

FY 2018 Reclamation Program Management

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Relationship to SJRIP: Supports Program goals and management by supporting approved activities

Study Goals, Objectives, and End Product: Program Management funds support Reclamation staff involved in program management. Funds are used for the administration of funding agreements, including issuing requisitions for program supplies, and the preparation and oversight of work conducted under interagency agreements, cooperative agreements, contracts, and grants. The funds are also used for formation and participation of the technical and peer-review committees, implementation of committee assignments not specifically identified in a scope of work, reporting, and coordination of water operations. Management support for Capital fund projects, including technical oversight, budgeting, preparation of bids and funding agreements is covered in a separate scope of work. Participation in Hydrology and Biology Committee meetings and business is paid for separately by Reclamation with funds unrelated to the SJRIP.

Task Description and Schedule

Task 1: Manage and administer funding for Recovery Program projects related to the Biology Committee activities. Funding Recovery Program projects requires establishment or modification of approximately 20—30 Reclamation funding agreements or contracts each year. Each financial agreement requires multiple steps and activities, including: submission of requests for Federal assistance for Recovery Program-approved projects; working with Recovery Program's office on funding issues; reviewing and approving (if warranted) project budgets; writing SOWs for RFPs, requesting obligations to cover funding agreement or contract awards; awarding agreements or contract funding to recipients; maintaining agreement and contract filing system including agreement instruments, invoices, and accruals; reviewing and tracking budgets; participating in audits; reviewing and approving invoices; performing periodic site visits to monitor project performance and progress; filing advanced procurement reports; organizing and participating on TPECs; drafting requests for proposals (RFPs); evaluating proposals and awarding contracts; performing agreement closeouts; answering agreement inquiries from auditors, assistance recipients, and the Recovery Program; recording project performance and status of deliverables; and filing recipient performance reports.

Deliverables/Due Dates: Requests from the Recovery Program for funding are processed as they are received. Other deadlines for committee activities are set by the Recovery Program participants during the development of the annual workplan.

**Budget Summary
FY-2018**

Total labor	\$212,000.00
Total travel	\$11,255.00\$11,255.00
Grand total	\$223,255.00¹

¹ This total budget represents a 0% increase over the FY2017 Budget.

Budget FY18

Task 1: Biology Committee Annual Funding Administration

A) Labor

Position	Salary total/hr	No. persons	Total Hours	Total cost
Reclamation Contract Manager	\$120.00	1	20	\$2,400.00
Biology Committee Technical Representation for Contracts and Agreements*	\$90.00	1	700	\$63,000.00
Lead Contract Officer	\$120.00	1	80	\$9,600.00
Contract Specialist	\$70.00	1	1000	\$70,000.00
Contract and agreement Auditor	\$120.00	1	100	\$12,000.00
Agreement specialist	\$55.00	2	1000	\$55,000.00
Total				\$212,000.00

* Funding for Reclamation to participate in the Biology Committee is funded by Reclamation and not the SJRIP.

B) Travel

Position	Destination	Purpose	Days	Lodging per day/total	Per diem per day/total	Other*	Airfare total	Total
Reclamation Technical representative	Farmington, Durango, or Albuquerque	Contract support for CC meetings, program funding meetings	3 trips @ 2 days/trip	\$100/\$600	\$50/\$300	\$400	\$2,500	\$3,800.00
Reclamation Technical representative	Farmington	Project evaluation or field trips	2 trips @ 6 days/trip	\$100/600	\$50/\$300	\$400	\$2,000	\$3,300.00
Reclamation Technical representative	Boise, ID; Kennewick, WA; various	Contract administration with suppliers	2 trips @ 3 days/trip	\$100/\$300	\$50/\$300	\$400	\$1,000	\$2000.00
Lead agreement officer	Farmington, Durango	CC/BC mtg., or contract admin	1 trips @ 2 days	\$100/\$200	\$50/\$200	\$100	\$2,000	\$1,500.00
Lead contract officer	Various locations	Contract Admin	1 trip @ 2 days	\$125	\$65/\$130	\$100	\$300	\$655.00
Total							\$11,255.00	

*Taxi \$20; Parking \$10; Rental car \$100/trip