

Grant Progress Report Template

Progress Report # 1

Reporting Period: 1/19/07 to 11/30/07

Submittal Date _____

Grant Agreement No: 07-541-550-0

Project Name: North Coast IRWM Implementation Grant

Contractor Name: County of Humboldt

I certify under penalty of law that this document and any attachment was prepared by me or under my direction in accordance with the terms and conditions of each Grant Agreement Exhibit. Based on my inquiry of the persons or persons who manage the project, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. All information submitted in this document and all attachments conform to and is in accordance with the state and federal laws and I so here certify with my signature. I am aware that there are significant penalties for submitting false or misleading information.

Project Director: Kirk Girard
Printed Name

Signature

Summary of Work Completed To Date

Work Item	Items for Review #	Due Date	% Of Work Complete	Date Submitted
EXHIBIT B -	INVOICING, BUDGET DETAIL & REPORTING		5%	Invoice and Report #1 12/20/07
	1. INVOICING	Monthly	5%	#1 December 20, 2007
	6. REPORTS			
	6.1 Progress Reports	Monthly	5%	#1 December 20, 2007
	6.4 Draft IRWM Project Report	05/2010		
	6.5 Final IRWM Project Report	07/2010		

List of Items for Review

1. INVOICE #1 and Supporting Documentation
2. Component 2.1 Araujo Dam Restoration Project Progress Report (including CD of Project Photos), Component Project Director Certification
3. Component 2.3 City of Etna Water Supply Improvement Program DRAFT PAEP
4. Component 2.5 Fish Friendly Farming Supplemental Financial documentation
5. Component 2.6 Graton Wastewater Treatment Upgrade and Reclamation Projects Grading Permit and receipt.
6. Component 2.8 Martin Slough Interceptor Project DRAFT PAEP
7. Component 2.9 Mattole Integrated Water Management Program 3 Years of financial statements, 2 sub-contractor agreements, and landowner agreements for sediment related work
8. Component 2.10 Mid Van Duzen River Ranch Road Sediment Reduction Program 3 years audited financial statements (also includes component 2.17 Salt River Ecosystem Restoration, same sub-grantee)

Grant Progress Report Template

9. Component 2.12 Navarro Watershed Sediment Reduction Project Progress Report and Invoice, Landowner Access Agreements, Grant Summary Form, NPS Pollution Reduction Project Follow-up Survey, Permit Coordination Agreements (Upper Rancheria Creek, South Fork Indian Creek, Beasley and Camp Creeks)
10. Component 2.13 Newell County Water District Water System Renovation 3 years of audited financial statements
11. Component 2.14 Orick Community Wastewater Project Progress Report
12. Workshop Materials
13. Sub-Grantee Compliance Manual v1.3
14. Document Tracking Sheet
15. Sample Sub-Grantee Agreement for Component

Progress Report Narrative

Introduction

Following the receipt of the Grant award on January 19, 2007 the Grantee has coordinated the finalization of 22 component project's Scopes of Work and Budgets. The Grantee has provided assistance to component project managers in completing and submitting all required documentation for project implementation (see document tracking sheet in ITEMS FOR REVIEW #14). Additionally, the Grantee has worked on developing Project Management capabilities via the North Coast IRWMP website (www.northcoastirwmp.net).

During the reporting period, the Grantee has provided 2 workshops at 3 locations (6 total) throughout the region for sub-grantees (workshop materials are attached included in ITEMS FOR REVIEW #12).

The Grantee has issued 22 Sub-Grantee Agreements, prepared documents for Sub-Grantee Invoicing, Document and Budget Tracking, and developed monthly reporting templates. Additionally, the Grantee has prepared a Grants Compliance Manual for use by the Sub-Grantees (ITEMS FOR REVIEW #13).

Eleven of Sub-Grantee Agreements have been signed and executed.

The Grantee has begun development of a Regional Labor Compliance Program for approval by the Department of Industrial Relations (DIR). The Grantee intends to submit the application to DIR in January 2008 following approval of the application by the County of Humboldt Board of Supervisors.

The Grantee performed a site visit for Component Project 2.1 and 2.19. Additional pre-construction site visits are being scheduled for January 2008. During the construction season the Grantee intends to visit each project site at least one time per month.

Summary of Activities

1. PLANS AND COMPLIANCE REQUIREMENTS: (10% COMPLETE)

1.1. GPS

The Grantee has provided the 22 component projects with information on SWRCB GPS requirements. No GPS data has been received to date.

1.2. PAEP

PAEPs have been submitted for the following component projects:

- 2.1 Araujo Dam Restoration (approved by SWRCB)
- 2.2 City of Etna Water Supply (SWRCB approval pending)
- 2.8 Martin Slough Interceptor Project (SWRCB approval pending)
- 2.19 Shasta Water Association Dam Restoration (approved by SWRCB)

Grant Progress Report Template

1.3. Monitoring Plan

Eight (8) of the 22 component projects are required to submit a Monitoring Plan. Monitoring Plans have been submitted for the following component projects:

- 2.1 Araujo Dam Restoration (approved)
- 2.11 Monte Rio Community Wastewater Project (approval pending)
- 2.19 Shasta Water Association Dam Restoration (approved)

1.4. QAPP

Eight (8) of the 22 component projects are required to submit a QAPP. QAPPs have been submitted for the following component projects:

- 2.1 Araujo Dam Restoration (approved)
- 2.11 Monte Rio Community Wastewater Project (approval pending)
- 2.18 Sediment Solutions for the Gualala: Phase II (approval pending)
- 2.19 Shasta Water Association Dam Restoration (approved)

1.5. GAMA

Four of the 22 components are required to submit GAMA data. No data has been submitted at this time.

1.6. CEQA/NEPA

CEQA/NEPA documentation is required for all projects. CEQA/NEPA clearance status is as follows:

- 2.1 Araujo Dam Restoration (approved, except on-farm activities)
- 2.2 City of Etna Water Supply (approval pending)
- 2.3 Covelo Wastewater Facilities Improvement Project (approved)
- 2.4 Crescent City Wastewater Treatment Plan Renovation (approved)
- 2.5 Fish Friendly Farming (approval pending)
- 2.6 Graton Wastewater Treatment Upgrade and Reclamation Project (approval pending)
- 2.7 Head Hunter/Smokehouse Non-point Sediment Reduction Project (approved)
- 2.8 Martin Slough Interceptor Project (approval pending)
- 2.9 Mattole Watershed Restoration (approval pending)
- 2.10 Mid-Van Duzen River Ranch Road Sediment Reduction Program (documents to be submitted in 2008)
- 2.11 Monte Rio Community Wastewater Project (approved)
- 2.12 Navarro Watershed Road Sediment Reduction Project (approval pending)
- 2.13 Newell Water System Renovation (approval pending)
- 2.14 Orick Community Services District Wastewater Treatment System (documents to be submitted in 2008)
- 2.15 Raw and Recovered for Irrigating Public Agencies (documents to be submitted in 2008)
- 2.16 Redwood Creek Erosion Control (approval pending)
- 2.17 Salt River Restoration (documents to be submitted in 2008)
- 2.18 Sediment Solutions for the Gualala (approval pending)
- 2.19 Shasta Water Association Dam Restoration (approved)
- 2.20 Sonoma County Water Recycling and Habitat Preservation Project (approval pending)
- 2.21 Weaverville Sanitary District Water Reclamation Project (approval pending)
- 2.22 Westport County Water District Water Supply Reliability Project (approved)

1.7. The Grantee must submit copies of the most recent three (3) years of audited financial statements for each sub-grantee.

Financial documents have been received by the following component projects:

- 2.1 Araujo Dam Restoration
- 2.3 City of Etna Water Supply Improvement Program
- 2.5 Fish Friendly Farming (supplemental information included in ITEMS FOR REVIEW #4)
- 2.6 Graton Wastewater Treatment Upgrade and Reclamation Project
- 2.10 Mid Van Duzen River Ranch Road Sediment Reduction Program
- 2.11 Newell Water System Renovation
- 2.12 Navarro Watershed Road Sediment Reduction Project
- 2.14 Orick Community Services District Wastewater Treatment System
- 2.15 Raw and Recovered for Irrigating Public Agencies
- 2.17 Salt River Ecosystem Restoration
- 2.19 Shasta Water Association Dam Restoration

Grant Progress Report Template

- 2.20 Sonoma County Water Recycling and Habitat Preservation Project

1.8. Landowner Agreements

Landowner agreements have been received for the following component projects:

- 2.1 Araujo Dam Restoration
- 2.9 Mattole Integrated Water Management Program – for sediment work in Bear Creek (ITEMS FOR REVIEW #7)
- 2.12 Navarro Watershed Road Sediment Reduction Project – 5 of 6 (ITEMS FOR REVIEW #9)

1.9. If permits are required, the permits must be obtained and signed copies submitted to the Grant Manager before work begins.

No activity this period

1.10. State Disclosure Requirements

No activity this period

1.11. The Grantee shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this work item.

No activity this period

2.0 WORK TO BE PERFORMED BY GRANTEE

2.1 Araujo Dam Restoration

See attached Progress Report (ITEMS FOR REVIEW #2) and invoice (ITEMS FOR REVIEW #1)

2.2 City of Etna Water Supply Improvement

Signed Sub-Grantee Agreement

Draft PAEP Submitted (ITEMS FOR REVIEW #3)

2.3 Covelo Wastewater Facilities Improvement

CEQA Clearance Granted

2.4 Crescent City Wastewater Treatment Plant Renovation

Signed Sub-Grantee Agreement

CEQA Clearance Granted

Labor Compliance Program Requirement met

2.5 Fish Friendly Farming Environmental Certification Program

Signed Sub-Grantee Agreement

Submitted Financial Statements (Supplemental Attached in ITEMS FOR REVIEW #4)

2.6 Graton Wastewater Treatment Facility Upgrade

Signed Sub-Grantee Agreement

Submitted Financial Statements

CEQA Clearance Granted

Obtained Grading Permit for project activities (ITEMS FOR REVIEW #5)

2.7 Head Hunter/Smoke House Nonpoint Sediment Reduction

CEQA Clearance Granted

2.8 Martin Slough Interceptor

Signed Sub-Grantee Agreement

Submitted Draft PAEP (in review by Regional Manager, will submit to SWRCB in January)

Grant Progress Report Template

- 2.9 Mattole Integrated Water Management Program
 - Submitted 3 years financial statements (ITEMS FOR REVIEW #7)
 - Submitted 2 sub-contractor agreements (ITEMS FOR REVIEW #7)
 - Submitted landowner access agreements for Sediment Reduction work in Bear Creek (ITEMS FOR REVIEW #7)
- 2.10 Mid Van Duzen River Ranch Road Sediment Reduction Program
 - Signed Sub-Grantee Agreement
 - 3 years audited financial statements (ITEMS FOR REVIEW # 8)
- 2.11 Monte Rio Community Wastewater
 - CEQA Documents submitted (approval pending)
 - DRAFT PAEP, QAPP, and Monitoring Plan documents submitted for approval (Documents submitted electronically)
- 2.12 Navarro Watershed Road Sediment Reduction
 - See attached progress report (ITEMS FOR REVIEW # 9) and invoice (ITEMS FOR REVIEW #1)
- 2.13 Newell County Water District Water System Renovation
 - Signed Sub-Grantee Agreement
 - Submitted 3 years audited Financial Statements (attached in ITEMS FOR REVIEW #10)
- 2.14 Orick Community Services District Wastewater Treatment
 - See attached progress report (ITEMS FOR REVIEW #11) and invoice (ITEMS FOR REVIEW #1)
- 2.15 Raw and Recovered Water for Irrigating Public Agencies
 - Signed Sub-Grantee Agreement
 - Submitted 3 years audited financial statements
- 2.16 Redwood Creek Erosion Control
 - No activity this period
- 2.17 Salt River Ecosystem Restoration
 - Signed Sub-Grantee Agreement
 - 3 years audited financial statements (ITEMS FOR REVIEW # 8)
- 2.18 Sediment Solutions for the Gualala
 - QAPP submitted for approval (submitted electronically)
- 2.19 Shasta Water Association Dam Restoration
 - Signed Sub-Grantee Agreement
 - 3 years audited financial statements submitted and approved
 - QAPP, MP, PAEP Submitted and approved
 - Labor Compliance Program Requirement met
 - CEQA Clearance granted (except for on-farm activities)
- 2.20 Sonoma County Water Recycling and Habitat Preservation Program (Phase 2a)
 - Signed Sub-Grantee Agreement
 - Submitted 3 years audited financial statements
- 2.21 Weaverville Sanitary District Water Reclamation
 - DRAFT PAEP submitted (in review by Regional Manager, will submit in January)

Grant Progress Report Template

2.22 Westport County Water District Water Supply Reliability
No activity this period

EXHIBIT B: INVOICING, BUDGET DETAIL, AND REPORTING PROVISIONS

1. Invoicing

This report accompanies the first invoice for the agreement. The Grantee has set a deadline of the 10th of each month to receive invoice and reporting materials from the sub-grantees. At the time of this report, only 4 Component projects were eligible to invoice (i.e. all documents required for invoicing were submitted and approved)

6. Reports

6.1 Monthly Reports

This is the first progress report for the Agreement since the Grant was awarded in 2006 as the contract was not formally executed until January 2008. From this point forward, the Grantee will be submitting monthly invoices and reports on all component projects that are eligible to do so. Eligibility is determined by the submission and approval of required documentation. This documentation includes:

- Signed Sub-grantee Agreement
- 3 years financial statements (approved by Grantee and SWRCB)

Prior to reimbursement for implementation work the following additional items may be required to be submitted and approved:

- Environmental Documentation and Permits
- Plans and Specs (if applicable)
- PAEP
- MP
- QAPP
- GAMA data
- Designs
- Reports
- Landowner Access Agreements
- Bid-Documents
- Approved Labor Compliance Program, or contract with certified 3rd Party Labor Compliance monitor.

6.2 Grant Summary Form

Grant Summary Forms have been received by Component Projects 2.1 and 2.1.2

6.3 NRPI

No activity this period

6.4 Draft Final Report

No activity this period

6.5 Final Report

No activity this period