SCOPE OF WORK

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;
- participation in fiscal monitoring reviews;
- timely and accurate deliverables that meet the intent of the FY2022-2023 CRP Guidance;
- adherence to subagreement 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: This task involves supervising activities, monitoring progress, attending meetings for coordination, and the preparation of documentation for reporting progress and financial management.

UGRA will complete the following subtasks:

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 FY2022-2023 CRP Guidance.

Reimbursement Requests - A Financial Status Report and Supplemental Forms will be submitted along with appropriate additional documentation (e.g., invoices) on a quarterly basis. A Personnel Eligibility List (PEL) will be submitted annually with the 1st quarter invoices or with the quarter's invoice when employment status changes occur. 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 making changes to the budget.

Sub-grantee Evaluations - An annual self-evaluation and will be submitted at the end of each fiscal year.

Conference Calls - UGRA will participate in all scheduled conference calls unless other arrangements are made with the TCEQ or GBRA Project Manager.

Conferences and Training Events or Other Events- UGRA will participate in meetings and training events as scheduled by CRP. All non-CRP conferences and training events need to 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 1B of the FY2022- 2023 CRP Guidance. In the case of an on-site visit, the appropriate UGRA personnel will be available during the visit.

FY2022-2023 Work Plan and Supporting Documentation - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY2022-2023 CRP Guidance. Supporting documentation will include (as applicable): budget by category, budget by task, PEL, fringe rate methodology, indirect rate methodology, allocated costs documentation, equipment purchase request list, equipment inventory, and a list of known training events/conferences. The Work Plan will include the tasks and deliverables outlined in the FY2022-2023 Guidance and will be negotiated with GBRA CRP Project Manager. A list of all deliverables in due date order will be submitted with the underline final Work Plan.

Cybersecurity training - UGRA will ensure that each of their Representatives who work under this Contract and has access to a TCEQ computer system or database successfully completes required cybersecurity training no more than seven (7) calendar days after the Representative is given access to the training. UGRA will ensure that its representatives do not misuse TCEQ Computer Systems or Databases, including allowing multiple individuals to utilize a single individual's TCEQ network user account.

Deliverables and Due Dates:

September 1, 2021 through August 31, 2022

    A. Progress Reports - December 15, 2021; March 15 and June 15, 2022
    B. Annual Self-Evaluation - August 31, 2022
    C. Additional Supporting Documentation for Desk Review or Site Visit - upon request
    D. UGRA will submit names of Representatives regarding cybersecurity training and computer access at times specified below to the TCEQ and GBRA Project Manager.
        · Within seven (7) calendar days after the effective date of the Contract, UGRA will provide a list of persons requiring training and thereafter provide an updated list the first workday of any additional person who becomes subject to the training requirements. If any representative has successfully completed DIR-certified training in the past, UGRA will indicate that that person has completed the training, indicate the date the training was completed and provide evidence of successful completion of the certified training. TCEQ will make the determination if that person needs retraining.
        · Within two (2) business days after a representative successfully completes training, UGRA will provide evidence of the successful completion of the training to the TCEQ and GBRA Project Manager.
        · UGRA will notify the TCEQ and GBRA Project Manager within two (2) business days when a person with access to a TCEQ Computer System or Database no longer needs access to such Computer System or Database.

September 1, 2022 through August 31, 2023

    A. Progress Reports - September 15 and December 15, 2022; March 15, June 15, and August 31, 2023
    B. Proposed FY2024 - 2025 Work Plan and Supporting Documentation - June 15, 2022
    C. Final FY2024 - 2024 Work Plan and Supporting Documentation - August 1, 2023
    D. Annual Self Evaluation - August 31, 2023
    E. 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: 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 GBRA and documented in a fully approved TCEQ QAPP before data collection can be implemented.

UGRA will complete the following subtasks described below:

NELAP Accreditation - Laboratory data will be produced by laboratories whose quality assurance program is consistent with the NELAC Institute (TNI) standards.

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 satisfying 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. UGRA will assist GBRA to address all TCEQ comments and GBRA will submit the revised QAPP to TCEQ within 30 days after receiving comments from TCEQ.

UGRA will provide written documentation (signature in the QAPP or Adherence Letter) to GBRA Project Manager 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 UGRA's and GBRA'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). UGRA will distribute the QAPP to the UGRA laboratory.
Documentation of distribution and acknowledgement of receipt will be maintained by GBRA and be available for review during a TCEQ monitoring systems audit.

Sections of the Basin-wide QAPP will be posted to UGRA'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 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 GBRA's QAPP will be included in Appendix B of the QAPP.

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. GBRA and UGRA Project Manager will coordinate with TCEQ to establish the planning team, schedule the meeting (not less than 90 days prior to the planned sampling date), distribute meeting materials in advance of the meeting, facilitate the meeting, and prepare meeting minutes. GBRA 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 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.

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 CRP 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. GBRA with assistance from UGRA when applicable will address TCEQ comments, modify the document, and submit the final QAPP appendix to the TCEQ CRP 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 necessitates an amendment to the QAPP and/or Revisions to Appendices. Amendments and Revisions to Appendices will be submitted electronically to the TCEQ CRP 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 GBRA. Documentation of distribution and acknowledgement of receipt will be maintained by GBRA and be available for review during a TCEQ monitoring systems audit.

Project Oversight - UGRA will participate in monitoring systems audits and laboratory inspections by GBRA.

GBRA will conduct a monitoring systems audit on UGRA once during the subagreement term.

Following the on-site assessment, GBRA will provide UGRA with an audit report within 30 days. If no findings are made, the report will make this clear. 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). UGRA 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 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 and GBRA using the definitions and corrective action strategy laid out in the FY2022-2023 CRP Guidance. UGRA must address deviations

associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

Deliverables and Due Dates:

September 1, 2021 through August 31, 2022

A. Basin-wide QAPP Receipt Acknowledgement and Adherence Letters (if applicable) - October 15, 2021
B. Specified sections of the Basin-wide QAPP posted to the web page - October 31, 2021
C. Draft QAPP Appendix B Amendment for FY2023 monitoring - June 1, 2022
D. Final QAPP Appendix B Amendment for FY2023 monitoring - August 1, 2022
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 GBRA monitoring systems audit (once during subagreement term) - date planned in consultation with GBRA
L. Respond to comments in monitoring systems audit report – submit 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 Report

September 1, 2022 through August 31, 2023

A. Draft FY2024-2025 Basin-wide QAPP - June 1, 2023
B. Final FY2024-2025 QAPP - August 1, 2023
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 GBRA monitoring systems audit (once during subagreement term) - date planned in consultation with GBRA
J. Respond to comments in monitoring systems audit report – submit with the Progress Report no later than the quarter following the one in which the audit was conducted
K. Corrective action status report (if applicable) - with Progress Report

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: UGRA will conduct water quality monitoring and provide details in the Progress Report as prescribed in the FY 2022-2023 Guidance. The actual number of sites, location, frequency, and parameters collected 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.

UGRA will complete the following subtasks:
Monitoring Description - In FY 2022, UGRA will conduct routine monitoring at a minimum of seven sites monthly (five sites when month coincides with quarterly monitoring) and a minimum of eleven sites quarterly in Kerr County and one site quarterly in Kendall County for field, conventional, flow (at stream sites), and bacteria parameter groups. UGRA will assist with biological and habitat monitoring events conducted in Kerr County. In FY 2023, UGRA will monitor at a similar level of effort as in FY 2022. The actual number of sites, location, frequency, and parameters collected in FY 2023 will be included in the GBRA QAPP Appendix B update.

All monitoring will be completed in accordance with GBRA 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 - UGRA will participate in an annual coordinated monitoring meeting organized by GBRA as described in the FY2022-2023 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. Changes to the monitoring schedule will be entered into the statewide Coordinated Monitoring Schedule (http://cms.lcra.org) and communicated to meeting attendees. Changes to monitoring schedules that occur during the year will be entered into the Coordinated Monitoring Schedule and communicated to meeting attendees. All requirements related to meetings will be followed and required meetings will be conducted in-person or via TCEQ approved virtual format.

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

Deliverables and Dues Dates:

September 1, 2021 through August 31, 2022

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - December 15, 2021; March 15 and June 15, 2022
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2022

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, 2022

September 1, 2022 through August 31, 2023

A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - September 15 and December 15, 2022; March 15 and June 15 and August 31, 2023
B. Coordinated Monitoring Meeting - between March 15 and April 30, 2023
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, 2023

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 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. Binary Large Object (BLOB) files will be provided with biological data as outlined in the FY 2022-2023 CRP Guidance.

UGRA will complete the following subtasks:

UGRA 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.

UGRA will provide a summary of the status of data submittal progress in the second year of the biennium. The progress report will document the extent to which data collected through November 30, 2022 have been submitted to TCEQ.

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

Water quality data approved by TCEQ will be posted on UGRA'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 .

Deliverables and Due Dates:

September 1, 2021 through August 31, 2022

A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2021; March 1 and August 1, 2022
B. Surface water quality monitoring data updates to web page or link to TCEQ's water quality data - February 1 and August 1, 2022

September 1, 2022 through August 31, 2023

A. Surface water quality monitoring data files SWQMIS Validator Report, and Data Summary - December 1, 2022; March 1 and August 1, 2023
B. Surface water quality monitoring data updates posted to web page, or link to TCEQ's water quality data - February 1 and August 1, 2023
C. Data submittal progress report - March 1, 2023

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: GBRA will prepare a Basin Highlights Report during FY 2022 using the Watershed Characterization outline and a Basin Summary Report in FY 2023. UGRA will assist with the development of the reports by providing data analysis, summaries, and photos of the sites monitored by UGRA.

GBRA will complete the following subtasks described below and UGRA will respond to requests for information and review of report components:

Basin Highlights Report – GBRA 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 the version described below as detailed in the FY 2022-2023 CRP Guidance.

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 UGRA's web page

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)

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
- 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 UGRA's CRP web page.

Basin Summary Report - The Basin Summary Report will follow the outline described in the FY2022-2023 CRP Guidance. The report will include 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 for water quality management strategies to correct identified water quality problems and pollution sources.

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

A pre-draft or watershed summary will be provided to the TCEQ CRP Project Manager and must be approved prior to completing the first draft. The Basin Summary Report will be presented to the Steering Committee for review and comment. Resolution of comments will be coordinated with the public and TCEQ, if necessary. GBRA will provide an electronic copy of the draft report to TCEQ and TCEQ will provide comments; final approval of the report will rest with TCEQ. Five copies of the final report will be provided to TCEQ. The reports will be made available to Steering Committee members and all basin stakeholders and will be posted on UGRA's web page. The final 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.

The following deliverable due dates are the dates GBRA will submit the deliverables to TCEQ. UGRA Project Manager will coordinate with GBRA Project Manager so that applicable UGRA content for the report will be received by GBRA prior to the dates below.

Deliverables and Due Dates:

September 1, 2021 through August 31, 2022
  A. Draft Basin Highlights Report - February 15, 2022
  B. Final Basin Highlights Report - May 15, 2022
  C. Post Report to web page - June 30, 2022

September 1, 2022 through August 31, 2023

  A. Preparation meeting for Basin Summary Report - by November 15, 2022
  B. Pre-Draft Watershed Summary - December 15, 2022
  C. Draft Basin Summary Report - March 15, 2023
  D. Final Basin Summary Report - May 31, 2023
  E. Post Report to web page - June 30, 2023

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 assessment program, GBRA and UGRA will provide opportunities for stakeholder and interested party participation in development of water quality objectives and priorities for the basin and CRP. Stakeholder involvement will be accomplished through both the Steering Committee process and other public participation outreach and education activities, following the FY 2022-2023 CRP Guidance.

UGRA will complete the following subtasks described below:

Steering Committee and Meetings - To sufficiently address the different interests, concerns and priorities of each watershed, GBRA and UGRA will work to ensure that

its Steering Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY2022-2023 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, UGRA will take every opportunity to promote the CRP and involvement in the Steering Committee.

To meet the goals and coordination requirements of the FY2022-2023 CRP Guidance, GBRA with input from UGRA will conduct one Steering Committee meetings during the month of March. Additional sub-committees or other public meetings may also be convened to help complete the requirements. All requirements related to meetings will be followed and required public meetings will be conducted in-person or via TCEQ-approved virtual formats.

GBRA 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 include 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, GBRA 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 Progress Report, 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 GBRA's CRP web page and the posting of the meeting minutes will be documented in the Progress Report following the meeting. The UGRA CRP web page will contain a link to the GBRA CRP web page.

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

UGRA will develop, maintain, update, and report on their web page as specified in the FY2022-2023 CRP Guidance. The web page will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. UGRA will also include summaries of revisions to the web page in the corresponding quarterly Progress Report.

Deliverables and Due Dates:

September 1, 2021 through August 31, 2022

    A. Document that web page meets outlined requirements – December 15,2021
    B. Summarize web page updates and submit with quarterly Progress Report - December 15, 2021; March 15 and June 15, 2022
    C. Update list of Steering Committee members from UGRA service area – January 15, 2022
    D. Steering Committee meeting - date as negotiated with TCEQ and GBRA Project Manager
    E. Materials from education and outreach activities included with

quarterly Progress Report - December 15, 2021; March 15 and June 15, 2022

September 1, 2022 through August 31, 2023

A. Summarize web page updates and submit with quarterly Progress Report– September 15 and December 15, 2022; March 15, June 15, and August 31,2023
B. Update list of Steering Committee members from UGRA service area – January 15, 2022
C. Steering Committee meeting - date as negotiated with TCEQ and GBRA Project Manager
D. Materials from education and outreach activities included with quarterly Progress Report - September 15 and December 15, 2022; March 15, June 15, and August 31, 2023