

## Appendix H

### DOCUMENTATION REQUIREMENTS FOR ACQUISITION OF LAND AND INTERESTS IN LAND (SNPLMA & FLTFA)

#### Task Order

1. Cover Letter requesting task order in compliance with the Intra-/Inter-Agency Agreement (IA). Include IA number and the amount of the task order funding request as approved by the Secretary plus the 10% contingency amount.
2. Draft Form 1681-3, Task Order Intra/Inter-Agency Agreement.
3. Acquisition Schedule (i.e., time line for executing contract and completing acquisition)
4. SNPLMA Land Acquisition Proposal - Estimated Direct Costs (Form Appendix B-1).

#### Reimbursement/Payment

1. Cover Letter requesting payment and attesting to compliance with Intra-/Inter-Agency Agreement (specify IA number), the acquisition Task Order, the Uniform Relocation Assistance Real Property Acquisition Policies Act of 1970 (PL-91-646), and all applicable agency acquisition policies.
2. Final Title Opinion.
3. Invoices/Receipts for Direct Costs (e.g., settlement statement for escrow/title fees, invoices for contracted appraisals, etc.).
4. Recorded Deed (conformed copy is acceptable).
5. Copy of appraisal report and agency appraisal review approving the report and establishing the approved value.
6. If reimbursement for case management is being requested submit either (a) Final Payment Invoice for contracted case management with an explanation of functions performed under the contract if not evident on the invoice; or (b) Agency Fiscal Records for direct labor costs for allowed case management (such documentation should provide the name of individuals, function performed, hours being charged to the acquisition, and pay rate). [Not available for FLTFA acquisitions]
7. Agency fiscal records for eligible travel and official vehicle use. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. For official vehicle use, if not included in fiscal records, provide detailed vehicle use logs and/or other documentation demonstrating appropriate case management use of official vehicles and costs. [Not available for FLTFA acquisitions]

**If acquisition can not be completed:** Submit documentation for costs which are reimbursable even if the acquisition cannot be completed – cost of title evidence (e.g., title report), cost of appraisal, above documentation for direct labor, travel, and official vehicle use. If other studies were required prior to appraisal for input to the appraiser for consideration in determining the value, include a full explanation of why the studies were required prior to obtaining appraisal as well as invoices/receipts.

## Appendix H-1

### DOCUMENTATION REQUIREMENTS FOR CAPITAL IMPROVEMENTS

#### **Task Order**

1. Cover Letter requesting task order in compliance with the Inter-/Intra-Agency Agreement (IA). Include the IA number and the amount of the task order funding request as approved by the Secretary. If multiple task orders will be utilized for a project, include a description of phasing of project, how many task orders will be requested, what the “well-defined tangible end product” is for the requested task order.
2. Estimated Direct Cost Sheet (Appendix B-3) for the project as a whole or the amount required for those tasks to be accomplished under this task order when multiple task orders are being utilized for one project (total of single or multiple task orders not to exceed the amount approved by the Secretary plus 10% contingency funds).
3. Draft Form 1681-3, Task Order Inter/Intra Agency Agreement.

#### **Payment/Reimbursement Upon Completion of the Project or Completion of Deliverables Identified in Each Task Order when Utilizing Multiple Task Orders**

1. Cover Letter requesting payment and attesting to compliance with Intra-/Inter-Agency Agreement (include IA number), Task Order (include TO number), Federal Acquisition Regulations, and agency contracting and constructing policies.
2. Agency Inspection Report for work completed under task order or Final Inspection Report upon completion of the project under the final task order.
3. Primary and Sub-Contractor Notices of Completion and Release of Claims for any contract completed under a given task order. BLM, FWS, and NPS should utilize standard DOI Release of Claims form DI-137 (Rev. July 1996). FS should utilize a comparable Department of Agriculture form.
4. Receipts for Direct Costs (e.g., government furnished supplies/materials).
5. Final Payment Invoice for any contracts completed under a given task order.
6. Agency fiscal records for eligible direct labor, travel, and official vehicle use. If not included on fiscal records for direct labor provide the name of the individual(s), role on the project, number of hours requested, and pay rate per hour. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. For official vehicle use, if not included in fiscal records, provide detailed vehicle use logs and/or other documentation demonstrating appropriate project use of official vehicles and costs.
7. Project Equipment: (a) identify the equipment and its project function, (b) certify the percent utilized by the project and the time period required by the project, (c) note whether equipment is previously leased, newly leased or purchased, and (d) explain circumstances where purchase resulted in cost saving over leasing. In the case of purchased equipment, the final reimbursement request should certify the “per unit fair market value” including the source or method for determining the value and make appropriate deductions if necessary. In the case of leased equipment, the final reimbursement should certify that the lease has been terminated and/or lease costs transferred to another funding source.

## Appendix H-2

### DOCUMENTATION REQUIREMENTS FOR PARKS, TRAILS, AND NATURAL AREAS LAND ACQUISITION, EASEMENTS, AND RIGHT OF WAYS TASK ORDERS AND PAYMENT/REIMBURSEMENT

#### **Task Order**

1. Cover Letter requesting task order in compliance with the Assistance Agreement (AA). Include AA number and the amount of the task order funding request as approved by the Secretary plus the 10% contingency amount.
2. Task Order Application (Form 1511-1).
3. Application for Federal Assistance (Standard Form 424).
4. Estimated Direct Costs Form for each property (Form Appendix B-4).
5. Acquisition Schedule (e.g., timeline for acquisition)

#### **Payment/Reimbursement**

1. Cover Letter requesting payment, attesting to compliance with the Assistance Agreement including the AA number, and attesting to compliance with Nevada Revised Statutes 244.275.
2. Standard Form 270, "Request For Advance or Reimbursement." Must be signed by certifying official of recipient organization (required for requests from State and Local governments).
3. Preliminary Title Report or Statement of Assurance that there are no restrictions or encumbrances that would prohibit the property from being used for its intended purpose.
4. Phase I Environmental Site Assessment or a Statement of Assurance that no hazardous materials, health, safety or other liabilities exist which would negatively impact the intended use or prohibit the intended use of the property, including an explanation of how this determination was made.
5. Receipts for Direct Costs (e.g., settlement statement, appraisal invoice).
6. Copy of Recorded Deed (including book and page—conformed copy is acceptable).
7. Copy of County/City Acquired Appraisal Report prepared in compliance with the Uniform Standards of Professional Appraisal Practices (USPAP) and county/city regulations; and a statement of assurance that the appraisal has been reviewed, accepted, and the value approved by the County/City.
8. If reimbursement for case management is being requested submit (a) Final payment invoice showing total cost for contracted case management with an explanation of functions performed under the contract if not evident on the invoice, or (b) Local or Regional governmental entity Fiscal Records for direct labor costs for allowed case management (such documentation should provide the name of individuals, function performed, hours being charged to the acquisition, and pay rate).

## **Appendix H-3**

### **DOCUMENTATION REQUIREMENTS FOR PARKS, TRAILS & NATURAL AREAS**

#### **Task Order**

1. Cover Letter requesting task order in compliance with the Assistance Agreement (AA). Include the AA number and the amount of the task order funding request as approved by the Secretary.
2. Draft Task Order Form 1511-1 (Assistance Agreement).
3. Application for Federal Assistance (Standard Form 424).
4. Estimated Direct Costs & Project Schedule - Planned Dates for Major Project Milestones (Form Appendix B-5).

#### **Payment/Reimbursement for Partial Reimbursement:**

1. Cover Letter requesting payment and attesting to compliance with the NAA000002 (Clark County), NAA010002 (Las Vegas), NAA010005 (Henderson), or NAA010003 (North Las Vegas), or NAA010001 (Boulder City which may have projects only if sponsored by Clark County); the project Task Order; procurement and other governmental policies applicable to the project, and taking into account any partial payments already requested/received.
2. Receipts for Direct Costs incurred including Contract invoices paid to date/or final invoice.
3. Local/Regional Government Fiscal Records for Eligible Direct Labor Costs and travel costs.
4. Status/Progress Report and Inspection Report certifying satisfactory progress to date.
5. Standard Form 270, "Request For Advance or Reimbursement." Must be signed by certifying official of recipient organization (required for requests from State and Local governments).
6. Local/Regional Government fiscal records for eligible direct labor, travel, and official vehicle use. If not included on fiscal records for direct labor provide the name of the individual(s), role on the project, number of hours requested, and pay rate per hour. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. For official vehicle use, if not included in fiscal records, provide detailed vehicle use logs and/or other documentation demonstrating appropriate project use of official vehicles and costs.
7. Project Equipment: (a) identify the equipment and its project function, (b) certify the percent utilized by the project and the time period required by the project, (c) note whether equipment is previously leased, newly leased or purchased, and (d) explain circumstances where purchase resulted in cost saving over leasing. In the case of purchased equipment, the final reimbursement request should certify the "per unit fair market value" including the source or method for determining the value and make appropriate deductions if necessary. In the case of leased equipment, the final reimbursement should certify that the lease has been terminated and/or lease costs transferred to another funding source.

#### **Payment/Reimbursement Upon Completion and for Final Reimbursement when Utilizing Partial Reimbursements:**

1. Items number 1 -3 and 5-7 above.
2. Local or Regional governmental entity Final Inspection/Acceptance Report.
3. Contractor and, if appropriate Subcontractor, Notice of Completion/Release of Claim.
4. If acquisition of easements or rights of ways was included, submit items 3 through 7 from Appendix H-2.

## Appendix H-4

### DOCUMENTATION REQUIREMENTS FOR MSHCP DEVELOPMENT

#### **Task Order**

##### **For Federal Agency MSHCP Development Projects for Clark County and the Virgin River:**

1. Cover Letter requesting task order in compliance with the Inter-/Intra-Agency Agreement (IA). Include the IA number and the amount of the task order funding request (as approved by the Secretary for Clark County MSHCP projects).
2. Estimated Cost Sheet for the MSHCP including planned dates for major project milestones (total request no greater than the amount approved by the Secretary plus 10% contingency reserve funds). In the case of the Virgin River MSHCP, the cumulative total requested for all task orders may not exceed the amount set aside for this purpose in the SNPLMA Special Account from revenue generated by the Mesquite land sale. The amount requested in each task order must be supported by the projects to be completed under the task order and must conform to the allowed MSHCP direct costs.
3. Draft Form 1681-3, Task Order Inter-/Intra-Agency Agreement.

##### **For Clark County MSHCP Development Projects:**

1. Task Order Application (Form 1511-1).
2. Application for Federal Assistance and Budget Information Sheet (Standard Form 424).
3. Estimated Cost Sheet MSHCP including planned dates for major project milestones (total requested not to exceed amount approved by the Secretary plus 10% contingency reserve).

#### **Payment/Reimbursement – Applies to Clark County and Federal Agencies**

1. Cover Letter requesting payment and attesting to compliance with Assistance Agreement including AA number and project Task Order, confirming satisfactory progress or completion of the projects to be paid.
2. Project Record Sheet showing progress on milestones or completion of projects for which payment is requested.
3. Receipts for Direct Costs for which payment is requested.
4. Standard Form 270, "Request For Advance or Reimbursement." Must be signed by certifying official of recipient organization (required for requests from Local governments).
5. Fiscal records for eligible direct labor, travel, contract administration, and contract monitoring costs. If not included on fiscal records for direct labor provide the name(s), role on the project, number of hours, and pay rate per hour. If not provided on fiscal travel records, provide traveler name and purpose of travel.
6. **Project Equipment Reimbursements:** Requests which include costs for Project Equipment must include, (a) identification of the equipment and its project function, (b) certify the percent utilized by the project, (c) certify that Federal agency rules and regulations are being followed in managing, maintaining, securing, and inventorying the equipment, and (d) as with all direct costs provide a receipt for lease payment(s) or copy of purchase receipt. The final project reimbursement request must specify the current value of the equipment and the basis for that value determination and relate the value to the amount requested for reimbursement. In the case of leased equipment, provide certification that the lease cost was less than outright purchase and certify that the lease has been terminated or the cost transferred to another funding source. (See Appendix B, Allowed Costs, item 8, "Direct Costs for Project Equipment" for further guidance.)

## Appendix H-5

### DOCUMENTATION REQUIREMENTS FOR CONSERVATION INITIATIVES

#### **Task Order**

1. Cover Letter requesting task order in compliance with the Inter-/Intra-Agency Agreement (IA). Include the IA number and the amount of the task order funding request as approved by the Secretary. For Inter-Agency Conservation Initiatives, the cover letter shall include an explanation of how the available funds and project tasks will be divided among the involved agencies.
2. Estimated Cost Sheet for Conservation Initiative (total request no greater than the amount approved by the Secretary plus 10% contingency funds). For inter-agency Conservation Initiatives, each involved agency may request a separate task order; the total requested under all task orders for a single project cannot exceed the amount approved by the Secretary plus 10% contingency funds.
3. Draft Form 168-31, Task Order Inter-/Intra-Agency Agreement.
4. Project Schedule - Planned Dates for Major Project Milestones. For inter-agency Conservation Initiatives, include a schedule & milestones for the tasks to be performed by the requesting agency, and also include a summary of the time line for completion of the project as a whole.

#### **Payment/Reimbursement for Partial Reimbursement:**

1. Cover Letter requesting payment and attesting to compliance with applicable Intra-/Inter-Agency Agreement (include IA number), project Task Order (include TO number), Federal Acquisition Regulations, and agency contracting and constructing policies.
2. Receipts for Direct Costs incurred including Contract invoices paid to date/or final invoice.
3. Agency Fiscal Records for eligible direct labor, travel, official vehicle use, and project administration costs. If not included on fiscal records for direct labor provide the name of the individual(s), role on the project, number of hours requested, and pay rate per hour. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. If not included in fiscal records for official vehicle use, provide detailed vehicle use logs and/or other documentation demonstrating appropriate project use and costs.
4. **Project Equipment Reimbursements:** Requests which include costs for Project Equipment must include, (a) identification of the equipment and its project function, (b) certify the percent utilized by the project, (c) certify that Federal agency rules and regulations are being followed in managing, maintaining, securing, and inventorying the equipment, and (d) as with all direct costs provide a receipt for lease payment(s) or copy of purchase receipt. The final project reimbursement request must specify the current value of the equipment and the basis for that value determination and relate the value to the amount requested for reimbursement. In the case of leased equipment, provide certification that the lease cost was less than outright purchase and certify that the lease has been terminated or the cost transferred to another funding source. (See Appendix B, Allowed Costs, item 8, "Direct Costs for Project Equipment" for further guidance.)
5. Status/Progress Report and Inspection Report certifying satisfactory progress to date.

#### **Payment/Reimbursement Upon Completion (Final Reimbursement):**

1. Items number 1, 2, 3, and 4 above.
2. Agency Final Status Report certifying satisfactory completion of project and receipt of deliverables.
3. Contractor, and if appropriate Subcontractor, Notice of Completion/Release of Claim.

## Appendix H-6

### **DOCUMENTATION REQUIREMENTS FOR LAKE TAHOE RESTORATION PROJECTS**

#### **Documentation to Request Task Order**

1. Cover Letter addressed to NSO Division of Support Services (NSO Division) requesting task order in compliance with the Inter-/Intra-Agency Agreement (IA) or Memorandum of Understanding (MOU). Include the IA/MOU number and the amount of the task order funding request as approved by the Secretary. If multiple task orders will be utilized for a project, include an description of phasing of project, how many task orders will be requested, what the “well-defined tangible end product” is for the requested task order.
2. Estimated Cost Sheet for the project as a whole or the amount required for those tasks to be accomplished under this task order when multiple task orders are being utilized for one project.
3. Draft Form 1681-3, Task Order Inter-/Intra-Agency Agreement.
4. Project Schedule – Planned Dates for Major Project Milestones/Accomplishments and completion date for the project (or completion of the end product/deliverable when multiple task orders are being utilized).

#### **Payment/Reimbursement Upon Completion of the Project or Completion of Deliverables Identified in Each Task Order when Utilizing Multiple Task Orders**

1. Cover Letter requesting payment and attesting to compliance with Inter-/Intra-Agency Agreement or Memorandum of Understanding (include IA/MOU number), Task Order (include TO number), Federal Acquisition Regulations, and agency contracting, construction, and other applicable policies.
2. Agency Final Inspection Report and Project Record showing satisfactory completion of project or of the end product/deliverable for which payment is requested.
3. Receipts for Direct Costs.
4. Final Payment Invoice for contracts and contractor notice of completion/release of claims.
5. Agency fiscal records for eligible direct labor (e.g., for project performance, allowed project administration) and travel (e.g., travel vouchers, official vehicle records).

Reimbursement requests should be addressed to the NSO Division of Support Services, but submitted to the USDA Forest Service representative. The Forest Service serves as inspector to certify “acceptance of the project as a qualified restoration project under the applicable laws” and/or certify that the end product/deliverable when multiple task orders are utilized are acceptable and consistent with the scope of the project. The Forest Service forwards the package along with its certification to the NSO Division.