

May 17, 2024

Subject: Cost Sharing Procedures Redwood Creek CAP 1135 Feasibility Study, P2#332021

Hank Seemann
Deputy Director, Environmental Services
Department of Public Works
County of Humboldt
825 5th Street
Eureka, CA 95501

Dear Mr. Seemann:

The purpose of this letter is to document agreed upon procedures to meet the requirements of the Army Corps of Engineers' (Corps) feasibility cost sharing agreement (FCSA) in alignment with Humboldt County's (non-Federal sponsor (NFS)) needs to leverage grant funding for the non-Federal study's costshare. Please note that the federal fiscal year begins on October 1. The procedures are listed below:

1. At the beginning of each quarter, the Corps will send the NFS a funding request letter that will include an estimate of the advanced payment necessary to maintain a cost share balance through that fiscal quarter. The highest expected amount is approximately \$130,000 per quarter. As of the date of this memo, the estimated quarterly expenses are reflected in the table below:

Estimated Non-Federal Sponsor Quarterly Cash Requirements					
	Total	Q1	Q2	Q3	Q4
FY24	\$ 110,255				\$ 110,255
FY25	\$ 518,428	\$ 129,607	\$ 129,607	\$ 129,607	\$ 129,607
FY26	\$ 107,099	\$ 35,700	\$ 35,700	\$ 35,700	
Total	\$ 735,782				

2. Within 3 weeks following the end of a fiscal quarter, the Corps will provide the NFS with quarterly financial summaries that include the following:
 - Estimated total study costs, including the estimated cost share for the Corps and NFS
 - Actual expenditures from the previous fiscal quarter separated into Federal and NFS funds
 - Actual expenditures by the study to date, separated into Federal and NFS funds
 - Cash funds provided by the NFS to date
 - Work-in-kind (WIK) contributions to date
 - Estimated remaining cost of the study
 - Narrative memo of work completed within the fiscal quarter

An example of how this information will be provided is included as an attachment.

Within 60 calendar days of such notice, the NFS will provide the Corps with the full amount of such additional funds

3. The NFS will use the information provided by the Corps under item #2 to submit for reimbursement to the California Department of Fish and Wildlife (CDFW) pursuant to Humboldt County's grant agreement with CDFW.

Should you have any questions, please feel free to contact Ms. Joél Flannery, PM at joel.r.flannery@usace.army.mil.

Sincerely,

Joél Flannery,
Project Manager

Attachment 1.

EXAMPLE PROJECT (CA) CAP 206					
CWIS XXXXXX, P2 XXXXXX					
CSCR XXX					
QUARTERLY FINANCIAL SUMMARY REPORT					
Total Project Cost/Funding					
	TOTAL	FEDERAL	SPONSOR		
			CASH	WIK	LERRD
Total Project Cost (Feasibility) & Proportionate Share	\$ 1,560,000.00	\$ 780,000.00	\$ 758,777.56	\$ 21,222.44	\$ -
	100%	50%	49%	1%	
	\$1,560,000.00	\$ 780,000.00	\$ 758,777.56	\$21,222.44	\$ -
Contributions to date					
Fiscal Year 2021	\$ 430,000.00	\$ 280,000.00	\$ 150,000.00	\$ -	\$ -
Fiscal Year 2022	\$ 686,000.00	\$ 350,000.00	\$ 336,000.00		
Fiscal Year 2023	\$ 406,222.44	\$ 125,000.00	\$ 260,000.00	\$ 21,222.44	
TOTAL Contributions to date	\$ 1,522,222.44	\$ 755,000.00	\$ 746,000.00	\$ 21,222.44	\$ -
REMAINING Balance to contribute	\$37,777.56	\$ 25,000.00	\$ 12,777.56	\$0.00	\$ -
Expenditures through December 31, 2023					
Expenditures	TOTAL	FEDERAL	SPONSOR		
			CASH	WIK	LERRD
Labor	\$ 685,592.26	\$ 685,592.26	\$ 537,079.70		
Contracts	\$ 766.70		\$ 766.70		
Work by Other COE/Other FED/Repositioned funds	\$ -	\$ -			
CADD/GIS Support	\$ -				
Travel	\$ -	\$ -			
Misc/Repositioned	\$ 1,580.29	\$ 1,580.29	\$ -		
WIK				\$ 21,222.44	
Total Expenditures to date	\$ 1,246,241.39	\$ 687,172.55	\$ 537,846.40	\$ 21,222.44	\$ -
Balances					
Unexpended Obligations and Commitments	\$ 28,506.72	\$ 2,822.72	\$ 25,684.00	\$ -	\$ -
Remaining funds available to Obligate	\$ 247,474.33	\$ 65,004.73	\$ 182,469.60	\$ -	\$ -