

**UPPER COLORADO RIVER
ENDANGERED FISH
RECOVERY PROGRAM**

**FISCAL YEAR 2018 & 2019
PROGRAM GUIDANCE**

March 27, 2017

INTRODUCTION

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ONGOING, ONGOING-REVISED, AND NEW PROJECTS BY RECOVERY PROGRAM
ELEMENT: See Excel budget table file.

APPENDICES

FY 2018–2019 PROPOSED SCOPE OF WORK FORM

SCOPE OF WORK BUDGET DETAIL REQUIREMENTS

INTRODUCTION

This is the guidance for development of the Recovery Program's FY 2018-2019 Work Plan. The Program Director's office developed this guidance on the basis of the [Recovery Program's Recovery Action Plan \(RIPRAP\)](#) and input from Program participants. The guidance was subsequently reviewed, modified, and approved by the Program's technical and Management committees (the Implementation Committee delegated review and approval to the Management Committee). The RIPRAP identifies all the activities currently believed necessary and feasible to recover the endangered fish in the Upper Basin. Thus, Program guidance is closely tied to the RIPRAP.

Like the RIPRAP, the guidance is organized by recovery element. In the accompanying Excel budget tables, guidance is provided for ongoing, ongoing-revised, and new/contingency projects within each recovery element. Most new projects are identified as contingencies at this time, to be considered if funding becomes available. (In some cases, this could involve a formal request for proposals (RFP) developed by the Bureau of Reclamation.)

Recent updates to the Program's understanding of floodplain management creates the potential for increased costs. Specifically, the requirements for successful floodplain management to support razorback sucker production (and potentially bonytail production) are now characterized as controlling both the filling and draining regimes, excluding large-bodied nonnative fish, and providing adequate water conditions over the summer, typically through a supplemental water source (Speas et. al. 2017). These requirements are a deviation from previous floodplain management criteria and represent a substantial increase in the effort, time, and capital costs associated with each individual wetland. Therefore, the Program should expect that budgets associated with habitat management at floodplain sites will increase in the future as more floodplains are intensively managed.

A NOTE ABOUT THE ANNUAL RESEARCHERS MEETING: Many principal investigators (PIs) provide presentations at the annual Researchers Meeting. Although presentations are not required for every project every year, the Management Committee requires PIs to make a presentation at the annual Researchers Meeting if requested by the Program Director's Office. (Note: the 2018 Researcher's meeting is scheduled for January 23-25, 2018, in Vernal, Utah.)

A NOTE ABOUT BUDGET: The Program's FY 2018 and FY 2019 base budgets may be very similar to FY 2017, or they could be less. Much uncertainty currently surrounds FY17 Federal budgets, and we do not know how or if Program funding will be affected by budget discussions taking place in the Administration and Congress. Power revenues contribute the bulk of the Program's annual funding, followed by USFWS appropriated funds for recovery and hatchery management. In the FY18-19 Program Guidance budget table, we estimated increases at 2%/year over 2017 (and this may be too high). The FY18 annual funding we projected as available also may be too high. And even with that total, FY18 projects almost \$800K over budget. USFWS

2018/2019 Program Guidance

may be able to again contribute some carry-over funds, but can't yet predict amounts and it is unlikely to have substantial carry-over funds into FY18. In light of all this uncertainty, principal investigators are asked to carefully review their scopes of work for any areas of potential savings and to very carefully consider the need for and to clearly justify any increases in project budgets from 2017 to 2018 and 2019.

This FY 2018-2019 guidance requests proposals for FY 2018-2019 activities; proposed scopes of work are requested for each of the projects listed in the Excel budget tables accompanying this guidance (with the exception of any new starts requiring RFP's). Scopes of work should be prepared according to the format provided. Please review this format carefully, especially the explanatory text printed in italics. Scopes of work which do not contain the information and budget detail requested will be returned to the principal investigator for revision. This could prevent the scope from receiving FY 2018-2019 funding consideration because of the tight work plan development schedule.

Scopes of work for new, ongoing, and ongoing-revised biological and water acquisition projects (under recovery elements I-V) are due to the Program Director's office NO LATER THAN Friday, April 28, 2017 (this includes scopes of work for capital-funded projects). Submit ongoing-revised, and ongoing scopes of work for these projects to the appropriate Program coordinator (see list near end of this section) in Word format by electronic mail. IN ADDITION, submit a courtesy electronic or hard copy of biological scopes of work to each member of the Biology Committee and water acquisition scopes of work to each member of the Water Acquisition Committee (see lists at end of this section). If you wish, you may provide this courtesy copy by posting it to the fws-coloriver listserv.

A NOTE ABOUT PROJECTS PROPOSING SIGNIFICANT REVISION: Projects with significant revisions proposed are to include a paragraph in Section IV of the scope of work that outlines major changes (tasks, budgets, etc.). We anticipate the following projects to have significant revisions:

- Green River Canal Salvage (C29a/138) and Green River Canal antennas (C28a) – note that these will be completed in calendar year 2018.
- 164 & 165: increased work in floodplain habitats, provided funds can be redirected from other elements.
- 98a: more focus on pike backwater netting; removal of pre-peak in-river electrofishing (moved to 125/128).
125: increase in pre-peak in-river electrofishing effort to support Colorado pikeminnow population estimates (128) and nonnative removal (125).
128: addition of Yampa River passes (previously in project 125 and 98a); increase in effort by UDWR-Vernal; and changes to reach designations to allow sampling between the Green River Diversion and Green River State Park.
124: Duchesne nonnative fish removal may be proposed for implementation again beginning in FY18.
- 128: likely additional sampling around Tusher Wash and assistance between UDWR and FWS-Vernal.
- 129: additional sampling sites are likely to be included and/or additional effort is expected.

Scopes of work for information & education projects (under recovery element VI) also are due April 28, 2017, and should be submitted in Word format to Melanie Fischer (melanie_fischer@fws.gov and angela_kantola@fws.gov).

Program management scopes of work (under recovery element VII) are due by Friday, June 30, 2017 (in Word format by electronic mail to angela_kantola@fws.gov).

Upon receipt of the proposed scopes of work, the Program Director's office will begin working (with technical committees and principal investigators) to review and refine the scopes of work and develop a recommended technical annual work plan. This recommended work plan and refined scopes of work will be submitted by the Program Director to the technical committees for review on June 14. Technical committee comments are then due to the Program Director and the Management Committee by July 14 (note: the Biology Committee will meet to review the draft work plan July 13-14). The recommended Program management work plan also is due from the Program Director to the Management Committee by July 14. The Management Committee will meet August 15-16 in Grand Junction to discuss and approve the recommended FY 2018-2019 Work Plan (The Implementation Committee likely will delegate their review and approval to the Management Committee). If you have any questions about this guidance or the FY 2018-2019 work plan development process, please contact Angela Kantola at 303/236-9882, or the appropriate coordinator:

Instream flow protection – Don Anderson 303/236-9883, Donald_Anderson@fws.gov

Habitat restoration (please see tables for appropriate coordinator) – Don Anderson 303/236-9883, Donald_Anderson@fws.gov and Kevin McAbee 303/236-9887, kevin_mcabee@fws.gov

Nonnative fish control – Kevin McAbee 303/236-9887, kevin_mcabee@fws.gov

Genetics and propagation, monitoring/research/life history – Tom Czapla 303/236-9884, tom_czapla@fws.gov

Data management and PIT tags – Julie Stahli 303/236-4573, julie_stahli@fws.gov

Information, education, and public involvement – Melanie Fischer 303/236-9881, melanie_fischer@fws.gov

Program management – Angela Kantola 303/236-9882, angela_kantola@fws.gov

Biology Committee member e-mail list:

Angela Kantola <angela_kantola@fws.gov>,
Brandon Albrecht <balbrecht@bio-west.com>
Dale Ryden <dale_ryden@fws.gov>,
David W Speas <DSpeas@usbr.gov>,
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Jerry Wilhite <Wilhite@wapa.gov>
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Melissa Trammell <Melissa_Trammell@nps.gov>,
Pete Cavalli <Pete.Cavalli@wyo.gov>,
Tom Chart <Tom_Chart@fws.gov>,
Tom Pitts <tpitts@waterconsult.com>

Water Acquisition Committee member e-mail list:

Angela Kantola <angela_kantola@fws.gov>,
Bart Miller <bmillier@westernresources.org>,
Brent R Uilenberg <BUilenberg@usbr.gov>,
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Robert Wigington <rwigington@tnc.org>, Steve Wolff <steve.wolff@wyo.gov>,
Tom Chart <Tom_Chart@fws.gov>,
Tom Pitts <tpitts@waterconsult.com>

RECOVERY PROGRAM
FY 2018-2019 SCOPE OF WORK for:
[Show brief title of project here]

Recovery Program Project Number: _____

Reclamation Agreement number *[if applicable & known]*: _____
Reclamation Agreement term *[if applicable & known, e.g., Oct. 1, 2013 – Sep. 30, 2018]*: _____

Note: Recovery Program FY18-19 scopes of work are drafted in May 2017. They often are revised before final Program approval and may subsequently be revised again in response to changing Program needs. Program participants also recognize the need and allow for some flexibility in scopes of work to accommodate new information (especially in nonnative fish management projects) and changing hydrological conditions.

Lead agency:

Submitted by: *[Give name of project manager, give name, address, phone, fax, e-mail of principal investigator]*

Date Last Modified: 12/27/2021 5:20:00 PM *[This field is set to update automatically.]*

Category:

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

Expected Funding Source:

- Annual funds
- Capital funds
- Other *[explain]*

- I. Title of Proposal:
- II. Relationship to RIPRAP: *[Action plan(s), task number(s) and title(s) in the most recent RIPRAP which are correlated with this project. See RIPRAP at <http://www.coloradoriverrecovery.org/documents-publications/foundational-documents/recovery-action-plan.html>]*
- III. Study Background/Rationale and Hypotheses: *[If applicable] [Include description of expected study results and how those results will be integrated into the overall recovery effort.]*
- IV. Study Goals, Objectives, End Product(s): *[Include measurable outcomes and their expected due dates.]*
For ongoing projects proposing significant revision, also include here a paragraph outlining major changes (tasks, budgets, etc.) See projects listed in Program Guidance text.
- V. Study Area: *[Including river miles and sampling dates, if appropriate]*
- VI. Study Methods/Approach: *[Provide a clear description of sampling methods, gear types, numbers and life stages of fish to be collected, statistical analyses to be used, etc.]*

Boilerplate language to be included in nonnative fish control SOWs:

“Temporarily reducing riverine smallmouth bass and northern pike populations appears viable under certain environmental conditions but both species can easily reverse these

reductions in population abundance and return to pre-removal abundances under favorable environmental conditions (Breton et al. 2014; Zelasko et al. 2015). Therefore, mechanical removal efforts will attempt to reach eradication of nonnative fish populations in the river. However, recent synthesis reports investigating effectiveness of in-river removal efforts for northern pike and smallmouth bass determined that reducing in-river populations of these two species would not be successful unless in-river reproduction and reservoir escapement were controlled (Breton et al. 2014; Zelasko et al. 2015). Therefore, mechanical removal efforts will continue to temporarily suppress riverine populations, and will focus on reducing in-river reproduction when feasible. Simultaneously, Program partners will work on other means to reduce in-river reproduction and reservoir escapement, in order to make mechanical removal more effective and to attempt to reach complete eradication of riverine populations.”

VII. Task Description and Schedule: *[Here a task-by-year table is strongly encouraged if it fits the work. For examples, please see <http://www.coloradoriverrecovery.org/documents-publications/work-plan-documents/sow/12-13/hab/FR-164.pdf> and <http://www.coloradoriverrecovery.org/documents-publications/work-plan-documents/sow/12-13/nna/115.pdf>.]*

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

[Note: In light of ongoing budget uncertainties, PI's are STRONGLY ENCOURAGED to prepare their budget in an Excel spreadsheet (to facilitate modifications) and paste it into your scope of work (Word format), using the paste option “Link and Keep Source Formatting.”.]

[If the project will generate a final report, please include the date by which the draft final report will be submitted to the appropriate Program coordinator.]

FY 2018 [You may combine fiscal year budget tables into one table if you prefer]

Deliverables

Budget [Broken out by task and funding target; see budget detail example requirements, attached]

FY 2019 [You may combine fiscal year budget tables into one table if you prefer]

Deliverables

Budget [Broken out by task and funding target; see budget detail example requirements, attached]

FY 2020 [You may combine fiscal year budget tables into one table if you prefer]

Deliverables

Budget [Broken out by task and funding target; see budget detail example requirements, attached]

FY 2021 [You may combine fiscal year budget tables into one table if you prefer]

Deliverables

Budget [Broken out by task and funding target; see budget detail example requirements, attached]

FY 2022 *[You may combine fiscal year budget tables into one table if you prefer]*

Deliverables

Budget *[Broken out by task and funding target; see budget detail example requirements, attached]*

[To comply with Bureau of Reclamation contracting requirements, all Program scopes of work must now contain 5-year budgets. Years 3-5 may be percent (we recommend no more than 2%) increases over years 1 and 2, but must still contain detailed budget break-outs.]

- IX. Budget Summary: *[Provide total AND subtotals by funding target (e.g., office/station)]**
- X. Reviewers: *[For new projects or ongoing-revised projects, list name, affiliation, phone, and address of people who have reviewed this proposal.]*
- XI. References:

* Please do NOT include the overhead cost on funds transferred from the Bureau of Reclamation to the Fish and Wildlife Service.

Scope of Work Budget Detail Requirements

Budgets should be broken down by task, category (at least salaries & wages, fringe benefits, travel, materials & supplies, equipment, and contractual) and funding target. Most Recovery Program work is funded through Reclamation. To process agreements based on your scope of work, Reclamation reviewers must be able to write a cost/price budget review and justify each line item in your budget, showing why a cost is allocable, allowable, and reasonable. Therefore, you need to provide documentation (quote, bid, past costs, employee rates, fringe rates, per diem, vehicle rates per mile, etc.) for all costs in your scope of work. Remember when your math teacher said “you’re your work”? That’s what’s needed here. Generally, a spreadsheet with numbers and a narrative of how you came to those numbers works best. Under “labor,” be sure to identify: the type of labor (e.g., project manager, technician, secretary, etc.), the labor rate (per day, per week, or whatever calculation your office uses), and the expected amount of effort (expressed in terms of hours or weeks). Reviewers need to be able to see how the numbers are derived (e.g., x hours * y rate = z\$). Lump sum costs are not acceptable in any category (e.g., generalized equipment budgets are no longer permitted), so the more detail the better. Provide unit costs for all budget items. Remember, Reclamation no longer has a \$1,000 cut-off below which costs don’t need to be described and justified.

To simplify budget preparation and potential modifications, we **strongly** recommend you prepare your budget in an Excel spreadsheet. Then paste it into your scope of work (Word format), using the paste option “Link and Keep Source Formatting.” This option preserves the look of the information as it appeared in your spreadsheet, and it maintains a link to the spreadsheet source file and updates the pasted text with any changes that are made to the spreadsheet source file.

Reclamation suggests that the example on the next page shows the kind of budget detail they need:

Justification for Proposed Budget Modifications (Agreement #) for Fiscal Year 2013

Travel

Travel cost calculation is based on round trip travel for two researchers (see below) from their primary work/residence in Erie, Pennsylvania to the project location in Salt Lake City, Utah. Airfare calculations are projections based on average costs derived from common travel websites (i.e. <http://www.expedia.com>). Rental car costs are projections derived from common car rental websites (i.e. <http://www.hertz.com>) and are based on a one-week rental of a vehicle of sufficient size to transport two research personnel and their equipment while in Salt Lake City. Hotel costs are projections calculated for two individuals for seven days and are derived from average costs obtained from common travel websites (i.e. <http://www.expedia.com>). Meal per Diem is projected from the U. S. General Services Administration website and are calculated for two individuals over seven days.

Personnel

Personnel costs are calculated for the Principal Investigator (P. I.), an Assistant Researcher for seven days, and an editor for report compilation, editing, distribution, and archiving for 14 days. The P. I. is

(names and affiliations)

Their daily rates, as well as the editor's daily rates, are calculated based in part on their annual salaries and those rates which have been applied to recent grant and contract work.

(Names#) \$47.71/hour x 8 hours + 31% fringes = \$500/day
 : \$25.76/hour x 8 hours + 31% fringes = \$270/day
 Report Production: \$12.88/hour x 8 hours + 31% fringes = \$135/day

Supplies, Special Analysis, and Shipping

Supply costs represent those expenses associated with:
 Printing standardized analytical forms and tags: \$115.00
 Photographic supplies (e.g. light bulbs, photometric scales): \$30.00
 Office supplies (pens, bags, batteries): \$90.00

Special Analysis is the estimated cost for:
 Radiometric dating: \$1,560 (4 @ \$390 per sample)
 Detailed botanical analysis: \$110 (\$55 per analysis – 2 total)
 Elemental analysis: \$248 (2 at \$90 each and 1 at \$68)

Shipping costs are derived from UPS and represent the cost of shipping research material and supplies between Erie, Pennsylvania and Salt Lake City, Utah with sufficient packaging material and insurance.

Proposed Budget Modifications (Agreement #) for Fiscal Year 2013

<u>Travel</u>			
Airfare	\$850.00/seat	2 round trip seats	\$1,700.00
Vehicle Rental	\$500.00/week	1 week	\$500.00
Hotel	\$77.00/night	2 rooms/7 days	\$1,078.00
Meal per Diem	\$63.00 per day	2 people/7 days	\$882.00
sub-total			\$4,160.00
<u>Personnel</u>			
(Names#)	\$500.00/day	7 days	\$3,500.00
	\$270.00/day	7 days	\$1,890.00
Report Production	\$135.00/day	14 days	\$1,890.00
sub-total			\$7,280.00
<u>Supplies, Special Analysis, and Shipping</u>			
Supplies	\$235.00/week	1 week	\$235.00
Special Analysis	\$803.00/total	see narrative	\$1,918.00
Shipping	\$407.00/round trip	1 round trip	\$407.00
sub-total			\$2,560.00
Total			\$14,000.00