

## State of Wyoming Program Management

Lead Agency: Wyoming State Engineer's Office

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### Category

Ongoing Project  
 Ongoing - Revised Project  
 Requested New Project  
 Unsolicited Proposal

### Expected Funding Source:

Annual Funds  
 Capital Funds  
 Other (Explain)

- I. Title of Proposal: **State of Wyoming Program Management**
- II. Relationship to Recovery Implementation Program Recovery Action Plan: This scope of work describes in-kind services to be credited as a part of Wyoming's annual Program contribution. The expenditures incurred in completing the activities described below will directly reduce Wyoming's "cash" contribution. The sum of Wyoming's in-kind and cash contributions will total \$35,300 in Fiscal Year 2002. As a cooperative undertaking among three States, four Federal agencies and several private entities, effective and ongoing communication and effective collaboration within the Recovery Implementation Program is nothing less than critical for the Program's ongoing success. Planning for and carrying out each of the measures in the Recovery Implementation Program Recovery Action Plan (RIPRAP) absolutely depends upon effective Program management. Without it, we will be unable to accomplish the Program's dual objectives. Wyoming's active participation on the Biology Committee and technical committees is essential to meeting our obligations to and assisting our partners in the Recovery Program.
- III. Study Background/Rationale and Hypotheses: Not applicable.
- IV. Study Goals, Objectives and End Product:
- A. Goals: Provide timely and effective coordination, planning and execution of the Recovery Implementation Program's projects and its RIPRAP activities. Make timely and informed decisions needed for Program implementation. Cooperatively work with the other participating entities in meeting the Program's objective of recovering the endangered fishes while meeting water supply requirements in the Upper Basin.
- B. Objectives: 1) provide staff assistance to the Implementation, Management and Biology Committees and to the Service and Program

staff in implementing the Recovery Implementation Program; 2) provide appropriate participation by the State of Wyoming on technical committees and subcommittees; and 3) provide management and coordination between Wyoming and other participating entities; and 4) provide necessary in-state coordination among agencies and with the public.

C. End Products: Coordinated Recovery Program activities which reflect the State of Wyoming's input. Administrative review, assessment and oversight of results and work products of ongoing and finished program activities.

V. Study Area: Entire geographical area within which the Upper Colorado Recovery Program applies (the Upper Colorado River Basin excluding the San Juan River Basin).

VI. Study Methods/Approach: Not applicable to this scope-of-work.

VII. Task Description and Schedule (FY-2002):

- 1) Coordinate the State of Wyoming's participation in and policy positions on Recovery Implementation Program (RIP) activities. Advise Wyoming's Implementation Committee and Management Committee members and coordinate with other affected state agencies and the public.
- 2) Represent the State of Wyoming at Biology Committee, Water Acquisition Committee, Information and Education Committee and subcommittee meetings. Attend public, annual researchers and ad-hoc group meetings and participate in other activities as needed.
- 3) Participate in the development of the Program's annual budget and work plan for the Implementation Committee.
- 4) Review, edit and comment on all proposals, scopes-of-work, annual reports, project reports, planning documents and administrative records prepared by RIP participants, contractors or other involved personnel as appropriate.
- 5) Participate in developing appropriate refinements of the Recovery Implementation Program Recovery Action Plan (RIPRAP).
- 6) Coordinate with federal agency personnel in transferring funds for RIP-sanctioned work.
- 7) Assist in carrying out RIP activities and initiatives as requested in whatever manner practicable.

Schedule: Program management duties and responsibilities will be ongoing and continuous throughout Fiscal Year 2002. The completion dates for activities will be dependent upon dates and deadlines set by the Program's Implementation, Management, Biology and technical committees and other timing and program implementation factors.

VIII. FY-2002 Work

- Description of Work: Accomplish tasks described above.

- Deliverables (due date): RIP research/scope-of-work proposals (due 7/1/2002); RIP annual report (12/15/2002); all other deliverables,

review comments, etc. by or on the date requested.

- Complete other tasks consistent with mutually agreed-upon deadlines and timetables.

FY-2002 Budget

	<u>WY State Engineer's Office</u>	<u>WY Game and Fish Dept.</u>
- Labor:	\$ 2,050	\$ 6,100
- Travel:	\$ 1,800	\$ 2,700 <sup>1</sup>
- Equipment:	\$ 3,000	400
- Other <sup>2</sup> :	\$ 350	\$ 600
- Subtotals:	\$ 7,200	\$ 9,800
- TOTAL:	\$17,000	

Future Fiscal Years' Work: Future year's work tasks and costs will be approximately the same (with adjustments to account for inflation) as those projected for FY-2002. Starting in Fiscal Year 2004, Wyoming's Program Management Scope of Work will incur the full personnel costs associated with our participation and hence all of our annual funding contribution will be in-kind.

IX. Budget Summary

FY-2002	\$17,000	
FY-2003 <sup>3</sup>	\$17,510	
FY-2004 <sup>4</sup>	\$37,200	
		<b>Rounded Total: \$71,710</b>

X. Reviewers: Not applicable.

XI. References: None.

<sup>1</sup> This estimate is based on 4 overnight Biology Committee meetings per year and estimated airline, hotel and out-of-state and one-day round-trip expenses to attend Biology Committee meetings in Denver, Colorado and elsewhere.

<sup>2</sup> Includes office supplies, computer supplies, telephone and postage expenses.

<sup>3</sup> Based on an assumed 3.0 percent increase over the previous year's total funding needs.

<sup>4</sup> Starting in Fiscal Year 2004, Wyoming's Program Management Scope of Work will assess the full personnel costs associated with our participation and hence all of our annual funding contribution will be in-kind.