

UNIVERSITY OF HAWAI'I

Sea Grant College Program
School of Ocean and Earth Science and Technology

June 4, 2015

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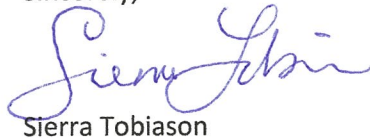
Mr. Alec Y. Wong
Professional Engineer, Chief
State of Hawai'i Department of Health Clean Water Branch
919 Ala Moana Boulevard, Room 301
Honolulu, Hawai'i 96814-4920

Dear Mr. Wong:

I have attached the first quarterly progress report and draft monitoring plan for the project entitled "Implementation of best management practices to reduce nonpoint pollution and storm water runoff in the Wai'ula'ula Watershed".

Please let me know if you have any questions. I look forward to your feedback.

Sincerely,



Sierra Tobiason

Hawaii Island Extension Agent and
South Kohala Coastal Partnership Coordinator
tobiason@hawaii.edu
808-313-2653

cc: Greg Takeshima via email

Department of Health
Clean Water Branch- Polluted Runoff Control Program

Quarterly Status Reporting Form
Clean Water Act 319(h) NPS Implementation Program

Quarterly Status Reports are required per contract terms. If no work was done during the reporting period, the CONTRACTOR must provide an explanation of the circumstances.

This Quarterly Status Report is for the period indicated below (**check only one and insert year**):

- ☒ January 1 – March 31, ____2015____ (Due April 15th)
☐ April 1- June 30, ____ (Due July 15th)
☐ July 1 – September 30, ____ (Due October 15th)
☐ October 1 – December 31, ____ (Due January 15th)

Project Title: ____ Implementation of best management practices to reduce nonpoint pollution and storm water runoff in the Wai'ula'ula Watershed

Project Start/Completion Date: ____December 15, 2014 – December 14, 2016 ____

Estimated % of Project Completed: ____10____%

Estimated % of Grant Funds Previously Requested: __spent approximately 1.55__%

Quarterly Status Report Number: ____QSR1____

Name, telephone number, and e-mail of person to be contacted for questions regarding this report:

Sierra Tobiason, 808-313-2653, tobiason@hawaii.edu

Or for budget related questions please contact

Bruce Hamakawa, 808-956-3571, bhamakaw@hawaii.edu

Please provide the following information for this reporting period. Additional sheets may be attached:

1. Progress/tasks started and/or completed as defined in the Contract's Scope of Services during **current** reporting period.

A. Summary of work completed (list all tasks and deliverables)

Task/Deliverable	Due Date	Date Task Completed/ Deliverable Submitted
Task 1: Conduct site surveys and planning for BMPs for priority sites		
South Kohala Stream Team Working Group established		1/29/2015
Monitoring Plan		5/15/2015
Work plan		
Operations and Maintenance plan		
Task 2: Implement restoration projects and install BMPs for stream riparian corridor restoration at five sites.		
Watershed/stream clean up events		1/19/2015, 2/12/2015, 2/22/2015, 3/28/15, 4/3/2015
Riparian planting		
Installation of BMPs		
Maintenance of BMPs		
Task 3: Monitor pre- and post – installation conditions at the five sites.		
Vegetation monitoring		1/19/2015, 2/11/2015, 4/13/2015
Site survey		1/19/2015, 1/23/2015, 2/10/2015, 2/11/2015, 2/24/2015, 3/4/2015, 4/13/2015
Monitoring sites installed		1/30/2015, and 2/13/2015
Erosion monitoring		4/13/2015
Water quality monitoring		1/3/2015, 1/21/2015, 2/4/2015, 2/22/2015, 3/28/2015, 4/3/2015
Task 4: Provide participating communities with the tools and knowledge of how to implement BMPs and sustain watershed restoration and preservation activities		
Workshop		4/10/2015
Community presentations/outreach		2/14/2015, 4/4/2015, 4/11/2015
Press releases		
Website developed		3/17/2015
Volunteer program established		3/18/2015

B. GRTS Load Reductions

	Estimated Load Reduction
Nitrogen (lbs/yr)	0
Phosphorus (lbs/yr)	0
Sediment (tons/yr)	0

It is too early in the project to determine any estimates of load reduction.

C. Narrative Progress Report

**Quarterly Status Narrative Progress Report –
Wai'ula'ula Watershed Project and Wai 2 Kai Program**

Tasks and associated activities:

The objective of this project is to reduce nutrient loads (total nitrogen, nitrate + nitrite, total phosphorous) and sediments in the Wai'ula'ula watershed by implementing the following tasks along 11,100 feet of the stream riparian corridor. Restoration activities in the watershed will also help to protect land owners from property loss due to flooding and erosion, create healthy habitats for native aquatic species, and increase community stewardship.

Task 1: Conduct site surveys and planning of BMPs for priority sites.

Activity 1: Establish a South Kohala Stream Team Working Group. Consult with partners and facilitate regular meetings (at least one meeting before starting the project and quarterly meetings after) with the South Kohala Stream Team Working Group.

- We established the South Kohala Stream Team Working Group which includes representatives from over 17 organizations and agencies that have committed to contributing to the planning and implementation of the BMPs, and will help provide local knowledge and technical assistance to stakeholders.

Table 1. South Kohala Stream Team Working Group members and contact information

Name	Organization/Affiliation	Email	Involvement	Site specific
Sierra Tobiason	UH Sea Grant	tobiason@hawaii.edu	Project manager and Principal Investigator	All
Maria "Didi" Derval Diaz-Lyke	UH Sea Grant	derval.diaz@gmail.com	Project staff	All
Darren Okimoto	UH Sea Grant	okimotod@hawaii.edu	Project Co-Investigator	All
Melora Purell	Kohala Watershed Partnership	Coordinator@kohalawatershed.org	Provide volunteer time with KWP volunteers, Planning	All
Matt Wung	Natural Resource Conservation Service	Matthew.Wung@hi.usda.gov	Planning	All

	(NRCS)			
Hannah Conley	Mauna Kea Soil and Water Conservation District (MKSWCD)	hannah.conley@hi.nacdnet.net	Planning	All
Reese Libby	NRCS	Reese.Libby@hi.usda.gov	Planning/mapping	All
Jared Considine	NRCS	jared.considine@hi.usda.gov	Planning	All
Andrew Stout	NRCS	andrew.stout@hi.usda.gov	Planning	All
Andy Hood	Sustainable Resources Group Intl. Inc. (SRGII)	ahood@srgii.com	Planning	All
Carolyn Stewart	Hawaii Wildfire Management Organization (HWMO), Malama Kai Foundation	mcstewart@hawaii.rr.com	Planning and Malama Kai volunteers	All
Heather Emmons	Parker School	hemmons@parkerschoolhawaii.org	Teacher, Match: Students volunteer time	1, 2, 5
Heather	Parker School	hpolhemus@parkerschoolhawaii.org	Head of Parker School lower campus	1, 2
Carl Sturges	Parker School	csturges@parkerschoolhawaii.org	Parker School Head master	1, 2
Danialle Jane	PATDI Inc, Waimea Center	daniellejane@aol.com	Property manager for Waimea Center	1, 2
Stuart Lau	Queen Emma Land Company	slau@queens.org	Landowner and real estate manager	5
Elizabeth Pickett	Hawaii Wildfire Management Organization, Malama Kai Foundation	elizabeth@hawaiiwildfire.org	Match: Fuels management at 2 sites	1, 2, 5
Clem Lam	Waimea Trails and Greenways (WTG)	c.lam4@hawaiiantel.net	Waimea Trails and Greenways committee	4
Peggi Kamisato	Waimea Trails and Greenways	pkamisato@keck.hawaii.edu	WTG committee	4
Leningrad Elarionoff	Waimea Trails and Greenways, Waimea Outdoor Circle	HOELIKE@aol.com	WTG committee	3, 4
Cheryl Langton	Waimea Outdoor Circle (WOC)	clangton@hawaii.rr.com	President of Waimea Outdoor Circle WOC	3
Carol Hendricks	Waimea Outdoor Circle	carolhe@hawaii.rr.com	volunteer contact for WOC	3
Pete Hendricks	Waimea Outdoor Circle, Waimea Preservation Association	Oldsaltp@yahoo.com	Office and meeting space at Waimea Preservation Association Cottage and WOC member	3
Roz Wright	Waimea Outdoor Circle	pegasus121@hawaiiantel.net	WOC board member	3
Aric Arakaki	National Park Service (NPS), Ala kaha kai NHT	Aric_Arakaki@nps.gov	Planning, community kinship, trail crew	5
Rick Gmirkin	NPS, Ala kaha kai NHT	Rick_Gmirkin@nps.gov	Planning and archeological guidance	5
Nahaku Kalei	NPS, Ala kaha kai NHT	Nahaku_Kalei@nps.gov	Planning, community kinship, volunteer coordination	All
Chad Wiggins	The Nature Conservancy (TNC)	cwiggins@tnc.org	Planning, coastal monitoring, community kinship	All
Rebecca Most	The Nature Conservancy	most@tnc.org	Planning, coastal	5

			monitoring, volunteer coordination	
Tracy Wiegner	University of Hawaii at Hilo	wiegner@hawaii.edu	UHH Marine Science, Watershed student and intern connection	All
Emma Anders	Division of Aquatic Resources	Emma.Anders@hawaii.gov	Planning	All
Holly Kersten	Surfrider Foundation	chair@kona.surfrider.org	Volunteer coordination for stream and beach clean ups	All
Megan Lamson	Hawaii Wildlife Fund	Meg.HWF@gmail.com	Volunteer coordination for stream and beach clean ups	All

- We facilitated site visits and meetings with the South Kohala Stream Team Working Group, landowners and/or land managers on January 20, February 10, February 24, and March 4 of 2015 with additional smaller partnership site visits taking place on a regular basis.
- We met with all landowners and/or land managers to confirm access, scheduling, rights of entry.
- We contacted other stakeholders that might want to participate in the project including local businesses and adjacent landowners such as the Mauna Kea Beach Resort operations manager Enjon Angelo and Mau'umae property manager Mike Hoover.
- We submitted a memorandum of understanding (MOU) between UH Sea Grant and the NRCS and the Mauna Kea Soil and Water Conservation District; the document is pending final approval from NRCS.
- We conducted site surveys with NRCS and Mauna Kea Soil and Water Conservation District.
- We held a planning meeting with Parker school Head Master Carl Sturges and teacher Heather Emmons on February 17, 2015.
- Partners from Mauna Kea Soil and Water Conservation District helped conduct lessons with 19 fifth grade students. On January 14, 2015 students learned how to test water quality; On January 19, 2015 students documented what was in their watershed and conducted a vegetation survey; and on February 25, 2015 students conducted a stream survey and additional water quality testing.
- We scheduled meetings with PATDI Inc. commercial leasing and management on January 15, March 10 and April 16 of 2015. On March 31, 2015 the maintenance crew at Waimea Center started to clear the fence line, remove and cut back invasive and non-native plant species, branches and debris.
- We organized meetings with Stuart Lau of Queen Emma Land Company on January 23, February 11, March 20 and April 5 of 2015.
- We attended weekly Waimea Trails and Greenways committee meetings.
- We arranged site visit and planning meeting with the Waimea Outdoor Circle on February 13, 2015.
- We coordinated meetings with the Hawaii Wildfire Management Organization on February 26 and April 7, 2015 for fire management planning at all sites.

- We facilitated two South Kohala Coastal Partnership meetings on March 9, and April 13, 2015 to provide presentations and updates on the watershed project. The next meeting is scheduled for June 8, 2015.

Activity 2: Provide local knowledge and technical assistance to stakeholders.

- We provided technical support through workshops, forums, demonstrations and guided field experiences.
- We organized workshop on April 10, 2015 with partners from Hawaii Wildfire Management Organization entitled "Wildfire preparedness from mauka to makai, workshop for natural resource managers" with 14 participants.
- We created and designed a website (www.Wai2Kai.com) to be a platform to share information and event announcements.
- The South Kohala Stream Team shared references and technical information to develop Wai'ula'ula watershed reference library and online materials.
- We reviewed the project with Hawaii County long range planners Bethany Morrison and Ron Whitmore on March 6, 2015.
- We provided technical advice as a member of the Hawaii Wildfire Management Organization Technical Advisory Committee and the Clean Water for Reefs Puako Science Advisory Committee.
- We shared updates at monthly community meetings with the Waimea Community Association, West Hawaii Fisheries Council, and South Kohala Community Development Plan Action Committee.

Activity 3: Develop a work plan, operation and maintenance plan, and monitoring plan with partners and landowners.

- We developed a draft work plan, operation and maintenance plan, and monitoring plan.

Task 2: Implement restoration projects and install BMPs for stream riparian corridor restoration at five sites.

Activity 1: Increase native vegetative cover in stream riparian corridor at five sites to serve as an adequate buffer for managing storm water runoff, nutrients and sediment.

- No vegetative planting took place during this reporting period as rights of entry and site plans were still being reviewed and developed.

Activity 2: Install three BMPs a year.

- No installation took place during this reporting period. We made progress in developing the plan and scheduling the implementation at all of the project sites. The engineering design plans are being drafted.

Activity 3: Work with partners to engage community volunteers and school groups in monthly community work days that involve native planting, removal of invasive species, stream side trail and park maintenance, and stream and coastal clean ups.

- We developed activities for a fifth grade science class at Parker School that included exploring watershed restoration, stream ecology, coral reef health and water quality in the classroom and in the field.
- We held the first watershed clean up with Parker school fifth grade students along approximately 500 feet of the stream riparian area of site 2 on Parker School land on January 19. Removed two large trash bags with a total estimated weight of 20 pounds.
- We collected marine debris from Spencer Beach Park to the mouth of Wai'ula'ula stream with participants of the C-water kit community field days project on February 22, March 28 and April 3, 2015. Each clean-up effort removed on average 15-20 pounds of trash.
- We planned an event with the South Kohala Stream Team Working Group, including Waimea Trails and Greenways committee, Waimea Outdoor Circle and teachers from Hawaii Preparatory Academy regarding a student stream side stewardship day for Earth Day on April 21, 2015: activities included removal of invasive species, spreading mulch to maintain the stream side trail, and planting native plants along the riparian area.
- We facilitated South Kohala Coastal Partnership Working Group meetings and site visits to discuss opportunities to collaborate on community stewardship activities.
- We documented that several partners and adjacent land owners on and around these sites have already started to implement BMPs in their regular maintenance activities including removing and managing non-native invasive species, removing tree limbs to reduce fuel loads, and planting native plants to reduce erosion and storm water runoff.

Activity 4: Work with NRCS to share information about their Conservation Reserve Enhancement Program (CREP) with stakeholders.

- We partnered with NRCS and Mauna Kea Soil and Water Conservation District (MKSWCD) to set up an information booth and interactive activities during four community outreach events: Malama Makalii Festival, Malama Kai Foundation – It's All Connected Ocean Warriors Event, and the Waimea Outdoor Circle plant sale.
- We developed a MOU document with NRCS that is being reviewed by NRCS.
- We shared *Conservation Reserve Enhancement Program (CREP)* information and links about the program on the Wai 2 Kai website.

Task 3: Monitor pre- and post-installation conditions at the five sites.

Activity 1: Monitor vegetation by conducting a site survey before BMP installation and twice after installation.

- Members of the South Kohala Stream Team helped us conduct preliminary site surveys on January 10, January 23, February 10-11, February 24, March 4, and April 13, 2015. We gathered information on vegetation, mapped the areas, and took GPS coordinates and photos.

Activity 2: Collect erosion monitoring data monthly through photo documentation and erosion pin monitoring.

- We installed over 100 erosion pins total at all five sites.
- We marked the GPS locations of all monitoring stations.
- We documented erosion pins, vegetation and monitoring stations with photos, notes, and GPS coordinates for all five sites.
- We measured and recorded erosion pin data on April 13, 2015.

Activity 3: Collect and analyze water quality samples quarterly or after major storm events.

- We developed an Excel database for the results of water quality samples for all five sites.
- We collected and analyzed water samples on January 3, 2015 on the morning after the January 2, 2015 storm event. This data will serve as a baseline storm water event prior to BMP installation unless another storm event occurs during the next reporting period. Sampling was limited due to heavy flow and for safety reasons.
- We collected water samples from sites 1, 2 and 3 for a training workshop with Parker School and at site 3 with teachers from HPA and Waimea Country School during the Waimea Outdoor Circle plant sale on April 11, 2015.
- We collected and analyzed water samples during the C-water kit community field day at Spencer beach, Mau'umae beach, and mouth of Wai'ula'ula stream.
- We conducted stream life observation surveys and documented aquatic species including native 'o'opu nakea near the mouth of Wai'ula'ula stream.
- We established a volunteer program, application packet and training procedures for conducting water quality monitoring.

Task 4: Provide participating communities with the tools and knowledge of how to implement BMPs and sustain watershed restoration and preservation activities.

Activity 1: Engage communities in stewardship activities through bi-monthly community work days, installation of three BMPs in the first year and two in the second year, stream riparian restoration and maintenance, stream (bi-monthly) and coastal (three times a year) clean ups.

- We engaged Parker school fifth grade students who developed the Waikoloa Stream and Ocean Protection Program (WSAOPP); activities that the students

conducted included stream and watershed clean ups, water quality monitoring, surveying stream riparian area and discussing plans for the restoration project.

- Parker School held the first watershed clean up on January 19, 2015 along approximately 500 feet of the stream riparian area around site 2. Two large trash bags were removed with a total estimated weight of 20 pounds. Another clean up took place on February 12, 2015 removing mostly glass from the Waikoloa Stream.
- Our partners from the Waimea Center, Waimea Outdoor Circle, Waimea Trails and Greenways, and a private Mau'umae beach property landowner have started to incorporate BMPs in the areas that they maintain. These practices included removing and managing non-native invasive species, trimming lower tree limbs at least 10 feet u, to reduce fuel loads, using of silt fencing, and planting native plants to reduce erosion and storm water runoff.

Activity 2: Provide technical assistance and educational materials to volunteers on how to implement BMPs.

- We facilitated a meeting with our UH Sea Grant Hanauma Bay Education Program staff to discuss successful strategies and volunteer program resources for developing a community volunteer program. The education program at Hanauma Bay has been in existence for 25 years and has 120 volunteers who contribute approximately 11,000 volunteer hours annually.
- We developed volunteer application forms that are available on the Wai 2 Kai website.
- We established a reference library that will be made available online and at the Waimea Preservation Association Cottage.
- We provided coordination efforts to our partners to facilitate discussions about appropriate BMPs and available references.
- We developed the Wai 2 Kai Volunteer Program and educational materials.

Activity 3: Sustain watershed restoration efforts by conducting two workshops a year, conduct community presentations at least three times a year, and participate in community outreach events.

- We partnered with the Hawaii Wildfire Management Organization to host a workshop entitled "Wildfire Preparedness from Mauka to Makai" for natural resource managers on April 10, 2015 in Waimea. The objective was for participants to learn more about wildfire prevention methods and how to incorporate these strategies into natural resource management work and project areas. These wildfire reduction strategies included taking a proactive approach against fire to help protect Hawaii's natural resources, coral reefs, fisheries, water quality and nearshore waters.
- We participated in three major community outreach events with an information booth and hands on training on water quality testing, and watershed activities: 4th Annual Malama Makalii Ocean Festival in Kawaihae Harbor on February 14,

2015; Malama Kai Foundation – It's All Connected Ocean Warriors Event on April 4, 2015; and the Waimea Outdoor Circle plant sale on April 11, 2015.

- The Enviroscape watershed and storm water runoff demonstration activity we showcased at community events was donated for use at events by the Natural Resources Conservation Service and Mauna Kea Soil and Water District Kamuela office.
- Several schools, businesses, community organizations and individuals have signed up for future volunteer opportunities such as planting native trees, removing nonnative and invasive species, collecting water quality samples, and participating in stream, watershed and beach clean-up events.

Activity 4: Share information on projects through at least two press releases with news media. Make web based materials and information available on the South Kohala Coastal Partnership website.

- We drafted a press release and have been working with our UH Sea Grant Communications staff to finalize the press release for dissemination.
 - We designed and launched a website “www.Wai2Kai.com” on March 17, 2015 that is linked to the South Kohala Coastal Partnership website and facebook page to share materials and updates on upcoming activities and events.
 - We established the Wai 2 Kai Volunteer program on March 18, 2015 and provided information about this program on the website.
2. Description of any major issues/problems encountered and/or resolved that may affect the CONTRACTOR’s ability to complete the project as required (i.e., weather, personnel, equipment, etc.). If there is a change in the project timeline or budget, provide an explanation, revised timeline, budget, and completion schedule. (Please note that no-cost extensions must be applied for through the Department, and will only be granted when the CONTRACTOR has demonstrated unforeseeable setbacks.)
- First, the contract review process for obtaining the grant funds took a while to execute by a few months, thus delaying the implementation of our proposed timeline.
 - In addition, we decided on a strategy to implement restoration at all five sites concurrently rather than staggering the implementation process. Thus we conducted several site visits and planning meetings for each of the five sites with five separate landowners and partners before installation of BMPs. We are also in the process of hiring an engineering consultant to finalize the site plans to provide installation plans that are clear and detailed for community work days; paperwork for justifying the hiring of this consultant is involved and requires us to seek at least three bids. We hope to have this hiring completed within a month’s time.
 - We are in the process of hiring a tree trimming company to prep the sites by helping to clear debris, removing tree limbs, removing and managing non- native plants, and chipping material for use as mulch prior to community work days. The

hiring process is also involved and requires us to soliciting three bids for services. We are waiting for the release of the award from the Hawaii Wildfire Management Organization to approve the start of tree trimming work.

3. Description of any significant findings, results, or conclusions. If none, please indicate so.
 - No significant findings, results or conclusions at this point.
4. Based on the Scope of Services, a description of tasks expected to be completed in the next reporting period.

The following tasks are expected to be completed in the next reporting period.

Task 1: Conduct site surveys and planning of BMPs for priority sites.

- This will continue to take place with the help of an engineering consultant who will complete site plans and collect data on topographic surveys, field measurements to compute length, area, and volumes to be remediated, field measurements to identify logistical elements, e.g. setback distances, and field investigations to assess geotechnical conditions.
- Our deliverables will include completed site plans, site maps, site layouts, maps depicting treatment areas and installation sites, details (Drawings and Narrative), installation instructions (Drawings and Narrative), specifications and a list of materials to be used.
- Our operations and maintenance plans, monitoring plan, and work plan will be updated as needed with the information and feedback provided from consultants, partners, and stakeholders.

Task 2: Implementing restoration projects and install BMPs for stream riparian corridor restoration at five sites.

- We will implement restoration activities such as riparian planting and non-native invasive species management, and installation and maintenance of BMPs.

Task 3: Monitor pre- and post – installation conditions at the five sites.

- At least one field day will take place during the reporting period to monitor vegetation, erosion pins, and water quality.

Task 4: Provide participating communities with the tools and knowledge of how to implement BMPs and sustain watershed restoration and preservation activities.

- Our press release will be announced and shared with the West Hawaii and others.

- Our website will be updated with most current project information, presentations, and references.
- We have scheduled a community ReefTalk presentation for June of 2015 on the Wai'ula'ula Watershed Project and Wai 2 Kai program and to share information on Best Management Practices with the West Hawaii community.
- The Natural Resources Conservation Services and Mauna Kea Soil and Water Conservation District have invited us to participate in an upcoming soil health workshop this summer.
- We submitted an abstract that was accepted as a presentation on the Wai'ula'ula Watershed Project and Wai 2 Kai program at the Hawaii Conservation Conference in August of 2015 in Hilo.
- We have also been invited to present information on watersheds, land-based pollution and best management practices at the upcoming Annual Landscape Conference at the end of October of 2015 at the Hapuna Prince hotel. The theme of this year's conference is "Wai Ola" – Waters of life.

Summary of expenditures and in-kind contributions previously requested in comparison with the Contract's project budget and remaining funds. The summary must be actual cumulative amounts for each line item (i.e., personnel services, travel, operating expenses, equipment acquisition, construction materials, other, etc.) current as of this quarterly status report. Please see the example on Page 4 if necessary.

Grant Funds

No.	Description	Original Contract Amount	Contract Amounts from Preceding QSR	Expenditures during this Quarterly Reporting Period	Current Contract Amount (Remaining Funds)
A	Personnel Services	\$121,834.32	\$	\$5,925.98	\$115,908.34
B.	Travel	\$8,080.00	\$	\$	\$8,080.00
C.	Operating Expenses	\$5,600	\$	\$	\$5,600.00
D.	Equipment	\$3,050	\$	\$	\$3,050.00
E.	Professional Services	\$55,399	\$	\$	\$55,399.00
F.	Construction Materials and Supplies	\$219,000	\$	\$	\$219,000.00
G.	Other Misc. Expenses (Indirect cost)	\$ 14,254.62	\$	\$693.27	\$13,561.35
TOTALS		\$427,217.94	\$0.00	\$6,619.25	\$420,598.69

In-Kind Contributions (Matching Funds)

No.	Description	Original Contribution Amounts	Contribution Amounts from Preceding QSR	Contributions during this Quarterly Reporting Period	Current Contribution Amount
A	Personnel Services	\$102,077.03	\$	\$2,250.00	\$99,827.03
B.	Travel	\$0	\$	\$	\$
C.	Operating Expenses	\$0	\$	\$	\$
D.	Equipment	\$0	\$	\$	\$
E.	Professional Services	\$5,000	\$	\$	\$5,000
F.	Construction Materials and Supplies	\$0	\$	\$	\$
G.	Other Misc. Expenses	\$0	\$	\$	\$
TOTALS		\$107,077.03	\$0.00	\$2,250.00	\$104,827.03

In this **example**, the Contractor's overall project budget for Personnel Services is \$10,000.00, with \$15,000.00 in Match. The Travel Budget is \$1,200.00 with \$1,000.00 in Match. Due to space constraints, Categories C - G were not listed in this example but shall be included with the QSR and reimbursement requests. In the first Quarterly Grant Expense Report, the CONTRACTOR requests a \$500.00 reimbursement, and claims \$200.00 in Match:

Grant Funds						
No.	Description	Original Contract Amount	Contract Amounts from Preceding QSR	Expenditures during this Quarterly Reporting Period	Current Contract Amount (Remaining Funds)	
A	Personnel Services	\$10,000.00	\$0.00	\$500.00	\$9,500.00	
B	Travel	\$1,200.00	\$0.00	\$0.00	\$1,200.00	
TOTALS		\$11,200.00	\$0.00	\$500.00	\$10,700.00	
In-Kind Contributions (Matching Funds)						
No.	Description	Original Contribution Amounts	Contribution Amounts from Preceding QSR	Contributions during this Quarterly Reporting Period	Current Contribution Amount	
A	Personnel Services	\$15,000.00	\$0.00	\$200.00	\$14,800.00	
B	Travel	\$1,000.00	\$0.00	\$0.00	\$1,000.00	
TOTALS		\$16,000.00	\$0.00	\$200.00	\$15,800.00	

With QSR #2, the CONTRACTOR requests a \$1,500.00 reimbursement and claims \$500.00 in Match for Personnel, and \$200.00 in Match for Travel (Note that the "Original Contract Amount" Column never changes, and the "Contract Amounts from Preceding QSR" Column in QSR #2 is identical to the "Current Contract Amounts" Column in QSR #1):

Grant Funds						
No.	Description	Original Contract Amount	Contract Amounts from Preceding QSR	Expenditures during this Quarterly Reporting Period	Current Contract Amount (Remaining Funds)	
A	Personnel Services	\$10,000.00	\$9,500.00	\$1,500.00	\$8,000.00	
B	Travel	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00	
TOTALS		\$11,200.00	\$10,700.00	\$1,500.00	\$9,200.00	
In-Kind Contributions (Matching Funds)						
No.	Description	Original Contribution Amounts	Contribution Amounts from Preceding QSR	Contributions during this Quarterly Reporting Period	Current Contribution Amount	
A	Personnel Services	\$15,000.00	\$14,800.00	\$500.00	\$14,300.00	
B	Travel	\$1,000.00	\$1,000.00	\$200.00	\$800.00	
TOTALS		\$16,000.00	\$15,800.00	\$700.00	\$15,100.00	