Resources Library  
Interior Service Center  
Gifts and Exchanges Section  
1849 C Street, N.W.  
Washington, D.C. 20240

h. Reimbursable Costs and Limitations:  
The recipient will not incur costs or obligate funds for any purpose pertaining to operation of the program or activities beyond the expiration date stated in the agreement. The only costs which are authorized for a period of up to 90 days following the award expiration date are those strictly associated with closeout activities for preparation of the final report.

The BLM’s financial participation is limited. The BLM will only fund up to its share of those amounts requested in the project proposal and as are subsequently approved and funded in the agreement. The recipient will not be obligated to continue performance under the agreement or to incur costs in excess of the costs set forth in the proposal and subsequent agreement. However, if the recipient chooses to expend funds in excess of the approved project budget, the
recipient will be responsible to fund the excess without funding participation by the Bureau.

i. Inspection - The BLM has the right to inspect and evaluate the work performed or being performed under this agreement, and the premises where the work is being performed, at all reasonable times and in a manner that will not unduly delay the work. If BLM performs inspection or evaluation on the premises of the recipient or a subrecipient, the recipient will furnish and will require sub-recipients to furnish all reasonable facilities and assistance for the safe and convenient performance of these duties.

j. Copyrights:

1) For recipients subject to the administrative standards set forth in OMB Circular A-110, the following copyright provision, as implemented by 43 CFR 12.936(a), will apply: "The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The Federal awarding agency (ies) reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so."

2) For recipients subject to the administrative standards set forth in OMB Circular A-102 and the Grants Management Common Rule, the following copyright provision, as implemented by 43 CFR 12.74, will apply: "The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

(a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and

(b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support."

k. Rights to Data - For recipients subject to the administrative standards set forth in OMB Circular A-110, the following provision, as implemented by 43 CFR 12.936(c), will apply: "The Federal Government has the right to: 1) Obtain, reproduce, publish or otherwise use the data first produced under an award; and 2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes."

l. Procurement Procedures - It is a national policy to place a fair share of purchases with minority business firms. The Department of the Interior is strongly committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness. Positive efforts will be made by recipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of Federal awards will take all of the following steps to further this goal:

1) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
2) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.

3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.

4) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.

5) Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women's business enterprises.

9. Central Contractor Registration (CCR)

Prior to award the Recipient will register and maintain their own information with Dun & Bradstreet and the Central Contractor Registration System. Obtain a valid Dun & Bradstreet Number (D&B) from Dun & Bradstreet @ http://www.dnb.com or by calling them at 800-333-0505. Register on the Central Contractor Registration System (CCR) @ http://www.ccr.gov

10. Payments

Financial Management Service’s (FMS), Automated Standard Application for Payment (ASAP) System. If recipient is registered in ASAP payments will be made through that system.

Payments will be made by the United States Department of Treasury, FMS, ASAP system. ASAP is a recipient-initiated, on-line payment and information system for Financial Assistance Agreements that is recipient initiated. The recipient will request federal funds that are due directly from the Federal Reserve Bank on a reimbursable basis.

The ASAP Requestor ID, furnished by the Department of Treasury, will be used to access the account to request reimbursement payments. The BLM GMO will create an ASAP Account ID unique to this agreement. The first nine characters will be the agreement number. The remaining three characters will identify BLM funding line items. Drawdown of funds will be taken from specific lines on this agreement. An modification will be stamped to indicate the appropriate line number for the drawdown.

Amounts of drawdown in the ASAP system will be made only in amounts necessary to meet current quarterly disbursement needs once all required documentation is submitted to the BLM SNPLMA Program Officer, the amount budgeted in the quarterly update will be made available in ASAP by the National Business Center and Treasury.
a. Funding will be available for drawdown beginning the first business day of each quarter (or as close to January 1, April 1, and July 1, as possible), with the exception of the first quarter of the fiscal year. Because the BLM’s financial systems are unavailable at the start of the fiscal year while BLM completes “closeout” of the prior fiscal year, transfers to local and regional governments for the first quarter will be made after October 1, and no later than October 31. Entities may only drawdown funding that is required to meet the project’s immediate need for the budgeted quarter. Instructions on the processing of drawdowns can be found at http://www.fms.treas.gov/asap/index.html.

b. Amounts for drawdown will be made available at an increment no more frequent than quarterly. Drawdowns may occur as frequently as needed within the subject quarter; however, not to exceed the budgeted amount. Funds available for drawdown should be expended by the end of the quarter in which the amount was budgeted. When not expended, the following quarterly report should detail the circumstances that have caused those funds to remain unexpended. At the end of the quarter, entities will reconcile any over-expenditure or under-expenditure with the next quarterly update.

c. Prior to requesting an ASAP payment the requestor will provide BLM with a list of the projects to receive payment and the amount per project to be drawn down at least three days before requesting an ASAP draw down. As payments are requested through the ASAP system, requestors will set the payment date to be two business days from the submission/request date, (e.g. submission/request date is Friday, June 12, 2009, payment date will be set for Tuesday June 16, 2009).

Following submission, a .pdf of the ASAP Payment Transaction Confirmation summary will be emailed to John Vest John_Vest@blm.gov and Gary Thompson gary_thompson@blm.gov at the BLM Business Services Division at the National Operations Center, and the Program Officer, Mark Boatwright, mboatwri@blm.gov, and the Assistant District Manager, SNPLMA Division. Failure to provide sufficient notice of the pending transaction may result on the entity being placed on ASAP Agency Review.

d. Once funding is available for drawdown, the amounts will only be allocated to those projects for which the drawdown was budgeted.

e. Purchase funds for land acquisition projects will not be made available for drawdown until BLM verifies that all required acquisition processes as documented in the Implementation Agreement are complete. The implementing entity will be responsible for coordination with BLM throughout the acquisition process.

SECTION VII. PROJECT CLOSEOUT

In addition to the items required for Reporting Requirements, see section VIII below, the following will also be submitted to closeout the project.
A. Closeout Letter

A closeout letter is required to be signed by the Authorized Representative confirming that the subject project has been completed within the context project and the SNPLMA Implementation Agreement. This letter should also detail any unexpended amounts, which are to be de-obligated by the Grant Management Officer.

B. Entity Final Inspection and Acceptance Report.

C. Contractor and, if appropriate Subcontractor, notice of completion and release of claim.


E. Final Project Cost Tracking Worksheet.

F. A copy of project’s final report or a summary of outcomes.

Prior to project closeout a SNPLMA Program Officer or Project Specialist will perform a final site inspection, and review the project files and financial records, with the designated entity staff. Upon closeout, any remaining funds not expended will be de-obligated bilaterally by the GMO and the Authorized Representative.

SECTION VIII. REPORTING REQUIREMENTS

A. Work Plan

All recipients are required to complete a Project Work Plan (PWP) for each project, which will be submitted to the SNPLMA Division for approval prior to receiving authorization for the expenditure of funds. The PWP will include descriptions of the project deliverables, tasks and subtasks, and project target start and end dates. Also, the PWP will include a schedule of periodic expenditures reflecting logical phases of the project. The PWP will be updated annually at the end of the fiscal year.

B. Quarterly Status Update

The following reporting requirements are due on the 15th of the month, prior to the beginning of the next quarter as a part of the SNPLMA Division Work Plan and Quarterly Status Update Database submission.

Submit a Quarterly Status Update to report the progress on the deliverables detailed in the Project Work Plan. The update will include a description of the deliverable and the progress made in the quarter, percentage of deliverable complete, targeted start and end dates, and the actual start and end dates. This quarterly update must be submitted for BLM to authorize the next quarterly ASAP drawdown.
C. Quarterly Projected ASAP Funding Request

Submit a request for the projected amount of funding needed for each project cost reimbursement for the upcoming quarter.

D. Quarterly Project Detailed Cost Worksheet

Submit this worksheet current for the previous quarter. This worksheet tracks costs incurred on the project over its lifecycle, categorized by expenditure activity (e.g. Planning, Environmental Compliance, & Preconstruction Engineering & Design; FWS Consultation-Endangered Species Act; Construction Contract Costs; Direct Labor; Official Vehicle; Other Direct and Contracted Labor Use; and Other Necessary Expenses).

E. Federal Financial Report SF245

Submit this report to the Program Officer, with a copy to the GMO.

F. Cover Letter

The cover letter must be signed by an Authorized Representative certifying the following:

1. Project Funding

Project funding is the amount of projected funding in total and per project being requested for draw down in the following quarter.

2. Project Compliance

The project must comply with the policies procedures and guidelines in the current SNPLMA Implementation Agreement, project nomination package, and project cooperative agreement.

G. The Southern Nevada District Office

The SNPLMA Division and the GMO will review the above requirements for patterns of cash expenditures, including accelerated or delayed draw downs, and will assess whether performance or financial management problems exist. Before submitting Federal Financial Reports (FFRs) to the Southern Nevada District Office, SNPLMA Division, grantees must ensure that the information submitted is accurate, complete, and consistent with the grantee’s accounting system. The Authorized Representative signature on the FFR certifies that the information in the FFR is correct and complete and that all outlays and obligations are for the purposes set forth in agreement documents, and represents a claim to the Federal government. Filing a false report may result in the imposition of civil or criminal penalties.
H. Non-compliance

Failure to comply with reporting requirements contained in this Agreement can be considered a material non-compliance with the terms and conditions of the federal financial assistance. Such non-compliance can result in withholding of future payments, suspension, or termination of the Agreement, recovery of funds paid under the Agreement, and withholding of future federal financial assistance.

SECTION IX. OTHER REQUIREMENTS

A. Entities will notify BLM

The entity will notify the BLM and schedule a consultation meeting with the SNPLMA Program Officer prior to coordinate the project. During this consultation meeting, BLM will verify the projects compliance with the context of the approved project. BLM may also periodically perform site visits to verify that “on the ground” progress is consistent with that reported in Quarterly Status Reports.

B. Costs

Costs that are determined to be unallowable after disbursement will be deducted from the next quarterly drawdown budget. The recipient will be notified of the discrepancy and may be placed on ASAP Agency Review. In addition, when a project is completed or terminated, any excess funds, which were drawn down by the recipient, will be returned to the SNPLMA Special Account.

SECTION X. PROPERTY MANAGEMENT AND DEPOSITION

A. BLM Property

Any BLM furnished property used or other property acquired in meeting the objectives for this Project, including intangible property, such as copyrights and patents, are governed by 43 CFR 12, Subpart C, Section 12.71; Real Property, Section 12.72; Equipment, Section 12.73; Supplies, and Section 12.74; Copyrights.

B. Federal Government Rights

The Federal Government has the right to: Obtain, reproduce, publish or otherwise use the data first produced under this Agreement, and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes.

SECTION XI. LIABILITY

The recipient will hold the Government harmless from any and all losses, damages, or claims for personal injury, death, or property damage of any nature whatsoever and by whosoever made,
arising out of the activities of the Recipient, its employees, subcontractors, or agents under this agreement, to the extent the laws of the state where the recipient is located permit. The BLM assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act [28 U.S.C. 1346(b), 2401(b), 2671 - 2680, as amended by P.L. 89-506, 80 Stat. 306]".

The recipient will maintain comprehensive liability insurance for bodily injury and property damage subject to the usual and customary policy conditions. In addition, the recipient will maintain its current accidental health, dismemberment and injury insurance for all employees or volunteers within the provisions set forth in NRS 41.0305 through NRS 41.0339.

SECTION XII. DEFINITIONS

A. Agreement: An Agreement is financial assistance provided by the Federal Government that provides support or stimulation to accomplish a public purpose.

B. Authorized Representative: The Authorized Representative is the individual identified by the recipient and authorized to act for and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to this Agreement.

C. Bureau of Land Management (BLM): The Federal Government agency responsible for this Agreement. The BLM may also be referred to as Bureau.


E. Federal Financial Report (FFR- SF425): The required reporting of all funds for all non-construction projects or programs.

F. Fiscal Year (FY): The Federal fiscal year begins on October 1 and extends through September 30 of the following calendar year.

G. Grants Management Officer (GMO): The BLM Agreements Officer authorized to obligate funds, award, amend, terminate, and administer this Agreement.

H. Nevada Revised Statutes (NRS): On-line at: http://www.leg.state.nv.us/NRS/NRS-041.html#NRS041Sec010

I. Not-to-Exceed (NTE) Amount: The maximum amount of Federal funding available to the recipient for reimbursement. The amount (including modifications) appears on Page 1 in Block 13 of this Agreement.

K. Program Officer (PO): The PO is the BLM representative designated to administer the technical aspect of this Agreement. The PO works closely with the Project Director/Principal Investigator (PD/PI) and to clarify technical requirements, review and approve work within the scope of this Agreement. The PO reviews FSRs, payment request and performance reports, as well as, recommends approval for changes and payments to the GMO. The PO is NOT authorized to issue changes, modifications, or obligate funds on behalf of the BLM in any way.

L. Project: The term Project refers to the Project title and description identified on Page 1 in Block 10 of this Agreement.

M. Project Director/Principal Investigator (PD/PI): The PD/PI is the recipient’s technical leader, designated by the recipient to oversee and direct the Project. The PD/PI is the point of contact for the PO for issues such as technical requirements and questions regarding work within the scope of the Agreement.

N. Quarter or Quarterly: This refers to a three (3) month period of time, coinciding with the federal fiscal year which begins Oct 1 of each year.

O. Recipient: The entity in receipt of the Federal financial assistance.

P. Southern Nevada Public Lands Management Act (SNPLMA): The Southern Nevada Public Lands Management Act of 1998, as amended, authorizes the Secretary of the Interior to expend funds from the SNPLMA Special Account for the development of parks, trails, and natural areas in Clark and Lincoln Counties, Nevada, pursuant to a cooperative Agreement with a local government or regional governmental entity.

SECTION XIII. TERM OF AGREEMENT:

This agreement will become effective on the date of signature of the GMO and will be in effect for 1 year. The BLM will consider issuing a no cost extension for the project if such extension is justifiable and it is determined by the BLM that continuation of the project would be in the best interest of the Government and the SNPLMA Executive Committee approves the continuation. The total period of performance of this agreement will not extend beyond 1 year.

SECTION XIV. FINANCIAL SUPPORT.

A. Agreement

An agreement will be funded each FY based on the availability of BLM funding. The recipient hereby releases the BLM from all liability due to failure of Congress to appropriate funds for the agreement.
B. Obligated Funds

Funds obligated but not expended in one FY can be carried forward and expended in the subsequent FY.

C. Estimated Funding Amount

Each project amount represents the estimated not-to-exceed (NTE) amount for which the BLM will be responsible under the terms of the agreement. The BLM will not be obligated to pay for nor will the recipient be obligated to perform any effort that will require the expenditure of Federal funds above the NTE amount.

D. Cost Sharing

Cost sharing for the agreement will be in accordance with 43 CFR, Subpart F, Section 12.923.

E. Program Income

Program income for the agreement will be in accordance with 43 CFR, Subpart F, Section 12.924.

SECTION XV. AGENCY CONTACTS

A. For administrative questions contact:

Gretchen Eykelbosh, Bureau of Land Management, Nevada State Office, Grants and Agreements Specialist, 1340 Financial Blvd, Reno, NV 89502, Phone: (775) 861-6740, Fax: (775) 861-6624, email: geykelbosh@blm.gov

B. Alternate:

Susan Kaller, Bureau of Land Management, Nevada State Office, Grants and Agreements Specialist, 1340 Financial Blvd, Reno, NV 89502, Phone: (775) 861-6559, Fax: (775) 861-6624, email: skaller@blm.gov

C. For programmatic questions:

Mark Boatwright, Bureau of Land Management, Southern Nevada District Office, 4701 N. Torrey Pines Dr., Las Vegas, NV 89130. Phone 702-515-5023, e-mail mboatwri@blm.gov
-- END OF PROGRAM ANNOUNCEMENT --
ATTACHMENT A

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CERTIFICATION FOR FEDERAL ASSISTANCE

Certification Regarding Lobbying - Certification for Contracts, Grants, Loans, and Cooperative Agreements. Applies to recipients of awards exceeding $100,000.

This certification is required by Section 1352, title 31, U.S. Code, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions."

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, modification, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients will certify accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Signature & Date

Typed name and title

Applicant/Recipient
ATTACHMENT B

PROPOSAL SUBMISSION FORMAT

Please read the announcement carefully before completing this information. This section needs to be outlined in the same order as shown in section IV. B. 2. and section V.A.1. of the Request for Application (RFA) document.

SECTION I. TECHNICAL APPROACH

Describe how the applicant proposes to conduct and achieve the project in accordance with the Statement of Joint Objectives in Section I. The project design must contain enough detail to show the development of the project and the relationship between the partners, milestones, and objectives. The work plan must be clear, suitable, and feasible with respect to the following; (a) Describe the techniques, procedures, and methodologies to be used; (b) Describe data collection, analysis, and means of interpretation; (c) Describe expected results or outcomes; and (d) Describe the procedures for evaluating project effectiveness, including fixed performance indices with probabilities for obtaining them.

As stated in Section III, Clark County's Cultural Site Stewardship Program (CSSP) and the Nevada Site Stewardship Program (NSSP) have had the same goals of conserving and protecting significant cultural resources, increasing public awareness and educating the public regarding cultural resources all while expanding their respective volunteer bases. While the goals of both programs have been the same, the paths to achieve these goals have been quite different. As such, the State Historic Preservation Office (SHPO) is requesting funds to transfer administration of the CSSP program over to the NSSP program. The process of this transition can be broken into four project areas; site administration, data administration, personnel administration and volunteer support.

Site Administration

The first project area to be transitioned to the NSSP is site administration. Site administration in the NSSP program and NSSP database is driven by archaeological sites that have been formally recorded and have received Smithsonian trinomials from SHPO. A list of sites monitored by the CSSP will be reviewed for incorporation into the NSSP database. Sites with trinomials and UTM coordinates will be matched against the Nevada Cultural Resource Information System (NVCris) to verify site numbers, locations, and sufficient documentation. It is known that at least half of the estimated 500 sites in the CSSP system do not have trinomials. There are several reasons why a site may not have a trinomial, the most common reason being that the site has not been properly recorded and documented. Such sites would need to be formally visited, recorded, and assigned a trinomial. These tasks will be performed by contract employees who meet the Secretary of Interior's (SOI) Standards for archaeology and/or are personnel in the process of being trained to record sites according to the Nevada State BLM Cultural Resources permitting system. These visits may occur alongside CSSP steward visitations or they may be conducted independently. Once all sites have received trinomials, sites will be reviewed by respective land managers to confirm their inclusion in the NSSP program for monitoring. Furthermore, a photo history of CSSP sites will be created. This photo history will provide baseline data in the event that a site has reported damage.
Database Administration

The second project area is database administration. The CSSP has maintained a MS Access database containing information on sites, stewards and visitation events. Conversion of this database into the NSSP database, which has a SQL backend, should – in theory – be relatively seamless. However, it is known that the table structures between the two databases are not exactly the same. The creation of crossover tables and a certain amount of raw data entry is expected. This process has the potential to be time consuming. Under the supervision of the NVCRIS Data Manager, the creation of cross-over tables and data entry will be conducted by NVCRIS personnel and or contracted employees who meet the SOI standards.

Personnel Administration

The third and arguably most important project area is that of personnel administration. The CSSP has almost 350 volunteers in its ranks. These volunteers have been accustomed to trainings, paperwork and processes that are different from the NSSP. Several training sessions will be conducted to introduce stewards to new policies and procedures and to have them complete any necessary NSSP paperwork. The CSSP regional coordinators, who will be taking on new responsibilities in the NSSP, will also participate in workshops designed to educate them on their new roles.

Volunteer Support

The fourth project area, volunteer support, focuses on keeping the stewards involved during the transition. This is accomplished through public education and stewardship appreciation. Transitions of any sort are a difficult process, but for volunteers, this is an especially critical time. Volunteers need consistent, clear and reliable encounters with the NSSP beyond their introductory trainings to the new program. A series of educational and safety workshops as well as appreciation events will occur during the transition. The stewards will also be encouraged to participate in the development of two new training videos designed to demonstrate stewardship safety procedures for site visits while emphasizing the importance of cultural resource laws.

Quarterly Summary Reports

Quarterly summary reports will be submitted to the ICSST demonstrating the progress of all transfer activities including:

- Number of confirmed and/or newly assigned trinomials
- Number of sites with complete photo history
- Percentage and number of CSSP database tables and rows converted to NSSP format
- Number of attendees for transition training sessions
- Schedule of future transitional training sessions
- Number of attendees for safety and/or educational workshops
- Schedule of future workshops

Summary of Results

The results of this project will be a strong stewarding program in Clark County that is fully integrated into the Nevada Site Stewardship Program with the following tasks completed:

- Clark County’s actively stewarded sites will have trinomials
- A photo history database constructed for Clark County and baseline photos taken for each of the stewarted sites
- A single, fully integrated stewardship database for the state of Nevada
- All stewards will be following NSSP policies and procedures
- A calendar of completed workshops and other activities
Upon a successful completion of the integration of the CSSP into the NSSP, a Memoranda of Agreement will be sought with each of the major land managing agencies in the state, starting the Nevada BLM State Office.

SECTION II. QUALIFICATIONS, EXPERIENCE, PAST PERFORMANCE

Describe who will carry out the project activities. List all project personnel, including consultants. Describe their responsibilities and the amount of time each will dedicate to the project. Briefly describe how their experience and qualifications are appropriate to successfully achieve the stated objectives.

Samantha Rubinson, Ph.D.–Southern Nevada Representative
& Site Steward Coordinator since April 2012.
State Supported position.
90% time investment.

Dr. Rubinson coordinates the Nevada Site Steward Program which has 279 active volunteers stewarding 333 archaeological sites which are managed by various federal and state agencies. Since becoming Site Stewardship Coordinator she has designed and built an MS Access relational database to track site monitoring reports submitted by her stewards. Her responsibilities will include supervising all contract workers, the integration of the two databases, the coordination of stewarding trainings and workshops.

Karyn de Dufour – Deputy SHPO
& NVCRIS Data Manager since 2006.
State supported position.
10% time investment.

Ms. de Dufour has managed several BLM sponsored data projects for NVCRIS which have resulted in over 21,000 newly digitized archaeological sites, and over 980,000 acres of newly digitized archaeological inventories. Ms. de Dufour will be providing management support for Dr. Rubinson as well as technical expertise on the data administration of this project.

SECTION III. PURPOSE, OBJECTIVES, AND RELEVANCE

Describe why the project is needed by the applicant.
Describe the applicant’s objectives.
Describe how the applicant’s objectives support their mission and how this project benefits the Public.

Since 2005, the State Historic Preservation Office (SHPO), as per NRS 383.075, has run a statewide, state sponsored, site stewardship program known as the Nevada Site Stewardship Program (NSSP). Meanwhile, through several early rounds of the Southern Nevada Public Lands
Management Act (SNPLMA); a separate program was instituted in Clark County. Since 2004, Clark County's Cultural Site Stewardship Program (CSSP) has been administered by the Interagency Cultural Site Stewardship Team (ICSST). As of December 2012, the CSSP program will no longer be supported by SNPLMA funds or managed by the ICSST. As determined in the current BLM Protocol Agreement (2009), the NSSP will be taking over the duties of the CSSP program upon its expiration. The transition is planned to occur over a one year period with an estimated completion date of December 2013.

Both the CSSP and the NSSP have had the same goals: conserving and protecting significant cultural resources, increasing public awareness and educating the public regarding cultural resources all while expanding their respective volunteer bases. While the goals have been the same, the paths to achieve these goals have been quite different. As such, the SHPO is requesting funds to merge the administration of the CSSP program into the NSSP program. The process of this merger can be broken into four project areas: site administration, data administration, personnel administration and volunteer support. Deliverables are broken down into these project areas and are described in Section I. Funds to support this transition are requested herein.

ATTACHMENT C: BUDGET

SECTION IV. BUDGET

This is a suggested format for the applicant to use for the detailed budget/costs breakdown. Each cost item should clearly show how the total charge for that item was determined. All major costs should be listed in budget categories similar to those listed below, and all cost items should be explained in the Budget Summary and Justification (Section 4).
SECTION IV. BUDGET

This is a suggested format for the applicant to use for the detailed budget/costs breakdown. Each cost item should clearly show how the total charge for that item was determined. All major costs should be listed in budget categories similar to those listed below, and all cost items should be explained in the Budget Summary and Justification (Section 4).

### A. SALARIES AND WAGES. Provide the names and/or titles of key project personnel.

<table>
<thead>
<tr>
<th>Name/Title of Position</th>
<th>Full Time Monthly Salary</th>
<th>% FTE</th>
<th>No. of Months</th>
<th>Grant Funds</th>
<th>Match/Cost Share (if any)</th>
<th>Third Party Share (if any)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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</tr>
</tbody>
</table>

Subtotal

### B. FRINGE BENEFITS. If more than one rate is used, list each rate and the wage or salary base.

<table>
<thead>
<tr>
<th>Rate</th>
<th>Salary or Wage Base</th>
<th>Grant Funds</th>
<th>Match/Cost Share (if any)</th>
<th>Third Party Share (if any)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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<td>$</td>
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<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Subtotal

32
**C. CONSULTANT/CONTRACTING FEES.** This should include payments for professional and technical consultants participating in the project.

<table>
<thead>
<tr>
<th>Name and type of Consultant</th>
<th># of Days</th>
<th>Daily Rate of Compensation</th>
<th>Grant Funds</th>
<th>Match/Cost Share (if any)</th>
<th>Third Party Share (if any)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Services</td>
<td>378</td>
<td>$214</td>
<td>$81,000</td>
<td>$</td>
<td>$</td>
<td>$81,000</td>
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<tr>
<td>Subtotal</td>
<td></td>
<td>$81,000</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$81,000</td>
</tr>
</tbody>
</table>
### D. Travel and Per Diem

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. Per diem rates will not exceed maximum Federal rates. To view current Federal per diem rates, visit [http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeld=8203&channelld=-15943](http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeld=8203&channelld=-15943) and follow the links to per diem information.

<table>
<thead>
<tr>
<th>From/To</th>
<th>No. of People</th>
<th>No. of Travel Days</th>
<th>Per diem (lodging and meals) per person per day</th>
<th>Total per diem (lodging and meals) for this trip</th>
<th>Transportation costs (airfare and mileage) per person</th>
<th>Total transportation costs (airfare and mileage) for this trip</th>
<th>Grant Funds</th>
<th>Match/Cost Share (if any)</th>
<th>Third Party Share (if any)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Las Vegas to Carson City</td>
<td>1</td>
<td>10</td>
<td>$152</td>
<td>$1520</td>
<td>$1521</td>
<td>$1521</td>
<td>$3041</td>
<td>$</td>
<td>$</td>
<td>$3041</td>
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<tr>
<td>Travel around Clark County</td>
<td>1</td>
<td>55</td>
<td>$</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$1716</td>
</tr>
</tbody>
</table>

Subtotal: $47567
### E. Supplies and Materials

Include consumable supplies and materials to be used in the project, listing each quantity individually. Include items of expendable equipment, i.e., equipment costing less than $500 or with an useful life of less than two years. Equipment costing more than that should be listed in the Other Costs category (Category G, below).

<table>
<thead>
<tr>
<th>Item</th>
<th># of Items</th>
<th>Cost</th>
<th>Grant Funds</th>
<th>Match/Cost Share (if any)</th>
<th>Third Party Share (if any)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Supplies</td>
<td></td>
<td>$908</td>
<td>$908</td>
<td>$</td>
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<td>$908</td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
<td>$921</td>
<td>$921</td>
<td>$</td>
<td>$</td>
<td>$921</td>
</tr>
<tr>
<td>Field Supplies</td>
<td></td>
<td>$762</td>
<td>$762</td>
<td>$</td>
<td>$</td>
<td>$762</td>
</tr>
<tr>
<td>First Aid</td>
<td>8</td>
<td>$180</td>
<td>$180</td>
<td>$</td>
<td>$</td>
<td>$180</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td><strong>$2,771</strong></td>
<td>$</td>
<td>$</td>
<td><strong>$2,771</strong></td>
</tr>
</tbody>
</table>

### F. Services

This should include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services not previously listed.

<table>
<thead>
<tr>
<th>Item</th>
<th>Method of Computation</th>
<th>Grant Funds</th>
<th>Match/Cost Share (if any)</th>
<th>Third Party Share (if any)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brochure</td>
<td>Printing</td>
<td>$80</td>
<td>$</td>
<td>$</td>
<td>$80</td>
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<tr>
<td>Poster</td>
<td>Printing</td>
<td>$200</td>
<td>$</td>
<td>$</td>
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<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>$280</strong></td>
<td>$</td>
<td>$</td>
<td><strong>$280</strong></td>
</tr>
</tbody>
</table>
G. OTHER COSTS. List equipment items in excess of $500, and other items not previously listed. Note that equipment items worth less than $500 or that have a useful life of less than 2 years must be listed in the Supplies and Materials category.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Grant Funds</th>
<th>Match/Cost Share (if any)</th>
<th>Third Party Share (if any)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training/Public Education Videos (2)</td>
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<td>$8000</td>
<td>$</td>
<td>$</td>
<td>$8000</td>
</tr>
<tr>
<td>Laptop</td>
<td>$1100</td>
<td>$1100</td>
<td>$</td>
<td>$</td>
<td>$1100</td>
</tr>
<tr>
<td>Workshop Materials</td>
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<td>$1500</td>
<td>$</td>
<td>$</td>
<td>$1200</td>
</tr>
<tr>
<td>Two-way Radios (4)</td>
<td>$4420</td>
<td>$4420</td>
<td>$</td>
<td>$</td>
<td>$4420</td>
</tr>
<tr>
<td>GSP units (4)</td>
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<td>$1738</td>
<td>$</td>
<td>$</td>
<td>$1738</td>
</tr>
<tr>
<td>Digital Storage</td>
<td>$584</td>
<td>$584</td>
<td>$</td>
<td>$</td>
<td>$584</td>
</tr>
<tr>
<td>Volunteer t-shirts and plaques</td>
<td>$4150</td>
<td>$4150</td>
<td>$</td>
<td>$</td>
<td>$4150</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$21092</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$21092</td>
</tr>
</tbody>
</table>

H. INDIRECT COSTS. If indirect costs will be charged to the grant, complete the table below with your current approved indirect cost rate and the direct costs it will be applied to. A copy of your most recent indirect cost rate must be attached if indirect costs will be requested.

<table>
<thead>
<tr>
<th>* The Direct Costs from items 1 – 6 to which the indirect cost rate applies</th>
<th>Current Approved Indirect Cost Rate Percentage (%)</th>
<th>Indirect Cost Rate Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>%</td>
<td>$</td>
</tr>
</tbody>
</table>

Budget Justification. Provide a brief narrative justification of all cost items, including matching funds, listed in the budget. Be specific and explain why these items are necessary to accomplish the grant objectives. If the project involves travel costs, include a brief summary of each trip (for example, Project Director and two students will fly from Hometown to Someplace and stay three days to examine Someplace Museum’s collection).

Note: Travel is limited to this project only. If purchasing or renting computer equipment or other large budget items follow the procedures in 43CFR, Subpart C, Section 12.76 for State, local and Indian tribal governments or Subpart F, Section 12.940 through 12.948 for institutions of higher education, hospitals, other non-profit and all other organizations, as applicable.
Consulting and Contracting Fees
A significant amount of the budget will be allocated to the assessment and/or recording of the sites selected for stewardship in Clark County. To administer the merging of the CSSP and the NSSP databases, a database technician who meets the Secretary of Interior’s (SOI) Standards for archaeology will be contracted. This person will combine data from both programs, update any incoming data from field work and organize the photo history database.

Travel
The NSSP coordinator will need to travel to Carson City to assist in database conversion as well as to meet with land managing agency representatives to begin negotiations on MOU’s. Local travel within Clark County will be required to assist in site recording, stewardship training, workshop attendance, site visits, and attending ICSST meetings.

Supplies and Materials
All training sessions require an investment in office supplies and training supplies. These include supplies to construct training manuals and site kits. Field survey equipment such as site mapping tools (compasses, measuring tapes, quad maps, etc.) will be used both for professional site recording and for training volunteers in field methods. To ensure the safety of the volunteers while conducting fieldwork, the NSSP will also purchase safety supplies.

Services
Public education plays a significant role in attaining new stewards and preserving cultural resources. To assist in accomplish these goals, NSSP will create educational brochures and posters about preservation and the stewardship program.

Other Costs
Two ten-minute training videos will be produced for the purpose of educating the stewards in safety procedures and the legal ramifications of the vandalism of archaeological sites will be created. These videos will be used for both stewardship training and, possibly, public education. The data administration will require the use of a laptop and digital storage devices. GPS units will be used to assist in site mapping. To provide extra safety precautions when in the field, four two-way radios, to be linked with the Nevada Division of Forestry dispatch, have been included in the budget. The educational and safety workshops are designed to provide hands-on activities to educate the stewards in archaeology and to increase safety awareness. The materials and associated fees involved in conducting these workshops have been included in the budget. To express the program’s appreciation of the stewards for their support during this transfer, events will be held to show our appreciation for the dedication of the volunteers where they will be given t-shirts and plaques will be presented.
Grant and Cooperative Agreement

CHOICE ONE: ☑ COOPERATIVE AGREEMENT ☐ GRANT

1. GRANT/COOPERATIVE AGREEMENT NUMBER
1:12AC20555

2. SUPPLEMENT NUMBER

3. EFFECTIVE DATE
08/24/2012

4. COMPLETION DATE

5. ISSUED TO
NAME/ADDRESS OF RECIPIENT: (No. Street, City/County, State, Zip)
CULTURAL AFFAIRS, NEVADA DEPARTMENT OF
Attn: ATTN GOVERNMENT POC
901 S STEWART ST STE 5003
CARSON CITY NV 89701-4295

6. ISSUED BY
BLM NV-STATE OPC BGT&FIN SVC (NV955)
Mailing Address: 1340 FINANCIAL BLVD.
RENO NV 89502

7. TAXPAYER IDENTIFICATION NO. (TIN)

8. COMMERCIAL & GOVERNMENT ENTITY (CAGE) NO.

9. PRINCIPAL INVESTIGATOR/ORGANIZATION'S PROJECT OR PROGRAM MGR. (NAME & PHONE)
Karyn DeDufour, SHPO
775-384-3447

10. RESEARCH, PROJECT OR PROGRAM TITLE
SNPFLMA SNAP Clark County Cultural Site Stewardship Program and Support for Interagency Cultural Site Monitoring SHPO

11. PURPOSE
See Schedule

12. PERIOD OF PERFORMANCE (Approximately)
08/24/2012 through 08/24/2013

13. AWARD HISTORY

<table>
<thead>
<tr>
<th>PREVIOUS</th>
<th>THIS ACTION</th>
<th>FUNDING HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$110,000.00</td>
<td>$110,000.00</td>
</tr>
<tr>
<td>CASH SHARE</td>
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<td>TOTAL $110,000.00</td>
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<tr>
<td>NON-CASH SHARE</td>
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</tr>
<tr>
<td>RECIPIENT SHARE</td>
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</tr>
</tbody>
</table>

14. ACCOUNTING AND APPROPRIATION DATA

<table>
<thead>
<tr>
<th>PURCHASE REQUEST NO.</th>
<th>JOB ORDER NO.</th>
<th>AMOUNT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

15. POINTS OF CONTACT

<table>
<thead>
<tr>
<th>NAME</th>
<th>MAIL STOP</th>
<th>TELEPHONE</th>
<th>E-MAIL ADDRESS</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

16. THIS AWARD IS MADE UNDER THE AUTHORITY OF:
Southern Land Public Lands Management Act, SNPFLMA 1998 (PL105-263): as amended

17. APPLICABLE STATEMENT(S), IF CHECKED:
☐ NO CHANGE IS MADE TO EXISTING PROVISIONS
☐ FDP TERMS AND CONDITIONS AND THE AGENCY-SPECIFIC REQUIREMENTS APPLY TO THIS GRANT

18. APPLICABLE ENCLOSURE(S), IF CHECKED:
☐ PROVISIONS
☐ SPECIAL CONDITIONS
☐ REQUIRED PUBLICATIONS AND REPORTS

UNITED STATES OF AMERICA

COOPERATIVE AGREEMENT RECIPIENT

CONTRACTING OFFICER/GRANT OFFICER
Susan Kaller [REDACTED] DATE 8/14/12

AUTHORIZED REPRESENTATIVE

DATE
Grant and Cooperative Agreement

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ITEM OR SERVICE (Include Specifications and Special Instructions)</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>
| CFDA Number: 15.235  
DUNS Number: 946480894+0000  
11. PURPOSE:  
The principle purpose is to conserve and protect significant cultural resources in Clark County, expand the volunteer base and partnerships that contribute to the Cultural Site Stewardship Program, and develop economic sustainability for the program through a long-term partnership with the State.  
Delivery Location Code: 0004276500  
BLM-NV LAS VEGAS FIELD OFFICE*  
4701 NORTH TORREY PINES DRIVE  
LAS VEGAS NV 89130-2301 US  
Account Assignment: K G/L Account: 6100.411C0  
Business Area: L000 Commitment Item: 411C00 Cost Center: LLNVS02000 Functional Area: L586100000.Ph0000 Fund: XXXL5232AR Fund Center: LLNVS02000 Project/WBS: LX.SN.BL726100 PR Acct Assign Line: 01  
Period of Performance: 08/24/2012 to 08/24/2013  
00010 Cultural Site Stewardship for Clark Co.  
Obligated Amount: $110,000.00  
The Administrative Point of Contact (POC):  
Gretchen Eykelbosh, Grants and Agreements Specialist, Nevada State Office (NSO) Phone: 775-861-6740, Email: geykelbosh@blm.gov. The Technical Point of Contact, Program Officer (PO):  
Mark Boatwright, Southern Nevada District Office (SNDO) Phone: 702-515-5023, Email: mboatwright@blm.gov  
Continued ... |
The total amount of award: $110,000.00. The obligation for this award is $110,000.00.
I. Statement of Joint Objectives

A. Purpose:

This agreement is made and entered into by the Dept. of Interior (DOI), Bureau of Land Management (BLM) Nevada State Office (NSO) and the State of Nevada, Historic Preservation Office (SHPO) for the purpose of conserving and protecting significant cultural resources in Clark County, expanding the volunteer base and partnerships that contribute to the Cultural Site Stewardship Program, and developing economic sustainability for the program through a long-term partnership with the State.

The Southern Nevada Public Land Management Act (SNPLMA) became law in October 1998. It allows the Bureau of Land Management to sell public land within a specific boundary around Las Vegas, Nevada. The revenue derived from land sales is split between the State of Nevada General Education Fund (5%), the Southern Nevada Water Authority (10%), and a special account available to the Secretary of the Interior for:

- Parks, Trails, and Natural Areas
- Capital Improvements
- Conservation Initiatives
- Multi-Species Habitat Conservation Plans (MSHCP)
- Environmentally Sensitive Land Acquisitions
- Lake Tahoe Restoration Act Projects

Other provisions in the SNPLMA direct certain land sale and acquisition procedures, the BLM to convey title of land in the McCarran Airport noise zone to Clark County, and provide for the sale of land for affordable housing.

Cultural Site Stewardship for Clark County, Nevada - (Priority 11-1, Project BL72) was approved by the Secretary of the Interior in Round 11 under the Southern Nevada Public Lands Management Act (SNPLMA) on October 21, 2010.

The actions outlined below are consistent with the SNPLMA Round 5 Conservation Initiative concerning the Clark County Site Stewardship Program, which is reflected in the current BLM Protocol Agreement (2009) with the State Historic Preservation Office (SHPO).

The SNAP Cultural Site Stewardship Program is currently administered by the University of Nevada, Las Vegas Public Lands Institute (PLI) on behalf of, and in cooperation with, the five local federal agencies.

The Interagency Cultural Site Steward Team (ICSST) will be responsible for transitioning the administration of the Clark County Site Steward Program to the Nevada State Historic Preservation Office. The purpose of this assistance agreement is to make funds available for transition activities, as well as cover administrative costs for the first year. This transition will allow the agencies to utilize the expertise and resources of the SHPO to enhance management of cultural resources on public lands.
The transfer of the Clark County Site Steward program will be completed by December 14, 2012, including final close out of all UNLV-PLI project activities. The UNLV-PLI program manager position and the current agreement will end on December 31, 2012.

The transition of data and information to the SHPO Site Stewardship program will be complete by December 31, 2013. This includes computer information, photographs, maps, training information, and damage documentation, etc. After December of 2013, the SHPO will assume all funding responsibilities for sustaining the program without federal assistance.

This program will conserve and protect significant cultural resources in Clark County, increase public awareness, educate the public regarding cultural resources, expand the volunteer base and partnerships that contribute to the Cultural Site Stewardship Program, and develop economic sustainability for the program through a long-term partnership with the State.

B. Objectives:

The principle purpose of this project is to conserve and protect significant cultural resources in Clark County, increase public awareness, educate the public regarding cultural resources, expand the volunteer base and partnerships that contribute to the Cultural Site Stewardship Program, and develop economic sustainability for the program through a long-term partnership with the State.

The Cultural Site Stewardship Program projects support the following goals, with the primary purpose to:

- Help protect cultural resources by increasing the public’s knowledge and appreciation of the fragile remains of the past and to reduce acts of intentional and accidental destruction.
- Preserve prehistoric and historic archaeological resources for the purposes of conservation, scientific study, and interpretation.
- Increase public awareness of the significance and value of heritage resources and the existing state and federal laws enacted for historical preservation.
- Promote understanding, cooperation, and partnerships between the participating federal agencies, Native Americans, and concerned citizens and to encourage respect and conservation of traditional lands and cultural resources.
- Discourage site vandalism and theft.

C. Authority:


D. Benefits:

The activity to be undertaken through this agreement is in furtherance of the recipient’s and BLM’s mission by providing the following benefits:

The BLM and the SHPO will both benefit from this program. Historically, this program has been implemented and evaluated through interagency oversight processes. This will continue (with SHPO administering the program on behalf of the federal agencies) by monitoring results of the physical inspection of cultural sites and reviewing quarter and annual administrative progress reports. The evaluation component is critical to the efficient and effective functioning of the program and meets the goals as set forth by the SNAP Cultural Team’s program charter.

E. Performance Measures:

The activity to be undertaken through this agreement is in furtherance of the recipient’s and BLM’s mission by providing the following performance measures:

- M1.G2.S1.01: Percent of archaeological sites on DOI inventory in good condition. (SP)
- M1.G2.S1.02: Percent of historic structures on DOI inventory in good condition. (SP)
- M1.G2.S1.03: Percent of collections in DOI inventory in good condition. (SP)

II. Definitions.

A. Agreement: This grant or cooperative agreement. The term grant is defined as all Federal financial assistance that provides support or stimulation to accomplish a public purpose. Use of the term “grant” includes grants or cooperative agreements awarded by the Federal Government to eligible recipients.

B. Authorized Representative: The Authorized Representative is the individual identified by the recipient and authorized to act for and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to this Agreement.

C. Bureau of Land Management (BLM): May also be referred to as Bureau.

D. Awardee: The entity in receipt of federal financial assistance; may also be referred to as the recipient.


F. Federal Financial Report (FFR): The SF-425 is the OMB required form for reporting expenditure of the funds for assistance agreements.
G. Fiscal Year (FY): The Federal fiscal year begins on October 1, extends for 12 months, and ends on September 30 of the following year.

H. Financial Assistance Administrator/Grants Management Officer (GMO): The GMO is the only individual in BLM who is authorized to obligate funds, award, amend, terminate, and administer this agreement.

I. Grants Management Officer (GMO): The BLM Agreements Officer authorized to obligate funds, award, amend, terminate, and administer this Agreement.

J. Nevada Revised Statutes (NRS): On-line at: http://www.leg.state.nv.us/nrs/

K. Not-to-Exceed (NTE) Amount: The maximum Federal funding amount available for reimbursement to the recipient.

L. Office of Management and Budget (OMB). All OMB Circulars and Standard Forms that apply to this agreement may be found on the OMB website at: www.whitehouse.gov/omb/grants/index.html.

M. Program Officer (PO): The PO is the BLM individual designated for the purpose of administering the technical aspect of this agreement. The PO will work closely with the Program Director/Principal Investigator (PD/PI) and is authorized to clarify technical requirements, review and approve work which is clearly within the scope of the work specified in this agreement. The PO will review FFRs, payments when the recipient is on agency review and performance reports and recommend approval to the GMO. The PO is not authorized to issue changes or in any other way amend this agreement or obligate the Government in any way. These actions can only be issued by the GMO with a written modification.

N. Project Director (PD): is the recipient’s technical leader, designated by the recipient, to direct the project or activity being supported by the grant. The PD is responsible and accountable to the recipient and BLM for the proper conduct of the project or activity.

O. The Southern Nevada Public Lands Management Act (SNPLMA): The Southern Nevada Public Lands Management Act of 1998, as amended, authorizes the Secretary of the Interior to expend funds from the SNPLMA Special Account for the development of parks, trails, and natural areas in: Clark County, Lincoln County, White Pine County, Washoe County (subject to paragraph 4) and Carson City, the City of Las Vegas, the City of North Las Vegas, and the City of Henderson, the Southern Nevada Water Authority, the Regional Flood Control District, and the Clark County Sanitation District, pursuant to a cooperative Agreement with a local government or regional governmental entity.

P. Implementation Agreement (IA): The SNPLMA Implementation Agreement (June 7, 2006), developed by Federal agencies, in coordination with State and local governments, and interested parties, provides specific guidelines for implementing SNPLMA. SNPLMA IA is on line at: http://www.nv.blm.gov/snplma/index.htm.

**III. Project Management Plan.**

**A. The recipient agrees:**

The Interagency Cultural Site Steward Team (ICSST) will be responsible for transitioning the administration of the Clark County Site Steward Program to the Nevada State Historic Preservation Office.

The transfer of the Clark County Site Steward program will be completed by December 14, 2012, including final close out of all UNLV-PLI project activities. The UNLV-PLI program manager position and the current CESU agreement will end on December 31, 2012.

The transition of data and information to the SHPO Site Stewardship program will be complete by December 31, 2013. This includes computer information, photographs, maps, training information, and damage documentation, etc. After December of 2013, the SHPO will assume all funding responsibilities for sustaining the program without federal assistance.

Collect, track, maintain, and provide longitudinal statistics to federal land-managing agencies and maintain a central database containing site steward and cultural site monitoring information. Complete reports and evaluate trends in site evolution based on stewardship.

Educate the public about the need to protect cultural sites and proper site edict in accordance with existing state and federal laws enacted for historical preservation. Increase public awareness of the significance and value of heritage resources.

Inform the public about the Cultural Site Stewardship Program, and provide the opportunity for individuals to become involved in protecting public lands. Increase the number of trained cultural site steward volunteers to meet the needs of the agencies.

Evaluate and deliver basic training classes for volunteer cultural site stewards. Provide both mandatory and optional educational training workshops.

Enlist site steward volunteers to participate in community outreach/public education projects. Assign, monitor, supervise, and evaluate volunteer site stewards to protect cultural sites on public lands.

Increase the number of at-risk cultural sites being monitored. Report cultural site-related incidents/violations to the appropriate agencies.

Provide and sustain the program through a cost-effective partnership with the agencies and SHPO with the goal of protecting, conserving, and enhancing resources on public lands in Clark County.

IV. Term of Agreement.

A. This agreement will become effective on the date of signature of the GMO and will be in effect for 1 year. The BLM will consider issuing a no cost extension for the project if such extension is justifiable and it is determined by the BLM that continuation of the project would be in the best interest of the Government and the SNPLMA Executive Committee approves the continuation. The total period of performance of this agreement will not extend beyond 5 years.

B. Modifications:

1. Requests to modify this agreement, the project scope, extend the project end date, or provide additional funds for continuation of the project will require advanced approval of the SNPLMA Executive Committee. A request must be made to through the SNPLMA Division.

2. Requests to extend the project end date will be submitted by the recipient to the SNPLMA Division no later than 120 calendar days before the agreement end date. The request will include the reason for the extension, a description of the remaining work to be completed, the proposed date of completion, the amount of funds remaining and a revised budget for the remaining funds. If all funds have been disbursed to the recipient, this must be indicated in the request. Requests for extensions received after the expiration date will not be honored.

3. This agreement may be modified by written agreement signed by both the recipient’s Authorized Representative and the GMO. Administrative changes (i.e. GMO name change, etc.) which do not change the project management plan, Total amount, etc. or otherwise affect the recipient may be signed unilaterally by the GMO.

4. Additionally, a unilateral modification may be utilized if it should become necessary to suspend or terminate the agreement in accordance with 43 CFR, Subpart C, Section 12.83 for State, local and Indian tribal governments or 2 CFR Subpart C, Section 215.61 for institutions of higher education, hospitals, and other non-profit organizations.

5. All other changes will be made by means of a bilateral modification to the agreement. No oral statement made by any person, or written statement by any person other than the GMO, will be allowed in any manner or degree to modify or otherwise effect the terms of the agreement.

6. The SNPLMA Division will forward approved modification requests to the GMO at least 30 days prior to the expiration date of the agreement. Any determination to extend the
period of performance or to provide follow-on funding for continuation of a project is solely at the discretion of the BLM.

C. This Agreement is subject to enforcement if the recipient fails to comply with any terms of this Agreement and may be terminated in whole or in part as specified in 43 CFR 12, Subpart C, Section 12.83 titled Enforcement of 43 CFR 12, Subpart C, Section 12.84 titled Termination for Convenience.

V. Financial Support.

A. Funding. Funds provided under this Agreement are ‘no-year’ funds and are not required to be expended within the same fiscal year appropriated. Therefore, the fund that are not expended within the fiscal year, can be carried forward and expended in subsequent fiscal years during the term of this Agreement.

B. Maximum Obligations. The total financial obligation by the BLM is expressed in the NTE on Page 1, Block 13A. The BLM will not be responsible to pay for nor will the recipient be responsible to perform any effort that requires the expenditure of Federal funds above the NTE amount.

C. Cost Sharing: Cost sharing for this agreement will be in accordance with 43 CFR, Subpart C, Section 12.64 for State, local and Indian tribal governments or 2 CFR Part 215.23 for institutions of higher education, hospitals, and other non-profit organizations.

D. Program Income: Program income generated for this agreement will be in accordance with 43 CFR, Subpart C, Section 12.65 for State, local and Indian tribal governments or 2 CFR Part 215.24 for institutions of higher education, hospitals, and other non-profit organizations.

E. DUNS Number and System for Award Management (SAM): Prior to award the Recipient will register and maintain their own information with Dun & Bradstreet and the System for Award Management (SAM)

1. Obtain a valid Data Universal Numbering System (DUNS) number from Dun & Bradstreet @ http://www.dnb.com/or by calling them at 800-333-0505.

2. Register on the System for Award Management (SAM) or maintenance can be done online at: http://sam.gov

VI. Payments

A. Financial Management Service’s (FMS), Automated Standard Application for Payment (ASAP) System:

1. Payments under this agreement will be made by the United States Department of Treasury, FMS, ASAP system (www.ASAP.gov). ASAP is a recipient-initiated, on-line payment and information system for Financial Assistance Agreements. The recipient will
register and request federal funds that are due directly from the Federal Reserve Bank on a reimbursable basis.

2. The ASAP Requestor ID, furnished by the Department of Treasury, will be used to access the account to request reimbursement payments. The first ten characters will be the agreement number. The remaining four characters will identify BLM funding line items. Drawdown of funds will be taken from specific lines on this agreement.

3. Advance Payments. Since payments under this agreement will be made by the United States Department of Treasury through the ASAP system within a 3 day period after request; there should be a minimal need for advance payments.

4. Drawdown. Treasury Circular 1075 (31 CFR 205) requires that drawdowns to a recipient organization will be limited to the minimum amounts needed and will be timed to be in accordance with the actual, immediate cash requirements of the recipient organization in carrying out the purposes of the approved program or project. The timing and amount of cash advances will be as close as is administratively feasible to the actual disbursements by the recipient organization for direct program or project costs and the proportionate share of any allowable indirect costs.

5. Agency review: May be instituted by the BLM for the following reasons:
   - Documented history of poor performance;
   - Evidence of financial instability;
   - Management systems that do not meet the standards prescribed in the applicable OMB Circular;
   - Non-compliance with the terms and conditions of the current award (e.g. consistently delinquent on reporting);
   - Consistently drawing-down funds from incorrect line items;
   - Drawing-down of funds in excess of reimbursement need or more than 3 days in advance of expenses incurred.

The BLM will notify in writing that your organization is being placed on agency review. During the period your organization is on agency review, you may be allowed to drawdown funds after submission of a request for reimbursement from Automated Standard Application for Payment (ASAP) and by submitting a Request for Advance or Reimbursement, SF-270 to the GMO for review and approval. Additionally, attached to the SF-270 will be detailed information of costs by budget categories that reflect the requested dollar amount. When you submit your request for reimbursement to ASAP, on the confirmation screen, the payment request status will read: Awaiting Federal Program Agency (FPA) Approval. Your payment will be delayed until the appropriate paperwork has been received and approved.

Your organization will remain on agency review until a corrective actions plan which specifies the actions your organization will take to mitigate the problem(s) identified above have been submitted to the BLM and have been implemented to the BLM’s satisfaction. The BLM will remove your organization from agency review upon your written request and on its discretion that the identified problems have been corrected.
B. Drawdown Requirements for SNPLMA Projects.

Prior to requesting an ASAP payment the requestor will provide SNPLMA Division with a list of the projects to receive payment and the amount per project to be drawn down at least three days before requesting an ASAP draw down. Once funding is available for drawdown, the amounts will only be allocated to those projects for which the drawdown was budgeted.

Drawdown’s in the ASAP system will be made only in amounts necessary to meet current quarterly disbursement needs once all required documentation is submitted to the SNPLMA Division. Draw downs may occur as frequently as needed within the subject quarter; however, not to exceed the quarterly budgeted amount. Funds should be expended by the end of the budgeted quarter. When not expended, the following quarterly report should detail the circumstances that have caused those funds to remain unexpended.

Funding will be available for drawdown beginning the first business day of each quarter (or as close to January 1, April 1, and July 1, as possible), with the exception of the first quarter of the fiscal year. Because the BLM’s financial systems are unavailable at the start of the fiscal year while BLM completes “closeout” of the prior fiscal year, transfers to local and regional governments for the first quarter will be made after October 1, and no later than October 31.

Prior to making any drawdown in ASAP, transmit an email identifying the expected dollar amount to be drawn down and the date of the expected drawdown. After the drawdown in ASAP, transmit an email including a PDF of the ASAP Payment Transaction Confirmation summary identifying that the draw down did happen. Copy the following people:

- John Vest, BLM Business Services Division - National Operations Center (NOC): jvest@blm.gov
- Gary Thompson, Finance Manager, BLM Business Services Division - National Operations Center (NOC): garythompson@blm.gov
- Mark Boatwright, Program Officer (PO), SNPLMA Division: mboatwright@blm.gov
- Susan Kaller, Grants Management Officer (GMO): skaller@blm.gov

Agency review status: Failure to provide sufficient notice of the pending transaction may result in the agency being placed on agency review status. Costs that are determined to be unallowable after disbursement will be deducted from the next quarterly drawdown budget and the agency may be placed on agency review status. When a project is completed or terminated, any excess funds, which may have been drawn down by the recipient, will be returned to the SNPLMA Special Account.

Acquisitions: The implementing entity will be responsible for coordination with the SNPLMA Division throughout the acquisition process. Purchase funds for land acquisition projects will not be made available for drawdown until the SNPLMA Division verifies that all required acquisition processes as documented in the Implementation Agreement are complete.
VII. Property Management and Disposition.

Any BLM property used or other property acquired under this agreement, including intangible property such as copyrights and patents will be governed by the provisions of 43 CFR, Subpart C, Section 12.71 through 12.73 for State, local and Indian tribal governments or 2 CFR Parts 215.30 through 37 for institutions of higher education, hospitals, and other non-profit organizations.

VIII. Liability.

The BLM assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act [28 U.S.C. 1346(b), 2401(b), 2671 - 2680, as amended by P.L. 89-506, 80 Stat. 306]".

IX. Deliverables and Reports.

Please note: The GMO will review all OMB required reports, which include those required in section A. and B. below. The SNPLMA Division will review all SNPLMA Division reports, which include those required in section C. and D. below.

A. Financial Status Reports:

1. Reports of expenditures are required as documentation of the financial status of awards according to the official accounting records of the recipient’s organization. The recipient will submit quarterly a completed original and one copy of the SF 425, to report the status of funds for this agreement. In addition include separately, detailed information of costs, by budget categories that reflects the approved SF 424A, Budget Information or SF 424B, Budget Information (whichever one applies).

The reporting periods are: First quarter - October 1 through December 31; Second quarter - January 1 through March 31; Third quarter - April 1 through June 30; Fourth quarter - July 1 through September 30; and will continue through the life of the agreement. The reports will be sent to the GMO and are due 30 calendar days after the end of the quarterly reporting period. The recipient will report program outlays on the basis of their financial management system, as identified on the SF-425, cash or accrual.

2. An original and one copy of the final FFR is due to the GMO no later than 90 calendar days after the expiration or termination of this agreement.

3. Recipients who are placed on agency review will submit an original and one completed copy of the SF 270, Request for Advance or Reimbursement, to report the status of funds for each payment requested before reimbursement payments are made. In addition include separately, detailed information of costs, by budget categories that reflects the approved SF 424A, Budget Information. This does not relieve the recipient of the quarterly FFR requirement.
4. The GMO may review the report for patterns of cash expenditures, including accelerated or delayed drawdowns, and to assess whether performance or financial management problems exist. Before submitting FFRs to the GMO, grantees must ensure that the information submitted is accurate, complete, and consistent with the grantee’s accounting system. The recipient’s Authorized Certifying Official’s signature on the FFR certifies that the information in the FFR is correct and complete and that all outlays and obligations are for the purposes set forth in agreement documents, and represents a claim to the Federal government. Filing a false claim may result in the imposition of civil or criminal penalties.

B. Performance Reports:

The performance report must be prepared in accordance with 43 CFR, Subpart C, Section 12.80 for State, local and Indian tribal governments or 2 CFR Part 215.51 for institutions of higher education, hospitals, and other non-profit organizations.

1. Recipient will submit an annual brief summary performance report to the GMO within 90 days after the end of the reporting period which for annual reports is September 30th (end of the fiscal year).

2. The performance report will include a narrative summary both of completed activities and activities in progress, a calculation of percent of completed work based on work identified in the Recipient’s submitted proposal, Project Management Plan, the reason for slippage if objectives or milestones are not met, a prediction of future activities and how they will be accomplished, and a discussion of issues and problems which may impact the ability to complete the work on time. Recommendations to overcome problems will also be provided. The final progress report will be submitted no later than 90 days following the expiration or termination of the agreement as part of the close out package as described in part D of this Section.

C. SNPLMA Project Report Requirements

1. Project Work Plan: Required to be updated annually, at the end of the fiscal year, all recipients are required to complete a Project Work Plan (PWP) for each project, which will be submitted to the SNPLMA Division for approval prior to receiving authorization for the expenditure of funds. The PWP will include: Descriptions of the project deliverables, Tasks and subtasks, Project target start and end dates, Schedule of periodic expenditures reflecting logical phases of the project.

2. Quarterly - Status Report Cover Letter: The cover letter must be signed by an Authorized Representative certifying the amount of projected funding, in total and per project, being requested for draw down in the following quarter and project compliance with the policies procedures and guidelines in the current SNPLMA IA, project nomination package, and project cooperative agreement.

3. Quarterly - Status Report: In order to achieve authorization for a quarterly ASAP drawdown, a quarterly status update report must be submitted to the SNPLMA Division,
due on the 15th of the month, prior to the beginning of the next quarter. This report will include: Progress on the deliverables detailed in the Project Work Plan, A description of the deliverable and the progress made in the quarter, Percentage of deliverable complete, Targeted start and end dates vs. actual start and end dates

4. Quarterly - Projected ASAP Funding Request: Submit a request for the projected amount of funding needed for each project cost reimbursement for the upcoming quarter.

5. Quarterly - Project Detailed Cost Worksheet: Submit this worksheet for the previous quarter. This worksheet tracks costs incurred on the project over its lifecycle, categorized by expenditure activity (e.g. Planning, Environmental Compliance, & Preconstruction Engineering & Design; FWS Consultation-Endangered Species Act; Construction Contract Costs; Direct Labor; Official Vehicle; Other Direct and Contracted Labor Use; and Other Necessary Expenses).

D. Project Closeout/Reports and Sequence of Events for SNPLMA Projects

- Prior to any final project closeout the SNPLMA Division will perform a final review the project files and financial records.
- The SNPLMA Division will finalize total expenses and complete their review within 90 days and prior to the final closeout process completed by the GMO.
- Once the SNPLMA Division completes their process, the PD will complete a signed closeout letter confirming that the project has been completed within the context of the project, as approved by the Secretary, and outlined in the SNPLMA IA and submit it to the SNPLMA Division and the GMO. This letter will detail final administrative funding needs and draw downs, include the Final FFR, SF-425 which reflects funds to be de-obligated.
- The recipient will comply with reporting requirements outlined above, due no later than 90 calendar days after the expiration or termination of this agreement.
- Any remaining funds not expended as identified in box 10.h of the Final SF-425 will be de-obligated by the GMO by unilateral administrative modification to the agreement.

E. Non-compliance:

Failure to comply with the reporting requirements contained in this agreement may be considered a material non-compliance with the terms and conditions of the award. Non-compliance may result in being placed on agency review, withholding of future payments, suspension or termination of the agreement, recovery of funds paid under the agreement, and withholding of future awards.

X. Key Officials.

The key officials listed below are considered to be essential to ensure maximum coordination and communication between the parties and the work being performed hereunder. Upon written notice, either party may designate an alternate to act in the place of the designated key official, in an emergency or otherwise.
XI. Standard Award Terms and Conditions

A. Administrative and National Policy Requirements:

Office of Management and Budget (OMB) Circulars: By accepting Federal assistance, your organization agrees to abide by the applicable OMB Circulars in the expenditure of Federal funds and performance under this program.  http://www.whitehouse.gov/omb/circulars/

- 2 CFR Part 220 (OMB Circular A-21) - Cost Principles for Educational Institutions
This agreement incorporates the Standard Award Terms and Conditions found at the following Department of the Interior website as if they were given here: http://www.hq.doi.gov/pam/TermsandConditions.html. Upon request, the GMO will provide the recipient a copy.

Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by DOI and are subject to the terms and conditions incorporated either directly or by reference in the following: Program legislation/regulation, and Special terms and conditions. Code of Federal Regulations/Regulatory Requirements, as applicable (Contact your program officer with any questions regarding the applicability of the following):

(To view referenced CFRs put cursor on link and press control + click)

- 2 CFR Part 25 Central Contractor Registration and Data Universal Numbering System
- 2 CFR Part 170 Reporting Sub awards and Executive Compensation
- 2 CFR Part 175 Trafficking Victims Protection Act of 2000
- 43 CFR 12(A) Administrative and Audit Requirements and Cost Principles for Assistance Programs
- 43 CFR 12(E) Buy American Requirements for Assistance Programs
- 43 CFR 12(C) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local
- 43 CFR 12(F) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations
- 2 CFR Part 1400 Government-Wide Debarment and Suspension (Nonprocurement)
- 43 CFR 18 New Restrictions on Lobbying


Termination: A unilateral modification may be utilized if it should become necessary to suspend or terminate the agreement in accordance with 43 CFR, Subpart C, Section 12.83 for State, local and Indian tribal governments or 2 CFR Subpart C, Section 215.61 for institutions of higher
education, hospitals, and other non-profit organizations.

B. Opposition to Any Legislation:

In accordance with the Department of the Interior, Environment, and Related Agencies Act, 2006, Title IV, Section 402, No part of any appropriation contained in this Act will be available for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete other than to communicate to Members of Congress as described in 18 U.S.C. 1913.

C. Endorsements:

Recipient will not publicize or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a product, service, or position which the recipient represents. No release of information relating to this award may state or imply that the Government approves of the recipient’s work products, or considers the recipient’s work product to be superior to other products or services.

All information submitted for publication or other public releases of information regarding this project will carry the following disclaimer:

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.

Recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval. A recipient further agrees to include this provision in a subaward to and subrecipient, except for a subaward to a State government, a local government, or to a federally recognized Indian tribal government.

D. Retention and Access Requirements for Records:

All recipient financial and programmatic records, supporting documents, statistical records, and other grants-related records will be maintained and available for access in accordance with 43 CFR Subpart C, Section 12.82 for State, local and Indian tribal governments or 2 CFR Subpart C, Section 215.53 for institutions of higher education, hospitals, and other non-profit organizations.

IG’s Office Access to Records - Recipients will provide additional access for the Inspector General’s office to examine recipient’s records and to interview officers/employees of recipient.

E. Increasing Seat Belt Use:

Recipients of grants/cooperative agreements and/or subawards are encouraged to adopt and
enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriate programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

F. Budget and Program Plan Revision:

The budget plan is the financial expression of the project or program as approved during the award process. Recipients are required to report deviations from budget and program plans and request prior approval for budget and program plan revisions. Recipients are not required to request prior approval for deviations among approved direct cost categories when the cumulative amount of the transfer is less than 10 percent of that cost category. However, the recipient must report any deviation to the GMO and Program Officer (PO).

G. Audit Requirements:

Non-Federal entities that expend $500,000 or more during a year in Federal awards will have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Modifications of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, which is available at http://www.whitehouse.gov/omb/grants/grants_circulars.html.

Federal awards are defined as Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities. They do not include procurement contracts, under grants or contracts, used to buy goods or services from vendors. Non-Federal entities that expend less than $500,000 for a fiscal year in Federal awards are exempt from Federal audit requirements for that year, except as noted in A-133, § 215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

Audits will be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. Additional audit requirements applicable to this agreement are found at 43 CFR 12.66 or 2 CFR 215.26, as applicable.

General guidance on the single audit process is included in a pamphlet titled, Highlights of the Single Audit Process" which is available on the internet at http://www.dot.gov/ost/m60/grant/sincontact.html. Additional information on single audits is available from the Federal Audit Clearinghouse at http://harvester.census.gov/sac/.

H. Metric Conversion:

All performance and final reports, other reports, or publications, produced under this agreement, will employ the metric system of measurements to the maximum extent practicable. Both metric and inch-pound units (dual units) may be used if necessary during and transition period(s). However, the recipient may use non-metric measurements to the extent the recipient has supporting documentation that the use of metric measurements is impracticable or is likely to cause significant inefficiencies or loss of markets to the recipient, such as when foreign competitors are producing competing products in non-metric units.
1. Officials Not to Benefit:

No member of or delegate to Congress, or resident commissioner, will be admitted to any share of this agreement, or to any benefit arising from it. However, this clause does not apply to this agreement to the extent that this agreement is made with a corporation’s general benefit.

J. Reimbursable Costs and Limitations:

The recipient will not incur costs or obligate funds for any purpose pertaining to operation of the program or activities beyond the expiration date stated in the agreement. The only costs which are authorized for a period of up to 90 days following the award expiration date are those strictly associated with closeout activities for preparation of the final report.

The BLM’s financial participation is limited. The BLM will only fund up to its share of those amounts requested in the project proposal and as are subsequently approved and funded in the agreement. The recipient will not be obligated to continue performance under the agreement or to incur costs in excess of the costs set forth in the proposal and subsequent agreement.

However, if the recipient chooses to expend funds in excess of the approved project budget, the recipient will be responsible to fund the excess without funding participation by the Bureau.

K. Inspection:

The BLM has the right to inspect and evaluate the work performed or being performed under this agreement, and the premises where the work is being performed, at all reasonable times and in a manner that will not unduly delay the work. If BLM performs inspection or evaluation on the premises of the recipient or a sub-recipient, the recipient will furnish and will require sub-recipients to furnish all reasonable facilities and assistance for the safe and convenient performance of these duties. In addition, the BLM has the right of timely and unrestricted access to any books, documents, papers, or other records of the Recipient’s that are pertinent to the award, in order to make audits, examinations, excerpts, transcripts and copies of such document. This right also includes timely and reasonable access to Recipient personnel for the purpose of interview and discussion related to such documents.

L. Copyrights:

1. For recipients subject to the administrative standards set forth in OMB Circular A-110, the following copyright provision, as implemented by 2 CFR 215.36, will apply: “The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The Federal awarding agency(ies) reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.”

2. For recipients subject to the administrative standards set forth in OMB Circular A-102 and the Grants Management Common Rule, the following copyright provision, as implemented by 43 CFR 12.74, will apply: “The Federal awarding agency reserves a royalty-free,
nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.”

M. Rights to Data:

For recipients subject to the administrative standards set forth in OMB Circular A-110, the following provision, as implemented by 2 CFR 215.36, will apply: “The Federal Government has the right to: (1) Obtain, reproduce, publish or otherwise use the data first produced under an award; and (2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.”

N. Procurement Procedures:

It is a national policy to place a fair share of purchases with minority business firms. The Department of the Interior is strongly committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness. Positive efforts will be made by recipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of Federal awards will take all of the following steps to further this goal:

1. Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.

2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.

3. Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.

4. Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.

5. Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women's business enterprises.

XII. Special Terms and Conditions.

A. Order of Precedence:

Any inconsistency in this agreement will be resolved by giving precedence in the following
order: 1. Any national policy requirements and administrative management standards; 2. 43 CFR, Subpart C, for State, local and Indian tribal governments, 2 CFR Part 215 for institutions of higher education, hospitals, and other non-profits, 3. applicable OMB Circulars, and Treasury regulations; 4. Agreement sections, documents, exhibits, and attachments; 5. the SNPLMA IA; and 6. the recipient’s project proposal.

B. Prohibition on Text Messaging and Using Electronic Equipment Supplied by the Government while Driving:

This executive order introduces a Federal Government-wide prohibition on the use of text messaging while driving on official business or while using Government-supplied equipment, driving company-owned or rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government.

C. Deposit of Publications:

In addition, to any requirements listed in the Project Management Plan, two (2) copies of each applicable publication produced under this agreement will be sent to the Natural Resources Library with a transmittal that identifies the sender and the publication, and states that the publication is intended for deposit in the Natural Resources Library. Publications will be sent to the following address:

U.S. Department of the Interior  
Natural Resources Library  
Interior Service Center  
Gifts and Exchanges Section  
1849 C Street, N.W.  
Washington, D.C. 20240

D. Monitoring:

The BLM may make site visits as warranted by program needs. In addition, the BLM has the right of timely and unrestricted access to any books, documents, papers, or other records of the Recipient’s that are pertinent to the award, in order to make audits, examinations, excerpts, transcripts and copies of such document. This right also includes timely and reasonable access to Recipient personnel for the purpose of interview and discussion related to such documents.

E. Required Insurance:

The recipient shall maintain comprehensive liability insurance for bodily injury and property damage subject to the usual and customary policy conditions. In addition, the recipient will maintain its current accidental health, dismemberment and injury insurance for all employees or volunteers within the provisions set forth in state law (NRS 41.0305 through NRS4L0339).
F. Government Furnished Property:

Tools and equipment furnished by the BLM to the recipient will be used for official purposes only and will be subject to the terms of the agreement. Tools and equipment will be returned in the same condition received except for normal wear and tear in project use. Property management standards set forth in 43 CFR, Subpart C, Section 12.84 through 12.74 for State, local and Indian tribal governments or 2 CFR, Subpart C, Section 215.30 for institutions of higher education, hospitals, and other non-profits apply to this Agreement.

G. Recipient Personnel Security and Suitability Requirements:

Performance of this cooperative agreement requires recipient personnel to have a Federal government-issued personal identification card before being allowed unsupervised access to a DOI facility and information system. The Program Officer will be the sponsoring official, and will make the arrangements for personal identity verification and card issuance.

At least two weeks before start of cooperative agreement performance, the recipient will identify all recipient personnel who will require physical and logical access for performance of work under this cooperative agreement. The recipient must make their personnel available at the place and time specified by the Program Officer in order to initiate screening and background investigations. The following forms, or their equivalent, may be used to initiate the credentialing process:

- OPM Standard Form 85 or 85P OF 306
- Fingerprint card (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the recipient, as applicable)
- Release to Obtain Credit Information
- PIV card application and enrollment in the USAccess System

Recipient employees are required to give, and to authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the recipient personnel being screened or investigated in person, by telephone or in writing, and the recipient agrees to make them available for such contact.

Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further clearance may not be necessary. Provide the sponsoring office with documentation that supports the individual’s status.

During performance of the grant/cooperative agreement, the recipient will keep the Program Officer apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the Program Officer, Grants Management Officer, and Issuing Office within 24 hours. Replacement will be at the recipient’s expense. If reissuance of expired credentials is needed, it will be coordinated through the Program Officer.
At the end of grant/cooperative agreement’s performance, or when a recipient employee is no longer working under this grant/cooperative agreement, the recipient will ensure that all identification cards are returned to the Program Officer. Before starting work under this agreement, a National Agency Check (NAC) will be conducted to verify the identity of the individual applying for clearance. Upon successful completion of the NAC process, an identification card will be issued and access granted.

Simultaneously, a NAC with Inquiries (NACI) will be initiated to determine the individual’s suitability for the position. If the NACI adjudication is favorable, nothing more needs to be done. If the adjudication is unfavorable, the credentials will be revoked. In the event of a disagreement between the recipient and the Government concerning the suitability of an individual to perform work under this grant/cooperative agreement, DOI will have the right of final determination.

This requirement must be incorporated into any sub-grants/cooperative agreements that require personnel to have unsupervised access to a Federally controlled facility for more than 180 calendar days or unsupervised access to a Federally controlled Level 3 or 4 information system.

H. Federal Information Systems Security Awareness Training:

Before the recipient, or any of its employees, are granted access to the BLM Federal computer system they must first successfully complete the U.S. Department of the Interior’s (DOI) Federal Information Systems Security Awareness Online Course. This course was designed specifically for users of Federal computer systems. The course is a Web-based training product that explains the importance of Information Systems Security and takes approximately one hour to complete. This course is mandatory for all Department of the Interior employees, contractors, recipients, and all other users of DOI computer resources. Topics covered in the course include: threats and vulnerabilities, malicious code, user responsibilities, and new developments affecting Information Systems Security.

I. Safety:

Safety is a primary concern and all entity safety protocols will be followed. The recipient will complete and maintain a risk assessment job hazard analysis for this project. The purpose of these documents is to identify activities and situations that could result in injuries to employees. Employees should be intimately familiar with each risk assessment job hazard analysis.

The recipient will develop an emergency Medevac/communication plan, which includes emergency procedures for life threatening injuries. Specific information will be changed as appropriate for each project location.

END OF AGREEMENT