

**GRANT TO THE NATIONAL FISH & WILDLIFE FOUNDATION
COLORADO RIVER RECOVERY PROGRAM
FY-2009 PROPOSED SCOPE-OF-WORK for:**

Project No.: 3&4-a

Scan the Recovery Program Library and Provide it on the Web

Submitted by: Angela Kantola & Ellen Szczesny

U.S. Fish and Wildlife Service

44 Union Blvd., Suite 120

Lakewood, CO 80228

Phone: (303) 969-7322

Fax: (303) 969-7327

angela_kantola@fws.gov, ellen_szczesny@fws.gov

Dan McAuliffe & Susan Lesovsky

Colorado Water Conservation Board

1313 Sherman Street

Denver, CO 80203

Phone: (303) 866-3441

Fax: (303) 866-4474

dan.mcauliffe@state.co.us, Susan.Lesovsky@state.co.us

Date: February 25, 2009

Category:

☐ Ongoing project

☐ Ongoing-revised project

☒ Requested new project

☐ Unsolicited proposal

Expected Funding Sources:

☐ Annual funds

☐ Capital funds

☒ Other (CWCB via NFWF)

I. Title of Proposal:

Scan Recovery Program Library and Provide it on the Web

II. Relationship to Recovery Implementation Recovery Action Plan (RIPRAP):

General Recovery Program Support Action Plan

VI.G.. Maintain Recovery Program technical library and library web page.

III. Study Background/Rationale and Hypotheses:

The Upper Colorado River Endangered Fish Recovery Implementation Program (Recovery Program) has an ongoing need to archive and provide to researchers, biologists, Program partners and the general public Recovery Program technical reports and documents. Over the course of many years much research has been documented on

the 4 endangered fishes of the Colorado River Basin. Currently it is cumbersome to provide this information to those who need it. The Colorado Water Conservation Board (CWCB) has is funding this grant to scan, organize and make electronic, searchable files for all Recovery Program technical reports and documents. The CWCB will also host these reports on their public Laserfiche WebLink:

(<http://cwcbweblink.state.co.us/search.aspx>). This project will develop, maintain and provide a searchable database of electronic Recovery Program technical reports and documents for researchers, biologists, program partners and the general public.

IV. Study Goals, Objectives, End Product:

Goal: Make the Recovery Program's technical reports library on the endangered fishes of the Colorado River system available on the web.

Objective: Scan, program, develop and administer a searchable database of Recovery Program technical reports and documents.

End Product: Recovery Program library technical reports and documents will be available on the CWCB's Laserfiche WebLink, creating a paperless archive and easily accessible searchable database for reference and research.

V. Study Area (N/A)

VI. Study Methods/Approach

Pre-scanning review and sorting will be performed by the Program Director's office. Duplicates will be removed and copy-written material will be separated. Scanning will be done by the National Fish & Wildlife Foundation's subcontractor (NFWF) (Solany) in Westminster, CO. Database management work will be performed and maintained at the CWCB's office in Denver, CO. Maintenance in subsequent years is expected to be covered under existing Program Management scopes of work for the Service (#3) and Colorado (#4)

VII. Task Description, Schedule and Due Dates (work to be completed in 2009)

1. CWCB and Program Director's office set up contract with NFWF. By March 15, 2009.
2. NFWF through the US Fish & Wildlife Service's (USF&WS) Recovery Program and Solany set up contract for scanning, indexing and importing documents and technical reports. By March 15, 2009.
3. NFWF, through the USF&WS's Recovery Program provides exported workable database of technical reports and documents to be used for cataloging. (Done.)
4. NFWF, through the USF&WS's Recovery Program provides paper originals of all Recovery Program library technical reports and documents. Duplicates will be removed and copy-written material separated. By March 15, 2009.
5. CWCB, Solany and the NFWF, through the USF&WS's Recovery Program provide searchable fields for cataloging and locating specific documents and content within

- the Recovery Program's technical reports and documents. If possible, this should include fields developed under the research framework project by SWCA. At minimum, searchable fields will include year, title, author, and document number. By March 20, 2009.
6. NFWF, through the USF&WS's Recovery Program identifies (copy-written) confidential material. This material will only be available to the Program Director's office and the CWCB. By week prior to project completion.
 7. NFWF, through the USF&WS's Recovery Program provides user information for staff needing log in credentials for WebAccess, to be able to upload new documents and technical reports to Laserfiche. By week prior to project completion.
 8. Solany will scan and create searchable, electronic files of Recovery Program technical reports and documents. These will be uploaded to the CWCB website. By April 30, 2009, assuming a start date of March 16, 2009.
 9. CWCB will host Recovery Program technical reports and documents on their Laserfiche WebLink: (<http://cwcbweblink.state.co.us/search.aspx>). Copy-written material will be confidential and not available on the web except to the Program Director's office and the Colorado Water Conservation Board.
 10. CWCB will train Recovery Program staff how to use WebLink and WebAccess.
 11. All CWCB and Solany work will be completed BEFORE June 30, 2009.
 12. The Program Director's office will prepare a 2009 annual report on this project. November 30, 2009.

IX. Program Budget Summary

FY 2009: \$11,000. (Funding source: CWCB grant funds contributed to NFWF.)

X. Reviewers:

Robert Muth and Tom Czapla, Upper Colorado River Endangered Fish Recovery Program
John Cushman, Solany Inc.
Liz Epstein, National Fish and Wildlife Foundation

XI. References: N/A

Note: The Program Director's office would like to thank the Colorado Water Conservation Board for their willingness to provide this very helpful service to the Recovery Program.