

# 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 \_\_\_\_\_ July–September \_\_\_\_\_ October–December \_\_\_\_\_

IV. **Date report submitted: 04/28/2016**

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

As of March 31, 2016, all designs and regulatory permits. Caltrans has issues an encroachment permits. Contra Costa Flood Control District is awaiting a letter from the Corps of Engineer Operations Branch (expected in April) prior to executing an encroachment permit. The encroachment permit with the City of Pinole is pending. The project is currently out to bid. Bid opening will be April 19, 2016.

V. **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 Performed:**

- *Construction Management.* CCRCD executed amendments with MLA and Pacific Biology agreements to provide construction management and biological monitoring, respectively, for construction of the Pinole project.
- *Regulatory Compliance.* CCRCD obtained authorization from the Regional Water Quality Control Board, California Department of Fish and Wildlife, US Fish and Wildlife Service, and National Marine Fisheries Service to dispose of nuisance water back to Pinole Creek after treatment to remove pollutants.
- *Pre-Construction Monitoring.* CCRCD hired a temporary field technician for culvert monitoring/sweeping from February - June to prevent bird nesting within the culvert in preparation for construction of the Pinole project.
- *Nuisance Water.* CCRCD obtained authorization from the SFB RWQCB, CDFW, USFWS, and NOAA to dispose of nuisance water pumped from the construction site back into the creek provided it is treated to acceptable water quality levels. In the event there are problems with treatment, CCRCD's encroachment permit application to the City of Pinole also includes a request to dispose of nuisance water via the city storm drain system (for a fee).
- *Grant Agreements.* CCRCD executed a \$40,000 agreement with the County Fish and Wildlife Committee *Wildlife Propagation Fund*, which was awarded last year. CCRCD charged project management, final designs, and permitting, expenses this quarter etc. are currently charged to Phillips 66/RWQCB SEP Agreement.
- *Funding Proposals.* California Department of Fish and Wildlife Steelhead Habitat Restoration and Report Card (SHRRC) program awarded \$245,000 to CCRCD for the Pinole project. CCRCD is working with CDFW staff to execute an agreement, expected in early June 2016.

- *Bid Solicitation.* Nute Engineering released the Pinole project manual for bidding on March 22. Nine contractors attended the mandatory pre-bid meeting at the project site on April 1. Bid opening is scheduled for April 19 at the office of Nute Engineering in Santa Rosa.
- *Maintenance Agreement - Flood Control District.* Flood Control District is preparing a maintenance letter and Memorandum of Unrecorded Grant Agreement.
- *Maintenance Agreement – Caltrans.* Caltrans executed an Encroachment Permit that authorizes CCRCDD to construct the project, and excludes maintenance. CCRCDD grant agreements require that the project remain in place for a minimum of 20 years. CCRCDD is working with Caltrans to get a letter to affirm its commitment to keep the fish passage improvements in place for that time period.
- *Project Financing.* Ben requested a short-term loan from the County to cover cash flow during project construction. In early April, the County determined that they would only be allowed to make the loan if CCRCDD funds were deposited in the County treasury, which is not presently done. Therefore, we will continue to seek financing from other sources.
- *Phillips 66 SEP Agreement.* Upon award of the CDFW grant, CCRCDD submitted a request to the RWQCB and Phillips 66 to expand the balance of funding for final project planning in advance of construction in the summer of 2016. However, RWQCB and Phillips 66 deferred action on this request until receipt of contractor bids. Contractor bids expected 04/19/16.
- *Quarterly Report.* CCRCDD prepared and submitted a quarterly report to Phillips 66 and CA Fish Passage Forum/USFWS.

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

- *Cash Flow.* CCRCDD is researching private options for securing project financing to provide sufficient cash flow during project construction.

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

CCRCDD is working to resolve maintenance and cash flow issues discussed above to avoid delays.

**VIII. 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):**

CCRCDD incurred \$6,916 in expenses in CCRCDD incurred January - March 2016, arising from encroachment permitting, bid preparation activities, and pre-construction culvert monitoring (See narrative report above); MLA submitted an invoice in the amount of \$12,183.31. Total expenses for the quarter amount to \$19,100.67.

We anticipate these charges will be covered by a matching grant from the San Francisco Bay Regional Water Quality Control Board (RWQCB) and Phillips 66, however, in the event that those charges are not accepted, we may submit those charges to the California Fish Passage Forum grant agreement at a future date, and offset the costs through the RWQCB/Phillips 66 agreement or another matching grant.

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

- CCRCDD will finalize the Encroachment Permits with the Flood Control District and City of Pinole.
- CCRCDD will continue working on the Maintenance Agreements with the Flood Control District and Caltrans.

- MLA, Nute, and CCRCDC will solicit bids and prepare the construction contract.
- CCRCDC will conduct pre-construction monitoring and sweeping of the culverts to prevent bird nesting impacts.
- Pacific Biology will initiate regulatory notifications and pre-construction monitoring.

**X. 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):

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)

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

<b>4a. DUNS Number</b> 080706880	<b>4b. EIN</b> 94-2550002	<b>5. Recipient Account Number or Identifying Number</b> (To report multiple grants, use FFR Attachment) 4007	<b>6. Report Type</b> <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	<b>7. Basis of Accounting</b> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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<b>8. Project/Grant Period</b> From: (Month, Day, Year) 02/17/2015	To: (Month, Day, Year) 09/30/2017	<b>9. Reporting Period End Date</b> (Month, Day, Year) 03/31/2016
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**10. Transactions** Cumulative

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

**Federal Cash (To report multiple grants, 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	12,226.68
f. Federal share of unliquidated obligations	0.
g. Total Federal share (sum of lines e and f)	12,226.68
h. Unobligated balance of Federal funds (line d minus g)	27,773.32

**Recipient Share:**

i. Total recipient share required	841,457.00
j. Recipient share of expenditures	214,878.67
k. Remaining recipient share to be provided (line i minus j)	626,578.33

**Program Income:**

l. Total Federal 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%	01/01/2016	03/31/2016	0.	0.	0.
<b>g. Totals:</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 that it is true, complete, and accurate to the best of my knowledge. 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)

<b>a. Typed or Printed Name and Title of Authorized Certifying Official</b> Benjamin Wallace, Executive Director	<b>c. Telephone (Area code, number and extension)</b> 925-672-6522 X106  <b>d. Email address</b> ben.wallace@ca.nacdn.net
<b>b. Signature of Authorized Certifying Official</b> 	<b>e. Date Report Submitted (Month, Day, Year)</b> 04/28/2016

**14. Agency use only:**

Standard Form 425  
 OMB Approval Number: 0348-0061  
 Expiration Date: 10/31/2011

**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 (0348-0060), Washington, DC 20503.