

## TASK 1: PROJECT ADMINISTRATION

**Objective:** To manage all administrative functions required to support the Clean Rivers Program (CRP) contract, including:

- informative and timely Progress Reports;
- 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 FY2018-2019 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 Houston-Galveston Area Council (H-GAC) project staff will work with the TCEQ's CRP Project Manager and the H-GAC'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 H-GAC'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. H-GAC will handle all subcontract administration and fiscal monitoring under this task. Equipment purchases will be reported under this task. All equipment purchases and controlled assets will be updated in the Equipment Inventory Spreadsheet.

H-GAC intends to meet the CRP voluntary goal of keeping Task 1 administrative costs at, or below, 10% of the total contract amount. Project staff will keep the Grantee's CRP Steering Committee apprised of project administration issues.

H-GAC will complete the following subtasks described below:

**Progress Reports** - Progress Reports 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. Progress Reports 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 Progress Report will be in the format provided in Exhibit 1D of the FY2018-2019 CRP Guidance.

**Reimbursement Requests** - A Financial Status Report, Supplemental Forms, and a current Personnel Eligibility List (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. Budget Revision Requests 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 fiscal year.

**Procurement Procedures Documentation** - Documentation of the procurement process used to solicit, evaluate, pay, and oversee subcontractors, as specified in the FY2018-2019 CRP Guidance, will be developed. This documentation will be maintained in-house and will be made available for review by TCEQ staff upon request. For each subcontract made in association with this Contract, the H-GAC will provide a memo describing the procurement method used and a summary of the work to be performed to the CRP Project Manager. In addition, a Procurement System Certification will be submitted with the supporting documentation required with the FY 2020-2021 Work Plan.

**Conference Calls** - H-GAC will participate in all scheduled conference calls unless other arrangements are made with the TCEQ Project Manager.

**Conferences and Training Events** - H-GAC will participate in meetings and training events as scheduled by the CRP. All non-CRP conferences and training events need to be pre-approved by the TCEQ prior to incurring costs associated with such events. 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 staff would also benefit from available National Environmental Laboratory Accreditation Conference (NELAC) and other quality systems training events as appropriate. H-GAC staff also currently serves 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, plus the Monitoring and Research Subcommittee, the Water and Sediment Quality Subcommittee, and the Public Outreach Subcommittee of the Galveston Bay Estuary Program (GBEP).

**Documentation for Desk Review or On-Site Visit** - Detailed supporting documentation, in addition to the quarterly documentation, will be made available upon request. The additional supporting documentation will include those items outlined in Exhibit 1B of the FY2018-2019 CRP Guidance. In the case of an on-site visit, the appropriate H-GAC personnel will be available during the visit.

**FY 2020 - 2021 Work Plan and Supporting Documentation** - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY2020-2021 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, 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 2020-2021 Guidance and will be negotiated with the CRP 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, 2017 through August 31, 2018**

- A. Progress Reports – December 15, 2017; March 15 and June 15, 2018
- B. Annual Self-Evaluation and, if applicable, Subcontract Evaluations – August 31, 2018
- C. Procurement Procedures Documentation Memo- within 30 days after the subcontract is executed
- D. Additional Submission Documentation for Desk Review or Site Visit – upon request

**September 1, 2018 through August 31, 2019**

- A. Progress Reports - September 15 and December 15, 2018; March 15, June 15, and August 31, 2019
- B. Proposed FY 2020 - 2021 Work Plan and Supporting Documentation – January 5, 2019
- C. Final FY 2020 - 2021 Work Plan and Supporting Documentation – February 15, 2019
- D. Annual Self Evaluation and, if applicable, Subcontract Evaluations – August 31, 2019
- E. Procurement Procedures Documentation Memo – within 30 days after the subcontract is executed
- F. Additional Submission Documentation for Desk Review or Site Visit – upon request

## TASK 2: QUALITY ASSURANCE

**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:

- Quality Assurance Project Plan (QAPP) development and implementation;
- laboratory quality assurance;
- data review, verification, and validation;
- oversight of project(s); and
- special studies project planning.

**Task Description:** All work funded by this Agreement 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 the TCEQ and be documented in a fully approved TCEQ QAPP before data collection can be implemented.

The H-GAC will complete the following subtasks described below:

The Grantee will coordinate the Regional Monitoring Workgroup (RMW), and develop and maintain the Regional QAPP.

The RMW is composed of H-GAC 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 Department, City of Houston-Drinking Water Operations, and the San Jacinto River Authority. Each agency, routinely, shall send representatives from their field investigation staff and laboratory staff. The RMW discusses CRP monitoring tasks and deliverables, basin monitoring priorities, training, and upcoming projects. The workgroup serves as the point of contact for H-GAC to provide Quality Assurance (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 H-GAC Monitoring Coordinator will arrange training sessions for local field personnel and sub-contractors as necessary. The TCEQ Surface Water Quality Monitoring (SWQM) staff, the H-GAC staff, local agency staff or vendors will 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.

**NELAP Accreditation** - Laboratory data will be produced by laboratories (and subcontract laboratories) whose quality assurance program is consistent with the NELAC Institute (TNI) standards. All laboratories (and subcontract laboratories) shall be 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 approved QAPP.

As per TCEQ requirements, all laboratories submitting data to CRP must be National Environmental Laboratory Accreditation Program (NELAP) certified. The H-GAC will reimburse the required TCEQ annual accreditation fees, as well as semi-annual verification checks (Proficiency Test samples) from a TCEQ-accredited third party vendor for the Houston Health Department Laboratory, Houston Drinking Water Operations Laboratory, and Harris County Pollution Control Services Laboratory.

**Multi-Basin QAPP** – H-GAC staff will develop a Multi-Basin QAPP with input from the RMW. The Multi-Basin QAPP will be submitted to the 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. H-GAC will address all TCEQ comments and submit the revised QAPP to the TCEQ within 30 days after receiving comments from the TCEQ.

H-GAC will secure written documentation (signature in the QAPP or Adherence Letter) from participants under the QAPP stating their awareness of and adherence to requirements contained in the QAPP and any appendices and amendments. This documentation will be maintained as part of H-GAC quality assurance records. Copies of all Adherence Letters must be forwarded to the TCEQ no later than 45 days of TCEQ approval of the QAPP, but prior to the monitoring event. (Note: Adherence Letters are not required for entities who sign the QAPP). H-GAC will distribute the QAPP to all participants (including the laboratory). Documentation of distribution will be maintained by H-GAC and be available for review during a TCEQ monitoring systems audit.

Sections of the Regional QAPP will be posted to H-GAC'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 Multi-Basin 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 H-GAC'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 H-GAC Project Manager will coordinate with the 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. H-GAC 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, Integrated Report findings, 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 the 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 Multi-Basin QAPP will be incorporated into the QAPP as appendices after they are thoroughly planned in consultation with the TCEQ. The QAPP appendices will be written in the TCEQ prescribed format and reference sections of the Multi-Basin 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 CRP 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, and other items of an existing project necessitates an amendment to the QAPP and/or Revisions to Appendices. Amendments and revisions to Appendices will be submitted electronically to the CRP 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 H-GAC.

**Project Oversight** – H-GAC will participate in monitoring systems audits and laboratory inspections by the TCEQ.

H-GAC will conduct monitoring system audits of sub-participants (including contractors and in-kind participants) who conduct field monitoring under the Multi-Basin QAPP. An on-site assessment will be performed once during the contract cycle in the case of on-going projects, once during a project's lifetime in the case of short-lived special studies, or as otherwise specified in the Basin-wide QAPP. In the event a new sub-participant begins collecting data for CRP and they have never conducted CRP monitoring in the past, a Readiness Review will be conducted on the new sub-participant's monitoring program before the first CRP samples are collected by the sub-participant and accepted by H-GAC.

Following the on-site assessment, H-GAC 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 Progress Report 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 the TCEQ using the definitions and corrective action strategy laid out in the CRP Guidance. H-GAC must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

#### **Deliverables and Due Dates:**

##### **September 1, 2017 through August 31, 2018**

- A. Multi-Basin QAPP Receipt Acknowledgement and Adherence Letters (if applicable) - October 15, 2017
- B. Specified sections of the Multi-Basin QAPP posted to the Web page – October 31, 2017

- C. Draft QAPP Appendix B Amendment for FY 2019 monitoring – June 15, 2018
- D. Final QAPP Appendix B Amendment for FY 2019 monitoring – August 15, 2018
- 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 Receipt Acknowledgement and Adherence 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 response to comments (if applicable) – date planned in consultation with TCEQ
- K. Conduct on-site assessment of sub-participants (if applicable) – to be scheduled
- L. On-site assessment of sub-participants report and response (if applicable) – with the Progress Report no later than the quarter following the one in which the audit was conducted
- M. Corrective action status report (if applicable) – with Progress Reports

**September 1, 2018 through August 31, 2019**

- A. Draft FY 2020-2021 Multi-Basin QAPP – June 15, 2019
- B. Final FY 2020-2021 QAPP – August 15, 2019
- 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 Receipt Acknowledgement and Adherence 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 response to comments (if applicable) – date planned in consultation with TCEQ
- I. Conduct on-site oversight assessment of sub-participants (if applicable) – August 1, 2019
- J. On-site assessment of sub-participants report and response (if applicable) – August 31, 2019
- K. Corrective action status report (if applicable) – with Progress Reports

### 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 basin-wide monitoring;
  - routine, regularly-scheduled monitoring to collect long-term information and support statewide assessment of water quality; and
  - systematic, regularly-scheduled short-term monitoring to screen water bodies for issues;
- and may also include:
- 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:** H-GAC will coordinate and develop water quality monitoring strategies through the RMW. The RMW will meet every quarter to discuss monitoring needs, problems, successes and changes. RMW meeting results will be presented to 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.

H-GAC'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. H-GAC provides assistance to some participating agencies contributing data to the CRP by paying for CRP quality assurance requirements, as well as, additional parameters collected at H-GAC's request on behalf of the CRP as negotiated with each participating agency.

During FY2018 - 2019, H-GAC will continue to refine current monitoring efforts in the region in partnership with local agencies participating voluntarily in H-GAC's RMW. This core group will consider goals of the environmental and regulatory communities in the region to help define common goals and objectives for the region and each basin. Project staff will take the RMW results and recommendations to H-GAC'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 H-GAC's FY2018-2019 QAPP updates. Initial funding agreements will be in place during FY2018 based on the results of the regional monitoring evaluation in FY2017.

To avoid duplication of monitoring efforts, H-GAC will continue to coordinate monitoring efforts with other area data providers. H-GAC also will continue to arrange regional training opportunities and workshops which support cooperative monitoring efforts (e.g., field methods, biological data collection, and habitat assessment).

H-GAC will complete the following subtasks described below:



**Monitoring Description** - All local monitoring agencies participate voluntarily in H-GAC's monitoring program. H-GAC provides assistance to all participating agencies contributing data to the CRP by paying for CRP quality assurance requirements, as well as, additional parameters collected at H-GAC's request on behalf of the CRP as negotiated with each participating agency. CRP funds are used to augment their 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 or H-GAC assessments.

In addition to H-GAC's ambient monitoring program, five local agencies are involved in this multi-basin monitoring effort. H-GAC contracts with the Environmental Institute of Houston and the Houston Health Department to collect samples. In comparison, Harris County Pollution Control Services, San Jacinto River Authority, and the City of Houston Drinking Water Operations are in-kind contributors and could drop out of the program if their management deemed necessary. The five agencies have a combined total of over 300 monitoring sites in the region. Each of the agencies' monitoring activities will be coordinated through the RMW. The coordination reduces monitoring duplication and allows all local agencies to see the data collection efforts of 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 and/or proximity to a monitoring agency's field office and lab. Frequencies vary from quarterly for some parameters to monthly in highly impacted urban areas. 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 partner agencies are outlined in H-GAC's Multi-Basin QAPP.

In FY2018, H-GAC will collect quarterly samples at 21 water quality monitoring sites throughout the H-GAC service area. Most sites are located in the upper portions of watersheds or watersheds that fall outside the jurisdiction of local partner agencies. In FY 2019, area partners are expected to monitor at a similar level of effort as in FY 2018. The actual number of sites, location, frequency, and parameters collected for FY 2019 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 H-GAC's Multi-Basin QAPP, the TCEQ Surface Water Quality Monitoring (SWQM) Procedures, Volume 1: Physical and Chemical Monitoring Methods (RG-415), and the TCEQ SWQM Procedures, Volume 2: Methods for Collecting and Analyzing Biological Assemblage and Habitat Data (RG-416).

**Coordinated Monitoring Meeting** – H-GAC will hold an annual coordinated monitoring meeting as 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 the 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.

**Monitoring Activities Report** - Each Progress Report (Task 1) 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 Progress Report. To help keep the public and basin stakeholders informed, H-GAC's Web site will be updated in a timely manner to include key elements of Special Studies' Reports or Summaries (e.g., status reports, executive summary, maps, data analysis).

**24 Hour DO Monitoring** - There are priority sub-segments with DO impairments or concerns in the H-GAC sampling area. More data collection is needed to determine or verify impairment. H-GAC proposes to conduct 24-hour DO monitoring at a minimum of two stations, three times per year, throughout the two-year contract period. The sites will be determined once budget is approved and site locations are coordinated and prioritized with 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, H-GAC and other CRP partners may conduct 'site specific' characterizations at future locations if data analysis determines a need. 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 the 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, 2017 through August 31, 2018**

- A. Conduct water quality monitoring, summarize activities in the Monitoring Activities Report, and submit with Progress Report - December 15, 2017; March 15 and June 15, 2018
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2018
- C. Coordinated Monitoring Meeting Summary of Changes - within 2 weeks of the meeting
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2018
- E. Permit Support Data Report (if applicable) - coordinate due date(s) with TCEQ Project Manager
- F. Special Study Status Reports (if applicable) - December 15, 2017; March 15 and June 15, 2018

##### **September 1, 2018 through August 31, 2019**

- A. Conduct water quality monitoring, summarize activities in the Monitoring Activities Report, and submit with Progress Report - September 15 and December 15, 2018; March 15, June 15 and August 31, 2019
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2019
- C. Coordinated Monitoring Meeting Summary of Changes – within 2 weeks of the meeting
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2019

- E. Permit Support Data Report (if applicable) - coordinate due date(s) with TCEQ Project Manager
- F. Special Study Status Reports (if applicable) - September 15 and December 15, 2018; March 15, June 15 and August 31, 2019

## TASK 4: DATA MANAGEMENT

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

**Task Description:** Surface water quality monitoring data files, including biological, special studies, and targeted monitoring data, as applicable, will be transferred to the TCEQ in the correct format using the TCEQ file structure. Binary Large Object (BLOB) files will be provided with biological data as outlined in the FY 2018-19 CRP Guidance.

H-GAC will complete the following subtasks described below:

H-GAC 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 SWQMIS, as needed.

Water quality data approved by the TCEQ will be posted on H-GAC'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/SwqmisPublic/public/default.htm>.

H-GAC will continue to upgrade GIS data management and analysis capabilities, including the incorporation of analysis of water quality information, land cover characteristics, site characterization information, and other factors that affect water quality for each watershed into digital form for use with existing spatial data. All of this information is also available for use in the Water Resources Information Map (WRIM) tool, which will be updated on a regular basis.

### Deliverables and Due Dates:

#### September 1, 2017 through August 31, 2018

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2017; March 1 and August 1, 2018
- B. Surface water quality monitoring data updates to Web page or link to TCEQ's water quality data – February 1 and August 1, 2018
- C. Biological Binary Large Object (BLOB) files - coordinate due date(s) with TCEQ Project Manager

#### September 1, 2018 through August 31, 2019

- A. Surface water quality monitoring data files SWQMIS Validator Report, and Data Summary - December 1, 2018; March 1 and August 1, 2019
- B. Surface water quality monitoring data updates posted to Web page, or link to TCEQ's water quality data - February 1 and August 1, 2019
- C. Biological Binary Large Object (BLOB) files - coordinate due date(s) with TCEQ Project Manager

## 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 Texas Integrated Report of Surface Water Quality;
- 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:** H-GAC will complete the following subtask described below:

**Basin Highlights Report** – H-GAC may vary the content of the Basin Highlights Report in an effort to reduce repetition of information that does not change on an annual basis. However, the Basin Highlights Report will follow one of the versions described below as detailed in the FY 2018-19 CRP Guidance:

In FY2018, H-GAC’s Basin Highlights report will be a *Watershed Characterization* report. In FY2019, H-GAC’s Basin Highlights report will be *The Standard Report*. Each report will include the following.

*Watershed Characterization:*

- 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 including water bodies and relevant spatial conditions;
- ongoing projects;
- images of water bodies and watershed areas being characterized;
- major watershed events (present and future).

*The Standard Report:*

- 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;
- summary of Steering Committee and other public outreach activities;
- instructions on how to get involved in Steering Committee meetings, volunteer monitoring, and other opportunities for participation;
- information on the CRP content featured on the Performing Party’s Web page.

Electronic copies of the draft report and five 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 will be published on H-GAC's Web page.

**Deliverables and Due Dates:**

**September 1, 2017 through August 31, 2018**

- A. Draft Basin Highlights Report – February 15, 2018
- B. Final Basin Highlights Report – May 15, 2018
- C. Post Report to Web page – June 30, 2018

**September 1, 2018 through August 31, 2019**

- A. Draft Basin Highlights Report – February 15, 2019
- B. Final Basin Highlights Report – May 15, 2019
- C. Post Report to Web page – June 30, 2019

## TASK 6: STAKEHOLDER PARTICIPATION AND 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.

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

- creation of 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;
- establishment of monitoring priorities and development of monitoring plans; and
- identification of priority problem areas and possible actions to address these problems and pollutant sources.

Stakeholders should be engaged through outreach and education activities that support the CRP 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, H-GAC will provide opportunities for the participation of stakeholders and other interested parties in development of water quality objectives and priorities for the area 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 2018-2019 CRP Guidance.

H-GAC will complete the following subtasks described below:

**Steering Committee and Meetings** - In order to sufficiently address the different interests, concerns and priorities of each watershed, H-GAC will work to ensure that its Steering Committee includes stakeholder volunteers from across the subject basins that represent the groups identified in the FY2018-19 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, H-GAC will take every opportunity to promote the CRP and involvement in the Steering Committee.

To meet the goals and coordination requirements of the CRP Guidance, H-GAC will conduct at least one Steering Committee meeting during the late winter or spring month(s) of the first contract year and two meetings during the late winter or spring 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.

H-GAC will contact stakeholders at least 45 days in advance of meeting date(s) to encourage participation. A questionnaire, which will be sent to all interested stakeholders, will provide a list of proposed agenda topics, request confirmation of continued interest/participation in the Steering Committee, and request 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 Grantee's Web page, and
- Community and Environmental (C&E) Department Newsletter.

After each Steering Committee meeting, the H-GAC 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 Progress Report, and include: a copy of the meeting agenda, presentations, meeting minutes, and a list of attendees. Meeting summaries/minutes will be posted to H-GAC Web page within 30 days after the meeting.

**Education and Outreach** - H-GAC is involved in many water quality programs throughout the region including the CRP, TMDL I-Plans, Water Quality Management Planning, and Watershed Protection Planning. To maximize outreach efforts with available funding, each of those programs is closely coordinated by H-GAC's water resources staff with a goal to reach out and connect with new audiences and engage them in some way they can have a positive impact on water quality.

The Clean Rivers Program may fund maps and materials (e.g., "What Watershed Do You Live In?," "How Can I Get Involved" handout, CRP Basin Summary Reports, CRP Basin Highlights Reports) for distribution at public outreach events. Materials proposed for funding by the 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 Progress Report.

For any public participation, outreach, or volunteer monitoring activities funded through CRP, a copy of the activities summary, materials produced or distributed by H-GAC, and a list of participants will be included in the subsequent Progress Report. (Task 1).

H-GAC will provide information necessary to balance basin priorities and increase public awareness of local water quality and resource issues. To accomplish this, H-GAC 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 *H-GAC Regional Focus Newsletter*.
- Staff a water quality information booth at a minimum of five local events, such as, the State of the Bay Symposium, Bay Day, Fan Fest, Nature Fest, Trash Bash, Houston Dog Show, 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 H-GAC's Web page.



- Produce and install watershed signs, if allowable and appropriate, with prior approval from the TCEQ Project Manager
- Promote the use and provide guidance for using the WRIM and *How's the Water?* 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. H-GAC 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 FY2018 – 2019 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 assist in conducting an annual regional symposium to encourage networking among area volunteers and interaction between volunteer and professional monitors, and
- Maintain a Texas Stream Team Volunteer Coordinator to handle all Texas Stream Team activities in H-GAC CRP basins. H-GAC will produce and distribute a quarterly volunteer newsletter for volunteers and other interested parties.

H-GAC will develop, maintain, update, and report on their Web page as specified in the FY2018-19 CRP Guidance. H-GAC's Web page will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. H-GAC will also include summaries of revisions to the Web page in/with the corresponding quarterly Progress Report.

As a component of the CRP website, the WRIM will be updated quarterly to reflect the most recent water quality data available. As changes and upgrades are made to the software that supports the WRIM, changes and upgrades to the WRIM itself will be required. H-GAC will strive to make the WRIM and all associated applications as user friendly and relevant as possible to reach the broadest audience possible.

### **Deliverables and Due Dates:**

#### **September 1, 2017 through August 31, 2018**

- A. Document that Web page meets outlined requirements – December 15, 2017
- B. Summary of Web page updates - December 15, 2017; March 15 and June 15, 2018
- 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 Progress Report following meeting*

- G. Steering Committee meeting minutes posted to the Web page – *indicate in Progress Report following meeting*
- H. Materials from education and outreach activities (if applicable), with Progress Reports - December 15, 2017; March 15 and June 15, 2018

**September 1, 2018 through August 31, 2019**

- A. Summary of Web page updates – September 15 and December 15, 2018; March 15, June 15, and August 31, 2019
- B. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – *a minimum of 45 days prior to Steering Committee meeting date*
- C. Final announcements and agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- D. Steering Committee meeting - number and dates as negotiated with CRP Project Manager
- E. Steering Committee meeting materials - *with Progress Report following meeting*
- F. Steering Committee meeting minutes posted to the Web page - *indicate in Progress Report following meeting*
- G. Materials from education and outreach activities (if applicable), with Progress Reports - September 15 and December 15, 2018; March 15, June 15, and August 31, 2019