

Quarterly Progress Report

FY 19 Q1

Entity: TWRI

Contract No: 582-19-90206

Project Name: Arroyo Colorado OSSF Inventory

Date Submitted: 12/15/18

Contractor Project Manager: Jaime Flores

Approval Signature Jaime Flores Date 12/18/18

TCEQ Project Manager: Tim Cawthon

Approval* Signature _____ Date _____

* 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.

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			
9893	1.2	QPR (FY19Q3)	06/15/19			
9894	1.2	QPR (FY19Q4)	09/15/19			
9895	1.2	QPR (FY20Q1)	12/15/19			
9896	1.2	QPR (FY20Q2)	03/15/20			
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		There will not be any invoices submitted for this project until at least 3/30/19	
9904	1.3	Invoice (FY19Q2)	03/30/19			
9905	1.3	Invoice (FY19Q3)	06/30/19			
9906	1.3	Invoice (FY19Q4)	09/30/19			
9907	1.3	Invoice (FY20Q1)	12/30/19			
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			

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9920	1.4	Conference Call (FY19Q4)	08/31/19			
9921	1.4	Conference Call (FY20Q1)	11/30/19			
9922	1.4	Conference Call (FY20Q2)	02/29/20			
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		
9929	1.5	EPA Coordination Mtg (Upon Request)	08/31/21			
9930	1.6	Annual Report Article (If requested)	08/31/21			
9931	1.7	FY20 Annual Budget Update	11/30/19			
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		
9936	2.4	1st QAPP Certification (due within 90 days of anniversary date)*Date will be adjusted once QAPP executed	12/15/19			
9937	2.4	2nd QAPP Certification (due within 90 days of anniversary date)*Date will be adjusted once QAPP executed	12/15/20			

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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
9938	3.1	Cameron County Draft Geodatabase/GIS layers/metadata	08/01/19			
9939	3.1	Cameron County Final Geodatabase/GIS layers/metadata	10/01/19			
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	10/01/19			
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			
9945	3.3	Documentation of Progress Report (FY19Q3)	06/15/19			
9946	3.3	Documentation of Progress Report (FY19Q4)	09/15/19			
9947	3.3	Documentation of Progress Report (FY20Q1)	12/15/19			
9948	3.3	Documentation of Progress Report (FY20Q2)	03/15/20			
9949	3.3	Documentation of Progress Report (FY20Q3)	06/15/20			
9950	3.3	Documentation of Progress Report (FY20Q4)	09/15/20			

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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
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			
####	4.1	Draft Support and Facilitation of WPP Implementation Task Report	05/01/21			
####	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			
9955	4.2	FY20 Funding Acquisition Effort Documentation	08/31/20			
9956	4.2	FY21 Funding Acquisition Effort Documentation	08/31/21			
9957	4.3	Draft Arroyo Colorado WPP Progress Report	03/01/20			
9958	4.3	Final Arroyo Colorado WPP Progress Report	04/01/20			
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 Committee Mtg 1	02/28/19			
9965	4.5	FY19 Steering Committee Mtg 2	08/31/19			
9970	4.5	FY19 Work Group Mtgs 1	02/28/19			
9971	4.5	FY19 Work Group Mtgs 2	08/31/19			
9966	4.5	FY20 Steering Committee Mtg 1	02/29/20			
9967	4.5	FY20 Steering Committee Mtg 2	08/31/20			

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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
9972	4.5	FY20 Work Group Mtgs 1	02/29/20			
9973	4.5	FY20 Work Group Mtgs 2	08/31/20			
9968	4.5	FY21 Steering Committee Mtg 1	02/28/21			
9969	4.5	FY21 Steering Committee 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			
9978	4.8	FY19 Annual Newsletter	08/31/19			
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			
9982	4.9	Listserv Update	10/31/19			
9983	4.9	Listserv Update	11/30/19			
9984	4.9	Listserv Update	12/31/19			
9985	4.9	Listserv Update	01/31/20			
9986	4.9	Listserv Update	02/29/20			
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			

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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
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			
####	4.9	Listserv Update	04/30/21			
####	4.9	Listserv Update	05/31/21			
####	4.9	Listserv Update	06/30/21			
####	4.9	Listserv Update	07/31/21			
####	4.9	Listserv Update	08/31/21			
####	5.1	Translation of OSSF materials to Spanish	08/31/19			
####	5.1	Updated OSSF materials and presentations	06/15/19			
####	5.2	Conventional System Inspection Criteria Field Sheet	02/28/19			
####	5.2	Documentation of coordination training with CZARA completion	09/15/19			
####	5.3	Map of selected neighborhoods	06/01/21			
####	5.3	Neighborhood Report (1 of 3)	08/31/19			
####	5.3	Neighborhood Report (2 of 3)	08/31/20			
####	5.3	Neighborhood Report (3 of 3)	08/31/21			
####	5.3	Neighborhood Workshop (1 of 3)	08/31/19			
####	5.3	Neighborhood Workshop (2 of 3)	08/31/20			
####	5.3	Neighborhood Workshop (3 of 3)	08/31/21			
####	5.4	Documentation of septic hauler bid	03/01/19			
####	5.4	FY19 Inspections (15 total)	08/31/19			
####	5.4	FY19 Inspections (15 total)	08/31/20			
####	5.4	FY19 Inspections (15 total)	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
####	5.4	FY19 OSSF pump outs (10 total)	08/31/19			
####	5.4	FY20 OSSF pump outs (10 total)	08/31/20			
####	5.4	FY21 OSSF pump outs (10 total)	08/31/21			
####	5.6	Draft OSSF Neighborhood Workshop, Evaluations, and Pump Out Task Report	05/01/21			
####	5.6	Final OSSF Neighborhood Workshop, Evaluations, and Pump Out Task Report	06/01/21			
####	6.1	Draft Final Report	06/01/21			
####	6.2	Final Report	08/01/21			

Task/Issue	Additional Description of Quarterly Activities, Milestones, and Issues
1-Project Administration	The TWRI PM attended the TCEQ Grant Kickoff meeting in Austin on 10/1/18. TWRI received the executed contract from TCEQ & TWRI & SRS has set up the account.
2-Quality Assurance	The TWRI PM submitted a draft QAPP for the ACWP website on 11/28/18 to the TCEQ for review.
[Include additional entries as appropriate]	

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
FY18:		
FY19:		
FY20:		
Total:		

Section II: Current FY Quarterly Spending:

	Match	Federal
Q1:		
Q2:		
Q3:		
Q4:		
Total:		

Section III: Has the total budget for this fiscal year changed?

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
FY18:			
FY19:			
FY20:			
Totals:			

