

## SCOPE OF WORK

### **TASK 1: PROJECT ADMINISTRATION**

**Objective:** To manage all administrative functions required to support the Clean Rivers Program (CRP) contract, including:

- informative and timely Progress Reports;
- participation in conference calls;
- participation at CRP meetings;
- timely and accurate reimbursement forms with adequate documentation;
- efficient cost control to ensure expenses are allowable and applicable;
- responsibility for procurement and oversight of subcontractors;
- participation in fiscal monitoring reviews;
- timely and accurate deliverables that meet the intent of the FY16-17 CRP Guidance;
- adherence to TCEQ contract provisions;
- detailed and reasonable Work Plan development;
- financial reporting and budget monitoring; and
- training to ensure personnel are properly prepared to conduct work.

**Task Description:** This task involves supervising activities, monitoring progress, attending meetings for coordination, and the preparation of documentation for reporting progress and financial management.

**Progress Reports** - Progress Reports will contain a level of detail sufficient to document the activities which occurred during the appropriate quarter, and provide detailed supporting documentation and justification for reimbursement requests. Progress Reports will contain a general description of activities, a detailed tracking of deliverables, and the amount of water quality monitoring which occurred during the quarter. The Progress Report will be in the format provided in Exhibit 1D of the FY16-17 CRP Guidance.

**Reimbursement Requests** - A Financial Status Report (FSR), Supplemental Forms, and a current Personnel Eligibility List (PEL) will be submitted along with appropriate additional documentation on a quarterly basis. An updated Equipment Inventory List will be submitted when changes occur during the quarter. BRRs will be made in advance of making changes to the budget.

**Contractor and Subcontractor Evaluations** - An annual self-evaluation and evaluations of subcontractors will be submitted at the end of each fiscal year.

**Procurement Procedures Documentation** - Documentation of the procurement process used to solicit, evaluate, pay, and oversee subcontractors, as specified in the FY16-17 CRP Guidance, will be developed. This documentation will be maintained in-house and will be made available for review by TCEQ staff upon request. For each subcontract made in association with this Contract, the Performing Party will provide a memo describing the procurement method used and a summary of the work to be performed to the CRP Project Manager. In addition, a Procurement System Certification will be submitted with the supporting documentation required with the Fiscal Year 2018-2019 (FY18-19) Work Plan.

**Conference Calls** – The Performing Party will participate in all scheduled conference calls unless other arrangements are made with the TCEQ Project Manager.

**Conferences and Training Events** - The Performing Party will participate in meetings and training events as scheduled by the CRP. All non-CRP conferences and training events need to be pre-approved by TCEQ prior to incurring costs associated with such events.

**Documentation for Desk Review or On-Site Visit** - Detailed supporting documentation, in addition to the quarterly documentation, will be made available upon request. The additional supporting documentation will include those items outlined in Exhibit 1B of the FY16-17 CRP Guidance. In the case of an on-site visit, the appropriate Performing Party personnel will be available during the visit.

**FY18-19 Work Plan and Supporting Documentation** - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY18-19 CRP Guidance. Supporting documentation will include (as applicable): budget by category, budget by task, PEL, fringe rate methodology, indirect rate methodology, allocated costs documentation, equipment purchase request list, equipment inventory, list of tasks that will be sub-contracted, a list of known training events/conferences, and a signed Procurement System Certification. The Work Plan will include the tasks and deliverables outlined in the FY18-19 CRP Guidance and will be negotiated with the CRP Project Manager. A list of all deliverables in due date order will be submitted with the final Work Plan.

### **Deliverables and Due Dates:**

#### **September 1, 2015 through August 31, 2016**

- A. Progress Reports - December 15, 2015; March 15 and June 15, 2016
- B. Annual Self-Evaluation and, if applicable, Subcontract Evaluations - August 31, 2016
- C. Procurement Procedures Documentation Memo- within 30 days after the subcontract is executed
- D. Additional Submission Documentation for Desk Review or Site Visit - upon request

#### **September 1, 2016 through August 31, 2017**

- A. Progress Reports - September 15 and December 15, 2016; March 15, June 15, and August 31, 2017
- B. Proposed FY18-19 Work Plan and Supporting Documentation - March 1, 2017
- C. Final FY18-19 Work Plan and Supporting Documentation – April 1, 2017
- D. Annual Self Evaluation and, if applicable, Subcontract Evaluations - August 31, 2017
- E. Procurement Procedures Documentation Memo - within 30 days after the subcontract is executed
- F. Additional Submission Documentation for Desk Review or Site Visit - upon request

### **TASK 2: QUALITY ASSURANCE**

**Objective:** To conduct data collection activities in accordance with an integrated system of quality management activities involving planning, assessment, implementation, training, and quality improvement. This task addresses objectives and processes for:

- Quality Assurance Project Plan (QAPP) development and implementation;
- laboratory quality assurance;
- data review, verification, and validation;
- oversight of project(s); and
- special studies project planning.

**Task Description:** All work funded by this Agreement that involves the acquisition of environmental data generated from direct measurement activities, collected from other sources, or compiled from computerized databases and information systems shall be planned in consultation with TCEQ and be documented in a fully approved TCEQ QAPP before data collection can be implemented.

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

**Basin-wide QAPP** - The Basin-wide QAPP will be submitted to TCEQ in the TCEQ-approved shell format. Only those sites covered by the QAPP and parameters meeting the requirements of Texas Water Code Chapter 5, Subchapter R (TWC §5.801 et seq) and Title 30 TAC Chapter 25, Subchapters A and B will be included in the document. The Performing Party will address all TCEQ comments and submit the revised QAPP to TCEQ within 30 days after receiving comments from TCEQ.

The Performing Party will secure written documentation (signature in the QAPP or Adherence Letter) from participants under the QAPP stating their awareness of and commitment to requirements contained in the QAPP and any appendices and amendments. This documentation will be maintained as part of the Performing Party's quality assurance records. Copies of all Adherence Letters must be forwarded to TCEQ no later than 45 days from TCEQ approval of the QAPP, but prior to the monitoring event. (Note: Adherence Letters are not required for entities who sign the QAPP). The Performing Party will distribute the QAPP to all participants (including the laboratory). Documentation of distribution will be maintained by the Performing Party and be available for review

during a TCEQ monitoring systems audit.

Sections of the Basin-wide QAPP will be posted to the Performing Party's CRP Web page. These sections include the monitoring program or project objectives, measurement performance specifications (i.e., Table A7 of the QAPP), appendices, and the monitoring schedule and maps of sampling sites. In lieu of the monitoring schedule and maps, a link to the coordinated monitoring schedule (CMS) website may be provided, with a disclaimer that states the CMS includes stations monitored by other entities.

**QAPP Amendment to Appendix B** - The monitoring schedule in Appendix B of the Basin-wide QAPP will be updated for the second year of the contract biennium after the annual coordinated monitoring meeting. This special type of QAPP amendment will be submitted using the TCEQ-approved shell format. Only the sites covered by the Performing Party's QAPP will be included in Appendix B of the QAPP.

**Planning for Special Studies or Permit Support Monitoring** - Special studies and monitoring projects to support permits will be systematically planned in consultation with TCEQ staff around the elements of the QAPP. The Performing Party Project Manager will coordinate with TCEQ to establish the planning team, schedule the meeting (90 days prior to the planned sampling date), distribute meeting materials in advance of the meeting, facilitate the meeting, and prepare meeting minutes. The Performing Party will submit planning materials for the meeting to all participants one week prior to the meeting. Meeting materials will include, as appropriate, a problem definition, as currently understood, a description of the budget, personnel and schedule issues, maps, information on past or on-going studies, historical water quality data, water quality inventory results, wastewater discharge information, known or expected sources of contamination, existing monitoring sites, land use information, etc. Planning meeting summary notes will be provided to participants within two weeks of the meeting. The information developed during the planning meeting will be incorporated into a QAPP appendix. The QAPP appendix will be submitted to TCEQ (within 30 days after the planning meeting) using the TCEQ-approved shell format.

**QAPP Appendices** - Special studies and permit support monitoring projects that have different objectives than those described in the Basin-wide QAPP will be incorporated into the QAPP as appendices after they are thoroughly planned in consultation with TCEQ. The QAPP appendices will be written in the TCEQ prescribed format and reference sections of the Basin-wide QAPP as appropriate, and otherwise address information that is unique to the project. Unique aspects of special projects will include the problem definition, the task description, measurement performance specifications, sample design rationale, sampling methods requirements, etc. QAPP appendices will be sent to TCEQ through the CRP Project Manager. TCEQ comments will be addressed and the document will be modified and resubmitted within 30 days of receipt.

**QAPP Amendments and Revisions to Appendices** - Changes in parameters, sampling or analytical procedures, project organization, and other items of an existing project necessitates an amendment to the QAPP and/or Revisions to Appendices. Amendments and revisions to Appendices will be submitted electronically to the CRP Project Manager on an "as needed" basis in the TCEQ shell format for agency review. QAPP Amendments and Revisions to Appendices will be distributed, upon approval, to all personnel on the distribution list maintained by the Performing Party.

**Project Oversight** - The Performing Party will participate in monitoring systems audits and laboratory inspections by TCEQ.

The Performing Party will conduct oversight of sub-participants (including contractors and in-kind participants) who conduct field monitoring under their basin QAPP. The assessment will be performed once during the Contract cycle in the case of on-going projects, or once during a project's lifetime in the case of short-lived special studies. The Performing Party will conduct monitoring systems audits on the Upper Guadalupe River Authority (UGRA) and any other sub-participants once during the Contract period.

Following the on-site assessment, the Performing Party will provide the organization audited with an audit report within 30 days. If no findings are identified, then the report will state as such. If findings are identified during the audit, they will be reported in the audit report. Audit reports will contain references to written specifications, as defined in the QAPP or in a standard operating procedure (SOP). The audited organization will be asked to respond in writing to the report within 30 days. A copy of the audit report and the response will be submitted as a deliverable to the CRP Project Manager with the Progress Report no later than the quarter following the one in

which the audit was conducted.

**Corrective Action Reports** - Issues that may affect data quality and availability will be tracked, addressed, and reported to TCEQ using the definitions and corrective action strategy laid out in the FY16-17 CRP Guidance. The Performing Party must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

### **Deliverables and Due Dates:**

#### **September 1, 2015 through August 31, 2016**

- A. Basin-wide QAPP Receipt Acknowledgement and Adherence Letters (if applicable) - October 15, 2015
- B. Specified sections of the Basin-wide QAPP posted to the Web page - October 31, 2015
- C. Draft QAPP Appendix B Amendment for FY17 monitoring - June 15, 2016
- D. Final QAPP Appendix B Amendment for FY17 monitoring – August 15, 2016
- E. Planning meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- F. Planning meeting summary notes for Special Studies or Permit Support Monitoring (if applicable) – within two weeks of the planning meeting
- G. QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) – within 30 days after the planning meeting
- H. QAPP Amendments and revisions to Appendices (if applicable) - as needed
- I. QAPP Appendix and Amendment Receipt Acknowledgement and Adherence Letters (if applicable) - no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- J. Participate in TCEQ monitoring systems audit and response to comments (if applicable) - date planned in consultation with TCEQ
- K. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle (if applicable) – to be scheduled
- L. On-site project oversight report and response (if applicable) - with the Progress Report no later than the quarter following the one in which the audit was conducted
- M. Corrective action status report (if applicable) - with Progress Report

#### **September 1, 2016 through August 31, 2017**

- A. Draft FY18-19 Basin-wide QAPP - June 15, 2017
- B. Final FY18-19 QAPP - August 15, 2017
- C. Planning meetings for Special Studies or Permit Support Monitoring (if applicable) - 90 days prior to the planned sampling date
- D. Planning meeting summary notes for Special Studies or Permit Support Monitoring (if applicable) - within two weeks of the planning meeting
- E. QAPP Appendices for Special Studies or Permit Support Monitoring (if applicable) – within 30 days after the planning meeting
- F. QAPP Amendments and revisions to Appendices (if applicable) - as needed
- G. QAPP Appendix and Amendment Receipt Acknowledgement and Adherence Letters (if applicable) - no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- H. Participate in TCEQ monitoring systems audit and response to comments (if applicable) - date planned in consultation with TCEQ
- I. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle (if applicable) - August 1, 2017
- J. On-site project oversight report and response (if applicable) - August 31, 2017
- K. Corrective action status report (if applicable) - with Progress Report

### **TASK 3: WATER QUALITY MONITORING**

**Objectives:** Water quality monitoring will focus on collecting information to characterize water quality in a variety of locations and conditions. These efforts will include a combination of:

- planning and coordinating basin-wide monitoring;
- routine, regularly-scheduled monitoring to collect long-term information and support statewide assessment of water quality; and
- systematic, regularly-scheduled short-term monitoring to screen water bodies for issues.

**Task Description:** The Performing Party will conduct water quality monitoring and provide details in the Progress Report as prescribed in the FY16-17 CRP Guidance. The actual number of sites, location, frequency, and parameters collected will be based on priorities identified at the basin Steering Committee and Coordinated Monitoring meetings and included in the amended Appendix B schedule of the QAPP.

**Monitoring Description** – In FY16, the Performing Party will conduct routine monitoring at a minimum of 15 sites monthly and a minimum of nine sites quarterly for field, conventional, flow (at stream sites), and bacteria parameter groups. Biological and habitat monitoring will be conducted at two sites in the Performing Party's basin. In addition, the Performing Party will coordinate with UGRA for the monitoring of a minimum of ten sites quarterly in Kerr County for field, conventional, flow (at stream sites), and bacteria parameter groups. In FY17, the Performing Party will monitor at a similar level of effort as in FY16. The actual number of sites, location, frequency, and parameters collected for FY17 will be included in the Performing Party QAPP Appendix B update.

All monitoring procedures and methods will follow the guidelines prescribed in the Performing Party QAPP, TCEQ *Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods (RG-415)* and TCEQ *Surface Water Quality Monitoring Procedures, Volume 2: Methods for Collecting and Analyzing Biological Assemblage and Habitat Data (RG-416)*.

**Coordinated Monitoring Meeting** - The Performing Party will hold an annual coordinated monitoring meeting as described in the FY16-17 CRP Guidance. Qualified monitoring organizations will be invited to attend the working meeting in which monitoring needs and purposes will be discussed segment by segment and station by station. Information from participants and stakeholders will be used to select stations and parameters that will enhance overall water quality monitoring coverage, eliminate duplication of effort, and address basin priorities. A summary of the changes to the monitoring schedule will be provided to the participants within two weeks of the meeting. The changes to the monitoring schedule will be entered into the statewide database on the Internet (<http://cms.lcra.org>) and communicated to meeting attendees. Changes to monitoring schedules that occur during the course of the year will be entered into the statewide database on the Internet and communicated to meeting attendees.

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

#### **Deliverables and Dues Dates:**

##### **September 1, 2015 through August 31, 2016**

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - December 15, 2015; March 15 and June 15, 2016
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2016
- C. Coordinated Monitoring Meeting Summary of Changes - within 2 weeks of the meeting
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2016

##### **September 1, 2016 through August 31, 2017**

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report - September 15 and December 15, 2016; March 15 and June 15 and August 31, 2017
- B. Coordinated Monitoring Meeting - between March 15 and April 30, 2017
- C. Coordinated Monitoring Meeting Summary of Changes – within 2 weeks of the meeting
- D. Email notification that Coordinated Monitoring Schedule updates are complete - May 31, 2017

#### **TASK 4: DATA MANAGEMENT**

**Objectives:** To manage a quality-assured water quality monitoring database and transfer data to TCEQ Surface Water Quality Monitoring Information System (SWQMIS) database in the required format.

**Task Description:** Surface water quality monitoring data files, including biological, special studies, and targeted monitoring data, will be transferred to TCEQ in the correct format using TCEQ file structure. Binary Large Object (BLOB) files will be provided with biological data as outlined in the FY16-17 CRP Guidance.

The Performing Party will review each data set using the Data Review Checklist and the SWQMIS Data Loader. A Data Summary (including information on data completeness) and the SWQMIS Validator Report will be submitted with each data set. The Data Summary will contain basic identifying information about the data set, information regarding inconsistencies and errors identified during data verification and validation steps, and/or problems with data collection efforts.

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

Water quality data approved by TCEQ will be posted on the Performing Party's Web page at least twice a year, or a link may be provided to the TCEQ Surface Water Quality Web Reporting Tool at <http://www80.tceq.texas.gov/SwqmisPublic/public/default.htm>.

### **Deliverables and Due Dates:**

#### **September 1, 2015 through August 31, 2016**

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary - December 1, 2015; March 1 and August 1, 2016
- B. Surface water quality monitoring data updates to Web page or link to TCEQ's water quality data – February 1 and August 1, 2016
- C. BLOB files - coordinate due date(s) with TCEQ Project Manager

#### **September 1, 2016 through August 31, 2017**

- A. Surface water quality monitoring data files SWQMIS Validator Report, and Data Summary - December 1, 2016; March 1 and August 1, 2017
- B. Surface water quality monitoring data updates posted to Web page, or link to TCEQ's water quality data - February 1 and August 1, 2017
- C. BLOB files - coordinate due date(s) with TCEQ Project Manager

### **TASK 5: DATA ANALYSIS AND REPORTING**

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

- correlate watershed characteristics with water quality conditions;
- highlight areas where water quality appears to be improving or declining;
- support and/or validate the findings of the TCEQ Water Quality Integrated Report;
- support planning of monitoring efforts;
- identify areas where nonpoint source management efforts may be applied; and
- provide information for stakeholders to discuss at Steering Committee meetings.

**Task Description:** The Performing Party will prepare an annual Basin Highlights Report.

**Basin Highlights Report** - The Performing Party may vary the content of the Basin Highlights Report in an effort to reduce repetition of information that does not change on an annual basis. The Basin Highlights Report will follow one of the versions described below as detailed in the FY16-17 CRP Guidance.

#### *The Standard Report*

- an overview of basin water quality monitoring describing each organization's participation
- the top water quality issues in the basin for stakeholder prioritization and monitoring decisions
- a description of water quality conditions for each segment/water body
- a summary of findings from special studies
- maps showing the location of sampling sites and water quality issues
- summary of Steering Committee and other public outreach activities
- instructions on how to get involved in Steering Committee meetings, volunteer monitoring, and other opportunities for participation
- information on the CRP content featured on the Performing Party's Web page

*Watershed Characterization*

- descriptions of segments with the areas of impairment or interest described
- stream / reservoir hydrology
- impairment/area of interest description
- land use and natural characteristics
- potential causes of each impairment
- potential stakeholders
- recommendations for improving water quality
- maps including water bodies and relevant spatial conditions
- ongoing projects
- images of water bodies and watershed areas being characterized
- major watershed events (present and future)

Electronic copies of the Draft Report and five copies of the Final Report will be provided to TCEQ. TCEQ will provide comments on the Draft Report and final approval will rest with TCEQ. The reports will be made available to basin stakeholders, and on the Performing Party's Web page.

**Deliverables and Due Dates:****September 1, 2015 through August 31, 2016**

- A. Draft Basin Highlights Report - February 15, 2016
- B. Final Basin Highlights Report - May 15, 2016
- C. Post Report to Web page - June 30, 2016

**September 1, 2016 through August 31, 2017**

- A. Draft Basin Highlights Report - February 15, 2017
- B. Final Basin Highlights Report – May 15, 2017
- C. Post Report to Web page – June 30, 2017

**TASK 6: STAKEHOLDER PARTICIPATION AND PUBLIC OUTREACH**

**Objectives:** Enhance and support participation of stakeholders in the development of water quality objectives and priorities for the basin, and CRP as a whole. Engage in education and outreach activities to enhance stakeholder knowledge and involvement.

The Steering Committee serves as the focus of public input and assists with:

- creation of specific, achievable water quality objectives and basin priorities;
- review and development of work plans and allocation of resources;
- review, development and approval of major reports;
- establishment of monitoring priorities and development of monitoring plans; and
- identification of priority problem areas and possible actions to address these problems and pollutant sources.

Stakeholders should be engaged through outreach and education activities that support the CRP goals. This can be accomplished by:

- providing several forums for citizens to contribute their ideas and concerns;
- participating in outreach and education activities to increase public awareness about water quality issues in the basin;
- communicating information on water quality issues so that priorities may be set considering local, regional, state, and federal needs; and
- providing opportunities for volunteer citizen monitoring of basin water bodies.

**Task Description:** To ensure a comprehensive watershed assessment program, the Performing Party will provide opportunities for stakeholder and interested party participation in development of water quality objectives and priorities for the basin and CRP. Stakeholder involvement will be accomplished through both the Steering Committee process and other public participation outreach and education activities, following the FY16-

17 CRP Guidance.

**Steering Committee and Meetings** - In order to sufficiently address the different interests, concerns and priorities of each watershed, the Performing Party will work to ensure that the Steering Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY16-17 CRP Guidance. If specified groups are not represented, efforts will be made to recruit representatives before the next scheduled meeting. To engage new members and increase participation, the Performing Party will take every opportunity to promote the CRP and involvement in the Steering Committee.

To meet the goals and coordination requirements of the FY16-17 CRP Guidance, the Performing Party will conduct one Steering Committee meeting during each year of the contract. Additional sub-committees or other public meetings may also be held to help complete the requirements.

The Performing Party will contact stakeholders at least 45 days in advance of meeting date(s) to encourage participation. A questionnaire, which will be sent to all interested stakeholders, will provide a list of proposed agenda topics, request confirmation of continued interest/participation in the Steering Committee, and request input on additional topics and potential stakeholders. Along with the priority agenda topics identified in the FY16-17 CRP Guidance, Steering Committee meetings will also include additional topics that have been identified to be of significant interest to stakeholders. A final meeting announcement and agenda will be made available at least 15 days prior to the meeting.

After each Steering Committee meeting, the Performing Party will ensure all stakeholder input, comments, decisions, and any other meeting accomplishments reached are addressed, where applicable. For all Steering Committee meetings, copies of meeting materials will be provided with the next Progress Report, and include: a copy of the meeting agenda, presentations, meeting minutes, and a list of attendees.

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

The Performing Party will develop, maintain, update, and report on their Web page as specified in the FY16-17 CRP Guidance. The Web page will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. The Performing Party will also include summaries of revisions to the Web page in/with the corresponding quarterly Progress Report.

### **Deliverables and Due Dates:**

#### **September 1, 2015 through August 31, 2016**

- A. Document that Web page meets outlined requirements – December 15, 2015
- B. Summary of Web page updates - December 15, 2015; March 15 and June 15, 2016
- C. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – January 25, 2016
- D. Final announcements and agenda for Steering Committee meetings – March 1, 2014
- E. Steering Committee meeting - date as negotiated with TCEQ Project Manager
- F. Steering Committee meeting materials - *with Progress Report following meeting*
- G. Steering Committee meeting minutes posted to the Web page – *indicate in Progress Report following meeting*
- H. Materials from education and outreach activities - December 15, 2015; March 15 and June 15, 2016

#### **September 1, 2016 through August 31, 2017**

- A. Summary of Web page updates – September 15 and December 15, 2016; March 15, June 15, and August 31, 2017
- B. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – January 25, 2017
- C. Final announcements and agenda for Steering Committee meetings – March 1, 2017
- D. Steering Committee meeting - number and dates as negotiated with CRP Project Manager
- E. Steering Committee meeting materials - *with Progress Report following meeting*



- F. Steering Committee meeting minutes posted to the Web page - *indicate in Progress Report following meeting*
- G. Materials from education and outreach activities - September 15 and December 15, 2016; March 15, June 15, and August 31, 2017