

## AGREEMENT ACTIVITIES

### TASK 1: PROJECT ADMINISTRATION

**Objective:** To manage all administrative functions required to support the 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 FY 2012-13 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 Grantee will keep accurate and complete records of all costs incurred to fulfill this task as follows:

**Progress Reports** - Progress Reports will contain a level of detail sufficient to document the activities which occurred during the appropriate quarter. 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 FY 2012-2013 CRP Guidance.

**Reimbursement Requests** - A Financial Status Report and Supplemental Forms will be submitted along with appropriate additional documentation on a quarterly basis. An updated Personnel Eligibility List (PEL) and 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, as well as, 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 2012-2013 CRP Guidance, will be developed. This documentation will be maintained in-house and will be made available for review by TCEQ fiscal monitoring staff upon request. For each subcontract, a letter listing the procurement method used and a copy of the executed subcontract will be submitted to the CRP Project Manager. In addition, a Procurement System Certification will be submitted with the supporting documentation required with the Work Plan.

**Conference Calls** – The Grantee will participate in all scheduled conference calls unless arrangements are made with the CRP Project Manager.

**Conferences and Training Events** – The Grantee will participate in meetings and training events as scheduled by CRP. All non-CRP conferences and training events will be pre-approved by TCEQ prior to incurring costs associated with such events.

Non-CRP training events may include Geographic Information Systems (GIS) training, Water quality/Environmental training, Texas Water Law and Law of the Rio Grande training, and Quality Assurance (QA)/Quality Control (QC) training.

**Annual 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 2012-2013 CRP Guidance. In the case of an on-site visit, the appropriate Grantee personnel will be available during the visit.

**FY 2014 - 2015 Work Plan and Supporting Documentation** - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY 2014-2015 CRP Guidance. Supporting documentation will include (as applicable): budget by category, budget by task, Personnel Eligibility List, 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 and conferences, and a signed Procurement System Certification. The Work Plan will include the tasks and deliverables outlined in the FY 2014-2015 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, 2011 through August 31, 2012**

- A. Progress Reports - December 30, 2011; March 30 and June 30, 2012
- B. Financial Status Report - December 30, 2011; March 30 and June 30, 2012
- C. Annual Self-Evaluation and, if applicable, Subcontract Evaluations - August 31, 2012
- D. Procurement Procedures Documentation - upon execution of the subcontract
- E. Additional Submission Documentation for Desk Review or Site Visit - upon request

#### **September 1, 2012 through August 31, 2013**

- A. Progress Reports - September 30 and December 30, 2012; March 30, June 30, and August 31, 2013
- B. Financial Status Report - September 30 and December 30, 2012; March 30, June 30, and August 31, 2013
- C. Proposed FY 2014 - 2015 Work Plan and Supporting Documentation - May 1, 2013
- D. Final FY 2014 - 2015 Work Plan and Supporting Documentation - June 15, 2013
- E. Annual Self Evaluation and, if applicable, Subcontract Evaluations - August 31, 2013
- F. Procurement Procedures Documentation - upon execution of the subcontract
- G. 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:** The Grantee will ensure that data collected through this Agreement and submitted to TCEQ will be of sound quality by performing the following:

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 data bases 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.

**National Environmental Laboratory Accreditation Conference (NELAC) Accreditation** - Laboratory data will be produced by laboratories (and subcontract laboratories) whose quality assurance program is consistent with the NELAC 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, unless TCEQ agrees in writing to allow one of the regulatory exceptions specified in 30, TAC 25.6.

**Basin-wide QAPP** - The Basin-wide 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 TWC 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 Grantee will address all TCEQ comments and submit the revised QAPP to TCEQ within 30 days after receiving comments from TCEQ.

The Grantee will secure written documentation 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 Grantee's quality assurance records. The Grantee's preferred method for obtaining documentation from participating entities is to obtain their signatures on the QAPP. The alternative method is to obtain commitment letters. Copies of all commitment letters must be forwarded to TCEQ no later than 60 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 Grantee will distribute the QAPP to all participants (including the laboratory). Documentation of distribution will be maintained by the Grantee and be available for review during TCEQ monitoring systems audits.

Sections of the Basin-wide QAPP will be posted to the Grantee's CRP Web page. These sections include the monitoring program or project objectives; measurement performance specifications (i.e., Table A7), appendices, and will either post the monitoring schedule and maps of sampling sites, or provide a link to the coordinated monitoring schedule (CMS) website including 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 Agreement 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 Grantee'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 Grantee 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 Grantee will submit planning material 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 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. 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 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 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 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** - Changes in parameters, sampling or analytical procedures, project organization, and other items of an existing project necessitate an amendment to the QAPP. Amendments will be submitted electronically to the CRP Project Manager on an "as needed" basis in the TCEQ shell format for agency review. QAPP Amendments will be distributed, upon approval, to all personnel on the distribution list maintained by the Grantee.

**Project Oversight** - The Grantee will participate in monitoring systems audits and laboratory inspections by TCEQ.

The Grantee will conduct oversight of sub-participants (including contractors and in-kind participants) who conduct field monitoring under their basin QAPP. The assessment will be performed once during the Agreement cycle in the case of on-going projects, or once during a project's lifetime in the case of short-lived special studies. (Two basic types of on-site assessment are acceptable: readiness reviews and monitoring systems audits. The Grantee should elaborate as to the type of assessment that will be performed on each program or project in the QAPP. The on-site assessment requirement does not apply if all work is performed by the Grantee. The Grantee will conduct 5 audits during each year of the contract.

Following the on-site assessment, the Grantee 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 as such in the audit report. Audit reports will contain references to written specifications, as defined in the QAPP or in a standard operating procedure. 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 TCEQ using the definitions and corrective action strategy laid out in the CRP Guidance. The Grantee must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management. The Grantee will maintain a log of common issues to assist in tracking issues and to determine when to issue a Corrective Action.

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

##### **September 1, 2011 through August 31, 2012**

- A. Basin-wide QAPP Receipt and Commitment Letters - October 15, 2011
- B. Specified sections of the Basin-wide QAPP posted to the Web - October 31, 2011
- C. Draft QAPP Appendix B amendment for FY 2013 monitoring - June 15, 2012
- D. Final QAPP Appendix B revision for FY 2013 monitoring - August 15, 2012
- E. Planning Meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- F. Planning Meeting notes for Special Studies or Permit Support Monitoring (if applicable) - with Progress Report
- G. QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) - within 30 days after the Planning Meeting
- H. QAPP amendments (if applicable) - as needed
- I. Appendix and Amendment QAPP Receipt and Commitment Letters (if applicable) - no later than 60 days after TCEQ's approval of the QAPP, but prior to the monitoring event
- J. Participation in TCEQ monitoring systems audit and respond 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 - August 31, 2012
- L. On-site project oversight report and response - August 31, 2012
- F. Corrective action status report (if applicable) - December 30, 2011; March 30 and June 30, 2012

##### **September 1, 2012 through August 31, 2013**

- A. Draft FY 2014/2015 Basin-wide QAPP - June 15, 2013
- B. Final FY 2014/2015 QAPP - August 15, 2013
- C. Planning Meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- D. Planning Meeting notes for Special Studies or Permit Support Monitoring (if applicable) - with Progress Report
- E. QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) - within 30 days after the Planning Meeting
- F. QAPP amendments (if applicable) - as needed

- G. Appendix and Amendment QAPP Receipt and Commitment Letters (if applicable) - no later than 60 days after TCEQ's approval of the QAPP, but prior to the monitoring event
- H. Participation in TCEQ monitoring systems audit and respond 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 - August 31, 2013
- J. On-site project oversight report and response - August 31, 2013
- H. Corrective action status report (if applicable) - September 30 and December 30, 2012; March 30, June 30, and August 31, 2013

### **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,
- 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 study area encompasses the Rio Grande from the Texas-New Mexico border upstream of El Paso, Texas, downstream to the Gulf of Mexico, including 1,255 miles of the international border with Mexico. For planning purposes, the basin has been divided into 4 sub-basins as follows: the Upper Rio Grande Sub-Basin from El Paso to Amistad Dam; the Pecos River Sub-Basin from Red Bluff Reservoir to the confluence with the Rio Grande; the Middle Rio Grande Sub-Basin extending from below Amistad Dam downstream to Falcon Dam; and the Lower Rio Grande Sub-Basin from below Falcon Dam to the Gulf of Mexico.

**Monitoring Description** - The Grantee and 20 partner agencies will collect water quality data at 53 stations throughout the basin.

The lab analysis for the parameter groups that will be collected include:

- 43 stations for monthly field, conventionals, bacteria, and flow (when possible);
- 17 stations will collect once for organics in sediment;
- 7 stations will collect for metals in water; and
- 10 stations will collect for monthly field and bacteria.

NOTE: Certain lab analysis for 32 of the stations listed above will be paid for outside of this Agreement, either through funds from the Grantee or in-kind services provided by partnering laboratories. Data from all 53 stations is included in the Grantee QAPP.

In FY 2013, The Grantee will monitor at a similar level of effort as in FY 2012. The actual number of sites, location, frequency, and parameters collected for FY 2013 will be based on priorities identified at the Basin Advisory Committee Meetings and Coordinated Monitoring Meetings and included in the amended Appendix B schedule of the QAPP.

Additional details concerning the monitoring activities conducted by the Grantee are outlined in the Grantee's QAPP. In general, the Grantee and the Grantee's partners will follow the guidelines prescribed in the Grantee's QAPP, the TCEQ *Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue (RG-415)* and the TCEQ *Surface Water Quality Monitoring Procedures, Volume 2: Methods for Collecting and Analyzing Biological Community and Habitat Data (RG-416)*.

**Coordinated Monitoring Meeting** - The Grantee will hold annual Coordinated Monitoring Meetings. The Grantee has traditionally held Coordinated Monitoring Meetings for the Upper, Middle and Lower Rio Grande Sub-Basins and a fourth for the Pecos River Sub-Basin. Additional Coordinated Monitoring Meetings may be added to facilitate attendance of partners covering a large geographical area. 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. 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 that occur during the course of the year will be entered into the statewide database on the Internet and communicated to meeting attendees.

**Progress Report** - Each Progress Report will indicate the number of sampling events and the types of monitoring conducted in the quarter, to include all types of monitoring.

**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, the Website 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). The Grantee is working with various entities in Laredo to address bacteria in the Laredo area of Segment 2304. The planning, as well as, much of the field work took place in FY11. The completion of the Laredo Bacteria Special Study and its final report will be completed in this biennium.

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

##### **September 1, 2011 through August 31, 2012**

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - December 30, 2011; March 30 and June 30, 2012
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2012
- C. Coordinated Monitoring Meeting Summary of Changes - May 15, 2012
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2012
- E. Special Study - Status Reports - December 30, 2011; March 30 and June 30, 2012
- F. Special Study - Draft Report - July 15, 2012
- G. Special Study - Final Report - August 31, 2012
- H. Special Study - post Final Report to Web - August 31, 2012

##### **September 1, 2012 through August 31, 2013**

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - September 30 and December 30, 2012; March 30 and June 30 and August 31, 2013
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2013
- C. Coordinated Monitoring Meeting Summary of Changes - May 15, 2013
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2013
- E. Special Study - Status Reports - September 30 and December 30, 2012; March 30 and June 30, 2013

#### **TASK 4: DATA MANAGEMENT**

**Objective:** To manage the 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, will be transferred to TCEQ in the correct format using the TCEQ file structure.

The Grantee 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 TCEQ will be posted on the Grantee's Website (<http://www.ibwc.gov/CRP/monstats.htm>) at least two times per year.

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

#### **September 1, 2011 through August 31, 2012**

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2011; March 1 and August 1, 2012
- B. Surface water quality monitoring data updates to Web - February 1 and August 1, 2012

#### **September 1, 2012 through August 31, 2013**

- A. Surface water quality monitoring data files SWQMIS Validator Report, and Data Summary - December 1, 2012; March 1 and August 1, 2013
- B. Surface water quality monitoring data updates posted to Web - February 1 and August 1, 2013

### **TASK 5: DATA ANALYSIS AND REPORTING**

**Objective:** 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 Grantee will produce an annual Basin Highlights Report in FY 2012 and a 5-year Basin Summary Report in FY 2013. The Grantee will gather information for the reports from stakeholders and the public, via public meetings, internet, and/or email.

**Basin Highlights Report** - The Grantee 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. The Basin Highlights Report will follow one of the three versions described in the FY 2012-2013 CRP Guidance.

The Program Report will include:

- an update on major basin activities, top concerns and issues, changes and events,
- an update of basin water quality monitoring activities,
- 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 hard 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 basin stakeholders, and on the Grantee's Web page.

**Basin Summary Report** - The Basin Summary Report will follow the outline described in the FY 2012-2013 CRP Guidance. The report will contain a comprehensive review of water quality for the entire basin, including:

- a description of the water quality conditions and issues,
- trend analysis of water quality by station and parameter,

- maps showing watershed characteristics, sampling stations, and water quality issues,
- a discussion of the watershed characteristics and their potential influence on water quality, and
- recommendations of water quality management strategies for correcting identified water quality problems and pollution sources.

A preparation meeting between the Grantee and the TCEQ CRP staff will be arranged prior to substantial work on the report. The Grantee will be prepared to discuss site selection for trend analysis, report content and layout, methodology for data review, and any other questions or suggestions for the report.

A pre-draft or watershed summary will be submitted to the TCEQ CRP project manager and must be approved prior to presentation of the completed first draft. The Basin Summary Report will be presented to the Steering Committee for review and comment, and coordinated with the public and TCEQ. TCEQ will provide comments on the draft report and final approval will rest with TCEQ. Five copies of the draft and final report will be provided to TCEQ. The reports will be made available to Steering Committee members and all basin stakeholders and on the Grantee's Web page. The Basin Summary Report will be provided to the Texas Parks and Wildlife Department, Texas State Soil and Water Conservation Board, the Governor, the Lieutenant Governor, and the Speaker of the House of Representatives not later than the 90th day after the date the report is submitted to TCEQ.

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

#### **September 1, 2011 through August 31, 2012**

- A. Draft Basin Highlights Report (Program Update)- February 15, 2012
- B. Final Basin Highlights Report (Program Update) - June 1, 2012
- C. Post Report to Internet - July 15, 2012

#### **September 1, 2012 through August 31, 2013**

- A. Preparation Meeting for Basin Summary Report - October 15, 2012
- B. Pre-Draft Watershed Summary - December 15, 2012
- C. Draft Basin Summary Report - March 15, 2013
- D. Final Basin Summary Report - June 15, 2013
- E. Post Report to Internet - July 15, 2013

### **TASK 6: STAKEHOLDER PARTICIPATION AND PUBLIC OUTREACH**

**Objective:** Enhance and support participation of stakeholders in the development of water quality objectives, priorities for the basin, and CRP as a whole. Engage in education and outreach activities to enhance stakeholder knowledge and involvement.

The Steering Committee (or Basin Advisory 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 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:** The Grantee will conduct public Basin Advisory Committee meetings, maintain the CRP website, and conduct other outreach activities as follows:

**Steering Committee and Meetings** - In order to sufficiently address the different interests, concerns and priorities of each watershed, the Grantee will work to ensure that its Basin Advisory Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY 2012-2013 CRP Guidance. If specified groups are not represented, efforts will be made to recruit replacements before the next scheduled meeting. To engage new members and increase participation, the Grantee will take every opportunity to promote CRP and involvement in the Basin Advisory Committee.

To meet goals and coordination requirements of CRP Guidance, the Grantee will conduct Basin Advisory Committee Meetings in the Upper and Lower Rio Grande sub-basins, at least, on an annual basis, in conjunction with the Grantee's Rio Grande Citizens' Forum meetings. The Upper Basin Advisory Committee meeting will be held in El Paso in August or September. The Lower Basin Advisory Committee meeting will be held in either July or October in Harlingen or Mercedes. The Grantee may add a Laredo meeting if there is a public event with which to coincide. Additional sub-committees or other public meetings may also be held to help complete the requirements.

The Grantee 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 that provide a list of proposed agenda topics, confirms continued interest/participation in the Basin Advisory Committee, and requests input on additional topics and potential stakeholders. Along with the priority agenda topics identified in the CRP Guidance, Basin Advisory 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.

After each Steering Committee Meeting, the Grantee will ensure all stakeholder input, comments, decisions, and any other meeting accomplishments reached are addressed and incorporated where applicable. For all Basin Advisory Committee Meetings, copies of meeting materials will be provided with the next Progress Report, and will include a copy of the meeting agenda, presentations, meeting minutes, and a list of attendees.

**Education and Outreach** - For any public participation, outreach, or volunteer monitoring activities, a copy of the activities summary, materials produced or distributed by the Grantee, and a list of participants will be included in the subsequent Progress Report.

Because the Internet is a very important tool for distributing information and increasing public awareness, the Grantee will develop, maintain, update, and report on their website as specified in the FY 2012-2013 CRP Guidance. The website will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. It is required that the Grantee also include summaries of revisions to the website in the corresponding quarterly Progress Report.

Additional outreach activities to be performed by the Grantee may include:

- promoting volunteer monitoring and cleanup projects;
- presenting water quality updates at local level meetings and conferences, including the Grantee Rio Grande Citizens' Forum;
- providing information to the public, including disseminating literature such as brochures, fact sheets, and other outreach materials;
- developing outreach web pages;
- participating in local outreach efforts such as river cleanup events and setting up booths to distribute information; and
- coordinating with the Grantee's Adopt-a-River Program.

**Deliverables and Due Dates:**

**September 1, 2011 through August 31, 2012**

- A. Document that the website meets outlined website requirements - December 30, 2011
- B. Summary of website updates - December 30, 2011; March 30 and June 30, 2012
- C. Contact Steering Committee members with questionnaire, draft agenda topics and 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 - August 31, 2012
- F. Steering Committee Meeting materials - with Progress Report following meeting
- G. Steering Committee Meeting minutes posted to the web - indicated in Progress Report following meeting
- H. Materials from education and outreach activities - December 30, 2011; March 30 and June 30, 2012

**September 1, 2012 through August 31, 2013**

- A. Summary of website updates - September 30 and December 30, 2012; March 30, June 30, and August 31, 2013
- B. Contact Steering Committee members with questionnaire, draft agenda topics and 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 - August 31, 2013
- E. Steering Committee meeting materials - with Progress Report following meeting
- F. Steering Committee meeting minutes posted to the web - indicated in Progress Report following meeting
- G. Materials from education and outreach activities - September 30 and December 30, 2012; March 30, June 30, and August 31, 2013