

Quarterly Progress Report

FY 19 Q1

Entity: HGAC

Contract No: 582-19-90201

Project Name: Cypress Creek WPP Development

Date Submitted: 3/15/19

Contractor Project Manager: Justin Bower

Approval Signature _____ Date _____

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	3/15/2019
10030	1.2	QPR (FY19Q2)	03/15/19	03/15/19		
10031	1.2	QPR (FY19Q3)	06/15/19			
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	3/30/2019
10039	1.3	Invoice (FY19Q2)	03/30/19	03/30/19	To be sent under separate cover after close of quarter	
10040	1.3	Invoice (FY19Q3)	06/30/19			
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			
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			
10057	1.4	Conference Call (FY21Q1)	11/30/20			

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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	02/28/19		(awaiting TCEQ Review)	TBD
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	05/31/19			
10067	4.2	SELECT Update	05/31/19			
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	03/31/19			
10072	5.2	Stakeholder Contact List (with QPRs)	11/30/20			
10073	5.3	Project Website	02/28/19	03/15/19	(Due to delayed start of contract)	3/15/2019

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10074	5.3	Website Update (FY19Q3)	06/15/19			
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		One-on one meetings throughout quarter, due to delay in initiation	
10082	5.4	Project Meeting (FY19Q2)	03/15/19		Additional one on one meetings and meetings with adjacent efforts, planning for Q3 meeting. Complexity of other ongoing efforts (Corps studies, HCFC study, etc) and delay in QAPP initiation has led to a longer than usual lead time on first meeting.	TBD, pending discussion with TCEQ PM
10083	5.4	Project Meeting (FY19Q3)	06/15/19			
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	06/15/19		includes meetings from Q1 and Q2, as there are no separate deliverables for these quarters.	
10091	5.5	Documentation of other meetings attended	06/15/19			
10092	5.5	Documentation of other meetings attended	09/15/19			

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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
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			
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			
10106	6.1	WPP Timeline	05/31/19			
10111	6.2	Documentation of stakeholder approval of WPP	09/30/20			
10112	6.2	Draft WPP to EPA	10/15/20			

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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
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	02/28/19		(due to delay in project initiation)	3/30/2019
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 received and initiated the contract on 1/9/19. H-GAC discussed the contract with TCEQ PM on 2/1 and various other dates.
2-Quality Assurance	H-GAC submitted a draft QAPP to TCEQ, and made revisions as requested.
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 a draft PPP, website, logo design, project one-pager, and other project initiation materials. H-GAC staff attended a number of outreach events in the project area, or serving project populations, including Naturefest at Jesse Jones Park. H-GAC attended regional and state meetings representing the project along with other watershed projects, including the Texas Watershed Coordinator Roundtable, BMP/Wetlands Coordinating Committee of the Texas Forest Service, Water and Sediment Quality subcommittee of the GBEP, etc. H-GAC staff discussed the project and outreach activities with a number of key stakeholders including Bayou Land Conservancy, Katy Prairie Conservancy, Harris County Precinct 4 staff, Harris County Flood Control District, Cypress Creek Flood Control Coalition, et al. H-GAC participated in a watershed event on 1/1/19, as part of a wildlife survey (Audubon Cypress CBC) in the Waller County part of the watershed, at which the PM discussed the project with representatives from TPWD, USFWS, and other local and state decision-makers. H-GAC worked with Texas A&M AgriLife to schedule a Texas Watershed Stewards training for April in the watershed, a Woodlands Trash Bash event in conjunction with the West Fork Project in late March, and other partner programs in and around the watershed.</p>
5 – Stakeholder Outreach	
6 – WPP Development	No action was taken on this item
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
FY18:	NA	NA
FY19:		
FY20:		
Total:		

Section II: Current FY Quarterly Spending:

	Match	Federal
Q1:	NA	NA
Q2:	\$2,127.57	\$3,154.06
Q3:		
Q4:		
Total:		

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:			

