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**FY 2009 NLCS REPORTS
National Scenic and Historic Trails
Template and Instructions**

Instructions

- One combined national scenic and historic trail report is required from each state. This report shall comprise individual trail reports, following the format below, for each national scenic trail (NST) and national historic trail (NHT) within the state. The individual trail reports shall be presented alphabetically in the combined state trail report. Reporting by trail will allow data synthesis for trail-wide reports to be completed by the WO, trail administrators, and trail liaisons following this exercise.
- It is the State National Trail Program Lead's responsibility to compile the individual trail reports and combined state report.
- The State Director must certify that he or she has reviewed and approved the combined state report. A certification sheet accompanies these instructions. These reports will be made available to the public and should be complete and high quality products.
- The State National Trail Program Lead must post the report on the [NLCS Reports SharePoint](#)¹ site by **February 15, 2010** (proposed date). The report should be saved in the National Trail Program Folder under the appropriate state.
- Address questions about this report to Deb Salt, WO-171 National Trail Program Lead: deb_salt@blm.gov or (406) 862-2630.

Format

- Reports should be single spaced in 12 point Times New Roman font. They should have one inch margins and a single column format.
- The body of the report must be submitted to WO-171 as a Word file. The Excel portion must be submitted as an Excel file. Please do not incorporate the Excel tables into the Word document, as this makes it difficult for the WO to aggregate data across states. State leads may, of course, incorporate the tables if posting the report on a website or otherwise using it as an outreach tool.
- Please ensure that all three tabs in the Excel spreadsheet are filled out. If you cannot see the tabs, try maximizing the spreadsheet. Fill out a separate copy of the spreadsheet for each national trail within your state.
- Information in reports should be presented in a bulleted or outline format, rather than in paragraphs. The bullets or outline for each of the individual trail reports should follow the format laid out in the "Content" section, below, in terms of section and sub-section headings. State National Trail Program leads may add additional sub-sections as needed or appropriate.
- Include pictures of activities and resource conditions. These are useful both to illustrate resource issues to WO staff and to use in outreach materials. Especially useful are "before and after" pictures of completed restoration projects and pictures of people working, volunteering, and enjoying public land. Photos should be jpegs and 300 dpi or higher.

¹ http://teamspace/sites-wo/wo170nlc/NLCS/managers_reports

Length

Individual trail reports should be no more than five pages. It is acceptable, however, for the reports to exceed this limit due to the inclusion of pictures. The Excel tables are not included in this page limit. The length of the combined state report will depend on the number of trails passing through the state.

Introduction

- The first page of the combined state report shall list the name, address, phone, and email of the state's National Trail Program Lead; if someone other than the Program Lead; if someone other than the Program Lead prepares the report, please include this person's contact information as well.
- Prior to the body of each individual trail report, the state's National Trail Program Lead shall provide a brief report abstract describing the segment of the trail passing through the state. This report abstract should touch on trail setting, development, completion, and protection. For NHTs, describe important aspects of the general route (key high potential sites and high potential segments), remnants, artifacts, and iconic settings. For NSTs, describe important aspects of the general route, overall condition (including a discussion of easements and acquisitions), and the trail's scenic, historic, natural, or cultural qualities. Include related visitor centers as applicable.

Body

Please report on and briefly describe the following as they apply to the segment of the NST or NHT passing through the state:

1. Accomplishments and Resource Conditions

Briefly describe the condition and trend of the segment of the trail passing through the state. Please address the following:

- a. Major Accomplishments. List and briefly describe major accomplishments for the segment of the trail passing through the state (e.g. new designations, major restoration efforts, important new partnerships...). Include trail visitor centers as applicable.
- b. Trail Condition. Describe the overall condition of the segment of the trail passing through the state with regard to the physical condition of the trail tread (NSTs) or the trail trace (NHT), including the route, remnants, and artifacts. Give segment examples to illustrate the description. Identify and describe issues.
- c. Trail Settings. Describe the overall condition of the segment of the trail passing through the state with regard to current protection of the national trail settings (both recreational and historic), as applicable. Give segment examples to illustrate the description. Identify and describe issues.
- d. Trail Qualities and Resources. For NST, describe the condition of surrounding trail qualities (scenic, historic, natural, and cultural). For NHT, describe the condition of surrounding trail resources which contribute to the historic route, historic remnants, and artifacts. Give segment examples to illustrate the description. Identify and describe issues.
- e. Trail Protection. As applicable, report on the following and provide a brief description as needed:

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- i. Report miles of viewshed analysis completed where the trail is the key observation point.
- ii. Report the number of projects mitigated to protect trail values.
- iii. Report miles of monitoring conducted.
- iv. List national register nominations completed for trail or trail segments.
- v. List and describe trail segments where an activity is or may be causing cause substantial interference with the nature and purposes of the trail.
- f. Inventories. Report miles of national trail-related inventory conducted.
- g. Describe any other major issues affecting the trail or a particular trail segment.

2. Trail Corridor and Land Status

- a. List each property acquired (include miles and acres) for national trail protection purposes.
- b. List easements secured (include miles and acres) for national trail protection purposes.
- c. Report the number of miles marked or signed.

3. Outreach and Volunteers

- a. List any new outreach materials developed for visiting and local publics (i.e. print media, World Wide Web, facilities, signs, kiosks, and other modes of communication and interaction).
- b. Describe representative or particularly successful volunteer efforts addressing the segment of the trail that passes through your state. Please note when efforts include youth participation.

4. Science

- a. Provide a brief overview of science and research activities addressing the segment of the trail passing through your state. Describe any resources of significant scientific interest, primary research partners, and, if they have been identified, science goals and objectives. Note that the BLM defines science broadly to include basic and applied research in natural and social science, as well as inventory and monitoring.
- b. Include photographs of people involved in science projects, including employees, researchers, children, and visitors.
- c. On the attachment "2009.NLCS.AnnualReportDATA.xlsx" under the "Science" tab, list: location of project, project name, discipline, research contributor/collaborator/partner, project description, status, products, applications (i.e. when and how this information will be used), outreach options or story ideas, overall and FY2009 BLM contribution, and overall and FY2009 research partner contributions.

5. Partnerships

- a. Provide a brief overview of the partnership activities related to the segment of the trail passing through your state. Briefly describe major partnerships, major partnership projects, and, where they have been identified, partnership goals and objectives. Include collaborative efforts with other government entities as well as non-government entities. The BLM defines partnerships as a voluntary and mutually beneficial collaborative relationship between two or more partners, built on the contribution of each party, and formed to achieve or to assist in moving toward a common goal. A partnership may

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involve the sharing of resources such as time, funds, knowledge, services, or equipment. Be sure to include information pertinent to the science program in the science section above.

- b. Provide photographs of people involved in partnership projects, including employees, partners, children/youth, and volunteers.
- a. On the attachment “2009.NLCS.ReportDATA.xlsx” please list under the “Partnerships” tab: location, project name, project partners, a brief description of the project (focus on accomplishments and activities rather than mission and history), status, results, outreach options, overall and FY2009 BLM contribution, and overall and FY2009 partner contributions.

6. Planning and Staffing

- a. Describe the status of the national trail with regard to land use planning. Please report the name and number of RMPs covering trail lands. Indicate which RMPs adequately address the national trail (see Land Use Planning Handbook Appendix C p. 27). Indicate which RMPs are underway and report the anticipated fiscal year completion dates. List any completed or proposed activity plans covering the trail. List any CMPs underway, where BLM is leading or providing input to the team lead.
- b. In Table 3 of the attachment “2009.NLCS.ReportDATA.xlsx” please provide information on staff working on the segment of trail passing through your state (on the “Staff” tab). Under the contributing subactivity column please list subactivities that contribute to these positions; you do not need to identify the amount of funding contributed by each subactivity. In Table 4 (also on the “Staff” tab), please list any staffing needs identified for this trail within your state.

7. Training, Conferences, Trail Meetings

List any national trail related trainings, trail conferences, or annual or regional trail meetings attended by trail administrators, trail liaisons, trail staff, and managers responsible for administering or managing the segment of the trail passing through your state. Include the name of the course, conference, meeting, and number of individuals attending.

8. State Lead’s Corner (OPTIONAL)

Include other major or unique items the State National Trail Program Lead deems worthy of discussion. Leads may include this section at their discretion to describe unique challenges faced, alternative management techniques employed, success stories, etc. Please remember that all content should be appropriate for public distribution.

9. Trail Administrator or Liaison’s Corner (for the applicable trail only) (OPTIONAL)

Where states have specific responsibility for serving as a trail administrator or a trail liaison, discuss any significant trail-wide issues or items underway or projected that should be highlighted for the forthcoming trail-wide report. Please remember that all content should be appropriate for public distribution. Include the name, address, phone, and email of state national trail liaison.