

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, _____ (Due April 15th)
☒ April 1- June 30, 2016 (Due July 15th)
☐ July 1 – September 30, _____ (Due October 15th)
☐ October 1 – December 31, _____ (Due January 15th)

Project Title: **Watershed Implementation Project for the Ahupua'a of Waipā**

Project Start/Completion Date: **2/22/2016 - 8/22/2018**

Estimated % of Project Completed: **6 %**

Estimated % of Grant Funds Previously Requested: **3 %**

Quarterly Status Report Number: **2**

Name, telephone number, and e-mail of person to be contacted for questions regarding this report: **Matt Rosener, (808) 639 2640, laminarmatt@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)

Task/Deliverable	Due Date	Date Task Completed/ Deliverable Submitted
Develop Draft Monitoring Plan	4/22/2016	n/a
Develop Draft QAPP	4/22/2016	n/a
Replace 1st Cesspool w/ Septic System	6/22/2018	3/31/2016

B. GRTS Load Reductions

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

C. Narrative Progress Report

After completing the first cesspool replacement for the project at the end of reporting period # 1, we are now working to develop the project Monitoring Plan and QAPP so that the water quality monitoring programs can be started, followed by BMP installations throughout the watershed. A draft of the QAPP is in progress and will be submitted to DOH for review and approval within the next reporting period. Project planning has also been a significant focus of work completed during this reporting period. The project manager and project staff have had meetings with several project partners and collaborators including Dr. Carl Evensen at UH, The Nature Conservancy, Limahuli Gardens, UH Center for Conservation and Research Training (CCRT), and DLNR Division of Aquatic Resources (DAR) staff on Kauai. The project manager also met with DOH grant administrators in Honolulu on 5/25/16 to discuss project progress, work schedule, monitoring plans, etc.

Ongoing water quality monitoring programs have continued during this reporting period while the QAPP is being developed. Reef health bioassessment surveys led by DAR staff were started during this reporting period. Photopoint monitoring also began during this reporting period. Stream bioassessment surveys to be performed by CCRT and DAR staff are scheduled for 19-21 July 2016. Equipment and supply purchases for project water quality monitoring were arranged during this reporting period, but these expenses will be shown in the next reporting period as payments to vendors have not been processed yet.

Preparation for BMP installation started during this reporting period for the following BMPs: 1.) Livestock Fencing Installation & Livestock Watering and 2.) Constructed Wetland. Prep-work for the fence installation is being completed during the summer months. Livestock Fencing and Watering system installation is expected to occur during reporting period # 3 or # 4. The taro lo'i basin that will be used for the Constructed Wetland BMP is being tilled and disked to remove weeds from the area prior to out-planting with native wetland vegetation.

Work on the Stream Restoration BMP continued during this reporting period with project staff removing invasive vegetation, spreading mulch,

and out-planting native vegetation in a riparian area plot approximately 1/4 acre in size (roughly 100' x 100'). In addition to staff workdays, two Community Volunteer Workdays were held at the Stream Restoration project site during the reporting period. Several service work groups also contributed to maintenance and planting activities at the project site during June 2016.

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.)

Although the project NTP is dated 2/22/2016, we did not actually receive the executed contract and NTP until 3/21/2016. This may set the project schedule back by approximately 1 month. We will work with the DOH grant administrator to adjust the project timeline, if necessary.

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

None, so far.

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

During the next reporting period (7/1/16 - 9/30/16), we expect to complete and submit the draft Monitoring Plan and Quality Assurance Project Plan (QAPP), then incorporate feedback from DOH to complete and submit the final plan documents. If these tasks can be completed during the next reporting period, monitoring activities for the project will commence near the end of the period (September). Ongoing water quality monitoring programs will continue during the next reporting period while the QAPP is being developed. The first stream bioassessment surveys being performed by CCRT and DAR staff are scheduled for 19-21 July 2016.

A press release for the project will be publicized during the next reporting period. Publication of the press release is scheduled for NTP + 4 months according to the project timeline, making the anticipated release date in July 2016. Although BMP installation has already begun with the first cesspool replacement completed 3/31/2016, BMP implementation efforts will ramp up during reporting periods # 3 and # 4, after all project monitoring programs have been started.

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	\$ 125,651.00	\$ 0.00	\$ 3,747.12	\$ 121,903.88
B.	Travel	\$ 2,370.00	\$ 0.00	\$ 0.00	\$ 2,370.00
C.	Operating Expenses	\$ 22,800.00	\$ 0.00	\$ 0.00	\$ 22,800.00
D.	Equipment	\$ 4,500.00	\$ 0.00	\$ 0.00	\$ 4,500.00
E.	Professional Services	\$ 141,920.00	\$ 12,875.00	\$ 30,959.16	\$ 98,085.84
F.	Construction Materials and Supplies	\$ 73,300.00	\$ 0.00	\$ 0.00	\$ 73,300.00
G.	Other Misc. Expenses	\$ 15,750.00	\$ 0.00	\$ 0.00	\$ 15,750.00
TOTALS		\$386,291.00	\$12,875.00	\$34,706.28	\$338,709.72

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	\$ 47,366.00	\$ 2,326.80	\$ 4,653.60	\$ 6,980.40
B.	Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
C.	Operating Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
D.	Equipment	\$ 10,825.00	\$ 0.00	\$ 2,150.00	\$ 2,150.00
E.	Professional Services	\$ 26,600.00	\$ 17,717.61	\$ 0.00	\$ 17,717.61
F.	Construction Materials and Supplies	\$ 27,000.00	\$ 1,540.00	\$ 1,250.00	\$ 2,790.00
G.	Other Misc. Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTALS		\$111,791.00	\$21,584.41	\$ 8,053.60	\$29,638.01

In this **example**, the Contract'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 official QSRs 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