

**COLORADO RIVER RECOVERY PROGRAM**  
**FY-20120-20141 PROPOSED SCOPE OF WORK for:**  
Program Director's Office Program Management

Project No.: 3

Lead Agency: U.S. Fish and Wildlife Service

Submitted by: Angela Kantola, P.O. Box 25486, Denver, CO 80225, 303/969-7322 ext. 221

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Date: May 19, 2011

Category:

- Ongoing project
- Ongoing-revised project
- Requested new project
- Unsolicited proposal

Expected Funding Source:

- Annual funds
- O&M funds
- Capital funds
- Other (explain)

I. Title of Proposal: Program Director's Office Program Management

II. Relationship to [RIPRAP](#): General Recovery Program Support Action Plan:

- VII.A.1 Assure consistency of RIPRAP with currently approved recovery plans
- VII.A.3 Update, refine, and prioritize recovery actions (RIPRAP) annually.
- VII.A.5e Conduct species status review and update recovery goals at least every 5 years.
- VII.A.7 Monitor and assess Recovery Program accomplishments annually.
- VII.A.8 Develop biennial work plan to address priority needs.
- VII.B Actively participate in Recovery Program committees and secure funding for annual work plan and larger projects.
- VII.C Manage, direct, and coordinate Recovery Program activities.

III. Study Background/Rationale: Section 3.3 of the [1987 Recovery Program "Blue Book"](#) called for appointment of a Program Director (Fish and Wildlife Service employee) to serve as the staff person to the Implementation Committee (USFWS, 1987). The mission of the Program Director and staff is to ensure timely and effective planning, implementation, coordination, and administrative support of the Recovery Program. An organizational review in 1994 increased the Program Director's responsibilities and staff to implement and administer the Recovery Program (USFWS, 1994). Program staff are:

- Program Director (Tom Chart, tom\_chart@fws.gov)
- Angela Kantola, Deputy Program Director (ext. 221, Angela\_Kantola@fws.gov)
- Jana Mohrman, Service Hydrologist (ext 268, [Jana\\_Mohrman@fws.gov](mailto:Jana_Mohrman@fws.gov)) (Jana is technically not Program staff and is not funded through this scope of work, but as the Service's hydrologist for Recovery Program activities, she coordinates certain projects under the instream flow recovery element).
- Pat Martinez, Nonnative Fish Coordinator (970-245-9319 x41, Patrick\_Martinez@fws.gov)

- Tom Czapla, Propagation/Genetics and Research/Monitoring Coordinator (ext. 228, [Tom\\_Czapla@fws.gov](mailto:Tom_Czapla@fws.gov)) (Tom Czapla also coordinates fish passage and screen activities)
- Debbie Felker, Information, Education, and Public Involvement Coordinator (ext. 227) ([Debbie\\_Felker@fws.gov](mailto:Debbie_Felker@fws.gov))
- Mary Nelson, Secretary (ext. 225, [Mary\\_Nelson@fws.gov](mailto:Mary_Nelson@fws.gov))
- Ellen Szczesny, Budget Analyst (ext. 224, [Ellen\\_Szczesny@fws.gov](mailto:Ellen_Szczesny@fws.gov))

IV. Study Goals, Objectives, End Product:

- A. Goal: To ensure timely and effective planning, implementation, coordination, and administrative support of the Recovery Program.
- B. Objectives: 1) coordinate and implement recovery activities; 2) conduct Program planning and evaluation; 3) manage Program budget; 4) provide staff assistance to Program committees; and 5) direct and coordinate Service Recovery Program activities.
- C. End Products: See “Deliverables/Due Dates” under “FY-12 and FY 13 Work” in item VIII.

V. Study area: Upper Colorado River Basin

VI. Study Methods/Approach: Not applicable

VII. Task Description and Schedule

A. Program Director & Staff

1. Direct and coordinate implementation of recovery efforts as described in the RIPRAP and the Biennial Work Plan. (Ongoing<sup>1</sup>) Maintain tracking system of Program reports and due dates to insure timely accomplishment of Program objectives.
2. Conduct Program planning and evaluation.
  - a. Review and update the RIPRAP and document changes (including changes to the RIPRAP budget); submit recommended RIPRAP revisions to the technical, Management, and Implementation committees for review. (February)
  - b. Draft the [Biennial Work Plan](#) and submit to the technical, Management, and

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<sup>1</sup> The approximate schedule for various work planning products is attached. This schedule is updated annually.

Implementation committees for review.

- 1) Based on the revised RIPRAP, draft [Program Guidance](#) in odd years identifying priority activities that will provide the basis for formulating the Recovery Program's Biennial Work Plan (including recommendations for ongoing projects). Submit draft Program Guidance for review, revise as needed, and distribute final to Program participants and interested parties. (In even years, Program Guidance for any revised work may be issued.)
  - 2) Solicit and/or develop proposals and submit draft Work Plan to technical, Management, and Implementation committees for review and approval. Finalize the Work Plan and compile and distribute final Statements of Work and the Work Plan.
  - 3) Work with principal investigators and committees to modify scopes of work and work plan as changes require. (Ongoing.)
- c. Request, review, compile, and distribute [Recovery Program accomplishment reports](#) which describe the status and performance of Recovery Program projects, activities, and progress, and expenditure of Program funds. (Annually)
  - d. Arrange/use independent peer review to ensure the technical and scientific integrity of Recovery Program activities (i.e., study proposals, project reports, etc.).
  - e. Provide [quarterly update of depletion consultations](#).
3. Monitor and track the Recovery Program budget. (Ongoing)
    - a. Develop (and revise as necessary) annual budget tables.
    - b. Develop and administer Interagency Agreements, Cooperative Agreements, contracts, etc., necessary to implement the Recovery Program.
    - c. Monitor payment and expenditure of "section 7 funds" in the National Fish and Wildlife Foundation account.
    - d. Calculate [annual agency contributions and depletion charge increases](#).
    - e. Provide assistance to the Implementation and Management Committees in organizing the [annual Washington, D.C. trip](#).
    - f. Assist Reclamation and NFWF in tracking expenditure of long-term funding.

4. Provide staff assistance to the Recovery Program's Implementation and Management [committees](#). (Ongoing)
  - a. In coordination with the Committee chairs, prepare and distribute agendas and related documents in accordance with Recovery Program Meeting Rules (using the Program's electronic mailing list). Arrange for meetings, webinars, and conference calls. Arrange for professional meeting facilitator, if needed.
  - b. Prepare and distribute meeting summaries in accordance with Recovery Program meeting rules (via Program electronic mailing list).
  - c. Maintain an administrative record of the Recovery Program including its committees and subcommittees.
  - d. Provide staff assistance necessary for the committees to track and complete their duties and assignments.
  - e. Regularly update web calendar of Program committee activities.
  - f. Attend Implementation, Management, and Technical Committee meetings, as needed and practical (Coordinators, Program Director, and Deputy Program Director). Provide rough draft of Biology Committee meeting summary to Biology Committee chair.
  - g. Maintain Recovery Program [technical report library and data base](#).
  - h. Maintain an electronic mailing list for the Recovery Program
  - i. Develop, maintain, and update [web pages](#) to serve information to Program participants and the public.
5. Direct and coordinate Service activities related to the Recovery Program.
  - a. Complete species status review and [recovery goal](#) update.
  - b. Administer funding for Service involvement in the Recovery Program.
  - c. Conduct bimonthly conference call with all Service offices involved with or affected by the Recovery Program.
  - d. Coordinate with and provide staff support to Service management on Program activities and issues.

e. Provide annual Service Recovery Data Call information.

B. Fish and Wildlife Service

1. Provide technical expertise and recommendations to the Biology Committee as requested (Grand Junction and Vernal field offices).
2. Participate in Biology committee meetings.

III. FY-2012 Work

- Deliverables/Due Dates

Species status review and recovery goal update by December 31, 2011.  
 Updated RIPRAP: Draft - February; Final - March  
 Program Guidance (additional FY 13 new starts and any *significantly* modified ongoing projects): Draft - February; Final - March  
 Modifications to Work Plan for FY 13 Work: Draft - June, Final - September  
 Annual project progress reports: January  
 Meeting agendas: 2 weeks prior to meeting  
 Meeting summaries: within 10 working days after meeting  
 Washington, D.C. briefings: March  
 Depletion report: Quarterly

FY-2013 Work

- Deliverables/Due Dates

Updated RIPRAP: Draft - February; Final - March  
 FY 2014-2015 Program Guidance: Draft - February; Final - March  
 FY 2014-2015 Work Plan: Draft - June, Final - September  
 Annual project progress reports: January  
 Meeting agendas: 2 weeks prior to meeting  
 Meeting summaries: within 10 working days after meeting  
 Washington, D.C. briefings: March  
 Depletion report: Quarterly

Budget Notes: All positions are one year at full time. Salaries vary within the same GS level due to different “steps” within that level and differences in benefits based on type of retirement system and health insurance coverage. FY 13 budget requirements will be reviewed in late FY12 and any adjustments brought to the Management Committee’s attention at that time.

	<b>FY 2012&amp;13</b>
<u>Program Director (GS-14) &amp; Office Operation</u>	
Total Salary, Benefits & Other	156147.08
Travel & Training	12000

Office supplies, equipment, printing, meeting room rental, vehicle use, postage	45000
Copier rental/supplies & telephone	9000
Space (no FY 10 or 11 costs anticipated)	
Other travel, peer review (no 10 FY 10 or 11 funds avail.)	
TOTAL FOR PROGRAM DIRECTOR	222147.08
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<u>Secretary (GS-6)</u>	
Total Salary, Benefits & Other	59044.68
Travel & Training	900
TOTAL FOR SECRETARY	59944.68
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<u>Deputy Program Director (GS-13)</u>	
Total Salary, Benefits & Other	146986.75
Travel & Training	6000
TOTAL FOR DEPUTY PROGRAM DIRECTOR	152986.75
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<u>Budget Analyst (GS-11)</u>	
Total Salary, Benefits & Other	85835.08
Travel & Training	1800
TOTAL FOR BUDGET ANALYST	87635.08
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<u>Nonnative Fish Coordinator</u>	
Total Salary, Benefits & Other	132244.74
Travel & Training	6000
Equip, & Supplies (no add'l equip/supplies expected '10 & '11)	
TOTAL FOR HABITAT RESTORATION/NNF COORDINATOR	138244.74
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<u>Instream Flow Coordinator (GS-13)</u>	
Total Salary, Benefits & Other	120041.14
Travel & Training	6000
TOTAL FOR INSTREAM FLOW COORDINATOR	126041.14
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<u>Propagation/Monitoring Coordinator (GS-13)</u>	
Total Salary, Benefits & Other	150219.86
Travel & Training	6000
TOTAL FOR PROPAGATION/MONITORING COORDINATOR	156219.86

<u>Information &amp; Education Coordinator (GS-13)</u>	
Total Salary, Benefits & Other	127881.67
Travel & Training	6000
TOTAL FOR INFORMATION/EDUCATION COORDINATOR	<u>133881.67</u>
FWS FIELD STATIONS	26000
<b>FY TOTALS</b>	<b><u>FY 12&amp; 13</u></b> <b><u>\$977,060</u></b>

FY 12 and 13 office supplies, etc. costs are an estimate based on the following projections:

Office supplies & equipment	\$26,500
Printing (not covered in I&E budget)	\$ 5,500
Meeting room rentals	\$ 5,000
Vehicle use	\$ 4,000
Postage	\$ 4,000
<b>TOTAL:</b>	<u>\$45,000</u>

IX. Budget Summary

FY-2012: \$964,600

FY-2013: \$964,600 (FY 13 salary increases are undetermined at this time, thus we currently request only a level budget with FY 2012.)

X. Reviewers: Angela Kantola, Acting Program Director; Ellen Szczesny, Budget Analyst

XI. References

[U.S. Fish and Wildlife Service. 1987. Final Recovery Implementation Program for Endangered Fish Species in the Upper Colorado River Basin.](#)

U.S. Fish and Wildlife Service. 1994. Recovery Program Organization, Mission, and Staffing Plan.

Process and Approximate Schedule FY 12-13 Recovery Program Work Planning (FY 2012: Planning for Second Year of FY 12-13 Biennial Work Plan)
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Approximate Date	Activity
10/1	Final FY 12-13 Biennial Work Plan budget summary distributed to Program participants.
10/15	Final scopes of work for FY 12-13 Biennial Work Plan posted to Program website (except nonnative fish scopes of work).
11/13	FY 2009 project reports from principal investigators due to Program Director's Office.
1/15	Annual researchers' meeting held no later than this date.
2/1 (2/15 in 2010)	Due from Program Director to technical committees (and their consultants and interested parties) and Management Committee: Draft RIPRAP assessment Draft revised RIPRAP; and Draft Program guidance (recommendations for any additional FY 13 new starts and any <i>significantly</i> revised ongoing, projects)
2/15 (2/28 in 2010)	Technical committees' review/recommendations on draft RIPRAP assessment, draft revised RIPRAP and draft Program Guidance (additional FY 13 new starts and any <i>significantly</i> revised ongoing, projects) due to Management Committee.
2/28 (3/15 in 2010)	Management Committee review/recommendations draft RIPRAP assessment, draft revised RIPRAP and draft Program Guidance (FY 13 new starts and any <i>significantly</i> revised ongoing projects) due to Implementation Committee (or IC may delegate approval to MC).
3/10 (see above)	Implementation Committee approval by this date (if not delegated to MC).
3/15 (3/30 in 2010)	Program Director issues final RIPRAP assessment, revised RIPRAP, FY 13 Program Guidance (for any additional FY 13 new starts and any <i>significantly</i> revised ongoing, projects), and updated FY 12-13 budget tables.
4/30	Scopes of work for any additional FY 13 new starts and any <i>significantly</i> revised ongoing projects due from principal investigators to Program Director. Coordinators work (with technical advisory panels and principal investigators) to review and refine these scopes.
6/20	Recommended FY 13 new starts, any <i>significantly</i> revised ongoing projects, and refined FY 13 budget table due from Program Director to technical committees.
7/15	Technical committees meet to discuss any recommended additional FY 13 new starts, any <i>significantly</i> revised ongoing projects, and FY 11 budget table.
7/20	Technical committees' review/recommendations on any recommended FY 13 new starts, any <i>significantly</i> revised ongoing projects, and FY 13 budget table due to Management Committee.
8/10	Management Committee meeting by this date to discuss (and approved if delegated by IC) any recommended FY 13 new starts, any <i>significantly</i> revised ongoing projects, and FY 13 budget table.
8/25	Any additional recommended FY 13 new starts, any significantly revised ongoing projects, and FY 13 budget table due to Implementation Committee (unless delegated to MC).
9/10	Implementation Committee approval by this date (unless delegated to MC).

Process and Approximate Schedule FY 12-13 Recovery Program Work Planning (FY 2013: Planning for First Year of FY 14-15 Biennial Work Plan)
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Approximate Date	Activity
10/1	Final revisions to FY 13 Work Plan distributed to Program participants.
10/15	Final scopes of work for any new/significantly revised FY 13 projects distributed to Program participants.
11/14	FY 2012 project reports from principal investigators due to Program Director's Office
1/15	Annual researchers' meeting held no later than this date.
2/1	Due from Program Director to technical committees (and their consultants and interested parties) and Management Committee: Draft RIPRAP assessment Draft revised RIPRAP; and Draft FY 14-15 Program guidance (including recommendations for new, ongoing, and ongoing-revised projects).
2/15	Technical committees' review/recommendations on draft RIPRAP assessment, draft revised RIPRAP and draft Program Guidance due to Management Committee.
2/28	Management Committee review/recommendations draft RIPRAP assessment, draft revised RIPRAP and draft Program Guidance due to Implementation Committee (or IC may delegate approval to MC).
3/10	Implementation Committee approval by this date (if not delegated to MC).
3/15	Program Director issues final RIPRAP assessment, revised RIPRAP and FY 14-15 Program Guidance.
4/30	All (new, revised, and ongoing) FY 14-15 technical scopes of work due from principal investigators to Program Director. Coordinators begin working (with technical advisory panels and principal investigators) to review and refine technical scopes of work and develop recommended FY 14-15 technical work plans.
6/20	Recommended FY 14-15 technical work plans and refined technical scopes of work due from Program Director to technical committees.
7/1	FY 14-15 Program management scopes of work due from agencies to Program Director.
7/15	Technical committees meet to discuss recommended FY 14-15 technical work plans drafted by Program Director.
7/20	Technical committees' review/recommendations on recommended FY 14-15 technical work plans due to Management Committee. Recommended FY 14-15 Program management work plan due from Program Director to Management Committee.
8/10	Management Committee meeting by this date to discuss recommended technical and Program management FY 14-15 work plans and approve projects for draft FY 14-15 Biennial Work Plan. (IC may delegate approval to MC.)
8/25	Draft FY 14-15 Biennial Work Plan due to Implementation Committee (unless delegated to MC).
9/10	Implementation Committee approval by this date (unless delegated to MC).