

**From:** Maslen,Bill (BPA) - KEW-4 [<mailto:wcmaslen@bpa.gov>]  
**Sent:** Tuesday, October 30, 2012 7:48 AM  
**To:** undisclosed-recipients  
**Subject:** Letter to Project Sponsors from Bill Maslen

Dear project sponsors with contracts to conduct RM&E activities:

BPA is implementing a new policy and procedure for all Annual Reports with RM&E that informs the Fish and Wildlife Program strategies and ESA Biological Opinions. We are asking for your help in adopting a new annual reporting system to replace the past report requirement for your Research, Monitoring & Evaluation results that should be simpler and more efficient for both of us. It includes a standard report template that makes better use of information already in our system, reducing demands on you. It will also help us more effectively compile results and better describe just how much we are learning from your work.

This is important for BPA, sponsors and for the region. By demonstrating together that RM&E activities produce valuable results that inform and help tailor salmon recovery, we can help justify the continued investments required to keep the work going and the results coming.

We encourage your participation during this pilot year and request that you use this approach for FCRPS BiOp projects and major research studies. You may work with your COTR to determine whether this approach is appropriate for other projects in fiscal 2013.

We know that writing reports is time consuming and rarely fun. Part of the challenge is that sponsors have had to develop report formats on their own. We have consequently received reports that varied widely in terms of depth and the parameters used. This has made it difficult if not impossible to build on the strengths of each individual report by combining and comparing results in ways that could provide valuable scientific results and lessons we can all learn from. The Northwest Power and Conservation Council's 2011 Categorical Review of RM&E underscored this shortcoming and we set out to change it.

The new approach will provide you with a ready-made online report design that will link to information you have already provided, eliminating duplication of effort. Depending on the report you're compiling, you may be able to simply cut and paste text into the document. The template will explain what information is needed where and will even create a table of contents for you.

Producing your annual reports will still take time, but, we hope, less of it, and will result in reports that more clearly communicate the results of your hard work in a way that we all find easier to understand and benefit from. We are asking for a second, simpler report for sponsors with projects that support Reasonable and Prudent Alternatives in the Biological Opinion for the Federal Columbia River Power System, which will help us track and report our progress toward BiOp goals. This is especially important because the BiOp calls for Comprehensive Evaluations of this progress in both 2013 and 2016. Due to regulatory reporting requirements BPA is asking all sponsors to have draft reports submitted in January and final reports completed in March to align with BiOp reporting timelines. This change will be required in new contracts, however in existing FY 12 contracts we are asking for sponsors to accommodate the time change without pursuing contract amendments in the pilot year of the tool.

To help sponsors use the new reporting tools BPA will be offering trainings online and in person. These trainings will also provide a review and discussion session of how to document

protocols in the [www.monitoringmethods.org](http://www.monitoringmethods.org) tools to meet Pisces contracting and Taurus proposal form requirements. These trainings will be offered:

November 6<sup>th</sup> in Portland (Online) 9-4 PM

November 8<sup>th</sup> in Boise 8-3 PM

November 9<sup>th</sup> in Spokane 8-3 PM

November 13<sup>th</sup> in Pendleton 10-5 PM

December 3<sup>rd</sup> in Portland (Online) 8-3 PM

Final details of training agendas, locations, times and training registration will be sent shortly. If sponsors do not register for the trainings, the trainings in Boise, Spokane and Pendleton may be canceled.

We want your feedback on this approach because it needs to work for you. This year will be a pilot phase for the new reporting program and we will offer web-based training over the next few months to help guide you and answer any questions. The templates will be available on [www.cbfish.org](http://www.cbfish.org), with step-by-step instructions and frequently asked questions attached below. Comments may be submitted through the “Request Support” link by July 2013. For more information please review the attached material, contact your COTR or submit comments to [rmesupport@bpa.gov](mailto:rmesupport@bpa.gov)

Thanks for your assistance in making the most of these important improvements.

**William C. Maslen**  
Director, Fish and Wildlife  
Bonneville Power Administration