

**Texas Commission on Environmental Quality
Clean Water Act (CWA) Section 319(h) Nonpoint Source (NPS) Grant Program**

**FY 2013 CWA § 319(h) Grant Application
Scope of Work**

Part I. Project Summary

1. Title	_____ Watershed Characterization – Monitoring
2. Goals	<ul style="list-style-type: none"> • Summarize the outcomes or accomplishments intended to result from this project in a bulleted format. Provide an expanded description of these goals in Part IV, #33 below. • Ex.: Characterize the watershed by utilizing an analytical method to collect data towards identifying sources of pollution in the watershed contributing to water quality impairments and issues. • Ex.: Develop/maintain a successful public participation program, including a public relations and education campaign and stakeholder group .
3. Tasks	<ol style="list-style-type: none"> 1) Project Administration 2) Quality Assurance 3) Partnership Coordination 4) Watershed Characterization – Data Collection 5) Final Report
4. Measures of Success	<ul style="list-style-type: none"> • List the indicators you will measure and track to determine the accomplishment of the project goals listed in Part 1, #2 above in a bulleted format. Provide an expanded description of the measures of success in Part VIII, #36 below. • Ex: Stakeholder Group concurrence with the results of the Watershed Characterization. • Ex: Education evaluations show an increase in stakeholder knowledge about the _____ watershed and how to reduce NPS pollution as a result of the project.
5. Water Body Type	<p>Check all applicable categories of activity under this project.</p> <input type="checkbox"/> Surface Water <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water/Groundwater Interactions
6. Geographic Scope	Indicate the geographic scope of your project. Choose either statewide, or enter the name of the watershed and its county(ies).
7. Segment ID Number	Enter the segment ID number(s) for all segments that will be affected by your project as listed in the 2010 Texas Integrated Report. (Not applicable for statewide projects.)
8. Segment Water Quality Status on the 2010 Texas Integrated Report	<p><i>Parameter(s) of Impairment:</i> List the water quality parameter(s) of impairment, if applicable, as provided on the 2010 303(d) List for the project segment(s) which will be addressed by the project.</p> <p><i>Category:</i> List the category in the Texas Integrated Report to which the segment is assigned, such as 4a or 5c.</p> <p><i>Parameters(s) of Concern:</i> List all the parameters of concern identified in the 2010 Texas Integrated Report.</p>

9. Activities	<i>Check all that apply from the lists under 9a, 9b, 9c, and 9d. If you select "Other" for any item, provide a concise explanation.</i>
a. Data Collection & Analysis	<input type="checkbox"/> Routine Monitoring <input type="checkbox"/> Storm Event Monitoring <input type="checkbox"/> Specialized Monitoring <input type="checkbox"/> Modeling <input type="checkbox"/> Data Analysis <input type="checkbox"/> Geospatial Analysis/Map Development <input type="checkbox"/> BMP Effectiveness Monitoring <input type="checkbox"/> Load Calculations <input type="checkbox"/> Other: Concisely describe the activity.
b. Planning	<input checked="" type="checkbox"/> Stakeholder Process <input checked="" type="checkbox"/> Watershed Characterization <input type="checkbox"/> Watershed Protection Plan (WPP) Development <input type="checkbox"/> Other: Concisely describe the activity.
c. Implementation	<input type="checkbox"/> Implement Best Management Practices (BMPs) of a WPP <input type="checkbox"/> Implement BMPs of a Total Maximum Daily Load (TMDL) Implementation Plan (I-Plan) <input type="checkbox"/> Implement Low Impact Development (LID) BMPs <input type="checkbox"/> Implement demonstration BMPs <input type="checkbox"/> Other: Concisely describe the activity.
d. Education	<input type="checkbox"/> Social Marketing <input type="checkbox"/> Technology Transfer <input type="checkbox"/> Other: Concisely describe the activity.
10. Project Period:	Upon signature approval of both parties – August 31, 2016 <i>The project, if selected, will start once the contract is signed during the state fiscal year 2014. The state fiscal year begins September 1st and ends August 31st of the following calendar year. The maximum project period is three fiscal years, including 2014, 2015, and 2016. You may indicate a shorter period if appropriate for your project.</i>

11. Cost Summary	<i>Do not fill these cells in; they are linked to Part X, #41, Line M. After you have completed Part X, return to this table, select the cells in the right column, and click F9 (or right-click and select "Update Fields"). The cells should then be populated with the information from Part X, #41, Line M. The federal portion (a. Federal (TCEQ) Reimbursable Costs) should equal 60% (sixty percent) of the total project cost. The applicant portion (b. Non-Federal Matching) should equal 40% of the total project cost.</i>
a. Federal Reimbursable Costs	\$ 0
b. Non-Federal Matching	\$ 0
c. Total Project Costs	\$ 0

Part II. Applicant Information

12. Organization	Provide the name of the applicant organization which will manage the project under contract with the TCEQ, if selected.
13. Project Leader	Enter the name of the primary contact person for the applicant organization.
14. Title	Enter the project leader's title or position at the applicant organization.
15. Federal ID No.	Enter the organization's federal ID number.
16. E-mail Address	Enter the e-mail address of the Project Leader.
17. Mailing Address	Enter the mailing address of the Project Leader.
18. City	Enter the city of the project leader's mailing address.
19. County	Enter the county in which the project leader's organization is located.
20. State	Enter the state of the project leader's mailing address.
21. Zip Code	Enter the zip code of the project leader's mailing address.
22. Telephone No.	Enter the telephone number of the project leader.
23. Fax No.	Enter the fax number of the project leader.

24. Applicant Qualifications:

Provide a brief description of the Applicant's experience related to the activities in the proposed project, including planning, other state or federally funded work, and expertise in specific activities (technical, outreach, budgetary, and other).

Please cite reports and other work products produced by the Applicant/Team.

It is recommended that the Proposal Ranking Priorities Criteria D be addressed here.

Part III. Project Partners

25. Project Partners and Roles

a. Project Partners (Organizations)^	b. Roles & Responsibilities
Texas Commission On Environmental Quality (TCEQ)	Provide state oversight and management of all project activities and ensure coordination of activities with related projects and TSSWCB.
In this column, list organizations other than the lead organization that will actively participate in the project. If certain project activities will be subcontracted through a competitive process, please enter "subcontractor".	In this column, describe the nature of the Project Partner's participation, including roles and responsibilities related to the project.
List a Partner Organization.	In this column, describe the nature of the Project Partner's participation, including roles and responsibilities related to the project.
List a Partner Organization.	In this column, describe the nature of the Project Partner's participation, including roles and responsibilities related to the project.

^ Applicants must confirm the listed partnerships prior to submitting the project application, except in the case of subcontractors not yet procured.

Part IV. Planning Coordination

<p>26. Implements a WPP or a TMDL I-Plan</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, complete the additional items below.</p> <p>Document Title: Provide the document title, and a Web link or other reference for locating the document.</p> <p>Developing Organization: Identify the organization that developed the document, and any organizations that approved the document.</p> <p>State Agency Overseeing Plan: Indicate the state agency overseeing the plan (examples: TCEQ, TSSWCB). If not applicable, enter "NA."</p> <p>Year Finalized: Provide the year that the document was finalized or last updated.</p> <p>Measures to Implement: Identify concisely the locations in the document (such as the section, page number, and BMP number) that reference measures proposed to be implemented.</p>
<p>27. Implements the Texas Coastal Nonpoint Source Pollution Control Program</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, complete the item below.</p> <p>Measures to Implement: Identify concisely the locations in the document (such as the section, page number, and BMP) that reference measures proposed to be implemented.</p>

<p>28. Implements the Texas NPS Management Program (draft 2012 update)</p>	<p>Check all that apply:</p> <p>Component 1(Ch. 2): Long Term Objectives: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> Short Term Objectives: Data Collection and Assessment: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> Implementation: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Education: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/></p> <p>Components(Ch. 1): 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/></p> <p>Milestones: Priority Watershed Milestones (Ch. 2): A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> NPS Program Milestones (Appendix E): <input type="checkbox"/> Milestone/Measurement: Provide the Milestone and/or Milestone Measurement as found in Appendix E to the 2012 TX NPS Management Program.</p> <p><i>The Components listed above are described in the instructions accompanying this form. The Components are also described in Chapter 1 of the draft 2012 Texas Nonpoint Source Management Program. The Long- and Short-Term Objectives are in Chapter 2. The Milestones are found in Chapter 2 and Appendix E.</i></p>
<p>29. Project is in an area covered under an MS4 Permit:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, complete the additional items below.</p> <p>MS4 Permit Holder: Enter the name of the organization that holds the MS4 permit.</p> <p>The grantee has reviewed the MS4 Permit: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>The grantee has reviewed the Stormwater Management Program (SWMP): Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does the proposed project fund activities required under an MS4 Permit or the associated SWMP: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Activities required under an MS4 Permit or the associated SWMP are not eligible for CWA Section 319 funds.</i></p>

Part V. Water Body Information

30. Water Body Information

Water bodies may include 1) stream, lake, or estuary segments and 2) major or minor aquifers.

Enter watershed information in the columns indicated. Add/delete rows if necessary. Not applicable for statewide projects.

a. Watershed or Aquifer Name	b. Segment ID	c. Hydrologic Unit Code (10 or 12 Digit)	d. Size
Enter the watershed or aquifer name	Enter the segment ID as listed in Part I, #7	Enter the 10- or 12-digit hydrologic unit code	Enter the miles, acres, or square miles of the project area.
Enter the watershed or aquifer name	Enter the segment ID as listed in Part I, #7	Enter the 10- or 12-digit hydrologic unit code	Enter the miles, acres, or square miles of the project area.
Enter the watershed or aquifer name	Enter the segment ID as listed in Part I, #7	Enter the 10- or 12-digit hydrologic unit code	Enter the miles, acres, or square miles of the project area.
Enter the watershed or aquifer name	Enter the segment ID as listed in Part I, #7	Enter the 10- or 12-digit hydrologic unit code	Enter the miles, acres, or square miles of the project area.

Part VI. Project Narrative

31. Problem/Need Statement:

Provide a brief statement of the water quality problem or challenge to be addressed by the project.

Concisely explain the need for and importance of this project. Explain why the proposed project is the appropriate solution for the water quality problem.

Include brief descriptions of other projects and coordination efforts that have addressed the water quality issues in the water body. Describe how this project builds on and will be coordinated (technically, financially) with those efforts.

It is recommended that the Proposal Ranking Priorities Criteria A and B that were not addressed in Parts I and IV be addressed here.

32. Project Goals:

- Describe in greater detail the project goals provided in Part I, #2. Provide detail on the outcomes the project intends to accomplish.

Information provided in this section should closely tie to the preceding problem statement, focusing on the restoration and protection of water quality.

In cases where administrative project goals or objectives are included, a clear link back to the project's environmental goal or objective must be provided.

Environmental goals should be as detailed and quantifiable as possible, particularly where historical information or previous projects provide a basis for projections or estimates.

Explain how accomplishment of these goals will address Ranking Criteria C, if applicable.

Goals should be measurable so that success can be measured at the end of the project.

The measures of success should be entered in Part I, #4 and Part VIII.

33. General Project Description:

Provide a brief narrative description of the project activities, how the activities will address the water quality problem, and how the activities will accomplish the project's goals.

The project description section should clearly indicate how the proposed tasks will be coordinated with each other, and with associated projects when they exist.

If environmental data operations are being conducted, provide an overview of what activities will be conducted. Explain why the information is needed and how it will be used. Environmental data operations require coverage under a QAPP. These activities typically include, but are not limited to: data acquisition for statistical and geostatistical analysis, environmental data collection, modeling, and associated reporting. See the Quality Assurance Project Plan section of the Grant Application Conditions in the RFGA Application Kit for important definition and explanation.

Indicate how the improvement to water quality, the pollutant load reductions, and other measures of success will be accomplished and how they will be sustained after the project is complete.

Describe continuing efforts of the project after the project completion. This includes stakeholder group support, operation and maintenance activities of BMPs, and any funding or other commitments after project completion.

34. Project Map:

Insert a map of the water body showing relevant geographical contexts, such as the outline of the watershed, cities, monitoring locations, etc.

Part VII. Project Tasks

35. Tasks

See Instructions accompanying the form for completing the task tables in this section.

Task 1:	Project Administration
Objective:	To effectively administer, coordinate, and monitor all work performed under this project including technical and financial supervision and preparation of status reports.
Subtask 1.1:	Project Oversight – The GRANTEE will provide technical and fiscal oversight of the staff and/or subgrantee(s)/ subcontractor(s) to ensure Tasks and Deliverables are acceptable and completed as scheduled and within budget. With the TCEQ Project Manager authorization, the GRANTEE may secure the services of subgrantee(s)/ subcontractor(s). Project oversight status will be provided to the TCEQ with the Quarterly Progress Reports.
Subtask 1.2:	Quarterly Progress Reports (QPRs) – The GRANTEE will submit QPRs to the TCEQ Project Manager by the 15th of the month following each state fiscal quarter for incorporation by the TCEQ into the Grant Reporting and Tracking System (GRTS). The Reports are to include the following: <ul style="list-style-type: none"> • Status of deliverables for each task • Brief narrative description in Progress Report format
Subtask 1.3:	Reimbursement Forms – The GRANTEE will submit reimbursement forms to the TCEQ Contract Manager by the last day of the month following each state fiscal quarter. For the final quarter of the contract period, Reimbursement Forms are required on a monthly basis.
Subtask 1.4:	Contract Communication – The GRANTEE will participate in a post-award orientation meeting with TCEQ within 30 days of contract execution. The GRANTEE will maintain regular telephone and/or email communication with the TCEQ Project Manager regarding the status and progress of the project in regard to any matters that require attention between QPRs. Matters that must be communicated to the TCEQ Project Manager include, but are not limited to: <ul style="list-style-type: none"> • Notification a minimum of 14 days before that GRANTEE has scheduled public meetings or events, initiation of construction, or other major task activities. • Notification within 48 hours regarding events or circumstances that may require changes to the budget, scope of work, or schedule of deliverables.
Subtask 1.5:	Coordination Meeting with EPA – The GRANTEE will attend a project update and coordination meeting with EPA in Dallas to share progress on goals, measures of success, challenges, and opportunities mid-way through the project.
Subtask 1.6:	Annual Report Article – The GRANTEE will provide an article for the <i>Nonpoint Source Annual Report</i> upon request by the TCEQ. The article will include a brief summary of the project and describe the activities of the past fiscal year.
Deliverables:	<ul style="list-style-type: none"> • QPRs • Reimbursement Forms • Contract Communication Meeting Minutes • Annual Report Article

Task 2:	<p>Quality Assurance <i>(if applicable)</i></p> <p><i>If the project includes collection, modeling, or acquisition for statistical or geospatial analysis of environmental data, include Task 2; if not, delete the Quality Assurance text and use the Task 2 table to describe a different activity.</i></p>
Objective:	<p>To refine, document, and implement data quality objectives (DQOs) and quality assurance/control (QA/QC) activities that ensure data of known and acceptable quality are generated by this project.</p>
Subtask 2.1:	<p>Quality Assurance Project Plan (QAPP) Planning Meeting – The GRANTEE will schedule a QAPP planning meeting with the TCEQ Project Manager, Quality Assurance staff, technical staff, and contractors, to implement a systematic planning process based on the elements in the TCEQ NPS QAPP Shell. The information developed during this meeting will be incorporated into a QAPP. The storage location of data records, and how data should be coded, will also be determined during these meetings. The GRANTEE may conduct additional meetings to determine whether changes to an existing QAPP are needed.</p>
Subtask 2.2:	<p>QAPP – The GRANTEE will develop and submit to the TCEQ a QAPP with project-specific DQOs and other components consistent with the following documents:</p> <ul style="list-style-type: none"> • EPA Requirements for Quality Assurance Project Plans (QA/R5) • EPA Guidance for Geospatial Data Quality Assurance Project Plans (QA/G-5G) • EPA QAPP Requirements for Secondary Data Research Projects • TCEQ Surface Water Quality Monitoring Procedures • TCEQ NPS QAPP Shell(s) <p>The GRANTEE will develop the QAPP in consultation with the TCEQ Project Manager, QA and technical staff, and contractors. The GRANTEE will submit the QAPP to the TCEQ 120 days or more prior to the scheduled initiation of environmental data operations. The QAPP must be signed/fully approved by TCEQ and, if necessary, EPA, before any environmental data operations begin.</p> <p>Activities covered under this QAPP: <i>(only include applicable items)</i></p> <ul style="list-style-type: none"> • Data Acquisition • Map development • Data collection <p>Tasks covered under this QAPP:</p> <ul style="list-style-type: none"> • <i>[List all project tasks covered by this QAPP.]</i> <p>Tasks NOT covered under this QAPP:</p> <ul style="list-style-type: none"> • <i>[List all project task which do not require a QAPP or are conducted under another TCEQ approved QAPP.]</i> <p><i>All project tasks must be listed as either covered or not requiring coverage under this QAPP.</i></p>
Subtask 2.4:	<p>QAPP Annual Updates or Reissuances –The GRANTEE will submit annual QAPP updates or reissuances no less than 90 days prior to the end of the effective period of the QAPP. The last approved version of a QAPP will remain in effect only for the specified approval period. Upon expiration of the approval period for a QAPP, all the work covered by the expired QAPP will cease until such time as revised a QAPP has been fully approved by TCEQ and, if necessary, EPA.</p>

Subtask 2.5:	QAPP Amendments – The GRANTEE will review, approve, and incorporate all changes into a revised QAPP during the annual revision process, or will submit an amendment to the QAPP 120 days prior to the scheduled initiation of changes or additions to activities listed in the current QAPP. The GRANTEE will document all changes to the QAPP and the reasons for the changes. The GRANTEE will ensure the current QAPP in place is followed until an amended QAPP is signed/fully approved by TCEQ and, if necessary, EPA.
Deliverables:	<ul style="list-style-type: none"> • QAPP Planning Meeting Minutes • Draft and Final QAPP • Draft and Final QAPP Annual Updates / Reissuances • Draft and Final QAPP Amendments

Task 3:	Partnership Coordination
Objective:	To conduct Step 1 and stakeholder portions of Step 2 of the Watershed Planning and Implementation Process as outlined in the EPA Handbook.
Subtask 3.1:	<p>Public Participation Plan (PPP) – The GRANTEE will develop a draft PPP prior to initial Stakeholder Group development. The PPP will establish Stakeholder Group membership, the ground rules for meetings, and public participation in the project beyond the Stakeholder Group.</p> <p>The PPP must be approved by the TCEQ Project Manager and presented to stakeholders for feedback.</p>
Subtask 3.2:	<p>Stakeholder Group Activities - The GRANTEE will facilitate the Stakeholder Group's work in accordance with PPP, including:</p> <ul style="list-style-type: none"> • Overseeing the formation and continued facilitation of the Stakeholder Group; • Hosting and facilitating meetings; • Leading the Stakeholder Groups in developing goals that will include meeting water quality standards; • Identifying issues of concern and address significant issues where possible; • Presenting to the Stakeholder Group and soliciting feedback of major deliverables; • Gaining community acceptance of the project.
Subtask 3.3:	<p>Dissemination of Project Information – The GRANTEE will conduct public outreach in accordance with the PPP to inform the public about the project and its status, sources of pollution, and how the public/stakeholders can address water quality issues. Activities may include but are not limited to:</p> <ul style="list-style-type: none"> • Hosting a project webpage; • Communicating via media sources; • Holding and/or participating in public education and outreach events.
Subtask 3.4:	Partnership Coordination Report – The GRANTEE will develop a report summarizing the implementation activities of the PPP. The report will be approved by the TCEQ Project Manager and be presented to stakeholders for feedback.
Deliverables:	<ul style="list-style-type: none"> • Draft and Final PPP; • Stakeholder Group meetings – minimum of two (2) per year • Public education and outreach events – minimum of three (3) per year • Stakeholder Group and Public meeting agendas, minutes, sign in sheets and other available documentation; • Draft and Final Partnership Coordination Report.

Task 4:	Watershed Characterization – Data Collection
Objective:	To collect data and information in order to identify the causes of water quality impairments and issues in the watershed and to identify the sources of pollution contributing to water quality impairments and issues.
Subtask 4.1:	<p>Assemble Existing Data and Information – The GRANTEE will gather existing data and information pertaining to water quality impairments and issues in the watershed. This data and information will, to the extent possible,:</p> <ul style="list-style-type: none"> • Describe relevant watershed characteristics, • Identify the causes of water quality impairments and issues, • Identify sources of pollution, and • Quantify pollutant loadings from these sources. <p>This data and information will be assembled into a data inventory for the watershed. The data and information will be presented in appropriate formats including graphs, tables, and maps. (See Watershed Planning Handbook, Chapter 5).</p>
Subtask 4.2:	<p>Analyze Existing Data and Information – The GRANTEE will analyze the existing data and information and, to the extent possible, characterize water quality conditions, watershed conditions, and sources of pollution contributing to water quality impairments and issues. The analysis will:</p> <ul style="list-style-type: none"> • Lead to an understanding of where and when water quality impairments and/or issues occur and what could be causing the impairments and issues; • Produce a conceptual model of the linkage (cause and effect relationship) between water quality problems and sources of pollution in the watershed; • Identify indicator parameters that can be used to assess current conditions and measure progress toward meeting water quality goals. At a minimum, these indicators will include those used to implement water quality standards; • Be the basis for the selection of the analytical method that will be used to estimate pollutant loadings from sources in the watershed that contribute to water quality impairments and issues. <p>(See Watershed Planning Handbook, Chapters 4 and 7).</p>
Subtask 4.3:	<p>Select Analytical Method for Estimating Pollutant Loads – The GRANTEE will select the analytical method that will be used in a potential future project to estimate pollutant loadings from sources in the watershed that contribute to water quality impairments and issues. The analytical method will establish the cause-and-effect relationship between pollutant loads from the sources in the watershed and the response in the water body. The selection of the analytical method will be based on data availability, pollutants, water body type, source types, time frames, spatial scale, and available resources. Existing data and information will be evaluated to determine if there is sufficient data and information to support the selected analytical method. Gaps in the existing data will be identified, evaluated, and prioritized. (See Watershed Planning Handbook, Chapters 6 and 8).</p>

<p>Subtask 4.4:</p>	<p>Data Collection – Based on the evaluation of existing data and information, the GRANTEE will collect additional data and information needed to support the analytical method for estimating pollutant loadings.</p> <p><i>Add text as applicable. Generally describe the sampling strategy including minimum number of sites, minimum number of sampling events, key analyses to be performed, and how the data collection meets DQOs. Avoid a level of detail which is likely to require revision during the QAPP development phase of the project.</i></p> <p>Monitoring Plans, QAPPs, and other plans needed to support data and information collection activities will be developed and approved. Field, laboratory, and other activities associated with data and information collection will be conducted in accordance with approved project plans. Data and information collected will be analyzed and reported in accordance with approved project plans. (See Watershed Planning Handbook, Chapter 6).</p> <p>Unless TCEQ agrees in writing to allow one of the regulatory exceptions specified in Title 30 Texas Administrative Code §25.6, all laboratory analyses will be performed by a laboratory that is accredited by TCEQ and whose accreditation at the time the analyses are performed includes the matrices, methods, and parameters of analysis.</p> <p>Unless authorized by the TCEQ, monitoring projects that include E. coli sampling are required to have samples processed by an accredited laboratory within an 8 hour time-frame for regulatory samples and 24 hour time-frame for non-regulatory samples.</p>
<p>Subtask 4.5:</p>	<p>Data Submittals – The GRANTEE will review, verify, and validate water quality monitoring data before it is submitted to the TCEQ.</p> <ul style="list-style-type: none"> • The GRANTEE will submit a semi-annual report of water quality data that is consistent with TCEQ formatting requirements for upload into the Surface Water Quality Monitoring Information System (SWQMIS). • If water quality data are not appropriate for submittal to SWQMIS, the GRANTEE will format and submit data in coordination with the TCEQ to the EPA Water Quality Exchange (WQX) network for housing in WQX and/or the EPA STORET (STorage and RETrieval) Data Warehouse. • The GRANTEE will submit data reports and presentations for review and approval at least two weeks prior to the scheduled public release.
<p>Subtask 4.6:</p>	<p>Watershed Characterization – Data Collection Report – The GRANTEE will develop a report summarizing information developed under Task 3 and Task 4 to characterize the watershed and identify causes and sources of pollution. The report will be approved by the TCEQ Project Manager, and be presented to stakeholders for feedback.</p>
<p>Deliverables:</p>	<ul style="list-style-type: none"> • Draft and Final Watershed Characterization – Data Collection Report • Data submittals

All projects must include preparation and submittal of a Final Report.

Task 5:	Final Report
Objective:	The GRANTEE will produce a Final Report that summarizes all activities completed and conclusions reached during the project. The report must describe project activities, and identify and discuss the extent to which project goals and purposes have been achieved, and the amount of funds actually spent on the project. The report should emphasize successes, failures, lessons learned, and should include specific water quality data demonstrating water quality improvements if applicable. The Final Report must summarize all the Task Reports in either the text or as appendices.
Subtask 5.1:	<p>Draft Final Report – The GRANTEE will provide a draft report summarizing all project activities, findings, and the contents of all previous deliverables, referencing and/or attaching them as web links or appendices. This comprehensive, technical report will provide analysis of all activities and deliverables under this scope of work. The report should be structured per the following outline:</p> <ul style="list-style-type: none"> • Title • Table of Contents • Executive Summary • Introduction • Project Significance and Background • Task Reports • Lessons Learned • References • Appendices
Subtask 5.2:	Final Report – The GRANTEE will revise the draft report to address comments provided by the TCEQ Project Manager. The GRANTEE will submit the final report to the TCEQ Project Manager, who will subsequently submit it to EPA for review and comments. The GRANTEE will address EPA comments on the final report.
Deliverables	<ul style="list-style-type: none"> • Draft Final Report • Address TCEQ/EPA comments pursuant to TCEQ/EPA approval • Final Report

Part VIII. Project Timeline

36. Estimate timeline for project activities

Estimate the timeline for project activities by placing an "x" in the quarters (indicated by the quarter numbers listed at the top of the columns) during which the activities will be occurring. Major tasks/subtasks of the project should be listed with a timeframe provided by indicating appropriate quarters. The estimated project start date is the first quarter of the state fiscal year 2014. The state fiscal year begins September 1st and ends August 31st of the following calendar year. Add or delete rows as necessary.

Task/ Sub- task	Description	FY 14 Q1	FY 14 Q2	FY 14 Q3	FY 14 Q4	FY 15 Q1	FY 15 Q2	FY 15 Q3	FY 15 Q4	FY 16 Q1	FY 16 Q2	FY 16 Q3	FY 16 Q4
1	Project Administration	x	x	x	x	x	x	x	x	x	x	x	x
2.3	QAPP development	x	x										
2._	QAPP update					x	x			x	x		
	Final Report											x	x
	TCEQ/EPA Approval												x

Part IX. Measures of Success

37. Measures of Success:

Briefly explain the measures of success listed in Part I, #4. This includes how the project will track and document the accomplishment of project goals. Show how these measures demonstrate accomplishment of the Ranking Criteria C, if applicable.

38. Estimated Load Reductions and Method(s) (if applicable):

Give an estimate of NPS pollutant load reduction to be accomplished in the water body. Cite the method and a summary of the relevant data used in developing the estimate. See accompanying instructions for more details.

Part X. Financial Information

Very Important: See instructions for completing the Financial Information tables in this section.

39. TCEQ Reimbursable Project Costs

(Federal portion that must equal 60% of overall project costs)

Category	Total Amount	Justification (itemized expenses)
Personnel	\$ 0	
Fringe Benefits	\$ 0	
Travel	\$ 0	
Supplies	\$ 0	
Equipment	\$ 0	
Contractual	\$ 0	
Construction	\$ 0	
Other	\$ 0	
Indirect	\$ 0	
Total	\$ 0	

40. Matching Project Costs Provided by the Grantee

(Non-Federal portion that must equal 40% of overall project costs)

Category	Total Amount	Justification (itemized expenses)
Personnel	\$ 0	
Fringe Benefits	\$ 0	
Travel	\$ 0	
Supplies	\$ 0	
Equipment	\$ 0	
Contractual	\$ 0	
Construction	\$ 0	
Other	\$ 0	
Indirect	\$ 0	
In-kind	\$ 0	
Total	\$ 0	Identify the source of match to be utilized. The match source must be state or local funds that are not being counted towards other federal or state cost sharing requirements. Identify if program income costs are being utilized.

41. Budget by Task

Task #	Title	TCEQ Reimbursable Portion (Federal)	Grantee Match Portion (Non-Federal)	Total
1	Project Administration	\$ 0	\$ 0	\$ 0
2	Quality Assurance	\$ 0	\$ 0	\$ 0
3	Partnership Coordination	\$ 0	\$ 0	\$ 0
4	Watershed Characterization – Data Collection	\$ 0	\$ 0	\$ 0
5	Final Report	\$ 0	\$ 0	\$ 0
	Total	\$ 0	\$ 0	\$ 0

42. Budget Summary

Category	TCEQ Reimbursable Portion (Federal)	Grantee Match Portion (Non-Federal)	Total
a. Personnel	\$ 0	\$ 0	\$ 0
b. Fringe Benefits	\$ 0	\$ 0	\$ 0
c. Travel	\$ 0	\$ 0	\$ 0
d. Supplies	\$ 0	\$ 0	\$ 0
e. Equipment	\$ 0	\$ 0	\$ 0
f. Contractual	\$ 0	\$ 0	\$ 0
g. Construction	\$ 0	\$ 0	\$ 0
h. Other	\$ 0	\$ 0	\$ 0
i. Subtotal: Total Direct Costs (sum a-h)	\$ 0	\$ 0	\$ 0
j. Indirect Costs	\$ 0	\$ 0	\$ 0
k. Other In-kind / Third Party		\$ 0	\$ 0
l. Total Project Costs (sum k & l)	\$ 0	\$ 0	\$ 0

Part XI. Applicant Authorization

43. Applicant Signature

	Type the Title of the Signatory.	DD/MM/YYYY
Type the Name of the Signatory.	Title	Date

