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December 2, 2003

#### **MEMORANDUM**

**TO:** Fish and Wildlife Committee Members

**FROM:** Patty O'Toole

**SUBJECT:** Bonneville Power Administration - Fish and Wildlife finance update.

**Purpose:** This is an informational update and no action is requested.

Scott Hampton, the Manager of Finance, Budget and Information Technology for Bonneville (Environment, Fish and Wildlife) will report on the accounting and project management changes being implemented for the Fish and Wildlife Program.

Telephone: 503-222-5161 Toll free: 800-452-5161

## Bonneville Power Administration

Fish and Wildlife Contract and Finance Improvement Plan

# Program Management in FY2004

- 2003 Issues
  - 1. Lack of a consistent project budget and actuals data
  - 2. 2002 costs accrued in 2003

- 3. Small percent of spending caps in place
- 4. Lack of active Project Management

- 2004 Approach
  - 1. BPA has developed and will maintain single budget and actuals documents standardized in the BES System
  - 2. Full booking of 2003 EOY accruals
    - Tracking of 2003 invoices relative to accruals
    - 90 day invoicing policy
  - 3. Spending Caps in place on all contracts by May 2004
  - 4. Reorganization
    - Budget to Actuals Report
    - Weekly COTR meetings
    - Project Management effort
    - Templates
    - Non Compliance Notification (Dunning) Letters
    - Project Milestone Check-in
    - Measuring Project Goals vs. Council Proposed Goals

# F&W is Considered Best Practice for Fish and Wildlife Program Management

Delivers Clearly Defined Results



Collaborative and Regionally Based







Define ESA and Power Act Obligations, and Tribal Responsibility

Define and implement policies and systems for improved contract and financial management Build trust, credibility, and partnerships

- Define ESA obligations through Biological Opinion Remand/Reconsultation
- Define BPA's Northwest
   Power Act Obligation
- Develop ESA and NWPA Integrated Hydro, Habitat, Hatchery, Harvest and RM&E Strategies
- Define TribalResponsibility

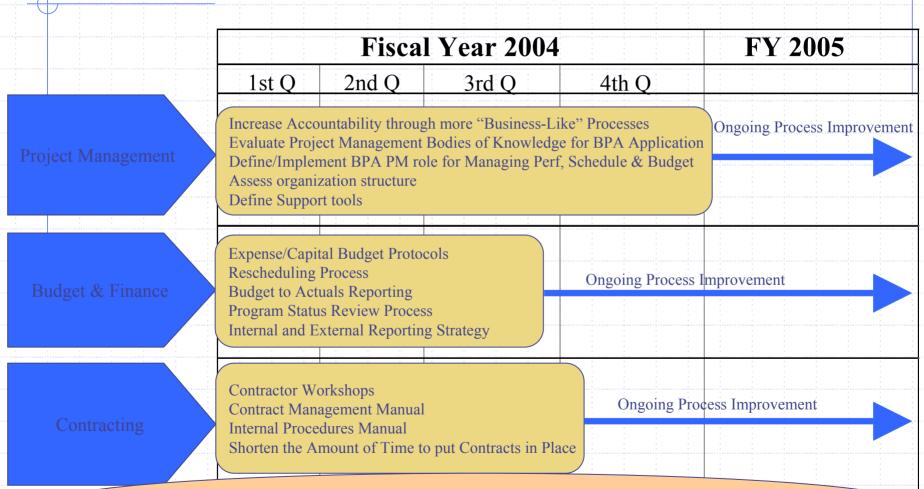
- Sound Financial Management
- Exceptional Project Management
- Timely execution
- ESA and NWPA
   Reporting

- Define Roles and Responsibilities with Council, CBFWA & NW Tribes
- Respect and support roles of regional partners
- Be clear and up front about BPA requirements
- Work toward win/win solutions

### F&W Contract and Finance Improvement Plan

Excellence in Program and Project Management

- 1. Sound Financial Management
- 2. Exceptional Project Management
  - 3. Timely Execution
  - 4. ESA and NWPA Reporting



Internal and External Communication