

Working to support stakeholders in the restoration of viable salmonid populations and other at-risk species through collaborative processes that honor regional, cultural, economic and community values.



DRAFT AGENDA

UCSRB Directors' Meeting
[Douglas County Transportation & Land Services Building](#)
140 19th St. NW A, East Wenatchee, WA 98802
Thursday, December 7, 2023
9:00 AM – 3:00 PM

Join Virtual Meeting: <https://us06web.zoom.us/j/85359309994?pwd=GVYp7FjCaYbXLa9bbIQ7mZPgfgclyD.1>
Join only by phone: (253) 205-0468 Meeting Meeting ID: 853 5930 9994 Passcode: 563990

* Agenda items not yet approved by Board

Time	Topic	Presenter
9:00 am	Welcome and Introductions New hire – Ariel Edwards, LE Coordinator	Chair Andy Hover
9:05 am	Regular Business Approve December 7, 2023 Board Meeting Agenda Approve September 28, 2023 Board Meeting Summary	Chair Hover Directors Directors
9:10 am	Finance & Operations - Review financial reports - UCSRB budget updates - State Auditor's Office update - Findings from accountability audit with finance committee. *Review BPA Cooperative Agreement	Elaine Sivey Elaine Sivey ~~SAO~~
	Questions and discussion	Directors
	*Approve BPA Cooperative Agreement	
	Contract updates - Income: YN Amendment, CCT FY2024, RCO Admin., DNR/NCWFHC * LE Outreach: - CCNRD, OCD * Questions and discussion * Approve and sign the LE Outreach contracts	Amanda Ward/Elaine Sivey Directors

	Annual Business Meeting	Chair Hover
	- Schedule of 2024 Executive and Board Meetings * Board retreat / Planning retreat? - Meeting location(s) - Discussion and Questions - Approve 2024 Board Meeting Dates	
10.00 am	UCSRB Program Updates	
	- LE Update – 2024 Grant round - Enloe Dam *IT update 2024 Science Conference update	Ryan Niemeyer, Ariel Edwards Ryan Niemeyer Ryan Niemeyer Amanda Ward
10.30 am	Questions and discussion	Directors
	Break	
10.45 am	Strategic plan – Draft of public facing Strategic Plan	Amanda Ward
	* Discuss amended wording of Vision statement - Questions and discussion - Approve version of Strategic Plan for publishing	Directors
11.00 am	* Introduction of salmonids above Chief Joseph Dam	Chuck Brushwood, Colville Confederated Tribes
11.30 am	Northern Pike Suppression and Monitoring in the Upper Columbia River	Holly McLellan Colville Confederated Tribes
12.00 noon	Lunch	
1:00 pm	Hardened stream crossings – the interface between salmon and ranchers/cattle	Chair Hover
	Hardened stream crossing	Joe Lange (NRCS?)
	Hardened stream crossing - Conservation District perspective	Craig Nelson, Okanogan CD
	Hardened stream crossing – Landowner perspective	Allen Miller, Douglas County rancher
2:55 PM	Public Questions and Comments	Chair Hover
3.00 PM	Wrap-Up and Adjourn Meeting	Chair Hover

September 28, 2023

Draft UCSRB Board of Directors Mtg. Summary

Douglas County Transportation & Land Services Building – East Wenatchee, WA

9:00 am to 3:30 pm



Formal Approvals

Item	Action-Decision
Agenda for September 28, 2023 Board of Directors Meeting	Approved and posted online at: UCSRB Agenda
Summary for June 22, 2023 Board of Directors Meeting	Approved and posted online at: UCSRB Summary
UCSRB Draft FY23-24 Budget	Approved

PRESENT:

Board Members - Vice-Chair, Chuck Brushwood - Colville Confederated Tribes; Shannon Adams - Yakama Nation; Marc Straub - Douglas County; Shon Smith - Chelan County.

UCSRB Staff - Amanda Ward, Ryan Niemeyer, Elaine Sivey, Sarah Walker, Gabby Vermeire

Others - Char Schumacher (on behalf of Chair Hover) - Okanogan County; Brock Hoenes - Washington Department of Fish and Wildlife

ABSENT:

Board Chair, Andy Hover - Okanogan County

1. Welcome and Introductions

Meeting convened by Vice Chair Chuck Brushwood, acting as Chair, at 9.00 am.

Everyone was welcomed and participants introduced themselves. Amanda Ward introduced the new UCSRB Program Assistant, Gabby Vermeire.

2. Regular Business

The meeting agenda was reviewed. No corrections or additional items were noted.

Marc Straub made a motion to approve the September 28, 2023 agenda as presented. Shon Smith seconded, and all approved.

The meeting summary from the June 22, 2023 Board of Directors meeting was reviewed. No corrections or updates were noted.

Marc Straub made a motion to approve the June 22nd, 2023 Board of Directors meeting summary as presented. Shon Smith seconded the motion, and all approved.

3. Finance and Operations

Budget vs. Actual – July 2023 – June 2024

Elaine gave an overview of the Budget to Actuals report through August 31, 2023. No revenue has been recognized for this time period. Elaine noted the equipment costs were high due to purchasing a meeting Owl and three years of firewall through Firefly, a package that included free updated hardware. No money was spent on BPA Maintenance or Board Engagement for this period.

Current Grant Activity

Elaine reviewed activity for current grants for July 2022 through August 2023.

Elaine did not expect that we would fully expend the BPA grant. The Board discussed if any unused BPA admin funds would carry over. Sarah Walker advised that our contract was constrained by the fiscal year, so they would not carry over. Sarah also noted that next year's contract would decrease as UCSRB would not be providing BPA the level of biological guidance as in previous years.

The CCT grant is expected to be fully expended by the end of October. Elaine said she expected to receive the RCO Admin contract soon.

Operating Reserve Activity

Elaine provided an update on operating reserve activity for the period of July 1, 2023 through August 31, 2023.

Statement of Financial Position

Elaine reviewed the UCSRB Statement of Financial Position as of August 31, 2023.

The Board noted that it would be helpful to compare current year against the figures from last year. Elaine said she would do this for the next board meeting.

Budget Adjustments

Elaine identified the following revenue adjustments:

- RCO Admin contract Delay in timing– The RCO Admin contract has not been received. It was originally budgeted it to be fully expended for the year. The resulting decrease in revenue can be accommodated by allowing the contract to carry forward to next fiscal year.
- Carry forward adjustments for YN, BPA, CCT
- BEF Contract Delay
- Proposed budget adjustments are a decrease in revenue of \$62,297

Elaine identified the following expenditure adjustments:

- A 3rd party contractor may be hired for the North Central West Forest Health Collaborative. The budget will be adjusted as necessary.
- The unexpected increase in price for firewall protection is reflected in the known discrepancies.
- Consulting fees to former employees have been added to the budget.
- Higher than expected audit costs.
- Known expenditure changes due to staff changes.
- Proposed expenditure adjustments are a decrease in expenditures of \$125,583.

Overall, the budget adjustment adds a net gain of \$63,286

The Board discussed the issue of \$65K of revenue that would likely not be expended. Amanda advised that the deliverables of all contracts would be met, however money is left over due to less being spent on staff.

Shon Smith made a motion to approve the changes to the FY23-24 Budget. Chuck Brushwood seconded the motion, and all approved.;

State Auditor's Office Update

Elaine Sivey updated the Board on the 2022 audit, which is still in process.

Contract Updates

Amanda updated the Board on the status of current contracts. She noted the \$179,903 BPA contract had been discussed earlier by Elaine. Amanda advised the \$435K GSRO Admin contract was delayed but is expected by the end of the month. The current BEF grant was extended from June to December 2023; the BEF Grant Manager and Amanda will negotiate the next round of funding towards the end of the year. Amanda advised that a draft two-year, \$50,000 DNR grant contract has been received, but is still under negotiation. Amanda is working with the NCWFHC on a contract amendment and will work with both the DNR and NCWFHC to get the contract approved before following up with the Board for final approval.

4. USRB Program Updates

BPA update

Sarah Walker updated the Board on UCSRB's BPA contract for FY23 and looking ahead to FY24. Sarah noted that while the organizational administrative contract operates on the state fiscal year, BPA operates on the federal fiscal year. Sarah has worked with BPA to secure funding for fisheries, Trout Unlimited, and MSRF, which will have to be expended in 3-5 years, as well as successfully showing the need to fund the Wenatchee Floodplain Reconnection Effort. USRB will also receive \$2.6 million in additional funding in FY24, and the \$1.3 million leftover funding from FY23 will carry-over to FY24. Sarah also noted that communication with BPA has been impacted by the fact that BPA has been undergoing a turnover in programmatic staff.

Science Program

Ryan Neimeyer provided an update on the status of the science program. Ryan is currently combining duties of the Science Program with the Watershed Program, so capacity is somewhat stretched.

Current priorities include:

- Okanogan Listening Sessions
- Habitat Prioritization Tool Updates
- Barrier Prioritization Tool Updates
- MaDMC Updates (Ryan said we should identify gaps in the data and give to our partners to fill in)
- RTT Facilitation
- SRFB grant round/Sponsor Support
- Annual Report
- SRP database

For the time being the following activities are considered lower priority:

- Aquatic Landscape Evaluation (the Forest Service may take some of this over [?])
- MaDMC simplification update
- RME matrix and regional approach to RME
- UC Science Conference (Contract with Triangle, with Amanda and Gabby taking on tasks)
- Colombia RS Tributary Habitat TT/SC
- Tracking legislation, NPCC activity, ISAB/ISRP findings (Sarah said she is tracking legislation)
- Columbia Basin Collaborative work groups (Amanda is tracking some meetings)
- Enloe Dam removal
- BPA project evaluation (Sarah said she is taking on these duties)

- Bull Trout Strategy (Ryan noted that this is not a core deliverable for the organization)

Mark Straub said that the Board could reassess the Science Program priorities according to staff resources.

Ryan also identified two potential new projects for the Science Program:

- Cold Water Refuge Mapping (a funding proposal has been submitted to CCT)
- Update Reach Layer (Ryan would like to include additional creeks and sub-basins)

Deliverables for the following grants were on track:

- BPA – including Prioritization Tool management, QA/QC, new data, PWG meetings, Supporting sponsors and summarizing data.
- CCT - Integrate Okanogan data (this includes switching to using raw data), Floodplain Metrics (Aspect is on track to analyze these).
- YN - Regional / WAT coordination, Annual Report, Implementation Schedule, Compiling data and tool integration.
- BEF - Listening Sessions
- RCO – PPFL, SRP Database, Regional Monitoring

Shannon Adams asked if there were plans to backfill Tracy Bowerman's role. Amanda said that this was still under discussion. Ryan added that he had prioritized certain parts of Tracy's role to take over in the meantime.

Lead Entity Program Summary

Amanda Ward updated the Board on the status of the Lead Entity Program after Dave Hecker's exit as Lead Entity Program Coordinator. Programs received a total of \$3.9 million in funding in 2023, which combined \$2.6 million in new funding and \$1.3 million in carry over funding from 2022 supplemental. Of the 21 project proposals submitted, 12 projects were approved, with \$3.9 million in funding secured from SRFB out of the \$9.5 million requested. Including match and leveraged funding, a total of \$11 million was secured out of \$30 million proposed.

SRFB funding for FY24 will include \$2.4 million from the Upper Columbia's share of RCO Riparian funding and an anticipated \$2 million from the annual SRFB Grant Round for a total of \$4.4 million. Riparian funding can be used for acquisition, restoration, planning, assessment, and inventory.

DNR/NCWFHC Update

Amanda Ward summarized UCSRB's changing role for the NCWFHC. UCSRB will no longer be facilitating meetings, however, the co-chairs do want to keep working with UCSRB in some capacity, yet to be determined. Sarah Walker stated she had been the staff member facilitating meetings in the past, with Alicia Meier taking notes.

Sarah Walker added that UCSRB did not have decision-making power in the group and that its role was purely facilitative. All fiscal support went towards meeting administration. Mark Straub believed that the organization could consider re-evaluating the role it played in NCWFHC in the future, and potentially reallocate resources to utilize Sarah's skill set.

2024 Science Conference Update

Amanda advised that planning for the 2024 Science Conference was on track. The conference theme is “A Question of Scale”. The program will include presentations relating to project scale(s), regional support, and the role of climate change in salmon conservation. Amanda expects good attendance after the 2022 Conference was cancelled due to Covid. Conference dates are January 24 and 25; location is the Wenatchee Conference Center, with a social evening to be held at Pybus on January 24.

The venue and hotel lodgings are booked, the final artwork for all promotional materials is almost finished, and a graphic artist has been engaged. The conference steering committee is currently in the process of choosing speakers and poster reviews. Greer Maier (now with GSRO) was engaged to help plan the conference and has passed a lot of the work on to Melanie del Rosario from Triangle. Amanda and Gabby have also taken on aspects of the planning and outreach.

5. Staffing Updates

Lead Program Entity Coordinator – from a slow beginning, more applications had been received after the advertised job title was changed to Salmon Recovery Program Coordinator. Interviews have been scheduled with four promising applicants, some of whom have experience with fish biology.

More broadly, moving forward, Amanda believes that the organization should not fill further positions simply because they previously existed. Once the LE position is filled, Amanda suggests UCSRB wait for a few months to assess the demands/needs on a full-time staff of six before determining if an additional position is required and, if so, what that role might look like. Reaching out to sponsors and partners will also help identify any regional support needs or gaps. At this point, Amanda is not planning to fill the previous communications position, as Gabby Vermeire will pick up some of those activities, and there will also be some outreach cross training for all organization members.

The Board agreed that it was best not to rush to fill positions. Shannon Adams asked if Lead Entity Coordinator responsibilities could be allocated to other staff; Amanda advised that this particular role was more defined than other positions and couldn't be broken up easily among other staff. The Board discussed updating job descriptions for the organization to comply with HR. Amanda suggested that, as some of aspects of staff roles were changing, these changes should be settled into and confirmed before the job descriptions were formerly updated.

6. Strategic Plan – Final draft (part 1)

Amanda advised the Board that the purpose of the Strategic Plan was to be an overall guiding document for UCSRB, and that the current draft had been streamlined and incorporated Board feedback. The Board discussed what approval of this document would entail. This overarching document will allow the organization to create a more detailed and polished public-facing document that would be posted on the website after final approval by the Board, most likely at the December 2023 meeting. The Board questioned if the Strategic Plan needed formal board approval since it was a working internal document. Chuck Brushwood noted that it might be better to solicit board feedback on this big picture document before reviewing a more detailed operations plan, especially since Board Chair Andy Hover was not present.

Board comments on the goals and objectives of the current Strategic Plan included:

Priority: Recovery:

- Even though Habitat is the primary “H” for the UCSRB, the objectives try to incorporate the other H’s of salmon recovery as well
 - Engaging with hydropower, hatcheries, and harvest is still a part of our mandate in the recovery plan
- Is the RTT involved in the objective of increasing the survival rate of salmonoid species and should it be specifically included?
 - RTT is more of an operational than strategic entity.
 - The RTT is captured under the regional descriptor.

Priority: Sustainability:

Questions raised relating to engagement:

- Should we seek out additional funding sources?
- Can we look at our budget to make our work more efficient?
- Is the work we are doing the most effective work?

Mark Straub asked what the language “foster a culture of reasonable risk-taking” meant in practice. Amanda said this essentially meant that we shouldn’t be afraid of change. We can’t assume we’ll have the same funding year after year, so a risk might be to search out new funding sources. The Board noted that almost all decisions as an organization came with risk and opportunity cost, and that changing direction in any way can either pay off or be detrimental. I.e., the organization doesn’t want to pass over opportunities, but also does not want to overextend itself.

Amanda added that it feels like the organization and region is at a crossroads and can’t afford to keep the status quo, in part because salmon numbers are staying much the same. Taking some risks and making changes as an organization must be considered.

7. Lunch

8. Avian Predation

Quinn Payton from Realtime Research, an organization that provides research on avian predation for other entities, presented on the specific and cumulative effects of avian predation on salmon populations in the Columbia River.

Quinn’s research looks at the impact of predation on fish age, health, etc. Capture-recapture-recovery modeling allowed more advanced cumulative measurements of the effects of avian predation than previous research. The following avian species were the subject of the research:

- Caspian terns – target steelhead salmon
- Double-crested cormorants – few nesting sites are monitored, more complex to manage than terns
- Gulls (all in the family Laridae) – consume both live and dead fish, more ragged data sets about predation lead to more limited management efforts
- American White Pelicans – prey on both juvenile and adult salmon

The relationship between predation rates and total mortality rates of salmon along the Columbia River suggest that predation has a significant effect on overall mortality rates, and that birds are not simply just eating sick or otherwise compromised salmon that would die anyway. Data indicates that baseline survival rates would be higher without avian predation.

Management efforts included the following:

1. Tern management – setting up islands in other areas to disperse their impact and limiting habitat on Rock Island
2. Cormorant management – dispersing colonies on East Sand island

Management results have been mixed. Quinn noted that some of the avian species were protected under the North American Bird Treaty and that management efforts have to avoid harmful impacts on birds. Overall conclusions of the study included the following:

- Avian predation effects are variable, and not all bird colonies pose a threat to salmon
- Predation is the single greatest source of mortality for steelhead smolts
- JMS is useful to model any measurable mortality source
- Some success with tern management for steelhead mortality, however terns tend to eventually return to nests
- Impacts on non-ESA listed salmonid species are less known
- Gull predation has recently increased – at this point, he is not sure why
- Covariates in habitats affect all these processes

9. Public Comment and Questions

No public comment.

10. Strategic Plan – Final draft (part 2)

Board comments continued.

Priority: Engagement

The role of the Implementation Team (IT) was discussed:

- What is UCSRB's role in making the IT functional?
- UCSRB is responsible for convening and facilitating the group - the IT is written into the Recovery Plan and its 24 core members are written into the UCSRB bylaws
- Originally required to oversee implementation of the Recovery Plan, IT members now have a lack of clarity about their current role
- UCSRB cannot tell the IT what to do; they must determine their role and future
- Potentially re-name the IT to reflect that it is more of an upper-level Advisory Body?
 - May be useful to go back to the Recovery Plan and to redefine the role of IT since the context has changed over time
 - Something substantial needs to change as things don't seem to be able to move forward as things stand
- Member feedback includes some members who would like the IT to continue to others who think the forum is no longer needed
 - Is convening the group too much of a challenge at this point?
- Can we amend the IT's inclusion in the Recovery Plan?
 - The Recovery Plan is vague about defining the IT; the 24 core members are identified in the UCSRB bylaws
- Adaptive management should be applied to the Recovery Plan, which does indicate there is a need for some type of upper-level advisory group to identify and develop guidelines
 - Could potentially reach out by phone to the original 24 members.
 - Re-visit original purpose of including IT in the Recovery Plan

Priority: Leadership

What is the role of UCSRB, and how are we seen by outside world?

- Do we do any work that's duplicative?
 - Our work shouldn't be - for instance, we don't reach out to private landowners; that is the job of the conservation districts.
- We can play a stronger supporting role as a passthrough mechanism for on the ground work
- Work on building a stronger regional message about our work
 - people don't know how they can support salmon recovery efforts
 - we need to put effort into a few strong messages to take to upper level policy makers at the state capital and in DC
 - Incorporating input from other regional entities it makes our message stronger
- Who is in the listed advisory board to identify and discuss inefficiencies?
 - Can we pull together our own advisory group?
 - Including the advisory group could be more "how" when we need the "what" – too descriptive – we need to be more focused on the outcome than how we get there
 - This might be an operational plan item
- Several bullet points could be summarized and condensed into "facilitate partners etc."

How is leadership looking at public outreach and how are we publicizing the successes of our entities?

- This goes to building and strengthen relationships with all four H's
 - We're not having enough conversations with hatcheries and hydropower producers
 - It's important to identify who to talk to at an upper level
 - We don't need to use outreach to tell entities what to do; we should ask partners what they need for support to go above and beyond what is government-mandated
- UCSRB is looking at it's communication plan, how to do more public outreach moving forward
- Are we doing public outreach for farmers and agricultural workers?

Is simplification of the permitting process/helping entities with permitting something that UCSRB has the capacity and desire to be more involved in?

- Sponsors give us feedback on how difficult the permitting process can be
- Addressing permitting challenges at a high level could have a huge impact
 - Would allow county commissioners, tribal leaders to have greater access to legislators
- WDFW is trying to simplify permitting process
 - Oregon has simplified process to one application for multiple permits
- Would it be helpful to make a database/list of various types of permits for our partners?
- Partners know more about permits than we do, don't necessarily want us to do the work of applying for permits
 - We can still ask partners how we can alleviate some of their burden

The Board asked what the first step would be to implement the Strategic Plan. One way the organization could start is by holding itself accountable is to ensure all organizational actions fit into the Strategic Plan, and ultimately, the UCSRB mission statement. This would ultimately become operational, including budget line items that are also tied into the Strategic Plan.

11. Wrap-Up and Adjourn Meeting

Acting Chair Brushwood thanked everyone for attending the meeting.

Meeting adjourned - 3:30 pm.

The next scheduled Board meeting is December 7, 2023.

Budget vs. Actual - Total for All Programs

July 2023 through June 2024

10/31/2023

Accrual Basis

As of 10-31-23

	Jul '22 - Jun 23	Budget	Budget Remaining	% of Budget Utilized to Date
Revenue				
Total Revenue	128,027	1,114,073	986,046	11.5%
Expenditures				
Total Payroll Expenses	168,657	620,740	452,083	27.2%
8077 Training	1,975	13,045	11,070	15.1%
8078 Training Travel	818	7,678	6,860	10.6%
8079 Teambuilding Event	65	2,000	1,935	3.2%
8105 Professional Association Dues	330	645	315	51.2%
8106 Recruitment Expenses	771	-	(771)	100.0%
Total 8000 Personnel Expenses	172,615	644,108	471,493	26.8%
9100 Outreach Activities				
9160 Website	340	1,105	765	30.8%
9150 Consultant - podcast editing and producing		3,400	3,400	0.0%
9130 Advertising - promotion	870	720	(150)	120.8%
9135 Promotional Materials		1,200	1,200	0.0%
9145 Travel (General)		4,878	4,878	0.0%
9140 Meeting Expenses		200	200	0.0%
9110.1 Chelan County LE Outreach		25,000	25,000	0.0%
9110.2 Okanogan County LE Outreach		25,000	25,000	0.0%
9120 Partnership Outreach		30,000	30,000	0.0%
Total 9100 Outreach Activities	1,210	91,503	90,293	1.3%
BPA Maintenance				
BPA Maintenance		10,000	10,000	0.0%
Total BPA Maintenance	0	10,000	10,000	0.0%
9200 Data Collection & Stewardship				
9210 GIS Contractor - Prioritization Support	7,637	31,200	23,563	24.5%
9220 Consultants - Data Collection	36,931	30,000	(6,931)	123.1%
9230 GIS Software Subscription	1,304	3,026	1,722	43.1%
9240 Data Management Meeting Expenses		400	400	0.0%
Total 9200 Data Collection & Stewardship	45,873	64,626	18,753	71.0%
9300 Community Engagement				
9320 Regional Technical Team	170	10,000	9,830	1.7%
9330 Wenatchee WAT	6,193	12,360	6,167	50.1%
9340 Methow WAT	4,376	13,733	9,357	31.9%
9350 Entiat WAT	5,305	13,733	8,428	38.6%
9370 NCW Forest Health Collaborative	192	18,000	17,808	1.1%
9390 Other Community Meetings	413	-	(413)	100.0%
Travel		12,758	12,758	0.0%
Meeting Expenses		6,850	6,850	0.0%
Lessons Learned Workshop		500	500	0.0%
SRFB Packets		554	554	0.0%
Total 9300 Community Engagement	16,651	88,488	71,837	18.8%

	Jul '22 - Jun 23	Budget	Budget Remaining	% of Budget Utilized to Date
Board Engagement				
9410 Board Meeting Expenses	229	2,000	1,771	11.5%
9420 Board travel expenses		1,000	1,000	0.0%
9430 Board Legislative Outreach		9,000	9,000	0.0%
9440 Board Consultants / Strategic Planning / Retreat		10,000	10,000	0.0%
Total Board Engagement	229	22,000	21,771	1.0%
9800 Administrative Expenses				
9810 Occupancy - Rent	15,400	46,200	30,800	33.3%
9815 Occupancy - Cleaning & Maintenance	1,050	2,850	1,800	36.8%
9820 Vehicle Lease & Expenses	2,381	4,892	2,511	48.7%
9825 Copier Lease & Expenses	1,125	2,250	1,125	50.0%
9830 Audit Fees		31,000	31,000	0.0%
9835 Professional Services - Other	5,536	3,100	(2,436)	178.6%
9840 Commercial Insurance	752	3,000	2,248	25.1%
9850 Computer Security & Maintenance	8,981	13,530	4,549	66.4%
9855 Software Subscriptions	1,534	8,719	7,185	17.6%
9860 Office Supplies	124	3,550	3,426	3.5%
9865 Equipment	1,101	4,500	3,399	24.5%
9870 Phone & Internet	627	1,980	1,353	31.7%
9875 Staff Cell Phones	1,150	4,800	3,650	24.0%
9880 Conferencing Services	568	1,000	432	56.8%
9885 Postage	0	300	300	0.0%
Total 9800 Administrative Expenses	40,329	131,671	91,342	30.6%
9900 Operating Reserve (Income) Expenses	-2,443	(3,623)	(1,180)	67.4%
Total Expenditures	274,463	1,048,773	774,310	26.2%
Net Operating Income	(146,436)	65,300	211,736	-224.3%
Other Revenue				
9010 Interest Income	25	-	(25)	100.0%
9015 Dividend Income	27	-	(27)	100.0%
9020 Unrealized Gain (Loss)	-470	-	470	100.0%
9025 Realized Gain (Loss)	176	-	(176)	100.0%
Total Other Revenue	-244	0	244	100.0%
Net Revenue	\$ (146,680)	\$ 65,300	\$ 211,980	-224.6%

UCSRB
Grant Activity - Current Grants
July 2022 through October 2023

10/31/2023
Accrual Basis

	BEF 2022-23 07/01/22 - 12-31-23	BPAAdmin #91446 2022-23 12/01/22 - 11/30/23	Colville CT 2023 03/01/23 - 10/31/23	RCO LE #23-1257 07/01/23 - 06/30/24	RCO Admin #23-1257 10/01/23 - 06/30/24	Yakama Nation 2023-24 03/01/23 - 02/29/24
Payroll Expenses	42,217	89,624	21,686	85,470	28,197	56,993
Outreach	-	63		153	51	73
Data Collection & Stewardship						
GIS Software		343			783	280
Other Consultants			5,582		2,090	-
Aspect Consulting (GIS)	-	6,767	37,731	155		-
Total Consultants	-	7,110	43,313	155	2,873	280
Community Engagement						
RTT / BioAnalyst		6,120				
Methow WAT / MSRF	-	-	-	-	-	4,376
Wenatchee WAT / CCNR	-	-	-	-	-	6,193
Entiat WAT / Cascadia CD	-	-	-	-	-	5,305
NCWFHC	-	-	-	192		-
Other Community Meetings	-	-	-	134	275	-
Total Community Engagement	-	6,120	-	326	275	15,875
Administrative Expenses	142	15,105		15,927	13,869	10,650
Sponsored Workshop	1,694	-	-	-	-	-
Total Expenditures	\$ 44,053	\$ 118,022	\$ 64,999	\$ 102,031	\$ 45,265	\$ 83,871
Total Funding Source Award	50,000	179,903	65,000	346,000	435,000	157,780
Expenses to date	44,053	118,022	64,999	102,031	45,265	83,871
Balance Remaining	5,947	61,881	1	243,969	389,735	73,909
Percentage of Grant Funds Expended	88%	66%	100%	29%	10%	53%
Percentage of Contract Period Completed	89%	92%	100%	33%	11%	67%
Total Expenses Billed to Date	43,430	97,012	28,616	74,762	-	63,481
Unbilled Expenses	623	21,010	36,383	27,269	45,265	20,390
Total Expenditures	44,053	118,022	64,999	102,031	45,265	83,871

UCSRB
Operating Reserve Activity
July 1 2023 through October 2023

	Prev Reported to Board	Recent transactions	YTD
Operating Reserve Income			
CFNCW Donations for consultant services			-
Amazon Smile Donations			-
Credit Card Rebates -FirstBank/Glacier			-
Credit Card Rebates -USBank	96.79	-	96.79
CFNCW Interest Income	15.42	9.15	24.57
CFNCW Dividend Income	5.18	21.57	26.75
CFNCW Unrealized Gains/(Losses)	56.88	(527.23)	(470.35)
CFNCW Realized Gains/(Losses)	(15.34)	190.85	175.51
			(146.73)
Employee Termination Payouts			
AM Vacation Payout	2,559.61		2,559.61
AM Sick Time forfeiture	(5,622.68)		(5,622.68)
NJ Vacation Payout	3,617.77		3,617.77
NJ Sick Time forfeiture	(4,177.41)		(4,177.41)
DH Vacation Payout		6,225.50	6,225.50
DH Sick Time forfeiture		(5,175.00)	(5,175.00)
			(2,572.21)
Office Expenses			
Office supplies		106.82	106.82
Other			-
			106.82
Other Operating Reserve Expenses			
Non Reimbursable Travel		22.22	22.22
			22.22
Current Year Activity			\$ 2,296.44

Upper Columbia Salmon Recovery Board
Statement of Financial Position Comparison
As of October 31, 2023

	Total	
	As of Oct 31, 2023	As of Oct 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1011 NCNB Checking Account	97,370.06	73,645.77
1319 Agency Advised Fund - CFNCW	5,145.74	6,842.63
Total Bank Accounts	\$ 102,515.80	\$ 80,488.40
Accounts Receivable		
1510 Accounts Receivable	0.00	117,154.72
Total Accounts Receivable	\$ 0.00	\$ 117,154.72
Other Current Assets		
1200 Undeposited Funds	0.00	0.00
1305 Prepaid Expenses	29.24	1,023.70
1305.01 Amazon Prepaid Gift Card	53.19	0.00
1305.02 Walmart Prepaid Gift Card	25.00	
Total 1305 Prepaid Expenses	\$ 107.43	\$ 1,023.70
1515 Accrued Revenue	0.00	0.00
Total Other Current Assets	\$ 107.43	\$ 1,023.70
Total Current Assets	\$ 102,623.23	\$ 198,666.82
TOTAL ASSETS	\$ 102,623.23	\$ 198,666.82
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2020 Accounts Payable	1,400.00	35.16
Total Accounts Payable	\$ 1,400.00	\$ 35.16
Credit Cards		
2030.10 Credit Card (9545)	301.80	
2035 US Bank NASPO Cards	344.66	
Total Credit Cards	\$ 646.46	\$ 1,780.62
Other Current Liabilities		
2005.001 Payroll Liabilities		
Total 2005.001 Payroll Liabilities	688.46	-1,840.75
2005.06 Direct Deposit Liabilities	0.00	0.01
2005.065 Direct Deposit Payable	0.00	
2006 Accrued Payroll	44,850.42	57,843.18
2021 Accrued Expenses	10,150.00	0.00
2025 Other Current Liability		
2100 Deferred Revenue	6,569.88	50,000.00
Total 2200 Accrued Leave	33,428.64	57,753.00
2400 Note Payable - NCB LOC	0.00	0.00
Total Other Current Liabilities	\$ 95,687.40	\$ 163,755.44
Total Current Liabilities	\$ 97,733.86	\$ 165,571.22
Total Liabilities	\$ 97,733.86	\$ 165,571.22
Equity		
3000 Unrestricted Net Assets	175,230.88	146,678.94
Net Revenue	-170,341.51	-113,583.34
Total Equity	\$ 4,889.37	\$ 33,095.60
TOTAL LIABILITIES AND EQUITY	\$ 102,623.23	\$ 198,666.82



Mail Invoice To:

fwinvoices@bpa.gov

F & W Invoices - EWB-4

P. O. Box 3621

Portland OR 97208-3621

Please Direct Inquiries To:

JAY CHONG

Title CONTRACT SPECIALIST

Phone: 503-230-4007

Fax

Vendor:

UPPER COLUMBIA SALMON RECOVERY BOARD

11 Spokane Street

Suite 101

WENATCHEE WA 98801

Title

2010-001-00 EXP UPPER COLUMBIA PROGRAMMATIC HABITAT ADMIN

Contract Value

Total Value \$128,090.00 USD

** NOT TO EXCEED **

Pricing Method COST, NO FEE

Start Date 12/01/2023

Contract Type COOPERATIVE

End Date 11/30/2024

Signatures

Vendor Authorized Signature

Printed Name/Title

Date Signed

Phone

Authorized Signature

Jay Chong / Contracting Officer

Printed Name/Title

11/30/2023

Date Signed

(503) 230-4007

Phone



DEPARTMENT OF ENERGY
Bonneville Power Administration
P.O. BOX 3621 • PORTLAND, OREGON 97208-3621



CONTINUATION PAGE

COOPERATIVE AGREEMENT NO. 93765
TITLE: 2010-001-00 EXP UPPER COLUMBIA PROGRAMMATIC HABITAT-ADMIN

Contracting Officer's Representative (COR)	Michelle O'Malley	503-230-5138	mmomalley@bpa.gov
Contracting Officer (CO)	Jay Chong	503-230-4007	jxchong@bpa.gov

This award is hereby executed under the terms and conditions of between the Bonneville Power Administration (BPA) and the Upper Columbia Salmon Recovery Board.

1. This Cooperative Agreement is issued as follows and consists of:
 - Signature page
 - Continuation page
 - Terms and Conditions
 - Project Description
 - Project Budget
2. The performance period is from 12/01/2023 – 11/30/2024
3. Funding in the amount of \$128,090.00 is awarded.
4. Invoice and Submittal Instructions: Submit requests for reimbursement and required reports marked with grant or cooperative agreement number to the COR at the email address provided herein.
5. The recipient shall provide evidence it has obtained motor vehicle liability insurance covering bodily injury and property damage, with limits of liability as required or approved by the agency, protecting the recipient and the Government against third- party claims arising from the ownership, maintenance, or use of an interagency fleet management system vehicle (IFMS).
6. The recipient shall establish and enforce suitable penalties for their employees who use or authorize the use of Government vehicles for other than performance of this release.
7. The recipient shall assume, without the right of reimbursement from the Government, the cost or expense of any use of interagency fleet management vehicles (IFMS) and services not related to the performance of this cooperative agreement.

ATTACHMENT – TERMS AND CONDITIONS

CLAUSES INCORPORATED BY REFERENCE

This award incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at the following address:

Bonneville Financial Assistance Instructions Manual clauses: <https://www.bpa.gov/energy-and-services/customers-and-contractors/financial-assistance-instructions-manual>

Clause 1 Regulations Applicable To BPA Financial Assistance (JUL 2017)
Clause 2 Legal Authority And Effect (JUL 2017)
Clause 3 Non-assignability (JUL 2017)
Clause 4 Compliance With Federal, State, And Municipal Law (JUL 2017)
Clause 5 Inconsistency With Federal Law (JUL 2017)
Clause 7 Contracting Officer's Representative (OCT 2018)
Clause 10 Federal Stewardship (OCT 2018)
Clause 11 Substantial Involvement (OCT 2018)
Clause 12 Nondisclosure And Confidentiality Agreements Assurances (JUL 2017)
Clause 13 Foreign Work and Travel (JUL 2021)
Clause 14 Purchases (JUL 2017)
Clause 15 Lobbying Restrictions (JUL 2017)
Clause 16 Export Controls (JUL 2017)
Clause 18 Extensions Of Period Of Performance (JUL 2017)
Clause 19 Property Trust Relationship & Insurance Coverage (JUL 2017)
Clause 20 BPA Furnished Equipment Or Material (JUL 2017)
Clause 21 Property – Supplies And Equipment (JUL 2017)
Clause 22 Title To And Disposition Of Property (OCT 2018)
Clause 23 Record Retention (JUL 2021)
Clause 24 Audits (OCT 2018)
Clause 25 Suspension Or Termination (JUL 2017)
Clause 26 Claims, Disputes, And Appeals (JUL 2017)
Clause 27 Reporting Program Performance (JUL 2021)
Clause 29 Payment Requests (JUL 2017)
Clause 31 Reimbursement Payment & Financial Reporting Requirements (OCT 2018)
Clause 32 Budget Changes (JUL 2021)
Clause 34 Insolvency, Bankruptcy Or Receivership (OCT 2018)
Clause 35 Nondiscrimination In Federally Assisted Programs (JUL 2017)
Clause 36 Environmental Protection (JUL 2021)
Clause 37 Endangered Species Act Requirements (JUL 2021)
Clause 38 NEPA Requirements (JUL 2021)
Clause 39 Felony Conviction And Federal Tax Liability Assurances (JUL 2017)
Clause 40 Drug-Free Workplace Requirements For Financial Assistance Awards (JUL 2017)
Clause 41 Intangible Property (OCT 2018)
Clause 42 Rights In Data (OCT 2018)
Clause 43 Indemnity (OCT 2018)
Clause 44 Environmental, Safety, And Health (OCT 2018)
Clause 45 Small Unmanned Aircraft (UAS) (JUL 2021)
Clause 46 Closeout (JUL 2021)
Clause 47 National Historic Preservation Act Requirements (JUL 2021)
Clause 48 Policy Authorization To Utilize GSA Vehicles (JUN 2022)
Clause 49 Authorization To Utilize GSA Vehicles (JUN 2022)
Clause 50 Buy America Requirement For Infrastructure Projects (FEB 2023)
Clause 51 Information Assurance (MAY 2023)

CLAUSES INCORPORATED BY FULL TEXT

CLAUSE 17 PUBLICATIONS (JUL 2017)

BPA encourages the Recipient to publish or otherwise make publicly available the results of work performed under this Award. The Recipient is required to include the following acknowledgement in publications arising out of or relating to work performed under this Award:

Acknowledgment: “The information, data, or work presented herein was funded in part by the Bonneville Power Administration under Award Number 93765. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

STATUTORY AND NATIONAL POLICY REQUIREMENTS

Financial assistance awards are subject to the following statutory and national policy requirements below. By signing or accepting the funds under the financial assistance award, the recipient agrees that it will comply with applicable provisions below.

Description	Type of Award	Type of Recipient	Specific Situation	Flow Down Requirements
NONDISCRIMINATION				
On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.), as implemented by: DOE at 10 CFR Part 1040	All	All	All	Requirements flow down to subrecipients.
On the basis of race, color, religion, sex, or national origin, in Executive Order 11246 [3 CFR, 1964-1965 Comp., p. 339], as implemented by Department of Labor regulations at 41 CFR Part 60 and EPA at 40 CFR Parts 7 and 12.	Grants, cooperative agreements, and other prime awards defined at 40 CFR 60-1.3 as "Federally assisted construction contract."	All	Awards under which construction is to be done.	Requirements flow down to construction subrecipients.
On the basis of sex or blindness, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.). DOE at 10 CFR Part 1040	All	Education al institution [for sex discrimination, excepts all Institution controlled by religious organization, when inconsistent with the organization's religious tenets].		
On the basis of age, in the Age Discrimination Act of 1975 (42 U.S.C. 6101, et seq.), as implemented by Department of Health and Human Services regulations at 45 CFR part 90. DOE at 10 CFR Part 1040	Grants, cooperative agreements, and other awards defined at 45 CFR 90.4 as "Federal financial assistance."	All	All	Requirements flow down to subrecipients.

Description	Type of Award	Type of Recipient	Specific Situation	Flow Down Requirements
On the basis of handicap, in: 1. Section 504 of the Rehabilitation Act of 1973 (29 USC 794), as implemented by Department of Justice regulations at 28 CFR Part 41 and DOE at 10 CFR Part 1040.	Grants, cooperative agreements, and other awards included in "Federal financial assistance"	All	All	Requirements flow down to subrecipients.
2. The Architectural Barriers Act of 1968 (42 USC 4151, et seq.).	Grant or loan	All	Construction or alteration of buildings or facilities, except those restricted to use only by able-bodied uniformed personnel.	
3. Americans with Disabilities Act. 42 USC 12101 et. seq	All	All		
LIVE ORGANISMS				
For human subjects:				
For human subjects, the Common Federal Policy for the Protection of Human Subjects. Codified by the: DOE at 10 CFR Part 745	All	All	Research, development, test, or evaluation involving live human subjects.	Requirements flow down to subrecipients
P.L. 104-191 Health Insurance Portability and Accountability Act (HIPAA)	As applicable	Covered Entities	As applicable	Limits uses of protected health information (PHI) collected or maintained by researchers within a covered entity or access to PHI from a covered entity. Research uses do not require Business Associate Agreements (defined at 45 CFR part 164 504 (e)(1) between collaborating institutions. Guidance available at http://privacyruleandresearch.nih.gov/
For animals:	All	All		Requirements flow down to subrecipients.

Description	Type of Award	Type of Recipient	Specific Situation	Flow Down Requirements
Rules on animal acquisition, transport, care, handling, and use in: (i) 9 CFR Parts 1-4, Department of Agriculture rules that implement the Laboratory Animal Welfare Act of 1966 (7 USC 1601-1606). Public Health Service Agencies must follow requirements in the PHS Policy on Humane Care and Use of Laboratory Animals, which implements PL 99-158, Sec. 495. NASA requirements for animal welfare are set forth at 14 CFR Part 1232 EPA at 40 CFR Part 40. For USDA/CSREES, "In the case of domestic farm animals housed under farm conditions, the institution should adhere to the principles stated in the Guide for the Care and Use of Agricultural Animals in Agriculture and Teaching, Federation of Animal Science Societies, 1999."	All	All	Research, experimentation, or testing involving the use of animals USDA regulations exempt birds, most rats and mice bred for research, and farm animals used for agricultural research.	
Rules of the Departments of Interior (50 CFR Parts 10-24) and Commerce (50 CFR Parts 217-227) implementing laws and conventions on the taking, possession, transport, purchase, sale, export, or import of wildlife and plants, including the: Endangered Species Act of 1973 (16 U.S.C. 1531-1543); Marine Mammal Protection Act (16 U.S.C. 1361-1384); Lacey Act (18 U.S.C. 42); and Convention on International Trade in Endangered Species of Wild Fauna and Flora.	All	All	Activities which may involve or impact wildlife and plants.	
ENVIRONMENTAL STANDARDS				
Comply with applicable provisions of the Clean Air Act (42 U.S.C. 7401, et. Seq.) and Clean Water Act (33 U.S.C. 1251, et. seq.), as implemented by Executive Order 11738 [3 CFR, 1971-1975 Comp., p. 799]. EPA at 40 CFR Part 6	All	All	All, for Clean Air Act, Clean Water Act, and Executive Order 11738.	Requirements flow down to subrecipients.

Description	Type of Award	Type of Recipient	Specific Situation	Flow Down Requirements
The quality of the human environment, and provide help the agency may need to comply with the National Environmental Policy Act (NEPA, at 42 U.S.C. 4321, et. seq.) and to prepare Environmental Impact Statements or other required environmental documentation. In such cases, the recipient agrees to take no action that will have an adverse environmental impact (e.g., physical disturbance of a site such as breaking of ground) until the agency provides written notification of compliance with the environmental impact analysis process. DOE at 10 CFR Part 1021				
Flood-prone areas, and provide help the agency may need to comply with the National Flood Insurance Act of 1968 and Flood Disaster Protection Act of 1973 (42 U.S.C. 4001, et. seq.), which require flood insurance, when available, for Federally assisted construction or acquisition in flood-prone areas. DOE at 10 CFR Part 1022	All	All	Awards involving construction, land acquisition or development, with some exceptions [see 42 U.S.C. 4001, et. seq.].	The Council on Environmental Quality's regulations for implementing NEPA are at 40 C.F.R. Parts 1500-1508. Executive Order 11514 [3 CFR, 1966-1970 Comp., p. 902], as amended by Executive Order 11991, sets policies and procedures for considering actions in the U.S. Executive Orders 11988 [3 CFR, 1977 Comp., p. 117] and 11990 [3 CFR, 1977 Comp., p. 121] specify additional considerations, when actions involve floodplains or wetlands, respectively.
All existing or proposed components of the National Wild and Scenic Rivers system, and provide help the agency may need to comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C.1271, et seq.). EPA at 40 CFR Part 6	Grants, cooperative agreements , and other "financial assistance" (see 16 U.S.C. 3502).	All	Awards that may affect existing or proposed element of National Wild and Scenic Rivers system.	Requirements flow to subrecipients.
Underground sources of drinking water in areas that have an aquifer that is the sole or principal drinking water source, and provide help the agency may need to comply with the Safe Drinking Water Act (42 U.S.C. 300h-3). EPA at 40 CFR Part 6	All	All	Construction in All area with aquifer that the EPA finds would create public health hazard, if contaminated.	42 U.S.C. 300h-3(e) precludes awards of Federal financial assistance for all projects that the EPA administrator determines may contaminate a sole-source aquifer so as to threaten public health.

Description	Type of Award	Type of Recipient	Specific Situation	Flow Down Requirements
Resource Conservation and Recovery Act 42 USC 6901	All	Awards to states or a political subdivision of a state (which for this purpose includes state and local institutions of higher education or hospitals)		
HEALTH & SAFETY GUIDELINES				
Applicable OSHA Standards in Laboratories 29 CFR 1910.1030 Bloodborne Pathogens; 29 CFR 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories	All	All	Research involving use of hazardous chemicals or bloodborne pathogens	
Handling and transport of etiologic agents Procedures for Domestic Handling and Transport of Diagnostic Specimens and Etiologic Agents, 1994 (3rd ed.), H5a3doc.75, National Committee for Clinical Laboratory Standards	All	All	Research involving etiologic agents	
Hotel and Motel Fire Safety Act of 1990 - P.L. 101-39 40 USC 327-333	Conference or meeting support	All	Alterations and Renovations > \$500,000	
Labor Standards under Federally Assisted Construction: Construction Work Hours and Safety Standards Act 40 USC 327-333	All	All	Alterations and Renovations > \$500,000	
Text Messaging While Driving - EO 13513	All	All	When performing work for or on behalf of government	Adopt and enforce policies that ban text messaging while driving.
Increasing Seat Belt Use in the United States Executive Order 13043, Increasing Seat Belt Use in the United States, dated, April 16, 1997	All	All		In accordance with the Executive Order, "grantees are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles."

Description	Type of Award	Type of Recipient	Specific Situation	Flow Down Requirements
NATIONAL SECURITY GUIDELINES				
Executive Order 13224, Blocking Property and Prohibiting Transactions with Persons who Commit, Threaten to Commit, or Support Terrorism, dated September 23, 2001.	All			
GENERAL/MISCELLANEOUS REQUIREMENTS				
Drug Free Workplace 41 USC 701 et seq. DOE at 10 CFR Part 607	All	All		
Civil False Claims Act 31 USC 2739	All	All	All	
Criminal False Claims Act 18 USC 287 and 1001 31 USC 3801, 45 CFR 79	All	All	All	
Government-wide Debarment and Suspension (Nonprocurement) DOE at 10 CFR 1036	All	All		
Lobbying Prohibitions 31 USC 1352, stipulates that (1) No Federal appropriated funds have been paid or will be paid, any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit the SF Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. DOE at 10 CFR Part 601	All			Requirements flow down to construction subrecipients.
Metric System 15 USC 205 and Executive Order 12770	All	All	All	

Description	Type of Award	Type of Recipient	Specific Situation	Flow Down Requirements
Misconduct in Science Policies and responsibilities associated with prevention, detection, and handling of misconduct in science allegations as stipulated in regulations: DOE at 10 CFR Part 733 [Federal Register: December 6, 2000 (Volume 65, Number 235)] [Notices] [Page 76260-76264]	All	All	All	
National Historic Preservation The recipient agrees to identify to the awarding agency all property listed or eligible for listing on the National Register of Historic Places that will be affected by this award, and to provide all the help the awarding agency may need, with respect to the award. 16 USC 470f	All	All	All	
Paperwork Reduction Act 44 USC 3501	All	All	When data is collected from respondents using a questionnaire or other survey instrument. See, however, M-11-07 dated 12/9/10 entitled, "Facilitating Scientific Research by Streamlining the Paperwork Reduction Act Process." https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2011/m11-07.pdf	Data collection activities, if any, performed under this project are the responsibility of the recipient, and awarding agency support of the project does not constitute approval of any survey design, questionnaire content, or data collection procedures. The recipient shall not represent to respondents that such data are being collected for or in association with Bonneville without the specific written approval of the Bonneville CO. However, this requirement is not intended to preclude mention of Bonneville support of the project in response to an inquiry or acknowledgment of such support in any publication of these data.

Description	Type of Award	Type of Recipient	Specific Situation	Flow Down Requirements
U.S. Flag Air Carriers 49 USC 40118 See also General Services Administration amendment to the Federal Travel Regulations, Federal Register (Vol. 63, No. 219, 63417-63421)	All	All	Any air transportation to, from, between, or within a country other than the U.S. of persons or property, the expense of which will be assisted by Federal funding, must be performed by or under a code-sharing arrangement with a U.S.-flag air carrier if service provided by such a carrier is available (see Comp Gen. Decision B-240956, dated September 25, 1991).	
Trafficking in Persons By signing or accepting funds under the agreement, the recipient agrees that it will comply with Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104(g)) as implemented by 2 CFR 175.	All	175.15 (b)I.a. applies to private entities 175.15(b) I.b. applies to other than private entities if award includes subrecipient award to a private entity 117.15(b)I .c. applies to all recipients		Requirements flow down to subrecipients.
Whistleblower Protection Awardees are notified of the applicability of 41 U.S.C. § 4712, as amended by P.L. 112-239, providing protection for whistleblowers.	All	All	All	
Use of United States Flag Vessels 46 CFR 381	All	All		
Patents, Trademarks and Copyrights 35 USC 202-204 and 37 CFR 401	All	Awards to non-profits and small businesses		

Description	Type of Award	Type of Recipient	Specific Situation	Flow Down Requirements
Privacy Act 5 USC 552a	All	All		
Pro Children Act 20 USC 7183	All	All	All awards performed in facilities where children are served.	
Uniform Relocation Assistance and Real Property Acquisition Policies Act 42 USC 4601 and 49 CFR 24	All	All		
Constitution Day PL 108-447	All	Education al Institutions		
Copeland Act 40 USC 4135	All	All		
Davis Bacon Act 40 USC 3141 et.seq	All	All		
Earthquake Hazards Reduction Act 42 USC 7701 et seq., EO 12699	All	All	Construction awards within applicable geographic areas	
Freedom of Information Act 5 USC 552	All	All		
Hatch Act 5 USC 7321-7328	All	State or Local Governme nts		
Limited English Proficiency EO 13166	All	All		
Native American Graves Protection and Repatriation 25 USC 3001-3013	All	All		



Statement of Work Report

Data Current as of: 11/9/2023

Report Printed: 11/9/2023

Project Title: Upper Columbia Programmatic Habitat
Project #: 2010-001-00
Contract Title: 2010-001-00 EXP UPPER COLUMBIA PROGRAMMATIC HABITAT ADMIN
Contract #: CR-365072; 93765
Province: Columbia Cascade, **Subbasin:** Methow, Wenatchee, Entiat, Okanogan
 Columbia Cascade,
 Columbia Cascade,
 Columbia Cascade
Workorder Task(s): WO: 00245655
 Task: 1
Perf. Period Budget: \$128,090 **Perf. Period:** 12/1/2023 - 11/30/2024
Contract Type: Coop **Pricing Type:** Cost Reimbursement (CNF)
Contractor(s): Upper Columbia Salmon Recovery Board (Prime - UPPCOLSA00)
BPA Internal Ref: CR-365072; 93765
SOW Validation: Last validated 08/10/2023 with 0 problems, and 0 reviewable items
Contract Documents: [Transmittal Memo \(08/10/2023\)](#) Transmittal Memo for CR-365072
[Property Inventory \(08/10/2023\)](#) CR-365072 1 Inventory
[Budget - Contract \(08/10/2023\)](#) CR-365072 1 Budget

Contract Description:

CR-365072

Under the FFY2024 UC Programmatic contract, which follows contract 91446, the UCSRB will provide Core Services as described below:

1. Provide Executive Level and regional/ Upper Columbia (UC) Programmatic management, coordination and facilitation with BPA among project sponsors, Action Agency (AA) partners and others through 1:1 dialogue with the Watershed Action Teams (WATs), Methow Restoration Council (MRC), and regional Implementation Team (IT), and through partnership with the regional Technical Team (RTT).
2. With BPA, adaptively manage the UC Programmatic proposal solicitation process and any associated documentation (e.g., Sponsor / BPA-Engineering & Technical Services (ETS)/ BPA-Environmental Compliance (EC) guidance, application materials, etc.) to ensure alignment with regional Prioritization data and tool outputs.
3. Use the FFY23 Programmatic proposal period (October 2023-May 2024) to identify quality projects for potential BPA funding. Beginning with this FFY23 contract, the RTT will be solely responsible for input on the potential biological benefit of proposed actions due to a shift in UCSRB Science Program service capability.
4. Review proposals for strategic alignment with Programmatic goals & objectives; regional Prioritization; risk; the potential for partner contribution(s), along with consideration of RTT review (#5)
5. Coordinate RTT review/ comment on new Programmatic projects prior to-at 15%, and review for biological benefit at 30% design, with potential for added review-scoring at permit-ready or final design.
6. Provide on-call technical support for specific BPA requests (e.g., water resources-related inquiries, prioritization information, data transfer)
7. Assist BPA with Programmatic portfolio coordination, management, and forecasting and provide contract development support to the HAL as needed/ requested.
8. Develop reports (monthly summaries, quarterly status reports, annual non-technical reports / other)
9. Coordinate any needs for maintenance and/or monitoring of instream structures previously constructed through the Programmatic.
10. Collaborate with BPA staff re: other "Umbrella" projects/ regions, potential use of BPA's GIS resources, access to BPA's RM&E Team, and access and coordination with ETS and EC staff.
11. Participate in and, if requested, convene regular project-level calls with UCSRB, BPA, sponsors, others to help



ensure the portfolio of Programmatic projects is advanced in an integrated and coordinated manner.

12. With BPA, engage in any requested dialogue with Council staff that may arise during the FFY24 contract period.

13. Maintain public access to Prioritization Tool and associated online-digital resources (GIS WebApp/ Maps/ Database).

In support of WE E: Regional Science Alignment, the UCSRB proposes to subcontract with BioAnalysts/ the RTT Chair to provide technical assistance and oversight of criteria and scoring for biological benefit. The UCSRB also proposes to subcontract with Aspect Consulting to provide Prioritization Tool and data hosting services and GIS/ on-call technical assistance in support of the Programmatic-Prioritization.

Personnel classifications for UCSRB staff operating under the FFY2024 contract are Executive Director (ED) and Program Manager (PM).

• Executive Director (ED)

The ED is responsible for oversight of UCSRB operations and will work closely with BPA to execute this contract. The ED will:

- Provide executive oversight of the Programmatic and compliance, including financial reporting, contract management, voucher submission and coordination with BPA.
- Facilitate implementation of the Programmatic through internal coordination with the UCSRB BOD and staff and external collaboration with regional partners.
- Identify time-sensitive issues that may affect successful implementation of Programmatic projects and communicate any thoughts to BPA.

• Program Manager - Project Administration/Policy Support (PM-A/P):

The PM-A/P acts as the primary point of contact for day-to-day Programmatic administration within the UC region. The PM-A/P will work closely with all BPA staff, sponsors and partners (AA and others) to:

- Advance Programmatic-funded activities and identify and help address issues or delays.
- Play a coordination and facilitation role among BPA, the ED, RTT chair, partners, sponsors and share information as the Programmatic evolves.
- Help coordinate RTT review of Programmatic projects at key junctures.
- Adaptively manage the Programmatic and proposal solicitation process with BPA
- Help identify other priority projects for potential Programmatic funding.
- Support UCSRB-BPA contract development and compliance, including preparation of reports and presentations about the Programmatic.

Background:

The Upper Columbia Salmon Recovery Board (UCSRB) coordinates with numerous federal and state agencies, county and city governments, Soil and Water Conservation Districts, the State of Washington Salmon Recovery Funding Board (SRFB), two Tribes, local landowners and public interest groups in implementing the Upper Columbia Spring Chinook and Steelhead Recovery Plan. The purpose of this BPA Programmatic contract is to facilitate the process of targeting BPA funding towards tributary habitat restoration that contribute to the recovery of the Upper Columbia spring Chinook ESU and the Upper Columbia steelhead DPS, and provide mitigation opportunities for BPA. Funded conservation actions are prioritized, identified, and implemented through a collaborative science-based process that lead to efficient, cost-effective, and biologically beneficial on-the-ground mitigation actions. BPA will only evaluate projects proposed for funding that have been objectively identified and prioritized by the Upper Columbia (UC) Upper Columbia Biological Strategy/Habitat Action Prioritization within the Upper Columbia River Basin. Proposed projects must also meet BPA's responsibilities under the Columbia River System (CRS) BiOp and the Northwest Power Act; utilize the HIP BiOp for environmental compliance (or comply with associated technical criteria); and meet BPA's objectives as outlined in its 2018-2023 Strategic Plan. BPA's participation is executed through the F&W Habitat Program and administered through the area lead structure, the respective roles and responsibilities and the conditions within this contract.

Contacts:

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Elaine Sivey	Administrative Contact	Upper Columbia Salmon Recovery Board	(206) 407-9549 / NA	elaine.sivey@ucsr.org	
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Work Element Budget Summary:

Work Element - Work Element Title	EC Needed*	Estimate	(%)
A : 165. Produce Environmental Compliance Documentation - Complete EC Requirements		\$500	(0.39%)
B : 119. Manage and Administer Projects - Manage Contract in Accordance with BPA Requirements for Their Requested Services		\$40,302	(31.46%)
C : 191. Watershed Coordination - Executive Level Management		\$7,760	(6.05%)
D : 191. Watershed Coordination - Regional Programmatic Coordination		\$35,000	(27.32%)
E : 191. Watershed Coordination - Regional Science Alignment **		\$18,828	(14.69%)
F : 114. Identify and Select Projects - Solicit and Select Programmatic Projects		\$10,000	(7.80%)
G : 186. Operate and Maintain Habitat/Passage/Structure - Maintain and monitor instream structures	*	\$10,000	(7.80%)
H : 185. Produce CBFish Status Report - Periodic Status Reports for BPA		\$700	(0.54%)
I : 132. Produce (Annual) Progress Report - Annual Non-Technical Progress Report 12/2022 to 11/2023		\$5,000	(3.90%)
Total:		\$128,090	

* Environmental Compliance (EC) needed before work begins.

Statement of Work Report

**Work Element Details****A: 165. Produce Environmental Compliance Documentation**

Title:	Complete EC Requirements
Description:	The UCSRB may be required to complete EC through its subcontractors, particularly when responding with maintenance on an existing project (WE H). The milestones suggest an approach in anticipation of such needs, but with nothing specific to respond to in advance of developing the work element. WE H (Operate and Maintain Structures) is the only WE contained in this SoW that requires EC.
Deliverable Specification:	UCSRB will coordinate with EC Lead to determine what, if any information or documentation is needed for project design development and planned project activities. UCSRB will provide EC Lead with all requested information.
Work Element Budget:	\$500 (0.39%)
Planned Metrics:	* Are herbicides used as part of work performed under this contract?: No * Will water craft, heavy equipment, waders, boots, or other equipment be used from outside the local watershed as part of work performed under this contract?: No * Are unmanned aerial systems (drones/sUAS/UAV) used to perform work in this contract?: No

Milestone Title	Start Date	End Date	Status	Milestone Description
A. Discuss HIP ESA coverage with Bonneville EC lead	12/1/2023	12/1/2023	Inactive	The EC Lead will determine if work under this work element may be able to have ESA-coverage (NMFS & USFWS) under the current version of the Habitat Improvement Program Biological Opinions (HIP BiOps). Work that qualifies must comply with conservation measures in the HIP Handbook. Medium to high risk projects will require a technical review by the Bonneville Engineering Technical Services. Before conceptual design commences, contact the EC lead for HIP applicability, instructions and information requirements. The HIP activity categories and risk criteria are located in the "Note" section of the work element background page here: https://www.cbfish.org/WorkElement.mvc/Summary/165
B. Obtain/Renew applicable local, state, federal and tribal environmental permits	12/1/2023	12/1/2023	Inactive	Work done to obtain permits such as Sec. 401 or 404 (including RGP process), shoreline, NPDES, or any other required federal, state, or local permits. Send copies of final permits to EC Lead as requested.
C. Effective & Regular Coordination with BPA EC Lead on WE G	12/1/2023	11/30/2024	Inactive	UCSRB Contract Manager and staff will cooperate, coordinate, and maintain effective communication with BPA PM/COR, HAL, EC Lead, and BPA ETS, during the entire length of this implementation contract.
Deliverable: D. EC Signoff		12/1/2023	Inactive	<i>See the Deliverable Specification above</i>

B: 119. Manage and Administer Projects

Title:	Manage Contract in Accordance with BPA Requirements for Their Requested Services
Description:	The ED and PM-A/P will manage and administer the BPA Programmatic Habitat contract consistent with current UCSRB and BPA policies. The UCSRB and subcontractors will cooperate, coordinate, and maintain effective communication with BPA PM/COR, EC Lead, Habitat Area Lead (HAL), and Engineering & Technical Services (ETS) staff during the entire length of this implementation contract and across all WEs. The UCSRB and its staff will address BPA comments/concerns, and the two entities will work to arrive at mutually beneficial consensus. Should there be a need to monitor or maintain a previously funded project that is no longer under contract, pre-authorization to do so shall be provided by BPA to the ED and that coordination will be covered under this work element. Travel for the ED and PM to attend professional meetings related specifically to the Programmatic in Eastern WA, eastern OR and Portland, OR is included in this WE. Travel for training is also authorized under this contract. No leftover/ remaining/ surplus travel budget relative to mileage or lodging can be utilized for travel to training in Eastern WA or elsewhere in the PNW.
Deliverable Specification:	All administrative tasks shall be fulfilled on time and with quality products. Timely responses to requests for more



information are required. Proactive communication between the contractor and BPA's Contracting Officer (CO) and Contracting Officer Representative (COR) is required if as significant lag in scheduled deliver is expected.
\$40302 (31.46%)

Work Element Budget:

Milestone Title	Start Date	End Date	Status	Milestone Description
A. Comply with all applicable federal, state, tribal and local safety requirements, including reporting	12/1/2023	11/30/2024	Inactive	As described in the contract's Terms and Conditions, the contract manager and contractor shall comply with all applicable federal, state, tribal and local safety laws, rules, regulations and requirements.
B. Error-check & update actual WE budget spending w/in 4 months (reflect contract close-out value)	12/1/2023	3/31/2024	Inactive	No later than 4 months after the end of the previous contract, (a) open the prior-year contract SOW at the "WE Budget" tab; and (b) enter "Updated" WE budget amounts to reflect the final contract close-out amount actually spent by the contractor.
C. Begin drafting contract renewal documents and conduct internal review as needed	3/30/2024	6/30/2024	Inactive	Your statement of work, line-item budget, and (if required) property inventory for your next contract are due to BPA at least 5 months prior to the contract start date (longer if your internal processes require more time to get the contract signed and in place prior to the start date).
D. Submit contract renewal package (SOW, Excel budget, property inventory) to BPA COR	8/15/2024	9/1/2024	Inactive	Once your statement of work (SOW) in CBFish is complete, and you have attached your line-item budget (LIB) and property inventory (PI) (if required), click the "Submit" button on the SOW tab to notify your COR the package is ready for review.
E. Address comments and revise SOW, LIB, and PI as needed to get BPA manager approval	9/1/2024	9/15/2024	Inactive	Once your COR and his or her BPA manager have reviewed your contract renewal package and returned any comments to you, you will need to provide responses and changes as needed to achieve approval from the BPA manager, who will then forward the package to the Contracting Officer. This should be completed at least five months prior to the next contract start date.
F. Return signed contract to BPA's Contracting Officer within 30 days	11/1/2024	11/30/2024	Inactive	Respond to the CO and COR indicating any problems with the contract within 20 days, or return the signed contract to the BPA Contracting Officer (CO) within 30 days.
G. Revise Line Item Budget to incorporate change in indirect rate for the remaining contract period	12/1/2023	11/30/2024	Inactive	Work with the COR to revise the Line Item Budget and update indirect rate if the rate changes during the contract period. This is required if the new indirect rate is to be applied for the remainder of the contract period.
H. Submit final invoice for prior contract within 90 days to facilitate contract closeout	12/1/2023	2/29/2024	Inactive	Within 90 days of the last day of the PRIOR contract, the contractor shall issue a final invoice. In instances where more than 90 days is needed (e.g., because subcontractors have not invoiced), the contractor shall: 1. review records, 2. estimate all outstanding costs, and 3. provide BPA with a single, cumulative estimate of all completed, but uninvoiced work. This amount shall be emailed to FWinvoices@bpa.gov and the COR.
I. Facilitate inputting Cost Share information into CBFish at the Project level	9/30/2024	11/15/2024	Inactive	Cost share is not required; however, cost share information can be input anytime during the contract (e.g., concurrent with quarterly status reports) but no later than November 15 for each fiscal year. (b) There are multiple contractors under this project and I am the lead project Proponent. I will solicit cost share information for the previous federal FY from project partners and enter previous FY's Cost Share information on the Project Cost Share tab by Nov 15 for all project partners. (Milestone starts Sep. 30 and ends Nov. 15)
J. Submit physical inventory record	12/1/2023	11/30/2024	Inactive	Submit copy of form used for physical inventory of property. Under §200.313, a physical inventory of property must be taken and the results reconciled with the property records at least once every two years.
K. Manage & Administer Contract to meet BPA Requirements	12/1/2023	11/30/2024	Inactive	This WE covers all work by UCSRB to manage this contract. This includes administration and oversight of the Programmatic project as needed. UCSRB staff will respond to BPA routinely and as requested, provide financial and administrative documents, report on deliverables, copy BPA on all pertinent email correspondence and other Programmatic related documents throughout the contract period, and coordinate and attend conference calls and meetings to communicate project status and potential project needs with BPA COR. COR recommends that if any question or uncertainty arises with an individual working



				under the contract, UCSRB personnel should check with the BPA PM/COR first before proceeding on any Programmatic related item to ensure consistency and alignment with BPA. The role of the UCSRB under this contract is not that of a representative of BPA and therefore the organization does not speak on behalf of the agency, represent the agency, or communicate agency messages or positions on behalf of BPA to any regional entity. In addition, the UCSRB does not have designated authority on behalf of BPA and is only limited to what is within the terms and conditions of this contract. Coordination with BPA shall take place before UCSRB personnel communicate matters related to the Programmatic to regional and out-of-basin entities. Training and training related travel (mileage or lodging) is authorized under this contract. Refreshments of any type or for any purpose, including water, are not reimbursable under this contract.
L. Provide Monthly Accountability Reporting	12/1/2023	11/30/2024	Inactive	The PM-A/P will prepare a brief and concise monthly accountability report detailing the tasks accomplished by staff and noting the work element(s) under which that work was performed. UCSRB staff will email monthly report(s) to the BPA F&W Invoices staff to accompany invoices for work performed.
M. Travel to meetings in E. Washington, E. Oregon and Portland, OR, in management of Contract	12/1/2023	11/30/2024	Inactive	Covers UCSRB staff travel to meetings in E. WA and Portland specific only to this Programmatic in management of this contract as described in this Scope of Work. Limited regional coordination travel is included in the is WE and specific to this Programmatic only. No RM&E or training related travel is included under this contract. No utilization of leftover/ remaining/ surplus travel budget relative to mileage or lodging can be used for travel to training in Eastern WA or elsewhere in the PNW.
N. Coordinate All Line Item Budget Transfers w/BPA COR	12/1/2023	9/2/2024	Inactive	The UCSRB will coordinate all LIB transfers with BPA COR for concurrence authorization no matter what the % value for the time period of 12/01/2023 - 09/02/2024. NO LIB transfers are permitted beginning 90 days from end of contract period.
O. Effective & Regular Coordination with BPA	12/1/2023	11/30/2024	Inactive	The UCSRB Contract Manager, staff, and subcontractors will cooperate, coordinate, and maintain effective communication with BPA PM/COR, EC Lead, BPA Habitat Area Lead (HAL), and BPA Engineering & Technical Services, during the entire length of this implementation contract. UCSRB and its staff will address BPA comments/concerns, and the two entities will arrive at a mutual beneficial consensus.
Deliverable: P. All Administrative tasks fulfilled with timely, quality products		11/30/2024	Inactive	<i>See the Deliverable Specification above</i>

C: 191. Watershed Coordination

Title: Executive Level Management

Description: The ED will provide executive-level management, administration and facilitation of the Programmatic to maximize efficiencies, ensure internal staff coordination, and sustain and strengthen BPA-UCSRB relationships with partners at the local, regional, state and federal level.

ED services will include:

1. Supporting contract development, budgeting, accounting with the PM-A/P, PM-S/P, and admin. staff.
2. Acting as signatory on contracts with BPA and any UCSRB subcontractors
3. Exec-to-Internal UCSRB staff coordination as it relates to Programmatic contract and deliverables
4. Coordinate and communicate with BPA on any issues and opportunities related to the Programmatic
5. Engage the UCSRB Board of Directors as appropriate to positively influence Programmatic process
6. Possible UCSRB Board/ ED/ BPA executive management engagement to support issue discussion, adaptive management of the Programmatic, etc.

Deliverable Specification: UCSRB staff will work closely with BPA to address any relevant social or policy issues that arise in the region affecting the Programmatic. While future issues are unknown, specific interest is given to those issues that represent a potentially significant barrier to future implementation in the respective sub-basin, or the entire region.

Work Element Budget: \$7760 (6.06%)



Milestone Title	Start Date	End Date	Status	Milestone Description
A. Potential Issue Management/Coordination	12/1/2023	11/30/2024	Inactive	As part of the ongoing communication required under WE B, if an issue arises that requires management or a Programmatic Project policy determination, UCSRB will closely coordinate with BPA from the onset of the issue. In the majority of cases, BPA and their Office of General Counsel will most likely make the policy determination. UCSRB is not authorized under this contract to communicate or make policy determinations on behalf of BPA. The role of the UCSRB under this contract is not that of a representative of BPA and therefore the organization does not speak on behalf of the agency, represent the agency, or communicate agency policy, messages or positions on behalf of BPA to any regional entity. In addition, the UCSRB does not have designated authority on behalf of BPA and is only limited to what is within the terms and conditions of this contract. COR recommends that if any question or uncertainty arises with an individual working under the contract, UCSRB personnel should check with the BPA PM/COR first before proceeding on any Programmatic related item to ensure consistency and alignment with BPA.
Deliverable: B. Executive Level Management		11/30/2024	Inactive	<i>See the Deliverable Specification above</i>

D: 191. Watershed Coordination

Title: Regional Programmatic Coordination

Description: General PM-A/P services shall consist of:

1. Day-to-day facilitation and coordination of regional dialogue about Programmatic process and activities.
2. Information dissemination and feedback gathering re: the Programmatic at local WAT, MRC and/or IT meetings.
3. Development of meeting invites, agendas, summaries and materials to support project portfolio coordination among UCSRB, sponsors, and ETS, and management by the BPA HAL.
4. Conducting Programmatic contract milestone and deliverable tracking and reporting for December 1, 2023 - November 30, 2024
5. Adaptively managing Programmatic process and related documents and/or web-based information in partnership with BPA.
6. Assisting Sponsors with project-level SOW, WE and metric development and data entry in CBfish.org.

In FFY24 the PM-A/P and BPA HAL will continue to coordinate regarding any Council inquiries.

Also in FFY24, the PM-A/P will work with the BPA HAL to maintain a three-year project-forecasting framework to show anticipated implementation need for the period from FFY24-FFY25, and beyond.

The PM-A/P will closely coordinate internally with the PM-S/T and ED, as well as with BPA, in provision of the above services for this WE.

Background:

As co-sponsor to the Programmatic, UCSRB staff will continue to work closely with BPA to direct Programmatic funds towards the highest priority restoration areas and action types in the Upper Columbia region, in a timely and strategic manner that is aligned with the UC Regional Technical Team's Habitat Action Prioritization

Deliverable Specification: Coordinate with BPA (COR and ETS), RTT, IT, WATs, limited forums, partners, project sponsors, and local scientists for potential integration of input and information.

Specifically, the PM-A/P will:

1. With BPA, message/ provide Programmatic guidance to sponsors re: ETS and EC expectations about early technical engagement on concept development and design; BiOp mitigation metrics; and other high-level issues that may arise.
2. With BPA, develop revisions to the UC Programmatic/ regional application/ documents for use in future solicitation (s).
3. With the PM-S/T, curate Programmatic documents/files, Prioritization and data portal, etc. to facilitate data sharing and preserve legacy information.

Work Element Budget: \$35000 (27.32%)



Milestone Title	Start Date	End Date	Status	Milestone Description
A. Maintain Financial Forecasting Matrix	12/1/2023	11/30/2024	Inactive	Maintain the 3-year Programmatic project forecast and estimation of resource needs from FFY24-FFY26 and beyond.
B. Coordinate Science-RTT Updates to Programmatic	12/1/2023	11/30/2024	Inactive	As part of ongoing adaptive management, the PM-A/P will collaborate with and rely on PM-S/T to ensure that any regional Habitat Prioritization and Biological Strategy updates are incorporated into the Programmatic solicitation strategy, in alignment with BPA's guidance regarding the Habitat Program, policies, and Habitat Strategy. The PM-A/P and ED will closely coordinate with BPA, and BOR if at all necessary, regarding any necessary revisions to the UC Programmatic process (upfront coordination with BPA to occur before initiating AA contact as BPA's sister AA has no authority over the Targeted process).
C. Programmatic Proposal Consistency Review **	12/1/2023	11/30/2024	Inactive	As part of Regional Coordination, the PM-A/P will ensure that proposals to the Programmatic align with all Targeted solicitation requirements, including the RTT UC Habitat Prioritization (and updates) and Sponsor/BPA ETS guidance documents, and provide general input. Detailed technical input may be provided by the Biological Benefit subcontractor (??) (see WE E) in support of regional science alignment.
D. Support Sponsor Final Proposal Development & Submittal **	12/1/2023	11/30/2024	Inactive	The PMs and the BPA PM/COR will assist and guide potential Programmatic project sponsors to develop compelling Targeted restoration proposals for high-priority action types in region's highest biological priority areas. PM-A/P (and ED) will work to identify and address emerging issues that could affect Sponsor's implementation schedule/efforts, and communicate such to BPA to support ongoing budget management. PM-S/T and Biological Benefit subcontractor (??) will assist with technical input (see WE E)
E. Presentation and Discussion at IT	12/1/2023	11/30/2024	Inactive	The PM-A/P will, in close coordination with BPA, present information about Programmatic processes and any changes at appropriate regional Implementation Team (IT) meetings. The IT is the forum at which information affecting or related to all UC Programmatic sub-basins is shared and presented. When appropriate, the UCSRB and BPA will engage the IT in discussion about the Programmatic and out-year processes.
F. Presentation and Discussion at WATs-MRC	12/1/2023	11/30/2024	Inactive	The PM-A/P, in close coordination with BPA, will present and discuss the Programmatic at WAT-MRC meetings as needed to supplement IT information, identify potential partner contribution opportunities, and discuss projects that may qualify for future Targeted funding consideration.
G. Participate in up to two regional forum meetings	12/1/2023	11/30/2024	Inactive	In consultation and coordination with BPA, the PMs will participate in up to two regional forum meetings (e.g., NPCC Regional Coordination Forum) as needed when meetings overlap with Programmatic goals.
H. Participate remotely in Inter-regional Coordination	12/1/2023	11/30/2024	Inactive	The PMs will coordinate with BPA COR on opportunities to engage remotely with other Programmatic regions/boards/councils to capitalize on cross-basin shared learning re: different approaches to planning, implementation and adaptive management that might be applied to advance the UC Programmatic.
Deliverable: I. Provide Regional Facilitation		11/30/2024	Inactive	<i>See the Deliverable Specification above</i>

E: 191. Watershed Coordination

Title: Regional Science Alignment **

Description: This WE covers a number of distinct elements as follows:

1. Subcontracted Services for the RTT Chair to support the Programmatic evaluation process and oversee updates to the Prioritization Tool and biological strategy.
2. Subcontracted services for Aspect Consulting (on-call Prioritization Tool support).

PM-A/P services for FFY24 include:

1. Review draft Programmatic proposals for alignment with UC Habitat Action Prioritization.
2. Coordinate with the RTT Chair and sponsors to ensure early-often RTT input from concept through 15% and review for biological benefit at 30%/ Preliminary Design, and possible subsequent RTT review at permit-ready/ final design.
3. Coordinate with Aspect Consulting (subcontractor)/ GIS expert for key Prioritization and map/ online interface support, if needed, and ensure data are shared/ provided publicly on the UCSRB WebApp.
4. Respond to BPA data query-lookup requests related to the Programmatic



The PM-A/P and BPA COR will continue to update technical aspects of the UC Programmatic solicitation (guidance, priority areas, etc.) if-as needed to maintain alignment with regional Prioritization.

If any Council communication/ response needs arise during the contract period, UCSRB-BPA will coordinate on this task. Thus, this WE may include some additional travel to Portland if appropriate and in alignment with BPA travel policies.

Deliverable Specification: PM-S/T regional technical coordination and support of the Programmatic through interaction with RTT/ PWG/ MaDMC and Partners, management and update of the Prioritization Tool, and oversight of associated technical subcontractors.

Work Element Budget: PM-A/P coordination with the Biological Benefit subcontractor and BPA to ensure the selectin of the highest quality proposals and early-often review of designs for benefit to focal species during project development.
\$18828 (14.70%)

Milestone Title	Start Date	End Date	Status	Milestone Description
A. Technical Review of Draft Proposals **	12/1/2023	11/30/2024	Inactive	The PM- S/T will review draft proposals for alignment with UC Habitat Action Prioritization The Biological Benefit subcontractor will provide early input and engage with BPA ETS and other staff re: how well project proposals incorporate adequate biological information about fish, life-history stages, etc. to: 1) define project biologic goals and objectives, and 2) provide maximum biological benefits
B. Early Design Input **	12/1/2023	11/30/2024	Inactive	The Biological Benefit subcontractor will provide Programmatic sponsors and BPA staff with input on fish use, life-history priorities, and habitat limiting factors from concept development to 15% design. The subcontractor will engage on the above during concept development through pre-design/15% with BPA staff, the sponsor and design team members. This may include review of habitat modeling results, life-stage periodicity charts, hydrographs and other readily available data to support sponsor development of robust projects. The subcontractor will provide focused input to BPA ETS staff and Habitat Area Lead at preliminary (30%) design. The PM-A/P will coordinate with the PM-S/T for RTT review of Programmatic project designs at 30%, potentially 60%, and 80%/final.
C. Prioritization Tool Management	12/1/2023	11/30/2024	Inactive	The PM-S/T will provide management of the Prioritization tool, including ongoing QA/QC of Tool outputs and coordination with sponsors regarding any omissions, errors, tool versioning, etc.. As part of day-to-day Tool management, the PM-S/P will also provide assistance to BPA, sponsors and other partners regarding access to the technical information and data underpinning regional Prioritization.
Deliverable: D. Ongoing Science Coordination		11/30/2024	Inactive	<i>See the Deliverable Specification above</i>

F: 114. Identify and Select Projects

Title: Solicit and Select Programmatic Projects

Description: The PM-A/P will:

1. With the BPA HAL, support an annual "rolling" proposal solicitation beginning October 2023 (under FFY23 contract) and ending May 2024, to identify high quality UC projects for FFY24 Programmatic funding, if BPA resources are available to support this while maintaining its existing investments across the portfolio.
2. Coordinate with BPA HAL to ensure proposals are aligned with the UC Habitat Action Prioritization, RTT review for biological benefit (WE E) and BPA's Programmatic, HIP and BiOp metric objectives.
3. Track separate regional funding proposals-processes (e.g., SRFB) for alignment with BPA HIP, contracting timelines, and mitigation objectives to identify other potential Programmatic cost-sharing opportunities.
4. Coordinate with BPA staff on evaluations of project risk, cost-benefit, and potential BiOp mitigation credit as part of final Programmatic project funding and cost-share decisions.
5. For successful proposals, support BPA and assist willing sponsors with development of Programmatic project



contracts in CBfish.org as requested/ appropriate.

Deliverable Specification: Provide a list of prioritized habitat projects (including acquisitions) you are likely to implement in the next 2-3 years. Priority projects are those evaluated and selected on the basis of criteria derived from a conceptual strategy, restoration framework or implementation work plan. A project list template is available from your COR. You may use an alternative reporting template providing it conveys the required detail.

The PM-A/P will maintain the most current version in partnership with the BPA UC HAL and provide updates on an ongoing basis

Work Element Budget: \$10000 (7.81%)

Primary Focal Species: Chinook (O. tshawytscha) - Upper Columbia River Spring ESU | Steelhead (O. mykiss) - Upper Columbia River DPS

Milestone Title	Start Date	End Date	Status	Milestone Description
A. Discuss prioritized UC Programmatic project list w COR, Habitat Lead, EC Lead;	12/1/2023	11/30/2024	Inactive	Coordinate with the BPA COR, Habitat Area Lead (HAL) and EC Lead for large, complex, or multi-year habitat restoration projects before including the project in the SOW, or developing a design. Coordination for these types of projects could include holding coordination meetings; leading site visits; and/or including the COR and EC Lead at annual reviews, solicitation meetings, or other sponsor-lead evaluations. Assume that project design review and approval, and funding commitments, are fully vetted with BPA staff; timely environmental compliance clearance for planned work requires the earliest possible coordination.
B. Review proposed near-term habitat work before drafting a SOW for the subsequent contract (CR)	12/1/2023	6/30/2024	Inactive	Communicate with the COR and EC-lead; to check in and discuss the near-term list of prioritized projects (next 12-mos). Complete a conference call with BPA's Environmental Compliance (EC) staff about which projects the contractor is likely to design and permit, or implement, in the next contract period. Your communication should include: what Work Elements to use in the SOW with guidance from COR/EC, the applicability of EC review requirements and timelines (especially for activities that include ground-disturbing work) and work plan, before you start editing your subsequent SOW. (milestone end-date is 6-mos before contract end).
C. Determine priority areas and actions (projects) based on current RTT-approved regional Prioritization data	12/1/2023	6/30/2024	Inactive	Prioritize areas and actions (projects) at the site, reach, or watershed level based on the most current biological and physical data (e.g., habitat and fish data).
D. Programmatic Project Selection **	12/1/2023	8/31/2024	Inactive	The PM-A/P and PM-S/T will review Targeted solicitation proposals with BPA for alignment with Programmatic requirements, including HIP EC and alignment with the Biological Strategy. In addition, PMs, or PMs with subcontractor (??) with BPA, will evaluate the project for risk, potential biological benefit score, cost:benefit ratio and other variables as part of identifying the best potential new-oncoming project investments for FFY24 Programmatic resources
E. Assist with Agreement Development	6/7/2024	11/30/2024	Inactive	The PM-A/P will work with UC partners & BPA to assist willing sponsors with Programmatic project contract development in CBfish.org as needed/appropriate.
Deliverable: F. Update (out-year) prioritized Habitat Project list		11/30/2024	Inactive	See the Deliverable Specification above

G: 186. Operate and Maintain Habitat/Passage/Structure

Title: Maintain and monitor instream structures

Description: The intended use of this WE, when only authorized by BPA, is for the potential monitoring and maintenance (M&M) of programmatic-funded instream structures (e.g. large woody material, engineered log jams) where an existing contract either does not cover this service, or one is no longer in place.

BPA, UCSRB, and project sponsor will collaboratively work together to determine if M&M is necessary. This determination will be made by a BPA engineer and possibly a contract engineer in accompaniment of qualified individuals, hydrologists and biologists, along with the BPA PM/COR. Funding under this WE will not be obligated until authorized by BPA.

Deliverable Specification: When required, and not already covered under a separate Programmatic contract, the UCSRB, when authorized by BPA, will hire an existing project sponsor under subcontract to perform required maintenance of an instream structure (e.g. LWM, ELJ).

Example Planned Metrics:



Work Element Budget: \$10000 * # of miles of instream complexity restored by maintenance: 0.00 (7.81%)

Planned Metrics: Primary R, M, and E Focal Strategy : Tributary Habitat

Locations: 1

Primary Focal Species: Chinook (O. tshawytscha) - Upper Columbia River Spring ESU | Steelhead (O. mykiss) - Upper Columbia River DPS

Country: US **NPCC Subbasin:** Columbia Upper Middle

State: WA **HUC5 Watershed:** Lake Entiat-Columbia River

County: Chelan **HUC6 Name:** Number Two Canyon-Columbia River

Salmonid ESUs Present: Upper Columbia River Spring-run Chinook Salmon ESU (Accessible) | Upper Columbia River Steelhead DPS (Accessible)

Milestone Title	Start Date	End Date	Status	Milestone Description
A. Environmental compliance requirements complete	12/1/2023	11/30/2024	Inactive	On-the-ground work associated with this work element cannot proceed until this milestone is complete. Milestone is complete when final documentation is received from BPA environmental compliance staff.
B. Ensure that any O&M follows recommendations to minimize adverse impacts to lamprey	12/1/2023	11/30/2024	Inactive	Contractors should plan operations and maintenance to minimize negative impacts to lamprey by following guidance from these documents: Best Management Guidelines for Native Lampreys During In-water Work, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm Pacific Lamprey Habitat Restoration Guide, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm Exploring Techniques to Reduce Lamprey and Salmonid Entrainment into Canals, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm Dredging white paper, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm Entrainment white paper, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm
C. Removal of silt and/or gravel	12/1/2023	11/30/2024	Inactive	Ensure that any removal of substrate or sediment follows guidelines to protect lamprey. Dredging or removal of substrate can remove and kill multiple year classes of lamprey larvae and juveniles. Where lamprey are present, contractors should follow operation and maintenance guidelines from these documents: Best Management Guidelines for Native Lampreys During In-water Work, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm Pacific Lamprey Habitat Restoration Guide, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm Exploring Techniques to Reduce Lamprey and Salmonid Entrainment into Canals, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm Dredging white paper, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm Entrainment white paper, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm Lamprey presence can be determined from this Data Basin map, https://www.fws.gov/pacificlamprey/BPALampreyGuidanceDocuments.cfm , however this map does not show distribution everywhere due to limited data, so pre-project lamprey surveys should be done (as described in the USFWS lamprey Guidelines document) if the map does not show presence.
D. Repair/reinstall/clean structure	12/1/2023	11/30/2024	Inactive	The replacement and/or maintenance of instream structures (e.g., LWM, ELJ). Subcontractor will perform required maintenance of structure upon evaluation by field engineer and BPA engineers.



Milestone Title	Start Date	End Date	Status	Milestone Description
E. Complete follow-up inspection/sign-off on work	12/1/2023	11/30/2024	Inactive	Examples of inspections include: Large woody debris, Boulders, Rootwad revetments, Passage conditions, Passage facilities, Fish screens. Upon concurrence from field engineer, subcontractor will sign off on performed work.
F. Hire subcontractor to perform work	12/1/2023	11/30/2024	Inactive	If a determination is made by BPA engineers and/or a contracted engineer in accompaniment of qualified individuals, hydrologists and biologists, and once authorized by BPA, the UCSRB will use existing project sponsors as subcontractors in the event we need to respond to a maintenance need.
Deliverable: G. Potential Maintenance on Instream Structure		11/30/2024	Inactive	<i>See the Deliverable Specification above</i>

H: 185. Produce CBFish Status Report

Title: Periodic Status Reports for BPA

Description: The Contractor shall report on the status of milestones and deliverables in CBFish. Reports shall be completed quarterly as determined by the BPA COR. Additionally, when indicating a deliverable milestone as COMPLETE, the contractor shall provide metrics and the final location (latitude and longitude) prior to submitting the report to the BPA COR.

Deliverable Specification:

Work Element Budget: \$700 (0.55%)

Milestone Title	Start Date	End Date	Status	Milestone Description
A. Dec-Mar 2024 (12/1/2023 - 3/31/2024)	4/1/2024	4/15/2024	Inactive	
B. Apr-Jun 2024 (4/1/2024 - 6/30/2024)	7/1/2024	7/15/2024	Inactive	
C. Jul-Sep 2024 (7/1/2024 - 9/30/2024)	10/1/2024	10/15/2024	Inactive	
D. Final Oct-Nov 2024 (10/1/2024 - 11/30/2024)	11/16/2024	11/30/2024	Inactive	

I: 132. Produce (Annual) Progress Report

Title: Annual Non-Technical Progress Report 12/2022 to 11/2023

Description: The UCSRB Annual Programmatic Progress Report highlights design and restoration projects included in the Programmatic portfolio during the previous contract period, project status, biological goals and objectives, and anticipated metrics. The Annual Progress report may also discuss future improvements, changes in level of effort for contract implementation, including any ramping up or ramping down of contract components or of the project as a whole.

For the 2023 UC Programmatic Annual Report, the 14th year of the Programmatic Project, the date range of Dec 2022 to Nov 2023 is agreed upon by the COR and the contractor, UCSRB. The 2023 report period coincides with the previous UCSRB administrative contract period.

The report will be submitted by the UCSRB to BPA and NPCC in February 2024.

Deliverable Specification: The Deliverable is considered complete when the final report is posted. It usually takes BPA 30-45 days to post the final PDF version of a report. This milestone's end date should therefore be 45 days after the final version is uploaded in CBFish. You will receive an email from BPA confirming that your report has been finalized and posted to the web. Mark this milestone complete when you have confirmed your final report has been posted. If you do not receive such an email after 45 days, contact your COR.

Work Element Budget: \$5000 (3.90%)

Planned Metrics:

- * Start date of reporting period : 12/1/2021
- * End date of reporting period : 11/30/2022



Milestone Title	Start Date	End Date	Status	Milestone Description
A. Non-Technical: Prepare for non-technical Progress Report. Review most recent guidance and template.	12/1/2023	12/15/2023	Inactive	Contractor must review guidance and template before starting the first draft of their non-technical report. Please follow the newly revised BPA-required format for Non-Technical Reports at: https://www.cbfish.org/Help.mvc/GuidanceDocuments .
B. Non-Technical: Write Non-technical Progress Report	12/1/2023	2/16/2024	Inactive	Please follow the BPA-required format. The newly revised BPA-required format for Non-Technical Reports can be found at: https://www.cbfish.org/Help.mvc/GuidanceDocuments .
C. Non-Technical: Upload Non-Technical Progress Report in CBFish	2/18/2024	2/29/2024	Inactive	Use the attachment tab in CBFish to upload your progress report in MS-Word format as "Non-Technical, Draft". After BPA review and finalized editing, BPA staff will post the report for public access. If the file size is too large for CBFish to accept, contact CBFish Support for help.
Deliverable: D. Completed Annual Report		3/1/2024	Inactive	<i>See the Deliverable Specification above</i>

Inadvertent Discovery Instructions

BPA is required by section 106 of the National Historic Preservation Act (NHPA) to consider the effects of its undertakings on historic properties (16 USC 470). Prior to approving the expenditure of funds or conducting a federal undertaking, BPA must follow the section 106 process as described at 36 CFR 800. Even though BPA has completed this process by the time an undertaking is implemented, if cultural materials are discovered during the implementation of a project, work within the immediate area must stop and the significance of the materials must be evaluated and adverse effects resolved before the project can continue (36 CFR 800.13(b)(3)). The Inadvertent Discovery of Cultural Resources Procedure form outlines the steps to be taken and notifications to be made. If the undertaking takes place on tribal lands (16 USC 470w), BPA must also "comply with applicable tribal regulations and procedures and obtain the concurrence of the Indian tribe on the proposed action" (36 CFR 800.13(d)).

Inadvertent Discovery of Cultural Resources Procedure form:

<https://www.bpa.gov/efw/FishWildlife/InformationforContractors/IFCDocuments/InadvertentDiscoveryProcedure.pdf>

Upper Columbia Salmon Recovery Board

Project/Contract Name # 2010-001-00
December 1, 2023 - November 30, 2024
CR-365072; 93765

	WEs	Qty1		Unit Cost	COST
1 PERSONNEL					\$69,089
Program Manager - Salary/Taxes					
TBD - Project Administration/Policy Support	A, B, D, E, F, H, I	853.0 hours	@	51.16 /hr.	\$43,639
Executive Director - Salary/Taxes					
AW - Admin/Exec Oversight	C	110.0 hours	@	62.16 /hr.	\$6,838
Admin Support - Salary/Taxes					
ES - Admin Financial	B	90.0 hours	@	49.76 /hr.	\$4,478
GV - Admin General	B	80.0 hours	@	39.70 /hr.	\$3,176
	FTE	1133.0 hours		Subtotal Salaries	\$58,131
				%	
Fringe: Project Admin/Policy Support	TBD			20.05%	\$8,747
Executive Director	AW			13.48%	\$922
Admin support	ES			26.85%	\$1,202
Admin support	GV			2.72%	\$86
				Subtotal Benefits	\$10,958
2 TRAVEL					\$2,274
Per diem: Coordination Meetings (Portland)	2 pers.	3 days	@	\$74 /day	\$444
Per diem: Coordination Meetings (Eastern WA)	2 pers.	3 days	@	\$59 /day	\$354
Lodging: Coordination Meetings (Portland)	2 pers.	3 nights	@	\$182 /nite	\$1,092
Lodging: Coordination Meetings (Eastern WA)	2 pers.	2 nights	@	\$96 /nite	\$384
3 PROFESSIONAL MEETINGS & TRAINING					\$3,000
Misc training (professional, technical)	2 pers.	2 ea.	@	\$750	\$3,000
4 VEHICLES					\$2,190
GSA lease (1/3rd cost of vehicle lease)		12 mo	@	\$111 /mo.	\$1,332
Travel - GSA mileage (@ current rate)	12 mo.	325 mi/mo	@	\$0.220 /mi	\$858
5 SUPPLIES / EQUIPMENT					\$11,326
Office Supplies/Non-Capital Equipment					
Office supplies and services*		12 mo. @	200	mo.	\$2,400
Portion of rent, phone service, computer maintenance, supplies, equipment, s		4 mo @	200	mo.	\$800
Audit		1 @	5000		\$5,000
Data cloud hosting servies		1 @	626		\$626
Laptop		1 @	2500		\$2,500
* Includes paper, notebooks, computer supplies and service, software, dues, subscriptions, etc. See Footnote.					
6 OVERHEAD / INDIRECT	14.30%	of Items 1 thru 6:	\$87,879		\$12,567
7 SUBCONTRACTS					\$27,644
BioAnalysts - Regional Technical Team (RTT) Chair - Biological Priority Support					\$6,304
Aspect Consulting - GIS and Analytical Support					\$11,340
Maintenance (As needed)					\$10,000
TOTAL COOPERATIVE AGREEMENT AMOUNT					\$128,090

United States Government

Department of Energy

Bonneville Power Administration

Memorandum

DATE: 11/30/2023

REPLY TO
ATTN OF: NSSP-4

SUBJECT: Designation of Contracting Officer's Representative for Award No. 93765

TO: Michelle O'Malley

You are hereby designated as the Contracting Officer's Representative (COR) for the subject award. You will represent the Contracting Officer (CO) in all technical matters that arise. Your major duties and responsibilities are contained in the "Bonneville Financial Assistance Instructions" (BFAI).

This delegation is made without power of redelegation and shall remain in effect throughout the life of the award unless revoked by the CO, you are reassigned, or your employment is terminated.

You are authorized and instructed to perform the following functions:

- Monitor work performance;
- Inspect or witness test presentation or other activities;
- Review and monitor the project schedule;
- Review the recipient's financial performance;
- Approve invoices;
- Approve submitted deliverables / technical reports (including property inventory reports);
- Ensure that NERC CIP protocols are followed (if applicable), if badged recipient personnel have access to NERC CIP sites or CCA, in particular, the requirement to notify the Access Revocation Team within four hours via email at Revoke@bpa.gov or call 503-230-LOCK (5625) when the person is terminated;
- Maintain a file of all Recipient property acquisition disposition documents.

In accordance with clause, entitled "Contracting Officer's Representative," you are not authorized to act for the CO in the following matters:

- Modifications that change the budget, technical requirements, or time for performance, except as allowed by specific provisions in the award;
- Suspension or termination of the Recipient's right to proceed, either for default or for convenience of BPA;
- Final decisions on any matters subject to appeal, as provided in a disputes clause.

Please carefully monitor the recipient's activities. You are also required to provide to me periodic performance or status reports. You may do this via the "COR's Status Report" or some other mechanism that we agree upon. The following events are some appropriate times to report: (1) Upon receipt of deliverables or reports; (2) Completion of verification of property inventories; (3) Completion of major milestones; (4) Whenever payment requests are processed; or (5) When issues arise that warrant written documentation.

Submit all performance issues requiring action in writing to the Contracting Officer.

Jay Chong
Contracting Officer

cc: Official File, Recipient

COR Files

A uniform and orderly approach to file maintenance will reduce time spent searching for material and provide neat, standardized files. Consistency is important. The COR shall establish a financial assistance administration file similar to that used by the CO. The COR may use the agency approved electronic records storage application to retain contract documentation. The following is a sample format, to be adapted as necessary for the type of financial assistance award:

- (1) File identification: The following information typically should be used to identify award files:
 - Recipient Name
 - Project Name and/or Number
 - Award No.
- (2) File content: The following below is a suggested file format, which may be modified as necessary for the award type (grant or cooperative agreement).
- (3) Award and Supplements
 - Copy of executed original award and all modifications
- (4) Basic File
 - (a) Recipient performance evaluation/quality assurance
 - (b) Forms (travel, training, etc.)
 - (c) Log of significant activities
 - (d) Meeting notes
 - (e) Overtime approvals and other work-progress related documents
 - (f) Quaterly Financial Reports
 - (g) Annual Performance Reports
 - (h) Project staffing/organization charts
 - (i) List of BPA-furnished property
 - (j) Close-out records
 - (i) Final Financial Report
 - (ii) Final Performance Report
 - (iii) Financial Assistance close-out checklist
- (5) Correspondence File
 - (a) Copies of all correspondence between COR and CO
 - (b) Copies of all correspondence between COR and Field Inspectors
 - (c) COR and any Field Inspector designation
 - (d) Internal memoranda
 - (e) Record of communication between COR and other support activities
 - (f) Copies of all correspondence between COR and recipient
 - (g) Copies of all general correspondence related to award
 - (h) Copies of all correspondence regarding labor issues
 - (i) Copies of all notices to proceed, stop or report submittals
 - (j) Copies of all prior written approvals by the CO
- (6) Payment File
 - (a) Backup documentation for recipient payment
 - (b) Copies of inspection reports related to payment
 - (c) Copies of invoices
 - (d) Correspondence pertaining to payment
 - (e) Payment status log

The file does not need to include data or documents that are otherwise represented in the CO's Official File or the Electronic Records Management System, such as invoice submittals, Technical Evaluation records, or bonds and insurance certificates.



DRAFT - UCSRB 2024 Executive & Finance Committee Meeting Schedule

Date	Meeting Type	Time	Committee
February 14, 2024	Webinar	8 AM to 9 AM	Finance Committee
February 14, 2024	Webinar	9 AM to 10 AM	Executive Committee
April 10, 2024	Webinar	8 AM to 9 AM	Finance Committee
April 10, 2024	Webinar	9 AM to 10 AM	Executive Committee
June 12, 2024	Webinar	8 AM to 9 AM	Finance Committee
June 12, 2024	Webinar	9 AM to 10 AM	Executive Committee
September 11, 2024	Webinar	8 AM to 9 AM	Finance Committee
September 11, 2024	Webinar	9 AM to 10 AM	Executive Committee
November 20, 2024	Webinar	8 AM to 9 AM	Finance Committee
November 20, 2024	Webinar	9 AM to 10 AM	Executive Committee

Draft - UCSRB 2024 Board Meeting Schedule

Date	*Meeting Type	Time	Location
February 22, 2024	In-Person	9 AM to 3 PM	Douglas County Transportation and Land Services Building
April 25, 2024	In-Person	9 AM to 3 PM	Douglas County Transportation and Land Services Building
June 27, 2024	In-Person	9 AM to 3 PM	Douglas County Transportation and Land Services Building
September 26, 2024	In-Person	9 AM to 3 PM	Douglas County Transportation and Land Services Building
December 12, 2024	In-Person	9 AM to 3 PM	Douglas County Transportation and Land Services Building

THE UPPER COLUMBIA SALMON RECOVERY BOARD

STRATEGIC PLAN

2023 – 2024

OUR MISSION

To support stakeholders in the restoration of viable salmonid populations and other at-risk species through collaborative processes that honor regional cultural, economic and community values.

OUR VISION

The Upper Columbia Salmon Recovery Board (UCSRB) ~~will be~~ is a responsive organization whose staff is proactively engaged in regional salmonids recovery efforts. ~~We~~ continue to grow our abilities ~~are confident in our ability~~ to provide leadership, relevant support, and adaptive management guidance to sponsors, partners, and local communities. The UCSRB ~~will collaborate~~ collaborates with other salmon recovery Boards, tribal governments, state and federal agencies to drive efforts that contribute to healthy habitat and viable salmonid populations to benefit the cultural and natural resources of our communities.

Commented [AW1]: These amendments suggested by Gabby will need to be approved by the Board if we all agree with the change to the wording of the Vision statement.

Our Story

One of seven regional Boards created by the Washington legislature, UCSRB was formed in 1999 to undertake a locally-directed, collaborative approach to salmonid recovery. Our work is outlined in The Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan (2007) and is coordinated through a five-member Board with representatives from the Colville Confederated Tribes, the Yakama Nation and Chelan, Douglas and Okanogan County Commissions.

Our mandate is to support salmon habitat recovery efforts within our region which encompasses 10,000 square miles, 70% of which is managed by the Okanogan-Wenatchee National Forest. Within this area, most of the work is focused on the four key sub-basins of Entiat, Okanogan, Methow and Wenatchee. The region is home to three salmonid species at risk of extinction—spring Chinook salmon, steelhead, and bull trout. Our goal is to increase the survival rate of salmonid species within these watersheds by building habitat capacity, structure, and function to improve fish passage.

<adopted ****>

Our Strategic Plan Priorities

RECOVERY	SUSTAINABILITY	ENGAGEMENT	LEADERSHIP
Reverse the decline of salmonid species and their habitat in the Upper Columbia Region	Create an organization that is vibrant, flexible, responsive, and durable	Build and maintain connections, relationships, and integrated efforts with partners, tribal governments, regional Communities, public officials, and other governmental entities	Strengthen the role of the UCSRB as the regional leader for Salmon Recovery Plan implementation

Key initiatives

LE Entity Coordinator – funding for sponsors

The Upper Columbia Salmon Recovery Board (UCSRB) is the state-designated regional recovery organization, providing support to multiple partners and advocating for salmon recovery needs within the Upper Columbia region. As a State recognized Lead Entity (LE), the UCSRB manages an annual multi-million dollar grant process that strategically directs resources to voluntary, high-priority salmonid habitat restoration and protection projects. This regional and grassroots approach promotes science-based, citizen-supported salmonid habitat recovery efforts in a coordinated, efficient, and effective manner.

Science - Data management and dissemination

The UCSRB science program compiles and updates information and regularly reports on the progress made within the Upper Columbia towards meeting established recovery goals. The program interacts with regional monitoring programs and partners to implement a locally-operated data management and analysis framework for fish and habitat, including coordinating a Regional Technical Team that helps develop and evaluate salmonid recovery projects and guides monitoring plans. The UCSRB coordinates and aligns the flow of information to help support science in the region and ensure that information is useful and easily accessible. The program also strives to integrate actions across the four sectors that influence salmon and steelhead, known as the 4 H's: Harvest, Hatcheries, Hydropower, and Habitat.

BPA Programmatic

The Upper Columbia Programmatic Habitat Project ("Programmatic") helps direct technical and funding resources to partners working to help restore stream habitat for ESA-listed spring Chinook and summer steelhead populations of the region. Using adaptive management principles, this program collaborates with BPA to ensure regional project selection criteria remain aligned with Action Agency stream (tributary) habitat mitigation obligations for the Columbia River System Biological Opinion (BiOp; NOAA 2020). Ongoing coordination during project development and implementation ensures Programmatic investments are complementary to other Upper Columbia programs and activities to maximize the biologic benefit.

<adopted ****>

Outreach and Advocacy

The UCSRB communications program identifies and shares opportunistic salmon-related news and innovations within in the Upper Columbia region and beyond, including adding local, state, tribal and federal partners, state and federal legislators, and the community at-large to our circle of salmon science.

What have we achieved so far?

- 519 habitat restoration and protection projects completed
- Over 100 miles of stream habitat restored
- More than 300 miles of stream re-opened to fish passage
- In excess of 5,000 acres of important habitat protected

Commented [AW2]: Check and update numbers if necessary

Current challenges include:

- Our salmon and steelhead must migrate more than 500 miles and over seven to nine dams when leaving the Upper Columbia as smolts (juveniles) and when returning as adults
- Low adult salmon survival and returns due, in part, to multiple years of poor ocean conditions
- Endangered spring Chinook remain at low population numbers, and are particularly sensitive anthropogenic disturbances and climate impacts
- Seabirds and predatory fish (both native and introduced) consume large numbers of smolts emigrating to the ocean.
- Severe wildfires impacting habitat in key spawning areas,
- The effects of climate change in our region is leading to less snow in the mountains, less water and warmer streams, all of which cause harm to cold-water fish like salmon and steelhead.

Our Long range Vision

As a regional salmon recovery Board, the UCSRB has been committed to local processes at the individual citizen level and we remain dedicated to that initial directive. The UCSRB also aims to support and integrate recovery efforts across all management sectors (habitat, harvest, hatcheries, and hydropower), because habitat restoration alone will not achieve recovery.

<adopted ****>

Biden-Harris Administration, Tribes Reach Historic Agreement Supporting Efforts to Restore Healthy and Abundant Salmon Populations to Upper Columbia River Basin

Support for salmon reintroduction efforts in the Upper Columbia River Basin underscores Biden-Harris administration's commitment to upholding obligations to Tribal Nations

9/21/2023

Date: Thursday, September 21, 2023
Contact: Interior_Press@ios.doi.gov

WASHINGTON — The Biden-Harris administration today announced a historic agreement to support Tribally led efforts to restore healthy and abundant salmon populations in the Upper Columbia River Basin. The agreement between the United States, the Confederated Tribes of the Colville Reservation, the Coeur d'Alene Tribe, and the Spokane Tribe of Indians will fund efforts to test the feasibility of, and ultimately to reintroduce salmon in blocked habitats in the Upper Basin. Today's agreement includes \$200 million over 20 years from the Bonneville Power Administration, a federal power marketing administration under the Department of Energy, to advance the Tribally led implementation plan. The Department of the Interior also announced it is providing \$8 million over two years through the Bureau of Reclamation to support these efforts.

The Upper Columbia River Basin historically supported abundant wild salmon, steelhead, and native resident fish, which critically supported thriving Tribal cultures and communities. Since time immemorial, members of these Tribes and their ancestors stewarded these native species and relied upon their abundance as the staples of their daily diets and ceremony. Today's agreement was announced at a [ceremonial signing](#) at the Department of the Interior with Secretary of the Interior Deb Haaland, Tribes, agency leaders, and other senior Biden-Harris administration officials.

"Since time immemorial, Tribes along the Columbia River System have relied on Pacific salmon, steelhead, and other native fish species for sustenance and their cultural and spiritual ways of life. Today's historic agreement is integral to helping restore healthy and abundant fish populations to these communities," said **Secretary of the Interior Deb Haaland**. "As we work toward comprehensive and collaborative basin-wide solutions to restoring salmon and other native fish populations, the Biden-Harris administration will continue its efforts to honor federal commitments to Tribal Nations, deliver affordable and reliable clean power, and meet the many resilience needs of stakeholders across the region."

"The Columbia River and its tributaries are the life spring of the Pacific Northwest, stewarded since time immemorial by Tribal Nations," said **White House Council on Environmental Quality Chair Brenda Mallory**. "Today's historic announcement builds on the Biden-Harris Administration values of honoring long-standing commitments to Tribal Nations. This agreement is a crucial step in delivering sustainable long-term solutions to restore abundant fish runs in the Columbia River Basin while also acknowledging and accounting for the many services the Upper River system provides today: flood risk, energy, and water supply."

The construction of large hydroelectric and flood control dams – including the Grand Coulee Dam and Chief Joseph Dam – throughout the Upper Columbia River Basin beginning at the turn of the 20th century blocked anadromous fish from migrating into the Upper Columbia River Basin and onto or through the ceded and reserved lands of the Colville, Spokane and Coeur d'Alene Tribes. As a result, the Confederated Tribes of the Colville Reservation, Coeur d'Alene Tribe, and Spokane Tribe of Indians

lost access to anadromous fish in their communities. This profound loss has had traumatic impacts on Tribal communities, including by altering traditional diets, depriving Tribal members of the ability to exercise traditional ways of life, and fundamentally changing how Tribal members teach and raise children in the cultural and spiritual beliefs that center around these fish.

For over a decade, the Upper Columbia United Tribes (UCUT) – which includes the Confederated Tribes of the Colville Reservation, Coeur d'Alene Tribe, Spokane Tribe of Indians, Kalispel Tribe of Indians, and Kootenai Tribe of Idaho – have worked to develop a scientifically rigorous phased plan to study the feasibility of, and then ultimately implement, a reintroduction program into the blocked areas. The four-part phased effort is currently in the Phase 2 Implementation Plan (P2IP) stage, which involves scientifically based research over the next 20 years to establish sources of donor and brood stocks for reintroduction, test key biological assumptions, guide management actions, develop interim hatchery and passage facilities, and evaluate success.

“In 1940, Tribes from around the Northwest gathered at Kettle Falls for a Ceremony of Tears to mourn the loss of salmon at their ancestral fishing grounds. Today the federal government is taking a major step toward righting that historic wrong by committing to support the Tribally led, science-driven reintroduction of salmon above Chief Joseph and Grand Coulee dams,” said **Confederated Tribes of the Colville Reservation Chairman Jarred-Michael Erickson**. “Together as partners, we will bring salmon back where they belong – to the waters of the Upper Columbia. The Colville Tribes looks forward to our children celebrating a Ceremony of Joy when salmon are permanently restored to their ancestral waters.”

“Grand Coulee Dam moved the floods from Portland and Vancouver to my Tribe’s Reservation and stole the once abundant salmon that fed the Spokane People that lived and thrived where the Spokane and Columbia River meet,” said **Greg Abrahamson, Chairman of the Spokane Tribal Business Council, Spokane Tribe of Indians**. “Grand Coulee Dam allowed the desert to bloom and many far away cities to enjoy cheap electricity at my people’s expense. The Tribe never lost hope that one day the salmon would return to the Tribe’s waters, and this Agreement will turn that hope into a reality with salmon in the Spokane’s waters. The Spokane Tribe believes when the salmon return home, we will begin to heal. This will bring healing to both the salmon and the people which is why we do this work.”

“The Biden Administration deserves a lot of credit for their leadership to help make this happen,” said **Coeur d'Alene Tribe Chairman Chief Allan**. “Connecting the hearts of our Tribes with the full commitment of the federal agencies was what was able to get us moving in the right direction. Our leaders and elders have always been a champion for the return of salmon into the blocked area of the Upper Columbia River. This agreement is a huge step toward reintroduction and has been the only significant step in that direction since the salmon have been blocked.”

“The Coeur d'Alene Tribe has been a leader in advocating for salmon reintroduction and continued that leadership throughout the challenging negotiations that preceded the agreement,” said **Coeur d'Alene Tribe Vice Chairman Hemene James**, who represented the Tribe at today’s ceremonial signing. “We would not be here today without the leadership of the Chairman and Tribal Council or the unwavering commitment of Tribal Natural Resources staff.”

Today’s agreement between the Tribes and the Department of the Interior’s Bureau of Reclamation and U.S. Fish and Wildlife Service, the Department of Commerce’s National Marine Fisheries Service, the U.S. Army Corps of Engineers, and the Department of Energy’s Bonneville Power Administration (BPA) includes \$200 million over 20 years from the BPA to advance the Phase 2 Implementation Plan. The other agencies also agree to use their authorities to seek additional funding for this effort and to take

other actions necessary to advance implementation. The Tribes have agreed to a twenty year pause to existing litigation while these actions are pursued.

As part of today's agreement, the Bureau of Reclamation is announcing a \$6 million investment from President Biden's Bipartisan Infrastructure Law to the Upper Columbia Tribes and UCUT for these efforts. This funding from the new WaterSMART Aquatic Ecosystem Restoration Program will help support the Tribes' Phase 2 study needs, including juvenile salmon outmigration studies, genetic sampling, and development of fish passage designs.

"The Bureau of Reclamation is proud to partner with the Upper Columbia Tribes as we seek collaborative and science-based solutions to reintroducing salmon across the Upper Columbia River Basin," said **Bureau of Reclamation Commissioner Camille Calimlim Touton**. "Thanks to President Biden's Investing in America agenda, we are deploying historic resources to support projects that restore or protect aquatic ecosystems, including those that will help return healthy and abundant populations of salmon to these Tribes' waters."

"This landmark agreement demonstrates the positive outcome that can occur when Tribes, state and federal agencies consult and collaborate from a position of mutual respect and with a shared goal of a result that is equitable for all," said **Department of Energy Under Secretary for Infrastructure David Crane**. "In this case, the United States Government and its tribal partners worked to restore a lost piece of Tribal heritage while enhancing reliable power generation and transmission in the region, benefitting all. I am proud of the work done by our team at Bonneville and grateful to the Tribes for their constructive approach to solving this issue."

"Today's announcement represents a historic step forward for the Confederated Tribes of the Colville Reservation, the Spokane Tribe of Indians and the Coeur d'Alene Tribe; for the salmon that are central to the Tribes' culture; and for preserving power generation and transmission reliability in the region," said **Bonneville Power Administration Administrator and CEO John Hairston**. "This landmark agreement furthers work already begun by the Upper Columbia United Tribes and advances the goal of returning fish to areas they haven't been able to access for decades. Reintroducing salmon upstream of Chief Joseph and Grand Coulee dams via a focused, collaborative and science-driven approach is the centerpiece of this agreement. By investing electric ratepayer dollars in meaningful actions for fish rather than costly litigation, the agreement also secures the vital role of the Columbia River System for Northwest citizens and public power customers."

"The Army is excited to announce this partnership with Tribes in the Upper Columbia River Basin to collaborate and support their significant efforts in planning and studying reintroduction of salmon to the region," said **Jaime Pinkham, Principal Deputy Assistant Secretary of the Army for Civil Works**. "We are proud to support activities that will help us learn more about actions that can be taken to restore the crucial ecosystems and fish populations in the Columbia River Basin."

"Today's agreement marks a critical step towards rebuilding healthy and abundant fish and fisheries in the Columbia River," said **NOAA Administrator Rick Spinrad, Ph.D.** "I applaud the collective Tribal, federal, state, and stakeholder efforts that got us to today, especially the Upper Columbia River Tribes, who have remained patient yet persistent to get these fish back to where they belong. The reintroduction of these salmon above Grand Coulee Dam doesn't just reconnect pieces of the Columbia Basin ecosystem, it rekindles a relationship between salmon and people that has existed since time immemorial. NOAA is proud to be part of it."

“On behalf of the Federal Mediation and Conciliation Service (FMCS), I would like to congratulate and commend all of the parties who worked so tirelessly to reach this historic agreement,” said **Javier Ramirez, FMCS' Deputy Director for Field Operations**. “We were privileged to have our mediators assist in what were extraordinarily complex negotiations to promote efforts to restore salmon and other fish species to the Upper Columbia River Basin. Today's signing is a truly momentous occasion and it is testament to the commitment of the U.S. Government, the Tribes and the Bonneville Power Administration to finding a mutually agreeable resolution and path forward.”

If Phase 2 Implementation Plan studies confirm the feasibility of reintroducing anadromous salmonids in the blocked areas, Phase 2 is anticipated to lead to Phase 3, including the construction of permanent juvenile and adult passage and supporting propagation facilities, as well as implementation of priority habitat improvements, consistent with the phased approach to reintroducing anadromous salmonids above Grand Coulee and Chief Joseph Dams. Phase 1 [included](#)(link is external) pre-assessment planning for reintroduction and fish passage that the UCUT wrote in a May 2019 report.