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## Electronic Copies of this Form

For all future reporting, you must download a copy of this Cover Sheet as follows:

1. Go to: [http://www.waterboards.ca.gov/water\\_issues/programs/cwa401/certifications.shtml](http://www.waterboards.ca.gov/water_issues/programs/cwa401/certifications.shtml)
2. Find your Certification in the table based on Applicant, Date, and Subject headers.
3. Make an electronic copy of this Cover Sheet that includes the correct project identification information shown above.

## Report Submittal Instructions

1. Check the box on the Report and Notification Cover Sheet next to the report or notification you are submitting.
  - **Part A (Annual Report):** This report will be submitted annually, by July 1<sup>st</sup>, until a Notice of Project Complete Letter is issued.
  - **Part B (Project Status Notifications):** Used to notify the State Water Board of the status of the Project schedule that may affect Project billing.
  - **Part C (Conditional Notifications and Reports):** Required on a case by case basis for accidental discharges of hazardous materials, violation of compliance with water quality standards, or notification of in-water work.
2. Sign the Report and Notification Cover Sheet and attach all information requested for the Report Type.
3. **Electronic Report Submittal Instructions:**
  - Submit signed Report and Notification Cover Sheet and required information via email to: [stateboard401@waterboards.ca.gov](mailto:stateboard401@waterboards.ca.gov)
  - Include in the subject line of the email:  
Subject: ATTN: Bob Solecki; Reg. Measure ID: 401132\_Report

These definitions apply to the terms used in the Notification and Reporting Cover Sheet.

## Definitions

1. **Active Discharge Period:** The active discharge period begins with the effective date of this Order and ends on the date that the Permittee receives a Notice of Completion of Discharges Letter or, if no post-construction monitoring is required, a Notice of Project Complete Letter. The Active Discharge Period includes all elements of the Project including site construction and restoration, and any permittee responsible compensatory mitigation construction.
2. **Request for Notice of Completion of Discharges Letter:** This request by the Permittee to the State Water Board staff pertains to projects that have post construction monitoring requirements, i.e. if site restoration was required to be monitored for 5 years following construction. State Water Board staff will review the request and send a Completion of

## Report and Notification Requirement Instructions

Discharges Letter to the Permittee upon approval. This letter will initiate a change in fees from the annual active discharge fee to the annual post-discharge monitoring fee.

3. **Request for Notice of Project Complete Letter:** This request by the Permittee to the State Water Board staff pertains to projects that either have completed post-construction monitoring or have no post-construction monitoring requirements, and no further Project activities are planned. Letter issued by the State Water Board staff following review and approval of Request for Notice of Project Complete Letter. Termination of annual invoicing of fees will correspond with the date of this letter.
4. **Post-Discharge Monitoring Period:** The post-discharge monitoring period begins on the date of the Notice of Completion of Discharges Letter and ends on the date of the Notice of Project Complete Letter issued by the State Water Board staff. The Post-Discharge Monitoring Period includes continued water quality monitoring or compensatory mitigation monitoring.
5. **Effective Date:** Date of Order issuance.

### Map/Photo Documentation Information

When submitting maps or photos, please use the following formats.

#### 1. **Map Format Information:**

Preferred map formats of at least 1:24000 (1" = 2000') detail (listed in order of preference):

- **GIS shapefiles:** The shapefiles must depict the boundaries of all project areas and extent of aquatic resources impacted. Each shape should be attributed with the extent/type of aquatic resources impacted. Features and boundaries should be accurate to within 33 feet (10 meters). Identify datum/projection used and if possible, provide map with a North American Datum of 1983 (NAD38) in the California Teale Albers projection in feet.
- **Google KML files** saved from Google Maps: My Maps or Google Earth Pro. Maps must show the boundaries of all project areas and extent/type of aquatic resources impacted. Include URL(s) of maps. If this format is used include a spreadsheet with the object ID and attributed with the extent/type of aquatic resources impacted.
- **Other electronic format** (CAD or illustration format) that provides a context for location (inclusion of landmarks, known structures, geographic coordinates, or USGS DRG or DOQQ). Maps must show the boundaries of all project areas and extent/type of aquatic resources impacted. If this format is used include a spreadsheet with the object ID and attributed with the extent/type of aquatic resources impacted.
- Aquatic resource maps marked on paper **USGS 7.5 minute topographic maps** or **Digital Orthophoto Quarter Quads (DOQQ)** printouts. Maps must show the boundaries of all project areas and extent/type of aquatic resources impacted. If this format is used include a spreadsheet with the object ID and attributed with the extent/type of aquatic resources impacted.

2. **Photo-Documentation:** Include a unique identifier, date stamp, written description of photo details, and latitude/longitude (in decimal degrees) or map indicating location of photo. Successive photos should be taken from the same vantage point to compare pre/post construction conditions.

**\*This Report and Notification Cover Sheet must be signed by the Permittee or an authorized representative and included with all written submittals.**

**REPORT AND NOTIFICATION COVER SHEET**

**Project:** 2015 Fisheries Restoration Grant Program  
**Permittee:** California Department of Fish and Wildlife  
**Reg. Meas. ID:** 401132 **Place ID:** 815399  
**Order Effective Date:** September 9, 2015

**Report Type Submitted**

**Part A – Annual Report**

Report Type 1  Annual Report

**Part B - Project Status Notifications**

Report Type 2  Commencement of Construction

Report Type 3  Request for Notice of Completion of Discharges Letter

Report Type 4  Request for Notice of Project Complete Letter

**Part C - Conditional Notifications and Reports**

Report Type 5  Accidental Discharge of Hazardous Material Report

Report Type 6  Violation of Compliance with Water Quality Standards Report

Report Type 7  In-Water Work/Diversions Water Quality Monitoring Report

**Responsible Party or Authorized Representative<sup>1</sup> for this submittal**

Print Name	Affiliation and Job Title
Signature	Date

**<sup>1</sup>STATEMENT OF AUTHORIZATION (if necessary)**

I hereby authorize \_\_\_\_\_ to act in my behalf as my agent in the submittal of this report, and to furnish upon request, supplemental information in support of this submittal.

\_\_\_\_\_  
Permittee's Signature

\_\_\_\_\_  
Date

**Part A –Annual Report and Report Topics**

<b>Report Type 1</b>	<b>Annual Report</b>
<b>Report Purpose</b>	Notify the State Water Board staff of Project status during both the active discharge and post-discharge monitoring periods.
<b>When to Submit</b>	Annual reports shall be submitted each year on July 1st. Annual reports shall continue until a Notice of Project Complete Letter is issued to the Permittee.
<b>Report Contents</b>	<p>The contents of the annual report shall include the topics indicated below for each project period. Report contents are outlined in Annual Report Topics below.</p> <p><b><u>During the Active Discharge Period</u></b></p> <ul style="list-style-type: none"> <li>• <b>Topic 1: Construction Summary</b></li> <li>• <b>Topic 2: Mitigation for Temporary Impacts Status</b></li> <li>• <b>Topic 3: Compensatory Mitigation for Permanent Impacts Status</b></li> </ul> <p><b><u>During the Post-Discharge Monitoring Period</u></b></p> <ul style="list-style-type: none"> <li>• <b>Topic 2: Mitigation for Temporary Impacts Status</b></li> <li>• <b>Topic 3: Compensatory Mitigation for Permanent Impacts Status</b></li> </ul>
<b>Annual Report Topics (1-3)</b>	
<b>Annual Report Topic 1</b>	<b>Construction Summary</b>
<b>When to Submit</b>	With the annual report during the Active Discharge Period.
<b>Report Contents</b>	<ol style="list-style-type: none"> <li>1. Update on Project progress during the preceding fiscal year and identify the following information: <ol style="list-style-type: none"> <li>a. Restoration project name and grant number as listed in the Project list.</li> <li>b. Year of notification approval.</li> <li>c. Restoration project purpose and summary work description.</li> <li>d. Name(s) of affected water body(ies).</li> <li>e. Latitude/longitude in decimal degrees to at least four decimals.</li> <li>f. Actual construction start and end-dates for each restoration project.</li> <li>g. Whether each restoration project is on-going or completed.</li> <li>h. For all restoration projects completed during the year: <ol style="list-style-type: none"> <li>i) The type(s) of receiving (affected) water body(ies) (e.g., at a minimum: river/streambed, lake/reservoir, ocean/estuary/bay, riparian area, or wetland type.)</li> <li>ii) The total quantity in acres of each type of receiving water body temporarily impacted, and permanently impacted.</li> <li>iii) The total acres of the completed restoration project.</li> </ol> </li> </ol> </li> <li>2. Copies of reports documenting the following monitoring activities described in the Project IS/MND: <ol style="list-style-type: none"> <li>a. Post-project monitoring immediately after a restoration project is</li> </ol> </li> </ol>

## Notification and Report Submittal Information and Contents

	<p>completed to ensure that restoration projects are completed as designed.</p> <p>b. Effectiveness monitoring on a random subset of 10 percent of the restoration projects, within one to three years after restoration project completion.</p>
<b>Annual Report Topic 2</b>	<b>Site Restoration Status</b>
<b>When to Submit</b>	With the annual report during both the Active Discharge Period and Post-Discharge Monitoring Period.
<b>Report Contents</b>	<ol style="list-style-type: none"> <li>1. Planned date of initiation of restoration of temporary impacts to waters of the state and all upland areas of temporary disturbance which could result in a discharge to waters of the state.</li> <li>2. If restoration of temporary impacts has already commenced, provide information concerning attainment of performance standards contained in the restoration plan.</li> </ol>
<b>Annual Report Topic 3</b>	<b>Compensatory Mitigation for Permanent Impacts Status</b>
<b>When to Submit</b>	With the annual report during both the Active Discharge Period and Post-Discharge Monitoring Period.
<b>Report Contents</b>	<p><b>*If not applicable report N/A.</b></p> <p><b>Part A. Permittee Responsible</b></p> <ol style="list-style-type: none"> <li>1. Planned date of initiation of compensatory mitigation site installation.</li> <li>2. If installation is in progress a map of what has been completed to date.</li> <li>3. If the compensatory mitigation site has been installed, provide information concerning attainment of performance standards contained in the compensatory mitigation plan.</li> </ol> <p><b>Part B. Mitigation Bank or In-Lieu Fee</b></p> <ol style="list-style-type: none"> <li>1. Status or proof of purchase of credit types and quantities.</li> <li>2. Include the name of bank/ILF Program and contact information.</li> <li>3. If ILF, location of project and type if known.</li> </ol>

**Part B – Project Status Notifications**

<b>Report Type 2</b>	<b>Commencement of Construction</b>
<b>Report Purpose</b>	Notify State Water Board staff prior to the start of construction.
<b>When to Submit</b>	Must be received at least seven (7) days prior to start of initial ground disturbance activities.
<b>Report Contents</b>	<ol style="list-style-type: none"> <li>1. Date of commencement of construction.</li> <li>2. Anticipated date when discharges to waters of the state will occur.</li> <li>3. Project schedule milestones including a schedule for onsite compensatory mitigation, if applicable.</li> </ol>

<b>Report Type 3</b>	<b>Request for Notice of Completion of Discharges Letter</b>
<b>Report Purpose</b>	Notify State Water Board staff that post-construction monitoring is required and that active Project construction, including any mitigation and permittee responsible compensatory mitigation, is complete.
<b>When to Submit</b>	Must be received by State Water Board staff within thirty (30) days following completion of all Project construction activities.
<b>Report Contents</b>	<ol style="list-style-type: none"> <li>1. Date of construction commencement.</li> <li>2. Date of Storm water Notice of Termination(s), if applicable.</li> <li>3. Status of post-construction storm water BMP installation.</li> <li>4. Photo-documentation of all Project activity sites where the discharge of dredge and/or fill/excavation was authorized.</li> <li>5. Summary of Certification Deviation discharge quantities compared to initial authorized impacts to waters of the state, if applicable.</li> <li>6. A request for an updated monitoring schedule for mitigation for temporary impacts to waters of the state and permittee responsible compensatory mitigation during the post-discharge monitoring period, if applicable.</li> </ol>

<b>Report Type 4</b>	<b>Request for Notice of Project Complete Letter</b>
<b>Report Purpose</b>	Notify State Water Board staff that construction and/or any post-construction monitoring is complete, or is not required, and no further Project activity is planned.
<b>When to Submit</b>	Must be received by State Water Board staff within thirty (30) days following completion of all Project activities.
<b>Report Contents</b>	<p><b>Part A: Mitigation for Temporary Impacts</b></p> <ol style="list-style-type: none"> <li>1. Final data analysis and summary showing Project site upland areas of temporary disturbance which could result in a discharge to waters of the state meet performance standards outlined in the restoration plan.</li> <li>2. Final data analysis and summary showing restored areas of temporary impacts to waters of the state meet performance standards outlined in the restoration plan. Complete photo history documenting pre-impact through site restoration.</li> </ol>

**Notification and Report Submittal Information and Contents**

	<p><b>Part B: Permittee Responsible Compensatory Mitigation</b></p> <ol style="list-style-type: none"><li>1. Final data analysis and summary showing compensatory mitigation sites meet performance standards outlined in the compensatory mitigation plan.</li><li>2. Status on the implementation of the long-term maintenance and management plan and funding of endowment.</li><li>3. Complete photo history documenting pre-impact to completion.</li><li>4. Final maps of all compensatory mitigation areas (including buffers).</li></ol> <p><b>Part C: Post-Construction Storm Water BMPs</b></p> <ol style="list-style-type: none"><li>1. Report status and functionality of all post-construction BMPs.</li></ol>
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**Part C – Conditional Notifications and Reports**

<b>Report Type 5</b>	<b>Accidental Discharge of Hazardous Material Report</b>
<b>When to Submit</b>	Within three (3) business days following the date of an accidental discharge. Continue reporting as required by Water Board staff.
<b>Report Contents</b>	<ol style="list-style-type: none"> <li>1. The report shall include the OES Incident/Assessment Form, a full description of the accidental discharge incident (i.e. location, time and date, source, discharge constituent and quantity, aerial extent, and photo documentation. If applicable, the OES Written Follow-Up Report may be substituted.</li> <li>2. If applicable, any required sampling data, a full description of the sampling methods including frequency/dates and times of sampling, equipment, locations of sampling sites.</li> <li>3. Locations and construction specifications of any barriers, including silt curtains or diverting structures, and any associated trenching or anchoring.</li> </ol>

<b>Report Type 6</b>	<b>Violation of Compliance with Water Quality Standards Report</b>
<b>When to Submit</b>	The Permittee shall report any event that causes a violation of water quality standards within three (3) business days of the noncompliance event notification to State Water Board staff.
<b>Report Contents</b>	The report shall include: the cause, the period of the noncompliance including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and the steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance; and any monitoring results if required by State Water Board staff.

<b>Report Type 7</b>	<b>In-Water Work and Diversions Water Quality Monitoring Report</b>
<b>When to Submit</b>	Within three (3) days following the date of in-water work. Continue reporting in accordance with the approved water quality monitoring plan.
<b>Report Contents</b>	As required by the approved water quality monitoring plan.