

COLORADO RIVER RECOVERY PROGRAM
FY-2002-2003 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:
303/969-7327, E-Mail: Robert_Muth@fws.gov

Date: July 17, 2001; revised October 12, 2001.

<u>Category:</u>	<u>Expected Funding Source:</u>
<input checked="" type="checkbox"/> Ongoing project	<input checked="" type="checkbox"/> Annual funds
<input type="checkbox"/> Ongoing-revised project	<input type="checkbox"/> O&M funds
<input type="checkbox"/> Requested new project	<input type="checkbox"/> Capital funds
<input type="checkbox"/> Unsolicited proposal	<input type="checkbox"/> 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 annual (*now 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 and Hypotheses: Section 3.3 of the 1987 Recovery Implementation 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 Program Director's mission 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:

Lakewood

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)

Grand Junction

Dave Soker, Land Acquisition Coordinator (970/243-2778, Fax 970/245-6933,
David_Soker@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 deliverables 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

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

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. (Program Guidance submitted in February 2002 will contain guidance for new starts for 2003 and any *significantly* revised ongoing projects. Program Guidance submitted in February 2003 will contain guidance for ongoing and new projects for FY 2004-2005.)
 - 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. (In the spring of 2003, this work will consist only of *modifications* to the FY 2002-2003 work plan: new starts for FY 2003 and any *significantly* revised ongoing projects.)
 - 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. Provide assistance 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 and summarize 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. Finalize recovery goals.

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-2002 Work

- Deliverables/Due Dates

Early Program Guidance for FY 2003 new starts: Draft - November; Final - December

Updated RIPRAP: Draft - February; Final - March

Program Guidance (FY 03 new starts and any *significantly* modified ongoing projects): Draft - February; Final - March

Modifications to Work Plan for FY 03 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

<u>PROGRAM DIRECTOR & OFFICE OPERATION</u>	
Salary & benefits (full-time, one year)	\$104,200
Travel & training	\$19,000
Office supplies, meeting room rentals	\$30,000
Copier rental & supplies	\$8,500
Space	\$12,000
Other travel, peer review	\$5,000
	<u>\$178,700</u>
<u>SECRETARY</u>	
Salary & benefits (full-time, one year)	\$44,900
Travel & training	\$800
	<u>\$45,700</u>
<u>PART-TIME CLERICAL ASSISTANT</u>	
Salary & benefits (approx. half-time)	\$15,900
<u>ASSISTANT PROGRAM DIRECTOR</u>	
Salary & benefits (full time, one year)	\$96,200
Travel & training	\$5,500
	<u>\$101,700</u>
<u>BUDGET/COMPUTER ASSISTANT</u>	
Salary & benefits (full time, one year)	\$53,100
Travel & training	\$1,700
	<u>\$54,800</u>

<u>HABITAT RESTORATION/NONNATIVE FISH COORDINATOR</u>	
Salary & benefits (full time, one year)	\$96,700
Travel & training	\$10,000
Supplies	\$1,000
	<u>\$111,700</u>
<u>INSTREAM FLOW COORDINATOR</u>	
Salary & benefits (full time, one year)	\$80,600
Travel & training	\$8,000
	<u>\$88,600</u>
<u>PROPAGATION/MONITORING COORDINATOR</u>	
Salary & benefits (full time, one year)	\$101,900
Travel & training	\$13,000
	<u>\$114,900</u>
<u>INFORMATION & EDUCATION COORDINATOR</u>	
Salary & benefits (full time, one year)	\$80,000
Travel & training	\$8,500
	<u>\$88,500</u>
FWS FIELD STATIONS	\$24,000
	FY 2002 TOTAL: \$824,500

FY-2003 Work

- Deliverables/Due Dates

Early Program Guidance for FY 2004-2005 new starts: Draft - November; Final - December

Updated RIPRAP: Draft - February; Final - March

FY 2004-2005 Program Guidance: Draft - February; Final - March

FY 2004-2005 Work Plan for FY 03 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 (all positions are one year at full time, unless otherwise noted)

<u>PROGRAM DIRECTOR & OFFICE OPERATION</u>	
Salary & benefits	\$112,800
Travel & training	\$20,000
Office supplies, meeting room rentals	\$32,000
Copier rental & supplies	\$8,500
Space	\$12,000
Other travel, peer review	\$5,000
	<u>\$190,300</u>
<u>SECRETARY</u>	
Salary & benefits	\$47,500
Travel & training	\$800
	<u>\$48,300</u>

<u>PART-TIME CLERICAL ASSISTANT</u>	
Salary & benefits	\$17,200
<u>ASSISTANT PROGRAM DIRECTOR</u>	
Salary & benefits	\$102,000
Travel & training	\$5,500
	<u>\$107,500</u>
<u>BUDGET/COMPUTER ASSISTANT</u>	
Salary & benefits	\$57,600
Travel & training	\$1,700
	<u>\$59,300</u>
<u>HABITAT RESTORATION/NONNATIVE FISH COORDINATOR</u>	
Salary & benefits	\$102,600
Travel & training	\$11,000
Equip. & supplies	\$1,000
	<u>\$118,600</u>
<u>INSTREAM FLOW COORDINATOR</u>	
Salary & benefits	\$87,200
Travel & training	\$8,000
	<u>\$95,200</u>
<u>PROPAGATION/MONITORING COORDINATOR</u>	
Salary & benefits	\$108,000
Travel & training	\$13,000
	<u>\$121,000</u>
<u>INFORMATION & EDUCATION COORDINATOR</u>	
Salary & benefits	\$86,800
Travel & training	\$8,500
	<u>\$95,300</u>
FWS FIELD STATIONS	\$26,000

FY 2003 TOTAL: \$878,700

- IX. Budget Summary
 - FY-2002: \$824,500
 - FY-2003: \$878,700
 - FY-2004: FY 2003 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.

Process and Approximate Schedule FY 02-03 Recovery Program Work Planning
(FY 2002: Planning for Second Year of FY 02-03 Biennial Work Plan)

<u>Date</u>	<u>Activity</u>
12/1	Preliminary Program guidance for FY 03 new starts requiring peer review (draft to Biology Committee in November).
12/10	FY 2001 project reports from principal investigators due to Program Director's Office.
1/15-17	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 02 Program guidance (recommendations for FY 03 new starts and any <i>significantly</i> revised ongoing, projects)
2/15	Technical committees' review/recommendations on draft revised RIPRAP and draft Program Guidance (FY 03 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 03 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 03 Program Guidance (for FY 03 new starts and any <i>significantly</i> revised ongoing, projects), and FY 03 budget table.
4/30	Scopes of work for FY 03 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 03 new starts, any <i>significantly</i> revised ongoing projects, and refined FY 03 budget table due from Program Director to technical committees.
7/15	Technical committees meet to discuss recommended FY 03 new starts, any <i>significantly</i> revised ongoing projects, and FY 03 budget table.
7/20	Technical committees' review/recommendations on recommended FY 03 new starts, any <i>significantly</i> revised ongoing projects, and FY 03 budget table due to Management Committee.
8/10	Management Committee meeting by this date to discuss recommended FY 03 new starts, any <i>significantly</i> revised ongoing projects, and FY 03 budget table.
8/25	Recommended FY 03 new starts, any <i>significantly</i> revised ongoing projects, and FY 03 budget table due to Implementation Committee.
9/10	Implementation Committee approval by this date.
10/1	Final FY 03 budget table and distributed Program participants.
10/15	Final scopes of work for FY 03 new projects and any <i>significantly</i> revised ongoing projects distributed to Program participants.

Process and Approximate Schedule FY 04-05 Recovery Program Work Planning
(FY 2003: Planning for FY 2004-2005 Biennial Work Plan)

<u>Date</u>	<u>Activity</u>
12/1	Preliminary Program guidance for FY 04 new starts (and 05 new starts which can be identified) requiring peer review (draft to Biology Committee in November).
12/10	FY 2002 project reports from principal investigators due to Program Director's Office.
1/15-17	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 04-05 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 04-05 Program Guidance.
4/30	All (new, revised, and ongoing) FY 04-05 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 04-05 technical work plans.
6/20	Recommended FY 04-05 technical work plans and refined technical scopes of work due from Program Director to technical committees.
7/1	FY 04-05 Program management scopes of work due from agencies to Program Director.
7/15	Technical committees meet to discuss recommended FY 04-05 technical work plans drafted by Program Director.
7/20	Technical committees' review/recommendations on recommended FY 04-05 technical work plans due to Management Committee. Recommended FY 04-05 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 04-05 work plans and approve projects for draft FY 04-05 Biennial Work Plan.
8/25	Draft FY 04-05 Biennial Work Plan due to Implementation Committee.
9/10	Implementation Committee approval by this date.
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.