

Scope of Work
Fiscal Years (FY) 2020-2021

TASK 1: PROJECT ADMINISTRATION

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

- informative and timely Quarterly Progress Reports (QPRs);
- participation in conference calls;
- participation at CRP meetings;
- timely and accurate Financial Status Reports (FSRs) 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 2020-2021 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 will keep accurate and complete records of all costs incurred during each reporting period and submit reimbursement request forms with required documentation. QPRs will also be submitted and will include the status of deliverables for each task, as well as narrative descriptions of the progress of each task. The Performing Party will continue to participate in conference calls and at CRP meetings.

The Performing Party will complete the following subtasks:

QPRs - QPRs will contain a level of detail sufficient to document the activities that occurred during the appropriate quarter and provide detailed supporting documentation and justification for reimbursement requests. QPRs will contain a general description of activities, a detailed tracking of deliverables, and the

amount of water quality monitoring that occurred during the quarter. The QPRs will be submitted in the format provided in Exhibit ID of the FY 2020-2021 CRP Guidance.

FSRs - FSRs, Supplemental Forms, and a current Personnel Eligibility List (PEL) will be submitted along with appropriate additional documentation (e.g. subcontractor invoices) on a quarterly basis. An updated Equipment Inventory List will be submitted with the reimbursement request when changes occur during the quarter. Budget Revision Requests will be made in advance of malting 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 FY 2020-2021 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 Performing Party will provide to the TCEQ Project Manager a memo describing the procurement method used and a summary of the work to be performed. In addition, a Procurement System Certification will be submitted with the supporting documentation required with the FY 2022-2023 Work Plan, in accordance with the FY 2022-2023 CRP Guidance.

Conference Calls - The Performing Party will participate in all scheduled conference calls unless other 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 the CRP. All non-CRP conferences and training events must be pre-approved by TCEQ prior to incurring costs associated with such events

Documentation for Desk Review or On-Site Visit - Detailed supporting documentation, in addition to the quarterly reimbursement documentation, will be made available upon request. The additional supporting documentation will include those items outlined in Exhibit IB of the FY 2020-2021 CRP Guidance. In the case of an on-site visit, the appropriate Performing Party personnel will be available during the visit.

FY 2022-2023 Work Plan and Supporting Documentation - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY 2022-2023 CRP Guidance. Supporting documentation will include (as applicable): budget by category, budget by task, PEL, fringe rate methodology, indirect rate methodology, allocated costs documentation, an equipment purchase request list, equipment inventory, a list of sub-contracted tasks, 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 2022-2023 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, 2019 through August 31, 2020

- A. QPRs - December 15, 2019; March 15 and June 15, 2020
- B. Annual Self-Evaluation and, if applicable, Subcontractor Evaluations - August 31, 2020
- C. Procurement Procedures Documentation Memo- within 30 days after the subcontract is executed
- D. Additional Supporting Documentation for Desk Review or Site Visit - upon request

September 1, 2020 through August 31, 2021

- A. QPRs - September 15 and December 15, 2020; March 15, June 15, and August 31, 2021
- B. Proposed FY 2022-2023 Work Plan and Supporting Documentation - December 15;2020
- C. Final FY 2022-2023 Work Plan and Supporting Documentation - February 1, 2021
- D. Annual Self Evaluation and, if applicable, Subcontractor Evaluations - August 31, 2021
- E. Procurement Procedures Documentation Memo - within 30 days after the subcontract is executed

F. Additional Supporting 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: The Performing Party will maintain a TCEQ-approved QAPP, which will include details of the SRA-TX's Quality Assurance Program as it relates to water quality monitoring and data management, as well as the monitoring schedule, sampling locations, and water quality analysis. The Appendix B of the QAPP will be updated at the end of FY 2020 to reflect changes in the monitoring schedule for FY 2021. The SRA-TX will address TCEQ comments on the SRA-TX's QAPP within 30 days after receiving comments.

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 Will be planned in consultation With TCEQ and documented in a fully approved TCEQ QAPP before data collection can be implemented.

The Performing Party will complete the following subtasks:

NEIAP Accreditation - The Performing Party received National Environmental Laboratory Accreditation Program (NELAP) accreditation on May 20, 2008 and has maintained full accreditation status since that time. Bi-annual proficiency tests will be conducted to maintain accreditation and the SRA-TX may retain a consultant to review the SRA-TX's quality system prior to the next TCEQ NELAP audit. The costs and fees associated with these National Environmental Laboratory Accreditation Council (NELAC) accreditation activities may be charged to CRP. Laboratory data will be produced by laboratories (and subcontracted laboratories) whose quality assurance program is consistent with the NELAC Institute (TNI) standards.

Basin-wide QAPP - The FY 2020-2021 Basin-wide QAPP will be submitted to TCEQ in the TCEQ-approved shell format. Only those sites covered by the FY 2020-2021 QAPP and parameters meeting the requirements of Texas Water Code (TWC) Chapter 5, Subchapter R (TWC §5.801 et seq) and Title 30 Texas Administrative Code (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 TCEQ within 30 days after receiving comments from TCEQ.

The Performing Party will secure written documentation (signature in the QAPP or Adherence Letter) from participants under the FY 2020-2021 QAPP stating their awareness of and commitment to adhere to the requirements contained in the QAPP and any appendices and Amendments. This documentation Will be maintained as part of the Performing Party's quality assurance records. Copies of all Adherence Letters must be forwarded to TCEQ no later than 45 days following TCEQ's approval of the QAPP, but prior to the monitoring event. (Note: Adherence 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 and acknowledgement of receipt will be maintained by the Performing Party and made available for review during a TCEQ monitoring systems audit.

Sections of the FY 2020-2021 Basin-wide QAPP will be posted to the Performing Party's CRP webpage. 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 Basin-wide QAPP will be updated for the second year of the FY 2020-2021 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 QA.PP.

Planning for Special Studies or Permit Support Monitoring - In consultation with TCEQ staff, and in consideration of the elements of the QAPP, special studies and monitoring projects to support permits will be systematically planned. 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 no later than 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 ongoing 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.

QAPP Appendices - Special studies and permit support monitoring projects that have different objectives than those described in the Basin-wide 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 the TCEQ-prescribed format and reference sections of the Basin-wide QAPP as appropriate, and otherwise address information unique to the project. Unique aspects of special projects include the problem definition, the task description, measurement performance specifications, sample design rationale, sampling methods requirements, etc. QAPP appendices will be sent to TCEQ through the TCEQ Project Manager. QAPP appendices for Special Studies or Permit Support Monitoring will be submitted to TCEQ no later than 30 days after the planning meeting using the TCEQ-approved shell format. The Performing Party will address TCEQ comments, modify the document, and submit the final QAPP appendix to the TCEQ Project Manager within 30 days of receipt of TCEQ comments.

QAPP Amendments and Revisions to Appendices - Changes in parameters, sampling or analytical procedures, project organization, and other items of an existing project require 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-approved shell format for agency review. Upon approval, QAPP Amendments and Revisions to Appendices will be distributed to all personnel on the distribution list maintained by the Performing Party. Documentation of distribution and acknowledgement of receipt will be maintained by the Performing Party and made available for review during a TCEQ monitoring systems audit.

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 their basin QA.PP. The assessment will be performed once during the FY 2020-2021 cycle in the case of ongoing projects, or once during a project's lifetime in the case of short-lived special studies.

The Performing Party will conduct a monitoring system audit of the City of Longview once during the FY 2020-2021 cycle. The monitoring systems audit will include a review of field data measurements and sampling procedures.

Following the on-site assessment, the Performing Party will provide the City of Longview with an audit report within 30 days. If no findings are made, then the report will state as such. Findings made during the audit will be documented 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 City of Longview 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 TCEQ Project Manager with the QPR 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 FY 2020-2021 CRP Guidance. The Performing Party must address deviations in sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

Deliverables and Due Dates:

September 1, 2019 through August 31, 2020

- A. Basin-wide QAPP Receipt Acknowledgement and Adherence Letters (if applicable) - October 15, 2019
- B. Specified sections of the Basin-wide QAPP posted to the web page - October 31, 2019
- C. Draft QAPP Appendix B Amendment for FY 2021 monitoring - June 15, 2020
- D. Final QAPP Appendix B Amendment for FY 2021 monitoring - August 15, 2020
- 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) - no later than two weeks after the planning meeting
- G. Draft QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) - no later than 30 days after the planning meeting
- H. Final QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) - no later than 30 days after the receipt of TCEQ comments
- I. QAPP Amendments and Revisions to Appendices (if applicable) - as needed
- J. 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
- K. Participate in TCEQ monitoring systems audit(s) and response to comments (if applicable) - date planned in consultation with TCEQ
- L. Conduct on-site oversight assessment of sub-participants, once during each project or once during FY 2020-2021 cycle (if applicable) - to be scheduled
- M. On-site project oversight report and response (if applicable) - with the QPR no later than the quarter following the one in which the audit was conducted
- N. Corrective action status report (if applicable) - with QPR

September 1, 2020 through August 31, 2021

- A. Draft FY 2022-2023 Basin-wide QAPP - June 15, 2021
- B. Final FY 2022-2023 QAPP - August 15, 2021
- 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) - no later than two weeks after the planning meeting
- E. Draft QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) - no later than 30 days after the planning meeting
- F. Final QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) - no later than 30 days after the receipt of TCEQ comments
- G. QAPP Amendments and Revisions to Appendices (if applicable) - as needed
- H. 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
- I. Participate in TCEQ monitoring systems audit(s) and response to comments (if applicable) - date planned in consultation with TCEQ
- J. Conduct on-site oversight assessment of sub-participants, once during each project or once during the FY 2020-2021 cycle (if applicable) - August 1, 2021
- K. On-site project oversight report and response (if applicable) - August 31, 2021
- L. Corrective action status report (if applicable) - with QPR

TASK 3: WATER QUALITY MONITORING

Objectives: Water quality monitoring will focus on the characterization of a variety of locations and conditions. This will include a combination of the following:

- 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.

Task Description: The Performing Party will conduct long-term water quality monitoring at fixed monitoring sites and permit support monitoring that will end in FY 2020. The Performing Party will coordinate all monitoring plans with TCEQ regional offices and other monitoring entities in the Sabine River Basin to avoid duplication of efforts.

The Performing Party will complete the following subtasks:

Monitoring Description - The fixed monitoring program includes sampling at a minimum of 37 sites monthly for routine field, conventional parameters and bacteria. Metals in water will be analyzed annually at a minimum of 32 sites. Permit support flow monitoring continued from FY 2019 will be conducted monthly at two sites for FY 2020. Data analysis from the results of the monitoring are reviewed annually and will be used to adjust the fixed monitoring sites to address changes in water quality issues. Additional details concerning the monitoring activities conducted by SRA-TX will be outlined in the Performing Party's FY 2020-2021 CRP QAPP.

In FY 2021, the Performing Party will continue the fixed monitoring program and discontinue the permit support flow monitoring. The actual number of sites, location, frequency, and parameters collected for FY 2021 will be based on priorities identified at the Basin Steering Committee and coordinated monitoring meetings and included in the amended Appendix B monitoring schedule of the Performing Party's FY 2020-2021 CRP QAPP.

Details of the monitoring schedule, parameters, and sampling locations are included in Appendix B of the QAPP and will be updated each year. All monitoring plans will be presented to the Sabine Basin Steering Committee. All interested parties will be encouraged to participate in water quality monitoring through the Performing Party's CRP QAPP.

All monitoring will be completed in accordance with the Performing Party QAPP, the TCEQ Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods (RG-415) and the TCEQ Surface Water Quality Monitoring Procedures, Volume 2: Methods for Collecting and Analyzing Biological Assemblage and Habitat Data (RG-416) .

Coordinated Monitoring Meeting - The Performing Party will hold an annual coordinated monitoring meeting as described in the FY 2020-2021 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 provided by participants and stakeholders will be used to select stations and parameters that will enhance overall water quality monitoring coverage, eliminate duplication of efforts, 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. Changes to the monitoring schedule will be entered into the statewide CMS (<http://cms.lcra.org>) and communicated to meeting attendees. Changes to monitoring schedules that occur during the year will be entered into the CMS and communicated to meeting attendees.

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

Deliverables and Due Dates:

September 1, 2019 through August 31, 2020

- A. Conduct water quality monitoring, summarize activities, and submit with QPRs - December 15, 2019; March 15 and June 15, 2020

- B. Coordinated monitoring meeting - between March 15 and April 30, 2020
- C. Coordinated monitoring meeting summary of changes - within 2 weeks of the meeting
- D. Email notification that CMS updates are complete - May 31, 2020

September 1, 2020 through August 31, 2021

- A. Conduct water quality monitoring, summarize activities, and submit with QPRs - September 15 and December 15, 2020; March 15, June 15 and August 31, 2021
- B. Coordinated monitoring meeting - between March 15 and April 30, 2021
- C. Coordinated monitoring meeting summary of changes - within 2 weeks of the meeting
- D. Email notification that CMS updates are complete - May 31, 2021

TASK 4: DATA MANAGEMENT

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

Task Description: Surface water quality monitoring (SWQM) data files, including biological, special studies, and targeted monitoring data, as applicable, will be transferred to TCEQ in the correct format using the TCEQ file structure.

The Performing Party will complete the following subtasks:

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.

The Performing Party will provide a summary of the status of data submittal progress in the second year of the biennium. The QPR will document the extent to which data collected through November 30, 2020 have been submitted to TCEQ. The report should cover the status of data submittals for all data providers described in the Performing Party's basin-wide QAPP.

Data correction requests and station location requests will be submitted via 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: <https://www80.tceq.texas.gov/SwgmisPublic/index.htm>.

Deliverables and Due Dates:

September 1, 2019 through August 31, 2020

- A. SWQM data files, SWQMIS Validator Report, and Data Summary - December 1, 2019; March 1 and August 1, 2020
- B. SWQM data updates to web page or link to TCEQ's water quality data - February 1 and August 1, 2020

September 1, 2020 through August 31, 2021

- A. SWQM data files SWQMIS Validator Report, and Data Summary - December 1, 2020; March 1 and August 1, 2021
- B. SWQM data updates posted to web page, or link to TCEQ's water quality data - February 1 and August 1, 2021
- C. Data submittal QPR- March 1, 2021

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: The Performing Party will use its in-house data analysis application to regularly analyze water quality data in order to identify existing or potential water quality concerns on a segment basis. The data analysis program developed by the Performing Party was produced following the Guidance for Assessing and Reporting Surface Water Quality in Texas.

The Performing Party will complete the following subtasks:

Basin Highlights Report - The Performing Party may vary the content of the Basin Highlights Report to reduce repetition of information that does not change on an annual basis. The Basin Highlights Report will follow one of the versions described below as detailed in the FY 2020-2021 CRP Guidance.

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; and
- major watershed events (present and future).

Program Update

- an update on major basin activities, changes and events;
- an update of basin water quality monitoring activities;
- an update on the top water quality concerns and issues in the basin;
- a summary of findings from special studies;
- maps showing the location of sampling sites and major water quality issues;
- an update on public outreach and educational activities; and
- links to additional resources.

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

Deliverables and Due Dates:

September 1, 2019 through August 31, 2020

- A. Draft Basin Highlights (Program Update) Report February 15, 2020
- B. Final Basin Highlights (Program Update) Report - May 15, 2020
- C. Post Report to web page - June 30, 2020

September 1, 2020 through August 31, 2021

- A. Draft Basin Highlights Watershed Characterization Report - February 15, 2021
- B. Final Basin Highlights Watershed Characterization Report - May 15, 2021
- C. Post Report to web page - June 30, 2021

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 the 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 waterbodies.

Task Description: To ensure a comprehensive water quality monitoring and assessment program, the Performing Party will provide opportunities for the participation of stakeholders. A stakeholder, in this context, is any individual or entity that has a vested interest in the basin's waters, including the general public, institutions, industry, fee payers, and government. Stakeholder involvement will be accomplished through the Steering Committee process and other public participation, outreach, and educational activities following the FY 2020-2021 CRP Guidance.

The Performing Party will complete the following subtasks:

Steering Committee and 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 2020-2021 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 the CRP and involvement in the Steering Committee.

To meet the goals and coordination requirements of the FY 2020-2021 CRP Guidance, the Performing Party will conduct at least two Steering Committee meetings between March 15 and April 30 of each year. Additional subcommittees or other public meetings may also be convened to help complete the requirements.

The Performing Party 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 cover additional topics of significant interest to stakeholders. A final meeting announcement and agenda will be made available at least 15 days prior to the meeting.

After each Steering Committee meeting, the Performing Party will ensure all stakeholder input, comments, decisions, and any other meeting decisions are addressed, where applicable. For all Steering Committee meetings, copies of meeting materials will be provided with the next QPR, and include a copy of the meeting agenda, presentations, meeting minutes, and a list of attendees. Steering Committee

meeting minutes will also be posted to the Performing Party's website and the posting of the meeting minutes will be documented in the QPR following the meeting.

Education and Outreach - For any public participation, outreach, or volunteer monitoring activities, 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 QPR.

The Performing Party will develop, maintain, update, and report on their web page as specified in the FY 2020-2021 CRP Guidance. The web page will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. The Performing Party will also include summaries of revisions to the web page in the corresponding QPR.

Deliverables and Due Dates:

September 1, 2019 through August 31, 2020

- A. Document that web page meets outlined requirements - December 15, 2019
- B. Summarize web page updates and submit with QPRs - December 15, 2019; March 15 and June 15, 2020
- 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 QPR following meeting
- G. Steering Committee meeting minutes posted to the web page - indicate in QPR following meeting
- H. Materials from education and outreach activities included with QPRs - December 15, 2019; March 15 and June 15, 2020

September 1, 2020 through August 31, 2021

- A. Summarize web page updates and submit with QPRs- September 15 and December 15, 2020; March 15, June 15, and August 31, 2021
- 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 QPR following meeting
- F. Steering Committee meeting minutes posted to the web page - indicate in QPR following meeting
- G. Materials from education and outreach activities included with QPRs - September 15 and December 15, 2020; March 15, June 15, and August 31, 2021