

Grant Progress Report Template

Progress Report # 2
Reporting Period: 1/19/07 to 12/31/07
Submittal Date 12/20/2008

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		10%	Invoice and Report #2 1/18/08 #1 12/20/07
	1. INVOICING	Monthly	10%	#2 January 18, 2008 #1 December 20, 2007
	6. REPORTS			
	6.1 Progress Reports	Monthly	10%	#2 January 18, 2008 #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 #2 and Supporting Documentation (including invoices from Components 2.1, 2.5, 2.9, 2.12, 2.14, 2.15, 2.19)
2. Component 2.1 Araujo Dam Restoration Progress Report, 100% Bid Documents for the Manly-Flock pipeline and an addendum to the bid documents for the Antonio Pipeline
3. Component 2.5 Fish Friendly Farming Progress Report, GPS information
4. Component 2.8 Martin Slough Interceptor Financial Statements

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5. Component 2.9 Mattole Integrated Water Management Program Progress Report, GPS data for tree planting and invasive plant removal activities, Tree Planting & Invasive removal locations, Eleven Landowner access agreements for Tree Planting Activities, PAEP, Tree Planting Plan Description, Invasive Plant Control Plan, Mattole Watershed Plan (provided on CD), Project Director Certification Form
6. Component 2.12 Navarro Watershed Sediment Reduction Progress Report
7. Component 2.14 Orick Community Services District Wastewater Treatment System Progress Report and Component Director Certification Form
8. Component 2.15 Raw and Recovered Water for Irrigating Public Agencies Progress Report and GPS data
9. Component 2.19 Shasta Water Association Dam Restoration Progress Report
10. Component 2.21 Weaverville Sanitary District Financial Statements and DRAFT PAEP for comment

Progress Report Narrative

Introduction

Since the last report, the Grantee has finalized an additional 4 Sub-Grantee Agreement. At the time of this report, 16 of 22 Sub-Grantee Agreements have been signed and executed. Fifteen of these Sub-Grantees have submitted 3 years of financial statements and are eligible to begin submitting monthly invoices and reports. The Grantee anticipates having all Sub-Grantee Agreements signed before the March Progress Report.

Since the Grantee is continuing to finalize Sub-Grantee Agreements, the reporting period listed for this Report and Invoice is from the effective date of the contract (January 19, 2007) through the December, 2007. Components that were not eligible to submit invoices and reports last month, but are currently eligible, have submitted documents for project progress and expenses since the agreement effective date. Once a Component begins invoicing and reporting the Component will provide the Grantee with a progress report and invoice each month. If no activity has occurred in a given month the Sub-Grantee will submit a "no activity" report and "\$0.00" invoice.

Additionally, the Grantee is preparing an Amendment to the Agreement to be submitted in late January/early February. This Amendment will revise the Grantee's budget to accurately reflect personnel and direct expenses. The overall allocation to the Grantee will not be changed. The amendment will also include minor scope of work revisions for 3 Components. A draft amendment was submitted and approved to Jeffrey Albrecht, Grant Manager. Once the amendment is finalized, the Grantee will begin invoice for expenses for the project.

The Grantee has continued to work on project management options via the web as well as database option for managing project status.

The Grantee plans to go before the County of Humboldt Board of Supervisors for approval of an application to the Department of Industrial Relations to approve the County's Labor Compliance Program. Upon approval, the Grantee will offer 3rd Party Labor Compliance Monitoring services to Sub-Grantees. The Grantee is also planning Labor Compliance training on March 7 in Eureka.

The Grantee and the SWRCB Grant Manager have scheduled 2 field visits for the month of January. The Grantee had to cancel an additional 2 site visits due to inclement weather.

Summary of Activities

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

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1.1. GPS

The Grantee has received GPS information from the following components:

- 2.5 Fish Friendly Farming
- 2.9 Mattole Integrated Water Management Program (for tree planting, sediment reduction, and invasive plant removal activities)
- 2.15 Raw and Recovered for Irrigating Public Agencies

1.2. PAEP

The following PAEPs have been submitted during the reporting period in addition to the 4 PAEPs that reported in Progress Report #1:

- 2.9 Mattole Integrated Water Management Program (Submitted electronically to Grantee on 1/10/08)
- 2.21 Weaverville Sanitary District Water Reclamation Project (DRAFT FOR COMMENT)

The Grantee has provided comments on the following Component PAEPs:

- 2.2 City of Etna Water Supply (SWRCB approval pending)

The following PAEP was submitted in Progress Report 1 and is still in review by the SWRCB

- 2.8 Martin Slough Interceptor Project (approval pending)

1.3. Monitoring Plan

The following Monitoring Plan has been submitted during the reporting period in addition to the 3 reported in Progress Report #1:

- 2.9 Mattole Integrated Water Management Program (Submitted to SWRCB Electronically 12/18/07)

1.4. QAPP

The following QAPP has been submitted during the reporting period in addition to the 4 reported in Progress Report #1:

- 2.9 Mattole Integrated Water Management Program (Submitted to SWRCB Electronically 12/18/07)

The following QAPP was submitted in Progress Report #1 and is still in review by the SWRCB.

- 2.18 Sediment Solutions for the Gualala: Phase II (approval pending)

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. No additional CEQA information was received during the reporting period. The following components are still awaiting clearance from the SWRCB or have yet to submit their CEQA documents:

- 2.2 City of Etna Water Supply (approval pending)
- 2.4 Crescent City Wastewater Treatment Plan Renovation (approval pending)
- 2.5 Fish Friendly Farming (approval pending)
- 2.6 Graton Wastewater Treatment Upgrade and Reclamation Project (approval pending)
- 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)
- 2.12 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)
- 2.20 Sonoma County Water Recycling and Habitat Preservation Project (approval pending)
- 2.21 Weaverville Sanitary District Water Reclamation Project (approval pending)

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1.7. The following financial documentation has been submitted in addition to that reported in Progress Report #1:

- 2.8 Martin Slough Interceptor Project
- 2.21 Weaverville Sanitary District Water Reclamation 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
- 2.12 Navarro Watershed Road Sediment Reduction Project – 5 of 6

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, 100% Bid Documents for the Manly Flock pipeline, addendum to the bid documents for the Antonio Pipeline (ITEMS FOR REVIEW #2), and invoice (ITEMS FOR REVIEW #1)

2.2 City of Etna Water Supply Improvement

SWRCB provided comments on DRAFT PAEP, Grantee provided Component Project Manager with comments

2.3 Covelo Wastewater Facilities Improvement

No activity this period

2.4 Crescent City Wastewater Treatment Plant Renovation

No activity this period

2.5 Fish Friendly Farming Environmental Certification Program

See attached Progress Report and GPS data (ITEMS FOR REVIEW #3) and invoice (ITEMS FOR REVIEW #1)

2.6 Graton Wastewater Treatment Facility Upgrade

No activity this period

2.7 Head Hunter/Smoke House Nonpoint Sediment Reduction

No activity this period

2.8 Martin Slough Interceptor

3 years of Audited Financial Statements submitted (ITEMS FOR REVIEW #4). Submitted PAEP electronically to SWRCB on January 9, 2008. Currently in review.

2.9 Mattole Integrated Water Management Program

See attached Progress Report GPS data for tree planting and invasive plant removal activities, Tree Planting and invasive removal locations, Eleven Landowner access agreements for Tree Planting Activities, PAEP, Tree Planting Plan Description, Component Director Certification Form and CD of Mattole Watershed Plan (ITEMS FOR REVIEW #5) and invoice (ITEMS FOR REVIEW #1)

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- 2.10 Mid Van Duzen River Ranch Road Sediment Reduction Program
No activity this period
- 2.11 Monte Rio Community Wastewater
No activity this period
- 2.12 Navarro Watershed Road Sediment Reduction
See attached progress report (ITEMS FOR REVIEW # 6) and invoice (ITEMS FOR REVIEW #1)
- 2.13 Newell County Water District Water System Renovation
No activity this period
- 2.14 Orick Community Services District Wastewater Treatment
Component Director Certification Form Received 1/8/08. See attached "no activity" progress report (ITEMS FOR REVIEW #7) and \$0.00 invoice (ITEMS FOR REVIEW #1)
- 2.15 Raw and Recovered Water for Irrigating Public Agencies
See attached progress report, GPS data (ITEMS FOR REVIEW #8) and invoice (ITEMS FOR REVIEW #1)
- 2.16 Redwood Creek Erosion Control
No activity this period
- 2.17 Salt River Ecosystem Restoration
No activity this period
- 2.18 Sediment Solutions for the Gualala
No activity this period
- 2.19 Shasta Water Association Dam Restoration
See attached progress report (ITEMS FOR REVIEW #9) and invoice (ITEMS FOR REVIEW #1)
- 2.20 Sonoma County Water Recycling and Habitat Preservation Program
No activity this period
- 2.21 Weaverville Sanitary District Water Reclamation
Financial Statements Submitted (ITEMS FOR REVIEW #10)
- 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 second 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, 15 Components were eligible to invoice (i.e. all documents required for invoicing were submitted and approved)

6. Reports

6.1 Monthly Reports

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This is the second 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

No activity this period

6.3 NRPI

No activity this period

6.4 Draft Final Report

No activity this period

6.5 Final Report

No activity this period