

ATTACHMENT 4

**Memo Regarding Status of 1997 Projects, Development of Tracking
and Reporting System and Sample Format for Quarterly Status Report**

To: Ecosystem Roundtable Members

From: Kate Hansel

Date: February 4, 1998

The following memo summarizes the status of the projects approved in 1997, the progress to date on the tracking system and the quarterly reporting formats, and a process staff is proposing for consideration of amendments to contracts. Roundtable members should review the draft quarterly reporting format to identify any additional information they would like added to the system. Staff will present a proposed delegation of authority on contract amendments for Roundtable members to consider.

Status of 1997 Projects.

Project Management. In response to the 1997 RFP, 50 projects totaling approximately \$60 million were approved in December 1997. Project management responsibilities and funding for the 50 projects has been divided between:

- CALFED (12 projects)
- National Fish and Wildlife Foundation (21 projects)
- California Urban Water Agencies/Metropolitan Water District (9 projects),
- USBR (6 projects)
- EPA (2 projects).

At the Roundtable meeting, staff will describe the roles and responsibilities of CALFED and the Contract Agencies (NFWF, MWD, USBR, and EPA) in contract oversight and administration

Inquiry Proposals. Letters and general evaluations have been mailed to all applicants that submitted Inquiry Proposals under the 1997 process.

Development of a Tracking and Reporting System.

Attached is a sample format for the Project Implementation Quarterly Report. All contracts will include reporting requirements in the format and level of detail identified in the attached sample. The contractors will submit the data to the Contract Agencies, who will review and verify and then submit it to CALFED for compilation of the Quarterly Report. The Quarterly Report will primarily include programmatic and fiscal information on each project/contract. The fiscal tracking of each fund source will also be included in the Quarterly Report, but the fiscal tracking of each fund source will be managed by the agency/entity which is contributing the funding. For the Proposition 204 Category III funds, Resources Agency will be contracting with DWR to serve as fiscal agent.

Roundtable Members are being asked for their comments on the format and data included in the quarterly Reports.

Process for Consideration of Contract Amendments

CALFED is proposing a process for review and approval of contract amendments that is divided into three levels. In general we are anticipating contract amendments that could include increased costs, time extension, or revised scope/tasks. Staff will present a process and rules for when an amendment is appropriate to delegate to the Contract Agency for a final decision (Level 1), when the CALFED Bay-Delta Program should review and approve contract amendments (Level 2), and when an amendment is significant enough to bring to the Roundtable and CALFED Policy Group for input and approval (Level 3). Staff were directed at the January Policy Group meeting to only bring contract amendments to the Policy Group if they are of a significant nature.

Roundtable members will be asked for input regarding the amendment process and the role the Roundtable should have in reviewing and commenting on proposed contract amendments.

**CALFED Bay-Delta - Restoration Coordination Program
Quarterly Status Report
1st Quarter 1998**

Contractor	Project Description	Proposal/ Contract #	Contract Agency	Amount	Amended (Y/N)	Amount Invoiced	Balance	% Complete	Comments (description of work completed, timing to complete remainder, problems and issues)
Association of Bay Area Governments	In Channel Island demonstration project	K185	NFWF	\$270,270	N	\$0	\$270,270	0%	
Banta-Carbona Irrigation District	Banta-Carbona Fish Screen	A101	MWD	\$938,875	N	\$0	\$938,875	0%	
Big Chico Creek Watershed Alliance	Watershed Plan	F219	EPA	\$276,631	N	\$0	\$276,631	0%	
Carl Mesick Consultants	Knights Ferry gravel replenishment	H137	NFWF	\$536,410	N	\$0	\$536,410	0%	
Community Alliance with Family Farmers	Biologically Integrated Orchard Systems (BIOS) - pesticide and fertilizer reduction/Sacramento and San Joaquin watersheds	B289	NFWF	\$472,000	N	\$0	\$472,000	0%	
CSU, Chico	Butte Creek acquisition and riparian restoration	G218	CALFED	\$186,128	N	\$0	\$186,128	0%	
Department of Fish and Game	Sacramento River & Tributary Fish Screens	A129	CALFED	\$446,250	N	\$0	\$446,250	0%	
USGS	Assessment of organic matter in the habitat and its relationship to the food chain	J3	USBR	\$517,000	N	\$0	\$517,000	0%	

(SAMPLE/DRAFT FOR REVIEW)

**Quarterly Status Report
1st Quarter 1998**

Contract No: 97-XXX
Contractor: Department of Fish and Game
Project: Selected Fish Screens on the Sacramento River and Tributaries

Contract Amount: \$446,250
Amount Invoiced: \$0
Balance: \$446,250

Project description:

DFG will install suitable fish screens at Mill Creek, Deer Creek, Butte Creek, Lake California (Sacramento River below Cottonwood Creek), and two demonstration screens on the Sacramento River below Keswick. These screens will result in reduced entrainment losses of special status fish species, juvenile salmonids, and other anadromous and resident fish species.

Description of activities undertaken during the quarter:

Completion of milestones/tasks/deliverables:

Problems encountered:

Listing of each task (by title) and percent complete:

Cost Share Amount: \$151,000 in labor provided by DFG
Start Date:
End Date:
Contract Agency: CALFED