

PROCESS FOR MAKING INITIAL COST TARGET ALLOCATIONS AND SUBSEQUENT CHANGES

I. Planning Target Allocations (PTA)

The PTA is based on the President's Budget, and assumes that BLM will be appropriated the amounts requested in the President's Budget. During the development, Washington Office Program Leads are expected to work closely with the Program Analyst or Budget Analyst in the Division of Budget's Budget Development staff assigned responsibility for the program. The Program Lead develops the proposed distribution of available funds to the States, Centers and Washington Office Assistant Directors (ADs). He or She is responsible for seeing that the Division Chief, AD Resource Advisor and AD are appropriately briefed and in agreement with the proposed distribution. The Program or Budget Analyst works with the Program Lead to assure that the dollar amounts agree with those in the President's Budget and appropriate narratives are developed to explain the proposed distribution and how that distribution fits with Administration, Secretarial and BLM priorities.

Once the dollar figures and narratives are finalized, the Budget Development Analyst forwards the proposed allocations to the Budget Execution staff for posting to the Allocation Spreadsheets, with information copies to the Budget Officer and Branch Chiefs for Budget Development and Budget Execution. When the allocations are all posted to the spreadsheets and the narratives are complete, the Budget Officer arranges briefings for the Budget Subcommittee of the Field Committee and ADs and for the Director. If they have no objections, or minor issues are resolved, the spreadsheets and narratives are posted on the Budget Website.

II. Annual Work Plan (AWP)

When the Appropriations Act is signed by the President, the allocations have to be adjusted to account for any increases or decreases from the amounts requested in the President's Budget. The Program Lead and Budget Analyst again work together to assure that the revised dollar amounts agree with the Appropriations Act. They also assure that the narratives are revised appropriately and the Division Chief, AD Resource Advisor and AD are in agreement with the proposed revisions. The proposed changes to allocations are then forwarded to the Budget Execution Staff for posting to the spreadsheets. The Budget Officer then briefs the Budget Subcommittee of the Field Committee, ADs and Director on changes resulting from the Appropriations Act. When any concerns are resolved the spreadsheets and AWP Narratives are posted to the Budget Website. As soon as possible thereafter, the Budget Execution Staff loads the budget allocations into FBMS.

III. Transfers of Budget Authority subsequent to the AWP

- A. Transfers within a State, Center or Assistant Directorship are within the purview of the State Director (SD), Center Director (CD) or AD and do not require WO review or approval.
- B. All transfers between States, Centers or ADs must be done by the WO Division of Budget (WO880). This is necessary for overall funds control and to ensure that WO880 has an accurate and current record of Cost Targets for all States, Centers and ADs.
 - 1. The Program Lead or other person proposing the transfer should work with their AD's Resource Advisor or State or Center Budget Officer to assure that the money is available and appropriate Managers (Division Chief, AD, SD or CD) are in agreement with the proposed transfer. In the absence of evidence to the contrary, WO880 will accept an email or memo from the appropriate Resource Advisor or State/Center Budget Officer as evidence that the sending AD, CD or SD agrees with the proposed transfer.
 - 2. The proposal is then forwarded to the WO880 Analyst assigned responsibility for the Functional Area or Organization. The Analyst will check to see that the money is available, the proposed use complies with BLM policy and priorities and appropriate approvals have been attained.
 - 3. The proposal is then forwarded to the Budget Execution staff (with information copies to the Budget Officer and WO880 Branch Chiefs) for entry to the spreadsheets and uploading to FBMS.

IV. General Rules Concerning Allocations

- A. Changes to Base funding of \$150,000 or more (individually or cumulatively) must be presented to the Budget Subcommittee of the Field Committee for review and comment before approval.
- B. Changes to Base funding of less than \$150,000 may, at the discretion of the Budget Officer, be presented to the Budget Subcommittee of the Field Committee for comment, depending on individual circumstances.
- C. WO Program Leads are discouraged from holding funds at the WO for later allocation. If there is a legitimate reason to delay allocation of certain funds at PTA or AWP, the funds should be placed in "Unallocated" (LLBW150), with a notation of the reason for holding the funds for later allocation. An example of this would be in Wild Horses and Burros, where a portion of the Gather and Feed Cost funding is held because the gather schedules change and exact feed costs are not always known at PTA or AWP time. Another example would be when Congress provides additional funding for a particular purpose and a data call is

necessary before allocation decisions can be made. Unallocated funds held for a specific purpose should be allocated as soon as the information necessary to make the allocation decisions becomes available, so the States and Centers have as much time as possible to get the funds obligated within the current fiscal year. The Program Lead should work with the WO880 Analyst to see that the funding is available and appropriate approvals are obtained before providing the proposed allocations to the Budget Execution staff.

- D. As BLM approaches Mid-Year (March 31) and Third Quarter (June 30), Program Leads are discouraged from making unilateral decisions to transfer excess funds from their program or Division. Mid-Year and Third Quarter Review procedures require that all States, Centers and ADs review their budgets and identify any funding excess to their immediate needs to WO880. Requests for excess funding should also be forwarded to WO880 as “Unfunded Needs.” WO880 will then work with the Headquarters Leadership Team to prioritize the Unfunded Needs and match them up with any available funding. When the Director or Deputy Director makes the final decisions, the WO880 Budget Execution staff will make the appropriate cost target changes in the Allocation Spreadsheets and transfers of Budget Authority in FBMS and notify the States, Centers and ADs of the decisions.