

Hawaii State 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)**:

- | | |
|--|---------------------------------|
| <input checked="" type="checkbox"/> January 1 – March 31, 2017 | (Due April 15 th) |
| <input type="checkbox"/> April 1- June 30 | (Due July 15 th) |
| <input type="checkbox"/> July 1 – September 30 | (Due October 15 th) |
| <input type="checkbox"/> October 1 – December 31 | (Due January 15 th) |

Project Title: *Replacing Small Capacity Cesspools with Advanced Wastewater Systems in Hanalei Bay Watershed (ASO Log 16-103)*

Project Start/Completion Date: *April 2016 – April 2019*

Estimated % of Project Completed: 7%

Estimated % of Grant Funds Previously Requested: 4.7%

Quarterly Status Report Number: 4

Name, telephone number, and e-mail of person to be contacted for questions regarding this report:
Makaala Kaaumoana, 808-826-1985, kaaumoana@gmail.com

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)

Project Timeline

Activity	Due Date	Date Completed
Project Start	4/15/16	5/1/16
Begin Project Management	5/15/16	5/1/16
Begin assessment and design	5/15/16	
Begin engaging property owners	5/15/16	5/1/16
Complete project management	6/15/16	
Draft and release press release #1	6/15/16	11/15/16
Host Public Stakeholder Meeting #1	6/15/16	
Submit the draft monitoring plan	7/15/16	10/14/16

Activity	Due Date	Date Completed
Submit the draft QAPP	7/15/16	1/17/17
Submit the draft outreach and education plan	7/15/16	7/15/16
Submit the final monitoring plan	9/15/16	1/17/17
Submit the final QAPP	9/15/16	
Submit the final outreach and education plan	9/15/16	7/15/16
Begin water quality monitoring	10/15/16	
Begin load reduction analysis	10/15/16	
Complete assessment	10/15/16	
Begin site plans	10/15/16	
Complete site plans	3/15/17	
Complete design	4/15/17	
Complete engaging property owners	4/15/17	
Submit progress report	4/15/17	
Meet with State to discuss progress report	4/15/17	
Begin installation	4/15/17	
Complete installation	10/15/18	
Host Public Stakeholder Meeting #2	11/15/18	
Draft and release press release #2	12/15/18	
Complete water quality monitoring	2/15/19	
Complete load reduction analysis	2/15/19	
Submit the draft Final Report	2/15/19	
Submit the Final Report	4/15/19	

B. GRTS Load Reductions

No data at this time. Details will be included in subsequent QSRs.

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

C. Narrative Progress Report

Personnel

QSR3. No change in personnel at this time.

Monitoring Plan and Activities

QSR3. Monitoring will begin when two eligible and participating properties are identified. The Draft QAPP preparation is delayed due to required changes in the type of monitoring equipment to be used. The type of piezometers originally intended for use are not compatible with the sonde to be used to measure various water quality parameters. In addition, the lab that was going to be used to process samples no longer provides services on Kaua'i. The QAPP will be complete once all the equipment and logistics are finalized.

BMP Installation

QSR3. Two potential customers for ATU installation have been identified (one owner-occupied, one TVR). Cost estimates and agreements are being prepared. Discussions have ensued between SRGII and the manufacturer of the BMP regarding unit cost. The objective of the conversations are in part to negotiate reduced sale price of the unit in order to generate participation in the project.

Education and Outreach

QSR3. Education and outreach is on-going including publication of an approved press release on the program and regular program descriptions in the media. A descriptive poster of the program was developed and posted on the HWH web site, displayed on a community bulletin board and presented at the Hanalei to Ha'ena Community Association meeting. Changes were made to the poster at the request of DOH CWB so that the poster did not imply endorsement of a particular product. Outreach materials have been used at local events and presentations.

2. Description of any major issues/problems encountered and/or resolved that may affect the Contractor's ability to complete the project as required.

QSR3. SRGII and HWH have been in contact with ATU company to determine backup power requirements for the system. Estimates have been made for minimum power requirements needed during power outages to better inform potential participants of system needs. In addition, technical information on the specifications of the electro-mechanical equipment has been provided by the manufacturer, as well as brands and specifications for backup power using photovoltaic and generator systems.

3. Description of any significant findings, results, or conclusions. If none, please indicate.

There have not been any significant findings, results or conclusions. However, a recurring issue when speaking with potential clients is the revolving cost of entering into an annual service agreement between the owner and a service provider. Pursuant to HRS CH 11-62 the HDOH Waste Water Branch requires ATU owners to have a service contract. For most candidates who have been conditioned to paying little or no money for their waste disposal, the revolving service fee and ongoing electrical costs on top of the system upgrade cost is a challenge.

4. Based on the Scope of Services, a description of tasks expected to be completed in the next reporting period.

Monitoring Plan and Activities

Draft QAPP will be submitted. Final QAPP will be submitted after review and comment by the Department of Health.

BMP Installation

Contacts with prospective clients will result in at least two potential agreements to install the ATU.

Education and Outreach

The Hanalei Watershed Hui provided outreach and education services and program support for the cesspool replacement project for Hanalei. This effort included:

- monthly public radio announcements on KKCR: Jan. 9, Feb. 13 and Mar. 13.
- presentation at a Hanalei to Ha'ena Community Association meeting on Feb. 21.
- posted information on the community bulletin board
- updated information on the HWH website

- participated in a public event Mar. 7 and Mar.15 describing program

HWH continues to explore potential funding sources to assist with project costs to property owners.

There are two property owners currently processing applications.

**Department of Health, Section 319(h) NPS
Quarterly Grant Fund Expense Report**

Contractor: Hanalei Watershed Hui

Project Name: Replacing Small Capacity Cesspools with Advanced Wastewater Systems in Hanalei Bay Watershed

ASO Log No. 16-103

Month(s)/Year covered in this report: January 01 to March 31, 2017

Invoice No: 5

Invoice Date: 15-Apr-17

GRANT FUNDS

No.	Description	Original Contract Amount	Contract Amount From Preceding QSR	Expenditures During this Quarterly Reporting Period	Current Contract Amount (Remaining Funds)
A.	Personnel Services	\$66,000.00	\$58,160.00	\$0.00	\$58,160.00
B.	Travel	\$14,015.50	\$14,015.50	\$0.00	\$14,015.50
C.	Operating Expenses	\$33,950.00	\$29,841.57	\$3,384.78	\$26,456.79
D.	Equipment	\$175,500.00	\$175,500.00	\$0.00	\$175,500.00
E.	Professional Services	\$146,183.60	\$132,483.11	\$0.00	\$132,483.11
F.	Construction Materials and Supplies	\$8,050.00	\$8,050.00	\$0.00	\$8,050.00
G.	Other Misc. Expenses	\$23,432.91	\$22,563.19	\$141.01	\$22,422.18
	TOTALS	\$467,132.01	\$440,613.37	\$3,525.79	\$437,087.58

IN-KIND CONTRIBUTIONS (MATCHING FUNDS)

No.	Description	Original Contract Amount	Contract Amount From Preceding QSR	Expenditures During this Quarterly Reporting Period	Current Contract Amount (Remaining Funds)
A.	Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00
B.	Travel	\$0.00	\$0.00	\$0.00	\$0.00
C.	Operating Expenses	\$3,750.00	\$3,750.00	\$0.00	\$3,750.00
D.	Equipment	\$214,500.00	\$214,500.00	\$0.00	\$214,500.00
E.	Professional Services	\$81,100.00	\$78,670.30	\$0.00	\$78,670.30
F.	Construction Materials and Supplies	\$0.00	\$0.00	\$0.00	\$0.00
G.	Other Misc. Expenses	\$12,470.93	\$12,470.93	\$0.00	\$12,470.93
	TOTALS	\$311,820.93	\$309,391.23	\$0.00	\$309,391.23

**Department of Health, Section 319(h) NPS
Monthly Grant Fund Expense Report**

Contractor: Hanalei Watershed Hui

Project Name: Replacing Small Capacity Cesspools with Advanced Wastewater Systems in Hanalei Bay Watershed

ASO Log No. 16-103

Month(s)/Year covered in this report: January 01 to March 31, 2017

Invoice No: 5

Invoice Date: 15-Apr-17

No.	Item	Hr Rt/Un Cst	Units	Grant Funds	Match Funds	Total
A.	Personnel Services					
	Project Manager	\$40.00 hr	0	\$0.00	\$0.00	\$0.00
	Project Administrator	\$35.00 hr	0	\$0.00	\$0.00	\$0.00
	Outreach Specialist	\$30.00 hr	0	\$0.00	\$0.00	\$0.00
	Total Labor			\$0.00	\$0.00	\$0.00
	Volunteers	\$30.00 hr	0	\$0.00	\$0.00	\$0.00
	Total Other Personnel			\$0.00	\$0.00	\$0.00
	Sub-Total Item A			\$0.00	\$0.00	\$0.00
B.	Travel & Training					
	Airfare (inter-island)	\$200.00 rt	0	\$0.00	\$0.00	\$0.00
	Car rental / Gas	\$75.00 ea	0	\$0.00	\$0.00	\$0.00
	Lodging	\$150.00 dy	0	\$0.00	\$0.00	\$0.00
	Meals and Incidentals	\$40.00 dy	0	\$0.00	\$0.00	\$0.00
	Airport Parking	\$15.00 dy	0	\$0.00	\$0.00	\$0.00
	Mileage	\$0.575 mi	0	\$0.00	\$0.00	\$0.00
	Sub-Total Item B			\$0.00	\$0.00	\$0.00
C.	Operating Expenses					
	Office / Communications	\$200.00 wk	0	\$2,855.22	\$0.00	\$2,855.22
	Meeting Venue	\$25.00 hr	0	\$0.00	\$0.00	\$0.00
	Printing and Reproduction (yearly)	\$750.00 ls	0	\$529.56	\$0.00	\$529.56
	Conference Expenses	\$500.00 ea	0	\$0.00	\$0.00	\$0.00
	Sub-Total Item C			\$3,384.78	\$0.00	\$3,384.78
D.	Equipment					
	Envirocycle Units (Owner)	\$26,000.00 ea	0	\$0.00	\$0.00	\$0.00
	Envirocycle Units (Investment)	\$26,000.00 ea	0	\$0.00	\$0.00	\$0.00
	Sub-Total Item D			\$0.00	\$0.00	\$0.00
E.	Professional Services					
	Technical Services (SRGII)	\$87,683.60 ls	0	\$0.00	\$0.00	\$0.00
	Ho'ike Kauai Community Television	\$1,700.00 ea	0	\$0.00	\$0.00	\$0.00
	This also includes KKCR at a Value of \$1869 per Hour					
	Videographer	\$500.00 ls	0	\$0.00	\$0.00	\$0.00
	Certified Public Accountant (yearly)	\$1,000.00 ls	0	\$0.00	\$0.00	\$0.00
	Construction Contractor (Owner)	\$8,000.00 ls	0	\$0.00	\$0.00	\$0.00
	Construction Contractor (Investment)	\$8,000.00 ls	0	\$0.00	\$0.00	\$0.00
	Sub-Total Item E			\$0.00	\$0.00	\$0.00
F.	Construction Materials & Supplies					
	Piezometers	\$1,250.00 ls	0	\$0.00	\$0.00	\$0.00
	Lab samples (soil and water)	\$50.00 ls	0	\$0.00	\$0.00	\$0.00
	Supplies (Various / yearly)	\$2,000.00 ls	0	\$0.00	\$0.00	\$0.00
	Sub-Total Item F			\$0.00	\$0.00	\$0.00
G.	Other Misc. Expenses					
	Insurance (yearly)	\$1,583.50 ls	0	\$0.00	\$0.00	\$0.00
	Hawaii State GET (all items, A-G)	4.166%		\$141.01	\$0.00	\$141.01
	Sub-Total Item G			\$141.01	\$0.00	\$141.01
	SUB-TOTAL A - G (excluding GET)			\$3,384.78	\$0.00	\$3,384.78
	TOTAL A-G			\$3,525.79	\$0.00	\$3,525.79

Always On.**Hawaiian Telcom**

HANALEI WATERSHED HUI
POBOX 1285
HANALEI HI 96714-1285

Account Number: 104018553300010
Billing Telephone #: (808)826-1985
Invoice Number: 74378315

Invoice Date: 01/13/17
Service Period: 01/13/17 - 02/12/17
Usage Period: 12/13/16 - 01/12/17
Payment Due: February 12, 2017

ACCOUNT SUMMARY

Previous Balance	\$102.72	
Payments Received	\$102.72 CR	
TOTAL BALANCE FORWARD		\$0.00

NEW CHARGES BY SERVICE TYPE:

Local Charges	\$48.08	
Long Distance Charges	\$1.50	
Internet Charges	\$53.08	
TOTAL NEW CHARGES:		\$102.66

TOTAL AMOUNT DUE: \$102.66

To avoid a late payment fee on new charges, payment must be received by 02/12/17.

For customers with Automatic Bill Payment, Hawaiian Telcom debits customer accounts 10 calendar days before the Payment Due date. Your account will be debited for the Total Amount Due on February 2, 2017.

Hawaiian Telcom offers Bill Block service free of charge to prevent unauthorized, non-telecommunications charges on our customer's bills. To sign-up, call 643-3456 (Residential); 643-4411 (Business).

Effective 1/1/2017, the Federal Universal Service Fund (FUSF) surcharge will decrease from 17.4% to 16.7%. The FUSF surcharge, which is authorized by the FCC and reviewed quarterly, provides funding for programs to keep local telephone rates affordable for all customers and to provide discounts to schools, libraries, rural health care providers and low-income families.

FOR YOUR RECORDS ONLY - PLEASE DO NOT SEND PAYMENT

Hawaiian Telcom

1177 Bishop Street, Honolulu, HI 96813

☐ Check here for change of billing address (see reverse)

9304 1705 NO RP 14 01142017 NNNNNN 01 010869 0042

HANALEI WATERSHED HUI
PO BOX 1285
HANALEI HI 96714-1285

Account Number: 104018553300010
Billing Telephone #: (808)826-1985
Invoice Number: 74378315
Invoice Date: 01/13/17
Service Period: 01/13/17 - 02/12/17

Payment Due:	February 12, 2017
Total Amount Due:	\$102.66
Payment Amount:	DO NOT PAY

For customers with Automatic Bill Payment, Hawaiian Telcom debits customer accounts 10 calendar days before the Payment Due date.

Your account will be debited for the Total Amount Due on February 2, 2017.

Mail payments to:

HAWAIIAN TELCOM
P.O. BOX 30770
HONOLULU, HI 96820-0770



104018553300010 0074378315 1 006 1000288 00000010266

Always On.**Hawaiian Telcom**

HANALEI WATERSHED HUI
POBOX 1285
HANALEI HI 96714-1285

Account Number: 104018553300010
Billing Telephone #: (808)826-1985
Invoice Number: 74679302

Invoice Date: 02/13/17
Service Period: 02/13/17 - 03/12/17
Usage Period: 01/13/17 - 02/12/17
Payment Due: March 15, 2017

ACCOUNT SUMMARY

Previous Balance	\$102.66	
Payments Received	\$102.66 CR	
TOTAL BALANCE FORWARD		\$0.00

NEW CHARGES BY SERVICE TYPE:

Local Charges	\$48.10	
Long Distance Charges	\$1.50	
Internet Charges	\$53.08	
TOTAL NEW CHARGES:		\$102.68

TOTAL AMOUNT DUE: **\$102.68**

To avoid a late payment fee on new charges, payment must be received by 03/15/17.

For customers with Automatic Bill Payment, Hawaiian Telcom debits customer accounts 10 calendar days before the Payment Due date. Your account will be debited for the Total Amount Due on March 5, 2017.

Hawaiian Telcom offers Bill Block service free of charge to prevent unauthorized, non-telecommunications charges on our customer's bills. To sign-up, call 643-3456 (Residential); 643-4411 (Business).

FOR YOUR RECORDS ONLY - PLEASE DO NOT SEND PAYMENT

Hawaiian Telcom

1177 Bishop Street, Honolulu, HI 96813

☐ Check here for change of billing address (see reverse)

9304 1705 NO RP 14 02142017 NNNNNN 01 010406 0031

HANALEI WATERSHED HUI
PO BOX 1285
HANALEI HI 96714-1285

Account Number: 104018553300010
Billing Telephone #: (808)826-1985
Invoice Number: 74679302
Invoice Date: 02/13/17
Service Period: 02/13/17 - 03/12/17

Payment Due:	March 15, 2017
Total Amount Due:	\$102.68
Payment Amount:	DO NOT PAY

For customers with Automatic Bill Payment, Hawaiian Telcom debits customer accounts 10 calendar days before the Payment Due date.

Your account will be debited for the Total Amount Due on March 5, 2017.

Mail payments to:

HAWAIIAN TELCOM
P.O.BOX 30770
HONOLULU, HI 96820-0770



104018553300010 0074679302 1 008 1000288 00000010268

Always On.**Hawaiian Telcom**

HANALEI WATERSHED HUI
POBOX 1285
HANALEI HI 96714-1285

Account Number: 104018553300010
Billing Telephone #: (808)826-1985
Invoice Number: 74075928

Invoice Date: 12/13/16
Service Period: 12/13/16 - 01/12/17
Usage Period: 11/13/16 - 12/12/16
Payment Due: January 12, 2017

ACCOUNT SUMMARY

Previous Balance	\$102.72	
Payments Received	\$102.72 CR	
TOTAL BALANCE FORWARD		\$0.00

NEW CHARGES BY SERVICE TYPE:

Local Charges	\$48.13	
Long Distance Charges	\$1.51	
Internet Charges	\$53.08	
TOTAL NEW CHARGES:		\$102.72

TOTAL AMOUNT DUE: **\$102.72**

To avoid a late payment fee on new charges, payment must be received by 01/12/17.

For customers with Automatic Bill Payment, Hawaiian Telcom debits customer accounts 10 calendar days before the Payment Due date. Your account will be debited for the Total Amount Due on January 2, 2017.

Hawaiian Telcom offers Bill Block service free of charge to prevent unauthorized, non-telecommunications charges on our customer's bills. To sign-up, call 643-3456 (Residential); 643-4411 (Business).

**FOR YOUR RECORDS ONLY - PLEASE DO NOT SEND PAYMENT**

1177 Bishop Street, Honolulu, HI 96813

☐ Check here for change of billing address (see reverse)

9304 1705 NO RP 14 12142016 NNNNNN 01 011128 0035

HANALEI WATERSHED HUI
PO BOX 1285
HANALEI HI 96714-1285

Account Number: 104018553300010
Billing Telephone #: (808)826-1985
Invoice Number: 74075928
Invoice Date: 12/13/16
Service Period: 12/13/16 - 01/12/17

Payment Due:	January 12, 2017
Total Amount Due:	\$102.72
Payment Amount:	DO NOT PAY

For customers with Automatic Bill Payment, Hawaiian Telcom debits customer accounts 10 calendar days before the Payment Due date.

Your account will be debited for the Total Amount Due on January 2, 2017.

Mail payments to:

HAWAIIAN TELCOM
P.O.BOX 30770
HONOLULU, HI 96820-0770



104018553300010 0074075928 1 005 1000288 00000010272



Reimburse Makdala

DoH
Printing/offset

Costco #640
4300 Nuhou St.
Lihue, HI 96766
P8 Member 1117 8843902

2 @ 9.99
38303 20X30 ONLINE 19.98 A
2 @ 0.17
25147 UPLOADED 4X6 0.34 A
SUBTOTAL 20.32
TAX 0.85
**** TOTAL 21.17

XXXXXXXXXXXX7782 SWIPED
Seq#: 87577 App#: 387791
EFT/Debit Resp: APPROVED
Tran ID#: 703200087577....
Merchant ID: 99064011

APPROVED - Purchase
AMOUNT: \$21.17
CASHBACK: \$0.00

EFT/Debit 21.17
CHANGE 0.00

A 4.166% GET 0.85
TOTAL TAX 0.85
TOTAL NUMBER OF ITEMS SOLD =
02/01/2011 10:49 640 87 4 63
OP#: 63 Name: DOUG R.

Thank You!
Please Come!
Whse:640 Trm:87 Trn:4 OP

PRINCEVILLE MAIL SERVICE CENTER

PO Box 223300

Princeville, HI 96722

Phone 808-826-7331 Fax 808-826-1466

Princeville

Mail Service Center
WWW.PRINCEVILLEMAILSERVICE.COM

Reimburse Makala
DOH Outreach

INVOICE

DATE: DECEMBER 30, 2016

TO:

Hanalei Watershed Hui

DATE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
12-16-16	208	COLOR COPY	.69	143.52
12-16-16	788	BW COPY	.15	118.20
12-16-16	7	BINDING	7.00	49.00
12-16-16	-	SEC. SERVICES	62.14	62.14
SUBTOTAL				372.86
SALES TAX				15.53
SHIPPING & HANDLING				
TOTAL DUE				388.39

Make all checks payable to Princeville Mail Service Center

If you have any questions concerning this invoice, contact 808-826-7331 or psc123@hawaii.rr.com

THANK YOU FOR YOUR BUSINESS!

Printing Services Corporation

3148 Oihana Street, Bay 1

Lihue, HI 96766

Phone: (808) 245-2631

Fax: (808) 246-9216

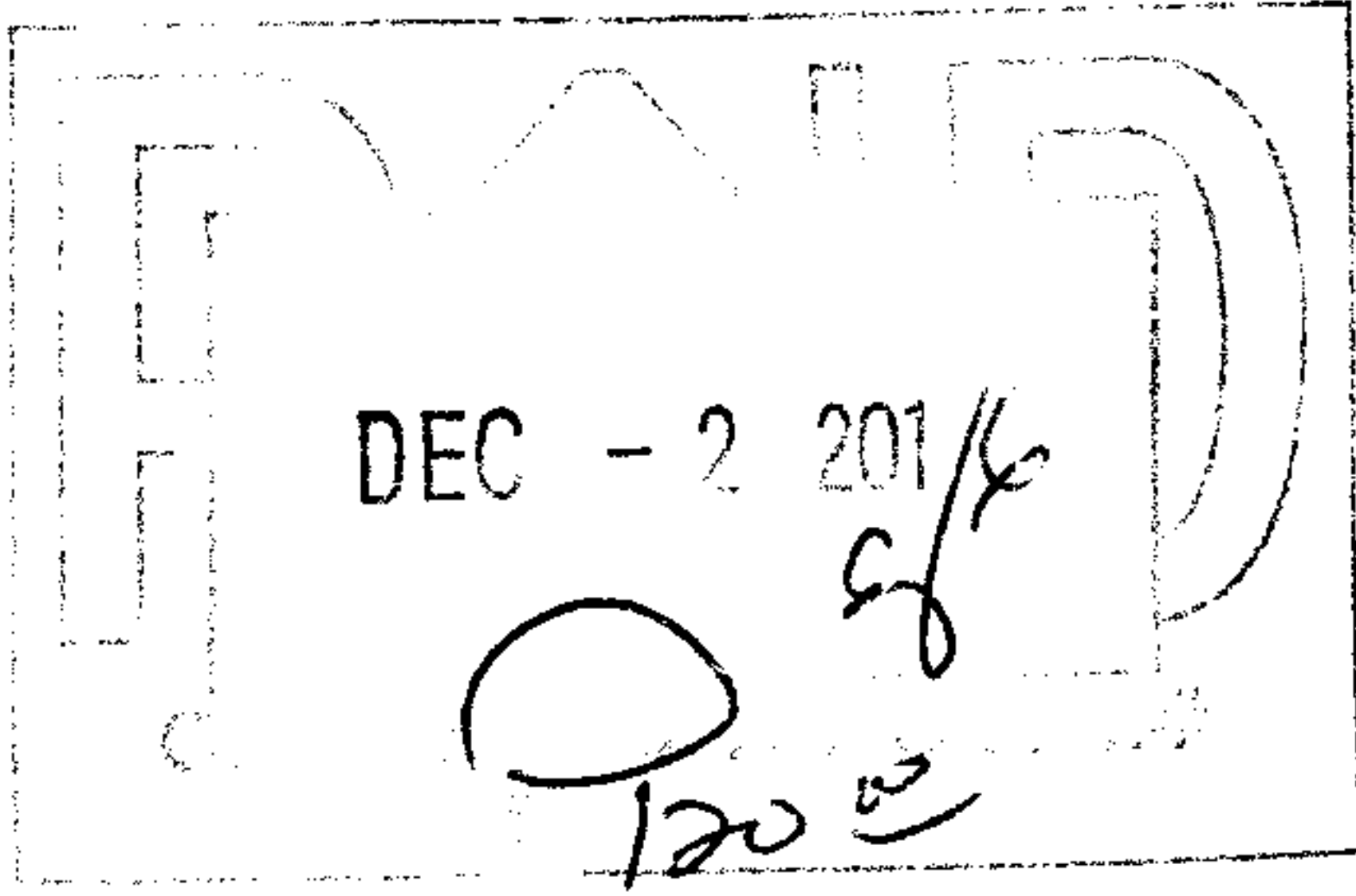
Invoice

Date	Invoice #
11/30/2016	86002

Bill To
Hanalei Watershed Hui PO Box 1285 Hanalei, HI 96714

Reimburse
Maka'da
DOH

P.O. No.	Terms
	Due on receipt

	Description	Rate	Amount
	9 - Newspaper articles laminated; 4 back to back and 1 by its self; trim, laminated and trimmed	120.00	120.00
	Tax	4.166%	0.00
	<i>Outreach</i>		
			

It's been a pleasure working with you! Thank you for your business.

Total

\$120.00

www.printingserviceskauai.com

psc@hawaiiantel.net

HANALEI WATERSHED HUI

WWW.COMPUCHECKS.COM 888.358.5581

60230

HHOOH / Hale Halawai

Date	Type	Reference
2/1/2017	Bill	

Original Amt.
2,229.16

Balance Due
2,229.16

2/1/2017	Discount

Check Amount

Payment
2,229.16
2,229.16

Cash in bank - operati Rent - Feb, Mar, April 2017

2,229.16

Rick Copeland

Accounting Associate - Hanalei Watershed Hui

The following is a list of services, dates, and charges for hours provided to the Hanalei Watershed Hui.

INVOICE SUBMITTED TO MK 02/18/2017

12/01 to 12/31/2016

BWET / DoH SU 2016 / KAN

Date:	Job Description:	Contract/Project/Grant:
11-Dec	Review draft KAN fiscal sponsorship agreement	KAN
26-Dec	Reconcile FHB checking account: Oct and Nov	General Fund
26-Dec	Misc: Email to MK, Data entry, Misc	General Fund
26-Dec	Pay A/P	General Fund: Makai Watch
31-Dec	Emails re IUCN excursion lunch payment to Waipa	General Fund

Subtotal

GET / General Fund

Total

Hourly Rate 25
Hourly Rate 30

Hours:	Fees:
0.3	9.00
0.6	15.00
0.5	12.50
0.25	6.25
0.25	6.25
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

1.90	49.00
	2.04
	51.04

Rick Copeland

Accounting Associate - Hanalei Watershed Hui

The following is a list of services, dates, and charges for hours provided to the Hanalei Watershed Hui.

INVOICE SUBMITTED TO MK 02/18/2017

01/01 to 01/31/2017

BWET / DoH SU 2016 / KAN

Date:	Job Description:	Contract/Project/Grant:
7-Jan	Enter Dec & Jan phone bills to QB	DoH
7-Jan	DoH Quarterly Report	DoH
7-Jan	Pre-reconcile bank account	General Fund
14-Jan	Prepare for 1099s	General Fund
14-Jan	Set up new GET online account, pay GET	General Fund
15-Jan	DoH Quarterly Report	DoH
15-Jan	Pay A/P, Email Carl for approval for DoH check to Maka'ala	DoH
16-Jan	DoH Quarterly Report	DoH
28-Jan	Invoice to DoH / Mike Burke	DoH
28-Jan	W-9s, File 1099s to IRS & Vedors	General Fund
28-Jan	Pay rent	General Fund
28-Jan	Log in to ASAP (every 30 days, so account doesn't lapse), Scan W-9 into computer	General Fund

Subtotal

GET / General Fund

Total

Hourly Rate 25
Hourly Rate 30

Hours:	Fees:
1.5	45.00
1	30.00
0.25	6.25
1.5	37.50
0.75	18.75
2.5	75.00
0.5	15.00
0.9	27.00
0.5	15.00
1.5	37.50
0.15	3.75
0.2	5.00

11.25	315.75
	13.15
	328.90