



Department of Energy

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

ENVIRONMENT, FISH AND WILDLIFE

October 7, 2004

In reply refer to: KEWB-4

Dear Fish and Wildlife Contractor:

Thank you for your continued partnership in the Environment, Fish and Wildlife program and in our ongoing effort to efficiently provide the greatest benefit to fish and wildlife. We especially appreciate the time and effort you spend preparing periodic accrual estimates and your prompt responses to our requests. This year, we again request your assistance in managing the program effectively.

Fiscal Year 2005:

Budget Adjustments

This year we have changed the process for requesting budget modifications, whether they are for rescheduled work, within-year adjustments, or requests for new work. This process was developed collaboratively by the budget oversight group (BOG), an organization composed of Council staff, BPA staff and CBFWA staff members. The process this year is intended to address limitations in the previous method and be easier to use, easier to track and allow more timely response to requests. Through the use of a web-based process, users can access the system, make requests and see the status of their requests at their convenience. CBFWA has done a great job in designing the budget modification request website, and we appreciate their teamwork on this effort. I have attached the process description to this letter; please follow this guidance when requesting budget adjustments. Please note that the BOG is a standing committee meeting monthly to address budgetary matters. Their meetings are open to the public through phone bridge.

Invoice Deadline

All invoices for FY 04 work should be submitted as soon as possible, but no later than Dec 31, 2004. As was the case last year, invoices must again separate charges for work performed in FY 2004 from charges for work performed in FY 2005. Ideally we would like to see separate invoices for work performed in different fiscal years, but BPA will accept invoices charging for work in both years, as long as they are clearly distinguishable. This includes charges for work performed by subcontractors.

Reschedule Request Deadline

All requests for rescheduling of FY 04 work should be submitted no later than Dec 31, 2004. Coordinate your requests with your BPA project manager and follow the process discussed above.

Again, your prompt attention to these matters is greatly appreciated. Providing this information by the dates required will allow organizations to focus completely on project implementation and on-the-ground work during the all-important field season. We look forward to continuing improvements to the program this year as we move forward with our process improvement initiative and the introduction of PISCES project management system.

Again, we are most appreciative of your continuing partnership and collaboration in the environment, fish and wildlife program.

A handwritten signature in black ink, appearing to read "Scott R. Hampton", written over a horizontal line.

Scott R. Hampton

Enclosure:
FY 2005 BPA Fish and Wildlife Program Budget Tracking Process

cc:

Mr. Doug Marker - Northwest Power and Conservation Council
Mr. Mark Fritsch – Northwest Power and Conservation Council
Mr. Karl Weist - Northwest Power and Conservation Council
Mr. Rod Sando - Columbia Basin Fish and Wildlife Authority
Mr. Tom Iverson – Columbia Basin Fish and Wildlife Authority
Ms. Amy Langston - Columbia Basin Fish and Wildlife Authority