

Quarterly Progress Report

FY 19 Q3

Entity: HGAC

Contract No: 582-19-90201

Project Name: Cypress Creek WPP Development

Date Submitted: 6/14/19

Contractor Project Manager: Justin Bower

Approval Signature _____  _____ Date ____8/15/19__

TCEQ Project Manager: Jessica Uramkin

Approval* Signature _____ Date _____

* 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
10029	1.2	QPR (FY19Q1)	12/15/18	NA	Contract initiated in Q2	
10030	1.2	QPR (FY19Q2)	03/15/19	03/15/19		
10031	1.2	QPR (FY19Q3)	06/15/19	06/14/19		
10032	1.2	QPR (FY19Q4)	09/15/19			
10033	1.2	QPR (FY20Q1)	12/15/19			
10034	1.2	QPR (FY20Q2)	03/15/20			
10035	1.2	QPR (FY20Q3)	06/15/20			
10036	1.2	QPR (FY20Q4)	09/15/20			
10037	1.2	QPR (FY21Q1)	12/15/20			
10038	1.3	Invoice (FY19Q1)	12/30/18	NA	Contract initiated in Q2	
10039	1.3	Invoice (FY19Q2)	03/30/19	03/30/19		
10040	1.3	Invoice (FY19Q3)	06/30/19	06/27/19	To be sent under separate cover after close of quarter	
10041	1.3	Invoice (FY19Q4)	09/30/19			
10042	1.3	Invoice (FY20Q1)	12/30/19			
10043	1.3	Invoice (FY20Q2)	03/31/20			
10044	1.3	Invoice (FY20Q3)	06/30/20			
10045	1.3	Invoice (FY20Q4)	09/30/20			
10046	1.3	Invoice (FY21Q1)_Sept	10/30/20			
10047	1.3	Invoice (FY21Q1)_Oct	11/30/20			
10048	1.3	Invoice (FY21Q1)Nov	01/15/21			
10050	1.4	Conference Call (FY19Q2)	02/28/19	Various	Discussed with TCEQ PM on 2/1 call, etc.	
10051	1.4	Conference Call (FY19Q3)	05/31/19	04/29/19	Call held and notes disseminated subsequently.	
10052	1.4	Conference Call (FY19Q4)	08/31/19			
10053	1.4	Conference Call (FY20Q1)	11/30/19			
10054	1.4	Conference Call (FY20Q2)	02/29/20			
10055	1.4	Conference Call (FY20Q3)	05/31/20			
10056	1.4	Conference Call (FY20Q4)	08/31/20			

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
10057	1.4	Conference Call (FY21Q1)	11/30/20			
10049	1.4	Post-Award Mtg (Notes within 2 days of mtg)	10/31/18	10/01/18		
10058	1.5	EPA Coordination Mtg (Upon Request)	11/30/20			
10059	1.6	Annual Report Article (If requested)	11/30/20			
10060	1.7	FY20 Annual Budget Update	11/30/19			
10061	2.1	QAPP Planning Mtg Notes	10/31/18	10/01/18	Discussions continued in coordination with the West Fork QAPP	
10062	2.2	Draft QAPP	11/30/18	01/24/19	(Due to delayed start of contract)	1/24/2019
10063	2.2	Final QAPP	TBD		Final QAPP routed for signatures immediately after the end of the quarter. H-GAC addressed TCEQ comments prior to final review.	
10064	3.1	Draft Data Analysis Summary Report, including documentation of data compilation and review and documentation of DMR/SSO analysis	08/31/19			
10065	3.1	Final Data Analysis Summary Report, including documentation of data compilation and review and documentation of DMR/SSO analysis	11/30/20			
10066	4.1	Load duration curve update	08/31/19		Work is awaiting QAPP approval.	
10067	4.2	SELECT Update	08/31/19		Work is awaiting QAPP approval.	

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
10068	4.3	Draft Modeling Report	08/31/19			
10069	4.3	Final Modeling Report	09/30/19			
10070	5.1	Draft Public Participation Plan	02/28/19	03/15/19	(Due to delayed start of contract)	3/15/2019
10071	5.1	Final Public Participation Plan	05/03/19	05/01/19	Date reflects final TCEQ approval.	
10072	5.2	Stakeholder Contact List (with QPRs)	11/30/20			
10073	5.3	Project Website	03/15/19	03/15/19	(Due to delayed start of contract)	3/15/2019
10074	5.3	Website Update (FY19Q3)	06/15/19	06/14/19	Website developed and updated. Meeting announcement added for July meeting; meeting documents added; and website optimized for mobile devices.	
10075	5.3	Website Update (FY19Q4)	09/15/19			
10076	5.3	Website Update (FY20Q1)	12/15/19			
10077	5.3	Website Update (FY20Q2)	03/15/20			
10078	5.3	Website Update (FY20Q3)	06/15/20			
10079	5.3	Website Update (FY20Q4)	09/15/20			
10080	5.3	Website Update (FY21Q1)	12/15/20			
10081	5.4	Project Meeting (FY19Q1)	12/15/18			
10082	5.4	Project Meeting (FY19Q2)	03/15/19			
10083	5.4	Project Meeting (FY19Q3)	06/15/19	06/14/19	No watershed-wide public meetings held in 19Q3, however, additional partner meetings held during Q3 and documented in the attached "Cypress Creek Stakeholder Contact Q3 FY19.docx"	

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
10084	5.4	Project Meeting (FY19Q4)	09/15/19			
10085	5.4	Project Meeting (FY20Q1)	12/15/19			
10086	5.4	Project Meeting (FY20Q2)	03/15/20			
10087	5.4	Project Meeting (FY20Q3)	06/15/20			
10088	5.4	Project Meeting (FY20Q4)	09/15/20			
10089	5.4	Project Meeting (FY21Q1)	12/15/20			
10090	5.5	Documentation of other meetings attended	03/15/19	03/15/19		
10091	5.5	Documentation of other meetings attended	06/15/19	06/14/19	Contact documentation included with this QPR as a separate document.	
10092	5.5	Documentation of other meetings attended	09/15/19			
10093	5.5	Documentation of other meetings attended	12/15/19			
10094	5.5	Documentation of other meetings attended	03/15/20			
10095	5.5	Documentation of other meetings attended	06/15/20			
10096	5.5	Documentation of other meetings attended	09/15/20			
10097	5.5	Documentation of other meetings attended	12/15/20			
10098	5.6	Documentation of education and outreach events	09/15/19			
10099	5.6	Documentation of education and outreach events	12/15/19			
10100	5.6	Documentation of education and outreach events	03/15/20			

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
10101	5.6	Documentation of education and outreach events	06/15/20			
10102	5.6	FY19 Documentation of Partner Events Attended	11/30/19			
10103	5.6	FY20 Documentation of Partner Events Attended	11/30/20			
10104	5.7	Draft Stakeholder Outreach Task	09/30/20			
10105	5.7	Final Stakeholder Outreach Task	10/31/20			
10107	6.1	WPP Outline	05/31/19	06/14/19	Pending discussion with TCEQ PM	6/14/2019
10106	6.1	WPP Timeline	05/31/19	05/01/19	Included with Document Review Plan	
10111	6.2	Documentation of stakeholder approval of WPP	09/30/20			
10112	6.2	Draft WPP to EPA	10/15/20			
10109	6.2	Draft WPP to stakeholders and TCEQ	06/30/20			
10114	6.2	Final WPP to EPA	11/30/20			
10113	6.2	Response to comments from EPA	11/15/20			
10110	6.2	Response to comments from stakeholders and TCEQ	08/31/20			
10108	6.2	WPP Document Review Plan	04/30/19	05/01/19		5/1/2019
10117	6.3	Documentation of dissemination of WPP and Executive Summary	11/30/20			
10115	6.3	Draft Executive Summary	09/30/20			
10116	6.3	Final Executive Summary	10/31/20			
10118	7.1	Final QPR as Final Report	12/15/20			

Task/Issue	Additional Description of Quarterly Activities, Milestones, and Issues
1-Project Administration	H-GAC continued to administer the contract during this quarter. Quarterly communication with TCEQ PM was held during the quarter, along with other informal project discussion. Invoice for quarterly costs will be submitted by the due date.
2-Quality Assurance	H-GAC made additional revisions to the QAPP. TCEQ is currently routing for signatures, with expectation of delivery early in Q4.
3 - Water Quality Data Acquisition and Evaluation	H-GAC reviewed existing analyses as part of the West Fork water quality data trends update. Further work is awaiting QAPP approval.
4 – Modeling	<p>No action was taken, awaiting QAPP.</p> <p>H-GAC completed and obtained approval for the PPP, website, logo design, project one-pager, and other meeting specific materials. H-GAC staff attended a number of outreach events in the project area, or serving project populations, including Nature2Health festival at Kickerillo-Mischer Park in Harris County, and several shared events with the West Fork WPP project. H-GAC attended regional and state meetings representing the project along with other watershed projects, including the Water and Sediment Quality subcommittee of the GBEP, H-GAC Clean Rivers Program Basin Steering Commission, Clean Waters Initiative, H-GAC Natural Resources Advisory Council, etc. H-GAC staff discussed the project and outreach activities with a number of key stakeholders including Harris County Flood Control District, Bayou Land Conservancy, Katy Prairie Conservancy, Harris County Precinct 4 staff, Cypress Creek Flood Control Coalition, et al. H-GAC worked with Texas A&M AgriLife to hold a Texas Watershed Stewards training on April 25 in the watershed, a Woodlands Trash Bash event in conjunction with the West Fork Project on March 23, and other partner programs in and around the watershed. More information is available on the attached stakeholder contact documentation.</p>
5 – Stakeholder Outreach	
6 – WPP Development	H-GAC developed the WPP document review, timeline, and outline.
7 – Final Report	No action was taken on this item

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.

This tab is used for budget planning purposes. The TCEQ uses the information quarterly for program budget planning. It is important this form is completed to avoid rush requests from the TCEQ Project Manager.

Section I tracks the current budget by fiscal year. This information is from the Annual Budget Update. This is a high-level overview of planned spending for each year of the project. Changes to fiscal year estimates are noted in Section III. After the current QPR is approved the new fiscal year estimates should be moved from Section III to Section I.

Section II tracks the current fiscal year's invoicing. Include invoices that have been approved by TCEQ and estimates for upcoming invoices.

Section III tracks changes in the fiscal year budgets. Changes may be an increase or a decrease in spending from original estimate. After the current QPR is approved the new fiscal year estimates should be moved from Section III to Section I.

Section I: Current Budget by FY

	Match	Federal
FY19:	\$30,314	\$45,472
FY20:	\$58,008	\$87,011
FY21	\$14,502	\$21,753
Total:	\$102,824	\$154,236

Section II: Current FY Quarterly Spending:

	Match	Federal
Q1:	\$0	\$0
Q2:	\$2,127.57	\$3,154.06
Q3:	\$9,951.15	\$14,926.73
Q4:		
Total:	\$12,078.72	\$18,080.79

Section III: Has the total budget for this fiscal year changed?

No

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:			
FY19:			
FY20:			
Totals:			

