

QUARTERLY/ANNUAL PERFORMANCE REPORT NARRATIVE

Cooperative Agreement #: CA_P13AC01266
Award Recipient: White Clay Watershed Association
Project/Program Title: Wild & Scenic River Funding
Date: April 1, 2017
Period Covered by Report: January 1, 2017- March 31, 2017
Funds expended during this reporting period: \$21,797.70
Submitted by: Shane Morgan, Management Plan Coordinator
Submitted to: National Park Service – Partnership Wild & Scenic Rivers

Summary of work performed during the period covered by the report:

Administration (\$16,205.58) *(note: this amount includes December 2016 admin expenses)*

Participated in several watershed wide meetings throughout the quarter: Christina Watershed Partnership (formerly known as CTIP), Healthy Water Fund, Stroud Water Research Center Enviro DIY Training, Chester County Watersheds Roundtable, Christina Basin Task Force, individual meetings with various stakeholders, and several Board of Supervisors meetings. Maintained and updated program fiscal records and worked with committee members to finalize budget for FY17. Completed development and distribution of the 2016 White Clay Annual Update.

Education (\$1,912.32)

School Programs:

- Provided travel accommodations for 40 Assumption BVM students to attend a watershed program at Stroud in March 2017.
- Provided travel accommodations for 24 Newark High School Students to attend a watershed program at Stroud in March 2017.

Creek Fest:

- Attended three planning meetings.
- Maintained task list for planning committee with tasks listed by person.
- Managed communications with vendors and exhibitors
- Worked with City of Newark to create a new pre-fest activity, a tour of the Newark Reservoir
- Worked with designer to develop new postcard, water bottle art, banners, and other public relations materials.
- Updated and managed sponsors, entertainment acts, and food vendor forms and fees.
- Updated web site with the 2017 Creek Fest schedule

- Sourced and purchased creek fest supplies (educational give aways and promotional materials)
- Used a direct mail service to target attendees and sent out 500 post cards

Community Outreach:

- Website stats: 511 average visits (unique user with several page views)/month, 988 unique page views/month, 399 unique visitors/month.
- Mail Chimp Newsletter stats: 36.7% average open rate (19.9% industry average), 7.5% click rate (industry average 2.2%)
- Presented talk on Bacteria Monitoring in the White Clay to 30 attendees at the Chester County Government Services Center as part of the Chester County Watersheds Roundtable on March 23.
- Met with Kecia Crowl to review the second draft of the new interpretive signage for the Newark Reservoir.
- Provided article for the New Garden Township spring newsletter and the White Clay Wild and Scenic Newsletter on our 2016 accomplishments and Creek Fest, and another article on the Christina Watershed Municipal Partnership White Clay Pilot Area to London Grove Township for their spring newsletter.

Restoration (\$3,679.80)

Stream Monitoring Projects:

- Met with Jinjun Kan to discuss and develop a proposal and scope of work for 2017 bacteria sampling. Shane reviewed the scope of work at the last Steering Committee meeting. Stroud will hire and manage our summer bacteria sampling intern. University of Delaware WRA intern, Briana Diacopoulos, entered all bacteria data for both PA and DE into one master spreadsheet and ran some preliminary graphs.
- Met with Kristen Travers to discuss and develop Delaware Nature Society's role in our 2017 bacteria sampling. Kristen will supply us with an intern who will do the DE sampling and help with data entry. She will also do some preliminary benthic surveys at our sampling sites.
- Met with Marion Waggoner, Dave Yake, and Dave Ward (Save our Water) and Denis Newbold(Stroud) and Jan Bowers (CCWRA) to discuss the modeling they did last year along Broad and Egypt Run. They are working on getting their stream flow model peer reviewed. Attending a DIY Remote Sensor workshop with Save Our Water members at Stroud in January. SOW has agreed to install and maintain two remote sensors, one at Broad Run and another at Egypt Run, as part of a pilot study for White Clay and as part of the larger citizen science work that Stroud is carrying out. WCWA will receive grant funding from Stroud EPA grant (\$4850), and potentially additional funds from Stroud (DRWI) funding for the other sensor(s) (\$2300/each plus sensor).

Christina Watersheds Municipal Partnership (formally known as the Christina Basin TMDL Implementation Partnership):

- Continued to meet with township managers and engineers to develop and coordinate efforts towards a unified TMDL implementation plan for the East Branch pilot area .
- Attended monthly meetings with the Christina Watersheds Municipal Partnership (CWMP) to develop strategy and resource materials to be used in all three pilot areas of the Christina Basin.
- Worked with Andrew Homsey (UDWRA) to develop sewer shed maps of the pilot area and calculation tables based on GIS information.
- Received second installment of \$5000 from the BRCA to support the work of the White Clay Pilot Lead (Ellen Kohler).
- Met with Jenny Egan and Naomi Young (UMD Finance Center) to discuss how the Healthy Water Fund project can overlap with the MS4 work currently underway in the White Clay.
- Met with Ellen Kohler, and Mike Zuk, Chris Strohmaier, and Zach Stepan (Chester County Conservation District) to discuss potential MS4 projects, NRCS and PA DEP requirements on agriculture lands, mushroom operations, and road buffers. Also discussed current regulations and how they apply to CCCD projects.

Catch the Rain Program:

- Continued to meet periodically with Beth Burnam to develop the Catch the Rain pilot program materials and discuss future program needs and potential partnership with Gateway Garden Center and North Creek Nurseries. Revisited website for Catch the Rain Program and purchased catchtherain.org for future website with grant funds. In process of trying to streamline program and develop a brochure for nurseries to use to help us locate participants (specifically looking to partner with Gateway Nursery and their garden coach program).
- Developed a plant selection tool with Claudia West (North Creek Nurseries). This tool streamlines the process of ordering flats for restoration practices (rain gardens, conservation landscaping, etc.) using native perennials.
- Developed and mailed out more detailed plant lists and order form for 7 CTR applicants. To date, one applicant has committed to install a CTR practice this spring.

Land Preservation (\$0)

Update on current Natural Lands Trust Projects:

- Sinclair Morris is still moving forward but there is no closing date set yet. The conservation and trail easements are finalized, but the owners still need to get the mortgage subordination approved.
- St. Anthony's will be meeting with NLT in the next month to discuss the agreement of sale and draft easements, once the agreement of sale is signed the due diligence (survey, phase I, title, etc.) will begin.

- Reynolds property is still held up in Orphans' Court with no end in sight. It is very possible that New Garden Township will pull out of this project so they can look elsewhere to spend their open space funds.
- There are two potential new projects in New Garden Township. The Christie property wants to add 4 more acres to an existing easement on their land, and another 20 acre property near New Garden Township Park where the neighbor is interested in buying the neighboring property and then selling an easement on it.

Update on current Brandywine Conservancy Projects:

- Since the last meeting, the Wild and Scenic Committee approved and reserved \$2500 in support of agricultural BMPs on the Hutchinson property. The landowner agreed to fund the remaining match amount (@\$3000). The Brandywine Conservancy is now applying for RCPP EQUIP funds to implement this project.
- John is continuing talks on 3 other projects in London Grove Township, and one in Penn Township.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted National Park Service	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) P13AC01266	Page of 1 1 pages
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3. Recipient Organization (Name and complete address including Zip code)
 White Clay Watershed Association, PO Box 10, Landenberg, PA 19350

4a. DUNS Number 094577926	4b. EIN 23-7116453	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From: 9/10/2013 To: 9/30/2018	9. Reporting Period End Date (Month, Day, Year) 3/31/2017
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10. Transactions Cumulative

(Use lines a-c for single or combined multiple grant reporting)

Federal Cash (To report multiple grants separately, also use FFR Attachment):

a. Cash Receipts	\$189,599.96
b. Cash Disbursements	\$211,397.66
c. Cash on Hand (line a minus b)	(\$21,797.70)

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized	\$294,600.00
e. Federal share of expenditures	\$189,599.96
f. Federal share of unliquidated obligations	\$21,797.70
g. Total Federal share (sum of lines e and f)	\$211,397.66
h. Unobligated balance of Federal funds (line d minus g)	\$83,202.34

Recipient Share:

i. Total recipient share required	\$0.00
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	


Program Income:

l. Total Federal share of program income earned	\$0.00
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11.	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Indirect Expense							
			g. Totals:				

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official David R Hawk, Treasurer	c. Telephone (Area code, number, and extension) 309-314-0642 (email recommended)
	d. Email Address dhawk@ccil.org
b. Signature of Authorized Certifying Official 	e. Date Report Submitted (Month, Day, Year) 3/31/2017
14. Agency use only	

Standard Form 425 - Revised 10/11/2011
 OMB Approval Number: 0348-0061
 Expiration Date: 2/28/2015

Paperwork Burden Statement
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

The following shows the current status of the budget(s):

	Total Budgeted	Previously Reported Expenditures	Expenditures This Report	Amount Remaining
Budget Year: 2013				
Admin				
Contractual	\$22,392.23	(\$22,392.23)	\$0.00	\$0.00
Other	\$151.00	(\$151.00)	\$0.00	\$0.00
Supplies	\$1,563.58	(\$1,563.58)	\$0.00	\$0.00
Travel	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00
Education				
Contractual	\$7,441.49	(\$7,441.49)	\$0.00	\$0.00
Supplies	\$784.86	(\$784.86)	\$0.00	\$0.00
Restoration				
Contractual	\$9,566.84	(\$9,566.84)	\$0.00	\$0.00
Supplies	\$6,000.00	(\$6,000.00)	\$0.00	\$0.00
Travel	\$300.00	(\$300.00)	\$0.00	\$0.00
Subtotal:	<u>\$49,200.00</u>	<u>(\$49,200.00)</u>	<u>\$0.00</u>	<u>\$0.00</u>
Budget Year: 2014				
Admin				
Contractual	\$4,000.00	(\$4,000.00)	\$0.00	\$0.00
Other	\$2,200.00	(\$2,200.00)	\$0.00	\$0.00
Personnel	\$32,500.00	(\$32,500.00)	\$0.00	\$0.00
Supplies	\$500.00	(\$500.00)	\$0.00	\$0.00
Travel	\$1,500.00	(\$1,500.00)	\$0.00	\$0.00
Restoration				
Contractual	\$12,292.93	(\$12,292.93)	\$0.00	\$0.00
Supplies	\$1,807.07	(\$1,807.07)	\$0.00	\$0.00
Travel	\$600.00	(\$600.00)	\$0.00	\$0.00
Subtotal:	<u>\$55,400.00</u>	<u>(\$55,400.00)</u>	<u>\$0.00</u>	<u>\$0.00</u>

Budget Year: 2015

Admin

Contractual	\$9,440.00	(\$9,021.43)	(\$418.57)	\$0.00
Other	\$2,600.00	(\$2,600.00)	\$0.00	\$0.00
Personnel	\$40,945.68	(\$42,305.73)	\$0.00	(\$1,360.05)
Supplies	\$1,250.00	(\$652.79)	(\$409.85)	\$187.36
Travel	\$1,500.00	(\$1,500.00)	\$0.00	\$0.00

Education

Contractual	\$19,184.32	(\$4,986.11)	(\$1,537.32)	\$12,660.89
Supplies	\$1,080.00	(\$464.97)	\$0.00	\$615.03

Restoration

Contractual	\$15,500.00	(\$11,685.04)	(\$3,679.80)	\$135.16
Supplies	\$3,500.00	(\$1,946.80)	\$0.00	\$1,553.20

Subtotal:

	<u>\$95,000.00</u>	<u>(\$75,162.87)</u>	<u>(\$6,045.54)</u>	<u>\$13,791.59</u>
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Budget Year: 2016

Admin

Contractual	\$8,000.00	\$0.00	(\$275.53)	\$7,724.47
Indirect Costs	\$3,101.00	\$0.00	(\$251.26)	\$2,849.74
Other	\$2,600.00	(\$2,278.00)	(\$5.82)	\$316.18
Personnel	\$40,946.00	(\$7,532.46)	(\$14,509.65)	\$18,903.89
Travel	\$1,920.00	(\$23.37)	(\$334.90)	\$1,561.73

Education

Contractual	\$3,200.00	\$0.00	(\$375.00)	\$2,825.00
Other	\$654.00	\$0.00	\$0.00	\$654.00

Open Space

Contractual	\$5,312.00	\$0.00	\$0.00	\$5,312.00
Land Transactions	\$7,454.00	\$0.00	\$0.00	\$7,454.00
Travel	\$221.00	\$0.00	\$0.00	\$221.00

Restoration

Contractual	\$13,580.00	\$0.00	\$0.00	\$13,580.00
Other	\$8,012.00	(\$3.26)	\$0.00	\$8,008.74

Subtotal:

	<u>\$95,000.00</u>	<u>(\$9,837.09)</u>	<u>(\$15,752.16)</u>	<u>\$69,410.75</u>
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Total Reimbursement:

(\$21,797.70)

The ledger for the expenditures in these reports is as follows:

Date	Bank/ Chk#	WCWA Trans#	To/From	Amount	Balance
					(\$14,485.41)
01/03/17	RA/1026	3458	Shane Morgan reimburse expenses	(\$79.35)	(\$14,564.76)
01/03/17	WA/1376	3457	Shane Morgan Administration Services, general administration work	(\$2,430.35)	(\$16,995.11)
01/05/17	WA	3467	nps nps reimbursement	\$7,755.09	(\$9,240.02)
01/05/17	WA	3467	nps nps reimbursement	\$6,730.32	(\$2,509.70)
01/14/17	WA/1378	3462	Stroud Water Research Center 4.5 hour stream study for Newark HS	(\$375.00)	(\$2,884.70)
01/31/17	RA/1027	3470	Shane Morgan reimburse expenses	(\$165.88)	(\$3,050.58)
02/01/17	WA/1381	3465	Shane Morgan Administration Services, general administration work	(\$3,717.95)	(\$6,768.53)
02/08/17	WA/1382	3471	Ellen Kohler, PLC MS4 municipal collaboration	(\$1,496.86)	(\$8,265.39)
02/22/17	WA/1383	3472	Stroud Water Research Center assistance with Microbial Source Tracking work	(\$2,182.94)	(\$10,448.33)
03/01/17	RA/1028	3478	Shane Morgan reimburse expenses	(\$65.60)	(\$10,513.93)
03/01/17	WA/1384	3477	Shane Morgan Administration Services, general administration work	(\$3,404.09)	(\$13,918.02)
03/21/17	WA/1328	3485	Crowl Advertising Design design of postcard, design&print update	(\$1,525.23)	(\$15,443.25)
03/21/17	WA/1327	3484	Sutton Bus Co. Newark HS student to Stroud 4/11/17	(\$285.00)	(\$15,728.25)
03/30/17	RA/1031	3488	Shane Morgan reimburse expenses	(\$531.64)	(\$16,259.89)
03/30/17	WA/1330	3487	Shane Morgan Administration Services, general administration work	(\$4,957.26)	(\$21,217.15)
03/31/17	RA/1030	3490	Shane Morgan reimburse expenses	(\$178.23)	(\$21,395.38)
03/31/17	RA/1032	3489	Shane Morgan reimburse expenses	(\$402.32)	(\$21,797.70)