



Bay Area Regional Climate Change Preparedness

Attachment 3

WORK PLAN



Association of Bay Area Governments
Proposition 84
Integrated Regional Water Management
2015 Implementation Grant Application





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List of Acronyms and Abbreviations

ABAG	Association of Bay Area Governments
CDFW	California Department of Fish and Wildlife
CEQA	California Environmental Quality Act
CWA	Clean Water Act
Delta	Sacramento-San Joaquin River Delta
DWR	California Department of Water Resources
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
FEMA	Federal Emergency Management Agency
IRWM	Integrated Regional Water Management
IRWMP	Integrated Regional Water Management Plan
IS/MND	Initial Study/ Mitigated Negative Declaration
JPA	joint powers authority
LCP	Labor Compliance Program
LPS	Local Project Sponsor
MMWD	Marin Municipal Water District
MND	Mitigated Negative Declaration
NEPA	National Environmental Protection Act
Prop 84	Proposition 84
Proposal	Bay Area Regional Climate Change Preparedness, Proposition 84, 2015 Integrated Regional Water Management Implementation Grant Application
PSP	Proposal Solicitation Package
RCD	Resource Conservation District
RWQCB	Regional Water Quality Control Board

San Mateo County RCD	San Mateo County Resource Conservation District
SCVWD	Santa Clara Valley Water District
SFEP	San Francisco Estuary Partnership
SHPO	State Historic Preservation Officer
SWPPP	Storm Water Pollution Prevention Plan
SWRCB	State Water Resources Control Board
USACE	U.S. Army Corps of Engineers

Introduction

This section contains brief summaries of the anticipated tasks necessary to complete each project in the Bay Area Regional Climate Change Preparedness proposal.

Organization of Project Proponent Work Plans

The Bay Area Regional Climate Change Preparedness proposal consists of grant administration and 9 projects geographically spanning all four regions of the Bay Area, with three primary areas of benefit:

- Water Supply – Drought Preparedness
- Human Right to Water
- Shoreline Resilience – Sea Level Rise Preparedness

To facilitate review, the projects are grouped by primary benefit type, as listed below.

Project Summary Table

Primary Project Benefit	Project ID#	Project Proponent	Project Title
Water Supply – Drought Preparedness	1	San Francisco Estuary Partnership (SFEP)	Bay Area Advanced Quantitative Precipitation Information (AQPI) System
	2	Santa Clara Valley Water District (SCVWD)	Anderson Dam Seismic Retrofit Project
	3	Marin Municipal Water District (MMWD)	Marin 2020 Turf Replacement Project
Human Right to Water	4	City of East Palo Alto	East Palo Alto Groundwater Supply Project
	5	San Mateo County RCD	Coastal San Mateo County Drought Relief Phase II
Shoreline Resilience – Sea Level Rise Preparedness	6	State Coastal Conservancy	San Francisquito Creek Flood Protection and Ecosystem Restoration Project
	7	State Coastal Conservancy	Mountain View Shoreline Portion of SBSPR Project
	8	State Coastal Conservancy	Eden Landing Portion of SBSPR Project
	9	State Coastal Conservancy	Novato Creek Flood Protection and Habitat Enhancement Project
Administration	10	Association of Bay Area Governments (ABAG)/SFEP	Grant Administration

Work Plans are organized by project type and include the following a brief summary of the following tasks (i.e., budget categories), and deliverables for each project:

- a) Direct Project Administration,
- b) Land Purchase/Easement,
- c) Planning/Design/Engineering/Environmental Documentation, and
- d) Construction/Implementation.

Project Work Plans do not exceed the 5-page limit identified in the PSP.

Work Plans: Water Supply – Drought Preparedness Projects

Project ID#	Project Proponent	Project Title
1	SFEP	Bay Area Advanced Quantitative Precipitation Information (AQPI) System
2	SCVWD	Anderson Dam Seismic Retrofit Project
3	MMWD	Marin 2020 Turf Replacement Project

Project 1 – Bay Area Advanced Quantitative Precipitation Information (AQPI) System

Budget Category (a): Direct Project Administration

Task 1 – Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the grant manager, Association of Bay Area Governments (ABAG)/San Francisco Estuary Partnership (SFEP). Prepare invoices including relevant supporting documentation for submittal to DWR via ABAG. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 – Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- Proof of labor compliance upon request

Task 3 – Reporting

SFEP will be responsible for completing quarterly progress reports, a draft final and a final project completion report as will be outlined in the DWR-ABAG agreement. NOAA will assist with reporting as will be outlined in their subcontract. Prepare progress reports detailing work completed during reporting period as outlined in Exhibit G of this agreement. Submit reports to ABAG for review and inclusion in a progress report to be submitted to DWR.

Prepare draft and Final Project Completion Report and submit to DWR via ABAG for DWR Project Manager's comment and review no later than 90 days after project completion. Prepare Final Report addressing ABAG/DWRs comments. The report shall be prepared and presented in accordance with the provision of Exhibit G.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase

No land purchases will be required for the project for the X-band radars and meteorological monitoring equipment. Partner Water Agencies and NOAA will develop land use agreements as necessary to enable the radar and surface monitoring installations. It is possible that an easement and land use agreement may be needed for C-Band radar site. *This task is 50% complete. The expedited date of completion is June 2016.*

Deliverables:

- Copies of Easement and Land Use Agreements

Budget Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5 – Feasibility Studies

Feasibility studies for the project include work conducted in Phase I, and efforts to identify locations for radars and surface monitoring sites. Each feasibility study element is described further below.

- Phase I of the project has taken place over the last decade and includes prototyping of advanced radar systems and installation of a state-wide network to monitor soil and rainfall conditions. Phase I was completed in January 2015. This application is for funding of Phases II and III of the project.

- Radar siting studies were completed in 2014 for two of the five proposed radar units: one on the San Francisco Peninsula (X-band radar) and one in southern Sonoma County (C-band radar). Other candidate sites have been identified for radar placement (one primary, as well as one or more alternates for the other three X-band radar units), based on the potential to provide necessary coverage, as well as power, security, and internet accessibility. NOAA and team will conduct detailed siting studies for these facilities. It is possible that radar sites will change as a result of these siting studies. However, the target radar coverage for the Bay Area region will not change.
- Surface monitoring sites (meteorological tripods and stream gauges) will also be installed based on siting studies. Similar to the radar siting studies, NOAA will work with local water agencies and flood control districts to identify appropriate sites to install this equipment. To determine where new equipment is needed, an inventory of all existing meteorological and streamflow instrumentation in the Bay Area will first be conducted. It is anticipated that the inventory will be conducted during the first year of the project, new sites identified in year 2 and installations completed in years 3 and 4.

This task is 40% complete. The expected date of completing the radar siting studies is December 2015. The target date of completion for the surface monitoring siting studies is March 2017.

Deliverables:

- Radar Siting Report

Task 6 – CEQA Documentation

As appropriate, the CEQA/NEPA leads will prepare and circulate a Notice of Preparation (including tribal notification to the California Native Heritage Commission as required by PRC §75102). As appropriate, CEQA/NEPA compliance documents will be circulated for public review. File Notice of Completion and Notice of Determination with State Clearinghouse. Prepare letter stating no legal challenges (or addressing legal challenges).

The 5 sites for the radars will each require NEPA and CEQA documentation (NEPA due to the involvement of NOAA in the project). Depending on the radar siting location, land ownership, and land use jurisdiction, Bay Area Water Agencies and/or Flood Control Districts (County Governments) will likely serve as the lead agencies for CEQA/NEPA preparation. NOAA will provide guidance on requirements for NEPA compliance. With the exception of one radar unit, the radar pads have very small footprints (6x6 foot pads), and they will be sited on public agency parcels with existing electricity and internet service (i.e., the radar pads will be constructed on existing disturbed land), the environmental compliance processes should be relatively quick. CEQA/NEPA compliance for the majority of sites may qualify as a categorical exemption, while other sites may require a more in depth Mitigated Negative Declaration evaluation. It is anticipated that the CEQA/NEPA processes for the radar units will be done in parallel and that some sites may take longer than others to complete.

Surface sites (meteorological tripods and stream gauges) may also require CEQA/NEPA compliance documentation. The process for determining the lead agency and level of compliance necessary will be as described above.

Overall, this task is 15% complete. The expected completion date for all radar and surface sites is August 2017.

Deliverables:

- Copy of Notice of Preparation or Exemption
- Copy of Draft and Final CEQA/NEPA documents
- Copy of Notice of Completion and Notice of Determination
- Tribal notification per PRC §75102
- No Legal Challenges letter

Task 7 – Permitting

Installation of radars and meteorological tripods may require grading permits from the local County or City authority. Permitting will be led by the water agency sponsoring the installation.

Installation of stream gages will require federal and state permits and approvals, as listed below:

- U.S. Army Corps of Engineers (USACE) Section 404 (f) exemption, Individual 404 Permit, or Nationwide Permit coverage
- Regional Water Quality Control Board (RWQCB) Section 401 Water Quality Certification or exemption
- California Department of Fish and Wildlife (CDFW) Section 1602 Lake and Streambed Alteration Agreement
- CDFW Section 2081 Incidental Take Permit (dependent on site conditions)

- U.S. Fish and Wildlife Service and/or National Marine Fisheries Service Section 7 Informal or Formal Consultations (dependent on site conditions)
- State Historic Preservation Officer (SHPO) Section 106 compliance

Overall, this task is 0% complete. The expected date of completion is December 2017.

Deliverables:

- Copies of all required permits

Task 8 – Design

Preliminary design for the radar units was completed between September 2014 and April 2015. After radar siting is complete (Task 5), 50% and 100% design, plans and specs for the radar units will be complete by February 2017.

NOAA will collaborate with partner water agencies to determine locations for the surface monitoring equipment. Designs for installation of surface monitoring equipment will be conducted upon selection of sites.

This task is 25% complete for the radars and the expected date of completion is February 2017. For the meteorological equipment, design is 0% complete and the expected date of completion is March 31, 2018.

Deliverables:

- Updated Project Cost Estimate
- 100% Design Documents

Task 9 – Project Performance Monitoring Plan

Develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. This task is 50% complete. The expected completion date is September 2016.

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 – Contract Services

Site Preparation: NOAA, with guidance from Participating Water Agencies, will undertake activities necessary to secure a contractor and award the contract to install the radar pads and necessary radar infrastructure. This will include: develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed. Overall, this task is 0% complete. The expected date of task completion is May 2019, when the last radar is installed.

Deliverables:

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed
- Photographs on installed equipment

Task 11 – Construction Administration

Site Preparation: NOAA, with support from Participating Water Agencies, will undertake contractor submittal review, answering requests for information, and issuing work directives. A full time engineering construction observer will be on site for the duration of the project. Construction observer duties include: documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable. This task is 0% complete. The expected date of task completion is May 2019, prior to installation of the last radar unit.

Installation of all radars and other gages: NOAA is responsible for installing all equipment and performing all construction on the site. Water agencies at their option may provide a full time engineering construction observer who would be on site for the duration of the project. Construction observer duties include: documenting of pre-construction conditions, daily

construction diary, preparing change orders, addressing questions of contractors on site, reviewing/updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable. This task will be in progress from March 2016 to May 2019.

Deliverables:

- Notice of Completion

Task 12 – Construction/Implementation Activities

NOAA, with support from Participating Water Agencies, will ensure that project construction would adhere to construction standards, health and safety standards, laboratory analysis protocols, and acceptable standard methods to construct the radar units. *This overall task is 0% complete. The expected date of task completion is October 2019.*

Construction activities would be implemented as outlined below.

Hardware Installation. This element is 0% complete. After the pads have been built, towers erected, and power and internet set up at the individual sites, the five radars will be installed, calibrated, and tested to make sure they perform to specifications. The installation schedule is:

- 1 radar in Year 1 (June 2016 to May 2017)
- 2 radars in Year 2 (June 2017 to May 2018)
- 2 radars in Year 3 and all surface monitoring equipment (June 2018 to May 2019).

Data Systems. NOAA will be responsible for ensuring that the following systems are installed and integrated into the AQPI system. This is part of the data calibration process for the radar and monitoring units. This element will be complete by October 2019 and is currently 0% complete. This element includes:

- Integration of existing and new streamflow and meteorological information (operational networks) into NOAA forecasting systems.
- High-resolution rainfall mapping using a combination of radars and gages. Designing a system to bring the data together from the various new and existing radar and rain gage units and optimizing this information.
- Precipitation forecasts (0 hour to 10 days). Short-term forecasts (NOWCASTS) are performed by analysis of radar data (out to 30 minutes). Between 30 minutes and 1 hour, the forecast is a blend of radar and numerical modeling. Beyond 1 hour the forecast is all numerical modeling with bias correction using the latest observations. The forecast will include uncertainty information for different rainfall amount thresholds (probabilistic forecasts). Short-term forecasts are used for flood control and emergency preparations. Long-term forecasts are important for reservoir operations and water supply.
- Stream flow prediction using a combination of high-resolution watershed model and a storm surge model for the San Francisco Bay region. The combination of the watershed and storm surge models will accurately represent the wave and run-up and flood inundation along the Bay margin as well as for Bay tributaries.

User interface. NOAA will develop a user interface that represents the data in real-time displays and provides graphical notifications to San Francisco Bay agencies for rainfall and flood runoffs exceeding defined thresholds. Some users will also require that the user interface deliver the actual precipitation, storm surge, and streamflow data (grids) so that they can use it in their own models and decision support tools. The user interface tool will compile useful real-time information from a combination of observations and computer models to predict and deliver products and services to stakeholders.

The system will serve two levels of users – NOAA National Weather Service will deliver products and services as part of its mission to protect lives and property for the U.S., including the Bay area as well as local Emergency Managers, Water Agency Managers, Transportation Authorities, and other Bay area stakeholders. As part of the project, one or more mobile applications will be developed for water and emergency managers, transportation authorities, and other stakeholders to receive timely information on storm warnings and flooding. *This element is currently 0% complete and will be complete by October 31, 2019.*

Deliverables:

- Photographs of installed hardware
- Final Status Report detailing all work accomplished

Project 2 – Anderson Dam Seismic Retrofit Project

Budget Category (a): Direct Project Administration

Task 1 – Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with Association of Bay Area Governments (ABAG)/San Francisco Estuary Partnership (SFEP). Prepare invoices including relevant supporting documentation for submittal to DWR via ABAG. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 – Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- Proof of labor compliance upon request

Task 3 – Reporting

Progress reports will detail work completed during quarterly reporting period as outlined in Exhibit G of this agreement. Submit reports to ABAG/SFEP for review and inclusion in a progress report to be submitted to DWR.

Complete draft and Final Project Completion Report and submitted to DWR's Project Manager for comment and review no later than 90 days after project completion. The report shall be prepared and presented in accordance with the provision of Exhibit G.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase

The project will require the permanent acquisition of Parcel 728-34-011 at 2390 Cochrane Road, which is approximately 1.1 acres in size. The District currently has an option agreement in place with this property owner. It is anticipated that permanent right-of-way will be also be required for about 1 acres of Parcel 728-34-010. The District has not entered any agreements with the Property owner of this parcel. *This task is 20% complete, and is anticipated to be complete in October 2016.*

Deliverables:

- Documentation supporting property value (if purchased)
- All relevant documentation regarding property ownership transfer or acquisition of easement including final recorded deed, title report, etc.

Budget Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5 – Feasibility Studies

A feasibility study was completed as part of the project development process. *This task is 100% complete. The Feasible Alternatives Report was finalized in June 2013.*

Deliverables:

- Relevant Feasibility Studies

Task 6 – CEQA/NEPA Documentation

A Notice of Preparation (including tribal notification to the California Native Heritage Commission as required by PRC §75102) was circulated in August 2013. Prepare draft Environmental Impact Report (EIR) and release document for public review. File Notice of Completion and Notice of Determination with State Clearinghouse. Prepare letter stating no legal challenges (or addressing legal challenges). Prepare Environmental Assessment for NEPA compliance by July 2016. *This task is 30% complete. The expected date of completion is July 2016.*

Deliverables:

- Copy of Notice of Preparation (Completed August, 2013)
- Copy of Draft and Final EIR and Environmental Assessment
- Copy of Notice of Completion and Notice of Determination
- Tribal notification per PRC §75102
- No Legal Challenges letter

Task 7 – Permitting

Acquire the following federal, state, and local permits and approvals: *This task is 0% complete. The expected date of task completion is January 2017.*

- U.S. Army Corps of Engineers (USACE) Individual 404 Permit
- Regional Water Quality Control Board (RWQCB) Section 401 Water Quality Certification
- California Department of Fish and Wildlife (CDFW) Section 1602 Lake and Streambed Alteration Agreement
- Santa Clara Valley Habitat Plan Compliance
- USFWS ESA Coverage via the Valley Habitat Plan Compliance
- State Historic Preservation Officer (SHPO) Section 106 compliance
- National Marine Fisheries Service Section 7 Informal or Formal Consultations
- DSOD Permits and Approvals
- Surface Mining and Reclamation Act exemption
- Bay Area Air Quality Management District Permits/Approvals
- Additional permits may be obtained as required

Deliverables:

- Copies of all required permits

Task 8 – Design

Complete preliminary design including the following supporting work: geotechnical investigation, topographic survey, and basis of design report (BOD). The BOD will provide the overall project concept for use in development of final design, plans and specifications including: preliminary earthwork calculations, preliminary design details, and 100% (Final) design, plans, and specifications.

This task is currently in the preliminary design stage, having completed basemap development and conducting geotechnical investigations and determining baseline data and design criteria. 30% complete project design will be complete by 12/31/2015; 90% complete project design will be complete by 8/30/2016. Final project design will be complete by 11/30/2016. *This task is 30% complete and the expected date of task completion is November 2016.*

Deliverables:

- Geotechnical Report
- Topographic Survey (completed May 2014)
- BOD Report
- Updated Project Cost Estimate
- 100% Design Documents

Task 9 – Project Performance Monitoring Plan

ABAG/SFEP will work with project proponents to develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. *This task is 0% complete. The expected date of task completion is June 2016.*

Deliverables: Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 – Contract Services

Activities necessary to secure a contractor and award the contract include: develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed. *This task is 0% complete. The expected date of task completion is April 2017.*

Deliverables:

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed

Task 11 – Construction Administration

This task includes managing contractor submittal review, answering requests for information, and issuing work directives. A full time engineering construction observer will be on site for the duration of the project. Construction observer duties include: documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable. *This task is 0% complete. The expected date of task completion is June 2020.*

Deliverables:

- Notice of Completion

Task 12 – Construction/Implementation Activities

Project construction would adhere to all applicable construction standards, health and safety standards, laboratory analysis protocols, and acceptable standard methods.

Construction activities would be implemented as outlined below. *This task is 0% complete. The expected date of task completion is June 2020.*

Project Construction would extend for 3 years. Construction sequencing would include:

Year 1:

- Contractor mobilization, set up construction staging areas, and site security, install temporary construction field offices, place temporary sanitary facilities
- Site, staging areas, and haul roads developed (implementing BMPs, clear and grub, etc.)
- Borrow areas developed (clearing and grubbing, excavation, blasting if necessary) and initial stockpiles developed
- Tunneling for the low level outlet works initiated from downstream Reservoir drawdown completed

Year 2:

- Upstream and downstream embankment work (excavation, buttress construction)
- New intake for low level outlet constructed and connected with completed tunnel
- High level outlet tunnel leading to spillway completed

Year 3:

- Spillway walls constructed
- Dam crest raised
- Site restoration and demobilization
- Final As-built drawings

Deliverables:

- Photographic documentation
- Engineers Certification
- Final As-built drawings
- Inspection reports
- Progress Reports

Project 3 – Marin 2020 Turf Replacement Project

Budget Category (a): Direct Project Administration

Task 1 – Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the grant manager, Association of Bay Area Governments (ABAG)/San Francisco Estuary Partnership (SFEP). Prepare invoices including relevant supporting documentation for submittal to DWR via ABAG. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices

Task 2 – Labor Compliance Program

Not applicable. MMWD will take all measures necessary to ensure compliance with applicable California Labor Code requirements. This project will be implemented using MMWD labor; there will be no contracted consultant or construction work. A labor compliance program is therefore not applicable for this project. A letter from MMWD to that effect can be provided upon request.

Deliverables:

- Proof of labor compliance upon request

Task 3 – Reporting

Progress reports will detail work completed during quarterly reporting periods as outlined in Exhibit G of this agreement. Submit reports to ABAG for review and inclusion in a progress report to be submitted to DWR.

Complete draft and Final Project Completion Report and submit to ABAG/SFEP for submittal to DWR's Project Manager for comment and review no later than 90 days after project completion. The report shall be prepared and presented in accordance with the provision of Exhibit G.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase

Not applicable. Project implementation at individual sites throughout MMWD's service area will be conducted by individual landowners and customers identified and electing to participate in the project incentive program. MMWD will not own the land or the improvements installed under the Project.

Budget Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5 – Feasibility Studies

Not applicable.

Task 6 – CEQA Documentation

Not applicable. This project is not comprised of activities subject to CEQA (under Section 15060c2) and is therefore not a project under CEQA. An Environmental Information Form for the project will be completed and submitted as a deliverable under Task 1.

Task 7 – Permitting

Not applicable. Project implementation will require no permits.

Task 8 – Planning and Design

Planning and design for this project was initiated on January 1, 2015 and is 30% complete as of this grant proposal. Planning and design will address and develop the following: incentive program characteristics, detail, and implementation time line, identifying potential candidates for incentive program, marketing and outreach actions, and effectiveness monitoring strategies. A Design Memorandum will capture project planning and design, and will be submitted as a deliverable with the first quarterly report. The expected date of task completion is September 30, 2015.

Deliverables:

- Design Memorandum

Task 9 – Project Performance Monitoring Plan

ABAG/SFEP will work with project proponents to develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. This task is 0% complete, will be launched upon notification of grant award, and deliverable submitted with the first quarterly report. The expected date of task completion is February 1, 2016.

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 – Contract Services

Not applicable.

Task 11 – Construction Administration

Not applicable.

Task 12 –Implementation Activities

Implementation activities are outlined below. This task is 0% complete. The expected date of task completion is September 30, 2019.

Marketing and outreach: produce marketing material and conduct marketing and targeted outreach campaign to advertise and inform stakeholders about the incentive program.

Conduct site inspections: ensure eligibility and record pre-implementation conditions at locations and for stakeholders expressing interest in the incentive/rebate program.

Implement the incentive/rebate program: provide rebates of \$2 per square foot of eligible turf conversion, for eligible expenditures (including eligible native and drought tolerant plants, eligible irrigation equipment, etc.).

Technical assistance: provide technical assistance and site visits as needed to ensure program functions as intended.

Effectiveness monitoring: evaluate and analyze water use data to establish pre- and post-implementation demand reductions.

Deliverables:

- Marketing and outreach materials
- Record of number of site inspections conducted, rebates processed, and total square footage replaced
- Photographs of example successful turf replacement sites
- Project effectiveness monitoring reports in accordance with Project Performance Monitoring Plan

Work Plans: Human Right to Water Projects

Project ID#	Project Proponent	Project Title
4	City of East Palo Alto	East Palo Alto Groundwater Supply Project
5	San Mateo County RCD	Coastal San Mateo County Drought Relief Phase II

Project 4 –East Palo Alto Groundwater Supply Project

Budget Category (a) Direct Project Administration

Task 1 – Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the grant manager, the Association of Bay Area Governments (ABAG)/San Francisco Estuary Partnership (SFEP). Prepare invoices including relevant supporting documentation for submittal to DWR via ABAG. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 – Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- Proof of labor compliance upon request

Task 3 – Reporting

Progress reports will detail work completed during quarterly reporting periods as outlined in Exhibit G of this agreement. Submit reports to ABAG/SFEP for review and inclusion in a progress report to be submitted to DWR.

Complete draft and Final Project Completion Report and submit to ABAG/SFEP for submittal to DWR’s Project Manager for comment and review no later than 90 days after project completion. The report shall be prepared and presented in accordance with the provision of Exhibit G.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase

Approximate area of land to be purchased or easement to be acquired, parcel information, and status of acquisition. *This task is 100% complete.* The property for the Project is already owned by the City.

Deliverables:

- None

Budget Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5 – Feasibility Studies

Project Feasibility Studies were completed as part of the project development process, see the *Gloria Way Water Well Production Alternatives Analysis and East Palo Alto Water Security Feasibility Study* (Todd, 2012) and the *Report on Drilling, Construction, and Testing of the Pad D Test Well* (EKI, 2014). *This task is 100% complete.*

Deliverables:

- Relevant Feasibility Studies

Task 6 – CEQA Documentation

Prepare and circulate a Notice of Preparation (including tribal notification to the California Native Heritage Commission as required by PRC §75102). Prepare draft Joint Initial Study and Environmental Assessment documents and release document for public review. File Notice of Completion and Notice of Determination with State Clearinghouse. Prepare letter stating no

legal challenges (or addressing legal challenges). The Gloria Way Well IS/EA (ESA, 2013) was completed and approved by the City in June 2013. The Pad D Well IS/EA will be completed in December 2016. *This task is 50% complete.*

Deliverables:

- Copy of Notice of Preparation or Exemption
- Copy of Draft and Final IS/EA
- Copy of Notice of Completion and Notice of Determination
- Tribal notification per PRC §75102
- No Legal Challenges letter

Task 7 – Permitting

Acquire the following federal, state, and local permits and approvals. *This task is 15% complete. The Gloria Way Well and Treatment System permitting is expected to be completed by December 2016.*

- San Mateo County permit to install the Pad D Well
- State Water Resources Control Board Permits to Operate Wells and Treatment Systems
- Additional permits may be obtained as required

Construction of the Pad D Well and Treatment System is not included in this grant request, however permitting of the Pad D Well and Treatment System is included in this grant request. *Permitting for the Pad D Well and Treatment System is expected to be complete in December 2017, once construction of the Pad D Well and Treatment System is complete (permits for well operation are not issued until after the well is constructed.)*

Deliverables:

- Copy of San Mateo County permit to install Pad D Well
- Copy of State Water Resource Control Board permits to operate wells
- Copy of Palo Alto Regional Water Quality Control plant permits to discharge system wastewater
- Additional permits as required

Task 8 – Design

Complete preliminary design including the following supporting work: geotechnical investigation and topographic survey. The preliminary design will provide the overall project concept for use in development of final design, plans and specifications including: preliminary design calculations, preliminary design details, and 100% (Final) design, plans, and specifications. This task is currently in the 30% complete design stage for Gloria Way Well Treatment System. Design has not begun for the Pad D Well. *Overall, this task is 15% complete for the project. The Gloria Way Well Treatment System design is expected to be complete in December 2015. The Pad D Well and Treatment System design is expected to be complete by December 2016.*

Deliverables:

- Geotechnical Report
- Topographic Survey
- Preliminary Design
- Updated Project Cost Estimate
- 30% Design Documents
- 65% Design Documents
- 100% Design Documents
- Final Design Documents, including plans and specifications

Task 9 – Project Performance Monitoring Plan

ABAG/SFEP will work with project proponents to develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. *This task is 0% complete. The expected date of task completion is September 2016.*

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 – Contract Services

Activities necessary to secure a contractor and award the contract include: develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed. *This task is 0% complete. The expected date of task completion is February 2016.* This task applies to the Gloria Way Well only.

Deliverables:

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed

Task 11 – Construction Administration

This task includes managing contractor submittal review, answering requests for information, and issuing work directives. A full time engineering construction observer will be on site for the duration of the project. Construction observer duties include: documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable. *This task is 0% complete. The expected date of task completion for the Gloria Way Well Treatment System is December 2016.* Construction and construction administration of the Pad D Well is not included in this grant request; however, both wells are expected to be completed by December 2017.

Deliverables:

- Notice of Completion

Task 12 – Construction/Implementation Activities

Project construction would adhere to construction standards, health and safety standards, laboratory analysis protocols, and acceptable standard methods.

Construction activities at the Gloria Way Well Treatment System would be implemented as outlined below. *This task is 0% complete. The expected date of task completion for the Gloria Way Well Treatment System is December 2016.* Although not included in this grant request, the expected date of completion for the Pad D Well is December 2017.

- Mobilization: Set up construction staging area and site security, install temporary construction field offices, place temporary sanitary facilities.
- Site preparation will include implementing best management practices (BMPs), clear and grub the site, designate stockpile and material storage areas, and set up traffic control.
- Construct treatment system.
- Performance testing and demobilization.

Deliverables:

- Photographic documentation
- Engineers Certification
- Final As-built drawings
- Inspection reports
- Treatment System Startup Report

Project 5 – Coastal San Mateo County Drought Relief Phase II

Budget Category (a): Direct Project Administration

Task 1 – Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the grant manager, Association of Bay Area Governments (ABAG)/San Francisco Estuary Partnership (SFEP). Prepare invoices including relevant supporting documentation for submittal to DWR via ABAG. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 – Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- Proof of labor compliance upon request

Task 3 – Reporting

Progress reports will detail work completed during quarterly reporting periods as outlined in Exhibit G of this agreement. Submit reports to ABAG/SFEP for review and inclusion in a progress report to be submitted to DWR.

Complete draft and Final Project Completion Report and submit to ABAG/SFEP for submittal to DWR's Project Manager for comment and review no later than 90 days after project completion. The report shall be prepared and presented in accordance with the provision of Exhibit G.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase

This Project occurs on privately owned lands which are participating with the RCD voluntarily and does not require purchase or easements.

Deliverables:

- N/A

Budget Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5 – Feasibility Studies

Element A–Domestic Water Use Efficiency: Feasibility analysis for replacing pipeline sections is conducted as part of Cuesta La Honda Guild's regular maintenance program. Areas that are known to leak have been identified and plans for replacement typically do not require engineered drawings. Thus, the feasibility studies for Element A are 90% complete and will be complete by September 2015.

Element B–Agricultural Water Supply Storage and Efficiency: Feasibility analysis for Element B includes irrigation audits to understand water demands throughout the growing season, as well as the level of efficiency of the irrigation system. In addition, initial engineering investigations into the construction of irrigation water supply ponds are used to determine the appropriate size and location for a pond. One of the three pond projects has 90% designs complete for the expansion and revitalization of an existing pond. The feasibility analysis for the remaining two sites is under way (initiated in April 2015)

and will be completed by January 1, 2016. Overall, this task is 50% complete. The expected date of completion for this overall task is January 2016.

Deliverables:

- Summaries of Feasibility Studies in progress reports

Task 6 – CEQA Documentation

Element A: All projects in Element A are maintenance projects and are not subject to CEQA.

Element B: All projects included in Element B fall within categorical exemptions for small restoration projects. Categorical exemption documentation (Notice of Exemption) will be prepared by the RCD after completion of 60% designs for Element B projects and will be filed with ABAG/SFEP for submittal to DWR for each project. Overall this task is 0% complete. The task is scheduled to be completed for all sites by June 1, 2016.

Deliverables:

- Copies of Notice of Exemption for each site

Task 7 – Permitting

Acquire the following federal, state, and local permits and approvals. Element A only requires a San Mateo County Access Permit, which will be acquired prior to the start of construction (as part of Task 11) and is not shown in the schedule. Most of the following permits are required the projects in Element B, except for two projects which do not require Section 7 Consultations:

- California Department of Fish and Wildlife (CDFW) Section 1602 Lake and Streambed Alteration Agreement
- U.S. Fish and Wildlife Service and/or National Marine Fisheries Service Section 7 Informal or Formal Consultations
- Appropriate Water Rights – State Water Resources Control Board

Permit applications will be submitted when the projects are at the 60% design stage and will be completed in parallel with the CEQA Notice of Exemptions.

Overall this task is 0% complete. Note, some projects, such as one in Element A will be completed prior to April 2016 when construction is expected to begin. All permits for projects in Elements A and B will be secured by November 2018.

Deliverables:

- Copies of all required permits

Task 8 – Design

Designs for projects are currently at different stages of design as detailed in the schedule (Attachment 5). For Element A, pipeline A1 is currently being developed to the 30% design stage, pipeline A2 is currently at 10% design, and pipeline A3 will be at 10% design by September 1, 2015. 100% designs for all Element A projects will be complete by November 2015.

Design for one site in Element B is at 90% and designs for two additional projects are currently being developed to the 30% stage and will be completed by January 1, 2016. 100% designs for all Element B projects will be complete by July 2016.

Overall this task is 50% complete. This overall task is expected to be complete by July 2016.

Deliverables:

- Geotechnical Report
- Topographic Survey
- Basis of Design Report
- Updated Project Cost Estimate
- 100% Design Documents

Task 9 – Project Performance Monitoring Plan

ABAG/SFEP will work with project proponents to develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. This task is 0% complete. The expected date of task completion is April 2017.

Deliverables: Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 – Contract Services

This task includes all activities necessary to secure a contractor and award the contract include: develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed. *This task is 0% complete. The expected date of task completion for all projects is October 2018.*

Deliverables:

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed

Task 11 – Construction Administration

This task includes managing contractor submittal review, answering requests for information, and issuing work directives. A full time engineering construction observer will be on site for the duration of the project. Construction observer duties include: documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable. *This task is 0% complete. The expected date of task completion is November 2018.*

Deliverables:

- Notice of Completion

Task 12 – Construction/Implementation Activities

This task includes all activities related to project construction and implementation. Work through this task would adhere to construction standards, health and safety standards, laboratory analysis protocols, and acceptable standard methods.

Element A construction includes mobilization of equipment, site preparation of water pipeline route (mainly under streets), excavation and removal of old pipeline, instillation of new pipeline, infill and repaving.

Element B construction includes mobilization of equipment, site preparation of existing or proposed pond location (new ponds located within agricultural operations), excavation of pond location and stockpiling of materials, grading and compaction of fill (and/or instillation of synthetic liner), winter weatherization of construction site, installation of irrigation efficiency improvements (new pumps, sprinkler heads, installation and replacement of leaking pipelines). *This task is 0% complete. The expected date when construction of all components of this task will be complete is October 15, 2018.*

Deliverables:

- Photographic documentation
- Engineers Certification
- Final As-built drawings

Work Plans: Shoreline Resilience – Sea Level Rise Preparedness Projects

Project ID#	Project Proponent	Project Title
6	State Coastal Conservancy	San Francisquito Creek Flood Protection and Ecosystem Restoration Project
7	State Coastal Conservancy	Mountain View Shoreline Portion of SBSPR Project
8	State Coastal Conservancy	Eden Landing Portion of SBSPR Project
9	State Coastal Conservancy	Novato Creek Flood Protection and Habitat Enhancement Project

Project 6 – San Francisquito Creek Flood Protection and Ecosystem Restoration Project

Budget Category (a): Direct Project Administration

Task 1 – Project Management

The SCC will work with the SFCJPA to manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the grant manager, Association of Bay Area Governments (ABAG)/San Francisco Estuary Partnership (SFEP). SCC and SFCJPA will prepare invoices including relevant supporting documentation for submittal to DWR via ABAG. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 – Labor Compliance Program

The SCVWD will manage construction of the project, and has established a labor compliance program that satisfies Labor Code Section 1771.3.

Deliverables:

- Proof of labor compliance upon request

Task 3 – Reporting

Progress reports will detail work completed during quarterly reporting periods as outlined in Exhibit G of this agreement. Submit reports to ABAG/SFEP for review and inclusion in a progress report to be submitted to DWR.

Complete draft and Final Project Completion Report and submit to ABAG/SFEP for submittal to DWR's Project Manager for comment and review no later than 90 days after project completion. The report shall be prepared and presented in accordance with the provision of Exhibit G.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase

All land purchase and easement agreements associated with the project have been developed and will be finalized using local resources not reflected in the project budget. Land/easement acquisitions are 95% complete. The expected date of completion is September 2015.

Deliverables:

- All relevant documentation regarding property ownership transfer or acquisition of easement including final recorded deed, title report, etc.

Budget Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5 – Feasibility Studies

Project Feasibility Studies (Preliminary Alternatives Analysis) were completed as part of the project development process. This task is 100% complete. This task was completed in December 2009.

Deliverables:

- 2009 Preliminary Alternatives Analysis upon request

Task 6 – CEQA Documentation

Project 6 – San Francisquito Creek Flood Protection and Ecosystem Restoration Project

This task was completed in October 2012 (Certification of Final EIR) and July 2013 (Filing of NOD). There were no legal challenges to the Final EIR. *This task is 100% complete.*

Deliverables:

- Copy of Notice of Preparation
- Copy of Draft and Final EIR
- Copy of Notice of Determination

Task 7 – Permitting

The SFCJPA has applied for and has secured (or is in the process of securing) the following federal, state, and local permits applicable to the project. *This task is 80% complete. The expected date of completion is February 2016.*

- U.S. Army Corps of Engineers (USACE) Section 404 Permit, including Section 7 Formal Consultations (80% complete)
- Regional Water Quality Control Board (RWQCB) Section 401 Water Quality Certification (100% complete)
- California Department of Fish and Wildlife (CDFW) Section 1602 Streambed Alteration Agreement (90% complete)
- Bay Conservation and Development Commission Permit (50% complete)

Deliverables:

- Copies of all required permits upon request

Task 8 – Design

The Draft 100% Plans, Specifications and Estimates (PSE) have been completed and are under review by the SFCJPA and its member agencies. The SFCJPA's design consultant will finalize the PSE package upon receipt of comments. *This task is 99% complete. The expected date of task completion is July 2015.*

Deliverables:

- Final 100% PSE

Task 9 – Project Performance Monitoring Plan

The SFCJPA will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. *This task is 25% complete, and will be completed prior to construction of the Project. The expected date of task completion is February 2016.*

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation**Task 10 – Contract Services**

The SCVWD will undertake activities necessary to secure a construction contractor and award the contract, including: develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed. *This task is 25% complete. The expected date of task completion is February 2016.*

Deliverables:

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed

Task 11 – Construction Administration

A construction management firm has been hired to manage construction of the project. Duties of the construction management firm include answering requests for information, and issuing work directives. A full time engineering construction inspector will be on site for the duration of the project. Construction inspector duties include: documenting pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable. This task is 5% complete. The expected date of task completion is December 2017.

Deliverables:

- Notice of Completion

Task 12 – Construction/Implementation Activities

Project construction will adhere to construction standards, health and safety standards, laboratory analysis protocols, and acceptable standard methods including levee fill compaction, welding specifications, noise and vibration notifications and monitoring, and natural resource agency permit conditions.

Construction activities will be implemented as outlined below. This task is 5% complete. The expected date of task completion is December 2017.

Mobilization: This task will consist of preparatory work and operations, including, but not limited to, those necessary for the movement of personnel, equipment, supplies, and incidentals to the project site; and for all other work and operations which must be performed before beginning work at the project site. The contractor will establish temporary facilities and areas, and install temporary fencing. The construction work area will be inspected to identify possible environmental constraints, terrain limitations and other interferences. The contractor will meet with local agencies and organizations, as required, to ensure site operations are conducted in a manner consistent with local requirements and contract documents. Contractor will prepare and submit required documents, work plans and schedules, including insurance coverage and a Storm Water Pollution Prevention Plan (SWPPP).

Site preparation: This task will consist of clearing vegetation and debris from the immediate work areas. Clearing and grubbing will consist of removing unwanted materials from the work area including trees, stumps, roots, brush, downed timber and rubbish (as applicable). Debris and cleared materials will be consolidated and stockpiled at a designated disposal area. Following clearing activities along the project site and work area, erosion, water, and pollution control measures will be installed. Layout surveying will be completed and construction alignments will be identified from established control points, benchmarks, and baselines indicated on the design drawings. The SWPPP will be implemented.

Construction Activities: The following elements of the project will be constructed:

- Relocate PG&E gas transmission line
- Degrade existing left bank levee
- Construct new left bank set back levee
- Construct left bank overflow terrace
- Degrade and reconstruct right bank levee
- Grade and fill right bank levee downstream of Friendship Bridge
- Construct O'Connor Street Pump Station tie-in
- Construct pedestrian boardwalk at Friendship Bridge
- Widen the channel and excavate deposited sediments to marshplain elevation
- Install sheet pile floodwalls in upstream half of project reach
- Installation of restoration plantings

Performance Testing and Demobilization: All gates and valves will be tested during this phase to ensure proper working condition. Testing will be performed at design head to ensure there are no leaks or malfunctions in use. Mechanical operation will be verified prior to project close-out.

Project 6 – San Francisquito Creek Flood Protection and Ecosystem Restoration Project

Demobilization will include all activities for transportation of personnel, equipment, and supplies not required or included in the contract from the site, including disassembly, removal and site cleanup, of offices, buildings and other facilities assembled on the site specifically for the project.

Deliverables:

- Photographic documentation
- Engineers Certification
- Final As-built drawings
- Inspection reports

Project 7 – Mountain View Shoreline Portion of SBSPR Project

Budget Category (a): Direct Project Administration

Task 1 – Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the grant manager, Association of Bay Area Governments (ABAG)/San Francisco Estuary Partnership (SFEP). Prepare invoices including relevant supporting documentation for submittal to DWR via ABAG. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 – Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- Proof of labor compliance upon request

Task 3 – Reporting

Progress reports will detail work completed during quarterly reporting periods as outlined in Exhibit G of this agreement. Submit reports to ABAG/SFEP for review and inclusion in a progress report to be submitted to DWR.

Complete draft and Final Project Completion Report and submit to ABAG/SFEP for submittal to DWR's Project Manager for comment and review no later than 90 days after project completion. The report shall be prepared and presented in accordance with the provision of Exhibit G.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase

The lands were acquired in 2003 and are currently in public ownership (USFWS). Other lands needed for the project are owned by the City of Mountain View, a project partner. The SCC and the City will enter into an agreement for construction access. The acquisition of land is 100% complete. Construction access agreements are 10% complete. Overall, this task is 90% complete. The expected date of task completion is August 1, 2016.

Deliverables:

- Construction access agreement with City of Mountain View.

Budget Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5 – Feasibility Studies

Project feasibility was analyzed as part of the Restoration Preliminary Design Memo completed as part of the project development process in 2014. This task is 100% complete.

Deliverables:

- Restoration Preliminary Design Memo

Task 6 – CEQA Documentation

The Notice of Preparation (including tribal notification to the California Native Heritage Commission as required by PRC §75102) was completed in 2013. The Environmental Impact Study/Report (EIS/R) was released in July 2015. Notice of Completion and Notice of Determination will be filed with State Clearinghouse in early 2016. Letter stating no legal challenges will be sent to ABAG/SFEP for submittal to DWR by June 2016. *This task is 50% complete. The expected date of completion is June 2016.*

Deliverables:

- Copy of Notice of Preparation or Exemption
- Copy of Final EIR
- Copy of Notice of Completion and Notice of Determination
- Tribal notification per PRC §75102
- No Legal Challenges letter

Task 7 – Permitting

Acquire the federal, state, and local permits and approvals listed below. *This task is 0% complete. The expected date of task completion is August 1, 2016.*

- San Francisco Bay Conservation and Development Commission (BCDC) Permit
- Clean Water Act Section 404 Permit
- Clean Water Act Section 401 Water Quality Certification
- CA Fish and Game Code Section 1602 Streambed Alteration Agreement
- CA Endangered Species Act Section 2081(b) for incidental take of state listed species
- ESA Section 7 consultation with USFWS
- ESA Section 7, MMPA, and EFH consultation with NOAA-NMFS

Deliverables:

- Copies of all required permits

Task 8 – Design

Complete 100% preliminary design. This task is currently in the 30% complete design stage. *This task is 30% complete. The expected date of task completion is August 1, 2016.*

Deliverables:

- 100% Design Documents

Task 9 – Project Performance Monitoring Plan

ABAG/SFEP will work with project proponents to develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include a description of baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. *This task is 0% complete. The expected date of task completion is August 1, 2016.*

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation**Task 10 – Contract Services**

Activities necessary to secure a contractor and award the contract include: develop bid documents, final plans and specifications, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed. *This task is 0% complete. The expected date of task completion is November 1, 2016.*

Deliverables:

- Bid documents
- Award of contract
- Notice to proceed

Task 11 – Construction Administration

This task includes managing contractor submittal review, answering requests for information, and issuing work directives. Construction observer duties include addressing questions of contractors on site, reviewing/updating project schedule, inspection of work, and notifying contractor if work is not acceptable. *This task is 0% complete. This task will be complete at the end of project construction.*

Deliverables:

- Notice of Completion

Task 12 – Construction/Implementation Activities

Project construction would adhere to construction standards and health and safety standards as determined by the USFWS.

Construction activities would be implemented as outlined below. *Overall, this task is 0% complete. The expected date of task completion is July 1, 2018.*

Mobilization and Site Preparation: Contractor will mobilize to the site and carry out site preparation, including selection of a staging area, de-water area, and prepare site in accordance with project permits. Contractor will mobilize construction equipment and materials.

Project Construction:

- *Flood and Infrastructure Protection Improvements:* To protect PG&E towers and maintain PG&E access, the Bay Front levee in Pond A2W would be raised and improved. Two railroad car bridges will be constructed over breaches in A2W to maintain PG&E access and to provide a public access trail. To protect against tidal flooding, 8,000 feet (or 1.5 miles) of the levee on the west side of Charleston Slough and to the south end of Pond A1 will be raised above the tidal flood elevations (this includes the Coast Casey levee and portions of the Palo Alto Flood Basin levee). Finally, the Shoreline Lake pump infrastructure will be raised out of future marsh plain.
- *Habitat Transition Zone:* Broad upland transition will be constructed by placing up to 170,000 cubic yards of material along the southern edge of A1 and A2W. This 30:1 slope will reduce the impacts from wave run-up, expedite restoration of tidal marsh, create elevation heterogeneity for high tide refuge, and allow areas for future inland marsh transgression in the face of sea level rise. As called for in the Tidal Marsh Recovery Plan and the forthcoming 2014/15 Baylands Ecosystem Goals Update, these transition zones are a critical feature for special status species and would replace historic habitat that is now largely absent in the south Bay.
- *Levee Lowering and Breaching:* To allow natural processes to create tidal wetlands, the project seeks to improve the hydrological connection between pond waters and the Bay. Lowering 4,730 feet of the west levee of Pond A1 to 6.9 feet NAVD88 will allow tidal flows over the levee on higher daily tides. In addition up to 8 breaches will be constructed through existing levees at the location of historic slough channels. Breaches will evolve naturally with tidal flows and will not be armored except where the railroad car bridges have been placed over breaches. Placement of material dredged from breaches and pilot channel excavation will be used to block borrow ditches to facilitate the development of a tidal channel network.
- *Public Access and Interpretation:* To maintain existing trails along Charleston Slough, the levee improvements will rebuild and improve existing trails. To provide the public with the opportunity to enjoy a restoring marsh, 9,850 feet (1.87 miles) of new trail will be constructed on existing levees on the eastern and northern side of Pond A2W. One viewing platform would be constructed in Pond A1 to provide an overlook into the evolving marsh and another would be constructed in Pond A2W to provide a view of the open waters of the Bay as well as the project site. Interpretive signs will be installed on the platforms as well as at other key locations. One of the interpretive themes will be the role tidal wetlands play in sequestering carbon.

Demobilization: USFWS will perform construction management and oversight services to will ensure that the project is constructed to design specifications, and will oversee contractor demobilization from the site.

Deliverables:

- Engineers Certification
- Final As-built drawings
- Inspection reports

Project 8 – Eden Landing Portion of SBSPR Project

Budget Category (a): Direct Project Administration

Task 1 – Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the grant manager, Association of Bay Area Governments (ABAG)/San Francisco Estuary Partnership (SFEP). Prepare invoices including relevant supporting documentation for submittal to DWR via ABAG. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 – Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- Proof of labor compliance upon request

Task 3 – Reporting

Progress reports will detail work completed during quarterly reporting periods as outlined in Exhibit G of this agreement. Submit reports to ABAG/SFEP for review and inclusion in a progress report to be submitted to DWR.

Complete draft and Final Project Completion Report and submit to ABAG/SFEP for submittal to DWR's Project Manager for comment and review no later than 90 days after project completion. The report shall be prepared and presented in accordance with the provision of Exhibit G.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase

Eden Landing Ecological Reserve was acquired as part of the SBSPR Project acquisition in 2003. *This task is 100% complete.*

Deliverables:

- None

Budget Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5 – Feasibility Studies

Alternative Analysis is complete and Design Memorandum is underway. *This task is 30% complete. The expected date of task completion is December 2015.*

Deliverables:

- Relevant Feasibility Studies

Task 6 – CEQA Documentation

Prepare and circulate a Notice of Preparation (including tribal notification to the California Native Heritage Commission as required by PRC §75102). Prepare draft Environmental Impact Statement/Reports (EIS/R) and release document for

public review. File Notice of Completion and Notice of Determination with State Clearinghouse. Prepare letter stating no legal challenges (or addressing legal challenges). *This task is 0% complete. The expected date of task completion is December 2016.*

Deliverables:

- Copy of Notice of Preparation or Exemption
- Copy of Draft and Final EIR, IS/MND, Environmental Assessment
- Copy of Notice of Completion and Notice of Determination
- Tribal notification per PRC §75102
- No Legal Challenges letter

Task 7 – Permitting

Acquire the federal, state, and local permits and approvals listed below. *This task is 0% complete. The expected date of task completion is December 2017.*

- San Francisco Bay Conservation and Development Commission (BCDC) Permit
- Clean Water Act Section 404 Permit
- Clean Water Act Section 401 Water Quality Certification
- CA Fish and Game Code Section 1602 Streambed Alteration Agreement
- CA Endangered Species Act Section 2081(b) for incidental take of state listed species
- ESA Section 7 consultation with USFWS
- ESA Section 7, MMPA, and EFH consultation with NOAA-NMFS

Deliverables:

- Copies of all required permits

Task 8 – Design

Complete 100% design. This task is currently in the 10% complete design stage. *This task is 0% complete. The expected date of task completion is December 2017.*

Deliverables:

- Updated Project Cost Estimate
- 100% Design Documents

Task 9 – Project Performance Monitoring Plan

ABAG/SFEP will work with project proponents to develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. *This task is 0% complete. The expected date of task completion is August 1, 2016.*

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 – Contract Services

Activities necessary to secure a contractor and award the contract include: develop bid documents, final plans and specifications, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed. *This task is 0% complete. The expected date of task completion is March 30, 2018.*

Deliverables:

- Bid documents
- Award of contract
- Notice to proceed

Task 11 – Construction Administration

This task includes managing contractor submittal review, answering requests for information, and issuing work directives. A full time engineering construction observer will be on site for the duration of the project. Construction

observer duties include documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/updating project schedule, notifying contractor if work is not acceptable. This task is 0% complete. The expected date of task completion is at the completion of construction.

Deliverables:

- Notice of Completion

Task 12 – Construction/Implementation Activities

Project construction would adhere to construction standards and health and safety standards as determined by the CDFW. Construction activities would be implemented as outlined below. Overall, this task is 0% complete. The expected date of task completion is October 2019.

Mobilization and Site Preparation: Contractor will mobilize to the site and carry out site preparation, including selection of a staging area, and de-water area and prepare site in accordance with project permits. Contractor will mobilize construction equipment and materials.

Project Construction:

- *Flood and Infrastructure Protection Improvements:* To protect against tidal flooding, 2.06 miles of levee (west side of Ponds E1 and E2) will be raised approximately 2 feet (above the tidal flood elevations). Along the eastern side of Ponds E4 and E7, 1.54 miles of levee will be improved.
- *Habitat Transition Area:* Broad upland transition will be constructed by placing up to 300,000 cubic yards of material along pond-side of the improved E2 and E1 levee. Additional habitat transition zone will be placed (up to 76,000 cubic yards) along the eastern side of E7 and E4. A variable slope (15:1 to 30:1) will reduce the impacts from wave run-up, expedite restoration of tidal marsh, create elevation heterogeneity for high tide refuge, and allow areas for future inland marsh transgression in the face of sea level rise. As called for in the Tidal Marsh Recovery Plan and the forthcoming 2014/15 Baylands Ecosystem Goals Update, these transition zones are a critical feature for special status species and would replace historic habitat that is now largely absent in the south Bay.
- *Levee Breaching:* To allow natural processes to create tidal wetlands, the project seeks to improve the hydrological connection between pond waters and the Bay. Up to 3 breaches would be constructed through existing levees on Old Alameda Creek and the levee adjacent to the Alameda Creek Flood Control Channel (through existing wetlands, not the flood protection levee). Breaches will evolve naturally with tidal flows and will not be armored. Placement of material dredged from breaches and pilot channel excavation will be used to block borrow ditches to facilitate the development of a tidal channel network.
- *Public Access and Interpretation:* To provide the public with the opportunity to enjoy a restoring marsh, 2.06 miles of new trail will be constructed on the eastern side of southern Eden Landing connecting Old Alameda Creek to Westport Way. Interpretive signs will be installed at key locations.

Performance Testing and Demobilization: CDFW will perform construction management and oversight services to will ensure that the project is constructed to design specifications, and will oversee contractor demobilization from the site.

Deliverables:

- Photographic documentation
- Engineers Certification
- Final As-built drawings
- Inspection reports

Project 9 – Novato Creek Flood Protection and Habitat Enhancement Project

Budget Category (a): Direct Project Administration

Task 1 – Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the grant manager, Association of Bay Area Governments (ABAG)/San Francisco Estuary Partnership (SFEP). Prepare invoices including relevant supporting documentation for submittal to DWR via ABAG. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors.

Deliverables:

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

Task 2 – Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- Proof of labor compliance upon request

Task 3 – Reporting

Progress reports will detail work completed during quarterly reporting periods as outlined in Exhibit G of this agreement. Submit reports to ABAG/SFEP for review and inclusion in a progress report to be submitted to DWR.

Complete draft and Final Project Completion Report and submit to ABAG/SFEP for submittal to DWR's Project Manager for comment and review no later than 90 days after project completion. The report shall be prepared and presented in accordance with the provision of Exhibit G.

Deliverables:

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

Budget Category (b): Land Purchase/Easement

Task 4 – Land Purchase

Element A–Bel Marin Keys Wetlands Restoration Project Phase I: This task is 100% complete. Land is owned by the State Coastal Conservancy.

Element B–Novato Creek Phase I Flood Reduction and Wetlands Enhancement Project: The project is located on lands owned or with right of way by the Marin County Flood Control District and additional property or right of way acquisitions are not required.

Overall, this task is 100% complete.

Deliverables:

- Relevant documentation regarding property ownership transfer or acquisition of easement including final recorded deed, title report, etc.

Budget Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5 – Feasibility Studies

Element A: Project feasibility studies were completed as part of the project development process. The *Bel Marin Keys Unit V Expansion of the Hamilton Wetland Restoration Project General Reevaluation Report (GRR)* (April 2003) evaluated restoration alternatives, which included the project components (new levee and seasonal wetlands).

Levee: The conceptual levee design in the GRR Alternative 2 was subsequently refined as part of the design effort by Moffatt & Nichol (M&N) in 2013. This subtask is 100% complete.

Seasonal wetlands: The conceptual design for seasonal wetlands in GRR Alternative 2 assumed that dredged sediment would be placed on the site prior to construction of the seasonal wetlands. The current plan does not include placement of dredged sediment in the seasonal wetland area. Consequently, a new feasibility study will be developed. The expected date of subtask completion is November 2015.

Element B: Project Feasibility studies are being conducted as part of the project development process. An Existing Conditions Hydraulics Study Report was 100% completed in June 2014 (KHE 2014). KHE is currently completing the proposed conditions hydraulics evaluation report that is approximately 70% complete and will be finalized by January 2016.

Overall, this task is 75% complete. The expected date of completion is January 2016.

Deliverables:

- Relevant Feasibility Studies

Task 6 – CEQA Documentation

Element A: Prepare and circulate a Notice of Preparation (including tribal notification to the California Native Heritage Commission as required by PRC §75102). Prepare draft addendums to the Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) and release document for public review. File Notice of Completion and Notice of Determination with State Clearinghouse. Prepare letter stating no legal challenges (or addressing legal challenges).

The Final Supplemental Environmental Impact Report/Environmental Impact Statement Bel Marin Keys Unit V Expansion of the Hamilton Wetland Restoration Project (EIR/S) (2003) analyzed restoration alternatives, which included the project components (new levee and seasonal wetlands).

Levee: The conceptual levee design in the preferred alternative (Revised Alternative 2) was subsequently refined as part of the design effort by Moffatt & Nichol (M&N) in 2013. An addendum to the EIR/S will be prepared to address the revised levee alignment. The expected date of subtask completion is November 2015.

Seasonal wetlands: The conceptual design for seasonal wetlands in the preferred alternative (Revised Alternative 2) assumed that dredged sediment would be placed on the site prior to construction of the seasonal wetlands. The current plan does not include placement of dredged sediment in the seasonal wetland area. Consequently, a CEQA addendum will be developed. The expected date of subtask completion is November 2016.

Element B: Prepare and circulate a Notice of Preparation (including tribal notification to the California Native Heritage Commission as required by PRC §75102). Prepare draft negative declaration or Environmental Impact Report (EIR) and release document for public review. File Notice of Completion and Notice of Determination with State Clearinghouse. Prepare letter stating no legal challenges (or addressing legal challenges). This task is 0% complete. This task is anticipated to be completed on or by November 2017.

Overall, this task is 40% complete. The expected date of completion is November 2017.

Deliverables:

- Copy of Notice of Preparation
- Copy of Draft and Final CEQA/NEPA documentation
- Copy of Notice of Completion and Notice of Determination
- Tribal notification per PRC §75102
- No Legal Challenges letter

Task 7 – Permitting

Overall, this task is 2% complete. The expected date of completion is May 2018.

Element A: Acquire the following federal, state, and local permits and approvals. This task is 0% complete. The levee is expected to be complete in March 2017. The Seasonal wetlands are expected to be complete in March 2018.

- U.S. Army Corps of Engineers (USACE) Section 404 Individual Permit Application - application and supporting documents, including: Wetland Delineation; USFWS Biological Assessment; Section 106 Cultural Resources Survey Report; 404 (B)(1) Alternatives Analysis.
- Regional Water Quality Control Board (RWQCB) Section 401 Water Quality Certification
- California Department of Fish and Wildlife (CDFW) Section 1602 Lake and Streambed Alteration Agreement
- CDFW Section 2081 Incidental Take Permit
- State Historic Preservation Officer (SHPO) Section 106 compliance
- U.S. Fish and Wildlife Service and/or National Marine Fisheries Service Section 7 Informal or Formal Consultations
- Bay Conservation Development Commission Administrative Permit
- Additional permits may be obtained as required

Element B: Acquire the following federal, state, and local permits and approvals. This task is 5% complete. The expected date of task completion is May 2018.

- U.S. Army Corps of Engineers (USACE) Section 404 (f) exemption, Individual 404 Permit, or Nationwide Permit coverage
- Regional Water Quality Control Board (RWQCB) Section 401 Water Quality Certification
- California Department of Fish and Wildlife (CDFW) Section 1602 Lake and Streambed Alteration Agreement
- CDFW Section 2081 Incidental Take Permit
- State Historic Preservation Officer (SHPO) Section 106 compliance
- U.S. Fish and Wildlife Service and/or National Marine Fisheries Service Section 7 Informal or Formal Consultations
- Additional permits may be obtained as required

Deliverables:

- Copies of all required permits

Task 8 – Design

Overall, this task is 10% complete. The expected date of completion is July 2017.

Complete preliminary design including the following supporting work: geotechnical investigation, topographic survey, and basis of design report (BOD). The BOD will provide the overall project concept for use in development of final design, plans and specifications including: preliminary earthwork calculations, preliminary design details, and 100% (Final) design, plans, and specifications.

Element A: This task is currently in the preliminary design stage; overall, design of the project is 10% complete.

- Levee: This task is currently in the conceptual design phase. The expected date of task completion is June 2016.
- Seasonal wetlands: This task is currently in the feasibility phase. The expected date of task completion is May 2017.

Element B: This task is currently in the 10% complete design stage; overall, design of the project is 10% complete. The expected date of task completion is July 2017.

Deliverables:

- Geotechnical Report
- Topographic Survey

- BOD Report
- Updated Project Cost Estimate
- 100% Design Documents

Task 9 – Project Performance Monitoring Plan

ABAG/FEP will work with project proponents to develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

This task is 0% complete.

Element A: The expected date of task completion is January 2017.

Element B: The expected date of task completion is May 2017.

Deliverables:

- Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 10 – Contract Services

Activities necessary to secure a contractor and award the contract include: develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed.

This task is 0% complete.

Element A: The expected date of task completion is April 2017.

Element B: The expected date of task completion is June 2018.

Deliverables:

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed

Task 11 – Construction Administration

This task includes managing contractor submittal review, answering requests for information, and issuing work directives. A full time engineering construction observer will be on site for the duration of the project. Construction observer duties include: documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable.

This task is 0% complete.

Element A: The expected date of task completion is October 2018.

Element B: The expected date of task completion is October 2019 at latest should two construction seasons be necessary of October 2018 if work is completed in one season.

Deliverables:

- Notice of Completion

Task 12 – Construction/Implementation Activities

Project construction would adhere to construction standards, health and safety standards, and mitigation measures as laid out in the final environmental and permitting documents. Overall, this task is 0% complete. The expected date of completion is October 2019.

Element A: Construction activities would be implemented as outlined below. This task is 0% complete. The expected date of task completion is September 2018.

- Mobilization: Set up construction staging area and site security, install temporary construction field offices, place temporary sanitary facilities, instigate best management practices. Pre-construction biological surveys and contractor training for work in wetland areas.
- Site preparation will include implementing site best management practices (BMPs), clear and grub, designate stockpile and material storage areas, and set up traffic control.
- Clearing of levee footprint and seasonal wetland areas; transport of levee fill materials, grading, compaction, testing, development of site hydrology, outplanting of native plant palette, watering for establishment.
- Performance testing and demobilization.

Element B: Construction activities would be implemented as outlined below. This task is 0% complete. The expected date of task completion is on or by October 2019.

- Mobilization: Set up construction staging area and site security, install temporary construction field offices, place temporary sanitary facilities. Pre-construction biological surveys and contractor training for work in wetland areas.
- Site preparation will include implementing site best management practices (BMPs), clear and grub, designate stockpile and material storage areas, and set up traffic control.
- Prepare area for weir construction, install, construct, excavate weir and seasonal wetlands. Perform revegetation plantings.
- Performance testing and demobilization

Deliverables:

- Photographic documentation
- Engineers Certification
- Final As-built drawings
- Inspection reports

Work Plan: Grant Administration

Project ID#	Project Proponent	Project Title
10	ABAG/SFEP	Grant Administration

Project 10 – Grant Administration

Budget Category (a): Direct Project Administration

Task 1 – Project Management

The Bay Area Regional Climate Change Preparedness Program (Grant) will be administered by the Association of Bay Area Governments (ABAG)/San Francisco Estuary Partnership (SFEP). ABAG/SFEP will provide grant administration in compliance with DWR's reporting and other requirements and will coordinate with the project managers of the local project sponsors responsible for implementing the projects contained in this agreement. Grant management tasks are described below.

- *Proposal Preparation:* ABAG/SFEP, with concurrence with the Regional Coordinating Committee, and in accordance with ABAG contracting protocols, entered into a contract with a consultant, Horizon Water & Environment, to prepare the grant proposal. ABAG/SFEP provided oversight for preparation of the grant application including coordinating with each selected Local Project Sponsor (LPS), as well as the consultant team. *The proposal preparation task is 100% complete.*
- *Contracting:* ABAG/SFEP will negotiate a grant agreement with DWR in accordance with DWR reporting and compliance requirements associated with grant administration and will coordinate with the LPS project managers responsible for implementing the projects contained in this agreement. In tandem with this agreement, ABAG/SFEP will negotiate and finalize LPS agreements with each entity that will receive grant funding. ABAG/SFEP will attain approval from the ABAG Executive Board for all agreements and ensure that the governing body of each LPS also does so. Each agency will be expected to execute an agreement before reimbursement is requested or distributed. Within 30-days of Grant Award, ABAG/SFEP will finalize the updated work plan, monitoring plan, schedule, and budget for the grant agreement with possible assistance from a hired consultant. *This task is 0% complete.*
- *Project Coordination:* An LPS Oversight and Coordination Committee will meet in person or by conference call, as needed to address outstanding issues and review updates. Records of these meetings will be distributed electronically and maintained on the project website. Periodic job site visits will be conducted by ABAG/SFEP to verify progress on projects, particularly at the final inspection with DWR which is a condition of project completion and subsequent release of retained funds. *This task is 0% complete.*
- *Project Management:* ABAG/SFEP will manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with IRWM DWR project manager. Work includes ongoing administration and management of LPS and possible contractor(s), accounting, legal work, reviewing work products, and preparing documents for DWR review. At the end of the grant period the files will be stored on the project website for at least three years. *This task is 0% complete.*

Task 2 – Invoicing

ABAG/SFEP will be responsible for compiling invoices for submittal to DWR. This includes collecting invoice documentation from each LPS and compiling the information into a DWR Invoice Packet. *This task is 0% complete.* Additional detail is provided below.

- *Reimbursement Requests (invoices)* will be submitted to DWR quarterly in accordance with the format specified by the DWR Grant Agreement. ABAG will be responsible for preparing the reimbursement request based on records provided by the LPS. The conditions for reimbursement will be specified in the LPS Agreement for each agency. ABAG will review each request and submit the reimbursement request (invoice) to DWR. A consultant may help to coordinate with LPS and maintain records. After ABAG receives reimbursement from the State, ABAG will disburse funds to LPS. ABAG will track each disbursement and cumulative disbursements to date. Records will be maintained in accordance with the DWR Grant Agreement and generally acceptable accounting principles and practices. If needed, a consultant may be utilized to assist with tracking.
- *Bookkeeping and Auditing:* ABAG will maintain financial records as required by the DWR Grant Agreement. Records will be updated on a monthly basis to summarize ABAG administration costs to date, reimbursement requested from DWR, reimbursement received from DWR, reimbursement disbursed from ABAG to LPSs, and any outstanding financial issues. These monthly records will be available electronically to LPSs. An independent annual audit, as well as a close-out audit, will be performed by an independent Certified Public Accountant, using

generally accepted accounting principles. The IRWMP Prop 84 account will be treated similarly to other ABAG accounts during auditing.

Task 3 – Progress Reports and Project Completion Reports

ABAG/SFEP will be responsible for compiling progress reports for submittal to DWR. ABAG/SFEP will coordinate with Local Project Sponsors to prepare and submit Progress Reports and Final Project Completion Reports for each project, as well as the Grant Completion Reports. ABAG may retain consultants, as needed, to assist with this work.

Reports will meet generally accepted professional standards for technical reporting and the required terms of the contract with DWR outlines in Exhibit G of this agreement.

The Progress Reports will be prepared on a quarterly basis by each LPS during the grant period. Progress Reports will explain the status of the project and will include the following information: key milestones achieved, percent completion on each task identified in the work plan, and accumulated cost to date organized by grant funded costs and non-State match costs for each project. Progress Reports will be posted on a website available to all LPSs as well as DWR. Reports will be prepared per the format specified in the DWR Grant Agreement and submitted electronically to DWR.

Project Completion Reports will be initiated by each LPS as the project is nearing completion. Each LPS will submit a draft Final Project Completion Report containing a description of the actual work completed, the final schedule showing actual progress versus planned progress, project results, and lessons learned. Copies of final documents and reports generated during the project will serve as appendices. ABAG will review each draft report and submit it to DWR in accordance with the DWR Grant Agreement. After DWR review, ABAG will direct the LPS to finalize the final report and post such reports to the project internet site. The Final Project Completion Report will be submitted to DWR within 90 days of DWR verification that all tasks have been completed.

Deliverables:

- Executed DWR Grant Agreement
- ABAG Executive Board approval of Grant Agreement
- Final Work Plan, Schedule, and Budget for the Grant Agreement
- LPS Agreements with all LPSs
- Approval from the ABAG Executive Board and the governing body of each LPS
- Consultant contract (if needed)
- Minutes of LPS Oversight and Coordination Committee Meetings
- Quarterly Progress Reports submitted to DWR
- Draft and Final Reports submitted to DWR
- Invoices and associated backup documentation submitted to DWR
- Internet site with posted reports