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April 30, 2003

MEMORANDUM

TO: Council Members

FROM: Lynn Palensky

SUBJECT: Upper Snake Province - Subbasin Planning Contracts

Proposed Action

Staff recommends that the Council authorize the Executive Director to negotiate two contracts, one with the Shoshone Bannock Tribes (SBT) and one with the Idaho Department of Fish and Game (IDFG) to develop three subbasin plans in the Upper Snake Province (Upper Snake) based on the proposal jointly submitted by the SBT and IDFG and pursuant to the Council's Master Contract for subbasin planning with Bonneville. The proposal has been approved by, and is submitted through, the Idaho Level II Coordination Group. The two contracts will not exceed the following costs:

1. Shoshone Bannock Tribes: \$475,000
2. Idaho Department of Fish and Game: \$225,000 (from Idaho Level II Technical Budget)

Background

The Upper Snake Province includes three subbasins -- Upper Closed, Headwaters and the Upper Snake; which is the largest of all the subbasins. The SBT is the Lead Entity responsible for submitting the three subbasin plans to the Council. IDFG will be responsible for completing the assessment and inventory sections of those plans. The SBT tribe will subcontract for project management and coordination, technical writing, and public outreach. *The proposed workplan and budgets, which have been sent to you electronically, are also available on the Council's website at <http://www.nwcouncil.org/news/agenda.htm>.*

Schedule and Budget

The final provincial package of Upper Snake subbasin plans will be submitted to the Council by May 28, 2004. The funding for the three Upper Snake subbasins will not exceed a total of \$700,000 for FY03/04.

Upper Snake Provincial Work Plan

**Shoshone-Bannock Tribes and
Idaho Department of Fish and Game
March 2003**

APPLICATION CERTIFICATION AND TRANSMITTAL

To: Northwest Power Planning Council
851 SW Sixth Avenue, Suite 1100
Portland, OR 97204
Attn: Contracts Officer

From: Gregg Servheen
Wildlife Program Coordinator
Idaho Department of Fish and Game
P.O. Box 25
600 South Walnut St.
Boise, ID 83707

Contact Person: Gregg Servheen, Wildlife Program Coordinator, Idaho Department of Fish and Game

Phone: 208-334-3180

Request:

The Idaho Department of Fish and Game is designated as the lead entity and requesting funding from the Northwest Power Planning Council for the development of the Upper Snake subbasin assessments and in accordance with such funding conditions as required by the Council.

Project Name: Upper Snake subbasin assessment

Subbasin: Closed, Upper Snake, Snake Headwaters

Province: Upper Snake

Certification:

I certify that to the best of my knowledge, the information provided in this application is true and correct and that the financial assistance requested would be utilized only for the purpose of carrying out the activities described in the attached statement of work.



Authorized Representative _____

Signature

Date

Printed Name and Title: Gregg Servheen, Wildlife Program Coordinator, Idaho Department of Fish and Game

APPLICANT/ORGANIZATION INFORMATION

Province name: Upper Snake Subbasin name: Upper, Closed, Headwaters

Organization name: Idaho Department of Fish and Game

Type of organization: State Department of Fish and Game

Mailing Address: P.O. Box 25,
600 South Walnut St.

City, State, Zip: Boise, ID 83707

Telephone: 509-527-3285

Email address: gservheen@idfg.state.id.us

Organization purpose and legal status:

MISSION

The Idaho Department of Fish and Game mission and charter in Idaho Code, Section 36-103, states:

All wildlife, including all wild animals, wild birds, and fish, within the state of Idaho, is hereby declared to be the property of the state of Idaho. It shall be preserved, protected, perpetuated, and managed. It shall only be captured or taken at such times or places, under such conditions, or by such means, or in such manner, as will preserve, protect, and perpetuate such wildlife, and provide for the citizens of this state and, as by law permitted to others, continued supplies of such wildlife for hunting, fishing and trapping

Contract contact information:

Project Contract Administration Representative: Gregg Servheen, Wildlife Program
Coordinator, Idaho Department of Fish
and Game

Mailing Address: P.O. Box 25
600 South Walnut St.

City/Town: Boise

State, Zip: Idaho 83707

Email address: gservheen@idfg.state.id.us

Telephone: 208-334-3180

Upper Snake Provincial Work Plan: **for the Upper Closed, Headwaters and Upper Snake** **Subbasin Plans**

Project Overview and Purpose

Subbasin planning for the Upper Snake Province aims to identify and evaluate the importance of factors affecting fish and wildlife populations and habitats, to define a vision and biological objectives for fish, wildlife, and habitats, to establish strategies to meet those objectives, and to define research and monitoring strategies to measure progress. This work plan outlines a plan of action to guide the development of three Upper Snake subbasin plans for the Closed, Headwaters, and Upper subbasins.

The plans will be used to aid recovery for species listed under the Endangered Species Act and will be evaluated for consistency with the Clean Water Act, federal treaty and trust responsibilities with Native American Tribes, and the Council's 2000 Fish and Wildlife Program. The plans will be submitted to the Northwest Power Planning Council (Council) as a recommendation for adoption into the Council's Fish and Wildlife Program. The Upper Snake Provincial Plan will follow the subbasin planning guidance set forth in *Technical Guide for Subbasin Planners* (NWPPC Council Document 2001-20).

Organization

Idaho Level II combined the three subbasins and designated a lead entity to develop the single plan for the three subbasins within the Upper Snake province. Level II designated the Shoshone Bannock Tribe as the lead entity responsible for submitting the final plan. The Idaho Department of Fish (IDFG) and Game will be responsible for completion of the provincial assessment and inventory. IDFG and the SBT will be responsible for coordinating efforts and integrating plan components into a single, unified plan submitted to Council by the SBT.

IDFG will hold a contract with the Council to develop the assessment and inventories of the Upper Snake subbasins. Program leadership and support for the development of the Upper Snake subbasin assessments will come from the IDFG's Natural Resources Policy Bureau in Boise. This Bureau provides program leadership on technical assistance and collaborative solutions to fish and wildlife management issues in the state and region as well as in fish and wildlife planning. Its resources include Idaho Fish and Wildlife Information System (IFWIS) and the Conservation Data Center; allowing storage, display, queries, analysis, and development of statewide, regional, and watershed fish and wildlife-related information using spatial and database resources.

For this project, IDFG will hire and dedicate staff to coordinate and develop the assessments and inventories for the Upper Snake Province. IDFG will dedicate an experienced fish biologist and an experienced wildlife biologist to act as subbasin assessment team leaders. They will assemble and facilitate the an interagency Technical Teams to assist with developing and reviewing the assessment. IDFG will hire a GIS analyst and data coordinator to provide data development and analysis for the assessment. These three staff will coordinate the assessment process, including developing the assessment and inventory. Gregg Servheen, the Wildlife Program coordinator in the Natural Resources Policy Bureau, will oversee the subbasin assessment contract and effort within IDFG.

Shoshone-Bannock Tribes (SBT) will serve as the lead entity for the developing the management plan and submitting the final plans to Council. SBT will manage the contract with the Council and subcontract for other services, as required, to prepare the Provincial plan. Chad Colter, Coordinator of the SBT Fish & Wildlife Department, will be the Contract and Project manager. The SBT will oversee the contractors in the planning effort, including developing all portions of the plan and public outreach in the upper portions of the Snake Province. Chad Colter will keep the SBT Fort Hall Business Council and the Idaho Level II informed of progress on the subbasin plan, and will participate in the Planning and Technical Teams.

Sub-Contractors

The Shoshone-Bannock Tribes will hire a consulting firm to facilitate the Planning Team, compile the plan components, write parts of the plan, facilitate public involvement and coordinate efforts to package the final products for submission to the Council.

Planning Team

Members of the Upper Snake Planning Team (Planning Team) will be recruited from fish, wildlife, land manager and stakeholder groups active in the Province. These people may include representatives from government agencies with jurisdictional authority in the subbasin, economic interests, citizens, and private landowners. The method of arriving at agreement/consensus for the upper subbasin management plan portion of the project will be decided at the first official planning meeting. It is anticipated that a “can live with” form of consensus decision making will be adopted that seeks consensus if possible and in most cases, but that allows for following majority decisions if the minority can “live with” it. In cases of severe, irreconcilable disagreement about an issue, multiple positions will be noted in the plan.

The SBT will ensure that Planning Teams members:

- Coordinate and communicate with their respective organizations.
- Contribute data and information that is useful and available through their organization.
- Meet on a monthly basis with meetings open to the public.
- Help guide public involvement process.
- Participate in developing the plan vision.

- Review the biological objectives and strategies developed from hypotheses generated in the assessment.
- Help prioritize subbasin strategies.

Technical Team

IDFG is responsible for assembling and facilitating the Technical Team and ensuring the assessment and inventory are developed and delivered according to schedule. The team will also review the assessment. Team members will be solicited from fish, wildlife, and land managers, natural resource agencies, others with technical expertise in the Province, as well as key members of the planning team.

IDFG will ensure that technical team members:

- Provide and analyze scientific data to be included in the subbasin assessment.
- Assist with completion of the assessment according to the Technical Guide.
- Refine, validate, and analyze data that will inform the planners as they develop the management plan.
- Meet regularly during the development of the plan.
- Review assessment and plan components as they are completed.
- Revise the assessment based on review and recommendations as necessary.

Project Schedule and Deliverables

Schedule for Upper Snake Assessment and Inventory Tasks (IDFG)

1. The assessment overviews will be completed 5 months after contract initiation.
2. The assessment species characterization and status will be completed 5 months after contract initiation.
3. The assessment description of existing conditions will be completed 7 months after contract initiation.
4. This assessment ecological relationships section will be completed at the end of 7 months after contract initiation.
5. Both the assessment description of ecological relationships and limiting factors would be completed at the end of 6 months after contract initiation.
6. The assessment interpretation and synthesis section will be completed by 11 months after contract initiation.

7. The inventory of existing projects and past accomplishments will be completed 12 months after contract initiation.

Each draft assessment will be completed by 11 months after contract initiation and will be included in the public review process for all assessment, inventory and plan components. The assessment may be revised based on comments from the ISRP, the Council and the public.

Schedule for development of the management plans Upper Snake Provincial Plan

The planning process is expected to begin in May 2003 and will conclude May 2004. The planning portions of the project will start slowly, largely focused on coordination and public outreach work for the first six months. During the next 8 months the bulk of project work, including most of the writing, will be completed. The final subbasin plan will be submitted to the Council for review for adoption into the program in May of 2004. The project will continue for another six months after submission to respond to comments by the ISRP, the Council and the public. We expect the following schedule:

At end of 2 months	Complete public kick off meetings and organization of Planning Teams
At end of 6 months	Complete Vision Statement for Upper Snake Province
At end of 8 months	Complete public involvement activities focused on vision
At end of 9 months	Complete Biological Objectives and Strategies draft for Planning Team review.
At end of 11 months	Complete a public review draft of the plan (all components of plan). Since the plan will be a work in progress, members of the Planning and Technical Teams will be seeing drafts throughout the process.
At end of 12 months	A completed final version of the plan submitted to the Council by May 28, 2004.

Tasks and Major Sub-tasks

IDFG Tasks

1. Assessment

The Upper Snake Province assessments will be based on existing data and information with synthesis of information through modeling. IDFG will compile available wildlife and fisheries information and develop aquatic modeling in cooperation with the Technical Team. IDFG will work with the Technical Team to assemble existing data

needed for a refined modeling of selected focal fish and wildlife species and habitats and will use model results to analyze habitat capacity and limiting factors.

Subbasin Overview: IDFG will work with the Technical Team to compile existing data, plans, assessments and reports on the Upper Snake River Province. Working with this information, IDFG will prepare the subbasin description for review by the Technical Team. The overview will describe the geography, land ownership, biological and environmental situation in the subbasin. The regional context for the subbasin will be described. IDFG will work with the Technical Team to compile more detailed wildlife population and habitat information, and work to identify wildlife data gaps or necessary research. The overview will be completed by 5 months.

Species Characterization and Status: IDFG will identify the initial list of focal species based on upon ESA and state sensitive species lists, cultural importance, life history, habitat associations, and key ecological functions. The Technical Team will review and finalize the list to include no more than five species per subbasin. Based upon the list of focal species, IDFG will delineate and characterize each species and the habitat conditions needed to ensure long-term sustainability in the subbasin. If available, information about out-of-subbasin effects and assumptions for each focal species will be integrated into this section. This step will be completed by 5 months.

Environmental Conditions: IDFG will develop the description of existing conditions in collaboration with and with review by Technical Team members. This description will be reviewed by the Technical Team to ensure that it accurately provides a benchmark of the present situation. The description of existing conditions will be completed by 7 months.

Ecological Relationships: IDFG will work with the Technical Team to prepare a written assessment of habitat population interactions for the focal species. This section will address key functional relationships, processes and functions of the focal species. IBIS and other resources will be used as appropriate during development of this section. This section will be reviewed by the Technical Team and completed by end of 7 months.

Limiting Factors and Conditions: Based upon modeling and analysis of environmental conditions and ecological relationships, IDFG and the Technical Team will identify limiting factors and conditions that inhibit the ecological processes needed for sustainable populations of the focal species. The Technical Team will review the limiting factors and conditions section. The analysis of limiting factors and conditions will be integrated with work on ecological relationships. Both the description of ecological relationships and limiting factors would be completed by end of 6 months.

Interpretation and Synthesis: Key assumptions will be stated and the key factors that impede optimal ecological function and biological performance for the focal

species will be identified. Near term opportunities will be identified based upon areas that are high priorities for protection and high priority areas for restoration. Interim strategies and actions will be described and prioritized. The Technical Team and Planning Team will review this work. The interpretation and synthesis section will be completed by 11 months.

The entire draft assessment will be completed by 11 months and will be included in the public review process for all assessment, inventory and plan components.

2. Inventory

Inventory of Existing Projects and Past Accomplishments: While the assessment is being developed, IDFG will work with the Planning and Technical Teams to prepare and deliver to the planning effort, the inventory of existing activities per the *Technical Guide for Subbasin Planners*. Current management strategies and restoration projects, completed or ongoing, will be briefly summarized. All Planning and Technical Team members and other organizations involved in restoration work will be queried for information. Both the Planning and Technical Teams will review the inventory. IDFG will analyze the Inventory along with the Assessment to determine program and project gaps detrimental to achieving Plan objectives and strategies. The Technical and Planning Teams will review this information. The inventory itself will be completed 10 months after the contract is initiated.

3. Coordination

Chapters of the assessment and plan will be developed in cooperation with and reviewed by the Planning Teams and Technical Team as the assessment and plan processes proceed in parallel to each other. Key members of each team will participate in the other parallel process to ensure coordination between the two efforts. As review and revisions are completed, edits will be incorporated into the respective documents. Public outreach and involvement will be built in at every stage of the planning process. IDFG will work with the SBT through the Project Manager to integrate the pieces of the plan together for a timely submission to the Council. IDFG will also continue to work with the planning team throughout the process to assist with the interpretation of the assessment and the development of the biological goals and objectives.

SBT's TASKS

1. Management Plan

Start Up: A consultant will be subcontracted to organize and implement presentations introducing the subbasin planning process in local communities within the upper portions of the Snake River Province, including Jackson Hole, Idaho Falls, Pocatello, Burley, Arco, and Twin Falls. The consultant will publish articles in the local community papers and meet with elected officials to inform them of the

beginning of the planning process and to solicit participation. In addition the consultant will:

- Facilitate the Planning Team.
- Coordinate between the Planning and Technical Teams
- Organize and facilitate the public outreach.
- Facilitate the development of the plan vision, biological objectives and research and monitoring components.
- Write the plan.
- Provide the draft plan for review and comment to the Technical and Planning Teams and lead entities.

Vision for the Subbasin: The consultant will facilitate a process whereby the Planning Team develops a vision that describes the desired future condition of the subbasins. The vision statement will be completed and available for public review by the sixth month of the project.

Biological Objectives: The Consultant and Planning Team in coordination with the Technical Team will develop biological objectives and strategies based on the limiting factors and hypotheses generated in the assessment. The biological objectives will explain how the limiting factors will be addressed and describe and quantify the resulting changes in biological performance of focal species. The subbasin Planning Team will develop economic and social objectives, as appropriate. Strategies will provide the basis for which actions can be developed in the future. Subcontractor and the Technical Team will develop the initial proposed strategies, and the Planning Team will review them for necessary adjustments. The strategies will be directly linked to achieving the biological objectives. A data gap strategy will be included to ensure that any data gaps identified in the planning process are filled.

Prioritized Strategies: The Technical Team and Planning Teams will be involved in prioritizing the strategies and determining implementation sequence. The strategies will be directly linked to achieving biological objectives. A data gap strategy will be included to assure that any data gaps identified in the planning process are filled.

Consistency with ESA/CWA Requirements: The IDFG and SBT in conjunction with the subcontractor will work with the USFWS to evaluate consistency with ESA requirements and with IDEQ to determine consistency with Clean Water Act requirements. The plan will explain how the objectives and strategies are integrated with recovery goals for listed species and TMDL implementation plans.

Research, Monitoring, and Evaluation: Research needs will be identified to ensure that critical assumptions in the analysis are addressed and data gaps filled. Additionally, monitoring and evaluation needed for improved decision-making will be identified. This portion of the plan will be developed by the subcontractor in collaboration with the Technical Team, and will be reviewed by the Planning Team to ensure that it meets decision-making needs and priorities.

2. Public Involvement

The SBT will hire a consultant to design and manage the public involvement component of the project in the upper Snake Province. The primary public involvement tools used will include interviews, focus groups, public presentations meetings, and a newsletter. The subcontractor will be responsible for the following tasks in the upper Snake Province.

- Six public kick-off meetings will be held to introduce the public to the project, to outline expected project goals and milestones, and participation process. (Jackson Hole, Idaho Falls, Pocatello, Burley, Arco, and Twin Falls)
- Conduct interviews with local leaders to develop issues and prepare participant lists.
- Hold focus group meetings(one each in Jackson Hole, Idaho Falls, Pocatello, Burley, Arco, and Twin Falls) to identify stakeholder perceptions of issues and possible solutions in the subbasin.
- Develop a Vision Statement using public meetings (one each in Jackson Hole, Idaho Falls, Pocatello, Burley, Arco, and Twin Falls) targeting specific public groups (i.e. organizations, service clubs, etc.) to enable individuals to hear and see information, talk to Planning and Technical Team members, and ask questions and provide input into the planning process.
- Invite the public to comment on the vision statement and objectives in particular, and on all components of the assessment and plan in general. These will serve as public outreach and involvement, and as a forum for receiving input directly from public participants through verbal and written comments.
- Review Draft Plan at public meetings (one each at Jackson Hole, Idaho Falls, Pocatello, Burley, Arco, and Twin Falls) to gather public comment on the draft plan. The meetings primary purpose will be to solicit public input and comments on the public review draft of the subbasin plan.
- The NWPPC website (<http://www.nwcouncil.org/fw/subbasinplanning/Default.htm>) will allow those who want to be informed of project progress and who want access to project drafts to provide input as well as gain information. A hard copy version of project information and updates will be mailed to those who do not have access to electronic media. Final project products will be maintained on the websites until they can be incorporated into a regional website.

Deliverables and Work Products (IDFG)

The following subbasin planning products will be prepared upon contract initiation with a completion date of May 28, 2004.

1. A completed subbasin assessment meeting guidelines provided in the *Technical Guide for Subbasin Planners* for the Upper Snake Province and selected subbasins.
2. A completed subbasin inventory meeting guidelines provided in the *Technical Guide for Subbasin Planners* for the Upper Snake Province and selected subbasins.

Deliverables and Work Products (SBT)

The following subbasin planning products will be prepared upon contract initiation with a completion date of May 2004.

1. Three subbasin plans submitted in a provincial package meeting guidelines provided in the *Technical Guide for Subbasin Planners* for the Upper Snake River Province.
2. A public involvement report documenting public outreach activities.

Budget

The total project budget is \$700,000. Sources of the funding are outline in Table 1.

Table 1 Budget Allocations for Upper Snake Province

Idaho Level II	Planning Funds	Assessment Funds	Totals
IDFG	\$0	\$225,000	\$225,000
SBT	\$475,000	\$0	\$475,000
TOTAL	\$475,000	\$225,000	\$700,000



Personal services

Task	Position title	Rate	Hours	Total
Assessment	wildlife biologist	24.94	1,706.00	42,548
	fisheries biologist	24.94	1,706.00	42,548
	GIS analyst	19.79	1,476.00	29,210
	data analyst	19.58	1,600.00	31,328

Task	Describe other payroll costs	Total
Assessment	biological technician (\$13.57/hr for 1,769 hours)	24,000

Travel

Expense	Days/nights	Rate	Total
Per diem (days)	15	25.00	375
Lodging (nights)	15	50.00	750

Air travel	From/to	Rate	# of trips	Total
Type reason here	Boise	Portland	2.00	400
Type reason here	Boise	Spokane	2.00	400
Type reason here				-
Type reason here				-

Car travel	From/to	Rate/mi	# of miles	Total
Type reason here	Idaho Falls	0.365	1,000.00	365
Type reason here	Boise	0.365	1,000.00	365
Type reason here	Pocatello	0.365	500.00	183
Type reason here	Jackson Hole	0.365	310.00	113

Services and supplies

	Unit cost	Quantity	Total
Advertising (\$ per ad x # of ads)			-
Computer support (hourly rate x # hrs)	1,250/year lease	5.00	6,250
Meeting expenses (room rate x # of mtgs)	75.00	10.00	750
Postage (\$ per month x months)			-
Printing/copying (\$ per copy x copies)	0.10	920.00	92
Supplies (\$ per month x months)	125.00	19.00	2,375
Telephone (\$ per month x months)	125.00	19.00	2,375

Subtotal	184,426
+ BPA approved indirect	22%
Total	\$ 225,000



Personal services

Task	Position title	Rate	Hours	Total
Management plan	Project Manager	34.00	1,000.00	34,000
	Fish Biologist	34.00	1,040.00	35,360
	Wildlife Biologist	34.00	1,040.00	35,360

Task	Describe other payroll costs	Total
Management plan	Subcontractor (writer/editor/publicinvolvement facilitation)	237,889
	\$68 per hour at 3498 hours	
	342,609	

Travel

Expense	Days/nights	Rate	Total
Per diem (days)	85	42.00	3,570
Lodging (nights)	85	61.00	5,185

Air travel	From/to	Rate	# of trips	Total
Coordination with F/W managers	Pocatello/Portland	600.00	2.00	1,200
Coordination with F/W managers	Pocatello/Spokane	600.00	2.00	1,200
Coordination with Subcontractor	Pocatello/Boise	300.00	1.00	300
Type reason here				-

Car travel	From/to	Rate/mi	# of miles	Total
Public Involvement meetings	Ft.Hall-Jackson Hole Wy.	0.36	1,600.00	576
Public Involvement meetings	Ft.Hall-Idaho Falls	0.36	400.00	144
Public Involvement meetings	Ft.Hall-Pocatello	0.36	80.00	29
Public Involvement meetings	Ft.Hall-Burley	0.36	600.00	216
Public Involvement meetings	Ft.Hall-Arco	0.36	600.00	216
Public Involvement meetings	Ft.Hall-Twin Falls	0.36	800.00	288
SBT meetings with unidentified Subcontractor	?	0.36	1,000.00	360
Subcontractor meetings with SBT	?	0.36	1,000.00	360
Subcontractor to public involvement meetings	Ft.Hall-Jackson Hole Wy.	0.36	1,600.00	576
Subcontractor to public involvement meetings	Ft.Hall-Idaho Falls	0.36	400.00	144
Subcontractor to public involvement meetings	Ft.Hall-Pocatello	0.36	80.00	29
Subcontractor to public involvement meetings	Ft.Hall-Burley	0.36	600.00	216
Subcontractor to public involvement meetings	Ft.Hall-Arco	0.36	600.00	216
Subcontractor to public involvement meetings	Ft.Hall-Twin Falls	0.36	800.00	288

Services and supplies

	Unit cost	Quantity	Total
Advertising (\$ per ad x # of ads)	30.00	24.00	720

Computers hardware and software			-
Meeting expenses (room rate x # of mtgs)	300.00	24.00	7,200
Postage (\$ per month x months)	100.00	12.00	1,200
Printing/copying (\$ per copy x copies)	0.30	10,000.00	3,000
Supplies (\$ per month x months)	100.00	12.00	1,200
Telephone (\$ per month x months)	150.00	12.00	1,800

Subtotal	372,842
+ BPA approved indirect	27%
Total	\$ 475,000

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