

Attachment B

Fiscal Year 2011 Work Plan

Fiscal Year 2011 Rider 8 Phase II Work Plan  
Effective Date through August 31, 2011  
Recipient: Alamo Area Council of Governments

**Task 1: Update Conceptual Model through the 2010 Ozone Season**

The Performing Party shall identify necessary and sufficient conditions for high or exceeding ozone measurements in their program area (defined as Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson Counties as well as adjacent counties) at the ozone National Ambient Air Quality Standards (NAAQS). The Performing Party's analyses shall include any seasonal variations and use data through 2010 to the extent possible. In particular, the Performing Party's conceptual model will include the following analyses:

- Evaluate the wind speeds, directions and time of day associated with high ozone events to determine the local conditions and source alignments most frequently associated with high ozone events;
- Develop 24 to 48 hour back trajectories to determine source regions most (and least) likely to affect local area ozone;
- Conduct a weekday/weekend analysis to evaluate the potential impact of various levels of local industrial and mobile source activity;
- Evaluate the range and average background ozone concentrations associated with local wind directions;
- Investigate ozone and precursor trends and estimate the annual frequency of high ozone days; and
- Address additional relevant questions listed in Section 11.1.1 of EPA's ozone modeling guidance document, *Guidance on the Use of Models and Other Analyses to Demonstrating Attainment of Air Quality goals for Ozone, PM2.5, and Regional Haze*. The current version of this guidance is dated April, 2007 and uses an ozone standard threshold of 84 ppb. The questions referenced shall be answered for the adopted ozone standard. In the event that an updated version of this guidance is released by EPA prior to March 31, 2011, the Performing Party shall comply with the updated requirements of EPA.

**Deliverable:** The Performing Party shall deliver an updated Conceptual Model containing analysis of monitoring and other data through 2010. The conceptual model shall be delivered to the TCEQ in a Microsoft Office Word and Adobe Acrobat Reader (\*.pdf) format. Accompanying data and other supporting material shall be provided in a mutually agreeable electronic format.

**Deliverable Date:** June 15, 2011

Cost: \$50,000

## **Task 2: Ambient Monitoring Projects**

- 2.1 The Performing Party shall continue to collect and deliver any routine, hourly ambient monitoring data collected in Fiscal Year 2011. In order to provide accurate quality assurance data for modeling efforts and track movement of pollutants, the Performing Party shall operate the ambient air monitoring sites listed in *Table 1: Ambient Air Monitoring Sites to be Operated by the Performing Party*, and ensure that these sites regularly transfer data to the TCEQ's Leading Environmental Analysis and Display System (LEADS) data system. These monitor sites are described in the FY2008-2009 work plan. The Performing Party shall operate these monitoring sites from April 1 until October 31, contingent upon funding availability.

This contractor-owned transfer standard will be calibrated according to TCEQ specifications, policies and procedures in the TCEQ's NAMS/SLAMS Network and U.S. Mexico Border Support Activities Quality Assurance Project Plan for Air Monitoring in Texas. These requirements are based on requirements found in the code of Federal Regulations (CFR) 40, Parts 50, 53, and 58. See URL <http://www.epa.gov/docs/epacfr40/chapt-I.info/subch-C.htm>

Deliverable: Ambient monitoring data collected at monitoring sites described in the Fiscal Year (FY) 2010 work plan delivered to TCEQ's LEADS.

Deliverable Date: Continuously or as soon as practical between October 1, 2010 and December 1, 2010 and between April 1, 2011 and August 31, 2011 contingent on funding availability.

Cost: \$27,500

- 2.2 The TCEQ and Performing Party will both review the Performing Party's Enhanced Monitoring Proposal and Conceptual Model created as part of its FY 2010 work plan and develop a mutually agreeable set of requirements for any new monitoring equipment needed for the 2011 ozone season. If a mutual agreement cannot be reached, then the Performing Party shall deploy monitoring equipment at the direction of the TCEQ.

Deliverable: New monitoring equipment deployed, at the Performing Party's or TCEQ's direction if necessary, in time to monitor ozone, ozone precursors, or meteorology on a continuous basis for the 2011 ozone season, pending outcome of review. This would include at least one additional monitor.

Deliverable Date: April 1, 2011 through August 31, 2011

Cost: \$50,000

### **Task 3: Emissions Inventories Improvement**

- 3.1 The Performing Party shall implement emissions inventory improvements for any sources for which improvement plans were developed in the FY 2010 work plan (Task 3.2).

#### **Project I**

The Performing Party shall implement emissions inventory improvements for non-road sources for which improvement plans were developed in the FY 2010 work plan. The current non-road inventory development inputs are contained within the Texas NONROAD (TexN) model that relies on a graphical user interface (GUI) and MySQL database to run the latest version of EPA's NONROAD model for any calendar year from 1970-2050. It is expected that any changes that the Performing Party may have for the local area will be for the equipment population estimates available within TexN. An essential part of the deliverables for this task shall be electronic data files that can be easily used by TCEQ staff to update one or more of the following TexN database tables: `L_population_main`, `L_population_years`, and/or `sceninput_population`. The specific fields used by these tables include source category code (SCC), diesel construction equipment (DCE) subsector, horsepower bin, useful life, county/FIPS code, calendar year, etc. Since the Performing Party will provide equipment population updates for a single calendar year, the TCEQ will assume that the existing growth estimates within TexN are valid for both backcasting and forecasting within the 2006-2030 calendar year range. Any submission that does not contain the appropriate TexN inputs to replicate the non-road inventory changes will be deemed incomplete by TCEQ. The current version of TexN is the 1.5 release. For the purposes of this task, the Performing Party shall rely on the latest version available as of January 31, 2011.

#### **Project II**

The Performing Party shall implement emissions inventory improvements for airport sources for which improvement plans were developed in the FY 2010 work plan. Any changes suggested by the Performing Party shall include electronic input and output data sets that can be used by the TCEQ to replicate the results with the Emissions and Dispersion Modeling System (EDMS) that is available from the Federal Aviation Administration (FAA). These figures should include parameters such as landings, take-offs, aircraft types, engine types, ground support equipment types, etc. The current version of EDMS is the 5.1.2 release. For the purposes of this task, the Performing Party shall rely on the latest version of EDMS available as of January 31, 2011.

### Project III

The Performing Party shall review the Truck Idling portions of the 2008 National Emissions Inventories provided for each area by the TCEQ. The Performing Party believes it can provide additional or more detailed emissions inventory input at a sub-county level of analysis. The Performing Party shall provide inputs that can be used for estimation of extended idling emissions for the combination long-haul truck category, which is the only source use type within the current version of MOVES for which extended idling emissions can be estimated. This vehicle category is more commonly referred to as diesel-powered five-axle "eighteen-wheelers", but other four-axle and six-axle configurations are also included in this category. The primary inputs needed by MOVES for extended idling estimation are source hours operating (SHO) in extended idling mode. For the purposes of developing a comprehensive extended idling inventory for the San Antonio area, the following data sets shall be needed: known locations where regular extended idling activity occurs from these heavy trucks; the street address and latitude/longitude of these locations; the total number of available truck parking places; and number of trucks idling by hour of day and type of day at each location. An acceptable extended idling data set shall include number of idling trucks at each location for the two day types of Weekday (Monday-Friday) and Weekend (Saturday-Sunday), along with the three time periods of morning, daytime, and night. For data collect on weekdays, the morning and daytime periods will include observations during local "rush hour" periods to be consistent with how travel demand modeling is conducted. On-road emission inventories for the San Antonio area are not yet available with the MOVES model and it is not expected that such inventories will become available during the term of this work plan. Since EPA has required that States begin using the MOVES model for on-road inventory development, the Performing Party shall not use any on-road emission inventories developed with the MOBILE6.2 model. The Performing Party shall not use the simplified extended idling emission estimation procedure outlined by EPA for use with MOBILE6.2 in the January 2004 "Guidance for Quantifying and Using Long Duration Truck Idling Emission Reductions in State Implementation Plans and Transportation Conformity". As a starting point, the Performing Party may rely on the data that is reported in the phase one and phase two heavy-duty diesel vehicle idling activity and emissions studies available at [http://www.tceq.state.tx.us/implementation/air/airmod/project/pj\\_report\\_mob.html](http://www.tceq.state.tx.us/implementation/air/airmod/project/pj_report_mob.html). The idling survey data collected shall be provided in an organized electronic format that can be readily incorporated into on-road inventory development with the MOVES model. It is expected that the results of any extended idling data collection efforts will be used by the Texas Transportation Institute for development of on-road emission inventories with the MOVES model.

## Project IV

The Performing Party reviewed the Recreation Marine Vessel portions of the 2008 National Emissions Inventories provided for each area by the TCEQ. The Performing Party believes it can provide additional or more detailed emissions inventory input at a sub-county level of analysis through a recreational marine vessel survey. The survey design for the recreational marine vessels will be provided in subtask 3.2. A surveyor will be stationed at each of the 14 public boat ramp sites in the AACOG region from 5 am to 9 pm for at least two days: including one weekday and one weekend day. At each site, the surveyor will count the number of recreational marine vessels entering and leaving the water at that access point during each hour of the day. The surveyors will only record number and characteristics of vessels entering or leaving the water at the assigned site. The surveyors will not count other vessels visible from the access point. The surveyor records the boat counts and type of boat during the summer of 2011.

Any additional projects shall require prior approval from the TCEQ.

**Deliverable:** The Performing Party shall prepare a report documenting the emissions inventory improvement projects and providing the information necessary to update TCEQ modeling files. The deliverables shall also contain the appropriate "upstream" inputs that TCEQ can incorporate into its EPS3 processing efforts for photochemical model input. The report will describe the steps taken, any significant deviations from the previously developed plan, and any background the Performing Party feels is relevant to the project. The Performing Party shall provide the report in Microsoft Office Word and Adobe Acrobat Reader (\*.pdf) formats. Any supporting data or information shall be provided in like format or in a format agreed to by the TCEQ and the Performing Party.

**Deliverable Date:** July 1, 2011

**Cost:** \$110,000

3.2 The Performing Party shall review the Point, Area, and Non-Road portions of the 2008 National Emissions Inventories provided for each area by the TCEQ. The Performing Party shall identify additional significant source categories not identified in FY 2010 that it believes to be under or over estimated, accompanied by high levels of uncertainty, or where the Performing Party believes it can provide additional or more detailed emissions inventory inputs at a sub-county level of analysis.

**Deliverable:** The Inventory review shall be delivered to the TCEQ in a Microsoft Office Word and Adobe Acrobat Reader (\*.pdf) format. Any supporting data or information shall be provided in like format or in a format agreed to by the TCEQ and the Performing Party.

Deliverable Date: June 1, 2011

Cost: \$40,000

- 3.3 The Performing Party shall work with the TCEQ to insert improved local emissions inventory data (from Task 3.1) into the 2008 baseline and future year emissions inventories for the selected photochemical modeling episode. The Performing Party shall thoroughly document their efforts. The Performing Party shall work with the TCEQ to improve the spatial and/or temporal allocation of emissions for the 2006 base case and 2008 baseline scenarios. It is expected that the electronic deliverables from Tasks 3.1 shall contain the appropriate "upstream" inputs that TCEQ can incorporate into its EPS3 processing efforts for photochemical model input. It is very difficult and impractical to properly incorporate either "mid-stream" or "downstream" inputs into TCEQ's EPS3 processing efforts. Mid-stream examples that would not be very useful include EPS3 Input files in the Area and Mobile Source (AMS) format. Downstream examples that would not be very useful include EPS3 output files that are ready for photochemical model input. Examples of EPS3 files that would be very useful include electronic surrogates for the spatial and/or temporal allocation of emissions. Such inputs are typically used with the EPS3 TMPRL and GRDEM modules. Other files could include AFS files with X and Y coordinates.

Deliverable: The Performing Party shall assist the TCEQ staff in preparing improved local emissions inventory information for entry photochemical modeling emissions inventories. Files shall be provided in an electronic format appropriate for use with EPS3 modules such as PREPNT, TMPRL or GRDEM.

Deliverable Date: August 1, 2011

Cost: \$30,000

#### **Task 4: Photochemical Modeling**

During the Phase II period (October 1, 2010 through August 31, 2011), the TCEQ and the Performing Party will be engaged in several photochemical modeling activities designed to advance the Texas State Implementation Plan (SIP). The goal of these Phase II activities is to prepare both a working June 2006 base case ozone episode and a 2008 baseline scenario of this base case.

Some of the steps involved in reaching this goal may include, but are not limited to:

##### Primarily Responsibility of the TCEQ:

1. Completing performance evaluations of the Weather Research and Forecasting (WRF) meteorological modeling;

2. Producing meteorological modeling optimized for inland and coastal areas;
3. Developing and/or modifying 2006 meteorological and emissions inputs for an alternative modeling domain;

Primary Responsibility of the Performing Party with Oversight of the TCEQ:

4. Developing a photochemical modeling protocol appropriate for submittal as part of a Texas SIP revision based on a revised eight-hour ozone standard;
5. Improving and upgrading modeling emissions inventories for the 2008 baseline scenario of this ozone episode;
6. Investigating model performance of the 2006 base case ozone episode;

Primary Responsibility of the Performing Party:

7. Investigating possible ozone sources transported into a particular nonattainment area along with the formation of ozone within the area based on precursor emissions;
8. Investigating model sensitivity to broad changes in precursor emissions using tools such as Anthropogenic Precursor Culpability Assessment (APCA), Ozone Source Apportionment Technology (OSAT), or High-order Decoupled Direct Method (HDDM); and
9. Evaluation of potential local voluntary or mandatory control strategies.

During Phase II, the TCEQ will continually work to develop the overall photochemical modeling episode and periodically deliver updates to the Performing Party via internet, FTP site, or disk drive (for large files) provided by the Performing Party. Steps 1-3 will be the primary responsibility of the TCEQ while steps 7-9 will be the primary responsibility of the Performing Party. Steps 4, 5, and 6 will be primarily a Performing Party responsibility with significant oversight by staff at the TCEQ.

The Performing Party is encouraged to perform appropriate modeling sensitivities which may include APCA runs, OSAT runs, HDDM runs, or source category sensitivities which may provide the Rider 8 areas and the TCEQ with preliminary information regarding the more efficient control strategies to pursue. The use of "zero out" runs whereby anthropogenic precursor emissions are eliminated over large geographic areas is discouraged.

There are several guidelines that the Performing Party shall adhere to.



First, in applying the photochemical model, the Performing Party may not analyze or model control strategies unless they meet the following criteria:

1. The geographic applicability is limited to the Performing Party's program area; and
2. The control strategy is either voluntary or can be implemented under a political subdivision's existing legal authority.

Second, because the TCEQ's staff resources are limited, the Performing Party should expect that technical assistance will be limited to answering specific questions from experienced users of EPS3, CAMx, WRF, LINUX operations systems, and LINUX systems management. Staff from the TCEQ will not be available to provide comprehensive assistance to inexperienced users of EPS3, CAMx, WRF, and LINUX. Third, distribution of multiple and/or large size modeling files to the Performing Party shall require a hard drive shipped and provided at the Performing Party's expense and formatted for LINUX operating systems. Fourth, the TCEQ will not reimburse the Performing Party for any use of photochemical modeling episodes developed for periods prior to 2005.

**Deliverable:** The Performing Party shall document its photochemical modeling activities as part of its regular monthly progress report. The Performing Party shall include any important analyses and results from its inventory development and photochemical modeling work. The Performing Party shall provide the report in Microsoft Office Word and Adobe Acrobat Reader (\*.pdf) formats. Any supporting data or information shall be provided upon request in like format or in a format agreed to by the TCEQ and the Performing Party. For emission inventory and/or modeling file improvements, the Performing Party shall provide all "upstream" inputs in an appropriate electronic format so that suggested changes can be readily replicated and incorporated by the TCEQ staff.

Deliverable Date: August 15, 2011

Cost: \$92,075

#### **Task 5: Local Control Strategies**

The Performing Party shall develop and analyze *local* control strategies according to the standards developed by the TCEQ Air Quality Planning Section. Consideration of control strategies for appropriate analysis may include TCEQ's "Control Measures Catalog for Rider 8 Areas." The finalized control strategy analyses shall contain sufficient information so that TCEQ and/or AACOG modeling staff can modify emissions inventory input files and the TCEQ's Air Quality Planning Section may properly document the strategies in any SIP revision. The local control strategies must meet the four criteria for SIP credit (quantifiable, enforceable, surplus, and permanent).

Deliverable: The Performing Party shall prepare a Local Control Strategy Analysis Document describing the control strategies recommended for inclusion into applicable SIP revisions and providing sufficient documentation for TCEQ staff to utilize in a SIP revision. Reporting shall include comments and direction given by the Air Improvement Resources Committee of AACOG. Any electronic files needed to replicate the control strategy benefit estimates shall be provided in an organized format appropriate for either FTP or web page posting. Examples of these files could include Excel spreadsheets, MOVES and TexN run specification files, MOVES and TexN output files, etc. Large collections of electronic files shall be grouped in a compressed or "zipped" format with appropriate documentation for ease of replicating the work performed.

Deliverable Date: August 1, 2011

Cost: \$55,000

#### **Task 6: Outreach**

6.1 The Performing Party shall maintain and facilitate stakeholder groups or committees that include local governments, businesses, citizens groups, and environmental groups. The purpose of these stakeholder groups shall be (to the extent the Performing Party determines appropriate) to foster community participation in local ozone reduction efforts, review and propose technical work, serve as source of information or ideas in developing local ozone reduction efforts.

Deliverable: The Performing Party shall document its activities (including how many stakeholders attend meetings) and meetings with meeting summaries and in the monthly progress reports.

Deliverable Date: The Performing Party shall document project activity on a monthly basis through the monthly progress reports required in Task 7 of this work plan. A final delivery of materials shall be provided no later than August 1, 2011.

Cost: \$40,000

6.2 The Performing Party shall maintain a public web site to facilitate public access to air quality information and the technical or outreach undertaken by the Performing Party. The Performing Party shall document traffic on its website by counting the number of times the web site is "hit" each month.

Deliverable: The Performing Party shall produce and/or maintain a working web site open to the general public on the Internet as well as information documenting web site traffic.

Deliverable Date: Continuously. Documentation of web site traffic shall be entered into the Performing Party's monthly progress report.

Cost: \$10,000

6.3 The Performing Party shall promote voluntary measures that reduce emissions such as energy efficiency, commuting alternatives, proper vehicle operation and maintenance, and cleaner landscaping alternatives:

1. The Performing Party shall seek opportunities to provide air quality outreach and educational presentations or materials at civic events, business/industry conferences/association meetings, school meetings, transportation and environmental events, and other appropriate venues;
2. The Performing Party shall identify potential partners that can help support local air quality outreach efforts by promoting air quality messages and committing to voluntary ozone reductions measures among industries, businesses, schools, local governments, and other audiences. These partnering organizations may include Chambers of Commerce, media, industry associations, state environmental/transportation/energy agencies, and environmental groups:

Deliverable: Monthly activity report listing outreach/education activities, presentations given, number of people reached, and number of outreach materials distributed. The reports will include the estimated emissions reductions, when applicable, associated with the Performing Agency's VMT reduction initiatives, such as the annual Walk & Roll Corporate Challenge and carpool matching web sites. In addition, other quantifiable emission reductions reported to the Performing Party as part of the Alamo Clean Air Partnership Program will be documented in the report.

Deliverable Date: The Performing Party shall document project activity on a monthly basis through the monthly progress reports required in Task 7 of this work plan. A final delivery of materials shall be provided no later than August 1, 2011.

Cost: \$83,425

6.4 The Performing Party shall monitor information sources for proposals of new or expanding business or industrial operations in the San Antonio Program Area. The work may consist of review of permit applications, identification of new or expanding businesses, and verification of building schedules with anticipated dates of startup. Where appropriate, the Performing Party shall attempt to meet with identified new or expanding businesses and industries and provide impact analysis through photochemical modeling assessment, outreach materials, and information on voluntary control strategies designed to help offset or reduce the proposed emissions.

Deliverable: For each business or other entity that the Performing Party meets and from which the Performing Party receives adequate technical information, it shall prepare a technical memorandum summarizing the Performing Party's estimate of potential new emissions, the impact of those emissions on future ozone, the offsets or control strategies proposed or discussed, and the outcome of the Performing Party's outreach effort. The technical memorandums shall be delivered in Microsoft Office Word and Acrobat Reader (\*.pdf) formats. At the request of the TCEQ and with the permission of the business interviewed, the Performing Party shall also provide supplemental materials supporting conclusions and estimates made by the Performing Party in formats mutually agreed upon.

Deliverable Date: Each technical memorandum shall be delivered within thirty (30) days of any outreach effort. Additionally, the Performing Party shall document project activity on a monthly basis through the monthly progress reports required in Task 7 of this work plan. A final delivery of materials shall be provided no later than August 1, 2011.

Cost: \$50,000

#### **TASK 7: Administrative Activities**

The Performing Party shall perform all support necessary to ensure that all grant requirements are met and that the Work is completed in a timely manner with sufficient quality. This may include, but is not limited to providing general supervision for grant activities, administering sub-contracts, submitting reports and invoices, facilitating and/or attending meetings for stakeholder groups or other planning entities. The Performing Party shall summarize its activities in a monthly progress report described below.

Deliverable: The progress report and monthly invoices shall document, in sufficient technical detail and by task, the accomplishments, expenditures, and milestones achieved during the prior thirty (30) days in monthly progress reports. Specifically, the monthly progress report shall:

1. Summarize all activities performed by the Performing Party with respect to each task and subtask of this work plan for the previous month;
2. Establish performance goals for each task and subtask for the month in which the report is delivered;
3. Compare accomplishments on every task and subtask to performance goals established the previous month;
4. Summarize reasons why performance goals were not met; and
5. Provide a preliminary estimate of costs by task and subtask for the reporting period.

Deliverable Date: The Performing Party shall submit, via electronic mail, a monthly progress report of its activities no later than the 10<sup>th</sup> day of each month or the

next business day if the 10<sup>th</sup> of the month falls on a weekend or holiday. Monthly invoices should be submitted to the TCEQ monthly as soon as practical.

Cost: \$111,723.54

**TASK 8. Out-of-State Travel for Technical Tasks**

All Grant Recipients wishing to receive advance approval to send staff to out of state events may list these trips in this work plan on *Table 1: Proposed Out-of-State Travel*. Any out of state travel must be directly related to the purposes of this Grant. Travel outside of Texas not listed below may be undertaken with prior written approval from the designated TCEQ Project Representative. The PERFORMING PARTY requests advance approval of travel for the following out of state events:

**Table 1: Proposed Out of State Travel**

EPA's 2011 Emission Inventory Conference, location to be determined
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**FY 2011 Summary of Deliverables**

In the event of a conflict between the deliverables or due dates shown in this table and the deliverables or due dates described above, the deliverables and due dates in the table prevail, except that if a deliverable is described above but is not shown on this table, it shall nevertheless be due as described above.

<b>Deliverable</b>	<b>Deliverable Date</b>
Task 1: The Performing Party shall deliver an updated Conceptual Model containing analysis of monitoring and other data through 2010.	June 15, 2011
Task 2.1: Ambient monitoring data collected at monitoring sites described in the Fiscal Year (FY) 2010 work plan delivered to TCEQ's LEADS.	Continuously between October 1, 2010, and December 1, 2010 and April 1, 2011, and between August 31, 2011 contingent on funding availability, or as soon as practical.
Task 2.2: New monitoring equipment to monitor ozone, ozone precursors, or meteorology on a continuous basis for the 2011 ozone season.	April 1, 2011 through August 31, 2011

Deliverable	Deliverable Date
<p>Task 3.1: The Performing Party shall implement emissions inventory improvements for Non-Road sources for which improvement plans were developed in the FY 2010 work plan</p>	<p>July 1, 2011</p>
<p>Task 3.2: The second inventory review shall be delivered to the TCEQ in a Microsoft Office Word and Adobe Acrobat Reader (*.pdf) format. Any supporting data or information shall be provided in like format or in a format agreed to by the TCEQ and the Performing Party.</p>	<p>June 1, 2011</p>
<p>Task 3.3: The Performing Party shall assist the TCEQ staff in preparing improved local emissions inventory information for entry photochemical modeling emissions inventories.</p>	<p>August 1, 2011</p>
<p>Task 4: The Performing Party shall document its photochemical modeling activities as part of its regular monthly progress report. The Performing Party shall include any important analyses and results from its inventory development and photochemical modeling work. The Performing Party shall provide the report in Microsoft Office Word and Adobe Acrobat Reader (*.pdf) formats. Any supporting data or information shall be provided upon request in like format or in a format agreed to by the TCEQ and the Performing Party. For emission inventory and/or modeling file improvements, the Performing Party shall provide all "upstream" inputs in an appropriate electronic format so that suggested changes can be readily replicated and incorporated by the TCEQ staff.</p>	<p>August 15, 2011</p>
<p>Task 5: The Performing Party shall prepare a Local Control Strategy Analysis Document describing the control strategies recommended for inclusion into applicable SIP revisions and providing sufficient documentation for TCEQ staff to utilize in a SIP revision.</p>	<p>August 1, 2011</p>

Deliverable	Deliverable Date
Task 6.1: The Performing Party shall document its activities (including how many stakeholders attend meetings) and meeting summaries in the monthly progress reports.	Monthly
Task 6.2: The Performing Party shall produce and/or maintain a working web site open to the general public on the internet as well as information documenting web site traffic.	Documentation of web site traffic shall be entered into the Performing Party's monthly progress report.
Task 6.3: Public Outreach	Documentation regarding activities conducted, number of people reached, VMT reductions, and emissions reductions (if quantifiable) shall be entered into the Performing Party's monthly progress report.
Task 6.4: Meet with identified new or expanding businesses and industries and provide impact analysis through photochemical modeling assessment, outreach materials, and information on voluntary control strategies designed to help offset or reduce the proposed emissions.	Each technical memorandum shall be delivered within thirty (30) days of any outreach effort.
Task 7: The progress report and monthly invoices shall document, in sufficient technical detail and by task, the accomplishments, expenditures, and milestones achieved during the prior thirty (30) days in monthly progress reports.	The Performing Party shall submit, via electronic mail, a monthly progress report of its activities no later than the 10 <sup>th</sup> day of each month or the next business day if the 10 <sup>th</sup> of the month falls on a weekend or holiday. Monthly invoices should be submitted to the TCEQ monthly as soon as practical.
Annual Cost Allocation Plan Documentation Section 12.8.1	The Performing Party shall annually provide to the TCEQ, copies of its current cost allocation plans for indirect, allocated central service, and billed central service costs within thirty (30) days of that plan being approved by its cognizant agency or state coordinating agency.
Section 12.8.2: Indirect and Allocated Central Service Costs Recovery Report for the Year Ending August 31	October 31 of each year contract is in place.