

**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**

<b>1. Title</b>	_____ Watershed Protection Plan
<b>2. Goals</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ex.: Develop a WPP that achieves EPA's 9 Key Elements for Watershed-Based Plans</li> <li>• Ex.: Maintain a successful public participation program, including a public relations and education campaign and stakeholder group</li> </ul>
<b>3. Tasks</b>	<ol style="list-style-type: none"> <li>1) Project Administration</li> <li>2) Quality Assurance</li> <li>3) Partnership Coordination</li> <li>4) Management Measures and Load Reductions – Elements B and C</li> <li>5) Technical and Financial Assistance – Element D</li> <li>6) Information and Education Component – Element E, Part B</li> <li>7) Implementation Schedule and Milestones – Elements F and G</li> <li>8) Measuring Success Component – Elements H and I</li> <li>9) Completion of the Watershed Protection Plan</li> <li>10) Final Report</li> </ol>
<b>4. Measures of Success</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• TCEQ and EPA acceptance of the WPP as meeting the EPA 9 Key Elements</li> <li>• Ex.: Letters of success are received from assistance sources</li> <li>• Ex.: Education evaluations show an increase in stakeholder knowledge about the watershed and how to reduce NPS pollution as a result of the project</li> </ul>
<b>5. Water Body Type</b>	<p>Check all applicable categories of activity under this project.</p> <p><input checked="" type="checkbox"/> Surface Water</p> <p><input type="checkbox"/> Groundwater</p> <p><input type="checkbox"/> Surface Water/Groundwater Interactions</p>
<b>6. Geographic Scope</b>	Indicate the geographic scope of your project. Choose either statewide, or enter the name of the watershed and its county(ies).
<b>7. Segment ID Number</b>	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.)

<p>8. <b>Segment Water Quality Status on the 2010 Texas Integrated Report</b></p>	<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>
<p>9. <b>Activities</b></p>	<p><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></p>
<p><b>a. Data Collection &amp; Analysis</b></p>	<p><input type="checkbox"/> Routine Monitoring</p> <p><input type="checkbox"/> Storm Event Monitoring</p> <p><input type="checkbox"/> Specialized Monitoring</p> <p><input type="checkbox"/> Modeling</p> <p><input type="checkbox"/> Data Analysis</p> <p><input type="checkbox"/> Geospatial Analysis/Map Development</p> <p><input type="checkbox"/> BMP Effectiveness Monitoring</p> <p><input type="checkbox"/> Load Calculations</p> <p><input type="checkbox"/> Other: Concisely describe the activity.</p>
<p><b>b. Planning</b></p>	<p><input type="checkbox"/> Stakeholder Process</p> <p><input type="checkbox"/> Watershed Characterization</p> <p><input checked="" type="checkbox"/> Watershed Protection Plan (WPP) Development</p> <p><input type="checkbox"/> Other: Concisely describe the activity.</p>
<p><b>c. Implementation</b></p>	<p><input type="checkbox"/> Implement Best Management Practices (BMPs) of a WPP</p> <p><input type="checkbox"/> Implement BMPs of a Total Maximum Daily Load (TMDL) Implementation Plan (I-Plan)</p> <p><input type="checkbox"/> Implement Low Impact Development (LID) BMPs</p> <p><input type="checkbox"/> Implement demonstration BMPs</p> <p><input type="checkbox"/> Other: Concisely describe the activity.</p>
<p><b>d. Education</b></p>	<p><input type="checkbox"/> Social Marketing</p> <p><input type="checkbox"/> Technology Transfer</p> <p><input type="checkbox"/> Other: Concisely describe the activity.</p>
<p>10. <b>Project Period:</b></p>	<p>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 1<sup>st</sup> and ends August 31<sup>st</sup> 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></p>

<b>11. Cost Summary</b>	<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>
<b>a. Federal Reimbursable Costs</b>	<b>\$ 0</b>
<b>b. Non-Federal Matching</b>	<b>\$ 0</b>
<b>c. Total Project Costs</b>	<b>\$ 0</b>

## Part II. Applicant Information

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

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

<p><b>28. Implements the Texas NPS Management Program (draft 2012 update)</b></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><b>29. Project is in an area covered under an MS4 Permit:</b></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.*

<b>a. Watershed or Aquifer Name</b>	<b>b. Segment ID</b>	<b>c. Hydrologic Unit Code (10 or 12 Digit)</b>	<b>d. Size</b>
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.

**Include the following language:** The Development of this project is based on the understanding and interpretation of 1) the Nonpoint Source Program and Grants Guidelines for States and Territories promulgated by the EPA in October 2003 (hereafter referred to as the EPA 2004 Guidelines), and 2) the Handbook for Developing Watershed Plans to Restore and Protect Our Waters, finalized by EPA in 2008 (hereafter referred to as the EPA Handbook). The project is designed to ensure the project is consistent with and satisfies the EPA's 9 Key Elements for Watershed-Based Plans as provided in the EPA 2004 Guidelines.

To establish a good foundation for the development of EPA's 9 Key Elements for Watershed-Based Plans, steps 1 through 4 in the Watershed Planning and Implementation Process, as outlined in Chapter 2 of the EPA Handbook, will be followed.

**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.

<b>Task 1:</b>	<b>Project Administration</b>
<b>Objective:</b>	To effectively administer, coordinate, and monitor all work performed under this project including technical and financial supervision and preparation of status reports.
<b>Subtask 1.1:</b>	<b>Project Oversight</b> – 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.
<b>Subtask 1.2:</b>	<b>Quarterly Progress Reports (QPRs)</b> – 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"> <li>• Status of deliverables for each task</li> <li>• Brief narrative description in Progress Report format</li> </ul>
<b>Subtask 1.3:</b>	<b>Reimbursement Forms</b> – 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.
<b>Subtask 1.4:</b>	<b>Contract Communication</b> – 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"> <li>• Notification a minimum of 14 days before that GRANTEE has scheduled public meetings or events, initiation of construction, or other major task activities.</li> <li>• Notification within 48 hours regarding events or circumstances that may require changes to the budget, scope of work, or schedule of deliverables.</li> </ul>
<b>Subtask 1.5:</b>	<b>Coordination Meeting with EPA</b> – 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.
<b>Subtask 1.6:</b>	<b>Annual Report Article</b> – 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.
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• QPRs</li> <li>• Reimbursement Forms</li> <li>• Contract Communication Meeting Minutes</li> <li>• Annual Report Article</li> </ul>

<b>Task 2:</b>	<p><b>Quality Assurance</b> <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> <p><i>Activities conducted under QAPPs must be outlined in other tasks. See the general scope of work template for task examples.</i></p>
<b>Objective:</b>	<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>
<b>Subtask 2.1:</b>	<p><b>Quality Assurance Project Plan (QAPP) Planning Meeting</b> – 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. Blah</p>
<b>Subtask 2.2:</b>	<p><b>QAPP</b> – 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"> <li>• <a href="#">EPA Requirements for Quality Assurance Project Plans (QA/R5)</a></li> <li>• <a href="#">EPA Guidance for Geospatial Data Quality Assurance Project Plans (QA/G-5G)</a></li> <li>• <a href="#">EPA QAPP Requirements for Secondary Data Research Projects</a></li> <li>• <a href="#">TCEQ Surface Water Quality Monitoring Procedures</a></li> <li>• <a href="#">TCEQ NPS QAPP Shell(s)</a></li> </ul> <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"> <li>• Data Acquisition</li> <li>• Map development</li> <li>• Data collection</li> </ul> <p>Tasks covered under this QAPP:</p> <ul style="list-style-type: none"> <li>• <i>[List all project tasks covered by this QAPP.]</i></li> </ul> <p>Tasks NOT covered under this QAPP:</p> <ul style="list-style-type: none"> <li>• <i>[List all project task which do not require a QAPP or are conducted under another TCEQ approved QAPP.]</i></li> </ul> <p><i>All project tasks must be listed as either covered or not requiring coverage under this QAPP.</i></p>

<b>Subtask 2.3:</b>	<p><b>QAPP for Modeling</b> – The GRANTEE will develop and submit to the TCEQ a QAPP with project-specific data quality objectives consistent with the <a href="#">EPA Requirements for Quality Assurance Project Plans for Modeling QA/G-5M</a> format 120 days or more prior to the scheduled initiation of environmental data operations associated with modeling activities. The QAPP will be developed by the GRANTEE in consultation with the TCEQ Project Manager, Quality Assurance staff, technical staff, and contractors. The QAPP must be signed/fully approved by TCEQ, and if necessary, EPA, before any environmental data operation begins.</p> <p>Activities covered under this QAPP: <i>(only include items applicable)</i></p> <ul style="list-style-type: none"> <li>• Data Acquisition</li> <li>• Map development</li> <li>• Modeling</li> </ul> <p>Tasks covered under this QAPP:</p> <ul style="list-style-type: none"> <li>• <i>[List all project tasks covered by this QAPP]</i></li> </ul> <p>Tasks NOT covered under this QAPP:</p> <ul style="list-style-type: none"> <li>• <i>[List all project task which do not require a QAPP or are conducted uner another TCEQ approved QAPP.]</i></li> </ul> <p><i>All project tasks must be listed as either covered or not requiring coverage under this QAPP.</i></p>
<b>Subtask 2.:</b>	<p><b>QAPP Annual Updates or Reissuances</b> –The GRANTEE will submit annual QAPP updates or reissuances no less than 90days 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>
<b>Subtask 2.:</b>	<p><b>QAPP Amendments</b> – 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.</p>
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• QAPP Planning Meeting Minutes</li> <li>• Draft and Final QAPP</li> <li>• Draft and Final QAPP Annual Updates / Reissuances</li> <li>• Draft and Final QAPP Amendments</li> </ul>

<b>Task 3:</b>	<b>Partnership Coordination</b>
<b>Objective:</b>	To continue Step 1 and stakeholder portions of Steps 3 through 4 of the Watershed Planning and Implementation Process as outlined in the EPA Handbook.
<b>Subtask 3.1:</b>	<p><b>Public Participation Plan (PPP)</b> – The GRANTEE will develop a draft PPP prior to initial Stakeholder Group meeting. 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>

<b>Subtask 3.2:</b>	<p><b>Stakeholder Group Activities</b> - The GRANTEE will facilitate the Stakeholder Group's work in accordance with PPP, including:</p> <ul style="list-style-type: none"> <li>• Overseeing the facilitation of the Stakeholder Group;</li> <li>• Hosting and facilitating meetings;</li> <li>• Leading the Stakeholder Groups in developing goals that will include meeting water quality standards;</li> <li>• Identifying issues of concern and address significant issues where possible;</li> <li>• Presenting to the Stakeholder Group and soliciting feedback of major deliverables;</li> <li>• Gaining community acceptance of the project.</li> </ul>
<b>Subtask 3.3:</b>	<p><b>Dissemination of Project Information</b> – 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"> <li>• Hosting a Project webpage;</li> <li>• Communicating via media sources;</li> <li>• Holding and/or participating in public education and outreach events.</li> </ul>
<b>Subtask 3.4:</b>	<p><b>Partnership Coordination Report</b>– 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.</p>
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• Draft and Final PPP;</li> <li>• Stakeholder Group meetings – minimum of two (2) per year</li> <li>• Public education and outreach events – minimum of three (3) per year</li> <li>• Stakeholder Group and Public meeting agendas, minutes, sign in sheets and other available documentation;</li> <li>• Draft and Final Partnership Coordination Report.</li> </ul>

<b>Task 4:</b>	<b>Watershed Goals, Management Measures, and Load Reductions – Elements B and C</b>
<b>Objective:</b>	To satisfy Elements B and C of the EPA 2004 Guidelines; To conduct Step 3 in the Watershed Planning and Implementation Process as outlined in the EPA Handbook.
<b>Subtask 4.1</b>	<p><b>Establish Water Quality Goals</b> – The GRANTEE will establish water quality goals for the watershed. Specific management objectives which describe how the goal will be achieved will be developed for each water quality goal. Management objectives will include specific, measurable indicator parameters that will be used to define progress towards meeting the water quality goal and a target value (or endpoint) that will be used to define when the water quality goal has been achieved. At a minimum, water quality goals for the watershed will include meeting applicable water quality standards. The management objective for meeting water quality standards will include a commitment to managing water quality in the watershed and will reference the applicable water quality indicator specified in the water quality standards and the numerical criteria used to assess water quality in the water body. (See Watershed Planning Handbook, Chapters 4 and 9).</p>
<b>Subtask 4.2:</b>	<p><b>Modeling</b> – <i>Add text as applicable. Generally describe modeling strategy including model(s) to be used and what questions the results will answer. Avoid a level of detail which is likely to require revision during the QAPP development phase of the project.</i></p>

<p><b>Subtask 4.3:</b></p>	<p><b>Determine Pollutant Load Reductions Needed to Achieve Water Quality Goals</b> – The GRANTEE will use the analytical method used to estimate the existing pollutant loads from sources in the watershed or other compatible method to estimate the pollutant load reductions from these sources needed to meet the water quality target. The estimate of needed pollutant load reductions will be the basis for the selection of management measures. (See Watershed Planning Handbook, Chapters 4 and 9). The load reductions must:</p> <ul style="list-style-type: none"> <li>• Be sufficient to ensure that water quality standards and designated uses are met;</li> <li>• Be calculated at the same spatial scale and level of detail as the causes and sources and pollutant loads identified in Element A;</li> <li>• Be calculated at key locations in the watershed in order to depict the major problem areas and sources, and to support efficient and targeted management;</li> <li>• Achieve the loading allocations identified in the TMDL, if applicable;</li> <li>• Be linked to a pollution cause/source identified in Element A;</li> <li>• Thoroughly explain the basis of the load reduction estimates, including citing estimates, assumptions or other data used.</li> </ul>
<p><b>Subtask 4.4:</b></p>	<p><b>Select the Management Measures To Be Used to Achieve Needed Pollutant Load Reductions</b> – The GRANTEE will determine the management strategies and practices that will be used to reduce pollutant loads needed to achieve the water quality goals and targets in the watershed. Management strategies and practices will be selected based on an evaluation of the pollutant sources and causes, land use characteristics, feasibility, effectiveness, costs, acceptability, and other relevant factors. The evaluation of management strategies and practices will consider the presence and effectiveness of existing management strategies and practices. The selected management strategies and practices will be the basis for determining the technical and financial assistance that will be needed, the education program that will be used, the schedule for implementing the strategies and practices, interim milestones that will be used to track implementation, the criteria that will be used to determine progress, and the monitoring program that will be used to evaluate the effectiveness of the implementation efforts. (See Watershed Planning Handbook, Chapters 10 and 11). Management measures identified must:</p> <ul style="list-style-type: none"> <li>• Address the causes/sources of pollution identified in Element A;</li> <li>• Include existing management efforts and their effectiveness;</li> <li>• Be identified for critical/priority areas;</li> <li>• Be mapped to the extent possible;</li> <li>• Have an explanation and documentation for the rationale behind selection;</li> <li>• Be feasible for implementation;</li> <li>• Be linked to load reductions identified in Element B;</li> <li>• Be sited/selected at the sub-watershed level;</li> <li>• Be based on technically sound data.</li> </ul>
<p><b>Subtask 4.5:</b></p>	<p><b>Management Measures and Load Reductions – Elements B and C Report</b> – The GRANTEE will develop a report summarizing information developed under Elements B and C. The report will satisfy Elements B and C, be approved by the TCEQ Project Manager, and be presented to stakeholders for feedback.</p>
<p><b>Deliverables:</b></p>	<ul style="list-style-type: none"> <li>• Draft and Final Watershed Goals, Management Measures, and Load Reductions – Elements B and C</li> </ul>

<p><b>Task 5:</b></p>	<p><b>Technical and Financial Assistance – Element D</b></p>
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<b>Objective:</b>	To satisfy Element D of the EPA 2004 Guidelines; To conduct a portions of Steps 1 and 4 in the Watershed Planning and Implementation Process as outlined in the EPA Handbook.
<b>Subtask 5.1:</b>	<p><b>Identify Financial and Technical Assistance Needed for WPP Implementation</b> – The GRANTEE will identify technical and financial assistance needed and associated costs for different stages of implementing the WPP, including:</p> <ul style="list-style-type: none"> <li>• Continuation of watershed coordination and associated administrative costs;</li> <li>• Implementation, operation, and maintenance of structural and educational BMPs, incorporating information developed under Elements B and C;</li> <li>• Measuring the effectiveness of implementation measures through monitoring modeling, data analysis, and data management;</li> <li>• Updating the WPP.</li> </ul> <p>For the estimate of technical assistance needed, the following will be identified:</p> <ul style="list-style-type: none"> <li>• Sources of technical assistance needed;</li> <li>• Descriptions of the anticipated involvement of assisting agencies;</li> </ul> <p>For the estimate of financial assistance needed, the following will identified:</p> <ul style="list-style-type: none"> <li>• Cost estimates;</li> <li>• Potential funding sources. For each management measure, alternative sources should also be identified, where possible.</li> </ul>
<b>Subtask 5.2:</b>	<p><b>Communicate with Potential Providers of Technical and Financial Assistance</b> – The GRANTEE will communicate with potential sources of technical and financial assistance to inform these entities/individuals about the WPP, the type and level of assistance desired, the cost, and the timeframe for assistance needed.</p>
<b>Subtask 5.3:</b>	<p><b>Technical and Financial Assistance – Element D Report</b> – The GRANTEE will develop a report summarizing information developed under Element D. The report will satisfy Element D, be approved by the TCEQ Project Manager, and be presented to stakeholders for feedback.</p>
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• Draft and Final Technical and Financial Assistance – Element D Report.</li> </ul>

<b>Task 6:</b>	<b>Information and Education Component – Element E</b>
<b>Objective:</b>	To satisfy Element E of the EPA 2004 Guidelines; To conduct portions of Steps 1 and 4 in the Watershed Planning and Implementation Process as outlined in the EPA Handbook.
<b>Subtask 6.1:</b>	<p><b>Design the Education and Outreach Implementation Measures</b>– The GRANTEE will create an effective plan to reach target audiences with specific information, education, and social marketing solutions to inform the public, garner support and change behaviors in order to meet water quality standards, including:</p> <ul style="list-style-type: none"> <li>• Identifying education and outreach goals that are specific, measurable, action-oriented, and time-focused;</li> <li>• Identifying audiences that need to be reached in order to meet the goals and objectives of the WPP;</li> <li>• Strategies to reach targeted audiences for specific outreach activities, including participation in implementation and operation and maintenance.</li> <li>• Developing an evaluation component that measures success qualitatively and quantitatively.</li> </ul>

<b>Subtask 6.2:</b>	<p><b>Information &amp; Education Plan Report – Element E Report</b> – The GRANTEE will develop a report summarizing information developed under Element E. The report will satisfy a satisfy portions of Element E pertaining to the information/education component used to enhance public understanding of the project and encourage their early and continued participation in development and implementation of the WPP. In addition, the report should:</p> <ul style="list-style-type: none"> <li>• Show which stakeholder interests/organizations were represented as a part of the development of the WPP;</li> <li>• Demonstrate that there was active and diverse public participation in the plan development showing sufficient local input.</li> </ul> <p>The report will be approved by the TCEQ Project Manager and be presented to stakeholders for feedback.</p>
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• Draft and Final Information and Education Component – Element E, Report.</li> </ul>

<b>Task 7:</b>	<b>Implementation Schedule and Milestones – Elements F and G</b>
<b>Objective:</b>	To satisfy Elements F and G of the EPA 2004 Guidelines; To conduct a portion of Step 4 in the Watershed Planning and Implementation Process as outlined in the EPA Handbook.
<b>Subtask 7.1:</b>	<b>Schedule of Implementing Management Measures</b> – The GRANTEE will develop a reasonably expeditious and realistic schedule for implementing management measures, measuring progress and adapting management, and other watershed activities with estimated dates.
<b>Subtask 7.2:</b>	<b>Description of Interim and Long term Measurable Milestones</b> – The GRANTEE will develop a plan to measure progress in the implementation of management measures, and to determine whether they are being implemented on schedule.
<b>Subtask 7.3:</b>	<b>Implementation Schedule and Milestones– Elements F and G Report</b> – The GRANTEE will develop a report summarizing information developed under Elements F and G. The report will satisfy Elements F and G, be approved by the TCEQ Project Manager, and be presented to stakeholders for feedback.
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• Draft and Final Implementation Schedule and Milestones – Elements F and G Report.</li> </ul>

<b>Task 8:</b>	<b>Measuring Success Component – Elements H and I</b>
<b>Objective:</b>	To satisfy Elements H and I of the EPA 2004 Guidelines; To conduct a portion of Step 4 in the Watershed Planning and Implementation Process as outlined in the EPA Handbook.

<b>Subtask 8.1:</b>	<p><b>Effectiveness Criteria</b> – The GRANTEE will develop a set of criteria to determine whether:</p> <ul style="list-style-type: none"> <li>• Load reductions are being achieved over time;</li> <li>• Substantial progress is being made towards attaining water quality standards and other goals of the WPP.</li> </ul> <p>The criteria will:</p> <ul style="list-style-type: none"> <li>• Be measurable and quantifiable;</li> <li>• Include types of information to be used;</li> <li>• Determine if anticipated reductions are being met;</li> <li>• Determine if adaptive management is needed.</li> </ul>
<b>Subtask 8.2:</b>	<p><b>Monitoring Component to Evaluate Effectiveness</b> – The GRANTEE will develop a monitoring component to evaluate the effectiveness of implementation efforts. The monitoring will be a measure for determining whether progress is being made towards attaining or maintaining the applicable water quality standards and other goals of the WPP. The monitoring program should be fully integrated with the established schedule and with the interim milestone criteria identified. The monitoring component will include:</p> <ul style="list-style-type: none"> <li>• How monitoring will be used to evaluate effectiveness in reducing loads;</li> <li>• Evaluation criteria in Element H;</li> <li>• Routine reporting element in which progress and methodology are presented;</li> <li>• Number and location of sites;</li> <li>• Parameters collected;</li> <li>• Frequency of sampling;</li> <li>• Quality assurance plans;</li> <li>• The linking of load reductions to water quality improvements.</li> </ul>
<b>Subtask 8.3:</b>	<p><b>Plan for Adaptive Management</b> – The GRANTEE will develop a plan for adaptive management that will provide a course of action if portions of the plan are not able to be implemented or if water quality goals are not being met. The adaptive management plan will include alternative actions or decisions making processes, including whether the WPP needs to be revised. The adaptive management plan will be based on effectiveness criteria determined in Subtask 9.1 and tied to milestones determined in Subtask 8.2.</p>
<b>Subtask 8.4:</b>	<p><b>Measuring Success Component – Elements H and I Report</b> – The GRANTEE will develop a report summarizing information developed under Elements H and I. The report will satisfy Elements H and I, be approved by the TCEQ Project Manager, and be presented to stakeholders for feedback.</p>
<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• Draft and Final Measuring Success Component – Elements H and I Report.</li> </ul>

<b>Task 9:</b>	<b>Completion of the Watershed Protection Plan</b>
<b>Objective:</b>	To complete a WPP that meets EPA’s 9 Key Elements of the 2004 Guidelines; To complete Steps 1 through 4 in the Watershed Planning and Implementation Process as outlined in the EPA Handbook; To receive approval from the TCEQ, the Stakeholder Group, and acceptance by the EPA of the WPP.

<b>Subtask 9.1:</b>	<p><b>Compile the WPP</b> – The GRANTEE will compile all approved sections of the WPP (Tasks 3 through 9). The WPP will be assembled using the following format and will include:</p> <ul style="list-style-type: none"> <li>• Title;</li> <li>• Table of Contents;</li> <li>• Executive Summary (including a Nine Key Elements Summary Table);</li> <li>• Acknowledgements;</li> <li>• Introduction;</li> <li>• Problem Definition;</li> <li>• Designated Uses and Water Quality Standards;</li> <li>• Description of Watershed;</li> <li>• Compilation of the reports produced under Tasks 3 through 9 of this project;</li> <li>• References;</li> <li>• Appendices of important documents and information needed for further explanation and the implementation of the WPP.</li> </ul> <p>The GRANTEE will insert appropriate information into a Nine Key Element Summary Table and draft an Executive Summary Section of the WPP. The Executive Summary Section is a synopsis of EPA’s nine elements of a watershed-based plan, how the WPP achieves these elements, and in which sections of the WPP these elements are addressed.</p>
<b>Subtask 9.2:</b>	<p><b>Receive Approval of the Draft WPP from the TCEQ</b> – The GRANTEE will submit the Draft WPP to the TCEQ NPS Program for review, and will respond to and address comments provided by the TCEQ.</p>
<b>Subtask 9.3:</b>	<p><b>Receive Approval of the Draft WPP from the Stakeholder Group</b> – The GRANTEE will present the Draft WPP to the Stakeholder Group for review and approval. The GRANTEE will respond to comments provided by the Stakeholder Group.</p>
<b>Subtask 9.6:</b>	<p><b>Address EPA Comments</b> – The GRANTEE will respond to and address comments provided by the EPA pursuant to EPA acceptance. The WPP will be submitted to the EPA through the TCEQ NPS Program.</p>
<b>Subtask 9.4:</b>	<p><b>Present Draft WPP to Relevant Officials</b> – The GRANTEE will present the Final WPP to local officials and programs that are identified as potential sources of assistance. The GRANTEE will work to acquire letters of support from the potential providers for the WPP and a commitment to implement the relevant management measures.</p>
<b>Subtask 9.5:</b>	<p><b>Present Final WPP to the Public</b> – The GRANTEE will present the Final WPP to the public for information and for publicity and support of future implementation efforts.</p>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Draft WPP for TCEQ Approval</li> <li>• Draft WPP for EPA Acceptance</li> <li>• Final Project Report</li> <li>• Letters of Support</li> </ul>

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

<b>Task 10:</b>	<b>Final Report</b>
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<b>Objective:</b>	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 appendixes.
<b>Subtask 10.1:</b>	<p><b>Draft Final Report</b> – 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 appendixes. 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"> <li>• Title</li> <li>• Table of Contents</li> <li>• Executive Summary</li> <li>• Introduction</li> <li>• Project Significance and Background</li> <li>• Task Reports</li> <li>• Lessons Learned</li> <li>• References</li> <li>• Appendixes</li> </ul>
<b>Subtask 10.2:</b>	<b>Final Report</b> – 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.
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Draft Final Report</li> <li>• Address TCEQ/EPA comments pursuant to TCEQ/EPA approval</li> <li>• Final Report</li> </ul>

## Measures of Success

### **36. 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.

### **37. 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 VIII. Project Timeline

### 38. 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. 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	
<b>Total</b>	<b>\$ 0</b>	

**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	
<b>Total</b>	<b>\$ 0</b>	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

<b>Task #</b>	<b>Title</b>	<b>TCEQ Reimbursable Portion (Federal)</b>	<b>Grantee Match Portion (Non-Federal)</b>	<b>Total</b>
1	Project Administration	\$ 0	\$ 0	\$ 0
2	Quality Assurance	\$ 0	\$ 0	\$ 0
3	Partnerships	\$ 0	\$ 0	\$ 0
4	Management Measures and Load Reductions – Elements B and C	\$ 0	\$ 0	\$ 0
5	Technical and Financial Assistance – Element D	\$ 0	\$ 0	\$ 0
6	Information and Education Component – Element E, Part B	\$ 0	\$ 0	\$ 0
7	Implementation Schedule and Milestones – Elements F and G	\$ 0	\$ 0	\$ 0
8	Measuring Success Component – Elements H and I	\$ 0	\$ 0	\$ 0
9	Completion of the Watershed Protection Plan	\$ 0	\$ 0	\$ 0
10	Final Report	\$ 0	\$ 0	\$ 0
	<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

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
<b>i. Subtotal: Total Direct Costs (sum a-h)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
j. Indirect Costs	\$ 0	\$ 0	\$ 0
k. Other In-kind / Third Party		\$ 0	\$ 0
<b>l. Total Project Costs (sum k &amp; l)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Part X. Applicant Authorization**

**43. Applicant Signature**

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