

Grant Progress Report Template

Progress Report # 3
Reporting Period: 1/1/2008 to 1/31/2008
Submittal Date 2/20/2008

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 #3 February 20, 2008 #2 1/18/08 #1 12/20/07
	1. INVOICING	Monthly	10%	#3 February 20, 2008 #2 January 18, 2008 #1 December 20, 2007
	6. REPORTS			
	6.1 Progress Reports	Monthly	10%	#3 February 20, 2008 #2 January 18, 2008 #1 December 20, 2007
	6.4 Draft IRWM Project Report	05/2010	0%	
	6.5 Final IRWM Project Report	07/2010	0%	

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List of Items for Review

1. INVOICE #3 and Supporting Documentation (including invoices from Components 2.1, 2.2 2.5, 2.9, 2.12, 2.13, 2.14, 2.15, 2.19, 2.20)
2. Component 2.1 Araujo Dam Restoration Progress Report and Invoice
3. Component 2.2 City of Etna Water Supply Improvement Progress Report and Invoice, Water System Infrastructure Rehabilitation and Feasibility Study, Revised PAEP, Landowner Agreements, and GPS locations
4. Component 2.3 Covelo Wastewater Facilities Improvement Project Financial Statements and Board Adopted Budgets
5. Component 2.5 Fish Friendly Farming Progress Report and Invoice, GPS information
6. Component 2.7 Headhunter Smokehouse Sediment Reduction Financial Statements (CD Provided)
7. Component 2.9 Mattole IRWM Progress Report and Invoice, Sediment Reduction Prescriptions
8. Component 2.12 Navarro Watershed Sediment Reduction Progress Report and Invoice
9. Component 2.13 Newell Water System Renovation Progress Report and Invoice including matching documentation and GPS information
10. Component 2.14 Orick Community Services District Wastewater Treatment System Progress Report and Invoice
11. Component 2.15 Raw and Recovered Water for Irrigating Public Agencies Progress Report and Invoice
12. Component 2.19 Shasta Water Association Dam Restoration Progress Report
13. Component 2.20 Sonoma County Water Recycling and Habitat Preservation Progress Report including Feasibility Study, Urban Reuse Ordinance and Policies documents, Santa Rosa Urban Reuse Project Phase I documents, DRAFT PAEP and Invoice
14. Component 2.22 Westport County Water District Water Supply Reliability Project Component Director Certification and Board Resolution to accept Sub-Grantee Agreement
15. Component Tracking Sheet for Deliverables

Progress Report Narrative

Introduction

Since the last report, the Grantee has finalized an additional 1 Sub-Grantee Agreement. At the time of this report, 18 of 22 Sub-Grantee Agreements have been signed and executed. All but two 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 end of March.

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 April. 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 received approval from the County of Humboldt Board of Supervisors to submit the County's Labor Compliance Program and application to the Department of Industrial Relations. Upon approval, the Grantee may 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 conducted site visits to the Graton Wastewater Treatment Upgrade and Reclamation, Sonoma County Water Recycling and Habitat Preservation components. Additionally, we met with North Coast Regional Water Board staff, Sonoma County PRMD staff, and consultants to discuss the Monte Rio project.

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Additional pre-construction site visits will be conducted over the coming months.

Summary of Activities

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

1.1. GPS

The Grantee has received GPS information from the following components:

- 2.2 City of Etna Water Supply Improvement
- 2.5 Fish Friendly Farming
- 2.9 Mattole Integrated Water Management Program (for tree planting, sediment reduction, and invasive plant removal activities)
- 2.12 Navarro Watershed Road Sediment Reduction Project
- 2.13 Newell Water System Renovation
- 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 6 PAEPs that reported in Progress Reports #1 and 2:

- 2.2 City of Etna Water Supply Improvement (with SWRCB comments incorporated)
- 2.17 Salt River Ecosystem Restoration (Draft Performance Table sent electronically)
- 2.20 Sonoma County Water Recycling and Habitat Preservation

The Grantee has provided comments on the following Component PAEPs:

No activity this period

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

No activity this period

1.4. QAPP

No activity this period

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)

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- 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)

1.7. The following financial documentation has been submitted in addition to that reported in Progress Report #1 & 2:

- 2.3 Covelo Wastewater Facilities Improvement Project
- 2.7 Headhunter Smokehouse Sediment Reduction (CD provided)

1.8. Landowner Agreements

Landowner agreements have been received for the following component projects:

- 2.1 Araujo Dam Restoration
- 2.2 City of Etna Water Supply Improvement
- 2.9 Mattole Integrated Water Management Program – for sediment work in Bear Creek
- 2.12 Navarro Watershed Road Sediment Reduction Project

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 including Agreement for Services for the Antonio Pipeline Project and Project Photos (ITEMS FOR REVIEW #2), and invoice (ITEMS FOR REVIEW #1)

2.2 City of Etna Water Supply Improvement

See attached Progress Report including Water System Infrastructure Rehabilitation and Feasibility Study, Revised PAEP, Landowner Agreements, and GPS locations (ITEMS FOR REVIEW #3) and Invoice (ITEMS FOR REVIEW #1)

2.3 Covelo Wastewater Facilities Improvement

See attached Financial Statements and Board Adopted Budgets (ITEMS FOR REVIEW #4)

2.4 Crescent City Wastewater Treatment Plant Renovation

No activity this period

2.5 Fish Friendly Farming Environmental Certification Program

See attached Progress Report (ITEMS FOR REVIEW #5) 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

Received 3 years of Audited Financial Statement (CD Provided ITEMS FOR REVIEW #6)

2.8 Martin Slough Interceptor

No activity this period

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- 2.9 Mattole Integrated Water Management Program
See attached Progress Report including Sediment Reduction Prescriptions (ITEMS FOR REVIEW #7) and invoice (ITEMS FOR REVIEW #1)
- 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 # 8) and invoice (ITEMS FOR REVIEW #1)
- 2.13 Newell County Water District Water System Renovation
See attached Progress Report (ITEMS FOR REVIEW #9) including GPS data and Invoice (ITEMS FOR REVIEW #1) including matching funds.
- 2.14 Orick Community Services District Wastewater Treatment
See attached "no activity" progress report (ITEMS FOR REVIEW #10) and \$0.00 invoice (ITEMS FOR REVIEW #1)
- 2.15 Raw and Recovered Water for Irrigating Public Agencies
See attached progress report (ITEMS FOR REVIEW #11) and invoice (ITEMS FOR REVIEW #1)
- 2.16 Redwood Creek Erosion Control
No activity this period
- 2.17 Salt River Ecosystem Restoration
Received Draft PAEP Performance table, forwarded to Grant Manager for review.
- 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 #12) and invoice (ITEMS FOR REVIEW #1)
- 2.20 Sonoma County Water Recycling and Habitat Preservation Program
Progress Report including (on CD ITEMS FOR REVIEW #13) Feasibility Study, Urban Reuse Ordinance and Policies documents, Santa Rosa Urban Reuse Project Phase I documents, DRAFT PAEP and Invoice (ITEMS FOR REVIEW #1)
- 2.21 Weaverville Sanitary District Water Reclamation
No activity this period
- 2.22 Westport County Water District Water Supply Reliability
Received Signed Sub-Grantee Agreement and Board Resolution to accept contract, Component Director Form (ITEMS FOR REVIEW #14)

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 third 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