

**COLORADO RIVER RECOVERY PROGRAM
FY08-09 PROPOSED SCOPE OF WORK for:
Reclamation Program Management**

Project No.: 2

Lead Agency: Bureau of Reclamation

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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: Reclamation Program Management

II. Relationship to RIPRAP: General Recovery Program Support Action Plan, Item VII, Provide Program Planning and Support (Program Management)

III. Study Background/Rationale and Hypotheses: Not Applicable

IV. Study Goals, Objectives, End Product: Program management funds are used to provide Reclamation participation in general Recovery Program activities not covered by specific scopes of work. Examples of these types of activities include administration of project funding agreements, work planning, monitoring project progress and performance, and other general program management and administration.

V. Study area: Not Applicable

VI. Study Methods/Approach: Not Applicable

VII. Task Description and Schedule

Task 1: Work with Recovery Program participants to coordinate work plans. Review, comment on and approve (as warranted) Recovery Program work plans, scopes of work, annual reports, final reports, and issue papers; participate in sub-committees or ad-hoc technical committees as requested; attend workshops, work planning and researcher meetings; report on Recovery Program-related issues as requested.

Task 2: Administer funding for Recovery Program projects. Funding Recovery Program projects requires establishment or modification of approximately 60 Reclamation funding agreements or contracts each year. Each agreement requires multi-faceted administrative maintenance, including but not limited to: Submit requests for Federal assistance for Recovery Program-approved projects; work with Recovery Program Director's office on funding issues; review and approve (if warranted) project budgets; request obligations to cover funding agreement or contract awards; develop Personal Identification Verification forms (PIV); award agreement or contract funding to recipients; maintain agreement and contract filing system, including agreement instruments, invoices, and accruals; track budgets; review and approve invoices; perform periodic site visits to monitor project performance and progress; file advanced procurement reports; organize and participate on TPECs; draft requests for proposals; perform agreement closeouts; answer agreement inquiries from auditors, assistance recipients, and the Recovery Program; record project performance and status of deliverables; file recipient performance reports.

VIII. FY-2008 Work

Deliverables/Due Dates: Requests from the Recovery Program for funding are processed as quickly as possible as they are received. Other deadlines for committee activities are set by the Recovery Program participants. An annual report on program management activities will be submitted in December of each year.

**health/insurance benefits, misc. administrative costs
 Task 2, continued

B) Travel

| Position | Dest. | Purpose | Days | Lodging | Total lodging | Per diem | Total per diem | Other* | Vehicle cost/mile | Miles | Vehicle total | Airfare | Cost per trip | No. trips | Total |
|-----------------------|--------|--------------------|------|----------|---------------|----------|----------------|---------|-------------------|-------|---------------|----------|---------------|-----------|-------------------|
| Biologist | Denver | Procurement issues | 2 | \$127.00 | \$254.00 | \$49.00 | \$98.00 | \$20.00 | n/a | n/a | n/a | \$200.00 | \$572.00 | 2 | \$1,144.00 |
| Lead contract officer | Denver | Procurement issues | 2 | \$127.00 | \$254.00 | \$49.00 | \$98.00 | \$80.00 | n/a | n/a | n/a | \$200.00 | \$632.00 | 2 | \$1,264.00 |
| Agreement specialist | Denver | Procurement issues | 2 | \$127.00 | \$254.00 | \$49.00 | \$98.00 | \$20.00 | n/a | n/a | n/a | \$200.00 | \$572.00 | 2 | \$1,144.00 |
| Total | | | | | | | | | | | | | | | \$3,552.00 |

*Taxi \$10; Parking \$10; Rental car \$40/day

**IX. Budget Summary
 FY-2008**

| | | |
|--------------------|--------|------------------|
| Labor | Task 1 | \$35,774.00 |
| | Task 2 | \$133,111.00 |
| Total labor | | \$168,885 |
| Travel | Task 1 | \$6,852.00 |
| | Task 2 | \$3,552.00 |
| Total travel | | \$10,404.00 |
| Grand total | | \$179,289 |

FY-2009 \$184,668***

***Includes 3% COLA

X. Reviewers: Brent Uilenberg

XI. References Not Applicable