

**Alison Squire
Subbasin Planning
Statement of Work, Schedule Budget
May 28 through December 31, 2004**

Estimated Hours - Labor

Task	Task Description	Deliverable	TOTAL HOURS	TOTAL BUDGET
1	Review all final invoices and progress reports for IMP plans development prior to August 26, 2004.	Review and forward to state coordinators the final invoices for GEI Consultants and Ferry Conservation District contracts prior to August 26, 2004.	6	\$360.00
2	Organize and facilitate the IMP's presentation to the ISRP. (June)	Assist planning group in organizing and developing materials for the scientific review.	40	\$2,400.00
3	Maintain province-wide outreach database. (Ongoing)	Update database as necessary.	21	\$1,260.00
4	Assist in Council staff review of subbasin plans, public comments, and ISRP comments using the Council's adoptability framework. Support Council staff identification, analysis and documentation of "key issues" that bear upon adoptability of plans under the Act and Program standards (currently scheduled for August 13 through 17, 2004).	Help develop list is key issues for the Intermountain Province subbasin plans adoption.	230	\$13,800.00
5	Coordinate Oversight Committee meetings as necessary to Assist the Chair in leading the discussion of and response to the ISRP/Council/Public comments and questions regarding the IMP Subbasin Plans.	Develop response from Oversight Committee on issues/questions presented by Council staff on the adoptability of the IMP plans.	165	\$9,900.00
6	Serve as liaison between Council staff and Idaho and Washington state coordinators and the IMP Oversight Committee through the plan review and adoption process.	Draft letters, memos, Power Point presentations, make phone calls or deliver presentations, as necessary.	115	\$6,900.00
7	Coordinate with Idaho and Washington state coordinators, Council staff and Council members as necessary and requested.	Participate in requested subbasin planning-related meetings or conference calls.	45	\$2,700.00
TOTAL MONTHLY HOURS			622	\$37,320.00

Estimated Expenses

Task	Task Description	Expense Item	TOTAL BUDGET
1	Review all final invoices and reports for IMP plans development.	None	\$0.00
2	Organize and facilitate the IMP's presentation to the ISRP.	Copies 2,012 @ .10	\$201.20
3	Maintain province-wide outreach database.	None	\$0.00
4	Assist in Council staff review of submitted subbasin plans, public comments, and ISRP comments against the Council's adoptability framework. Support Council staff identification, analysis and documentation of "key issues" that may bear upon adoptability	Long distance phone	\$10.00
		Travel - 2 round trip flights to Portland from Spokane @ \$180	\$360.00
		Travel - Lodging Portland (5 nights)	\$475.00
		Travel - Ground transportation	\$40.00
		Travel - Per diem (based on Portland \$42 per day) 5 days	\$210.00
		5	Coordinate Oversight Committee meetings as necessary to Assist the Chair in leading the discussion of and response to the ISRP/Council/Public comments and questions regarding the IMP Subbasin Plans.
6	Assist Council staff and Idaho and Washington state coordinators in consulting with the Oversight Committee and IMP stakeholders including counties, tribes, and state and federal agencies as necessary	Long distance phone	\$25.00
		Conference calls	\$200.00
		Travel - 25 miles @ .375	\$46.80
		Meeting expenses	\$245.00
7	Coordinate with Idaho and Washington state coordinators, Council staff and Council members as necessary and requested.	Travel - 6 trips to IMP subbasins at average 100 miles roundtrip @ .375/mile	\$225.00
7	Coordinate with Idaho and Washington state coordinators, Council staff and Council members as necessary and requested.	Travel - 1 round trip to Portland from Spokane @ 180	\$180.00
		Travel - Ground transportation	\$20.00
		Travel - Per diem	\$42.00
TOTAL EXPENSES			\$2,680.00
TOTAL BUDGET			\$40,000.00