

Quarterly Progress Report

FY 20 Q2

Entity: HGAC

Contract No: 582-19-90201


Project Name: Cypress Creek WPP Development

Date Submitted: 5/27/20

Contractor Project Manager: Justin Bower

Approval Signature _____  _____ Date 6/15/20

TCEQ Project Manager: Jessica Uramkin

Approval* Signature _____  _____ Date 6/18/20

* 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		
10033	1.2	QPR (FY20Q1)	12/15/19	12/12/19		
	1.2	QPR (FY20Q2)	05/27/20	05/27/20	Issues due to COVID19 remote transition	
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		
10043	1.3	Invoice (FY20Q2)	03/31/20	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	01/09/20		
10054	1.4	Conference Call (FY20Q2)	02/29/20	02/19/20		
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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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
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	01/31/20	02/19/20		
10061	2.1	QAPP Planning Mtg Notes	10/31/18	10/01/18		
10062	2.2	Draft QAPP	01/31/19	01/24/19		
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	01/03/20	01/08/20		
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	01/03/20		Draft report to be complete by 12/31, most modelling and revisions completed prior to end of quarter.	
10067	4.2	SELECT Update	01/03/20		Draft report to be complete by 12/31, most modelling and revisions completed prior to end of quarter.	
10068	4.3	Draft Modeling Report	01/03/20		Draft report to be complete by 12/31, most modelling and revisions completed prior to end of quarter.	

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10069	4.3	Final Modeling Report	03/03/20		Per discussion with TCEQ PM, to follow TCEQ review of report with adjusted date.	
10070	5.1	Draft Public Participation Plan	03/15/19	03/15/19		
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		
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		
10077	5.3	Website Update (FY20Q2)	03/15/20	05/27/20	See Narrative tab for details.	
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		
10084	5.4	Project Meeting (FY19Q4)	09/15/19	07/23/19		
10085	5.4	Project Meeting (FY20Q1)	12/15/19	09/26/19		
10086	5.4	Project Meeting (FY20Q2)	03/15/20	01/16/20		
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		

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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	12/12/19		
10094	5.5	Documentation of other meetings attended	03/15/20	05/27/20	Contact documentation included in the narrative section of this QPR and in the stakeholder contact summary attached as a separate document.	
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	12/12/19		
10099	5.6	Documentation of education and outreach events	12/15/19	12/12/19		
10100	5.6	Documentation of education and outreach events	03/15/20	05/27/20	Outreach and education are reported in the Stakeholder contact summary included under separate cover.	
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		
10103	5.6	FY20 Documentation of Partner Events Attended	11/30/20		Outreach and education are reported in the Stakeholder contact summary included under separate cover or forwarded separately for individual events.	
10104	5.7	Draft Stakeholder Outreach Task	09/30/20			
10105	5.7	Final Stakeholder Outreach Task	10/31/20			

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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
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			
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		
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, and submitted the final reports for TCEQ review.
4 – Modeling	H-GAC incorporated TCEQ and stakeholder feedback into modeling runs and developed the modeling project for submission in Q3.
5 – Stakeholder Outreach	H-GAC held one formal Partnership meeting in the watershed, and one set of work group meetings. On 1/16 the Partnership discussed water quality issues and pollutant sources and modeling results and potential solutions. On 3/12 the Partnership discussed bacteria solutions in work groups. Good participation and active feedback were achieved across all meetings. H-GAC continued to work with local elected 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, 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.
6 – WPP Development	Staff began writing pieces of all sections for TCEQ review and WPP inclusion.
7 – Final Report	Staff discussed report formatting.

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:	\$32,188	\$48,282
FY20:	\$58,008	\$87,011
FY21:	\$12,628	\$18,943
Total:	\$102,824	\$154,236

Section II: Current FY Quarterly Spending:

	Match	Federal
Q1:	\$23,110	\$34,665
Q2:	\$16,230.43	\$24,345.65
Q3:		
Q4:		
Total:	\$39,340.32	\$59,010.49

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
FY19:			
FY20:			
FY21:			
Totals:	\$0.00	\$0.00	

Have any nonconformances occurred in the previous quarter? Yes/No	No
Add any nonconformances and the corresponding corrective actions to the Corrective Action Status Table below. Nonconformances <u>must</u> be communicated to the NPS Project Manager immediately via email and a Corrective Action Plan submitted within 14 days of the nonconformance occurring.	

Corrective Action Status Table

[illegible]

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]