

## Quarterly Progress Report

FY 20 Q1

Entity: HGAC

Contract No: 582-19-90201

Project Name: Cypress Creek WPP Development

Date Submitted: 12/12/19

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	
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	09/17/19		9/16/2019
10033	1.2	QPR (FY20Q1)	12/15/19	12/12/19		
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		
10041	1.3	Invoice (FY19Q4)	09/30/19	09/30/19		
10042	1.3	Invoice (FY20Q1)	12/30/19	12/30/19	To be sent under separate cover after close of quarter	
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		
10051	1.4	Conference Call (FY19Q3)	05/31/19	04/29/19		
10052	1.4	Conference Call (FY19Q4)	08/31/19	08/05/19		
10053	1.4	Conference Call (FY20Q1)	11/30/19	11/19/19	Call held and notes to be submitted under separate cover.	
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			

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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		Awaiting request from TCEQ	TBD
10061	2.1	QAPP Planning Mtg Notes	10/31/18	10/01/18		
10062	2.2	Draft QAPP	11/30/18	01/24/19		1/24/2019
10063	2.2	Final QAPP	TBD	06/13/19	Date reflects final TCEQ approval.	
10064	3.1	Draft Data Analysis Summary Report, including documentation of data compilation and review and documentation of DMR/SSO analysis	08/31/19		Modeling substantially completed and revised with stakeholder, draft will be completed by 12/31.	12/31/2019
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		Draft report to be complete by 12/31, most modelling and revisions completed prior to end of quarter.	12/31/2019
10067	4.2	SELECT Update	08/31/19		Draft report to be complete by 12/31, most modelling and revisions completed prior to end of quarter.	12/31/2019

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10068	4.3	Draft Modeling Report	08/31/19		Draft report to be complete by 12/31, most modelling and revisions completed prior to end of quarter.	12/31/2019
10069	4.3	Final Modeling Report	09/30/19		Per discussion with TCEQ PM, to follow TCEQ review of report with adjusted date.	
10070	5.1	Draft Public Participation Plan	02/28/19	03/15/19		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		3/15/2019
10074	5.3	Website Update (FY19Q3)	06/15/19	06/14/19		
10075	5.3	Website Update (FY19Q4)	09/15/19	09/15/19		
10076	5.3	Website Update (FY20Q1)	12/15/19	12/12/19	Materials for meetings added to Project Documents page. Announcements for meetings, survey and other events hosted on front page.	
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			

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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
10082	5.4	Project Meeting (FY19Q2)	03/15/19			
10083	5.4	Project Meeting (FY19Q3)	06/15/19	06/14/19		
10084	5.4	Project Meeting (FY19Q4)	09/15/19	07/26/19		
10085	5.4	Project Meeting (FY20Q1)	12/15/19	12/12/19	Partnership meetings were held 9/26 and 11/21, and Work Group Meetings were held in various dates during November.	
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		
10092	5.5	Documentation of other meetings attended	09/15/19	09/17/19		
10093	5.5	Documentation of other meetings attended	12/15/19	12/12/19	Contact documentation included in the narrative section of this QPR and in the stakeholder contact summary attached as a separate document.	
10094	5.5	Documentation of other meetings attended	03/15/20			
10095	5.5	Documentation of other meetings attended	06/15/20			

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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
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	12/12/19		
10099	5.6	Documentation of education and outreach events	12/15/19	12/12/19	Outreach and education are reported in the Stakeholder contact summary included under separate cover.	
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	12/12/19	Outreach and education are reported in the Stakeholder contact summary included under separate cover or forwarded separately for individual events.	
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		
10106	6.1	WPP Timeline	05/31/19	05/01/19		
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			

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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
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 continued to implement the final approved QAPP. There were no issues with QAPP adherence in this quarter.
3 - Water Quality Data Acquisition and Evaluation	H-GAC completed data analyses, with the final report to be completed by early Q2 FY20.
4 – Modeling	<p>the modeling as needed. The final modeling report is expected in early Q2 FY20.</p> <p>H-GAC held two formal Partnership meetings in the watershed. On 9/26 the Steering Committee was formed, and the Partnership discussed water quality issues and pollutant sources. On 11/21 the Partnership discussed bacteria sources and modeling results. Between the meetings stakeholders provided feedback at a series of Work Group meetings for Ag and Wildlife, and Human Sources. Good participation and active feedback were achieved across all meetings. H-Gac continued to work with local Representatives on their interest in the project and with several partners (NRCS, KPC, et al.) on potential implementation efforts. H-GAC updated the website with project materials for meetings, and notifications for other events and a survey. H-GAC staff attended a number of outreach events in the project area, or serving project populations, including presentations to several conferences (greater detail is provided in the included Stakeholder Contact summary document). 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 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, Texas Forest Service, et al. More information is available on the attached stakeholder contact documentation.</p>
5 – Stakeholder Outreach	
6 – WPP Development	Staff began completion of background information and modeling sections for TCEQ review and WPP inclusion.
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:	\$23,110	\$34,665
Q2:		
Q3:		
Q4:		
Total:	\$23,109.89	\$34,664.84

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

Yes

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
FY19:	\$32,188.08	48,282.12	
FY20:	\$58,008.00	\$87,011.00	Expenditures are in line with projections, with slightly higher rate than anticipated due to density of effort in this quarter.
FY21:	\$12,627.92	\$18,942.88	
Totals:	\$102,824.00	\$154,236.00	



