

# QUARTERLY ACCOMPLISHMENT/PROGRESS REPORT TEMPLATE

APPLICABLE TO CALIFORNIA FISH PASSAGE FORUM (CFPF) FUNDED PROJECTS, ADMINISTERED BY USFWS

I. **Project/Program Title:** Pinole Creek Fish Passage Improvement Project

II. **USFWS Grant Number:** #FC15AC00085

III. **Quarterly dates covered by this report (check appropriate quarter):**

Jan–March \_\_\_\_\_ April–June  X  July–September \_\_\_\_\_ October–December \_\_\_\_\_

IV. **Date report submitted:** August 24, 2015

V. **Briefly summarize (2-3 sentences) overall progress/accomplishments during the applicable quarter:**

SUMMARY. California Department of Fish and Wildlife issued the final Streambed Alteration (1600) permit, California Regional Water Quality Control Board completed the WQ certification, and US Army Corps of Engineers initiated consultation with USFWS. CCRCDC installed exclusion devices to avoid impacts to bats, and continued negotiations with Caltrans regarding long-term maintenance. Matching fund agreements signed with California State Coastal Conservancy.

VI. **Task-specific/deliverable updates** (for each task in the cooperative agreement, provide a brief update on progress; provide brief update on significant work toward, or completion of any deliverables from the cooperative agreement):

WORK COMPLETED

- Mike Love and Associates (MLA) coordinated with Nute Engineering to develop a subcontract agreement for construction management.
- MLA assisted with technical questions relating to grants and permits.
- Pacific Biology and Lux Environmental Consulting obtained the official WQ Certification from the Regional Water Quality Control Board (RWQCB) on May 14. CCRCDC staff submitted project documentation required by the RWQCB certification.
- Wildlife Research Associates met with Caltrans and installed bat exclusion measures in the culvert in accordance with Caltrans biological monitoring/avoidance encroachment permit.
- CCRCDC met Caltrans Maintenance on May 29 to discuss a long-term maintenance agreement.
- California State Coastal Conservancy (SCC) and CCRCDC executed a \$165,000 funding agreement on June 23.
- CCRCDC submitted a letter to the CA Department of Water Resources (DWR) *Urban Streams Restoration Program* concerning the potential for “contingency” funding.
- CCRCDC prepared a grant proposal requesting \$325,000 from the NOAA Coastal Ecosystem Resiliency Grant (CERG) Program for submittal on July 2. The grant will provide funds to cover potential inflationary costs due to postponement of construction, environmental compliance expenses, and reimbursement of CCRCDC and Flood Control District project management costs. These expenses will be charged to another funding source because fundraising is not included in the scope for the USFWS Agreement.

- CCRCDD consulted with California Special Districts Association (CSDA) and Brandis-Tolman, a financial consultant, to research options for short-term financing during construction.
- CCRCDD's Board of Directors approved submitting a letter to the City of Pinole on the Gateway development project, which is situated immediately downstream of the fish passage project, to raise awareness about opportunities to benefit fish passage at the site.
- Prepared and submitted a quarterly reports to funders.

**VII. Any significant developments beyond those reported for specific tasks/deliverables:**

See below.

**VIII. Any delays/issues that are impacting or may impact progress of the project:**

Construction Schedule. CCRCDD, in consultation with MLA and Lux, determined that environmental and access permits would not be ready in time for construction this summer, therefore, postponed construction until the summer of 2016. Remaining tasks include completing USFWS' Biological Consultation, finalizing the Corps permit, finalizing encroachment permits and maintenance agreements with Caltrans and Contra Costa Flood Control District.

**IX. Summary of invoices/charges to the agreement (include amount and date of any invoices submitted for payment under the agreement, that occurred during the quarter. Optionally, include a summary of charges incurred during the quarter that will be invoiced during the next quarter):**

See attached Federal Financial Report and accompanying spreadsheet.

**X. Anticipated work in next quarter:**

- CCRCDD will continue working on maintenance agreement with Caltrans and Contra Costa Flood Control District.
- CCRCDD staff will execute a \$40,000 funding agreement with the Contra Costa County Fish and Wildlife Propagation Fund.
- Pacific Biology and Lux Environmental will continue working with the Corps of Engineers and USFWS to complete the biological consultation and obtain the CWA permit.
- CCRCDD will work on revised Construction Management agreement with MLA and continue research on (i) materials inspections and (ii) project financing.
- CCRCDD will continue to solicit funding, as needed, to cover CCRCDD expenses and potential cost increases due to environmental compliance obligations, construction postponement, and inflation.

**XI. Additional information (include pictures, documents, presentations, or similar outputs that were developed during the quarter related to the project and a summary of any outreach activities or significant meetings):**

Executed permit documents available upon request.

Submit quarterly reports to Donnie Ratcliff, U.S. Fish and Wildlife Service ([Donald.Racliff@fws.gov](mailto:Donald.Racliff@fws.gov)) and Lisa DeBruyckere, Coordinator, California Fish Passage Forum ([lisad@createstrat.com](mailto:lisad@createstrat.com))

**FEDERAL FINANCIAL REPORT**

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted US Department of Interior Fish and Wildlife Service Pacific Southwest Region	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) F15AC00085	Page of 1   pages
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3. Recipient Organization (Name and complete address including Zip code)  
 Contra Costa Resource Conservation District  
 5552 Clayton Road, Concord California 94521

4a. DUNS Number 80706880	4b. EIN 94 - 2550002	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 4007	6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From: 02/17/2015 To: 09/30/2017	9. Reporting Period End Date (Month, Day, Year) 06/30/2015
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10. Transactions Cumulative

*(Use lines a-c for single or combined multiple grant reporting)*

**Federal Cash (To report multiple grants separately, also use FFR Attachment):**

a. Cash Receipts	\$ -
b. Cash Disbursements	\$ -
c. Cash on Hand (line a minus b)	\$ -

*(Use lines d-o for single grant reporting)*

**Federal Expenditures and Unobligated Balance:**

d. Total Federal funds authorized	\$ 40,000.00
e. Federal share of expenditures	\$ 7,271.95
f. Federal share of unliquidated obligations	\$ -
g. Total Federal share (sum of lines e and f)	\$ 7,271.95
h. Unobligated balance of Federal funds (line d minus g)	\$ 32,728.05

**Recipient Share:**

i. Total recipient share required	\$ 841,457.00
j. Recipient share of expenditures	\$ 186,519.00
k. Remaining recipient share to be provided (line i minus j)	\$ 654,938.00

**Program Income:**

l. Total Federal share of program income earned	\$ -
m. Program income expended in accordance with the deduction alternative	\$ -
n. Program income expended in accordance with the addition alternative	\$ -
o. Unexpended program income (line l minus line m or line n)	\$ -

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Provisional	27.3%	2/17/15	6/30/15	\$7,271.95	\$ 1,985.24	\$ 1,985.24
					<b>g. Totals:</b>	<b>\$ 1,985.24</b>	<b>\$ 1,985.24</b>

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

**13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

a. Typed or Printed Name and Title of Authorized Certifying Official Benjamin Wallace, Executive Director	c. Telephone (Area code, number, and extension) 925-672-6522 d. Email Address <a href="mailto:ben.wallace@ca.nacdnet.net">ben.wallace@ca.nacdnet.net</a>
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year) 07/23/15 14. Agency use only:

Standard Form 425 - Revised 10/11/2011  
 OMB Approval Number: 0348-0061  
 Expiration Date: 2/28/2015

**Paperwork Burden Statement**  
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

Expense Detail-Current Qtr:

Feb-Jun 2015

Item	Units	Rate	Cost	Indirect Rate	Indirect Cost	Notes
RCD Proj. Supervision (Hours)	113.50	\$ 64.07	\$ 7,271.95	27.3%	\$ 1,985.24	Includes Feb 17-Mar 31, 2015 (47h)
RCD Proj. Management (Hours)	-	\$ 51.63	\$ -	27.3%	\$ -	
RCD Admin Support (Hours)	-	\$ 45.92	\$ -	27.3%	\$ -	
RCD Grant Preparation (Hours)	-	\$ 45.17	\$ -	27.3%	\$ -	
Travel (Miles)	-	\$ 0.57	\$ -			
<b>Subtotal Expenditures - Line 10d</b>			<b>\$ 7,271.95</b>		<b>\$ 1,985.24</b>	
Unliquidated - Line 10e (e.g. Contractors)	1.00	\$ -	\$ -			
<b>Total</b>			<b>\$ 7,271.95</b>		<b>\$ 1,985.24</b>	

USFWS charges	Expenditures (	Unliquid'd	Fed Share (g)	Base (Fed-IC)	Indirect Cost	
Feb-Jun 2015	\$ 7,271.95	\$ -	\$ 7,271.95	\$ 5,286.70	\$ 1,985.24	
Jul-Sep 2015						
Oct-Dec 2015						
Jan-Mar 2016						
Apr-Jun 2016						
Jul-Sep 2016						
Oct-Dec 2016						

\*Staff salary, travel, etc

\*\*3rd party payables: consultants, etc