Quarterly Report Guidance

Contractors are responsible for preparing and submitting brief (1-2 page) quarterly written or electronic reports. Quarterly reports must be submitted by the 10th day after the end of each calendar quarter to the Oversight Project Officer(s). If the 10th day falls on a Saturday, Contractors are expected to submit their quarterly reports on the Friday before. If the 10th falls on a Sunday, Contractors may submit their quarterly reports on the Monday after. Electronic submissions are encouraged.

The quarterly reports shall describe work progress to date; completed outputs; problems encountered and anticipated, including but not limited to the means of responding to those problems; a statement of activity anticipated during the next reporting period; and a comparison of the percentage of the Project completed to the project schedule. Contractors are required to submit a report even if there is no activity during a period. Payment of contractual invoices is contingent upon the Commission's timely receipt and approval of quarterly reports.

Timeframe of Work Completed:	Quarterly Report Due:
January-March	April 10
April-June	July 10
July-September	October 10
October-December	January 10

The text on the following pages provides an example of what would be considered a complete and high-quality quarterly report:

Title of Project: Improved Management of Stormwater from an Urban Parking Lot

NEI Job Code: 0284-00X
Project Code: 2010-0XX

Contractor: Smith River Watershed Council, Inc. (SRWC)

Contact: Bob Jones, Project Manager, (978) 555-1234, bob@smithriver.org

Project Period: 1/1/2010 to 9/30/2012

Quarterly Report: 4/1/2012 to 6/30/2012 (Q3 FFY12)

- **Synopsis of overall project: goals, approaches, timetable:**

This project will result in the installation of stormwater management units that will improve the quality and reduce the volume of runoff generated from an urban parking lot located in the Bob Brook sub-watershed of the Smith River. This demonstration project is fully supported by the Township of Smithville and will further the ongoing green infrastructure efforts of the SRWC. The project is consistent with the goals and objectives of the state agency's Bob Brook Watershed Management Plan and Smith River TMDL as well as the State's stormwater management rules and BMP manual.

- **Task List and Status:**

    - Task 1 – Award of Grant and Administrative Set Up (completed)
    - Task 1a – Project Management (addressed)
    - Task 2 – Delineation, surveying, engineering assessment (completed)
    - Task 3 – Preparation of QAPP (completed)
    - Task 4 – Pre-installation Storm Sampling Event (completed)
    - Task 5 - Sizing, design, specifications and related engineering work (completed)
    - Task 6 – Installation of BMP, including additional work of installation of oil/water separator (completed – under budget)
    - Task 7 – Post-Installation Storm Event Sampling (completed)
    - Task 8 – Data Review and Analysis (addressed)
    - Task 9 – Community Outreach and Involvement (completed)
    - Task 10 – Draft and Final Report (addressed)

- **Summary of Activity this Quarter:**

    - Task 7 – This quarter, Subcontractor, Inc. began post-construction stormwater sampling to gather data on the effectiveness of the installed manufactured treatment devices. To date, Subcontractor has completed sampling for two out of five post-construction storm events indicated in the project Quality Assurance Project Plan. Subcontractor also conducted modeling of the manufactured treatment devices and reviewed and tabulated data for use in the final report.

    - Task 8 – This quarter, Subcontractor reviewed and tabulated all engineering, field and modeled data for use in the final report.

    - Task 9 – This quarter, Partner University developed, edited and completed Green Infrastructure, Site Selection and Installation videos covering the project. These were posted online at the SRWC website. Partner also prepared P~~p~~owerP~~-p~~oint presentations on installation and maintenance of the chosen stormwater practices and the site selection process. Partner prepared as an in-kind contribution a 51 page color printed brochure entitled "A Self-Guided Tour of Stormwater Best Management Practices in the Bob Brook Watershed" with copies for each municipality in the Smith River watershed, the SRWC and NEIWPCC. A copy will be available for posting on the SRWC website along with the Partner University Cooperative Extension Website.

    - Task 10 – SRWC began preliminary work on the draft report.

- **Problems Encountered:**

    - An exceptionally dry spring has delayed post-construction sampling and data analysis. SRWC's original project workplan called for sampling to be completed by 4/30/12 and for data analysis to be completed by 6/30/12.

- **Changes Anticipated:**

    - SRWC will contact NEIWPCC project officer to request a no-cost extension to its contract. A six month extension will allow SRWC to complete its post-construction monitoring and data analysis and to deliver a final report with robust pollutant removal effectiveness data for the treatment devices installed.

- **Summary of activities planned in the next project period:**

    - Task 8 – Continue post-construction sampling of suitable storm events in accordance with project quality assurance plan. Continue necessary data review and analysis.

    - Task 10 – Complete and submit draft final report for review and comment.