

COLORADO RIVER RECOVERY PROGRAM
FY-2016-2017 PROPOSED SCOPE OF WORK for:
Program Director's Office Program Management

Project No.: 3

Reclamation Agreement number: R13PG40019
Reclamation Agreement term: Oct. 1, 2012 – Sep. 30, 2017

Lead Agency: U.S. Fish and Wildlife Service

Submitted by: Angela Kantola, P.O. Box 25486, Denver, CO 80225, 303/236-E-Mail:
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Date: August 15, 2015

Category:

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

Expected Funding Source:

- Annual funds (including carry-over)
- Capital funds
- Other (explain)

- I. Title of Proposal: Program Director's Office Program Management
- II. Relationship to [RIPRAP](#): General Recovery Program Support Action Plan:
 - VI.B. Train Recovery Program managers and researchers in media relations.
 - VI.C. Plan and implement information and education and public involvement activities for all significant Recovery Program actions
 - VI.D. Promote technical publication of study results.
 - VI.E. Produce, distribute, and evaluate information and education products
 - VI.F. Participate in development and circulation of interpretive exhibits about the Recovery Program and the endangered fish.
 - VI.G. Maintain Recovery Program technical library and library web page.
 - VII.A.1 Assure consistency of RIPRAP with currently approved recovery plans
 - VII.A.2. Recognize the role of the Upper Colorado River Recovery Program in revised recovery plans.
 - VII.A.3 Update, refine, and prioritize recovery actions (RIPRAP) annually.
 - VII.A.5.d.(1) Update recovery goals and then revise recovery plans.
 - VII.A.5.e. Conduct species status review every 5 years.
 - VII.A. 6. Identify elements of conservation plans to ensure long-term management and protection following delisting.
 - 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). Current Program staff are:

- Program Director (Tom Chart, tom_chart@fws.gov)
- Angela Kantola, Deputy Program Director (Angela_Kantola@fws.gov)
- Jana Mohrman, Service Hydrologist (Jana_Mohrman@fws.gov) (Jana 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. Jana also helps coordinate fish passage and screen activities.)
- Tom Czapla, Propagation/Genetics and Research/Monitoring Coordinator (Tom_Czapla@fws.gov)
- Melanie Fischer, Information, Education, and Public Involvement Coordinator (Melanie_Fischer@fws.gov)
- Kevin McAbee, Nonnative Fish Coordinator (Kevin_McAbee@fws.gov)
- Vacant, Administrative Officer (to be filled by ~October 1, 2015)
- Vacant, Database Manager (to be filled in FY16)

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-16 and FY 17 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. (Ongoing¹) 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 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](#) that 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

¹ The approximate schedule for various work planning products is attached. This schedule is updated annually.

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.
 - f. Assist 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 whenever feasible). Arrange for meetings 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. Assist committees in tracking and completing 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 submit reports for inclusion in [CWCB laserfiche database](#).
 - 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 reviews and [recovery goal](#) revision.
 - b. Administer funding for Service involvement in the Recovery Program.
 - c. Conduct monthly 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 Recovery Data Call information to the Service.

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.

VIII. Deliverables, Due Dates, and Budget by Fiscal Year

FY-2016

Updated RIPRAP: Draft - February; Final - March
Program Guidance (additional FY 17 new starts and any *significantly* modified ongoing projects): Draft - February; Final - March
Modifications to Work Plan for FY 17 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-2017

Updated RIPRAP: Draft - February; Final - March

FY 2018-2019 Program Guidance: Draft - February; Final - March

FY 2018-2019 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: Unless otherwise noted, 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 17 budget requirements will be reviewed in late FY 16 and any adjustments brought to the Management Committee’s attention at that time.

	FY16	FY17	FY18	FY19	FY20
	Budgets beyond FY17 are estimates only and subject to change				
Program Director (GS-14) & Office Operation					
Total Salary, Benefits & Other	166015	170995	176125	179648	183241
Travel & Training	10312	10621	10940	11159	11382
Office supplies, equipment, printing, meeting room rental, vehicle use, postage	47741	49173	50648	51661	52694
Copier rental/supplies & telephone	9835	10130	10433	10642	10855
Space (no charges currently anticipated)					
Other travel, peer review (no funds avail.)					
TOTAL FOR PROGRAM DIRECTOR	233902	240919.0507	248147	253110	258172
Deputy Program Director (GS-13)					
Total Salary, Benefits & Other	158764	163527	168433	171801	175237
Travel & Training	5156	5311	5470	5579	5691
TOTAL FOR ASSISTANT PROGRAM DIRECTOR	163920	168838	173903	177381	180928
Administrative Officer (GS-7/9)					
Total Salary, Benefits & Other	75247	77504	79830	81426	83055
Travel & Training	1289	1328	1367	1395	1423
TOTAL FOR ADMINISTRATIVE OFFICER	76536	78832	81197	82821	84477
Nonnative Fish Coordinator (GS-13)					
Total Salary, Benefits & Other	131052	134984	139033	141814	144650

Travel & Training	5156	5311	5470	5579	5691
TOTAL FOR NONNATIVE FISH COORDINATOR	136208	140294	144503	147393	150341
Database Manager (GS-11/12)					
Total Salary, Benefits & Other	109123	112397	115769	118084	120446
Travel & Training	5156	5311	5470	5579	5691
TOTAL FOR DATABASE MANAGER	114279	117707	121239	123663	126137
Propagation/Monitoring Coordinator (GS-13)					
Total Salary, Benefits & Other	159031	163802	168716	172090	175532
Travel & Training	5156	5311	5470	5579	5691
TOTAL FOR PROPAGATION/MONITORING COORDINATOR	164187	169113	174186	177670	181223
Information & Education Coordinator (GS-9/11)					
Total Salary, Benefits & Other	85385	87947	90585	92397	94245
Travel & Training	5156	5311	5470	5579	5691
TOTAL FOR INFORMATION/EDUCATION COORDINATOR	90541	93257	96055	97976	99936
FWS FIELD STATIONS	27000	27000	28000	28000	28000
	FY 16	FY 17	FY 18	FY 18	FY 18
FY TOTALS	\$1,006,573	\$1,035,960	\$1,067,229	\$1,088,013	\$1,109,214

FY 16 and 17 office supplies, etc. costs are an estimate based on the following projections:

Office supplies & equipment	\$27,500
Printing (not covered in I&E budget)	\$ 5,500
Meeting room rentals	\$ 6,300
Vehicle use	\$ 4,441
Postage	\$ 4,000
TOTAL:	\$47,441

IX. Budget Summary

FY-2016: \$1,006,600
FY-2017: \$1,036,000
FY-2018: \$1,067,200
FY-2019: \$1,088,000

FY-2020: \$1,109,200

FY16 Funding Sources (to be defined later):

USBR Power Revenues: \$ _____ +1% indirect cost recovery = \$ _____

USFWS & carry-over: \$ _____

\$

X. Reviewers: Angela Kantola, Deputy Program Director; Ellen Szczesny, FWS 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 16-17 Recovery Program Work Planning (FY 2016: Planning for Second Year of FY 16-17 Biennial Work Plan)

Approximate Date	Activity
(9/15	Final scopes of work for FY 16-17 Biennial Work Plan posted to Program website.)
10/1	Final FY 16-17 Biennial Work Plan budget summary distributed to Program participants.
11/13	FY 2015 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 Program guidance (recommendations for any additional FY 17 new starts and any <i>significantly</i> revised ongoing, projects)
2/15	Technical committees' review/recommendations on draft RIPRAP assessment, draft revised RIPRAP and draft Program Guidance (additional FY 17 new starts and any <i>significantly</i> revised ongoing, projects) due to Management Committee.
2/28	Management Committee review/recommendations draft RIPRAP assessment, draft revised RIPRAP and draft Program Guidance (FY 17 new starts and any <i>significantly</i> revised ongoing projects) 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, FY 15 Program Guidance (for any additional FY 17 new starts and any <i>significantly</i> revised ongoing, projects), and updated FY 16-17 budget tables.
4/30	Scopes of work for any additional FY 17 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 17 new starts, any <i>significantly</i> revised ongoing projects, and refined FY 15 budget table due from Program Director to technical committees.
7/15	Technical committees meet to discuss any recommended additional FY 17 new starts, any <i>significantly</i> revised ongoing projects, and FY 17 budget table.
7/20	Technical committees' review/recommendations on any recommended FY 17 new starts, any <i>significantly</i> revised ongoing projects, and FY 15 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 17 new starts, any <i>significantly</i> revised ongoing projects, and FY 17 budget table.
8/25	Any additional recommended FY 17 new starts, any significantly revised ongoing projects, and FY 17 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 16-17 Recovery Program Work Planning (FY 2017: Planning for First Year of FY 18-19 Biennial Work Plan)

Approximate Date	Activity
(9/15	Final scopes of work for any new/significantly revised FY 17 projects distributed to Program participants.)
10/1	Final revisions to FY 17 Work Plan distributed to Program participants.
11/11	FY 2016 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 18-19 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 18-19 Program Guidance.
4/30	All (new, revised, and ongoing) FY 18-19 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 18-19 technical work plans.
6/20	Recommended FY 18-19 technical work plans and refined technical scopes of work due from Program Director to technical committees.
7/1	FY 18-19 Program management scopes of work due from agencies to Program Director.
7/15	Technical committees meet to discuss recommended FY 18-19 technical work plans drafted by Program Director.
7/20	Technical committees' review/recommendations on recommended FY 18-19 technical work plans due to Management Committee. Recommended FY 18-19 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 18-19 work plans and approve projects for draft FY 18-19 Biennial Work Plan. (IC may delegate approval to MC.)
8/25	Draft FY 18-19 Biennial Work Plan due to Implementation Committee (unless delegated to MC).
9/10	Implementation Committee approval by this date (unless delegated to MC).