

SCOPE OF WORK/WORK PLAN

TASK 1: PROJECT ADMINISTRATION

Objective: To manage all administrative functions required to support the CRP Contract, including:

- Informative and timely Progress Reports (PR);
- Participation in Conference Calls;
- Participation at CRP meetings;
- Timely and accurate reimbursement forms with adequate documentation;
- Efficient cost control to ensure expenses are allowable and applicable;
- Responsibility for procurement and oversight of subcontractors;
- Participation in fiscal monitoring reviews;
- Timely and accurate deliverables that meet the intent of the FY 2014-2015 CRP Guidance;
- Adherence to TCEQ Contract provisions;
- Detailed and reasonable Work Plan development;
- Financial reporting and budget monitoring; and
- Training to ensure personnel are properly prepared to conduct work.

Task Description: The Performing Party project staff will work with the TCEQ Project Manager and the Performing Party's Finance, Internal Audit, Office Services and Program Operations departments to meet all TCEQ administrative requirements for this Contract. The Grants Administration Specialist for the Performing Party's Community and Environmental Planning Department will assist with the tracking and documentation requirements for this contract in coordination with TCEQ's CRP contract monitoring staff. The Performing Party will also handle all subcontract administration and fiscal monitoring under this task. Equipment purchases will also be reported under this task. All equipment purchases and controlled assets will be updated in the Equipment Inventory Spreadsheet.

PRs - PRs will contain a level of detail sufficient to document the activities which occurred during the appropriate quarter, and provide detailed supporting documentation and justification for reimbursement requests. PRs will contain a general description of activities, a detailed tracking of deliverables, and the amount of water quality monitoring which occurred during the quarter. The PR will be in the format provided in Exhibit 1D of the FY 2014-2015 CRP Guidance.

Reimbursement Requests - An FSR, Supplemental Forms, and a current PEL will be submitted along with appropriate additional documentation on a quarterly basis. An updated Equipment Inventory List will be submitted when changes occur during the quarter. BRRs will be made in advance of making changes to the budget.

Contractor and Subcontractor Evaluations - An annual self-evaluation and evaluations of subcontractors will be submitted at the end of each FY.

Procurement Procedures Documentation - Performing Party will develop documentation of the procurement process used to solicit, evaluate, pay, and oversee subcontractors, as specified in the FY 2014-2015 CRP Guidance. This documentation will be maintained in-house and will be made available for review by TCEQ staff upon request. For any subcontract made in association with this Contract, a memo describing the procurement method used must be submitted to the TCEQ Project Manager within 30 days of contract execution. In addition, a Procurement System Certification will be submitted with the supporting documentation required with the FY 2016-2017 Work Plan.

Conference Calls - The Performing Party will participate in all scheduled conference calls unless arrangements are made with the TCEQ Project Manager.

Conferences and Training Events - The Performing Party will participate in meetings and training events as scheduled by CRP. All non-CRP conferences and training events need to be pre-approved by the TCEQ Project Manager prior to incurring costs associated with such events (e.g., travel, registration). The Performing Party staff, as appropriate, will also continue to attend appropriate pre-approved conferences and serve on advisory

groups related to CRP priorities and objectives. Priority activities include the biennial Texas Water Monitoring Congress, the Annual Texas Water Conference co-sponsored by Water Environment Association of Texas (WEAT) and American Water Works Association (AWWA), the Annual EPA Region 6 Nonpoint Source and Watershed Management Conference, and periodic Texas Water Conservation Association meetings and technical conferences. Some conferences also provide opportunities for CRP outreach activities by project staff, such as the biennial State of the Bay (Galveston Bay) Symposium, ESRI Annual Geographic Information Systems (GIS) Conference, the annual North American Lake Management Society (NALMS) Conference, and the National Water Quality Monitoring Conference. Quality Assurance (QA) staff would also benefit from available National Environmental Laboratory Accreditation Conference (NELAC) and other quality systems training events as appropriate. The Performing Party staff will serve on the Texas Water Monitoring Council, the Watershed Coordination Steering Committee, the North Houston Association Environmental Committee, the Harris County Flood Control Task Force, the Bayou Preservation Association, the Greater Houston Partnership Water Quality Subcommittee, the Texas Stream Team Advisory Council, the Monitoring and Research Subcommittee, and the Water and Sediment Quality Subcommittee of the Galveston Bay Estuary Program (GBEP).

Documentation for Desk Review or On-Site Visit - Detailed supporting documentation, in addition to the traditional quarterly documentation, will be made available upon request. The additional supporting documentation will include those items outlined in Exhibit 1B of the FY 2014-2015 CRP Guidance. In the case of on an on-site visit, the appropriate Performing Party personnel will be available during the visit.

FY 2016 - 2017 Work Plan and Supporting Documentation - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY 2016-2017 CRP Guidance. Supporting documentation will include (as applicable): budget by category, budget by Task, PEL, fringe rate methodology, indirect rate methodology, allocated costs documentation, equipment purchase request list, equipment inventory, a list of Tasks that will be sub-contracted, a list of known training events/conferences, and a signed Procurement System Certification. The Work Plan will include the Tasks and Deliverables outlined in the FY 2016-2017 Guidance and will be negotiated with the TCEQ Project Manager. A list of all deliverables in due date order will be submitted with the final Work Plan.

Deliverables and Due Dates:

September 1, 2013 through August 31, 2014

- A. PRs - December 15, 2013; March 15 and June 15, 2014
- B. Annual Self-Evaluation and, if applicable, Subcontract Evaluations - August 31, 2014
- C. Subcontract Procurement Procedures Documentation – within 30 days after execution of the subcontract
- D. Additional submission of documentation for desk review or site visit - upon request

September 1, 2014 through August 31, 2015

- A. PRs - September 15 and December 15, 2014; March 15, June 15, and August 31, 2015
- B. Proposed FY 2016 - 2017 Work Plan and Supporting Documentation - March 15, 2015
- C. Final FY 2016 - 2017 Work Plan and Supporting Documentation – April 15, 2015
- D. Annual Self Evaluation and, if applicable, Subcontract Evaluations - August 31, 2015
- E. Subcontract Procurement Procedures Documentation – within 30 days after execution of the subcontract
- F. Additional submission of documentation for desk review or site visit - upon request

TASK 2: QA

Objective: To conduct data collection activities in accordance with an integrated system of quality management activities involving planning, assessment, implementation, training, and quality improvement. This Task addresses objectives and processes for:

- QA Project Plan (QAPP) development and implementation;
- Laboratory QA;
- Data review, verification, and validation;
- Oversight of project(s); and
- Special studies project planning.

Task Description: The Performing Party will coordinate with the Regional Monitoring Workgroup (RMW), and develop and maintain the Regional QAPP.

The RMW is composed of the Performing Party CRP staff and representatives from TCEQ Austin, TCEQ Region 12, Texas Parks and Wildlife, Texas Department of Health, GBEP, local universities, and five local agencies which include Harris County Pollution Control, Environmental Institute of Houston, City of Houston-Health and Human Services, City of Houston-Water Quality Control, and the San Jacinto River Authority. Each agency routinely sends representatives from their field investigation staff and laboratory staff to the RMW to discuss CRP monitoring Tasks and deliverables, basin monitoring priorities, training, and upcoming projects. The workgroup serves as the point of contact for the Performing Party to provide QA materials and QA training to local agencies and subcontractors. This workgroup is also the mechanism through which data management needs and priorities are discussed.

Training for Local Agencies - The Performing Party Monitoring Coordinator will arrange training sessions for local field personnel and sub-contractors as necessary. The Performing Party will coordinate with TCEQ, local agency staff and vendors to conduct training sessions. Training may cover sampling techniques for field parameters, bacteria, dissolved metals, and biological monitoring or the use of new field equipment (e.g., multi-probe meters or flow meters). All training sessions will be coordinated with the TCEQ Project Manager.

All work funded by this Contract that involves the acquisition of environmental data generated from direct measurement activities, collected from other sources, or compiled from computerized databases and information systems shall be planned in consultation with TCEQ and be documented in a fully approved TCEQ QAPP before data collection can be implemented.

NELAC Accreditation - Costs associated with NELAC as they relate to CRP (e.g., Proficiency Test samples, NELAC consultants, accreditation) may be charged directly or indirectly to the program, but must be fully explained and justified in this Work Plan and include deliverables. Laboratory data will be produced by laboratories (and subcontract laboratories) whose QA program is consistent with the NELAC Institute (TNI) standards. Laboratory data must be produced by a laboratory accredited by TCEQ according to Title 30 Texas Administrative Code (TAC) Chapter 25 (relating to Environmental Testing Laboratory Accreditation and Certification) Subchapters A and B as amended, for the matrices, methods, and parameters of analysis outlined in the QAPP.

As per TCEQ requirements, all laboratories submitting data to CRP must be National Environmental Laboratory Accreditation Program (NELAP) certified. The Performing Party will reimburse the required TCEQ annual accreditation fees, as well as semi-annual verification checks from a TCEQ-accredited third party vendor for the Department of Health and Human Services Laboratory, Water Quality Control Laboratory, and Harris County Laboratory.

Regional QAPP - The Performing Party staff will develop a Regional QAPP with input from the RMW and the Technical Advisory Group (TAG). The Regional QAPP will be submitted to TCEQ in the TCEQ-approved shell format. Only those sites covered by the QAPP and parameters meeting the requirements of Texas Water Code Chapter 5, Subchapter R (TWC §5.801 et seq) and Title 30 TAC Chapter 25, Subchapters A and B will be included in the document. The Performing Party will address all TCEQ comments and submit the revised QAPP to the TCEQ within 30 days after receiving comments from TCEQ.

The Performing Party will secure written documentation (signature in the QAPP or Commitment Letter) from participants under the QAPP stating their awareness of and commitment to requirements contained in the QAPP and any Appendices and Amendments. This documentation will be maintained as part of the Performing Party's QA records. Copies of all Commitment Letters must be forwarded to TCEQ no later than 45 days after TCEQ's approval of the QAPP, but prior to the monitoring event. (Note: Commitment Letters are not required for entities who sign the QAPP). The Performing Party will distribute the QAPP to all participants (including the laboratory). Documentation of distribution will be maintained by the Performing Party and be available for review during a TCEQ monitoring systems audit.

Sections of the Regional QAPP will be posted to the Performing Party's CRP web page. These sections include the monitoring program or project objectives, measurement performance specifications (i.e., Table A7 of the QAPP), Appendices, and the monitoring schedule and maps of sampling sites. In lieu of the monitoring schedule and

maps, a link to the coordinated monitoring schedule (CMS) website may be provided, with a disclaimer that states the CMS includes stations monitored by other entities.

QAPP Amendment to Appendix B - The monitoring schedule in Appendix B of the Regional QAPP will be updated for the second year of the Contract biennium after the annual Coordinated Monitoring Meeting. This special type of QAPP Amendment will be submitted using the TCEQ-approved shell format. Only the sites covered by the Performing Party's QAPP will be included in Appendix B of the QAPP.

Planning for Special Studies or Permit Support Monitoring - Special studies and monitoring projects to support permits will be systematically planned in consultation with TCEQ staff around the elements of the QAPP. The Performing Party Project Manager will coordinate with TCEQ to establish the planning team, schedule the meeting (90 days prior to the planned sampling date), distribute meeting materials in advance of the meeting, facilitate the meeting, and prepare meeting minutes. The Performing Party will submit planning materials for the meeting to all participants one week prior to the meeting. Meeting materials will include, as appropriate, a problem definition, as currently understood, a description of the budget, personnel and schedule issues, maps, information on past or on-going studies, historical water quality data, water quality inventory results, wastewater discharge information, known or expected sources of contamination, existing monitoring sites, land use information, etc. Planning meeting summary notes will be provided to participants within two weeks of the meeting. The information developed during the planning meeting will be incorporated into a QAPP Appendix. The QAPP Appendix will be submitted to TCEQ (within 30 days after the planning meeting) using the TCEQ-approved shell format.

QAPP Appendices - Special studies and permit support monitoring projects that have different objectives than those described in the Regional QAPP will be incorporated into the QAPP as Appendices after they are thoroughly planned in consultation with TCEQ. The QAPP Appendices will be written in TCEQ prescribed format and reference sections of the Regional QAPP as appropriate, and otherwise address information that is unique to the project. Unique aspects of special projects will include the problem definition, the Task description, measurement performance specifications, sample design rationale, sampling methods requirements, etc. QAPP Appendices will be sent to the TCEQ through the TCEQ Project Manager. TCEQ comments will be addressed and the document will be modified and resubmitted within 30 days of receipt.

QAPP Amendments and Revisions to Appendices - Changes in parameters, sampling or analytical procedures, project organization, or other items of an existing project necessitate an Amendment to the QAPP and/or revisions to Appendices. Amendments and revisions to Appendices will be submitted electronically to the TCEQ Project Manager on an "as needed" basis in the TCEQ shell format for agency review. QAPP Amendments and revisions to Appendices will be distributed, upon approval, to all personnel on the distribution list maintained by the Performing Party.

Project Oversight – The Performing Party will participate in monitoring systems audits and laboratory inspections by TCEQ.

The Performing Party will conduct oversight of sub-participants (including contractors and in-kind participants) who conduct field monitoring under the Regional QAPP. The assessment will be performed once during the Contract cycle in the case of on-going projects or routine sampling, or once during a project's lifetime in the case of short-lived special studies. Basic types of assessments that are acceptable: readiness reviews, on-site monitoring systems audits, QA checks, data traceability studies. However, the type of assessment which will be performed will be determined in consultation with the TCEQ Project Manager. The on-site assessment requirement does not apply if all work is performed by the Performing Party.

Following the on-site assessment, the Performing Party will provide the organization audited with an audit report within 30 days. If no findings are identified, then the report will state as such. If findings are identified during the audit, they will be reported in the audit report. Audit reports will contain references to written specifications, as defined in the QAPP or in a standard operating procedure (SOP). The audited organization will be asked to respond in writing to the report within 30 days. A copy of the audit report and the response will be submitted as a deliverable to the CRP Project Manager with the PR no later than the quarter following the one in which the audit was conducted.

Corrective Action Reports - Issues that may affect data quality and availability will be tracked, addressed, and reported to TCEQ using the definitions and corrective action strategy laid out in the CRP Guidance. The Performing Party must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

Deliverables and Due Dates:

September 1, 2013 through August 31, 2014

- A. Regional QAPP Receipt and Commitment Letters - October 15, 2013
- B. Specified sections of the Regional QAPP posted to the web page - October 31, 2013
- C. Draft QAPP Appendix B Amendment for FY 2015 monitoring - June 15, 2014
- D. Final QAPP Appendix B Amendment for FY 2015 monitoring – August 15, 2014
- E. Planning meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- F. Planning meeting summary notes for Special Studies or Permit Support Monitoring (if applicable) – within two weeks of the planning meeting
- G. QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) – within 30 days after the planning meeting
- H. QAPP Amendments and revisions to Appendices (if applicable) - as needed
- I. QAPP Appendix and Amendment Commitment Letters (if applicable) - no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- J. Participate in TCEQ monitoring systems audit and provide a response to comments (if applicable) - date planned in consultation with TCEQ
- K. Conduct on-site oversight assessment of sub-participants, once during each project or once during Contract cycle (if applicable) – to be scheduled
- L. On-site project oversight report and response (if applicable) - with the PR no later than the quarter following the one in which the audit was conducted
- M. Corrective action status report (if applicable) - with PR

September 1, 2014 through August 31, 2015

- A. Draft FY 2016-2017 Regional QAPP - June 15, 2015
- B. Final FY 2016-2017 QAPP - August 15, 2015
- C. Planning meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- D. Planning meeting summary notes for Special Studies or Permit Support Monitoring (if applicable) - within two weeks of the planning meeting
- E. QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) – within 30 days after the planning meeting
- F. QAPP Amendments and revisions to Appendices (if applicable) - as needed
- G. QAPP Appendix and Amendment Commitment Letters (if applicable) - no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- H. Participate in TCEQ monitoring systems audit and provide a response to comments (if applicable) - date planned in consultation with TCEQ
- I. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle (if applicable) - August 1, 2015
- J. On-site project oversight report and response (if applicable) - August 31, 2015
- K. Corrective action status report (if applicable) - with PR

TASK 3: WATER QUALITY MONITORING

Objectives: Water quality monitoring will focus on collecting information to characterize water quality in a variety of locations and conditions. These efforts will include a combination of:

- Planning and coordinating Regional monitoring;
- Routine, regularly-scheduled monitoring to collect long-term information and support statewide assessment of water quality;
- Systematic, regularly-scheduled short-term monitoring to screen water bodies for issues;
- Permit support monitoring to provide information for setting permit effluent limits; and

- Special study, intensive monitoring targeted to:
 - Identify sources and causes of pollution;
 - Assess priority water quality issues;
 - Obtain background water quality information;
 - Provide information for setting site-specific permit effluent limits; and
 - Evaluate statewide, regional, and site-specific water quality standards.

Task Description: The Performing Party will host, coordinate, and develop water quality monitoring strategies through RMW. RMW will meet every quarter to discuss monitoring needs, problems, successes and changes. RMW meeting results will be presented to the TAG and the CRP Steering Committee for review and concurrence with various basin interests. This review process will be used to assess the current monitoring plan and adjust regional monitoring strategies as needed.

The Performing Party's Regional QAPP is the mechanism for bringing this existing data into the statewide water quality database. The participation of local monitoring agencies in this regional coordination effort has been largely voluntary. The Performing Party provides assistance to some participating agencies contributing data to CRP by paying for CRP QA requirements as well as additional parameters collected at the Performing Party's request on behalf of CRP as negotiated with each participating agency.

During FY 2014 - 2015, the Performing Party will continue to refine current monitoring efforts in the basins in partnership with local agencies participating voluntarily in the Performing Party's RMW. This core group will consider goals of the environmental and regulatory communities in the basins to help define common goals and objectives for the region. Project staff will take RMW results and recommendations to the Performing Party's CRP Steering Committee for concurrence and to enable additional review and comment by various basin interests. The details of the monitoring for the basins will then be documented in the Performing Party's FY 2014-2015 QAPP updates. Initial funding agreements will be in place during FY 2014 based on the results of the regional monitoring evaluation in FY 2013.

To avoid duplication of monitoring efforts, the Performing Party will continue to coordinate monitoring efforts between RMW and the Monitoring and Research and Water and Sediment Quality Subcommittees of the GBEP. The Performing Party will continue to arrange regional training opportunities and workshops which support cooperative monitoring efforts (e.g., field methods, biological data collection, and habitat assessment).

Monitoring Description - Local monitoring agencies participate voluntarily in the Performing Party's monitoring program. The Performing Party provides assistance to some participating agencies contributing data to CRP by paying for CRP QA requirements, and additional parameters collected at the Performing Party's request, on behalf of the CRP, as negotiated with each participating agency. CRP funds are used to augment participating agencies' existing monitoring programs in order to further their own program objectives, and have access to a much larger dataset. Special studies are developed, as needed, based on local stakeholder input and the results of TCEQ assessments or the Performing Party evaluations.

The Performing Party and its sub-participants will monitor a minimum of 300 sites in the region. The Performing Party's and sub-participants' monitoring activities will be coordinated through RMW. The coordination reduces monitoring duplication and allows all local agencies to see the data collection efforts and data availability from other local agencies. Routine monitoring is scheduled at varying frequencies, which are determined by the parameters of concern for individual streams. Frequencies vary from quarterly for some parameters to monthly. Baseline monitoring will include the collection of basic field parameters at all sites and the collection of bacteria, flow, and conventional chemical parameters at sites, where indicated. Additional details concerning the monitoring activities conducted by the Performing Party and sub-participants will be outlined in the Performing Party's Regional QAPP.

In FY 2014, the Performing Party will collect quarterly samples at 30 water quality monitoring sites throughout the Performing Party's service area. In FY 2015, the Performing Party and sub-participants will monitor at a similar level of effort as in FY 2014. The actual number of sites, location, frequency, and parameters collected for FY 2015 will be based on priorities identified at the basin Steering Committee and Coordinated Monitoring meetings, and included in the amended Appendix B schedule of the QAPP.

All monitoring procedures and methods will follow the guidelines prescribed in the Performing Party's QAPP, the TCEQ SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods (RG-415) and the TCEQ SWQM Procedures, Volume 2: Methods for Collecting and Analyzing Biological Community and Habitat Data (RG-416).

Coordinated Monitoring Meeting – The Performing Party will hold an annual Coordinated Monitoring Meeting as further described in the CRP Guidance. Qualified monitoring organizations will be invited to attend the working meeting in which monitoring needs and purposes will be discussed, segment by segment and station by station. Information from participants and stakeholders will be used to select stations and parameters that will enhance overall water quality monitoring coverage, eliminate duplication of effort, and address basin priorities. A “Summary of Changes” to the monitoring schedule will be provided to the participants within two weeks of the meeting. The changes to the monitoring schedule will be entered into the statewide database on the Internet (<http://cms.lcra.org>) and communicated to meeting attendees. Changes to monitoring schedules that occur during the course of the year will be entered into the statewide database on the Internet and communicated to meeting attendees.

PR - Each PR will include all types of monitoring and indicate the number of sampling events and the types of monitoring conducted in the quarter.

Special Studies - Status reports of each special study will describe activities during the quarter. The status reports will be submitted along with the PR. To help keep the public and basin stakeholders informed, the Performing Party's web page will be updated in a timely manner to include key elements of Special Studies Reports or Summaries (e.g., status reports, executive summary, maps, and data analysis).

24 Hour Dissolved Oxygen (DO) Monitoring - There are priority sub-segments with DO impairments or concerns in the Performing Party's region. More data collection is needed to determine or verify the impairments. The Performing Party will conduct 24 hour DO monitoring at a minimum of two stations, two times per year, throughout the two year Contract period. The sites will be determined once a budget is approved, and site locations are coordinated and prioritized with TCEQ's SWQM assessors.

Site Characterizations - Review of local monitoring data indicates there are many sites throughout the region where elevated levels of bacteria or low levels of DO are chronic conditions. Local entities are interested in determining why these chronic conditions exist. Beginning with some of the most problematic sites, the Performing Party, in coordination with other CRP partners will conduct 'site specific' characterizations at a minimum of five locations. Habitat information, field verification of land cover, and identification of potential sources of pollution will be collected. Additional monitoring will be collected from these small sub-watersheds as needed to supply data to support TCEQ's assessment process. Data collected during these intensive surveys will be submitted to TCEQ.

A short report of approximately 1-5 pages in length, along with photographs, will be submitted following completion of each characterization assessment. The reports will be submitted to TCEQ to assist with determining the appropriate water quality strategies to be pursued. An Appendix to the Regional QAPP will be developed to provide the details of these special studies.

Deliverables and Dues Dates:

September 1, 2013 through August 31, 2014

- A. Conduct water quality monitoring, summarize activities, and submit with PR - December 15, 2013; March 15 and June 15, 2014
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2014
- C. Coordinated Monitoring Meeting Summary of Changes - within 2 weeks of the meeting
- D. Email notification that CMS updates are complete - May 31, 2014
- E. Special Study - Status Reports - December 15, 2013; March 15 and June 15, 2014

September 1, 2014 through August 31, 2015

- A. Conduct water quality monitoring, summarize activities, and submit with PR - September 15 and December 15, 2014; March 15 and June 15 and August 31, 2015
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2015
- C. Coordinated Monitoring Meeting Summary of Changes – within 2 weeks of the meeting

- D. Email notification that CMS updates are complete - May 31, 2015
- E. Special Study - Status Reports - September 15 and December 15, 2014; March 15 and June 15, 2015
- F. Special Study - Site Characterization - Draft Report - May 1, 2015
- G. Special Study - Site Characterization- Final Report - August 1, 2015
- H. Special Study - post Final Report to web page - August 15, 2015

TASK 4: DATA MANAGEMENT

Objectives: To manage a quality-assured water quality monitoring database and transfer data to the TCEQ SWQM Information System (SWQMIS) database in the required format.

Task Description: SWQM data files, including biological, special studies, and targeted monitoring data, will be transferred to TCEQ in the correct format using the TCEQ file structure.

The Performing Party will review each data set using the Data Review Checklist and the SWQMIS Data Loader. A Data Summary (including information on data completeness) and the SWQMIS Validator Report will be submitted with each data set. The Data Summary will contain basic identifying information about the data set, information regarding inconsistencies and errors identified during data verification and validation steps, and/or problems with data collection efforts.

Data correction requests and station location requests will be submitted via the SWQMIS, as needed.

Water quality data approved by TCEQ will be posted on the Performing Party's web page at least two times per year, or a link may be provided to the TCEQ Surface Water Quality Web Reporting Tool at <http://www80.tceq.texas.gov/SwqmisWeb/public/index.faces>.

Deliverables and Due Dates:

September 1, 2013 through August 31, 2014

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2013; March 1 and August 1, 2014
- B. Surface water quality monitoring data updates to web page or link to TCEQ's water quality data – February 1 and August 1, 2014

September 1, 2014 through August 31, 2015

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2014; March 1 and August 1, 2015
- B. Surface water quality monitoring data updates posted to web page or link to TCEQ's water quality data - February 1 and August 1, 2015

TASK 5: DATA ANALYSIS AND REPORTING

Objectives: Conduct data analysis and develop reports that provide information to describe water quality and identify priority water quality issues for further investigation or action. This work will:

- Correlate watershed characteristics with water quality conditions;
- Highlight areas where water quality appears to be improving or declining;
- Support and/or validate the findings of the TCEQ Water Quality Integrated Report;
- Support planning of monitoring efforts;
- Identify areas where nonpoint source management efforts may be applied; and
- Provide information for stakeholders to discuss at Steering Committee meetings.

Task Description: The Performing Party will produce a Basin Highlights Report in each year of the Contract. The Basin Highlights Report will follow one of the versions described below as detailed in the FY 2014-2015 CRP Guidance.

The Standard Report – FY 2014

- An overview of basin water quality monitoring describing each organization's participation;
- The top water quality issues in the basin for stakeholder prioritization and monitoring decisions;
- A description of water quality conditions for each segment/water body;
- A summary of findings from special studies;
- Maps showing the location of sampling sites and water quality issues;
- Steering Committee and other public outreach activities;
- Instructions on how to get involved in Steering Committee meetings, volunteer monitoring, and other opportunities for participation; and
- Information on the CRP content featured on the Performing Party's web page.

Watershed Characterization – FY 2015

Watersheds will be selected based on the outcome of data analysis, priorities of the stakeholders and which segments will best suit other water quality projects that are occurring within the region.

- Descriptions of segments with the areas of impairment or interest described;
- Stream / reservoir hydrology;
- Impairment/area of interest description;
- Land use and natural characteristics;
- Potential causes of each impairment;
- Potential stakeholders;
- Recommendations for improving water quality;
- Maps;
- Ongoing projects;
- Images; and
- Major watershed events (present and future).

Electronic copies of the draft report and five hard copies of the final report will be provided to the TCEQ. The TCEQ will provide comments on the draft report and final approval will rest with the TCEQ. The reports will be made available to basin stakeholders, and on the Performing Party's web page.

Deliverables & Due Dates:

September 1, 2013 through August 31, 2014

- A. Draft Basin Highlights Report - February 15, 2014
- B. Final Basin Highlights Report – May 15, 2014
- C. Post Report to web page - June 30, 2014

September 1, 2014 through August 31, 2015

- A. Draft Basin Highlights Report - February 15, 2015
- B. Final Basin Highlights Report – May 15, 2015
- C. Post Report to web page – June 30, 2015

TASK 6: STAKEHOLDER PARTICIPATION & PUBLIC OUTREACH

Objectives: Enhance and support participation of stakeholders in the development of water quality objectives and priorities for the basin, and CRP as a whole. Engage in education and outreach activities to enhance stakeholder knowledge and involvement. Stakeholder involvement in helping determine the direction of each basin's activities is crucial and will be accomplished through both the Steering Committee process, and other public participation, outreach, and education activities. To accomplish this, the Performing Party will follow the FY 2014-2015 CRP Guidance.

The Steering Committee serves as the focus of public input and assists with:

- Create specific, achievable water quality objectives and basin priorities;
- Review and development of work plans and allocation of resources;
- Review, development and approval of major reports;
- Establish monitoring priorities and development of monitoring plans; and
- Identify priority problem areas and possible actions to address these problems and pollutant sources.

Stakeholders should be engaged through outreach and education activities that support CRP program goals. This can be accomplished by:

- Providing several forums for citizens to contribute their ideas and concerns;
- Participating in outreach and education activities to increase public awareness about water quality issues in the basin;
- Communicating information on water quality issues so that priorities may be set considering local, regional, state, and federal needs; and
- Providing opportunities for volunteer citizen monitoring of basin water bodies.

Task Description: To ensure a comprehensive watershed evaluation, the Performing Party will provide opportunities for the participation of stakeholders and other interested parties in development of water quality objectives and priorities for the basin and CRP as a whole. Stakeholder involvement will be accomplished through both the Steering Committee process and other public participation, outreach, and education activities following FY 2014-2015 CRP Guidance.

Steering Committee & Meetings - To sufficiently address the different interests, concerns and priorities of each watershed, the Performing Party will work to ensure that its Steering Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY 2014-2015 CRP Guidance. If specified groups are not represented, efforts will be made to recruit representatives before the next scheduled meeting. To engage new members and increase participation, the Performing Party will take every opportunity to promote CRP and involvement in the Steering Committee, including use of the Performing Party's web page.

To meet the goals and coordination requirements of the CRP Guidance, the Performing Party will conduct at least one Steering Committee meeting during the latter half of the first Contract year and two meetings during the latter half of the second Contract year. Additional sub-committees or other public meetings may also be held to help complete the requirements. Beyond designated meetings, efforts will be made to include additional stakeholder participation to ensure the various interests of each basin and watershed are represented.

The Performing Party will contact stakeholders at least 45 days in advance of meeting date(s) to encourage participation. A questionnaire will be sent to all interested stakeholders providing a list of proposed agenda topics, confirming continued interest/participation in the Steering Committee, and requesting input on additional topics and potential stakeholders. Along with the priority agenda topics identified in the CRP Guidance, Steering Committee meetings will also include additional topics that have been identified to be of significant interest to stakeholders. A final meeting announcement and agenda will be made available at least 15 days prior to the meeting by:

- Written invitations/announcements (including mail, e-mail, or fax);
- Announcement placed on the Performing Party's web page;
- Public posting notification and/or press releases provided to local newspapers; and
- Community and Environmental (C&E) Department Newsletter.

After each Steering Committee meeting, the Performing Party will ensure all stakeholder input, comments, decisions, and any other meeting accomplishments reached are addressed, where applicable. For all Steering Committee meetings, copies of meeting materials will be provided with the next PR, and include: a copy of the meeting agenda, presentations, meeting minutes, and a list of attendees. Meeting summaries/minutes will be posted to the Performing Party web page within 30 days after the meeting.

Education & Outreach – CRP may fund maps and materials (e.g., “What Watershed Do You Live In?”, “How Can I Get Involved” handout, CRP Basin Summary Reports, and CRP Basin Highlights Reports) for distribution at public outreach events. Materials proposed for funding by CRP will be discussed for approval with the TCEQ Project Manager. Printed materials will include a clause acknowledging the funds were provided by CRP. CRP may also fund staff time and travel for the public outreach event, and the cost of the booth space, if applicable, and the activities will be summarized in the PR.

For public outreach activities hosted by the Performing Party, a copy of the activities summary, materials produced or distributed by the Performing Party, and a list of participants will be included in the subsequent PR.

The Performing Party will provide information necessary to balance basin priorities and increase public awareness of local water quality and resource issues. To accomplish this, the Performing Party will:

- Expand the role of the public in water quality management issues by promoting CRP and the Steering Committee as a forum for citizen input;
 - Continue to contribute to the monthly Community & Environmental Planning Department Newsletter and the Performing Party’s Regional Focus Newsletter;
 - Staff a water quality information booth at minimum of 5 local events;
 - the State of the Bay Symposium;
 - Bay Day;
 - Fan Fest;
 - Trash Bash; and
 - Boy Scout Fair;
- *Any event not listed above will require the TCEQ Project Manager’s approval before attending.*
- Post information regarding meetings, brochures, and reports on the Performing Party’s web page;
 - Will consider producing and installing watershed signs with prior approval from the TCEQ Project Manager;
 - Promote the use and provide guidance for using the “How’s the Water?” application (App);
 - Promote Texas Stream Team monitoring of local water bodies, rivers, and creeks;
 - Consider ways to integrate volunteer environmental monitoring efforts under the Texas Stream Team Program into the regional monitoring strategy. The emphasis will be on targeting volunteer resources to fill gaps and augment agency monitoring programs. All Texas Stream Team activities will continue to be conducted in accordance with the state-wide Texas Stream Team QAPP;
 - Continue to fulfill its responsibilities and objectives as a Texas Stream Team Partner by working with local groups and industries to build partnerships. The Performing Party staff will continue to work with these partners to set annual priorities and develop a coordinated activities schedule;
 - Distribute water quality monitoring kits and monitoring supplies in FY 2014–2015 in support of local volunteers;
 - Continue to participate in the annual Texas Stream Team Meeting of the Monitors and the state-wide Partners Meeting and will assist in conducting an annual regional symposium to encourage networking among area volunteers and interaction between volunteer and professional monitors; and
 - Convene and support a Volunteer Monitoring Workgroup which regional representatives will attend bi-annually. The Performing Party’s Stream Team Volunteer Coordinator will administer all Texas Stream team activities.

The Performing Party will develop, maintain, update, and report on their web page as specified in the FY 2014-2015 CRP Guidance. The web page will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. It is required that the Performing Party also include summaries of revisions to the web page in/with the corresponding quarterly PR.

Deliverables and Due Dates:

September 1, 2013 through August 31, 2014

- A. Document that web page meets outlined requirements – December 15, 2013
- B. Summary of web page updates - as applicable, submitted with the following PR

- C. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – a minimum of 45 days prior to Steering Committee meeting date
- D. Final announcements and agenda for Steering Committee meetings – a minimum of 15 days in advance of meeting
- E. Steering Committee meeting - number and dates as negotiated with TCEQ Project Manager
- F. Steering Committee meeting materials - with PR following meeting
- G. Steering Committee meeting minutes posted to the web page – indicate in PR following meeting
- H. Materials from education and outreach activities - as applicable, submitted with the following PR
- I. Summary from Volunteer Monitoring Work Group Meetings – with PR following the meetings

September 1, 2014 through August 31, 2015

- A. Summary of web page updates – as applicable, submitted with the following PR Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – a minimum of 45 days prior to Steering Committee meeting date
- B. Final announcements and agenda for Steering Committee meetings – a minimum of 15 days in advance of meeting
- C. Steering Committee meeting - number and dates as negotiated with CRP Project Manager
- D. Steering Committee meeting materials - with PR following meeting
- E. Steering Committee meeting minutes posted to the web page - indicate in PR following meeting
- F. Materials from education and outreach activities - as applicable, submitted with the following PR
- G. Summary from Volunteer Monitoring Work Group Meetings – with PR following the meeting

TASK 7: SPECIAL PROJECTS

A. Objectives: The Performing Party has developed an App for the iPhone titled, “How’s The Water?” The App is simple to use and enables the user to display regional water quality data, get a snapshot of water quality for local streams and acquire information about regional water quality monitoring sites and CRP. The Performing Party will update and expand the App to accommodate the Droid operating system. The Performing Party will incorporate more functionality into the App, which will allow users to send in pictures and information regarding water quality issues seen in watersheds and local streams.

Task Description: The App will be expanded to accommodate the Droid operating system. The Performing Party will also expand the App’s functionality to allow users to provide data to H-GAC about spills, illicit discharges and connections, sanitary sewer overflows, malfunctioning on-site sewage facilities and contact recreation. Work will be performed by the Performing Party staff and a consultant. All incoming data will be quality assured by the Performing Party staff. Verified data will be uploaded to appropriate GIS layers on a routine basis and information will be forwarded to the relevant agency to follow up on the issues when appropriate.

B. Objective: Due to demand by member governments, the Performing Party will incorporate water quality information within the Performing Party’s jurisdictional boundaries. The Performing Party will support, maintain, and upgrade the Water Resources Information Map (WRIM). The WRIM provides a format for local partner agencies to access data for areas that they no longer monitor for which data is needed.

Task Description: WRIM work will be done in response to upgraded software, new security systems, and code upgrades available for various applications. WRIM work will include configuring new GIS layers to reflect new data schemas and map service configurations, developing and configuring search parameters needing graphical and attribute search capabilities, and troubleshooting issues with mapping applications when issues arise.

The WRIM will include an updated land cover layer, development of a stream impairments layer, and development of new water features layer. The WRIM will be upgraded by updating monitoring stations with 2014 and 2015 stations, updating Texas Stream Team stations, incorporating any code changes that enhance usability of WRIM and keep it synchronized with the Performing Party’s Flex code base for mapping applications, and updating any layers that need modifications due to map service changes.

The Performing Party will continue to upgrade its GIS data management and analysis capabilities, including the incorporation of analysis of water quality information, land cover characteristics, site characterization information, and information on other factors that affect water quality for each watershed by updating, acquiring, and/or creating new data layers, upgrading existing or acquiring new software, providing additional employee training, increasing hardware capacity to allow for the use of the latest required software upgrades to improve speed of data analysis and mapping output into a digital form for use with existing spatial data.

The Performing Party will work with the WRIM and local partners to verify and correct locational data using Global Positioning System and GIS technology.

The Performing Party will update its Data Management Plan to reflect any changes in hardware, software or data management processes that are needed in each of the two years of the Contract term.

Deliverables and Due Dates:

September 1, 2013 through August 31, 2014

- A. Project Planning meeting with TCEQ and the Performing Party – by October 15, 2013
- B. Provide summary of App updates in PR- December 15, 2013; March 15 and June 15, 2014
- C. Provide summary of WRIM and GIS layer updates in PR – December 15, 2013; March 15 and June 15, 2014
- D. Data Management Plan Update – August 1, 2014

September 1, 2014 through August 31, 2015

- A. Provide summary of App updates in PR – September 15 and December 15, 2014; March 15, June 15, and August 31, 2015
- B. Provide summary of WRIM and GIS layer updates in PR - September 15 and December 15, 2014; March 15, June 15, and August 31, 2015
- C. Draft Droid Operating System App, “How’s the Water?” - February 1, 2015
- D. Final Droid Operating System App, “How’s the Water?” - May 1, 2015