

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 X

IV. **Date report submitted:** January 29, 2016

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

SUMMARY. All regulatory permits completed. Encroachment permits in process. Funding proposal submitted to CA Dept. of Fish and Game.

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 Performed:

- *Construction Management.* Mike Love and Associates (MLA) and Nute Engineering updated construction management scope of work and budget.
- *Regulatory Compliance.* CCRCDC obtained the final, signed 404 permit from the U.S. Army Corps of Engineers, completing regulatory permit approval for the project. Hired Lux Environmental, subcontractor to Pacific Biology, to prepare a permit conditions summary for use in construction management and biological oversight during construction. Executed \$980 amendment to Pacific Biology agreement to cover this task.
- *Project Financing.* At approximately \$850,000, the project is too small to attract short-term private financing, however, CCRCDC may run into cash flow issues during construction if grant reimbursement is delayed. Staff consulted with other RCD's which recommended potentially entering a short-term financing agreement with another local agency (e.g. County).
- *Grant Agreements.* CCRCDC charged project management, final designs, and permitting, expenses this quarter to the Phillips 66/RWQCB SEP Agreement.
- *Funding Proposals.* CCRCDC submitted a grant proposal requesting \$245,000 from the California Department of Fish and Wildlife Steelhead Habitat Restoration and Report Card (SHRRC) program in mid-November. We received callbacks in December with detailed questions about the proposal. If funded, the grant would 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.
- *Flood Control District Encroachment Permit and Long-Term Maintenance Agreement.* Flood Control District staff provided a draft encroachment permit in early December specifying that CCRCDC would be responsible for most long-term maintenance tasks and liabilities. CCRCDC staff submitted a letter with detailed comments requesting that these responsibilities be reversed. As of December 31, we had not yet received a response.

- *Caltrans Encroachment Permit and Long-Term Maintenance Agreement.* CCRCDD continued following up with Caltrans staff to respond to questions and provide documentation for the Encroachment Permit. CCRCDD submitted draft conditions proposing that Caltrans will cover long-term maintenance responsibilities, and submitted a Memorandum of Unrecorded Grant Agreement as required by the California Natural Resources Agency EEMP grant agreement. As of December 31, we had not yet received a draft encroachment permit.
- *City of Pinole Encroachment Permit.* CCRCDD submitted an application for an encroachment permit from the City of Pinole, requesting access to the (currently vacant) city-owned lot at Henry Avenue and Pinole Valley Road for staging of equipment and materials and disposal of nuisance water pumped from the construction site. However, we are unlikely to obtain access to the site due to concurrent construction of the Gateway Plaza Project, which is scheduled for next summer.
- *Nuisance Water Disposal.* CCRCDD staff and MLA worked on identifying alternative ways to dispose of nuisance water. Potential options include pumping into the City's wastewater drainage system (for a fee) or treating the water and disposing it back into the Creek downstream of the project site. CCRCDD staff will be submitting a letter to the Regional Water Quality Control Board in January requesting concurrence with alternative disposal methods.
- *Quarterly Report.* Prepared and submitted a quarterly report to Phillips 66 and USFWS.

VII. **Any significant developments beyond those reported for specific tasks/deliverables:** No.

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

Nuisance Water. CCRCDD submitted an application for an encroachment permit from the City of Pinole, requesting access to the city-owned lot at Henry Avenue and Pinole Valley Road for staging of equipment and materials and disposal of nuisance water pumped from the construction site. However, we are unlikely to obtain access to the site due to concurrent construction of the Gateway Plaza Project, which is also scheduled for next summer. Potential alternative ways to dispose of nuisance water include: pumping into the City's wastewater drainage system (for a fee) or treating the water and disposing it back into the Creek downstream of the project site. CCRCDD staff will be submitting a letter to the Regional Water Quality Control Board in January requesting concurrence with alternative disposal methods.

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:**

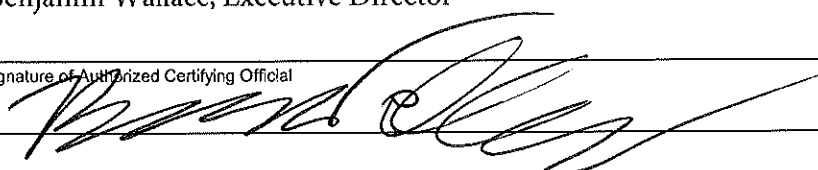
- CCRCDD will continue working on finalizing the Encroachment Permits and Maintenance Agreements with Caltrans and the Flood Control District.
- CCRCDD will work with MLA and Nute Engineering to release a bid solicitation.
- CCRCDD work with the Regional Water Board on options for nuisance water disposal.

XI. **Additional information** (include pictures, documents, presentations, or similar outputs 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) and Lisa DeBruyckere, Coordinator, California Fish Passage Forum (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 1	of 1 pages	
3. Recipient Organization (Name and complete address including Zip code) Contra Costa Resource Conservation District 5552 Clayton Rd Concord, CA 94521							
4a. DUNS Number 080706880	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="radio"/> Quarterly <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year) 02/17/2015			To: (Month, Day, Year) 09/30/2017		9. Reporting Period End Date (Month, Day, Year) 12/31/2015		
10. Transactions					Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
<i>(Use lines d-o for single grant reporting)</i>							
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						195,778.00	
k. Remaining recipient share to be provided (line i minus j)						654,938.00	
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%	10/01/2015	12/31/2015	0.	0.	0.
g. Totals:							
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)							
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 X106			
b. Signature of Authorized Certifying Official 				d. Email address ben.wallace@ca.nacdnet.net			
				e. Date Report Submitted (Month, Day, Year) 01/29/2016			
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.

Expense Detail-Current Qtr:

Oct - Dec 2015

Item	Units	Rate	Direct Cost	Indirect Rate	Indirect Cost	Notes
RCD Proj. Supervision/Mgmt (Hours)	-	\$ 64.07	\$ -	27.3%	\$ -	
RCD Proj. Coordination (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	\$ -			
Subtotal Expenditures - Line 10d			\$ -		\$ -	
Unliquidated - Line 10e (e.g. Contractors)	-	\$ -	\$ -			
Total			\$ -		\$ -	

CUMULATIVE

USFWS charges	Expenditures (e)*	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	\$ 896.98	\$ 4,057.75	\$ 4,954.73	\$ 4,954.73	\$ 1,352.64	
Oct-Dec 2015	\$ -	\$ -	\$ -	\$ -	\$ -	No Charges
Jan-Mar 2016						
Apr-Jun 2016						
Jul-Sep 2016						
Oct-Dec 2016						

*Staff salary, travel, etc

**3rd party payables: consultants, etc