

# QUARTERLY ACCOMPLISHMENT/PROGRESS REPORT TEMPLATE

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

**I. Project/Program Title:**

**II. USFWS Grant Number:**

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

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

**IV. Date report submitted:**

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

In FY15 project design for the Kelly Gulch Fish Passage Project was scheduled to be completed by the end of the Fiscal Year (09/30). However, due to staffing problems (the Forest Engineer Staff Officer retired in May, and the Engineer assigned to the project went on a 4 month Detail to another Region in early June and did not return until early September) project design was not completed.

**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):

The Klamath National Forest will hire personnel from the Northern California Resources Center (NCRC) via an Agreement to complete the stream simulation study of the project site by mid-March 2016. This is a critical part of the design phase. The project Engineer will oversee this study and will be in communication with NCRC personnel . It is anticipated that the study will take approximately 5-6 days to complete.

Upon completion of the study, the Project Engineer will enter the data into an AutoCad program and complete the project design.

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

The FWS agreement expired on 10/1/15. The FWS is in the process of getting the agreement renewed/extended.

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

See Part VII.

**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):

**Anticipated work in next quarter:**

**See Part VI.**

- 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))