

# Grant Progress Report Template

**Progress Report #** 6

**Reporting Period:** 04/01/2008 to 04/30/2008

**Submittal Date** 05/20/2008

**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		25%	Invoice and Report #6 May 20, 2008
				#5 4/20/08
				#4 3/20/08
				#3 2/20/08
				#2 1/18/08
				#1 12/20/07
	1. INVOICING	Monthly	25%	Invoice #6 May 20, 2008
				#5 04/20/2008
				#4 03/20/2008
				#3 02/20/2008
	6. REPORTS			#2 01/18/08
				#1 12/20/07
	6.1 Progress Reports	Monthly	25%	Report #6 May 20, 2008

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Work Item	Items for Review #	Due Date	% Of Work Complete	Date Submitted
				#5 04/20/08
				#4 03/20/08
				#3 02/20/08
				#2 01/18/08
				#1 12/20/07
	6.4 Draft IRWM Project Report	05/2010	0%	
	6.5 Final IRWM Project Report	07/2010	0%	

**List of Items for Review**

1. INVOICE #6 and Supporting Documentation (including invoices from Components 2.1, 2.2, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.12, 2.13, 2.14, 2.15, 2.17, 2.19, 2.20, 2.21, 2.22)
2. Component 2.1 Araujo Dam Restoration Progress Report and Invoice, and attached Project Photos
3. Component 2.2 City of Etna Water Supply Improvement Progress Report and Invoice.
4. Component 2.4 Crescent City Wastewater Facilities Plan, Bid Plans and Specifications (CD Provided), Bid Documents and Monthly Invoice.
5. Component 2.5 Fish Friendly Farming Monthly Progress Report and Invoice with attached QAPP for signature, Monitoring Plan, Summerhome site permit and invasives map, King Ranch Enhancement Project description, and Wine Creek Restoration.
6. Component 2.6 Graton Wastewater Treatment Upgrade and Reclamation Monthly Progress Report with attached 100% As Bid Plans and Specifications, Awarded Bid Documents.
7. Martin Slough Interceptor Project Monthly Progress Report, Feasibility Study, Final Alternative Analysis Report V1 & V2 and Monthly Invoice.
8. Component 2.9 Mattole IWMP Progress Report and Invoice, and attached corrected Invoices previously submitted.
9. Component 2.10 Mid Van Duzen Ranch Road Sediment Reduction Monthly Progress Report with attached Watershed Assessment, Grant Summary Form and Invoice.
10. Component 2.12 Navarro Watershed Sediment Reduction Monthly Progress Report and Invoice.
11. Component 2.13 Newell Water System Renovation Progress Report and Invoice, Newell Water System Evaluation (CD provided), Bidding and Contract Documents.
12. Component 2.14 Orick Community Services District Wastewater Treatment System Progress Report and Invoice, attached agreement with SHN consulting Engineers.
13. Component 2.15 Raw and Recovered Water for Irrigating Public Agencies Progress Report and Invoice.
14. Component 2.17 Salt River Restoration Project Monthly Progress Report and Invoice, Work Plan.
15. Component 2.19 Shasta Water Association Dam Restoration Progress Report and Invoice, Attached Award of Contract (Appendix A), Landowner Access Agreements( Appendix B), and Labor Compliance Contract(Appendix C).
16. Component 2.20 Sonoma County Water Recycling & Habitat Preservation Progress Report and Invoice.
17. Component 2.21 Weaverville Sanitary District Water Reclamation Monthly Progress Report and Invoice with attached Request for Proposal and Bid.
18. Westport County Water District Water Supply Reliability Monthly progress Report and Invoice, and attached Grant Summary Form, 3 years Financial Statements, GPS Data(CD Provided) and District Feasibility Study.
19. Updated Component Deliverables Tracking sheets
20. Letter from Sonoma County PRMD regarding Monte Rio Community Wastewater Project component project
21. Re-allocation Letter

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## Progress Report Narrative

### Introduction

At the time of this report, 20 of 22 Sub-Grantee Agreements have been signed and executed. The Grantee anticipates having all Sub-Grantee Agreements signed before the end of May.

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. The Grantee is requesting of Components that if no activity has occurred in a given month the Sub-Grantee submit a "no activity" report and "\$0.00" invoice.

On May 13, the Humboldt County Board of Supervisors approved the submittal of an amendment to the Grant Agreement. 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 4 Components and removal of all GAMA requirements. A draft amendment was submitted and informally approved to Jeffrey Albrecht, Grant Manager. Once the amendment is formally approved by the Grant Manager and finalized, the Grantee will begin invoicing for our expenses for the project.

The Grantee has submitted a concept paper for web-based project management to a consultant. Once the Grantee receives a bid from the consultant, the Grantee will work with the Grant Manager and the consultant to develop a web-based project management tool.

On April 22, 2008 the Grantee received a letter from the Sonoma County PRMD regarding the Monte Rio Component Project. In this letter, the Sonoma County PRMD requests to return the funding for this component (\$3,461,727). This matter was discussed at the North Coast IRWMP Policy Review Panel (PRP) and Technical Peer Review Committee (TPRC) meeting on April 23, 2008. The PRP and TPRC decided that the funds should be reallocated to projects located within Sonoma County. PRP members within Sonoma County submitted a request for reallocation to 2 Sonoma County component projects. The recommendation by the PRP was to reallocate the funds to the Sonoma County Water Recycling and Habitat Preservation component (\$3,000,000) and Graton Community Wastewater component (\$461,727). This letter is provided in ITEMS FOR REVIEW #20.

A request for formal approval of this re-allocation has been submitted to the Grant Manger. The Grant Manager has requested that the Grantee provide a narrative description of how the reallocated funds would be utilized, a detailed budget for the additional funds, and any additional matching funds. The Grantee will provide this information to the Grant Manager with or before the next progress report. The recommendation from the PRP is provided in ITEMS FOR REVIEW #21.

In April, the Grantee and Grant Manager conducted field visits to 5 component project sites (City of Etna Water Supply Improvement, Raw & Recovered Water for Irrigating Public Agencies, Weaverville Sanitary District Water Reclamation, Araujo Dam Restoration, Shasta Water Association Dam Restoration). The Araujo Dam Restoration component is nearing completion of this project and our field visit included a final inspection of the instream and pipeline portions of the project. We have 4 additional site visits scheduled for June.

### Summary of Activities

#### 1. PLANS AND COMPLIANCE REQUIREMENTS: (35% COMPLETE)

##### 1.1. GPS

The Grantee has received GPS information from the following components:

- 2.1 Araujo Dam Restoration
- 2.2 City of Etna Water Supply Improvement
- 2.4 Crescent City Wastewater Treatment Plant Renovation
- 2.5 Fish Friendly Farming
- 2.6 Graton Wastewater Treatment Upgrade and Reclamation
- 2.9 Mattole Integrated Water Management Program
- 2.12 Navarro Watershed Road Sediment Reduction Project
- 2.13 Newell Water System Renovation

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- 2.14 Orick Community Services District Wastewater Treatment System.
- 2.15 Raw and Recovered for Irrigating Public Agencies
- 2.17 Salt River Ecosystem Restoration
- 2.18 Sediment Solutions for the Gualala
- 2.19 Shasta Water Association Dam Restoration
- 2.20 Sonoma County Water Recycling & Habitat Preservation
- 2.22 Westport County Water District Water Supply Reliability

## 1.2. PAEP

The following PAEP's have been submitted to the SWRCB Grant Manager for approval (items in **BOLD** are pending approval)

- 2.1 Araujo Dam Restoration (prior to Report #1)
- 2.2 City of Etna Water Supply Improvement (Report #3)
- **2.5 Fish Friendly Farming (Report #4)**
- **2.8 Martin Slough Interceptor Project (Report #1)**
- **2.9 Mattole Watershed Restoration (Report #2)**
- 2.11 Monte Rio Community Wastewater (provided prior to Report #1)
- **2.12 Navarro Watershed Road Sediment Reduction Project (sent 4/16/08 to Grant Manager)**
- **2.13 Salt River Ecosystem Restoration (sent via email 2/11)**
- 2.19 Shasta Water Association Dam Restoration (sent prior to Report #1)
- **2.20 Sonoma County Water Recycling and Habitat Preservation (Report #3)**
- **2.21 Weaverville Sanitary District Water Reclamation (Report #2)**

## 1.3. Monitoring Plan

The following Monitoring Plans have been to the SWRCB Grant Manager for approval (items in **BOLD** are pending approval)

- 2.1 Araujo Dam Restoration (sent prior to Report #1)
- **2.5 Fish Friendly Farming (Originally submitted with QAPP in Report #5, Re-submitted with this report)**
- **2.9 Mattole Watershed Restoration (Report #2)**
- 2.19 Shasta Water Association Dam Restoration (sent prior to Report #1)

## 1.4. QAPP

The following QAPPs have been to the SWRCB Grant Manager for approval (items in **BOLD** are pending approval)

- 2.1 Araujo Dam Restoration (sent prior to Report #1)
- **2.5 Fish Friendly Farming**
- **2.9 Mattole Watershed Restoration (Report #2)**
- 2.18 Sediment Solutions for the Gualala River (Report #5)
- 2.19 Shasta Water Association Dame Restoration (prior to Report #1)

## 1.5. GAMA

The Grantee is working with the Grant Manager to eliminate this requirement. None of the components included in this agreement will have a significant impact on Groundwater Quality or Quantity.

## 1.6. CEQA/NEPA

CEQA/NEPA documentation is required for all projects. Below is a listing of projects that have yet to receive CEQA Clearance from the SWRCB or have yet to submit their CEQA documents. Items in **BOLD** have been submitted to the Grant Manager and have yet to receive approval.:

- **2.1 Araujo Dam Restoration (approval pending for On-Farm activities)**
- **2.2 City of Etna Water Supply**
- **2.4 Crescent City Wastewater Treatment Plan Renovation**
- **2.5 Fish Friendly Farming**

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- **2.6 Graton Wastewater Treatment Upgrade and Reclamation Project**
- 2.9 Mattole Watershed Restoration (approval pending for 6 water tanks and Groundwater wells)
- 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**
- **2.13 Newell Water System Renovation**
- 2.14 Orick Community Services District Wastewater Treatment System (documents to be submitted in 2008)
- **2.15 Raw and Recovered for Irrigating Public Agencies**
- 2.17 Salt River Restoration (documents to be submitted in 2008)
- 2.18 Sediment Solutions for the Gualala
- **2.20 Sonoma County Water Recycling and Habitat Preservation Project**
- **2.21 Weaverville Sanitary District Water Reclamation Project**

1.7. The following financial documentation has been submitted in addition to those previously reported:  
Component 2.22 Westport County Water District Water Supply Reliability (ITEMS FOR REVIEW #18)

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
- 2.6 Graton Wastewater Treatment Upgrade and Reclamation
- 2.9 Mattole Integrated Water Management Program – for sediment work in Bear Creek
- 2.12 Navarro Watershed Road Sediment Reduction Project
- 2.19 Shasta Water Association Dam Restoration

1.9. If permits are required, the permits must be obtained and signed copies submitted to the Grant Manager before work begins. The following permits have been provided by component projects to the Grantee:

- 2.1 Araujo Dam Restoration
- 2.5 Fish Friendly Farming- DFG Notification of Streambed Alteration Permit
- 2.6 Graton Wastewater Treatment Upgrade & Reclamation – Grading Permit
- 2.12 Navarro Watershed Road Sediment Reduction – Navarro Coordinated Permit Program
- 2.19 Shasta Water Association Dam Restoration

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 with Project Photos (ITEMS FOR REVIEW #2) and Invoice (ITEMS FOR REVIEW #1)

2.2 City of Etna Water Supply Improvement

See attached Progress Report (ITEMS FOR REVIEW #3) and Invoice (ITEMS FOR REVIEW #1).

2.3 Covelo Wastewater Facilities Improvement

Received signed sub-grantee agreement

2.4 Crescent City Wastewater Treatment Plant Renovation

See attached Invoice (ITEMS FOR REVIEW #1) and attached Crescent City Wastewater Facilities Plan, Bid Plans and Specifications (CD Provided), Bid Documents (ITEMS FOR REVIEW #4).

2.5 Fish Friendly Farming Environmental Certification Program

See Attached Progress Report, Final QAPP for signature, Monitoring Plan, Summerhome Site Permit and King Ranch Enhancement Project Invasive Map (ITEMS FOR REVIEW #5) and Invoice (ITEMS FOR REVIEW #1)

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- 2.6 Graton Wastewater Treatment Facility Upgrade  
See attached Progress Report and 100% As Bid Plans and Specifications, Awarded Bid Documents (ITEMS FOR REVIEW #6).
- 2.7 Head Hunter/Smoke House Non-point Sediment Reduction  
Received signed sub-grantee agreement. See also attached Invoice (ITEMS FOR REVIEW #1).
- 2.8 Martin Slough Interceptor  
See attached Progress Report and Revised Scope of Work, Feasibility Study, Final Alternative Analysis Report V1 & V2, GPS data – CD provided (ITEMS FOR REVIEW #7) and Invoice (ITEMS FOR REVIEW #1).
- 2.9 Mattole Integrated Water Management Program  
See attached Progress Report and corrected Invoices previously submitted (ITEMS FOR REVIEW #8) and Invoice (ITEMS FOR REVIEW #1)
- 2.10 Mid Van Duzen River Ranch Road Sediment Reduction Program  
See attached Progress Report and Watershed Assessment Summary (ITEMS FOR REVIEW #9) and Invoice (ITEMS FOR REVIEW #1).
- 2.11 Monte Rio Community Wastewater  
Letter Received 4/22/08 requesting return of funds (ITEMS FOR REVIEW #20)
- 2.12 Navarro Watershed Road Sediment Reduction  
See attached Progress Report (ITEMS FOR REVIEW #10) and invoice (ITEMS FOR REVIEW #1)
- 2.13 Newell County Water District Water System Renovation  
See attached Progress Report and Newell Water system Evaluation (CD Provided), Bidding and Contract Documents (ITEMS FOR REVIEW #11) and invoice (ITEMS FOR REVIEW #1).
- 2.14 Orick Community Services District Wastewater Treatment  
See attached Progress Report and agreement with SHN consulting Engineers (ITEMS FOR REVIEW #12) and Invoice (ITEMS FOR REVIEW #1)
- 2.15 Raw and Recovered Water for Irrigating Public Agencies  
See attached Progress Report (ITEMS FOR REVIEW #13) and invoice (ITEMS FOR REVIEW #1).
- 2.16 Redwood Creek Erosion Control  
Received Signed sub-grantee Agreement
- 2.17 Salt River Ecosystem Restoration  
See attached Progress Report and Work Plan (ITEMS FOR REVIEW #14) and invoice (ITEMS FOR REVIEW #1).
- 2.18 Sediment Solutions for the Gualala  
No activity this period
- 2.19 Shasta Water Association Dam Restoration  
See attached Progress Report and Award of Contract (Appendix A), Landowner Access agreements (Appendix B), Labor Compliance Contract (Appendix C) (ITEMS FOR REVIEW #15) and Invoice (ITEMS FOR REVIEW #1).
- 2.20 Sonoma County Water Recycling and Habitat Preservation Program  
See attached Progress Report (ITEMS FOR REVIEW #16) and invoice (ITEMS FOR REVIEW #1) including Match.
- 2.21 Weaverville Sanitary District Water Reclamation  
See attached Progress Report and Request for Proposal Bid documents (ITEMS FOR REVIEW #17) and Invoice (ITEMS FOR REVIEW #1) including Match.
- 2.22 Westport County Water District Water Supply Reliability

# Grant Progress Report Template

See attached Monthly Progress Report and Grant Summary Form, 3 years Financial Statements, GPS Data (CD Provided) and District Feasibility Study (ITEMS FOR REVIEW #18) and Invoice (ITEMS FOR REVIEW #1).

## EXHIBIT B: INVOICING, BUDGET DETAIL, AND REPORTING PROVISIONS

### 1. Invoicing

This report accompanies the Sixth invoice for the agreement. The Grantee has set a deadline of the 10<sup>th</sup> of each month to receive invoice and reporting materials from the Sub-Grantees.

### 6. Reports

#### 6.1 Monthly Reports

This is the sixth 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 3<sup>rd</sup> Party Labor Compliance monitor.
- Other Component specific requirements

#### 6.2 Grant Summary Form

- Component 2.10 Mid Van Duzen Ranch Road sediment Reduction
- Component 2.22 Westport County Water District Water Supply Reliability

#### 6.3 NRPI

No activity this period

#### 6.4 Draft Final Report

No activity this period

#### 6.5 Final Report

No activity this period