

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, _____ (Due July 15th)
☐ July 1 – September 30, _____ (Due October 15th)
☒ October 1 – December 31, 2018 (Due January 15th)

Project Title: DOH 319 Polluted Runoff Control Project for West Maui (LOG NO. 17-195)

Project Start/Completion Date: January 30, 2018 – January 2021 (anticipated completion date)

Estimated % of Project Completed: 30 %

Estimated % of Grant Funds Previously Requested: 70 %

Quarterly Status Report Number: #4

Name, telephone number, and e-mail of person to be contacted for questions regarding this report: Katie Ersbak, (808) 587-4189, katie.c.ersbak@hawaii.gov

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
Begin procurement and transport of fence materials, etc.	October 2018	POs in process
Begin erosion and photo point monitoring	October 2018	In process
Begin installation of ungulate-control fencing and retrofit/replacement	December 2018	TBD

B. GRTS Load Reductions

Pollutant	Estimated Load Reduction
Nitrogen (lbs/yr)	N/A
Phosphorous (lbs/yr)	N/A
Sediment (tons/yr)	N/A

C. Narrative Progress Report

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.)

A portion of the DOH 319 funds (\$162,360) were encumbered in a Purchase Order (PO C90928) in October 2018 to begin work on the project. There was a delay in account set-up and the funds only recently became available to spend on December 10, 2018. Now that the account has been set-up, the contractor, Mauna Kahalawai Watershed Partnership (MKWP) (formerly WMMWP) is anticipated to begin implementation in the next 1-2 months. The Right-of-Entry (ROE) with Maui Land & Pine was also delayed due to language regarding indemnification. DLNR is working with their legal counsel to resolve the issue so MKWP can gain legal access to their lands for Sections #4 and #5. We anticipate signing the ROE within the next few weeks. Access to The Nature Conservancy sections of the fence is not an issue as there is an existing agreement between MKWP and TNC.

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

Material and supply orders for the fence have been submitted for processing and delivery is anticipated by early February 2019. The MKWP crew have been on-site to ground truth fence line and start photo point monitoring pre-fence. A helicopter PO with Windward Aviation (PO C90970) has also been encumbered which will allow MKWP crew to fly to remote sites for monitoring and fence construction.

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

- 1) Erosion and photo point monitoring sites identified. Staff will install erosion pins and begin pre-fence monitoring per Final Monitoring Plan.
- 2) Begin installation of ungulate-control fence at Puu Kukui Watershed Preserve and Kapunakea.

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	\$456,444	\$0	\$124,869	\$331,575
B.	Travel	\$0	\$0	\$0	\$0
C.	Operating Expenses	\$0	\$0	\$0	\$0
D.	Equipment	\$0	\$0	\$0	\$0
E.	Professional Services	\$52,429	\$0	\$14,760	\$37,669
F.	Construction Materials and Supplies	\$127,630	\$0	\$6,000	\$121,630
G.	Other Misc. Expenses	\$98,657.97	\$0	\$16,731	\$81,926.97
TOTALS		\$735,160.97	\$0.00	\$162,360	\$572,800.97

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	\$	\$	\$	\$
B.	Travel	\$	\$	\$	\$
C.	Operating Expenses	\$	\$	\$	\$
D.	Equipment	\$	\$	\$	\$
E.	Professional Services	\$	\$	\$	\$
F.	Construction Materials and Supplies	\$184,000	\$0	\$0	\$184,000
G.	Other Misc. Expenses	\$	\$	\$	\$
TOTALS		\$184,000	\$0.00	\$0.00	\$184,000

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