

COLORADO RIVER RECOVERY PROGRAM
FY-2004-2005 PROPOSED SCOPE OF WORK for:
Program Director's Office Program Management

Project No.: 3

Lead Agency: U.S. Fish and Wildlife Service

Submitted by: Robert Muth, P.O. Box 25486, Denver, CO 80225, 303/969-7322 ext. 268 FAX:
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Date: July 25, 2003

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/goals
- VII.A.3 Update, refine, and prioritize recovery actions (RIPRAP) annually.
- 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:

Robert Muth, Program Director (303/969-7322, ext. 268, Robert_Muth@fws.gov)

Angela Kantola, Assistant Program Director (ext. 221, Angela_Kantola@fws.gov)

Gerry Roehm, Instream Flow Coordinator (ext. 272, Gerry_Roehm@fws.gov)

Pat Nelson, Habitat Restoration and Nonnative Fish Coordinator (ext. 226,
Pat_Nelson@fws.gov)

Tom Czapla, Propagation/Genetics and Research/Monitoring Coordinator (ext. 228,
Tom_Czapla@fws.gov)

Debbie Felker, Information, Education, and Public Involvement Coordinator (ext. 227)
(Debbie_Felker@fws.gov)

Kathy Wall, Secretary (ext. 225, Kathy_J_Wall@fws.gov)

Ellen Szczesny, Budget and Computer Assistant (ext. 224, Ellen_Szczesny@fws.gov)

Amie Hart, Student Clerk (ext. 222, Amie_Hart@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-02 and FY 03 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 new projects anticipated in the RIPRAP, draft preliminary Program Guidance for Biology Committee review. (November or earlier)
 - 2) Based on the revised RIPRAP, draft Program Guidance which identifies priority activities that will provide the basis for formulating the Recovery Program Work Plan (including recommendations for ongoing

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

- projects). Submit draft Program Guidance for review, revise as needed, and distribute final to Program participants and interested parties.
- 3) 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.
 - 4) 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. 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, as 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 and related activities.
 - f. Attend Implementation, Management, and Technical Committee meetings, as needed and practical (Coordinators and 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.
5. Direct and coordinate Service activities related to the Recovery Program.
- a. Administer funding for Service involvement in the Recovery Program.
 - b. Conduct bimonthly conference call with all Service offices involved with or affected by the Recovery Program.
 - c. Coordinate with and provide staff support to Service management on Program activities and issues.

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. FY-2004 Work

- Deliverables/Due Dates

Early Program Guidance for any additional FY 2005 new starts: Draft - November;
Final - December

Updated RIPRAP: Draft - February; Final - March

Program Guidance (additional FY 05 new starts and any *significantly* modified ongoing projects): Draft - February; Final - March

Modifications to Work Plan for FY 05 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
 Recovery Program calendar: Monthly
 Washington, D.C. briefings: March
 Depletion report: Quarterly

- Budget (Notes: All positions are one year at full time, unless otherwise noted. 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.)

<u>PROGRAM DIRECTOR (GS-14) & OFFICE OPERATION</u>	
Salary & benefits (full-time, one year)	\$125,500
Travel & training	\$15,000
Office supplies & equipment, printing, meeting room rentals, vehicle use, postage, telephone	\$49,000 ²
Copier rental & supplies	\$9,000
Space	\$12,000
Other travel, peer review	\$2,000
	<u>\$212,500</u>
<u>SECRETARY (GS-6)</u>	
Salary & benefits (full-time, one year)	\$50,900
Travel & training	\$800
	<u>\$51,700</u>
<u>PART-TIME CLERICAL ASSISTANT (GS-4)</u>	
Salary & benefits (approx. half-time)	\$23,600
<u>ASSISTANT PROGRAM DIRECTOR (GS-13)</u>	
Salary & benefits (full time, one year)	\$113,500
Travel & training	\$7,000
	<u>\$120,500</u>
<u>BUDGET/COMPUTER ASSISTANT (GS-8)</u>	
Salary & benefits (full time, one year)	\$56,700
Travel & training	\$1,700
	<u>\$58,400</u>
<u>HABITAT RESTORATION/NONNATIVE FISH COORDINATOR (GS-13)</u>	
Salary & benefits (full time, one year)	\$109,700
Travel & training	\$ 8,000
Supplies	\$1,000
	<u>\$118,700</u>
<u>INSTREAM FLOW COORDINATOR (GS-13)</u>	
Salary & benefits (full time, one year)	\$92,500
Travel & training	\$7,600
	<u>\$100,100</u>

<u>PROPAGATION/MONITORING COORDINATOR (GS-13)</u>	
Salary & benefits (full time, one year)	\$116,500
Travel & training	\$12,000
	<u>\$128,500</u>
<u>INFORMATION & EDUCATION COORDINATOR (GS-13)</u>	
Salary & benefits (full time, one year)	\$86,800
Travel & training	\$6,500
	<u>\$93,300</u>
FWS FIELD STATIONS	\$26,000
	FY 2004 TOTAL: \$933,300

FY-2005 Work

- Deliverables/Due Dates

Early Program Guidance for FY 2006-2007 new starts: Draft - November; Final - December

Updated RIPRAP: Draft - February; Final - March

FY 2006-2007 Program Guidance: Draft - February; Final - March

FY 2004-2005 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

Recovery Program calendar: Monthly

Washington, D.C. briefings: March

Depletion report: Quarterly

- Budget (Notes: FY 05 budget requirements will be reviewed in late FY 04 and any adjustments brought to the Management Committee's attention at that time. Attrition could decrease budget needs. All positions are one year at full time, unless otherwise noted. 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.)

<u>PROGRAM DIRECTOR (GS-14) & OFFICE OPERATION</u>	
Salary & benefits	\$133,000
Travel & training	\$17,000
Office supplies & equipment, printing, meeting room rentals, vehicle use, postage, telephone	\$50,000 ²
Copier rental & supplies	\$9,000
Space	\$12,000
Other travel, peer review	\$3,000
	<u>\$224,000</u>
<u>SECRETARY (GS-6)</u>	
Salary & benefits	\$54,000
Travel & training	\$900
	<u>\$54,900</u>
<u>PART-TIME CLERICAL ASSISTANT (GS-4)</u>	
Salary & benefits	\$25,000

<u>ASSISTANT PROGRAM DIRECTOR (GS-13)</u>	
Salary & benefits	\$120,300
Travel & training	<u>\$8,000</u>
	\$128,300
<u>BUDGET/COMPUTER ASSISTANT (GS-8)</u>	
Salary & benefits	\$64,000
Travel & training	<u>\$1,800</u>
	\$65,800
<u>HABITAT RESTORATION/NONNATIVE FISH COORDINATOR (GS-13)</u>	
Salary & benefits	\$116,300
Travel & training	\$10,000
Equip. & supplies	<u>\$1,000</u>
	\$127,300
<u>INSTREAM FLOW COORDINATOR (GS-13)</u>	
Salary & benefits	\$98,100
Travel & training	<u>\$8,500</u>
	\$106,600
<u>PROPAGATION/MONITORING COORDINATOR (GS-13)</u>	
Salary & benefits	\$123,500
Travel & training	<u>\$12,000</u>
	\$135,500
<u>INFORMATION & EDUCATION COORDINATOR (GS-13)</u>	
Salary & benefits	\$92,000
Travel & training	<u>\$8,000</u>
	\$100,000
FWS FIELD STATIONS	\$26,000
	FY 2003 TOTAL: \$993,400

- IX. Budget Summary
 FY-2004: \$933,600
 FY-2005: \$993,400
 FY-2006: FY 2005 amount + ~5%

- X. Reviewers: Angela Kantola, Assistant Program Director

² FY 04 and 05 office supplies, etc. costs are an estimate based on the following FY 03 projections:

Office supplies & equipment	\$30,500
Printing (not covered in I&E budget)	\$ 5,500
Meeting room rentals	\$ 5,000
Vehicle use (estimate, not billed yet)	\$ 4,000
Postage (estimate, not billed yet)	<u>\$ 4,000</u>
TOTAL:	\$49,000

- 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 04-05 Recovery Program Work Planning
(FY 2004: Planning for Second Year of FY 04-05 Biennial Work Plan)

<u>Date</u>	<u>Activity</u>
10/1	Final FY 04-05 Biennial Work Plan distributed to Program participants.
10/15	Final scopes of work for FY 04-05 Biennial Work Plan distributed to Program participants.
11/14	<i>New proposed date:</i> FY 2003 project reports from principal investigators due to Program Director's Office
12/1	Preliminary Program guidance for any additional FY 05 new starts which can be identified requiring peer review (draft to Biology Committee in November).
1/15	Annual reporting/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: <ul style="list-style-type: none"> o Draft revised RIPRAP, and o Draft Program guidance (recommendations for any additional FY 05 new starts and any <i>significantly</i> revised ongoing, projects)
2/15	Technical committees' review/recommendations on draft revised RIPRAP and draft Program Guidance (additional FY 05 new starts and any <i>significantly</i> revised ongoing, projects) due to Management Committee.
2/28	Management Committee review/recommendations draft revised RIPRAP and draft Program Guidance (FY 05 new starts and any <i>significantly</i> revised ongoing projects) due to Implementation Committee.
3/10	Implementation Committee approval by this date.
3/15	Program Director issues revised RIPRAP, FY 05 Program Guidance (for any additional FY 05 new starts and any <i>significantly</i> revised ongoing, projects), and updated FY 05 budget table.
4/30	Scopes of work for any additional FY 05 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 05 new starts, any <i>significantly</i> revised ongoing projects, and refined FY 05 budget table due from Program Director to technical committees.
7/15	Technical committees meet to discuss any recommended additional FY 05 new starts, any <i>significantly</i> revised ongoing projects, and FY 05 budget table.
7/20	Technical committees' review/recommendations on any recommended FY 05 new starts, any <i>significantly</i> revised ongoing projects, and FY 05 budget table due to Management Committee.
8/10	Management Committee meeting by this date to discuss any recommended FY 05 new starts, any <i>significantly</i> revised ongoing projects, and FY 05 budget table.
8/25	Any additional recommended FY 05 new starts, any <i>significantly</i> revised ongoing projects, and FY 05 budget table due to Implementation Committee.
9/10	Implementation Committee approval by this date.

Process and Approximate Schedule FY 04-05 Recovery Program Work Planning
(FY 2005: Planning for FY 2006-2007 Biennial Work Plan)

<u>Date</u>	<u>Activity</u>
10/1	Final revisions to FY 05 Work Plan distributed to Program participants.
10/15	Final scopes of work for any new/significantly revised FY 05 projects distributed to Program participants.
11/12	FY 2004 project reports from principal investigators due to Program Director's Office
12/1	Preliminary Program guidance for FY 06 new starts (and 07 new starts which can be identified) requiring peer review (draft to Biology Committee in November).
1/1	Annual reporting/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: <ul style="list-style-type: none"> o Draft revised RIPRAP, and o Draft FY 06-07 Program guidance (including recommendations for new, ongoing, and ongoing-revised projects).
2/15	Technical committees' review/recommendations on draft revised RIPRAP and draft Program Guidance due to Management Committee.
2/28	Management Committee review/recommendations draft revised RIPRAP and draft Program Guidance due to Implementation Committee.
3/10	Implementation Committee approval by this date.
3/15	Program Director issues revised RIPRAP and FY 06-07 Program Guidance.
4/29	All (new, revised, and ongoing) FY 06-07 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 06-07 technical work plans.
6/20	Recommended FY 06-07 technical work plans and refined technical scopes of work due from Program Director to technical committees.
7/1	FY 06-07 Program management scopes of work due from agencies to Program Director.
7/15	Technical committees meet to discuss recommended FY 06-07 technical work plans drafted by Program Director.
7/20	Technical committees' review/recommendations on recommended FY 06-07 technical work plans due to Management Committee. Recommended FY 06-07 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 06-07 work plans and approve projects for draft FY 06-07 Biennial Work Plan.
8/25	Draft FY 06-07 Biennial Work Plan due to Implementation Committee.
9/10	Implementation Committee approval by this date.
10/1	Final FY 06-07 Biennial Work Plan distributed to Program participants.
10/15	Final scopes of work for FY 06-07 Biennial Work Plan distributed to Program participants.