

# Progress Report

## 4<sup>th</sup> Quarterly Report February 1, 2016 – April 30, 2016

**Project Title:** *Cape May County NFWF BESCCCH Grant*

**Institution:** *Cape May County Planning Department*

**Project Investigator:** *Brian O'Connor*

**NFWF Award #:** *42279*

**Award period:** *March 1, 2015 – March 1, 2017*

**Reporting Period:** *February 1, 2016 – April 30, 2016*

### **Result/Progress to Date:**

The following progress was made on the scoped tasks during the reporting period.

- Task 1- Surveying
  - Survey data field collection effort has been completed. Gibson also finished processing of the data and provided two signed and sealed copies of the drawing deliverables as per the survey scope.
  
- Task 2. Hydrology Study
  - Gathered and compensated water elevation data from tidal gages onsite. Gathered and analyzed Gibson onsite survey data. Performed tidal datum analysis on local data using Cape May NOAA gage to build reconstructed epoch. Established tidal boundary conditions. Constructed and ran Green Creek watershed model using ArcSWAT to establish fluvial boundary conditions. Prepared bathymetry raster files for SMS. Merging datasets on SMS.
  
- Task 3. Engineering Design of Selected Alternatives
  - Processed base map obtained from surveyor.
  
- Task 4 – Coastal Ecology
  - Completed internal review of Environmental Assessment and Phase 1 cultural resource investigation report. Responding to internal comments.
  
- Task 5 – Attend Three Public Meetings
  - April 28<sup>th</sup> the first public meeting was held and minutes from the meeting are included.

Current progress is in agreement with the original project schedule and milestone chart, attached to this report.

### **Other Tasks completed but not listed in Milestone/Timeline Schedule Chart:**

A website was built to let folks track the progress of this grant. Information is updated quarterly.

### **Changes to budget and project plan:**

Although the project is currently operating within budget, the project is at risk to evolve beyond the defined scope and allocated budget if not closely managed. Specifically, stakeholder coordination and integration of external input into the process could evolve the project scope. Louis Berger will work closely with Cape May County to continue managing this risk.

### **Upcoming Activities:**

The following activities are planned for the upcoming project period.

- Continue to advance development of the hydrodynamic model.

- Meet with Louis Berger to determine alternatives that will be evaluated and modeled.
- Surveyor notified the title search for the properties (utilities, easements and/or restrictions) for the project site boundary and have been provided to surveyor.
- Submit environmental assessment report and cultural resources report to Cape May County for review.
- June 14<sup>th</sup> field trip with NFWF members

**Status of Financial Reports:**

Total in-kind expenditures for the 4<sup>th</sup> quarter came to \$7959.93 (see “4<sup>th</sup> Quarter In Kind attachment”) bringing the total “in kind” to \$27,000.88. Three (3) invoices from Louis Berger were paid in this quarter in the amount of \$32,718.91 Attached find the 4<sup>th</sup> quarter financial report and attachment C (February 1, 2016-April 30, 2016) “Cape May County NFWF BESCCH Grant” as well as a State of New Jersey Payment Voucher in the amount of \$32,718.91 with all supporting documentation. I hope this satisfies your needs. Please call this office if you have any questions.

**Expenditure Report:**

Attachments Cs and the expenditure report included.

**Extension Requirement:**

No extension is foreseen at this time.

**Appendices (optional):**

**Other Tasks completed but not funded by the NFWF BESCCH project:**

None

Thank You,

Brian O’Connor

**PROJECT SCHEDULE AND MILESTONE CHART**

<i>TASKS</i>	<i>2015</i>		<i>2016</i>				<i>2017</i>
	<i>Q3</i>	<i>Q4</i>	<i>Q1</i>	<i>Q2</i>	<i>Q3</i>	<i>Q4</i>	<i>Q1</i>
<i>Task 1- Surveying Deliverables: Survey</i>							

<i>Task A – Collect Existing Information from client</i>							
<i>Task B– Initiate Survey Task for Project</i>							
<i>Task C - Collect survey Information and develop survey plans &amp; Report</i>							
<b>Task 2. Hydrology: Deliverable: Hydrology Report</b>							
<i>Task A – Collect H&amp;H Requirements for project</i>							
<i>Task B – Perform H &amp; H Modeling for the task</i>							
<i>Task C – Develop H&amp;H report for conceptual designs</i>							
<b>Task 3. Engineering: Deliverables: Engineering Design of Selected Alternatives</b>							
<i>Task A – Initiate Design for project</i>							
<i>Task B– Develop three conceptual design alternatives</i>							
<i>Task C– Narrow down to preferred alternative</i>							
<i>Task D– Develop plans &amp; cost estimate for preferred alternative</i>							
<i>Task E– Initiate permit plan development</i>							
<b>Task 4. Coastal Ecologist: Deliverables: Permits</b>							
<i>Task A - Complete Environmental Assessment</i>							
<i>Task B – Initiate permit discussions with regulatory agencies</i>							
<i>Task C– Develop draft permit documents &amp; Planting plans, quantities, and cost estimates.</i>							
<i>Task D – Finalize permits applications and processing of permit applications</i>							
<i>Task E – Coordination with agencies on permits, seasonal restrictions, etc.</i>							
<b>Task 5. Public Meetings: Deliverable: Meeting minutes</b>							
<i>Task A – Attend Three Public Meetings</i>							

NOTES: Q1: January-March; Q2: April -June; Q3: July-September; Q4: October-December of Calendar year

Brian O'Connor  
Project Manager