

**COLORADO RIVER RECOVERY PROGRAM**  
**FY-2008-2009 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: June 26, 2007

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.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.B1 Prepare joint report with San Juan River RIP on the utilization of power revenues for base funding, including recommendations regarding the need for continued base funding after 2011.
- 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)
- (George Smith, although not technically Program staff and not funded through this scope of work, has served as Instream Flow Coordinator [303/236-4485, [George\\_Smith@fws.gov](mailto:George_Smith@fws.gov)]; but plans to retire in January 2008 and the Program Director's

office is in the process of hiring a new instream flow coordinator.)

- 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)
- Mary Nelson, Secretary (ext. 225, Mary\_Nelson@fws.gov)
- Ellen Szczesny, Budget and Computer Assistant (ext. 224, 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-08 and FY 93 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.

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

(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 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.
  - f. Prepare joint report with San Juan River RIP on the utilization of power revenues for base funding, including recommendations regarding the need for continued base funding after 2011.
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. 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.

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-2008 Work

- Deliverables/Due Dates

Species status review and recovery goal update ***Date?***

Report to Congress ***Date?***

Early Program Guidance for any additional FY 2009 new starts: Draft - November;  
Final - December

Updated RIPRAP: Draft - February; Final - March

Program Guidance (additional FY 09 new starts and any *significantly* modified ongoing projects): Draft - February; Final - March

Modifications to Work Plan for FY 09 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

FY-2009 Work

- Deliverables/Due Dates

Early Program Guidance for FY 2010-2011 new starts: Draft - November; Final -  
December

Updated RIPRAP: Draft - February; Final - March

FY 2010-2011 Program Guidance: Draft - February; Final - March

FY 2010-2011 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

- Budge 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. FY 09 budget requirements will be reviewed in late FY 08 and any adjustments brought to the Management Committee’s attention at that time. Attrition could decrease budget needs.

|   | <b>FY 2008</b>   | <b>FY 2009</b>   |
|---|------------------|------------------|
| <u>Program Director (GS-14) &amp; Office Operation</u>                          |                  |                  |
| Total Salary, Benefits & Other  | 151561.67        | 157206.34        |
| Travel & Training   | 17000            | 17000            |
| Office supplies, equipment, printing, meeting room rental, vehicle use, postage | 50000            | 50000            |
| Copier rental/supplies & telephone  | 9000             | 9000             |
| Space   | 10000            | 10000            |
| Other travel, peer review   | 3000             | 3000             |
| <b>TOTAL FOR PROGRAM DIRECTOR</b>   | <b>240561.67</b> | <b>246206.34</b> |
| <u>Secretary (GS-6)</u>   |                  |                  |
| Total Salary, Benefits & Other  | 53830.07         | 55444.98         |
| Travel & Training   | 900              | 900              |
| <b>TOTAL FOR SECRETARY</b>  | <b>54730.07</b>  | <b>56344.98</b>  |
| <u>Assistant Program Director (GS-13)</u>                                       |                  |                  |
| Total Salary, Benefits & Other  | 133361.25        | 140154.79        |
| Travel & Training   | 6000             | 6000             |
| <b>TOTAL FOR ASSISTANT PROGRAM DIRECTOR</b>                                     | <b>139361.25</b> | <b>146154.79</b> |
| <u>Budget/Computer Assistant (GS-9)</u>   |                  |                  |
| Total Salary, Benefits & Other  | 74216.78         | 77026.55         |
| Travel & Training   | 1800             | 1800             |
| <b>TOTAL FOR BUDGET/COMPUTER ASSISTANT</b>                                      | <b>76016.78</b>  | <b>78826.55</b>  |
| <u>Habitat Restoration/Nonnative Fish Coordinator</u>                           |                  |                  |
| Total Salary, Benefits & Other  | 128792.48        | 135353.28        |
| Travel & Training   | 6000             | 6000             |
| Equip, & Supplies   | 1000             | 1000             |
| <b>TOTAL FOR HABITAT RESTORATION/NNF COORDINATOR</b>                            | <b>135792.48</b> | <b>142353.28</b> |
| <u>Instream Flow Coordinator (GS-13)</u>  |                  |                  |
| Total Salary, Benefits & Other  | 122473.45        | 126147.63        |
| Travel & Training   | 6000             | 6000             |
| <b>TOTAL FOR INSTREAM FLOW COORDINATOR</b>                                      | <b>128473.45</b> | <b>132147.63</b> |
| <u>Propagation/Monitoring Coordinator (GS-13)</u>                               |                  |                  |
| Total Salary, Benefits & Other  | 137321.41        | 141441.01        |
| Travel & Training   | 6000             | 6000             |

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|--|---|--|
| TOTAL FOR PROPAGATION/MONITORING COORDINATOR           | 143321.41                               | 147441.01                                |
| <u>Information &amp; Education Coordinator (GS-13)</u> |   |  |
| Total Salary, Benefits & Other                         | 115776.59                               | 121626.37                                |
| Travel & Training                                      | 6000                                    | 6000                                     |
| TOTAL FOR INFORMATION/EDUCATION COORDINATOR            | 121776.59                               | 127626.37                                |
| <br>   |   |  |
| FWS FIELD STATIONS                                     | 26000                                   | 26000                                    |
| <br>   |   |  |
| <b>FY TOTALS</b>                                       | <b><u>FY 08</u></b><br><b>1066033.7</b> | <b><u>FY 09</u></b><br><b>1103100.95</b> |

FY 08 and 09 office supplies, etc. costs are an estimate based on the following projections:

|                                      |                 |
|--------------------------------------|-----------------|
| Office supplies & equipment          | \$31,500        |
| Printing (not covered in I&E budget) | \$ 5,500        |
| Meeting room rentals                 | \$ 5,000        |
| Vehicle use                          | \$ 4,000        |
| Postage                              | \$ 4,000        |
| <b>TOTAL:</b>                        | <b>\$50,000</b> |

IX. Budget Summary

FY-2008: \$1,066,034

FY-2009: \$1,103,101

FY-2008: FY 2007 amount + ~5%

X. Reviewers: Angela Kantola, Assistant Program Director

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.

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| Process and Approximate Schedule FY 08-09 Recovery Program Work Planning (FY 2008: Planning for Second Year of FY 08-09 Biennial Work Plan) |
|---|

| Approximate Date | Activity  |
|------------------|---|
| 10/1             | Final FY 08-09 Biennial Work Plan budget summary distributed to Program participants.   |
| 10/15            | Final scopes of work for FY 06-07 Biennial Work Plan posted to Program website (except nonnative fish scopes of work).  |
| 11/14            | Final scopes of work for FY 06-07 Biennial Work Plan posted to Program website (except nonnative fish scopes of work).  |
| 12/1             | Preliminary Program guidance for any additional FY 09 new starts which can be identified requiring peer review (draft to Biology Committee in November).  |
| 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:<br>Draft RIPRAP assessment<br>Draft revised RIPRAP; and<br>Draft Program guidance (recommendations for any additional FY 09 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 09 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 09 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 09 Program Guidance (for any additional FY 09 new starts and any <i>significantly</i> revised ongoing, projects), and updated FY 07 budget table.   |
| 4/30             | Scopes of work for any additional FY 09 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 09 new starts, any <i>significantly</i> revised ongoing projects, and refined FY 09 budget table due from Program Director to technical committees.  |
| 7/15             | Technical committees meet to discuss any recommended additional FY 09 new starts, any <i>significantly</i> revised ongoing projects, and FY 09 budget table.  |
| 7/20             | Technical committees' review/recommendations on any recommended FY 09 new starts, any <i>significantly</i> revised ongoing projects, and FY 09 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 09 new starts, any <i>significantly</i> revised ongoing projects, and FY 09 budget table.   |
| 8/25             | Any additional recommended FY 07 new starts, any significantly revised ongoing projects, and FY 07 budget table due to Implementation Committee (unless delegated to MC).   |
| 9/10             | Implementation Committee approval by this date (unless delegated to MC).  |

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| Process and Approximate Schedule FY 08-09 Recovery Program Work Planning (FY 2009: Planning for First Year of FY 10-11 Biennial Work Plan) |
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| Approximate Date | Activity   |
|------------------|--|
| 10/1             | Final revisions to FY 09 Work Plan distributed to Program participants.  |
| 10/15            | Final scopes of work for any new/significantly revised FY 09 projects distributed to Program participants.   |
| 11/14            | FY 2008 project reports from principal investigators due to Program Director's Office  |
| 12/1             | Preliminary Program guidance for FY 10 new starts (and 11 new starts which can be identified) requiring peer review (draft to Biology Committee in November).  |
| 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:<br>Draft RIPRAP assessment<br>Draft revised RIPRAP; and<br>Draft FY 10-11 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 10-11 Program Guidance.   |
| 4/30             | All (new, revised, and ongoing) FY 10-11 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 10-11 technical work plans. |
| 6/20             | Recommended FY 10-11 technical work plans and refined technical scopes of work due from Program Director to technical committees.  |
| 7/1              | FY 10-11 Program management scopes of work due from agencies to Program Director.  |
| 7/15             | Technical committees meet to discuss recommended FY 10-11 technical work plans drafted by Program Director.  |
| 7/20             | Technical committees' review/recommendations on recommended FY 10-11 technical work plans due to Management Committee. Recommended FY 08-09 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 10-11 work plans and approve projects for draft FY 10-11 Biennial Work Plan. (IC may delegate approval to MC.)  |
| 8/25             | Draft FY 10-11 Biennial Work Plan due to Implementation Committee (unless delegated to MC).  |
| 9/10             | Implementation Committee approval by this date (unless delegated to MC).   |