

## Quarterly Progress Report

FY 18 Q4

Entity: Houston-Galveston Area Council

Contract No: 582-18-80213

Project Name: Coastal Communities Education and Outreach

Date Submitted: 9/15/2018

Contractor Project Manager: Becki Begley

Approval Signature:  Date: 9/15/18

TCEQ Project Manager: Jessica Uramkin

Approval Signature:  Date: 10/11/18

\* The TCEQ Project Manager's signature indicates that the QPR is accepted as a project deliverable and also authorizes any changes in deliverable due dates requested in the Deliverables sheet. Approved due date changes should be inserted in the "Current Due Date" column in the next QPR.

1. When ready to submit the QPR to TCEQ, the Contractor Project Manager must date and sign the cover page with an electronic signature (i.e., scanned signature). Send the signed Excel document to the TCEQ Project Manager.
2. The TCEQ Project Manager will review and either: 1) Send back with comments or 2) approve, sign, date, and e-mail a scanned copy of the approved QPR to the Contractor Project Manager.
3. After addressing comments email the updated Excel document the TCEQ Project Manager, along with a new date next to the electronic signature.
4. The TCEQ Project Manager will sign, date, scan and send the approved QPR to the Contractor Project Manager. A final version of the Excel document will also be sent.

If a deliverable is or will be late, a new due date must be proposed. If this is the case, a justification describing the circumstances necessitating the new due date must be provided.						
ID#	Sub Task #	Deliverable	Current Due Date	Date Sent	Discussion of Progress Last Quarter (Delete info from prior QPRs, and leave blank if no progress occurred)	Proposed New Due Date
8448	1.2	QPR (FY19Q4)	9/15/2019			
8441	1.2	QPR (FY18Q1)	12/15/2017	12/15/17	Due to Hurricane Harvey, contract was signed late in September, and SOD was revised in late October. Introductory letters and project overviews have been mailed to project elected officials with meetings with them and community leaders are being scheduled.	
8451	1.2	QPR (FY20Q3)	6/15/2020			
8449	1.2	QPR (FY20Q1)	12/15/2019			
8447	1.2	QPR (FY19Q3)	6/15/2019			
8446	1.2	QPR (FY19Q2)	3/15/2019			
8445	1.2	QPR (FY19Q1)	12/15/2018			
8444	1.2	QPR (FY18Q4)	9/15/2018	09/15/18	Submitted to TCEQ on 9/15/18	
8443	1.2	QPR (FY18Q3)	6/15/2018	06/15/18	Submitted to TCEQ on 6/15/18	
8442	1.2	QPR (FY18Q2)	3/15/2018	3/15/2018	Submitted to TCEQ on 3/15/18	
8450	1.2	QPR (FY20Q2)	3/15/2020			
8461	1.3	Invoice (FY20Q2)	3/30/2020			
8459	1.3	Invoice (FY19Q4)	9/30/2019			
8465	1.3	Invoice (FY20Q4)Aug	10/15/2020			
8464	1.3	Invoice (FY20Q4)_July	8/15/2020			
8462	1.3	Invoice (FY20Q3)	6/30/2020			
8460	1.3	Invoice (FY20Q1)	12/30/2019			
8457	1.3	Invoice (FY19Q2)	3/30/2019			
8456	1.3	Invoice (FY19Q1)	12/30/2018			
8452	1.3	Invoice (FY18Q1)	12/30/2017	12/29/17	Resubmitted on 2/7/18	
8455	1.3	Invoice (FY18Q4)	9/30/2018		Rejected until budget amendment approved	
8454	1.3	Invoice (FY18Q3)	6/30/2018		Rejected until budget amendment approved	
8453	1.3	Invoice (FY18Q2)	3/30/2018	03/28/18	Resubmitted on 5/3/18	
8458	1.3	Invoice (FY19Q3)	6/30/2019			
8463	1.3	Invoice (FY20Q4)_June	7/15/2020			
8470	1.4	Quarterly Call (FY19Q1)	10/15/2018			
8477	1.4	Quarterly Call (FY20Q4)	7/15/2020			
8476	1.4	Quarterly Call (FY20Q3)	4/15/2020			
8475	1.4	Quarterly Call (FY20Q2)	1/15/2020			
8474	1.4	Quarterly Call (FY20Q1)	10/15/2019			
8473	1.4	Quarterly Call (FY19Q4)	7/15/2019			
8471	1.4	Quarterly Call (FY19Q2)	1/15/2019			
8469	1.4	Quarterly Call (FY18Q4)	7/15/2018	07/18/18	Conference Call to Recap Q3 was held on 7/18/18, call summary sent to TCEQ on 7/20/18, and approved by TCEQ on 7/26/18	
8468	1.4	Quarterly Call (FY18Q3)	4/15/2018	04/10/18	Conference Call to recap Q2 was held on 4/10/18, call summary sent to TCEQ on 4/11/18, and approved by TCEQ on 4/11/18.	

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8467	1.4	Quarterly Call (FY18Q2)	2/28/2018	03/15/18	Conference Call to recap Q1 was held on 1/26/18, call summary sent to TCEQ on 1/29/18, and approved by TCEQ on 2/2/18.	
8466	1.4	Post-Award Mtg with Notes	10/25/2017	10/16/17	Call was held to revise due dates for subtasks and approved by TCEQ project manager on 10/24/17	
8472	1.4	Quarterly Call (FY19Q3)	4/15/2019			
8478	1.5	EPA Coordination (upon request)	8/31/2020			
8479	1.6	Annual Article Report (upon request)	8/1/2019	08/07/18	Submitted to TCEQ on 8/7/2018	
8480	1.7	Quarterly Budget Updates	8/31/2020			
8481	1.7	Y1 Annual Budget Update	9/30/2018			
8482	1.7	Y2 Annual Budget Update	9/30/2019			
8520	2.1	Documentation of one-on-one meetings with cities, including agendas, presentation materials, sign in sheets, and meeting minutes (6 total)	2/28/2018	Ongoing	In Q2, an in-person one-on-one meeting was held with Anahuac (2/1 - mayor, city secretary, water dept. employee). A phone one-on-one was held with Chambers County Prct. 2 Commissioner (2/5) who is over the Oak Island area. Several phone calls were exchanged with the mayor of Bailey's Prairie 1/26 and 1/30), resulting in information being sent to her to share at a town hall meeting. All three ISDs have been sent initial emails offering class presentations and in-service opportunities. I contacted the Rosharon Fire Department (1/30). Calls and emails to Bonney and Danbury have gone unanswered to date. Am working on new strategies to get into those communities. (See Attachment 8520 - CC Contact Log_022818 for details of all contacts.)   In Q3, a presentation was given to Danbury City Council (5/15/18). Approximately 20 residents also in attendance. At the conclusion of the Q&A, the council voted unanimously to form a workgroup with elected officials, staff, and residents and schedule a meeting do a needs assessment. Q4 - While no face-to-face meetings were held with the six communities, the Contact Log shows that information about funding opportunities, the open house, and other events was distributed to all the communities via email and phone. (See Attachment 8520 - CC Contact Log_022818 for details of all contacts.)	2/28/2019
8485	2.2	1 of 9 Stakeholder Mtg Documentation	5/31/2018	08/22/18	We are trying to get more community involvement in the targeted communities before convening the stakeholder group. These meeting will include the communities in this grant, 16 other coastal communities, as well as outreach staff from other entities and organizations. I'd like this meeting to be a bigger deal than first anticipated with the open house concept I have planned. I have been recruiting outreach staff and organizations to see if there is interest and there is. Coastal Communities Outreach Open House was held on 8/22/18 in Alvin. It was attended by 26 stakeholders from four counties, including Brazoria.	8/31/2018

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ID#	Sub Task #	Deliverable	Current Due Date	Date Sent	Discussion of Progress Last Quarter (Delete info from prior QPRs, and leave blank if no progress occurred)	Proposed New Due Date
8486	2.2	2 of 9 Stakeholder Mtg Documentation	8/31/2018		Second work group meeting will occur after the open house meeting (first meeting). There will be two opportunities for stakeholders during FY19 Q1. There will be an outreach workgroup meeting in mid-November and some stakeholder cities will also be invited to be part of the new Oyster Creek TMDL/WPP process as they border both areas. There will also be a Double Bayou WPP stakeholder meeting in the fall. Date is still to be determined. H-GAC staff will attend all meetings representing the CC project.	11/15/2018
8487	2.2	3 of 9 Stakeholder Mtg Documentation	11/30/2018			
8488	2.2	4 of 9 Stakeholder Mtg Documentation	2/28/2019			
8489	2.2	5 of 9 Stakeholder Mtg Documentation	5/31/2019			
8490	2.2	6 of 9 Stakeholder Mtg Documentation	8/31/2019			
8491	2.2	7 of 9 Stakeholder Mtg Documentation	11/30/2019			
8492	2.2	8 of 9 Stakeholder Mtg Documentation	2/29/2020			
8493	2.2	9 of 9 Stakeholder Mtg Documentation	5/31/2020			
8484	2.2	Draft agenda and presentation material for triannual stakeholder meetings (14 days prior to scheduled presentation)	8/31/2020			
8494	2.3	Draft Task Report	6/15/2020			
8495	2.3	Final Task Report	7/15/2020			
8497	3.2	Final Needs Assessment Report	5/31/2018	06/13/18	Final Report submitted on 6/13/18 and approved by TCEQ on 6/26/18	
8496	3.2	Draft Needs Assessment Report	4/30/2018	05/29/18	Draft Report submitted on 5/29/18	
8498	4.1	Draft Project Website and Toolbox	8/31/2018	08/10/18	Draft Website and Toolbox submitted on 8/10/18 for review	
8499	4.1	Final Project Website and Toolbox	10/15/2018	08/13/18	Website and Toolbox approved by TCEQ on 6/26/18	
8500	4.2	Draft Task Report	10/31/2018			
8501	4.2	Final Task Report	11/30/2018			
8502	5.1	Draft Public Outreach Plan	9/30/2018	08/30/18	Submitted to TCEQ on 8/30/18	
8503	5.1	Final Public Outreach Plan	10/31/2018			
8504	5.2	Draft Outreach Roadmap	9/30/2018	08/30/18	Submitted to TCEQ on 8/30/18	

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8505	5.2	Final Outreach Roadmap	10/31/2018			
8521	6.1	Documentation of Education and Outreach Materials distributed (18Q1)	12/15/2017	12/15/17	No materials have been distributed to date. Existing materials are offered on website via link now and the display "placemat" has been provided with all . Links to each actual file for will be added in Q2.	
8531	6.1	Documentation of Education and Outreach Materials distributed (20Q3)	6/15/2020			
8530	6.1	Documentation of Education and Outreach Materials distributed (20Q2)	3/15/2020			
8529	6.1	Documentation of Education and Outreach Materials distributed (20Q1)	12/15/2019			
8528	6.1	Documentation of Education and Outreach Materials distributed (19Q4)	9/15/2019			
8527	6.1	Documentation of Education and Outreach Materials distributed (19Q3)	6/15/2019			
8526	6.1	Documentation of Education and Outreach Materials distributed (19Q2)	3/15/2019			
8525	6.1	Documentation of Education and Outreach Materials distributed (19Q1)	12/15/2018			
8524	6.1	Documentation of Education and Outreach Materials distributed (18Q4)	9/15/2018		Distributed fat scrapers andFOG funnels (donated as match by the Galveston Bay Foundation), Trash Bash rack cards, stormwater quality brochures, and pet waste bag dispensers at World Oceans Day (Artist Boat), Brazoria County Hurricane Expo (Brazoria County), Schlumberger Health, Safety, and Environment Day (Rosharon) events.	
8507	6.1	Q5 Documentation of Public Outreach Events	12/15/2018			
8522	6.1	Documentation of Education and Outreach Materials distributed (18Q2)	3/15/2018	03/15/18	Samples of pet waste bag dispensers, and FOG funnels and fat scrapers were taken to Anahuac for the one-on-one meeting.	
8532	6.1	Documentation of Education and Outreach Materials distributed (20Q4)	9/15/2020			
8510	6.1	Q11 Documentation of Public Outreach Events	6/15/2020			
8509	6.1	Q9 Documentation of Public Outreach Events	12/15/2019			

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8508	6.1	Q7 Documentation of Public Outreach Events	6/15/2019			
8523	6.1	Documentation of Education and Outreach Materials distributed (18Q3)	6/15/2018	06/15/18	Distributed fat scrapers and FOG funnels (donated as match by the Galveston Bay Foundation), Trash Bash rack cards, stormwater quality brochures, and pet waste bag dispensers at OSSF Homeowner Education Workshops, Double Bayou WPP Stakeholder Meeting, Danbury City Council. H-GAC staff attended Nurture Nature (Baytown ), Boy Scout Fair (Sam Houston Council), Bay Day at Kemah (Galveston Bay Foundation) events to discuss bacteria using Pitch the Poop and FOG. Pet waste bag dispensers, Trash Bash rack cards, and stormwater quality brochures were given out.	
8512	6.2	Final Task Report	7/15/2020			
8511	6.2	Draft Task Report	6/15/2020			
8513	7.1	Draft Final Report	6/15/2020			
8514	7.2	Final Report	7/15/2020			

Task/Issue	Additional Description of Quarterly Activities, Milestones, and Issues
1-Project Administration	<b>Q1</b> - Project start was delayed due to Hurricane Harvey. Contract was not signed until 9/25/17 and revised SOD was not approved until 10/24/17. QPR Q1 FY 18 submitted on 12/15/17. <b>Q2</b> - QPR Q2 FY18 submitted on 3/15/18. <b>Q3</b> - QPR FY18Q3 submitted on 6/15/18. <b>Q4</b> - QPR FY18Q4 submitted on 9/15/18. Budget Amendment information submitted on 9/11/18.
2-Stakeholder Meetings	<b>Q1</b> -Materials for elected officials were approved by H-GAC management before being sent to TCEQ for approval. Letters to the four cities were mailed the week of 12/4/17. Visits to determine community leaders to the two CDPs will coincide with meetings set up in each geographic region. <b>Q2</b> - One-on-one meeting was held with the mayor, city secretary, and water dept. employee of Anahuac (Double Bayou). One-on-one phone meeting with Chambers County commissioner Precinct 2 about the Oak Island area (Double Bayou). Several conversations with mayor of Bailey's Prairie (Bastrop Bayou) regarding finding someone for us to work with. No response from Bonney, Danbury, and Rosharon to date after several phone and email contacts. Initial contacts with Anahuac, Angleton, and Danbury ISDs completed. Will follow up to set up presentation in April and May and to get some inservice time in the fall. <b>Q3</b> - [1] <i>Bailey's Prairie</i> : no contact despite repeated emails and phone calls. [2] <i>Bonney</i> : Finally spoke with mayor via telephone about meeting. However, he has not responded to requests to set a face-to-face meeting. [3] <i>Rosharon</i> : no luck with community as of yet. Will attend a volunteer fair at Schlumberger in July - they have a facility near Rosharon and will look for help with outreach to the community. Met with Rep of Brazoria County Drainage District #4, located near Rosharon, who provided some guidance about contacts. [4] <i>Danbury</i> : Met with mayor/council on new mayor's first day in office. Luckily she is positive and is working to gather a core team and complete the needs assessment. Council voted unanimously to work with us. [5] <i>Anahuac</i> : Needs assessment is complete. [6] <i>Oak Island</i> : Attended Double Bayou WPP Stakeholder meeting to work with their coordinating committee. Though it and work with Chambers County Pct 2 commissioner the needs assessment is complete. Have received several OSSF referrals from the County. [6] Contacted school districts with offers to do our Freddie the Fish nonpoint source pollution program in elementaries and train middle or secondary teachers to be certified Texas Stream Team monitors. - no response in spring. Will try again for fall. <b>Q4</b> - Stakeholder Meeting #1 was held on 8/23 in Alvin. The format was the Coastal Communities Outreach Open House to allow city staff and elected officials to network with government-funded and NGO outreach organizations willing to help with outreach in coastal communities. 26 people participated in the open house style meeting. It was promoted in the H-GAC Community & Environmental newsletter, the H-GAC Texas Stream Team newsletter, on the Coastal Communities website home page, and Trash Bash and H-GAC's Facebook, Twitter, and LinkedIn pages. (1) <i>Bailey's Prairie</i> : Found out late in the quarter they have a new mayor. Will try to initiate contact during Q5. (2) <i>Bonny</i> : Unable to make any contact. Mayor has a full-time job in Houston and is not responsive. (3) <i>Danbury</i> : no direct contact. (4) <i>Rosharon</i> : received contacts at Schlumberger Research Center to help with outreach in the CDP. (5) <i>Anahuac</i> : new public works director. (6) <i>Oak Island</i> : TSSWCB has funded implementation for Double Bayou WPP for two years. Will work outreach with them. Have three septic system repairs in process in the WPP area. <b>OTHER CONTACT</b> : (A) All contacts were notified via email on the following topics: H-GAC elected officials training (1); EDA funding (1); USDA and Recycling Partnership funding (1 each); invitation to tire recycling workshop (1); invitation to Coastal Communities Outreach Open House (3 emails and a phone call).
3 - Needs Assessment Report	<b>Q3</b> - Draft needs assessment was submitted for review on 5/29/18. <b>Q4</b> - Final needs assessment report submitted on 6/13/18 and approved by TCEQ on 6/26/18.
4 - Development of Toolbox and Outreach Materials	<b>Q1</b> - Work has been done to begin the refresh and update of the www.CoastalCommunitiesTX.com website, which was created for a prior 604b project. Domain name has been secured for three more years. All links have been updated, education/outreach and events pages have been created, and contact information is updated to reflect current project management.   <b>Q2</b> - Website is updated on a weekly basis. In this quarter model pet waste and FOG ordinances were added, resulting from a stakeholder request. Events are added as they come available. Topic descriptions and links to local programs for each topic area were added.   <b>Q3</b> - Visits to the website have increased with 27 page views and 10 visitors on May 21. Links to outreach material art for all our existing interactive games/exhibits plus OSSF information (in Spanish and English) were posted to the website. The Funding Resources page now has RED alerts for new funding opportunities. New OSSF SEP Flyer was created and is being translated into Spanish.   <b>Q4</b> - Draft Website/Toolbox was submitted for review on 6/26/18. Revisions were made and were accepted on 8/10/18. Website is updated weekly. Topic tabs were improved. A new section (In the News) was created to highlight local news and information items about or of importance to coastal communities. Clarifications were made to the categories of funding.
5 - Public Outreach Plan and Outreach Roadmap	<b>Q4</b> - Draft public outreach plan and outreach roadmap were submitted on 8/30/18. Phone discussion for revisions was held on 9/11/18 and a Final Plan and Roadmap deadline was set for 10/31/18.
6 - Event Coordination and Select Outreach Activities	<b>Q3</b> - [1] Attended or hosted several outreach events, meetings and trainings: Trash Bash in Bastrop Bayou - existing site (03/24/18) Nurture Nature (4/14/18) Sam Houston Council Boy Scout Fair (4/14/18) Bay Day at Kemah (4/21/18) - all are regional events that draw from coastal counties. [2] H-GAC and Galveston Bay Foundation hosted two OSSF Homeowner Education Workshops (5/5/18 in Mt. Belvieu and 5/19/18 in Bayou Vista) targeting Bastrop Bayou, Double Bayou, and Cedar Bayou. Event notices were sent to media in 4 counties and to staff in all CC cities and counties. [3] H-GAC helped facilitate the third Greater Houston-Galveston Marine Debris and Aquatic Trash Action Plan Summit (5/9/18). [4] H-GAC staff presented the coastal communities program concept at Danbury City Council (5/15/18). A reporter from the Brazosport Facts was in attendance and did a great followup on the project in the paper (5/30/18) [5] H-GAC staff presented the coastal communities program concept at the Double Bayou WPP annual stakeholders meeting (5/23/18). [6] Special Alert email messages were sent for the H-GAC Elected Officials Workshop and several funding opportunities. [7] H-GAC staff participated in a conference call with TCEQ and the University of Texas at Arlington to discuss a stormwater infrastructure study grant they are applying for. If received, UTA staff would work with the coastal communities to identify and investigate funding sources for stormwater infrastructure needs.   <b>Q4</b> - [1] Attended a conference call with Texas Water Resources Institute about working with them on a 319 grant to expand the coastal communities project along the coastal region. Part of the proposal would be an expansion of the H-GAC Coastal Communities website to include their project areas. [2] Olin Corporation - attended a conference call (6/31) and an in-person meeting (8/20) to secure corporate donation and become an employee giving partner for 2018 campaign. \$15,000 is being donated up front and then the employee giving will be quarterly payments to the H-GAC nonprofit Center for Regional Excellence for use by the H-GAC Water Resources group to implement outreach in Brazoria County. \$5,000 is earmarked for the creation of a new site in Lake Jackson (southern edge of Bastrop Bayou) and Olin will coordinate the site. Preparations are underway for a 2019 location. [3] Attended the Brazoria County Hurricane Preparedness Expo (6/23). Materials used focused on stormwater prevention pollution, using the LID demonstration and FOG disposal. The EPA After the Storm, H-GAC Separating Debris, and H-GAC general stormwater brochures were distributed, along with pet waste bag dispensers, fat scrapers, and fat funnels. [4] Attended the Schlumberger Health, Safety, and Environment Day at the Houston Ardmore Facility. Materials focused on volunteer activities with Trash Bash and Texas Stream Team, as well as behavior changes focused on reducing bacteria levels in waterway by picking up pet waste and proper disposal of fats, oils, and grease. Schlumberger has a big research facility in Brazoria County and this event helped make connections. [5] Using other funding (BIG), attended a city council meeting in Holiday Lakes (a small community near Bastrop Bayou) to talk about outreach by H-GAC in the county. [6] Using other funding (BIG), purchased 18 total pet waste stations for the cities of Palacios and Bay City in Matagorda County and the City of Sweeny in Brazoria County. We hope to use these successes to encourage participation by the communities in this project. [7] Attended World Oceans Day event in Galveston (6/8), sponsored by Artist Boat. Materials used focused on proper disposal of fats, oils, and grease. Ancillary materials focused on pet waste disposal. Approximately 400 people attended the event. Distributed pet waste bag dispensers, fat funnels, and pan scrapers. [8] Presented our project to the Bayou Preservation Association Watershed Meeting (6/11) - they are interested in expanding their reach into Brazoria County.

Note: The purpose of this sheet is to provide for an ongoing discussion of tasks to document overall progress and to raise any overall issues that don't relate to specific deliverables.	
Note: Please address activities and issues related to contract amendments, budget revisions, and other administrative matters under Task 1.	



Describe any current or anticipated changes to the project budget.					
Match Amount:	83,333.00	Total Match as of this Report:	18,889.05	Balance:	\$64,443.95
Federal Amount:	125,000.00	Total Federal Paid as of this Report:	18,077.67	Balance:	\$106,922.33
Total Contract Amount:	208,333.00	Total Paid as of this Report:	36,966.72	Balance:	\$171,366.28

\*Includes 18Q3 and Q4 estimates

## Current Budget by FY:

	Match	Federal
FY18:	\$32,264.00	\$48,398.00
FY19:	\$28,818.00	\$43,226.00
FY20:	\$22,251.00	\$33,376.00
Total:	\$83,333.00	\$125,000.00

## Current FY Quarterly Spending:

Include estimated invoice for this quarter

	Match	Federal
Q1:	\$ 4,556.39	\$ 6,834.59
Q2:	\$ 7,495.39	\$ 11,243.08
Q3:	\$ 3,667.92	\$ 5,501.89
Q4:	\$ 3,169.35	\$ 4,754.02
Total:	\$ 18,889.05	\$ 28,333.58

Has the total budget for this fiscal year changed by more than 10% (Yes/No)?	Yes
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If so, provide new budget by fiscal year estimates and justification for the change in the table below.

## New Budget by FY:

	Match	Federal	Justification
FY18:	\$18,889.05	\$ 28,333.58	Spending in FY18 was lower than expected due to the lingering effects of Hurricane Harvey.
FY19:	\$32,222.00	\$ 48,333.21	Spending in FY19 and FY20 are expected to be very similar since we are in the outreach portion of the project with most of the big deliverables completed.
FY20:	\$32,221.95	\$ 48,333.21	
Totals:	\$83,333.00	\$ 125,000.00	Project totals are not impacted by change in FY spending.

Are all major deliverables on schedule (Yes/No)?	YES
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If no, provide an explanation below of the impact this will have on spending.

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Please provide a listing of deliverables provided along with the QPR, and delete attachment references from prior quarters. Reference the "Deliverables Report" to get the Deliverable ID, Subtask #, and Deliverable Name.

[illegible]