Quarterly Progress Report
FY 20 Q2
Entity: TWRI
Contract No: 582-19-90206
Project Name: Arroyo Colorado OSSF Inventory
Date Submitted: 3/23/20

Contractor Project Manager: Jaime Flores

Approval Signature __Jaime Flores_____   Date __3/25/20_____

TCEQ Project Manager: Tim Cawthon

Approval* Signature _____Tim Cawthon_____Date ___3/25/20___

<mark>* 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.</mark>

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
9891	1.2	QPR (FY19Q1)	12/15/18	12/18/18		
9892	1.2	QPR (FY19Q2)	03/15/19	03/18/19		
9893	1.2	QPR (FY19Q3)	06/15/19	06/13/19		
9894	1.2	QPR (FY19Q4)	09/15/19	09/16/19		
9895	1.2	QPR (FY20Q1)	12/15/19	12/16/19		
9896	1.2	QPR (FY20Q2)	03/15/20	03/23/20		
9897	1.2	QPR (FY20Q3)	06/15/20			
9898	1.2	QPR (FY20Q4)	09/15/20			
9899	1.2	QPR (FY21Q1)	12/15/20			
9900	1.2	QPR (FY21Q2)	03/15/21			
9901	1.2	QPR (FY21Q3)	06/15/21			
9902	1.2	QPR (FY21Q4)	09/15/21			
9903	1.3	Invoice (FY19Q1)	12/30/18	03/15/19		
9904	1.3	Invoice (FY19Q2)	03/30/19	06/15/19		
9905	1.3	Invoice (FY19Q3)	06/30/19	06/15/19		
9906	1.3	Invoice (FY19Q4)	09/30/19	09/17/19		
9907	1.3	Invoice (FY20Q1)	12/30/19	03/15/20		
9908	1.3	Invoice (FY20Q2)	03/31/20			
9909	1.3	Invoice (FY20Q3)	06/30/20			
9910	1.3	Invoice (FY20Q4)	09/30/20			
9911	1.3	Invoice (FY21Q1)	12/30/20			
9912	1.3	Invoice (FY21Q2)	03/31/21			
9913	1.3	Invoice (FY21Q3)	06/30/21			
9914	1.3	Invoice (FY21Q4)__June	07/30/21			
9915	1.3	Invoice (FY21Q4)_July	08/30/21			
9916	1.3	Invoice (FY21Q4)Aug	10/15/21			
9918	1.4	Conference Call (FY19Q2)	02/28/19	12/14/18		
9919	1.4	Conference Call (FY19Q3)	05/31/19	02/18/19		
9920	1.4	Conference Call (FY19Q4)	08/31/19	05/10/19		

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
9921	1.4	Conference Call (FY20Q1)	11/30/19	11/25/19		
9922	1.4	Conference Call (FY20Q2)	02/29/20	02/18/20		
9923	1.4	Conference Call (FY20Q3)	05/31/20			
9924	1.4	Conference Call (FY20Q4)	08/31/20			
9925	1.4	Conference Call (FY21Q1)	11/30/20			
9926	1.4	Conference Call (FY21Q2)	02/28/21			
9927	1.4	Conference Call (FY21Q3)	05/31/21			
9928	1.4	Conference Call (FY21Q4)	08/31/21			
9917	1.4	Post-Award Mtg (Notes within 2 days of mtg)	10/05/18	10/12/18		
9930	1.6	Annual Report Article (If requested)	08/31/21			
9931	1.7	FY20 Annual Budget Update	03/01/20	02/25/20		
9932	1.7	FY21 Annual Budget Update	11/30/20			
9933	2.1	QAPP Planning Mtg Notes	10/05/18	10/15/18		
9934	2.2	Draft Geospatial QAPP	11/01/18	10/28/18		
9935	2.2	Final Geospatial QAPP	12/15/18	10/30/18		
9938	3.1	Cameron County Draft Geodatabase/GIS layers/metadata	05/15/20			
9939	3.1	Cameron County Final Geodatabase/GIS layers/metadata	02/21/21			
9941	3.1	Hidalgo County Draft Geodatabase/GIS layers/metadata	12/01/20			
9942	3.1	Hidalgo County Final Geodatabase/GIS layers/metadata	03/01/21			
9940	3.2	Cameron County Tables, maps, and other information generated under subtask 3.2	05/30/20			

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
9943	3.2	Hidalgo County Tables, maps, and other information generated under subtask 3.2	08/01/20			
9944	3.3	Documentation of Progress Report (FY19Q2)	03/15/19	06/11/19		
9945	3.3	Documentation of Progress Report (FY19Q3)	06/15/19	06/12/19		
9946	3.3	Documentation of Progress Report (FY19Q4)	09/15/19	09/21/19		
9947	3.3	Documentation of Progress Report (FY20Q1)	12/15/19	10/22/19		
9948	3.3	Documentation of Progress Report (FY20Q2)	03/15/20	03/23/20		
9949	3.3	Documentation of Progress Report (FY20Q3)	06/15/20			
9950	3.3	Documentation of Progress Report (FY20Q4)	09/15/20			
9951	3.3	Documentation of Progress Report (FY21Q1)	12/15/20			
9952	3.4	Draft OSSF Inventory Report	12/01/20			
9953	3.5	Final OSSF Inventory Report	03/01/21			
10005	4.1	Draft Support and Facilitation of WPP Implementation Task Report	05/01/21			
10006	4.1	Final Support and Facilitation of WPP Implementation Task Report	06/01/21			
9954	4.2	FY19 Funding Acquisition Effort Documentation	08/31/19	09/21/19		
9955	4.2	FY20 Funding Acquisition Effort Documentation	08/31/20			

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9956	4.2	FY21 Funding Acquisition Effort Documentation	08/31/21			
9957	4.3	Draft Arroyo Colorado WPP Progress Report	03/01/20		The TWRI PM is working to evaluate, track and document milestones and BMP implementation progress in the Milestones table 13.1 in the ACWPP	6/20/2020
9958	4.3	Final Arroyo Colorado WPP Progress Report	04/01/20			8/31/2020
9959	4.4	Website Update (FY20Q4)	09/15/20			
9960	4.4	Website Update (FY21Q1)	12/15/20			
9961	4.4	Website Update (FY21Q2)	03/15/21			
9962	4.4	Website Update (FY21Q3)	06/15/21			
9963	4.4	Website Update (FY21Q4)	09/15/21			
9964	4.5	FY19 Steering Committeee Mtg 1	02/28/19	03/27/19		
9965	4.5	FY19 Steering Committeee Mtg 2	08/31/19	11/14/19		
9970	4.5	FY19 Work Group Mtgs 1	02/28/19	03/21/19		
9971	4.5	FY19 Work Group Mtgs 2	08/31/19	11/14/19		
9966	4.5	FY20 Steering Committeee Mtg 1	02/29/20	X	Waived due to COVID-19	
9967	4.5	FY20 Steering Committeee Mtg 2	08/31/20			
9972	4.5	FY20 Work Group Mtgs 1	02/29/20	X	Waived due to COVID-19	
9973	4.5	FY20 Work Group Mtgs 2	08/31/20			
9968	4.5	FY21 Steering Committeee Mtg 1	02/28/21			
9969	4.5	FY21 Steering Committeee Mtg 2	08/31/21			
9974	4.5	FY21 Work Group Mtgs 1	02/28/21			
9975	4.5	FY21 Work Group Mtgs 2	08/31/21			
9976	4.6	Stakeholder List	09/15/21			
9977	4.7	List of other meetings attended, including dates with brief summary of topics discussed and action items (Quarterly with QPRs)	08/31/21			

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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
9978	4.8	FY19 Annual Newsletter	08/31/19	11/25/19		
9979	4.8	FY20 Annual Newsletter	08/31/20			
9980	4.8	FY21 Annual Newsletter	08/31/21			
9981	4.9	Listserv Update	09/30/19	10/03/19		
9982	4.9	Listserv Update	10/31/19	10/08/19		
9983	4.9	Listserv Update	11/30/19	10/29/19		
9984	4.9	Listserv Update	12/31/19	01/07/20		
9985	4.9	Listserv Update	01/31/20		Delayed due to COVID-19	
9986	4.9	Listserv Update	02/29/20		Delayed due to COVID-19	
9987	4.9	Listserv Update	03/31/20			
9988	4.9	Listserv Update	04/30/20			
9989	4.9	Listserv Update	05/31/20			
9990	4.9	Listserv Update	06/30/20			
9991	4.9	Listserv Update	07/31/20			
9992	4.9	Listserv Update	08/31/20			
9993	4.9	Listserv Update	09/30/20			
9994	4.9	Listserv Update	10/31/20			
9995	4.9	Listserv Update	11/30/20			
9996	4.9	Listserv Update	12/31/20			
9997	4.9	Listserv Update	01/31/21			
9998	4.9	Listserv Update	02/28/21			
9999	4.9	Listserv Update	03/31/21			
10000	4.9	Listserv Update	04/30/21			
10001	4.9	Listserv Update	05/31/21			
10002	4.9	Listserv Update	06/30/21			
10003	4.9	Listserv Update	07/31/21			
10004	4.9	Listserv Update	08/31/21			
10008	5.1	Translation of OSSF materials to Spanish	08/31/19	08/23/19		

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
10007	5.1	Updated OSSF materials and presentations	06/15/19	08/23/19		
10010	5.2	Conventional System Inspection Criteria Field Sheet	02/28/19	06/10/19		
10009	5.2	Documentation of coordination training with CZARA completion	09/15/19	09/20/19		
10017	5.3	Map of selected nighborhoods	06/01/21			
10014	5.3	Neighborhood Report (1 of 3)	05/31/20			
10015	5.3	Neighborhood Report (2 of 3)	08/31/20			
10016	5.3	Neighborhood Report (3 of 3)	08/31/21			
10011	5.3	Neighborhood Workshop (1 of 3)	08/31/19	09/20/19		
10012	5.3	Neighborhood Workshop (2 of 3)	08/31/20			
10013	5.3	Neighborhood Workshop (3 of 3)	08/31/21			
10018	5.4	Documentation of septic hauler bid	03/01/19	05/20/19		
10022	5.4	FY19 Inspections (15 total)	05/31/20			
10023	5.4	FY19 Inspections (15 total)	08/31/20			
10024	5.4	FY19 Inspections (15 total)	08/31/21			
10019	5.4	FY19 OSSF pump outs (10 total)	05/31/20			
10020	5.4	FY20 OSSF pump outs (10 total)	08/31/20			
10021	5.4	FY21 OSSF pump outs (10 total)	08/31/21			
10025	5.6	Draft OSSF Neighborhood Workshop, Evaluations, and Pump Out Task Report	05/01/21			
10026	5.6	Final OSSF Neighborhood Workshop, Evaluations, and Pump Out Task Report	06/01/21			
10027	6.1	Draft Final Report	06/01/21			
10028	6.2	Final Report	08/01/21			

Task/Issue	Additional Description of Quarterly Activities, Milestones, and Issues
1-Project Administration	TWRI adminsitrative team continues to track project progress and submit invoices. The PM has been working on documenting all project taks preformed and submitting QPRs.
2-Quality Assurance	The QAPP was executed on 2/6/19.
OSSF GIS database	The TWRI PM has continued coordinating the OSSF GIS Database data collection and data entry with UTRGV graduate student, Alvaro Garcia, the Cameron County Health Dept., Gabrielle Bonatti & TAMU AgriLife to populate the SAFE program and work to find correct addresses and lat/long coordinates for the OSSF permits that do not have them. Th bad address conversion process takes more time but is moving along steadily. Alvaro and Gabriele are both working on bad address conversion process and entering the new permit data into the GIS Database during this reporting period. The PM will set up a conference call with the OSSF team and TCEQ PM in the next QTR to plan next steps for the database.
Arroyo Website	The PM has been working with the communications team to edit the latest draft of the updated website and content for the menu bar and drop-down menu tabs. The PM submitted the latest draft to the TCEQ PM and had a call with him to discuss the draft in detail on 1/29/20 with follow up emails and calls to discuss suggestions and ideas to improve the website. During the next QTR, the PM will be working with the TWRI Communications team to complete the final draft of the website to submit to TCEQ PM for approval.

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:		$26,766
FY20:		$134,250
FY21:		$140,984
Total:	$0	$302,000

Section II: Current FY Quarterly Spending:

	Match	Federal
Q1:	$0	$19,507
Q2:		
Q3:		
Q4:		
Total:	$0	$19,507

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:			

Have any nonconformances occurred in the previous quarter? Yes/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

Corrective Action #	Date Issued	Description of Deficiency	Action Taken	Date Closed
(Example) 1	8/1/2014	Sample residual insufficient for analysis of TSS.	Data estimated but questionable, data will not be submitted to TCEQ.	8/8/2014

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.

Deliverable ID	Subtask #	Deliverable Name	Attachment File Name