

**Updated November 2011
PROGRESS REPORT TEMPLATE**

(Please use the template below for all assistance agreements.)

- Recipient Name: _____ Award Date: _____
- Award Number: _____ Office: _____
- Project Officer Name: _____
- Assistance Agreement Title: _____
- Significant Amendments and Dates: _____
- Report Type: (Quarterly, Semi-Annual, Final)
- Period Covered by Report: _____
- Rate of Overall Expenditure Versus Project Progress: (This information must include budget category expenditures as determined by subtracting the budget categories expenditures from the approved budget categories. This information will allow the recipient and the EPA Project Officer the ability to determine if a rebudget, time extension, or change in the Work Plan may be needed).

Object Class Category (Non-construction)	Total Approved Allowable Budget Period Costs (EPA & Non-Federal)	Expended to Date (EPA & Non-Federal)	Remaining
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual			
7. Construction			
8. Other			
9. Total Direct Charges			
10. Indirect Costs: 46% of Base			
11. Total			
12. Total Approved Assistance Amount			
13. Program Income			

- Equipment Purchased: (List N/A if no equipment is approved in the assistance agreement)
- Other Pertinent Cost information: (If applicable, include analysis and information of cost overruns, high unit costs, or unanticipated economics. List N/A if not applicable)
- Change in Any Objective: (List objectives that were approved in the Work Plan and will not be carried out, including supporting documentation as to why it will not be completed)

Electronic documents must be managed and submitted in accordance with the Chesapeake Bay Program’s guidelines and policies for the submission of data, information and documents.

Objective #X	<i>Objective/Project Title</i>	Budget for this Objective:	<i>Total: \$xxx EPA Share: \$xxx Non Federal Share: \$xxx</i>
Narrative Summary of Outputs for this Objective:	xxxxxx		
Description of Objective:	<p><i>Answer these questions.</i></p> <ol style="list-style-type: none"> 1) <i>What is the ultimate goal of the project?</i> 2) <i>What will be accomplished during the current grant cycle?</i> 3) <i>If a multi-year project, what has been completed in previous years? Is the project on track?</i> 		
Tasks Under this Objective:	<ol style="list-style-type: none"> 1. xxx 2. xxx 3. etc. 		
Specific Outputs for this Objective <i>The extent that outputs are accomplished will serve as the EPA Evaluative Criteria for this project/program.</i>	<p><u>Programmatic</u></p> <ul style="list-style-type: none"> • xxx (e.g. # acres of BMP installed; # of roundtables/workshops held; # of brochures created) • xxx <p><u>For nutrient and sediment controls, report outputs in format that CBP can translate into pounds reduced, see Attachment 6. (This can be done annually).</u></p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> • xxx (e.g. Semi-annual report of accomplishments submitted to EPA; NPS BMP and Point Source data submitted to CBP (if applicable)). • Xxx <p>(Note: Provide a comprehensive list of all programmatic and administrative deliverables in Work Plan with expected due dates).</p>		
Outcomes for this Objective: (Refer to Attachment 3)	<p><u>Chesapeake 2000 Commitment:</u> <u>Chesapeake Action Plan Goal:</u> <u>Chesapeake Action Plan Topic Area:</u> <u>Chesapeake Action Plan Activity Category:</u></p> <p>(Note: Refer to Outcome lists in Attachment 3 for C2K Commitments CAP Goals, Topic Areas, and Activity Categories.)</p>		

<p>Link to EPA’s Strategic Plan <i>(all funding issued by EPA CBPO falls under this strategic link)</i> <i>(This is pre-populated info)</i></p>	<p><u>EPA Strategic Plan Goal</u> Goal 2: Protecting America’s Waters <u>EPA Strategic Plan Objective</u> 2.2: Protect and Restore Watersheds and Aquatic Ecosystems</p>
<p>Link to Jurisdiction’s WIP Commitment(s) <i>(To be filled in by CBIG, Headwater State grants, and CBRAP only. All others list N/A.)</i></p>	<p><u>(Note: This link should be as detailed as possible including any chapter numbers, section numbers and/or page numbers of the jurisdiction’s WIP.)</u></p>
<p>Link to Priority Practices and/or Priority Watershed</p>	<p><u>Please include the following, as applicable:</u></p> <p>Priority Practice(s)</p> <ol style="list-style-type: none"> 1.) Which priority practice(s) will be implemented in this objective? 2.) Please provide a short justification as to why the practice(s) is a priority for the location it is to be implemented. 3.) Which priority strategy(s) will be implemented in this objective? <p><i>(Note: Refer to your state’s specific Watershed Implementation Plans for this information.)</i></p> <p>Priority Watershed</p> <ol style="list-style-type: none"> 1.) Which priority watershed will be addressed by this objective? 2.) Watershed considered priority by (please check one): <ul style="list-style-type: none"> <input type="checkbox"/> COAST http://chesapeake.usgs.gov/coast/index.html <input type="checkbox"/> SPARROW http://www.chesapeakebay.net/recoveryinvest.aspx?menuitem=34712 <input type="checkbox"/> USDA Core 4 <input type="checkbox"/> Other (please include a short justification as to why this watershed is considered a priority) 3.) Which priority strategy(s) will be implemented in this objective? <p><i>(Note: Refer to your state’s specific Watershed Implementation Plans for this information.)</i></p>
<p>Progress for this Objective <i>(to be completed and submitted to the PO with each progress report)</i></p>	<p><i>This section will be left blank in the work plan but will be completed for the progress reports.</i></p> <p>Please indicate the following in addition to a description of the progress completed under this objective:</p>

	<ol style="list-style-type: none">1. Percentage of the objective completed2. A comparison of actual accomplishments (outputs, outcomes) with the anticipated outputs/outcomes.3. If applicable, problems encountered during the performance period, which may interfere with meeting program/project objectives. (List N/A if no problem exists.)4. List proposed remedies if problem(s) exist (s) as indicated in item 3. List N/A if not applicable.
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Project Officer Comments

WORK PLAN AND PROGRESS MADE
PERFORMANCE RESULTS UNDER ASSISTANCE AGREEMENTS
EXAMPLE 1
(for Implementation Grant to Signatory Jurisdictions for Section 117(e)(1)(A) or
Headwater State Grant)

- **Recipient Name:** MD Dept of Natural Resources
- **Award Number:** CB-97377301 **Award Date:** 7/14/09
- **Project Officer Name:** Holly Waldman **Office:** Chesapeake Bay Program
- **Assistance Agreement Title:** FFY2009-2011 MD Chesapeake Bay Implementation Grant
- **Significant Amendments and Dates:** None
- **Report Type:** Semi-Annual
- **Period Covered by Report:** 1/01/12 – 6/30/12
- **Rate of Overall Expenditure Versus Project Progress:** To date, 33% of the project budget has been expended. The project is 40% complete.

Object Class Category (Non-construction)	Total Approved Allowable Budget Period Costs (EPA & Non-Federal)	Expended to Date (EPA & Non-Federal)	Remaining
1. Personnel	1,037,329	177,550	859,779
2. Fringe Benefits	323,486	55,040	268,446
3. Travel	8,257	1,384	6,873
4. Equipment	-	-	-
5. Supplies	8,932	2,737	6,195
6. Contractual	21,560	15,978	5,582
7. Construction	-	-	-
8. Other	12,215,018	4,236,312	7,978,706
9. Total Direct Charges	13,614,582	4,489,001	9,125,581
10. Indirect Costs: 18% of Base	190,378	31,959	158,419
11. Total	13,804,960	4,520,960	9,284,000
12. Total Approved Assistance Amount	6,902,480	2,260,480	2,260,480
13. Program Income			-

- **Equipment Purchased:** Not applicable
- **Other Pertinent Cost information:** Not applicable
- **Change in Any Objective:** Not applicable

Electronic documents must be managed and submitted in accordance with the Chesapeake Bay Program's guidelines and policies for the submission of data, information and documents.

Objective #4	<i>Special Rivers Project</i>	Budget for this Objective:	Total:\$ 430,000 EPA Share: \$215,000 Non Federal Share: \$215,000
Narrative Summary of Outputs for this Objective:	<p>This project will fund supplies, travel expenses, equipment, contractual costs, postage, phone/internet and conference expenses and the federally funded positions of Forester I, Forestry Manager I (2), and Forestry Manager II.</p> <p>The main goal of the Special Rivers Project (SRP) is to improve water quality and enhance living resource habitat by encouraging the restoration, enhancement, and management of forests. The Special Rivers Project has four focus watershed areas, Susquehanna Area, Monocacy Area, Anacostia watershed, and Town Creek watershed, which cover two areas in Maryland with greatest opportunity and need for riparian forest buffers, an urban forestry effort, and a community-based forest ecosystem management effort, respectively. The SRP helps meet fundamental needs for expanding and maintaining forest cover in these watersheds. Deliverables include 7.7 miles of riparian forest buffers, 2,200+ acres of forest stewardship plans to encourage healthy forests retained on the landscape, monitoring, maintenance, and restoration technique development at a demonstration area, and volunteer tree plantings (buffers, urban tree canopy, and other) and other education efforts to reach 3000+ people.</p>		
Description of Objective:	<p><i>1) The ultimate goal of the Special Rivers Project</i> is to improve water quality and habitat in the focus watersheds, contributing to the restoration of the Chesapeake Bay. Forests provide the greatest level of benefits for water quality and habitat of any major land use, and are critical to sustaining and restoring watershed health. This project continues to emphasize forest buffer plantings and landowner management plans, directly through restoration and indirectly through improving restoration techniques and maintenance strategies and offering education on forests and benefits. The long-term goal for riparian forest buffers is 70% of stream miles buffered.</p> <p><i>2) The current grant cycle will accomplish</i> 7.7 miles of riparian forest buffers, 2,200+ acres of forest stewardship plans to encourage responsible management and retention of forest lands, maintenance and monitoring of riparian forest buffer demonstration plantings, and educational programs reaching over 3000+ people.</p> <p><i>3) If a multi-year project, what has been completed in previous years?</i> Since 1983, the Maryland DNR-Forest Service SRP has used Chesapeake Bay Implementation Grant monies to fund activities focused on establishing riparian forest buffers to improve water quality and developing management plans for private forest landowners in the Susquehanna area, Monocacy area, Anacostia, and Town Creek watersheds. The SRP has assisted with over 7,975 acres of forest buffers, created forest stewardship plans for over 84,776 acres, and presented forest benefits information to over 70,888 people since inception.</p>		

	<p>The following watersheds (encompassing the listed counties) were included in the Special Rivers Program since the date listed.</p> <p><i>Watersheds and Counties</i></p> <p>Susquehanna/Patapsco (BA, HA, CE, MO, PG) 1983 Monocacy/Catoctin/Double Pipe Creek (CR, FR, WA) 1986 Anacostia/West Chesapeake Watersheds (PG, MO, AA) 1991 Town Creek Watershed (AL) 1994</p> <p>The project has a proven track record of delivering results on the ground by working to find innovative technical solutions and funding alternatives to non-point source and other resource challenges. This approach has allowed the Special Rivers foresters to use existing government and private programs to deliver tens of thousands of dollars to resource restoration efforts that will eliminate tons of nutrients that would have otherwise reached tributary streams.</p> <p>FFY 2007 Accomplishment Highlights – Updated for past year (September 1, 2007 to August 31, 2008)</p> <ul style="list-style-type: none"> - 13.3 miles and 154 acres of riparian forest buffers established in project areas (CREP enrollment still down), plus 23 acres of upland tree planting; - Over 180 acres of forest buffers checked for survival, maintenance, or replanting needs, with reinforcement plantings on 12 acres; - 117 forest stewardship plans and 6,969 acres covered by plans (over twice the target); - Support provided for Antietam Creek Watershed Association, including stream clean-up and Backyard Buffers Program; <ul style="list-style-type: none"> - Buffer planting techniques evaluated through demonstration planting trials with tree shelters and deer fencing, and workshop in Anacostia on Forest Conservation Goal Setting for Urban Areas; - Town Creek Ecosystem Management Calendar drafted, produced, and distributed to sustain awareness of forests and local watershed health; and - Over 1,862 people reached through 40 events.
<p>Tasks Under this Objective:</p>	<p><u>Restoration and Management:</u> Improve watershed planning and riparian forest reforestation by involving landowners, communities and public agencies in implementing forest protection, restoration and management techniques with the designated watershed.</p> <p><u>Demonstrations and Monitoring:</u> Initiate and conduct demonstration and monitoring projects to provide opportunities to validate the benefits of working landscapes and riparian forests in improving both water quality and living resource habitats.</p> <p><u>Outreach and Education:</u> Plan and implement information and education efforts to increase the knowledge of landowners, students and agency personnel about the importance of riparian forest buffers and well-managed woodlands improving the health of the Chesapeake Bay.</p>

**Specific Outputs
for this Objective**

*The extent that
outputs are
accomplished will
serve as the EPA
Evaluative Criteria
for this
project/program.*

Programmatic

- 2 meetings and 2 events such as tree plantings or stream clean-ups coordinated with local group to improve watershed health with forests and urban tree canopy (annually)
- 25 landowners planting trees through a Backyard Buffer residential streamside tree planting program by June 2012 (annually)
- 125 acres of riparian forest buffers established along 46,120 ft of waterways in Monocacy, Susquehanna, Town Creek, and Anacostia watershed areas by 6/2012.
- 200+ volunteer hours used to establish RFBs in the Anacostia basin by 6/2012.
- 45 landowners adopted forest stewardship plans on 2,200 acres to retain forest in Monocacy, Susquehanna, Town Creek, and Anacostia watershed areas (annually)
- 2 meetings of the Town Creek Watershed Committee and the Landowner Association to implement local watershed-based forest ecosystem management in the Town Creek watershed (annually)
- 30 riparian forest buffers monitored on 75+ acres in focus watersheds and reinforcement tree planted where needed in Monocacy, Susquehanna, Town Creek, and Anacostia watershed areas (annually)
- Data collected on seedling performance trials at Monocacy Natural Resource Management Area (annually)
- 600 people educated through workshops and events on forests, forest management, and improving watersheds through use of trees and forests. (annually)
- 4+ tree plantings conducted with citizen volunteers in the Susquehanna and Monocacy watershed areas by 6/2012.
- 2000 calendars produced and distributed to watershed residents to highlight Town Creek Ecosystem Management Project issues and community updates by 12/2012.

	<p><u>Administrative</u></p> <ul style="list-style-type: none"> • Semiannual report of accomplishments submitted to EPA • Riparian forest buffer data submitted for State and Chesapeake Bay Program tracking and targeting and effectiveness coordinated (annually) • 1 Communication Strategy Plan submitted by December.
<p>Outcomes for this Objective: (Refer to Attachment 3)</p>	<p>Chesapeake 2000 Commitment: 3.1 Nutrients and Sediments, particularly 3.3.1 (Anacostia restoration), and 3.1.1 (40% nutrient reduction) through implementation of goal from 2.4.1.2 (2003 RFB Initiative goal)</p> <p><u>Chesapeake Action Plan Goal: 3 Protect and Restore Water Quality</u> <u>Chesapeake Action Plan Topic Area: Streamside & Tidal Shoreline Riparian Areas</u> <u>Chesapeake Action Plan Activity Category: Restoration</u></p> <p><u>Tributary Strategy Implementation</u> Agriculture Resource Land</p> <p>By the year 2010, the Special Rivers Counties plan to have 8,100 acres of forest buffers completed; the earlier target of 7630 acres has been reached. The target for this year's buffers is 7.7 miles/yr. Forest buffers filtering ability averages 61% Nitrogen and 62% Phosphorous in agricultural lands and 25% Nitrogen and 50% Phosphorous on urban lands.</p>
<p>Link to EPA's Strategic Plan (all funding issued by EPA CBPO falls under this strategic link) (this is pre-populated info)</p>	<p><u>EPA Strategic Plan Goal</u> Goal 2: Protecting America's Waters <u>EPA Strategic Plan Objective</u> 2.2: Protect and Restore Watersheds and Aquatic Ecosystems</p>
<p>Link to Jurisdiction's WIP Commitment(s) (To be filled in by CBIG, Headwater State grants, and CBRAP only. All others list N/A.)</p>	<p>Phase I (Submitted final 12/3/10)</p> <ul style="list-style-type: none"> • Streamside Forest Buffers (Pages ES-20, 5-45 through 5-46, and 5-58 through 5-59) • Tree Forest Brigade (Pages ES-26 and 5-44 through 5-45)

<p>Link to Priority Practices and/or Priority Watersheds</p>	<p><u>Please include the following, as applicable:</u></p> <p>Priority Practice(s)</p> <p>1.) Which priority practice(s) will be implemented in this objective? Streamside Forest Buffers and Tree Planting-Forest Brigade</p> <p>2.) Please provide a short justification as to why the practice(s) is a priority for the location it is to be implemented. These areas were chosen as Special River project areas because they are areas with the greatest opportunity and need for riparian forest buffers (Susquehanna/Monocacy), provide a demonstration urban forestry effort (Anacostia), and a an example of community-based forest ecosystem management effort (Town Creek).</p> <p>3.) Which priority strategy(s) will be implemented in this objective? Natural Filters on Private Land and Natural Filter on Public Land (Note: Refer to your state’s specific Watershed Implementation Plans for this information.)</p> <p>Priority Watershed</p> <p>1.) Which priority watershed will be addressed by this objective? Susquehanna, Monocacy, Anacostia and Town Creek</p> <p>2.) Watershed considered priority by (please check one): <input type="checkbox"/> COAST http://chesapeake.usgs.gov/coast/index.html <input type="checkbox"/> SPARROW http://www.chesapeakebay.net/recoverinvest.aspx?menuitem=34712 <input type="checkbox"/> USDA Core 4 <input checked="" type="checkbox"/> Other (please include a short justification as to why this watershed is considered a priority)</p> <p>These areas were chosen as Special River project areas because they are areas with the greatest opportunity and need for riparian forest buffers (Susquehanna/Monocacy), provide a demonstration urban forestry effort (Anacostia), and a an example of community-based forest ecosystem management effort (Town Creek).</p> <p>3.) Which priority strategy(s) will be implemented in this objective? N/A. Specific targeting strategies will be documented in the Phase II WIP. (Note: Refer to your state’s specific Watershed Implementation Plans for this information.)</p>
<p>Progress for this Objective <i>(to be completed and submitted to the PO with each progress report)</i></p>	<p>The Special Rivers project has met overall goals for riparian forest buffer establishment (15.85 miles on 424.74 acres cumulative), critical buffer maintenance and replanting (187 acres maintained, 32 survival checks and 33 acres planted to reinforce stocking), outreach (15 events reaching 3151 people), and forest stewardship plans to support long-term forest cover (35 plans on 1370.34 acres this quarter). The Monocacy Project has been working for several years with</p>

Washington County to encourage tree plantings by stormwater areas, and this spring marked 2 acres of plantings at several pilot sites to evaluate implementation. Neighborhood Green is a new program aimed at landowners with small areas of forest, encouraging keeping and expanding forest cover and offering approaches to keeping forests healthy and functional. With the US Fish and Wildlife Service, an additional 32 acres of urban tree canopy was established. The long-term efforts to support watershed organizations' activities continued for the Town Creek and Monocacy projects.

Deliverable	Cumulative Progress	Target outcome
<i>Riparian Forest Buffers</i>	<i>424.74 acres, 83,692 ft (15.85 mi.)</i>	<i>8.7 miles</i>
<i>Forest Stewardship Plans</i>	<i>115 plans, 3200.39 acres</i>	<i>45 plans, 2200 acres</i>
<i>Buffer Maintenance/Replant</i>	<i>32 sites checked for survival, 5 reinforcement plantings, 187 acres maintained</i>	<i>105 acres maintained, 10+ sites checked</i>
<i>Outreach on forests and watersheds</i>	<i>4729 people reached, 50 events</i>	<i>2530 people reached</i>
<i>Backyard Buffers</i>	<i>50 bags distributed to cover 2500 linear feet of backyard streams, Washington County, plus 2 acres stormwater pond planting</i>	<i>Backyard Buffer Program implemented</i>
<i>Watershed Org coordination</i>	<i>2 organizations coordination</i>	<i>Meetings coordinated, 2 organizations</i>

With later spring planting, deliverables are on track to meet targets during the project period.

Demand for forest stewardship plans has remained strong. Demand for forest buffers has been less than expected, but is showing signs of modest increases, so the target was exceeded. Statewide progress was almost double last years and by far the most progress was made in focus watersheds. Partnerships with Forestry Boards and watershed organizations helped expand outreach beyond minimum targets.

Programmatic- Cumulative progress

- Special Rivers staff supported the Town Creek and Monocacy-Catoctin Watershed Alliance meetings, Town Creek tour, Ridge and Valley Streamkeepers tree planting, Neighborhood Green trainings, and worked with USFWS and other partners to establish 32 acres of urban tree canopy.
- 50 landowners planted trees through a Backyard Buffer residential streamside tree planting program in Washington County (to cover 2500 linear feet of backyard stream)
- 424.74 acres of riparian forest buffers were established along 15.85 miles of waterways in Monocacy, Susquehanna, Town Creek, and Anacostia watershed areas.
- 111 volunteer hours were used to establish RFBs in the Anacostia basin.

	<ul style="list-style-type: none">• 115 landowners adopted forest stewardship plans on 3200.29 acres to retain forest in Monocacy, Susquehanna, Town Creek, and Anacostia watershed areas by June 30.• 32 riparian forest buffers were monitored on 187 acres in focus watersheds and reinforcement trees were planted to keep stocking levels up on 33 acres in Monocacy, Susquehanna, Town Creek, and Anacostia watershed areas• 4729 people were educated through 50 workshops and events on forests, forest management, and improving watersheds through use of trees and forests.• 32 tree plantings were conducted with schools and other volunteers in the Susquehanna and Monocacy watershed areas.• 2000 calendars were produced and distributed to watershed residents to highlight Town Creek Ecosystem Management Project issues.
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Project Officer Comments: