

NPS Progress Report

NPS Grants Program, Maine Department of Environmental Protection

Instructions: Submit this form electronically or in 2 hard copies to report progress conducting an NPS Project. For instructions, refer to the *NPS Grant Administrative Guidelines*, Section IV.A. Total report should not exceed three (3) pages. Do not attach any Deliverables or other material to the Progress Report.

Project #: 20240008 **Project Title** Vaughan Brook Watershed-Based Management Plan Development Project

Project Period October 1, 2024 – December 31, 2026 **Budget Period** October 1, 2024 – March 31, 2025

Report for the 6-Month Period Ending (check one) **Mar 31** **Sep 30** **Year** 2025

Grantee Name: City of Hallowell

Grantee Contact Person: Rosemary Presnar, Hallowell Conservation Commission

Phone: (207) 512-0311 **Email:** Hallowellconservation@gmail.com

I. Account Drawdown Information:

a.) Funds expended this period:	Grant	<u>\$0</u>	Match	<u>\$5,503</u>
b.) Total contract amount:	Grant	<u>\$40,887</u>	Match	<u>\$24,073</u>
c.) Funds expended to date:	Grant	<u>\$0</u>	Match	<u>\$5,503</u>
d.) Funds remaining (b-c):	Grant	<u>\$40,887</u>	Match	<u>\$18,570</u>

II. Brief summary of any significant difficulties encountered, reasons for project delays and revised schedule for any work scheduled for, but not completed, in this reporting period: n/a

III. Approved changes in work plan tasks and deliverables: n/a

IV. Report any Changes in Key Project Personnel: n/a

V. Tasks. Use this sample format to describe work conducted for each task. Reference associated Deliverable(s). Explain periods of inactivity. Report only on activity during **this** reporting period.

Task #	Task Heading	Work Conducted During the Six Month Reporting Period	Estimated % Completion
1	Project Administration	<ul style="list-style-type: none"> • DEP/City of Hallowell finalized contract agreement • City of Hallowell sent out an RFP to hire a consultant to serve as the Project Manager • City of Hallowell signed contract agreement with Ecological Instincts • Budget & match tracking spreadsheet set up • Online project folders set up 	25%
2	Steering Committee Meetings	<ul style="list-style-type: none"> • SC #1 on 1/22/25 • WQ Subcommittee meeting 2/26/25 	25%
3	WQ Monitoring & Analysis	<ul style="list-style-type: none"> • EI requested EGAD download from DEP and organized historical data • EI set up WQ spreadsheet in prep for SDQAT • Discussed SAP update & nutrient monitoring with subcommittee • HCC set up account with HETL 	10%
4	Stream & Watershed Assessment	<ul style="list-style-type: none"> • EI prepared the Survey Implementation Plan (SIP) • EI prepared sector maps for the watershed survey & reach map for the SCS • Desktop assessment of agriculture completed and memo sent to USDA/NRCS & KCSWCD for input • HCC & EI began compiling landowner parcel information for the landowner list • EI prepared a draft landowner letter 	20%
5	Stressor Analysis	<ul style="list-style-type: none"> • No Activity 	0%
6	Watershed Modeling	<ul style="list-style-type: none"> • No Activity 	0%
7	Public Outreach	<ul style="list-style-type: none"> • City of Hallowell Newsletter #1- Fall 2024 • City of Hallowell Newsletter #2- Spring 2025 • KLT Newsletter #1- March 2025 • Press Release #1 drafted for watershed survey 	25%
8	Watershed-Based Management Plan	<ul style="list-style-type: none"> • No Activity 	0%

VI. Deliverables: List all Deliverables from the project work plan.

List of Deliverables from Work Plan	Date Deliverable submitted to DEP
1. Contracts, semi-annual progress reports, final project report	- EI Consultant Sub-agreement (PM)- 3/31/25 - Semi-annual PR #1- 4/11/25 - Semi-annual PR#2- TBD - Semi-annual PR #3- TBD - Final Project Report- TBD
2. Sampling & Analysis Plan, secondary data quality assurance table, water quality data spreadsheet, and report including future monitoring summary	- SAP- TBD - SDQAT- TBD - WQ Data Spreadsheet- TBD - WQ Summary Memo- TBD
3. Survey Implementation Plan, watershed survey memo, agricultural survey memo, stream corridor survey memo, NPS Site Tracker	- Survey Implementation Plan (SIP)- 4/1/25 - Watershed Survey Memo- TBD - Agricultural Survey Memo- TBD - Stream Corridor Survey memo- TBD - NPS Site Tracker- TBD
4. Stressor analysis summary memo	- Stressor Analysis- TBD
5. Watershed model spreadsheet & memo, internal loading assessment & management measures memo	- Land Cover Assessment- TBD - Watershed Modeling Summary Memo- TBD
6. Copies of press releases & newsletter articles, public forum sign-in sheet	- Press Release #1- Draft complete - Press Release # 2- TBD - City of Hallowell Newsletter #1- 3/31/25 - City of Hallowell Newsletter #2- 3/31/25 - KLT Newsletter #1- 3/31/25 - KLT Newsletter #2- TBD - VW&HH Newsletter #1- TBD - VW&HH Newsletter #2- TBD - Public Workshop Sign-In Sheet- TBD - City & Partner Website Screen Shots- TBD - City & Partner Facebook Post Screen Shots- TBD
7. Watershed maps, final WBMP	- Watershed Maps- TBD - Final WBMP- TBD

Prepared by: Jennifer Jespersen, Ecological Instincts

Date Submitted to DEP:

April 14, 2025DEP Signature: Kristin Feindel

Date Accepted:

4/23/25