

***Upper Colorado River Endangered Fish Recovery Program
Policy for Late Projects***

Adopted August 7, 2001; revised September 26, 2001 June 13, 2002;

The Upper Colorado River Endangered Fish Recovery Program (Recovery Program) efforts to recover endangered fish species in the Upper Colorado River Basin are dependent on timely completion of a number of activities. These include reports on monitoring and research, environmental assessments and environmental impact statements, reports on project planning and design, and the completion of construction projects. Completion of these activities in a timely manner is essential to achieving the goals of the Program, and to meeting Congressionally mandated time frames, as defined in PL 106-392. The fact that these activities are almost all carried out by employees of participants in the Recovery Program places an additional obligation on Program participants to ensure that projects are completed on schedule.

In order to support timely accomplishment of recovery goals and supporting activities, the Recovery Program has adopted the procedures defined below.

1. All statements of work submitted to the Program for Program activities will clearly identify the lead person responsible for projects with multiple investigators.
2. All statements of work submitted to the Program for program activities will include not only a description of the work, but also estimated completion dates, including interim dates, for completion of major activities. These major activities may include completion of draft and final documents; submission of documents for peer review, committee review and finalization; start and finish of design reports; and start and finish of construction, or other activities appropriate to the projects. Where a report is expected, expected dates for submission to Program Director's Office review, peer and committee review, and finalization will be identified. Thirty days should be allowed for Program Director's Office review and author revisions. Then the report will be sent out for peer review AND technical committee (e.g., Biology Committee) review. Peer reviewers will return comments within 30 days. The Committee will return comments within 45 days. The author then has 30 days to revise the report based on peer and Committee comments. The Committee will consider the report for approval at their next scheduled meeting.

Example: The author sends a report to the appropriate coordinator in the Program Director's Office on January 1. The author and the coordinator make any needed revisions and submit the report to peer and Biology Committee review by February 1. Peer reviewer comments are due to the author, the coordinator and the Biology Committee by March 1. Biology Committee members' comments are due to the author and the coordinator by March 15. The author incorporates peer review and Biology Committee comments by April 15, then the Biology Committee considers the report for approval at their next scheduled meeting (if the meeting is at least two weeks from the date Committee members receive the report). If possible, this will all be done electronically (e.g., via files in PDF format).

Scopes of work should identify a date the draft report will be sent to the Program Director's

Office, a date one month later to send it out for peer and committee review, and a date two and a half months after that for the document to be finalized. Due dates may have to be modified somewhat based on Biology Committee meeting dates and/or completion of Committee review.

3. Preparation and completion of final report(s) and/or delivery of final product(s) will be identified as a specific task in each scope of work, with an accompanying budget.
4. Dates included in the statements of work will be entered into the Recovery Program project tracking system that is maintained and updated by Recovery Program staff.
5. Sixty days and thirty days prior to pending deadlines, Recovery Program staff will notify authors (via the listserver) of the pending due dates and obtain a status report on the project. If there are any expected slippages, Program coordinators will work with the contractor to identify actions to be taken to meet the projected deadline. Every reasonable effort will be made by the Program staff and contractor to avoid projects falling into the “late” category.
6. For projects falling into the late category, every effort will be made by Program staff and contractor to get the projects back on track and complete the projects on schedule.
7. Projects falling into late category will be entered on a “late projects report” to be maintained by Recovery Program staff. The late projects report will be provided to the appropriate Recovery Program committee two weeks prior to each committee meeting, including the Recovery Program Management Committee. The late projects report will indicate those projects that have been completed and those projects that have been added since the last committee review of the late projects report. Recovery Program staff will provide recommendations to the committees for dealing with each late project. The late projects report may be placed on the agenda for the Recovery Implementation Committee at the request of any Management Committee member.
8. Although it will be evaluated on a case-by-case basis, authors/contractors with a record of chronically late projects will generally be precluded from having statements of work considered by the Recovery Program. The Management Committee may take or recommend other actions, as necessary, to ensure completion of projects in a timely manner.
9. Agencies are providing funds for Program activities (including the National Fish and Wildlife Foundation) will withhold the portion of the contract allocated for completion of the final report or 10 percent of the total contract amount (whichever is more) until the Program staff determines that the project is complete and provides notice that funds should be released. The amount to be withheld may be adjusted based on the nature of the project.
10. Contracts will include a clause that: 1) prohibits contractors from publishing data, results, or other information from Recovery Program activities until the activities are accepted as final products by the Recovery Program; and 2) provides for forfeiture of the portion withheld for project/report completion if such clause is violated.