



Department of Energy

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

ENVIRONMENT, FISH AND WILDLIFE

July 25, 2006

In reply refer to: KEW-4

Dear Fish and Wildlife Contractor:

In the next few weeks, as part of the FY07-09 Fish and Wildlife Program Project Selection process, Bonneville Power Administration (BPA) will be presenting Northwest Power and Conservation Council (Council) members with status reports for every project in the program. These reports will show deliverables, metrics, and contract status reporting data from Pisces. If you have not entered the required data for your contracts, and/or if you have any outstanding contract status reports, your project's status report will indicate this. To see the project status report for your project in Pisces, right-click on one of its associated contracts in My Stuff and select "View Project;" then click the "Project Status Report" link. Alternatively, you can double-click on your project in the Explorer window to display the Project Summary; then click the "Project Status Report" link.

The purpose of this letter is to give you the opportunity to remedy any deficiencies before projects are reviewed by BPA and Council. There are two issues we are concerned about:

- **Delinquent status report(s).** Status reports are the mechanism by which the Fish and Wildlife program captures all required contract data. If you have a late status report, it is likely you are missing required data. It is also likely that you have not marked some contract deliverables complete, leaving BPA and Council to assume you have not completed the work contracted for in your Statement of Work (SOW).
- **Missing metrics and incomplete deliverables.** Metrics and deliverables enable the program and its contractors to clearly demonstrate what is being accomplished with ratepayer funding. Missing metrics and incomplete deliverables cast doubt on one's ability to successfully implement a project, and may factor into FY07-09 funding decisions. BPA also uses this information to report its Endangered Species Act (ESA) compliance as required by ESA regulatory agencies.

Please see the instructions following this letter for steps you can take to determine if you have late status reports or missing data, and if so, how you can remedy these deficiencies.

In most cases, submitting any outstanding status reports will also take care of any missing data, because Pisces will prompt you to enter this data before you submit your status report. However, if you submitted a final status report without including metrics, you will need to fill in the missing metrics retroactively.

Please note that both the [Contract Status Reports Waiting To Be Submitted](#) report and the [Work Element Metrics and Location Requirements and Entry Status](#) report are available today in Pisces. Anyone with a Pisces account – including you, your manager, your COTR, and Council members – can access this information from the Reports > Activity Progress menu in Pisces at any time. With the FY07-09 project selection process underway, these reports are receiving much more scrutiny.

In closing, I want to make it clear that it is your responsibility, as a contractor and stakeholder in this program, to demonstrate what you have accomplished with the ratepayer funds you have received. Rigorous reporting of program expenditures and results is our duty to those who entrust us with the care of the natural resources of the Columbia Basin.

Thank you for your diligence in completing your contract requirements. If you have any questions, please contact your COTR. For technical help with Pisces, please contact fishsupport@bpa.gov.

Sincerely,



William C. Maslen
Director, Division of Fish and Wildlife

Enclosure:

How to Identify and Remedy Delinquent Status Reports and Missing Data

cc:

Ms. Judi Danielson, Idaho, Northwest Power and Conservation Council (electronic)
Mr. Jim Kempton, Idaho, Northwest Power and Conservation Council (electronic)
Mr. Larry Cassidy, Washington, Northwest Power and Conservation Council (electronic)
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Mr. Brian Lipscomb, Columbia Basin Fish and Wildlife Authority (electronic)

How to Identify and Remedy Delinquent Status Reports and Missing Data

How to determine if you have a delinquent status report: Click this link for the Pisces report, "[Contract Status Reports Waiting To Be Submitted](#)," sorted by contractor.

Remedy and resources for delinquent status reports:

- Go into the "My Stuff" window in Pisces. Start with your oldest delinquent status report and work your way forward. NOTE: if you have more than one late status report on the same contract, contact your COTR as soon as you submit each one, so he or she can accept it. Pisces will not allow you to start your next status report until the previous status report has been accepted by your COTR.
- Check the "Show Guide" box in your status report, and the [Status Report Completion Guide](#) will direct you to any fields missing required data. Be sure to hit the Refresh button after updating to ensure you caught everything.
- Be sure to enter a completion date in the Complete column for all deliverables you have completed. If you did not complete an expected deliverable within the contract performance period, please provide an explanation in the Contractor Comments field.
- [Training materials to help you with status reporting](#)
- [Training materials to help you use the automated Completion Guide for entering required data in your Pisces status report](#)

How to determine if you have missing metrics or deliverables not marked complete: Click this link for the Pisces report, "[Work Element Metrics and Location Requirements and Entry Status](#)." This report shows every contract in Pisces with an SOW that ended before April 1, 2006, sorted by BPA COTR. Any discrepancy between the columns "*Total WEs That Require Metrics*" and "*# Complete WEs Requiring Metrics*" indicates that you have not entered a completion date for one or more deliverables. Any discrepancy between the columns "*# Complete WEs Requiring Metrics*" and "*#Complete WEs With Actual Metrics*" indicates you have not entered metrics for one or more completed deliverables.

Remedy and resources for missing metrics:

- In most cases, you can fill in missing metrics by competing and submitting all delinquent status reports. Pisces will prompt you to enter any missing data before you submit your status report(s).
- In some cases – for example, if you submitted your final status report *before* 12/21/05 and left some metrics blank – you will need to fill in your missing metrics retroactively. See the [Training materials for metrics and location data entry](#) or ask your COTR for help. If you didn't provide a completion date for your deliverable milestone, please ask your COTR to do that for you.
- NOTE: Please fill in missing metrics for any work element in Pisces that requires them, regardless of the contract year in which they occurred. For the next several weeks, Pisces will allow you to enter metrics for completed deliverables in Complete and Closed contracts as well as Issued ones. With the October 2006 update to Pisces, the metrics entry function will be locked for Completed or Closed contracts.
- [Training materials for metrics and location data entry](#)
- [Notice of metrics and location data entry requirements, 12/07/05](#)
- [Notice of metrics and location data entry deadline and implementation details, 01/05/06](#)