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.
- Responsibility for procurement and oversight of subcontractors.
- Participation in fiscal monitoring reviews.
- Timely and accurate deliverables that meet the intent of the FY2026-2027 CRP Guidance.
- Adherence to TCEQ contract provisions.
- Detailed and reasonable work plan development.
- Financial reporting and budget monitoring.
- Training to ensure personnel are properly prepared to conduct work.

Task Description: The Performing Party will prepare and submit deliverables associated with project administration.

The Performing Party 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 water quality monitoring activities which occurred during the quarter. The Progress Report will be in the format provided in Exhibit 1D of the FY2026-2027 CRP Guidance.

Reimbursement Requests—A Financial Status Report, Supplemental Forms, and a current Personnel Eligibility List (PEL) will be submitted along with appropriate additional documentation (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 making changes to the budget.

Performing Party Evaluations—An annual self-evaluation will be submitted at the end of each fiscal year.

Conference Calls—The Performing Party will participate in all scheduled conference calls unless other arrangements are made with the TCEQ CRP project manager.

Conferences and Training Events or Other Events—The Performing Party will participate in meetings and training events as scheduled by TCEQ for the Texas CRP. All non-CRP conferences and training events need to be pre-approved by the TCEQ CRP project manager 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 FY2026-2027 CRP Guidance. In the case of an on-site visit, the appropriate Performing Party personnel will be available during the visit.

FY2028-2029 Work Plan and Supporting Documentation—The work plan and supporting documentation will be prepared and submitted as specified in the FY2028-2029 CRP Guidance. Supporting documentation will include (as applicable): budget by category, budget by task, PEL, fringe rate methodology, indirect rate methodology, allocated costs documentation, equipment purchase request list, equipment inventory, a list of subcontracted tasks, 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 FY2028-2029 Guidance and will be negotiated with TCEQ. A proposed work plan will be submitted to TCEQ for review, and comments will be provided. The Performing Party will address all TCEQ comments and submit a final work plan.

Deliverables and Due Dates:

September 1, 2025 through August 31, 2026

A. Progress Reports—December 15, 2025; March 15 and June 15, 2026
B. Reimbursement Requests—due 30 days after the close of each quarter
C. Annual Self-Evaluation—August 31, 2026
D. Additional Supporting Documentation for Desk Review or Site Visit—upon request

September 1, 2026 through August 31, 2027

A. Progress Reports—September 15 and December 15, 2026; March 15, June 15, and August 15, 2027
B. Reimbursement Requests—due 30 days after the close of each quarter; final due no later than 45 days following the contract termination date
C. Proposed FY2028 – 2029 Work Plan and Supporting Documentation—December 15,2026
D. Final FY2028 – 2029 Work Plan and Supporting Documentation—February 1, 2027
E. Annual Self-Evaluation—August 31,2027

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).
- 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 TCEQ and documented in a fully approved TCEQ QAPP before data collection can be implemented.

The Performing Party will complete the following subtasks:

NELAP Accreditation—Laboratory data will be produced by laboratories (and subcontract 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 Section 5.801 et seq) and Title 30, Texas Administrative Code (30 TAC) Chapter 25, Subchapters A and B will be included in the document. The Performing Party will address all TCEQ comments and submit the revised QAPP to the TCEQ CRP project manager within 15 days after receiving comments from TCEQ.

The Performing Party will secure written documentation (signature in the QAPP or Adherence Letter) from participants under the 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 the TCEQ CRP project manager 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 QAPP distribution and acknowledgement of QAPP receipt will be maintained by the Performing Party and be available for review during a TCEQ monitoring systems audit.

Sections of the 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.

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 the Performing Party'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. The Performing Party project manager will coordinate with the TCEQ CRP project manager 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 on-going studies, historical water quality data, Texas Integrated Report of Surface Water Quality (IR) 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 the TCEQ CRP project manager. QAPP appendices for special studies or permit support monitoring will be submitted to the TCEQ CRP project manager 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 CRP project manager within 15 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 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 the Performing Party. Documentation of distribution and acknowledgement of receipt will be maintained by the Performing Party and be 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.

Corrective Action Reports—Issues that may affect data quality and availability will be tracked, addressed, and reported to the TCEQ CRP project manager using the definitions and corrective action strategy laid out in the FY2026-2027 CRP Guidance. The Performing Party must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

Deliverables and Due Dates:

September 1, 2025 through August 31, 2026

A. Basin-wide QAPP receipt acknowledgement and adherence letters (if applicable)—October 15, 2025
B. Specified sections of the basin-wide QAPP posted to the webpage—October 31, 2025; and documented in the subsequent progress report
C. Draft QAPP Appendix B Amendment for FY2027 monitoring—June 1, 2026
D. Final QAPP Appendix B Amendment for FY2027 monitoring—August 1, 2026
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; participation reported in progress reports
L. Corrective action status report (if applicable)—with progress report

September 1, 2026 through August 31, 2027

A. Draft FY2028-2029 basin-wide QAPP—June 1, 2027
B. Final FY2028-2029 basin-wide QAPP—August 1, 2027
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; participation reported in progress reports
J. Corrective action status report (if applicable)—with progress report

Task 3: Water Quality Monitoring

Objective: 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.
- Systematic, regularly scheduled short-term monitoring to screen water bodies for issues.

Task Description: The Performing Party will monitor sites throughout the Lavaca River Basin to document water quality and identify potential issues.

The Performing Party will complete the following subtasks:

Monitoring Description— In FY 2026, the Performing Party will monitor a minimum of twenty-three (23) sites. A minimum of eighteen (18) of these sites will be monitored monthly and four (4) will be monitored quarterly for field data. A minimum of nineteen (19) sites will be monitored quarterly for laboratory conventional parameters. A 24-hour dissolved oxygen (DO) study will take place at a minimum of two (2) sites. Specific locations, parameters, and sampling frequencies will be provided in the basin wide CRP QAPP for FY2026-2027.

In FY 2027, the Performing Party will monitor at a similar level of effort as in FY 2026. The actual number of sites, location, frequency, and parameters collected for FY 2027 will be based on priorities identified at the Basin Steering Committee and Coordinated Monitoring meetings and will be included in the amended Appendix B of the QAPP.

All monitoring will be completed according to 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 FY2026-2027 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 (CMS; 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. All requirements related to meetings will be followed and required meetings will be conducted in-person or via TCEQ approved virtual format.

Monitoring Activities—Each progress report will include a description of activities including all types of monitoring performed, number of sampling events, and the types of monitoring conducted in the quarter. The Performing Party will complete and submit a monitoring activities report as an attachment to the progress report.

Deliverables and Due Dates:

September 1, 2025 through August 31, 2026

A. Conduct water quality monitoring, submit monitoring activities report, summarize activities, and submit with progress report—December 15, 2025; March 15 and June 15, 2026
B. Coordinated Monitoring Meeting—between March 15 and April 30, 2026
C. Coordinated Monitoring Meeting Summary of Changes—within 2 weeks following the meeting
D. Email notification that Coordinated Monitoring Schedule updates are complete—May 31, 2026

September 1, 2026 through August 31, 2027

A. Conduct water quality monitoring, submit monitoring activities report, summarize activities, and submit with progress report—September 15 and December 15, 2026; March 15 and June 15 and August 15, 2027
B. Coordinated Monitoring Meeting—between March 15 and April 30, 2027
C. Coordinated Monitoring Meeting Summary of Changes—within 2 weeks following the meeting
D. Email notification that Coordinated Monitoring Schedule updates are complete—May 31, 2027

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. Data collected under this contract which are not able to be submitted to TCEQ prior to the end of the contract term will be submitted within the contract established for FY2028-2029. Data that was collected under the previous contract established for FY2024-2025 which were not able to be submitted to TCEQ prior to the end of the contract term will be submitted within the contract established for FY2026-2027.

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), Data Review Checklist, 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, or problems with data collection efforts.

The Performing Party will submit surface water quality monitoring data to TCEQ as specified in the Deliverables and Due Dates subsection of this task. The Performing Party will complete and submit a data submittal progress report as an attachment to the Task 1 progress report. The data submittal progress report will document the extent to which data collected has been submitted to TCEQ. The report should summarize the status of data submittals for all data providers described in the Performing Party's basin-wide QAPP. The report will track and document that all data submittals are completed and submitted to TCEQ. The report will also track and document that data intended for inclusion in the IR is submitted to TCEQ. For data to be considered in the IR, the Performing Party and subcontractor data (if applicable) must be submitted to TCEQ as specified in the Deliverables and Due Dates subsection of this task. TCEQ's call for data for inclusion in the IR is November 1 (early submission date) and December 1 (final submission date) of even numbered years. The Task 1 progress report can be utilized to provide any additional information regarding data submittals not captured in the data submittal progress report.

Station location requests will be submitted via SWQMIS, and data correction requests will be submitted to the TCEQ CRP project manager within an agreed upon timeframe.

Water quality data approved by TCEQ will be posted on the Performing Party's webpage at least two times per year, or a link will be provided to the TCEQ Surface Water Quality Web Reporting Tool.[1]

Deliverables and Due Dates:

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1. www80.tceq.texas.gov/SwqmisPublic/index.htm

September 1, 2025 through August 31, 2026

A. Surface water quality monitoring data files, SWQMIS Validator Report, Data Review Checklist, and Data Summary—December 1, 2025; March 1 and August 1, 2026
B. Surface water quality monitoring data updates to webpage or link to TCEQ's water quality data—February 1 and August 1, 2026
C. Data submittal progress report, submitted with progress reports—December 15, 2025; March 15 and June 15, 2026
D. Station location requests submitted to SWQMIS—as needed each quarter
E. Data correction requests, as needed—within timeframe(s) agreed upon with TCEQ CRP project manager

September 1, 2026 through August 31, 2027

A. Surface water quality monitoring data files SWQMIS Validator Report, Data Review Checklist, and Data Summary—November 1 and December 1, 2026; March 1 and August 1, 2027
B. Surface water quality monitoring data updates posted to webpage, or link to TCEQ's water quality data—February 1 and August 1, 2027
C. Data submittal progress report, submitted with progress reports—September 15 and December 15, 2026; March 15 and June 15 and August 15, 2027
D. Station location requests submitted to SWQMIS—as needed each quarter
E. Data correction requests, as needed—within timeframe(s) agreed upon with TCEQ CRP project manager

Task 5: Data Analysis and Reporting

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

This work will:

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

Task Description: During this biennium, the Performing Party will develop a Watershed Characterization in FY26 and a Standard Report in FY27 for the Lavaca River Basin.

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 FY2026-2027 CRP Guidance.

Standard Report

- Overview of water quality monitoring; describe each organization's participation.
- Top water quality issues in the basin for stakeholder prioritization and monitoring decisions.
- Description of water quality conditions for each segment and water body.
- Summary of findings from special studies.
- Maps showing the location of sampling sites and water quality issues.
- Map(s) showing the location of the basin or watershed within the state.
- Summary of Steering Committee meeting(s) and other public outreach activities.
- Instructions on how to get involved in Steering Committee meetings, volunteer monitoring, and other opportunities for participation.
- Information on the CRP content featured on the Performing Party's webpage.

Watershed Characterization

- Descriptions of segments with the areas of impairment or interest described.
- Stream or reservoir hydrology.
- Impairment and 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).

Electronic copies of the draft report and one electronic copy of the final report will be provided to the TCEQ CRP project manager. TCEQ will provide comments on the draft report and the Performing Party will address TCEQ comments. Final approval of the report 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 webpage.

Deliverables and Due Dates:

September 1, 2025 through August 31, 2026

A. Draft Watershed Characterization Report—February 15, 2026
B. Final Watershed Characterization Report—May 15, 2026
C. Post Report to webpage—June 30, 2026

September 1, 2026 through August 31, 2027

A. Draft Standard Report—February 15, 2027
B. Final Standard Report—May 15, 2027
C. Post Report to webpage—June 30, 2027

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.
- 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.
- Providing opportunities for volunteer citizen monitoring of basin water bodies.

Task Description: The Performing Party will encourage participation of Lavaca River Basin stakeholders and citizens to improve insight into water quality issues and development of monitoring priorities. The Performing Party will also work to educate students and the public about the importance of recycling, water conservation, and protecting water quality in the Lavaca River Basin.

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 FY2026-2027 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 FY2026-2027 CRP Guidance, the Performing Party will conduct a minimum of one Steering Committee meeting during the months of June or July in each year of the contract. 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.

The Performing Party will contact stakeholders at least 45 days in advance of meeting date(s) to encourage participation. A questionnaire will be sent to all interested stakeholders that will provide a list of proposed agenda topics, request confirmation of continued interest and 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, 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 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 the Performing Party's website and the posting of the meeting minutes will be documented in the progress report following the meeting.

Education and Outreach—The Performing Party will conduct a minimum of 6 public participation, outreach, or volunteer monitoring activities. For any public participation, outreach, or volunteer monitoring activities, a copy of the summary of activities, materials produced or distributed by the Performing Party, representative photograph(s) of the event (if taken), and a list of participants will be included in the subsequent progress report.

The Performing Party will develop, maintain, update, and report on their webpage as specified in the FY2026-2027 CRP Guidance. The webpage 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 webpage in the corresponding quarterly progress report.

Deliverables and Due Dates:

September 1, 2025 through August 31, 2026

A. Document in progress report that webpage meets outlined requirements—December 15, 2025
B. Summarize webpage updates and submit with quarterly progress report—December 15, 2025; March 15 and June 15, 2026
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—number of meetings held, and dates as negotiated with TCEQ project manager
F. Steering Committee meeting materials—with progress report following meeting
G. Steering Committee meeting minutes posted to the webpage—indicate in progress report following meeting

H. Materials from education and outreach activities and number of events included with quarterly progress report—December 15, 2025; March 15 and June 15, 2026

September 1, 2026 through August 31, 2027

A. Summarize webpage updates and submit with quarterly progress report—September 15 and December 15, 2026; March 15, June 15, and August 15, 2027

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—number of meetings held, and dates as negotiated with the TCEQ CRP project manager

E. Steering Committee meeting materials—with progress report following meeting

F. Steering Committee meeting minutes posted to the webpage—indicate in progress report following meeting

G. Materials from education and outreach activities and number of events included with quarterly progress report—September 15 and December 15, 2026; March 15, June 15, and August 15, 2027