

**TEXAS
CLEAN RIVERS PROGRAM
FY 2014 – 2015**

WORKPLAN



JULY 24, 2013

**COMPREHENSIVE
WATER QUALITY ASSESSMENT**

**RED RIVER BASIN
AND
CANADIAN RIVER BASIN**

FY 2014 - 2015 WORK PLAN

**PREPARED IN COOPERATION WITH THE
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
UNDER THE AUTHORIZATION OF THE
CLEAN RIVERS ACT**

BY

RED RIVER AUTHORITY OF TEXAS

CONTRACT PERIOD – SEPTEMBER 1, 2013 THROUGH AUGUST 31, 2015

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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 FY2014-15 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: The Red River Authority of Texas' (Authority) Project Manager and the CRP Team Members will administer the Clean Rivers Program for the Canadian and Red River Basins, in accordance with the CRP Guidance for FY 2014-15.

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 FY 2014-15 CRP Guidance.

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

Contractor and Subcontractor Evaluations - An annual self-evaluation, as well as 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 FY2014-2015 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, a letter listing the procurement method used and a copy of the executed subcontract will be submitted to the CRP Project Manager. In addition, a Procurement System Certification will be submitted with the supporting documentation required with the work plan.

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

Conferences and Training Events – The Authority 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 the TCEQ prior to incurring costs associated with such events. Proposed non-CRP conferences and training events may include Regional Water Resource Conferences, Texas Water Monitoring Congress, Special Analytical Training Events, etc.

Documentation for Desk Review or On-Site Visit - Detailed supporting documentation, in addition to the traditional quarterly documentation, will be made available upon request. The additional supporting documentation will include those items outlined in Exhibit 1B of the FY 2014-2015 CRP Guidance. In the case of on an on-site visit, the appropriate Authority personnel will be available during the visit.

FY 2016 - 2017 Work Plan and Supporting Documentation - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY 2016-2017 CRP Guidance. Supporting documentation will include (as applicable): budget by category, budget by task, Personnel Eligibility List, 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 FY 2016-2017 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 & Due Dates:

September 1, 2013 through August 31, 2014

- A. Progress Reports – December 15, 2013; March 15 and June 15, 2014
- B. Annual Self-Evaluation and, if applicable, Subcontract Evaluations – August 31, 2014
- C. Procurement Procedures Documentation – upon execution of the subcontract
- D. Additional Submission Documentation for Desk Review or Site Visit – upon request

September 1, 2014 through August 31, 2015

- A. Progress Reports – September 15 and December 15, 2014; March 15, June 15, and August 31, 2015
- B. Proposed FY 2016 – 2017 Work Plan and Supporting Documentation – March 15, 2015
- C. Final FY 2016 – 2017 Work Plan and Supporting Documentation – April 15, 2015
- D. Annual Self Evaluation and, if applicable, Subcontract Evaluations – August 31, 2015
- E. Procurement Procedures Documentation – upon execution of the subcontract
- 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 CRP staff members will participate in a comprehensive planning effort giving primary consideration to the establishment of uniform goals and objectives regarding the collection, quality assurance, management, analysis, and dissemination of data to meet the informational needs of the basin-wide assessment process.

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 data bases and information systems shall be planned in consultation with the TCEQ and be documented in a fully approved TCEQ Quality Assurance Project Plan (QAPP) before data collection can be implemented.

NELAC Accreditation - Costs associated with the National Environmental Laboratory Accreditation Conference (NELAC) as they relate to the CRP (e.g., PT Samples, NELAC consultants, accreditation) may be charged directly or indirectly to the program, but must be fully explained and justified in this work plan and include deliverables. Laboratory data will be produced by laboratories (and subcontract laboratories) whose quality assurance program is consistent with The NELAC Institute (TNI) standards. Laboratory data must be produced by a laboratory accredited by TCEQ according to Title 30 Texas Administrative Code (TAC) Chapter 25 (relating to Environmental Testing Laboratory Accreditation and Certification) Subchapters A and B as amended, for the matrices, methods, and parameters of analysis outlined in the QAPP, unless TCEQ agrees in writing to allow one of the regulatory exceptions specified in 30 TAC 25.6.

Basin-wide QAPP - The Basin-wide QAPP will be submitted to the 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 Texas Administrative Code Chapter 25, Subchapters A and B will be included in the document. The Authority will address all TCEQ comments and submit the revised QAPP to the TCEQ within 30 days after receiving comments from the TCEQ.

The Authority will secure written documentation 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 Authority's quality assurance records. Copies of all commitment letters must be forwarded to the TCEQ no later than 45 days of TCEQ approval of the QAPP, but prior to the monitoring event. (Note: Commitment letters are not required for entities who sign the QAPP). The Authority will distribute the QAPP to all

participants (including the laboratory). Documentation of distribution will be maintained by the Authority and be available for review during a TCEQ monitoring systems audit.

Sections of the Basin-wide QAPP will be posted to the Authority's CRP web page. These sections include the monitoring program or project objectives; measurement performance specifications (i.e., Table A7), appendices, and either post the monitoring schedule and maps of sampling sites, or provide a link to the coordinated monitoring schedule (CMS) website with 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 Authority's QAPP will be included in Appendix B of the QAPP.

QAPP Amendments & 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 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 Authority.

Project Oversight - The Authority will participate in monitoring systems audits and laboratory inspections by the TCEQ.

The Authority 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.

Following the on-site assessment, the Authority 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 as such 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 the TCEQ using the definitions and corrective action strategy laid out in the CRP Guidance. The Authority must address deviations associated with sampling activities, chain-of-custody, analytical method requirements, quality control, and data management.

Deliverables & Due Dates:

September 1, 2013 through August 31, 2014

- A. Basin-wide QAPP Receipt and Commitment Letters – October 15, 2013

- B. Specified sections of the Basin-wide QAPP posted to the Web – October 31, 2013
- C. Draft QAPP Appendix B amendment for FY 2015 monitoring – June 15, 2014
- D. Final QAPP Appendix B amendment for FY 2015 monitoring – August 15, 2014
- E. QAPP Amendments & Revisions to Appendices (if applicable) – as needed
- F. Appendix and Amendment QAPP Receipt and Commitment Letters (if applicable) – no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- G. Participate in TCEQ monitoring systems audit and respond to comments (if applicable) – date planned in consultation with TCEQ
- H. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle (if applicable) – to be scheduled
- I. 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
- J. Corrective action status report (if applicable) – with progress report

September 1, 2014 through August 31, 2015

- A. Draft FY 2016/2017 Basin-wide QAPP – June 15, 2015
- B. Final FY 2016/2017 QAPP – August 15, 2015
- C. QAPP Amendments & Revisions to Appendices (if applicable) – as needed
- D. Appendix and Amendment QAPP Receipt and Commitment Letters (if applicable) – no later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event
- E. Participate in TCEQ monitoring systems audit and respond to comments (if applicable) – date planned in consultation with TCEQ
- F. Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle (if applicable) – August 1, 2015
- G. On-site project oversight report and response (if applicable) – August 31, 2015
- H. 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,
- systematic, regularly-scheduled short-term monitoring to screen water bodies for issues,
- permit support monitoring to provide information for setting permit effluent limits, and
- special study, intensive monitoring targeted to:
 - identify sources and causes of pollution,
 - assess priority water quality issues,
 - obtain background water quality information,
 - provide information for setting site-specific permit effluent limits, and
 - evaluate statewide, regional, and site-specific water quality standards.

Task

Description: Monitoring Description - For FY 2014, the Authority will monitor and collect water quality samples for analysis from a minimum of 65 stations in the Canadian and Red River Basins. The monitoring schedule will be designed in such a way that a proportionate amount of sites will be visited each month allowing for the monitoring of each site once per season of the year.

In FY 2015, the Authority will monitor at a similar level of effort as in FY 2014. The actual number of sites, location, frequency, and parameters collected for FY 2014 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 Authority's QAPP.

All monitoring procedures and methods will follow the guidelines prescribed in the most current versions of the Authority's QAPP, the TCEQ *Surface Water Quality Monitoring Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue (RG-415)* and the TCEQ *Surface Water Quality Monitoring Procedures, Volume 2: Methods for Collecting and Analyzing Biological Community and Habitat Data (RG-416)*.

Coordinated Monitoring Meeting - The Authority will hold an annual Coordinated Monitoring meeting. 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 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 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 indicate the number of sampling events and the types of monitoring conducted in the quarter, to include all types of monitoring.

Deliverables & Dues Dates:

September 1, 2013 through August 31, 2014

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report – December 15, 2013; March 15 and June 15, 2014
- B. Coordinated Monitoring Meeting – between March 15 and April 30, 2014
- 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, 2014

September 1, 2014 through August 31, 2015

- A. Conduct water quality monitoring, summarize activities, and submit with Progress Report – September 15 and December 15, 2014; March 15 and June 15 and August 31, 2015
- B. Coordinated Monitoring Meeting – between March 15 and April 30, 2015
- 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, 2015

TASK 4: DATA MANAGEMENT

Objectives: To manage a quality-assured water quality monitoring database and transfer data to the 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 the TCEQ in the correct format using the TCEQ file structure.

The Authority 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 the Surface Water Quality Monitoring Information System (SWQMIS) as needed.

Water quality data approved by the TCEQ will be posted on the Authority's Web site at least two times per year, or a link may be provided to the TCEQ Surface Water Quality Web Reporting Tool at www80.tceq.state.tx.us/SwqmisWeb/public/index.faces.

Deliverables & Due Dates:

September 1, 2013 through August 31, 2014

- A. Surface water quality monitoring data files, SWQMIS Validator Report, and Data Summary – December 1, 2013; March 1 and August 1, 2014
- B. Surface water quality monitoring data updates posted to Web or link to TCEQ's water quality data – February 1 and August 1, 2014

September 1, 2014 through August 31, 2015

- A. Surface water quality monitoring data files SWQMIS Validator Report, and Data Summary – December 1, 2014; March 1 and August 1, 2015
- B. Surface water quality monitoring data updates posted to Web, or link to TCEQ's water quality data – February 1 and August 1, 2015

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 Authority will complete a Basin Summary Report during the first year of the biennium and a Basin Highlights Report during the second year of the biennium. The Basin Summary Report provides an in-depth review and analysis of water quality trends, as well as a review of potential sources and explanations of water quality issues. The Basin Highlights Report provides an update on water quality status and Clean Rivers Program activities during the prior year. The Basin Highlights Report is designed to provide enough information to help the reader more fully understand why *Concerns* and *Impairments* exist in each segment of the basin, while the Basin Summary Report provides a more comprehensive review.

The Authority will complete the Basin Summary Report for both the Canadian and Red River Basins during FY 2014 and a Basin Highlights Report for both the Canadian and Red River Basins in the **Standard Report** format during FY 2015.

Basin Summary Report - The Basin Summary Report will follow the outline described in the FY 2014-15 CRP Guidance. The report will contain a comprehensive review of water quality for the entire basin, including:

- a description of the water quality conditions and issues,
- trend analysis of water quality by station and parameter,
- maps showing watershed characteristics, sampling stations, and water quality issues,
- a discussion of the watershed characteristics and their potential influence on water quality, and
- recommendations of water quality management strategies for correcting identified water quality problems and pollution sources.

A preparation meeting between the Authority and the TCEQ CRP staff will be arranged prior to substantial work on the report. The Authority will be prepared to discuss site selection for trend analysis, report content and layout, methodology for data review, and any other questions or suggestions for the report.

A pre-draft or watershed summary will be submitted to the TCEQ CRP project manager and must be approved prior presentation of the completed first draft. The Basin Summary Report will be presented to the Steering Committee for review and comment, and coordinated with the public and the TCEQ. The TCEQ will provide comments on the draft report and final approval will rest with the TCEQ. Five copies of the draft and final report will be provided to the TCEQ.

The reports will be made available to Steering Committee members and all basin stakeholders and on the Authority's Web page. The Basin Summary Report will be provided to the Texas Parks and Wildlife Department, Texas State Soil and Water Conservation Board, the governor, the lieutenant governor, and the speaker of the House of Representatives not later than the 90th day after the date the report is submitted to the TCEQ.

Basin Highlights Report - The Authority 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 the Standard Report format, as described in the FY 2014-15 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
- 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 Authority's Web site

Electronic copies of the draft report and five hard copies of the final report will be provided to the TCEQ. The TCEQ will provide comments on the draft report and final approval will rest with the TCEQ. The reports will be made available to basin stakeholders, and on the Authority's Web page.

Deliverables & Due Dates:

September 1, 2013 through August 31, 2014

- A. Preparation Meeting for Basin Summary Report – by October 31, 2013
- B. Pre-Draft Watershed Summary – December 15, 2013
- C. Draft Basin Summary Report – March 15, 2014
- D. Final Basin Summary Report – May 31 2014
- E. Post Report to Internet – June 30, 2014

September 1, 2014 through August 31, 2015

- A. Draft Basin Highlights Report – February 15, 2015
- B. Final Basin Highlights Report – May 15, 2015
- C. Post Report to Internet – June 30, 2015

TASK 6: STAKEHOLDER PARTICIPATION & 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 CRP program 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 program, the Authority will provide opportunities for the participation of stakeholders and other interested parties in development of water quality objectives and priorities for the basins, and CRP as a whole. Stakeholder involvement will be accomplished through both the Steering Committee process, and other public participation, outreach, and education activities following the FY 2014-15 CRP Guidance.

Basin Advisory Committees (BAC), whose membership includes representatives of appropriate state agencies, political subdivisions, governmental bodies, business and individuals, as established in 1992, will continue to advise and assist the Authority in identifying and prioritizing significant water quality issues within the watersheds of the Red and Canadian Basins and in reviewing the development of the water quality assessments.

The Authority will continue to utilize its Public Participation Plan as the primary strategy to encourage meaningful public involvement and environmental education, while expanding the awareness of identified issues impacting the quality of the natural resources within each basin. Methods to be employed under this task will include the continued use and/or expansion of the following components of the plan:

Steering Committee & Meetings - In order to sufficiently address the different interests, concerns and priorities of each watershed, the Authority will work to ensure that its Steering Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY 2014-15 CRP Guidance. If specified groups are not represented, efforts will be made to recruit replacements before the next scheduled meeting. To engage new members and

increase participation, the Authority will take every opportunity to promote the CRP and involvement in the Steering Committee.

To meet goals and coordination requirements of CRP Guidance, the Authority will conduct *at least two* Steering Committee Meetings per year, one in Amarillo and one in Wichita Falls. Tentatively, these meetings will be held during March or April of each fiscal year of the biennium. Additional sub-committees or other public meetings may also be held to help complete the requirements.

The Authority will contact stakeholders at least 45 days in advance of meeting date(s) to encourage participation. A questionnaire will be sent to all interested stakeholders that provides a list of proposed agenda topics, confirms continued interest/participation in the Steering Committee, and requests input on additional topics and potential stakeholders. Along with the priority agenda topics identified in the 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 Authority will ensure all stakeholder input, comments, decisions, and any other meeting accomplishments reached are addressed and incorporated 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 & Outreach - For any public participation, outreach, or volunteer monitoring activities, a copy of the activities summary, materials produced or distributed by the Authority, and a list of participants will be included in the subsequent Progress Report.

Because the Internet is a very important tool for distributing information and increasing public awareness, the Authority will develop, maintain, update, and report on their web site as specified in the FY 2014-15 CRP Guidance. The web site will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. It is required that the Authority also include summaries of revisions to the website in/with the corresponding quarterly Progress Report.

Deliverables & Due Dates:

September 1, 2013 through August 31, 2014

- A. Document that website meets outlined website requirements – December 15, 2013
- B. Summary of website updates – December 15, 2013; March 15 and June 15, 2014
- C. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – *a minimum of 45 days prior to Steering Committee Meeting date*
- D. Final announcements & agendas for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- E. Steering Committee Meeting (Canadian and Red River Basins) – *dates negotiated with TCEQ Project Manager*
- F. Steering Committee Meeting (Red River Basin) – *dates negotiated with TCEQ Project Manager*
- G. Steering Committee meeting materials – *with Progress Report following meeting*

- H. Steering Committee meeting minutes posted to the web – *indicate in Progress Report following meeting*
- I. Materials from education & outreach activities – December 15, 2013; March 15 and June 15, 2014

September 1, 2014 through August 31, 2015

- A. Summary of website updates – September 15 and December 15, 2014; March 15, June 15, and August 31, 2015
- B. Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation – *a minimum of 45 days prior to Steering Committee Meeting date*
- C. Final announcements & agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- D. Steering Committee Meeting (Canadian and Red River Basins) – *dates negotiated with TCEQ Project Manager*
- E. Steering Committee Meeting (Red River Basin) – *dates negotiated with TCEQ Project Manager*
- F. Steering Committee meeting materials – *with Progress Report following meeting*
- G. Steering Committee meeting minutes posted to the web – *indicate in Progress Report following meeting*
- H. Materials from education & outreach activities – September 15 and December 15, 2014; March 15, June 15, and August 31, 2015

SCHEDULE 1A
RED RIVER AUTHORITY OF TEXAS
BUDGET BY CATEGORY

PROJECT NAME:	CLEAN RIVERS PROGRAM		
TEXAS TAX ID NUMBER:		RECIPIENT ORGANIZATION:	
17510535457001		Red River Authority of Texas	
TOTAL PROJECT PERIOD:		P.O. Box 240	
09/01/2013 through 08/31/2015		Wichita Falls, Texas 76307-0240	
	FY 2014	FY 2015	FY14 - FY15
BUDGET CATEGORIES*	9/1/13 - 8/31/14	9/1/14 - 8/31/15	TOTAL
a. Personnel / Salary	\$ 80,232.05	\$ 80,232.05	\$ 160,464.10
b. Fringe Benefits (45.86% of Labor)	36,794.42	36,794.42	73,588.84
c. Travel	16,530.76	16,530.76	33,061.52
d. Supplies	6,000.00	6,000.00	12,000.00
e. Equipment	0.00	0.00	0.00
f. Contractual	39,690.00	39,690.00	79,380.00
g. Other	115,663.90	115,663.90	231,327.80
h. Total Direct Costs (sum a-g)	294,911.13	294,911.13	589,822.26
i. Indirect Costs (20.20% of Labor)	16,206.87	16,206.87	32,413.74
j. Total Reimbursable Costs (h+i)	\$ 311,118.00	\$ 311,118.00	\$ 622,236.00

SCHEDULE 1B
RED RIVER AUTHORITY OF TEXAS
BUDGET BY TASK

BUDGET CATEGORIES	Task 1 Project Admin	Task 2 Quality Assurance	Task 3 WQ Monitoring	Task 4 Data Mgmt	Task 5 Data Analysis and Reporting	Task 6 Stakeholder	FY14 - FY15 TOTAL
a. Personnel/Salary	\$ 16,046.41	\$ 12,837.13	\$ 67,394.92	\$ 27,278.90	\$ 22,464.97	\$ 14,441.77	\$ 160,464.10
b. Fringe Benefits (45.86% of Labor)	7,358.88	5,887.11	30,907.31	12,510.10	10,302.44	6,623.00	73,588.84
c. Travel	1,260.00	-	28,399.92	-	1,260.00	2,141.60	33,061.52
d. Supplies	-	-	10,000.00	-	2,000.00	-	12,000.00
e. Equipment	-	-	-	-	-	-	-
f. Contractual	-	-	79,380.00	-	-	-	79,380.00
g. Other	-	-	231,327.80	-	-	-	231,327.80
h. Total Direct Costs (sum a-g)	24,665.29	18,724.24	447,409.95	39,789.00	36,027.41	23,206.37	589,822.26
i. Indirect costs (20.20% of Labor)	3,241.37	2,593.10	13,613.77	5,510.34	4,537.92	2,917.24	32,413.74
j. Total Reimbursable Costs (h+i)	\$ 27,906.66	\$ 21,317.34	\$ 461,023.72	\$ 45,299.34	\$ 40,565.33	\$ 26,123.61	\$ 622,236.00

SCHEDULE 2
LIST OF DELIVERABLES
FY 2014

TASK NO.	TASK ACTIVITY	DUE DATE	DATE SUBMITTED	COMMENTS
2A	Basin-wide QAPP receipt and commitment letters	10/15/13		
2B	Specified sections of the Basin-wide QAPP posted to the web	10/31/13		
5A	Preparation meeting for Basin Summary Report	10/31/13		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	12/01/13		
6A	Document that website meets outlined website requirements	12/15/13		
5B	Pre-Draft Watershed Summary	12/15/13		
1A	Progress Report	12/15/13		
2J	Corrective Action Status Report (<i>submit with progress report</i>)	12/15/13		
3A	Conduct water quality monitoring, summarize activities (<i>submit with progress report</i>)	12/15/13		
6B	Summary of website updates (<i>submit with progress report</i>)	12/15/13		
6I	Materials from education and outreach activities (<i>submit with progress report</i>)	12/15/13		
4B	Surface water quality monitoring data updates posted to web, or link to TCEQ's water quality data	02/01/14		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	03/01/14		
5C	Draft Basin Summary Report	03/15/14		
1A	Progress Report	03/15/14		
2J	Corrective Action Status Report (<i>submit with progress report</i>)	03/15/14		
3A	Conduct water quality monitoring, summarize activities (<i>submit with progress report</i>)	03/15/14		
6B	Summary of website updates (<i>submit with progress report</i>)	03/15/14		
6I	Materials from education and outreach activities (<i>submit with progress report</i>)	03/15/14		
5D	Final Basin Summary Report	05/31/14		
3D	Email notification that Coordinated Monitoring Schedule updates are complete	05/31/14		
1A	Progress Report	06/15/14		
2J	Corrective Action Status Report (<i>submit with progress report</i>)	06/15/14		
3A	Conduct water quality monitoring, summarize activities (<i>submit with progress report</i>)	06/15/14		

SCHEDULE 2
LIST OF DELIVERABLES
FY 2014

TASK NO.	TASK ACTIVITY	DUE DATE	DATE SUBMITTED	COMMENTS
6B	Summary of website updates <i>(submit with progress report)</i>	06/15/14		
6G	Steering Committee Meeting materials <i>(submit with progress report)</i>	06/15/14		
6H	Steering Committee Meeting minutes posted to the web <i>(indicate in progress report)</i>	06/15/14		
6I	Materials from education and outreach activities <i>(submit with progress report)</i>	06/15/14		
2C	Draft QAPP Appendix B Amendment for FY 2015 monitoring	06/15/14		
5E	Post Report to Internet - <i>(Basin Summary Report)</i>	06/30/14		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	08/01/14		
4B	Surface water quality monitoring data updates posted to web, or link to TCEQ's water quality data	08/01/14		
2D	Final QAPP Appendix B Amendment for FY 2015 monitoring	08/15/14		
1B	Annual Self Evaluation and Subcontract Evaluations, <i>(if applicable)</i>	08/31/14		
1C	Procurement procedures documentation - upon execution of the subcontract	As Applicable		
1D	Additional submission documentation for desk review or site visit	Upon Request		
2E	QAPP Amendments and revisions to Appendices <i>(if applicable)</i>	As Needed		
2F	Appendix and Amendment QAPP Receipt and Commitment Letters <i>(No later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event)</i>	As Needed		
2G	Participate in TCEQ Monitoring Systems Audit and respond to comments <i>(Date planned in consultation with TCEQ)</i>	As Needed		
2H	Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle <i>(if applicable)</i>	TBD		
2I	On-site project oversight report and response <i>(if applicable - submit with progress report, no later than the quarter following the one in which the audit was conducted)</i>	TBD		
3B	Coordinated Monitoring Meeting <i>(Between March 15 and April 30, 2014)</i>	TBD		
3C	Coordinated Monitoring Meeting Summary of Changes <i>(within 2 weeks of the meeting)</i>	TBD		
6C	Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation <i>(a minimum of 45 days prior to Steering Committee Meeting date)</i>	TBD		
6D	Final Announcements and Agendas for Steering Committee Meetings <i>(a minimum of 15 days prior to meeting)</i>	TBD		

SCHEDULE 2
LIST OF DELIVERABLES
FY 2014

TASK NO.	TASK ACTIVITY	DUE DATE	DATE SUBMITTED	COMMENTS
6E	Hold Basin Steering Committee Meeting (<i>Canadian and Red River Basins – date negotiated with TCEQ Project Manager</i>)	TBD		
6F	Hold Basin Steering Committee Meeting (<i>Red River Basin – date negotiated with TCEQ Project Manager</i>)	TBD		

SCHEDULE 3
LIST OF DELIVERABLES
FY 2015

TASK NO.	TASK ACTIVITY	DUE DATE	DATE SUBMITTED	COMMENTS
1A	Progress Report	09/15/14		
2H	Corrective Action Status Report (<i>submit with progress report</i>)	09/15/14		
3A	Conduct water quality monitoring, summarize activities (<i>submit with progress report</i>)	09/15/14		
6A	Summary of website updates (<i>submit with progress report</i>)	09/15/14		
6H	Materials from education and outreach activities (<i>submit with progress report</i>)	09/15/14		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	12/01/14		
1A	Progress Report	12/15/14		
2H	Corrective Action Status Report (<i>submit with progress report</i>)	12/15/14		
3A	Conduct water quality monitoring, summarize activities (<i>submit with progress report</i>)	12/15/14		
6A	Summary of website updates (<i>submit with progress report</i>)	12/15/14		
6H	Materials from education and outreach activities (<i>submit with progress report</i>)	12/15/14		
4B	Surface water quality monitoring data updates posted to web, or link to TCEQ's water quality data	02/01/15		
5A	Draft Basin Highlights Report (<i>Standard Report</i>)	02/15/15		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	03/01/15		
1A	Progress Report	03/15/15		
2H	Corrective Action Status Report (<i>submit with progress report</i>)	03/15/15		
3A	Conduct water quality monitoring, summarize activities (<i>submit with progress report</i>)	03/15/15		
6A	Summary of website updates (<i>submit with progress report</i>)	03/15/15		
6H	Materials from education and outreach activities (<i>submit with progress report</i>)	03/15/15		
1B	Proposed FY 2016 – 2017 Work Plan and Supporting Documentation	03/15/15		
1C	Final FY 2016 – 2017 Work Plan and Supporting Documentation	05/01/15		
5B	Final Basin Highlights Report (<i>Standard Report</i>)	05/15/15		
3D	Email notification that Coordinated Monitoring Schedule updates are complete	05/31/15		

SCHEDULE 3
LIST OF DELIVERABLES
FY 2015

TASK NO.	TASK ACTIVITY	DUE DATE	DATE SUBMITTED	COMMENTS
2A	Draft FY 2016 – 2017 Basin-wide QAPP	06/15/15		
1A	Progress Report	06/15/15		
2H	Corrective Action Status Report (<i>submit with progress report</i>)	06/15/15		
3A	Conduct water quality monitoring, summarize activities (<i>submit with progress report</i>)	06/15/15		
6A	Summary of website updates (<i>submit with progress report</i>)	06/15/15		
6F	Steering Committee Meeting materials (<i>submit with progress report</i>)	06/15/15		
6G	Steering Committee Meeting minutes posted to the web (<i>indicate in progress report</i>)	06/15/15		
6H	Materials from education and outreach activities (<i>submit with progress report</i>)	06/15/15		
5C	Post Report to Internet (<i>Basin Highlights Report</i>)	06/30/15		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	08/01/15		
4B	Surface water quality monitoring data updates posted to web, or link to TCEQ's water quality data	08/01/15		
2B	Final FY 2016 – 2017 QAPP	08/15/15		
1A	Progress Report	08/31/15		
2H	Corrective Action Status Report (<i>submit with progress report</i>)	08/31/15		
3A	Conduct water quality monitoring, summarize activities (<i>submit with progress report</i>)	08/31/15		
6A	Summary of website updates (<i>submit with progress report</i>)	08/31/15		
6H	Materials from education and outreach activities (<i>submit with progress report</i>)	08/31/15		
1D	Annual Self Evaluation and Subcontractor Evaluations, (<i>if applicable</i>)	08/31/15		
1E	Procurement procedures documentation - upon execution of the subcontract	As Applicable		
1F	Additional submission documentation for desk review or site visit	Upon Request		
2C	QAPP Amendments and revisions to Appendices (<i>if applicable</i>)	As Needed		
2D	Appendix and Amendment QAPP Receipt and Commitment Letters (<i>No later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event</i>)	As Needed		
2E	Participate in TCEQ Monitoring Systems Audit and respond to comments (<i>Date planned in consultation with TCEQ</i>)	As Needed		

SCHEDULE 3
LIST OF DELIVERABLES
FY 2015

TASK NO.	TASK ACTIVITY	DUE DATE	DATE SUBMITTED	COMMENTS
2F	Conduct On-Site Oversight Assessment of Sub-Participants, once during each project or once during contract cycle <i>(if applicable)</i>	TBD		
2G	On-site project oversight report and response <i>(if applicable)</i>	TBD		
3B	Coordinated Monitoring Meeting <i>(Between March 15 and April 30, 2015)</i>	TBD		
3C	Coordinated Monitoring Meeting Summary of Changes <i>(within two weeks of the meeting)</i>	TBD		
6B	Contact Steering Committee members with questionnaires, draft agenda topics and to confirm participation <i>(a minimum of 45 days prior to Steering Committee Meeting date)</i>	TBD		
6C	Final Announcements and Agendas of Steering Committee Meetings <i>(a minimum of 15 days prior to meeting dates negotiated with CRP Project Manager)</i>	TBD		
6D	Hold Basin Steering Committee Meeting <i>(Canadian and Red River Basins – date negotiated with TCEQ Project Manager)</i>	TBD		
6E	Hold Basin Steering Committee Meeting <i>(Red River Basin – date negotiated with TCEQ Project Manager)</i>	TBD		

SCHEDULE 4
RED RIVER AUTHORITY OF TEXAS

Employee ID	Name	Classified Title	Task Numbers	Date Added to PEL	Date Removed from PEL	% Time to Contract	FY14 CRP Salary	FY 15 CRP Salary
105	Curtis W. Campbell	General Manager	ALL	09-01-13		2.00%	\$ 2,528.03	\$ 2,528.03
106	Henry C. Wied	Assistant General Mgr	ALL	09-01-13		10.00%	7,442.24	7,442.24
107	Gregg Miller	Controller	1, 6	09-01-13		0.25%	169.42	169.42
111	Lana R. Hefton	Accountant	1, 6	09-01-13		4.00%	1,623.23	1,623.23
112	Stacey L. Green	Admin Tech	ALL	09-01-13		18.00%	6,080.26	6,080.26
114	Tamyra L. Zotz	Accounting Clerk	1, 6	09-01-13		0.25%	69.26	69.26
116	Danna K. Prichard	Admin Asst	ALL	09-01-13		12.00%	6,449.66	6,449.66
117	Latisha Fournier	Customer Service Rep	1, 6	09-01-13		0.25%	84.92	84.92
119	Glen K. Hite	IT Systems Admin	ALL	09-01-13		12.00%	6,811.58	6,811.58
301	Ronald Mullins	District Manager	3	09-01-13		0.25%	117.36	117.36
302	Randy Cook	District Manager	3	09-01-13		0.25%	132.65	132.65
405	Jose Martinez	Environmental Technician	ALL	09-01-13		50.00%	13,520.00	13,520.00
407	N. Jill Simpson	ESD Lab Supervisor	1, 3, 6	09-01-13		1.00%	109.67	109.67
408	Allen M. Pappas	ESD Program Supervisor	ALL	09-01-13		68.00%	35,093.76	35,093.76
Total Estimated CRP Salary							\$ 80,232.05	\$ 80,232.05

SCHEDULE 5
RED RIVER AUTHORITY OF TEXAS
TRAVEL COST ESTIMATE

Purpose of Travel (FY 2014)	Destination	Task Number	Transportation	Lodging	Meals
Mileage for Surface Water Quality Monitoring (SWQM) for conventional parameters: (52 monitoring events per quarter, average of 47 miles per site), (current Texas mileage reimbursement rate of 0.57 per mile times approximately 9,776 miles per year), (4 overnight accommodations per quarter for 2 staff), (\$10 per person per meal for 2 staff, 80 times per year)	Monitoring sites for conventional parameters throughout the Canadian and Red River Basins	3	\$ 5,572.32	\$ 2,464.00	\$ 1,600.00
Mileage for SWQM for local monitoring sites: (40 monitoring events per quarter, average 31 miles per site), (current Texas mileage rate of 0.57 times 4,960 miles per year), (\$10 per person per meal for 2 staff, 32 times per year)	Monitoring local sites in the Red River Basin	3	2,827.20	0.00	640.00
SWQM Workshop and Training: (2 staff, 3 nights), (current Texas mileage reimbursement rate of 0.57 per mile times approximately 692 miles), (\$10 per person per meal, for 2 staff)	Bandera, Texas	3	394.44	462.00	240.00
Canadian and Red River Basin Advisory Committee Meeting: (5 staff, 1 night), (2 vehicles, current Texas mileage reimbursement rate of 0.57 per mile times approximately 940 miles), (\$10 per person per meal for 5 staff)	Amarillo, Texas	6	535.80	385.00	150.00
Training/Meetings; (3 staff, 2 nights), (current Texas mileage reimbursement rate of 0.57 per mile times approximately 600 miles), (\$10 per person per meal, 3 people)	Austin, Texas	5	342.00	648.00	270.00
Total Estimated Travel Costs			\$ 9,671.76	\$ 3,959.00	\$ 2,900.00

SCHEDULE 5

RED RIVER AUTHORITY OF TEXAS TRAVEL COST ESTIMATE, CONTINUED

Purpose of Travel (FY 2015)	Destination	Task Number	Transportation	Lodging	Meals
Mileage for Surface Water Quality Monitoring (SWQM) for conventional parameters: (52 monitoring events per quarter, average of 47 miles per site), (current Texas mileage reimbursement rate of 0.57 per mile times approximately 9,776 miles per year), (4 overnight accommodations per quarter for 2 staff), (\$10 per person per meal for 2 staff, 80 times per year)	Monitoring sites for conventional parameters throughout the Canadian and Red River Basins	3	\$ 5,572.32	\$ 2,464.00	\$ 1,600.00
Mileage for SWQM for local monitoring sites: (40 monitoring events per quarter, average 31 miles per site), (current Texas mileage rate of 0.57 times 4,960 miles per year), (\$10 per person per meal for 2 staff, 32 times per year)	Monitoring local sites in the Red River Basin	3	2,827.20	0.00	640.00
SWQM Workshop and Training: (2 staff, 3 nights), (current Texas mileage reimbursement rate of 0.57 per mile times approximately 692 miles), (\$10 per person per meal, for 2 staff)	Bandera, Texas	3	394.44	462.00	240.00
Canadian and Red River Basin Advisory Committee Meeting: (5 staff, 1 night), (2 vehicles, current Texas mileage reimbursement rate of 0.57 per mile times approximately 940 miles), (\$10 per person per meal for 5 staff)	Amarillo, Texas	6	535.80	385.00	150.00
Training/Meetings; (3 staff, 2 nights), (current Texas mileage reimbursement rate of 0.57 per mile times approximately 600 miles), (\$10 per person per meal, 3 people)	Austin, Texas	1	342.00	648.00	270.00
Total Estimated Travel Costs			\$ 9,671.76	\$ 3,959.00	\$ 2,900.00

SCHEDULE 6
RED RIVER AUTHORITY OF TEXAS
SUPPLIES ESTIMATE

Description of Supply (FY 2014)	Task Number	Cost
Paper Supplies	ALL	\$ 500.00
Shared and Miscellaneous Office Supplies	ALL	500.00
Water Quality Monitoring Equipment – Laboratory Supplies	3	5,000.00
Total Supply Costs Estimate		\$ 6,000.00

Description of Supply (FY 2015)	Task Number	Cost
Paper Supplies	ALL	\$ 500.00
Shared and Miscellaneous Office Supplies	ALL	500.00
Water Quality Monitoring Equipment – Laboratory Supplies	3	5,000.00
Total Supply Costs Estimate		\$ 6,000.00

SCHEDULE 7
RED RIVER AUTHORITY OF TEXAS
OTHER COSTS ESTIMATE

Item Description	Task Number	Cost FY 14	Cost FY 15
CAD Computer Usage (approximately 40 hours at \$17.98 per hour)	ALL	\$ -	\$ -
Data Processing Computer Usage (660 hours at \$11.48 per hour)	ALL	-	-
Surface Water Quality Monitoring Equipment Usage: (approximately 368 SWQM equipment uses per year at \$8.65 per sampling event)	3	-	-
Laboratory Testing Services – Red River Authority Environmental Services Laboratory and Lower Colorado River Authority Laboratory Services	3	115,663.90	115,663.90
Communications (phone usage, fax usage, AV usage, web cost share)	ALL	-	-
Postage	ALL	-	-
Special Delivery	ALL	-	-
Copy and Printing	ALL	-	-
Public Meetings Expenses	ALL	-	-
Resource Materials – Materials for Earth Day, Major Rivers Curriculum, etc.	6	-	-
Total Other Costs Estimate		\$ 115,663.90	\$ 115,663.90

Note: Due to the 10% reduction in funding for the Clean Rivers Program, the only cost item budgeted in the Other Category for FY 14 and FY 15 will be Laboratory Testing Services. It is anticipated that the remaining cost items will be incurred as in-kind services.

SCHEDULE 8
RED RIVER AUTHORITY OF TEXAS
SUBCONTRACTOR LIST

Subcontractor	Service	Contract Start Date	Contract End Date	FY 2014 Cost	FY 2015 Cost
Department of Interior United States Geological Survey (USGS)	The Authority enters into a cooperative agreement with the USGS on an annual basis for continuous flow and water	10-01-13	09-30-14	\$ 39,690.00	-
	quality monitoring at two sites in the Red River Basin. Data is submitted to the TCEQ by the USGS on an annual basis.	10-01-14	09-30-15	-	\$ 39,690.00

SCHEDULE 9
RED RIVER AUTHORITY OF TEXAS
CERTIFICATION OF PROCUREMENT PROCESS

Applicant's Name (Organization) Red River Authority of Texas		
Applicant's Address 3000 Hammon Road, P. O. Box 240, Wichita Falls, Texas 76307-0240		
SECTION I – INSTRUCTIONS		
The applicant must submit this certification prior to the procurement of sub-recipients or vendors. This document is a certification that the applicant will use procurement procedures which reflect applicable state and local laws and regulations as outlined in the Uniform Grant Management Standards (UGMS).		
SECTION II – CERTIFICATIONS		
I, as an authorized representative of the applicant, CERTIFY that the applicant's Procurement System meets all applicable state and local laws and regulations as outlined in the Uniform Grant Management System (UGMS).		
List the title and date of all applicable procurement system policy and/or procedure documents. These documents must be made available to the TCEQ upon request. <i>Red River Authority of Texas Policy and Procedures Manual, as amended July, 2009.</i>		
PRINTED NAME & TITLE: Curtis W. Campbell, General Manager	SIGNATURE:	DATE:

SCHEDULE 10
RED RIVER AUTHORITY OF TEXAS
INDIRECT COST PLAN
AS AMENDED
JANUARY 1, 2013

This Indirect Cost Accounting Plan (Plan) was revised from the original format used by the Authority in response to a Clean Rivers Program Audit conducted by the Texas Commission on Environmental Quality in July 2009. The Plan is amended annually based on the information contained in the Authority's Comprehensive Annual Financial Report. Once prepared, the Plan is reviewed by the Authority's independent auditor in accordance with the Agreed Upon Procedures as approved by the Texas Commission on Environmental Quality and the Authority to ensure that the methodologies and charges in the Plan are mathematically correct and allowable according to Uniform Grant Management Standards. The Plan is then submitted to the Texas Commission on Environmental Quality in January of each year for approval and inclusion into the Authority's current year's Clean Rivers Program billings.

INDIRECT COST ACCOUNTING PLAN

Table of Contents

- 1.0 Introduction
- 2.0 Interactive Accounting System
- 3.0 Indirect Cost Centers
- 4.0 Authorized Indirect Cost Center Rates
- 5.0 Support Documentation
- 6.0 Appendix

Fiscal Administration

INDIRECT COST ACCOUNTING PLAN

January 1, 2013

1.0 INTRODUCTION

The Red River Authority uses shared indirect cost centers where possible to augment both efficiency and effectiveness in accounting for all services provided, reduce administrative cost and provide for the full use of the available resources. Uniform fees and charges are established for each indirect cost center for goods or services provided directly to Enterprise Funds, Internal Service Funds or through contract with outside entities.

This process enables the Authority to effectively share capitalized equipment and supplies essential to successful task performance in the efficient manner. It also permits the full use of project or program management teams working across departmental or division boundaries regardless of position classification in support of the adopted Strategic Management Plan.

Sharing personnel, equipment and supplies across divisions, departments, programs and projects requires the observance of stringent internal controls and performance monitoring. One major component of this process is the establishment of uniform indirect rates or use fees of selected cost centers to recover the cost of capital and routine maintenance associated with their use over time. The Indirect Cost Accounting Plan conforms to Policy Section 7.1.4 and is subject to annual evaluation and update as audited financial data becomes available.

This Indirect Cost Accounting Plan is based on the cost accounting principles enumerated in OMB Circular A-87 guidelines and the Uniform Grant and Contracts Management Standards as administered through the State of Texas Auditor's Office and Governor's Office of Budget and Planning.

2.0 INTERACTIVE ACCOUNTING SYSTEM

The Red River Authority of Texas is divided into eight proprietary funds in accordance with the guidelines set by the Governmental Accounting Standards Board to properly govern and manage each segment of its various activities. The proprietary funds are subdivided into three enterprise funds and five internal service funds. These eight governmental fund types comprise the Authority's Interactive Fund Management System and undergo a comprehensive external audit each fiscal year ending September 30 to validate the system's accuracy and guard against impropriety in the management and use of public funds.

Enterprise Funds account for activities that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services on a continuing basis be recovered primarily through user fees and charges

exclusive of a profit margin. The three enterprise funds are the Utility Division, Environmental Services Division and Direct Financing Arrangements.

Internal Service Funds provide goods and services to the Enterprise Funds, outside contracts for services and each other. There are five Internal Service Funds employed by the Authority. They include: the General Services Division, InterFund Loan Division, Maintenance Division, Communications Division and Motor Pool.

Internal Accounting Controls are designed to provide reasonable, but not absolute, assurances regarding the safeguard of assets against loss and unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining maximum accountability in the management of all assets, as well as those entrusted with their care. The Authority places a major emphasis on the accuracy of its accounting system through the implementation and observation of effective internal accounting controls.

The concept of reasonable assurance recognizes that **the cost of control should not exceed the expected benefits to be derived**, and the evaluation of cost and benefits requires estimates and judgments on the part of management based on actual experience. All internal control processes occur within the described framework. Internal controls also provide reasonable assurance of proper recording of all financial transactions, thereby producing an effective management tool for measuring the performance outcome of budget, personnel and overall cost of providing services.

3.0 **INDIRECT COST CENTERS**

Use fees and/or event charges have been established for each indirect cost center to closely approximate the cost of providing goods or services directly to an Enterprise Fund, an Internal Service Fund or through a contract with outside entities.

The indirect cost centers are divided into two basic segments. The first segment represents cost centers that are used consistently throughout the Authority's operations, such as fringe benefits and general overhead, and is keyed directly to labor. The second segment represents commonly shared cost centers that are used as needed within the Authority for all program or project activities and is related to capital items. Indirect cost centers consisting of Authority owned assets are amortized over their useful life to arrive at an average annual reoccurring operating expense.

Calculation of indirect rates relies on audited historical financial data for each cost center category and are adjusted only for known changes that are expected to occur for the ensuing fiscal year or a particular contract period. Otherwise, the established indirect rates will remain constant throughout a budget cycle or agreed contracted period.

A fee or event charge is established for each indirect cost center based on time utilized and are evaluated annually for adjustment as may be necessary to maintain equity in the charges for each type of service provided. Shared cost centers currently used by the Authority are categorized as follows:

▶Fringe Benefit Pool — Percentage Rate

Formula: Sum of all scheduled benefits divided by total base salaries
Direct labor categories

▶General Overhead — Percentage Rate

Formula: Sum of selected overhead items divided by total base salaries
General Division Expenses

▶Selected Capital Equipment — Use Fee or Event Charge

Formula: Capital cost amortized over useful life plus average maintenance cost
divided by average annual use expectancy until fully depreciated, then use cost of
6.67% annually per UGGAMS, ie:

Computer Network Systems (Hardware, Software and Peripherals)

Water Quality Monitoring Equipment

Internet/Intranet Services

Audio/Visual Aids Center

Copy and Duplication Equipment

Computerized Telephone System

Facsimile System

Telemetry Control System (SCADA)

Shared Office Supplies Per Listed Inventory Items

Formula: Item count utilized on a first in last out basis

▶Transportation Expense — Travel, Meals and Lodging Cost

Formula: Current Approved State Rates

4.0 AUTHORIZED INDIRECT COST CENTER RATES

The following table depicts established cost centers and their approved rates that may be shared among divisions, departments, programs or projects. The indirect rate or event charge for each cost center category is maintained within $\pm 2\%$ of the actual cost reflected in the Comprehensive Annual Financial Report (CAFR) for the preceding fiscal year ended September 30.

SHARED COST CENTERS			
ITEM DESCRIPTION		RATE	PER
Fringe Benefits as % of Base Salaries	@	45.86%	LS
General Overhead as % of Base Salaries	@	20.20%	LS
Computer Aided Design/Geographic Information System	@	\$17.98	Hour
Word Processing/Database Management (WP/DBMS)	@	11.48	Hour
Water Quality Monitoring Equipment (WQM)	@	8.65	Event
Internet/Intranet Website	@	150.40	Month
Audio/Visual Aids Center	@	156.09	Event
In-House Copies (A size)	@	0.17	Page
In-House Copies (B size)	@	0.34	Page
In-House Color Printing/Plotting (A-C sizes)	@	0.97	Page
Communications — Telephone System	@	0.25	Minute
Communications — Facsimile System	@	1.35	Event
Transportation — Travel Mileage (Max State Allowed)	@	0.565	Mile
Per Diem—Lodging & Meals Allowance (Max State Allowed)	@	By Location	Day
General Office Supplies	@	LS	Each

General office supplies are purchased and maintained by the General Services Division for use by all departments and divisions of the Authority. Frequently used supplies are requisitioned as needed from the point of use and charged directly to a program or project on an "at cost" basis. With the exception of miscellaneous supplies, all major office supplies are maintained in inventory by the General Services Division. Miscellaneous office supplies consist of minor items such as paper clips, pens, pencils, markers, note pads, adhesive tape, etc., which are estimated as a percentage of the total listed supplies used during a reporting period. The percentage is derived from a cost association of the total miscellaneous supply items divided by the listed common supplies used. The percentage for the ensuing fiscal year is 15% of the total supplies used in each reporting period. Refer to Appendix Schedule 13 for details.

5.0 SUPPORT DOCUMENTATION

As previously described, shared indirect cost centers are computed individually by amortizing the capital cost over the asset's useful life to obtain an average annual cost of service allocation. Normal maintenance cost is estimated based on experience and added to the annualized capital cost, then divided by the expected time or events per year to be used. The result is expressed as a unit cost per hour or flat rate per event.

The direct labor rates are charged by taking the annual salary of the employee performing the task and dividing that salary by two thousand eighty (2080) hours. These rates are applied to each individual performing work for a division, department, program or project.

The following schedules are provided to document the method of determining a fair and equitable use cost per hour or flat rate per event by individual cost center category for Authority owned equipment only. Each supporting schedule correlates with the table on Page 4 and describes the capital items associated with each cost center.

All other costs charged to a division, department, program or project are considered spot purchases from an approved vendor and expended directly. All spot purchases are supported by an invoice. Capitalization occurs if a purchased item has a useful life expectancy greater than one year and exceeds a value of \$1,000.

6.0 APPENDIX

- 6.1 Fringe Benefit Pool
- 6.2 General Overhead
- 6.3 Computer Aided Design/Geographic Information System
- 6.4 Word Processing/Database Management System
- 6.5 Water Quality Monitoring Equipment
- 6.6 Internet/Intranet Website
- 6.7 Audio/Visual Aids Center
- 6.8 In-House Copy and Duplication Equipment
- 6.9 Communications - Telephone Equipment
- 6.10 Communications - Facsimile Equipment
- 6.11 Transportation - Travel Mileage
- 6.12 Per Diem - Lodging and Meals
- 6.13 General Office Supplies

**FRINGE BENEFIT AND GENERAL OVERHEAD
Indirect Rate Computation**

Schedules 1 and 2

AUDITED COST CENTERS		2012 Actual
TOTAL DIRECT LABOR (DL)		
		\$1,210,955
LISTED FRINGE BENEFITS		
	% of DL	Actual
FICA	@ 7.75%	\$93,798
Retirement	@ 7.79%	94,365
Health/Life Insurance	@ 19.95%	241,627
Workers Comp Insurance	@ 2.16%	26,180
Paid Vacation/Holiday Leave	@ 7.50%	90,876
Unemployment Insurance	@ 0.70%	8,439
TOTAL FRINGE BENEFITS (FB)		\$555,285
FRINGE BENEFIT RATE (FBR)		45.86%
GENERAL OVERHEAD		% of DL
Facility Operating Expense	@ 18.00%	\$217,989
General Insurance	@ 2.20%	26,644
TOTAL GENERAL OVERHEAD (GO)		\$246,412
GENERAL OVERHEAD RATE (GOR)		20.20%

**COMPUTER AIDED DESIGN/GEOGRAPHIC INFORMATION SYSTEM
INDIRECT RATE COMPUTATION**

Schedule 3

CAPITAL COST	QTY		COST		TOTAL
CADD Station - Base	1	@	5,450		5,450
Supplemental CADD Station	1	@	2,158		4,158
Epson Stylus Color 3000 Printer/Plotter	1	@	2,170		2,170
Misc Hardware & Connections					900
Total Hardware & Peripheral Inventory					\$12,678
Operating System XP Professional	2	@	299		598
AutoCad 2000, ArcView 3.2 & ArcGis 9.0	2	@	4,550		9,100
USGS 7.5 Min Quads - Base Map DBMS	1,512	@	20		30,240
AutoCAD 2012	1	@	3,875		3,875
Total Software Inventory					\$43,813
Assets Still Being Depreciated					\$3,875
Assets Fully Depreciated					\$52,616
Total Hardware & Software Capital Cost					\$56,491
AVERAGE ANNUAL COST					
Debt Service	8%	/	4	Yrs	0
User Charge	6.67				3,768
H & S Upgrade Program		@	10%	Cost	5,649
Routine H & S Maintenance		@	5%	Cost	2,825
Personnel Training		@	4%	Cost	2,260
Average Annual H & S Cost					\$14,501
CADD SYSTEM USE CHARGE					
Maximum Hours per Person per Year	8	X	240	1,920	Hours
Number of CADD Technicians	1	X	1,920	1,920	Hours
Percent of CPU I/O Time	42%	X	1,920	806	Hours
Hourly Rate for CADD/GIS CPU Time					\$17.98

**WORD PROCESSING AND DATABASE MANAGEMENT SYSTEM
INDIRECT RATE COMPUTATION**

SCHEDULE 4

CAPITAL COST	QTY		COST		TOTAL
Pentium IV Class Work Stations	15	@	1,422.80		\$21,342
Pentium IV Class Work Stations	4	@	764.00		\$3,056
Pentium IV Class Work Stations	3	@	936.00		\$2,808
Pentium IV Class File Server	1	@	4,328		4,328
Laser Printers	7	@	400		2,800
IBM Band Printers	2	@	6,720		13,440
Color LaserJet Printers	4	@	500		2,000
Misc Hardware & Connections	22	@	252		5,544
Total Hardware & Peripheral Inventory					55,318
Windows XP Pro Operating & Utilities	22	@	395		8,690
Itemized Software Listing		LS			35,124
Total Software Inventory					43,814
Assets Still Being Depreciated					27,873
Assets Fully Depreciated					71,259
Total Hardware & Software Capital Cost					\$99,132
AVERAGE ANNUAL COST					
Debt Service	8%	/	4	Yrs	8,166
User Charge	6.67%				4,753
H & S Upgrade Program		@	12.5%	Cost	11,896
Routine H & S Maintenance		@	10%	DS	9,913
Personnel Training (5 da / Yr)		@	5%	DS	4,957
Average Annual H & S Cost					\$39,684
WP/DBMS USE TIME CHARGE					
Maximum Hours per Person per Year	8	X	240	1,920	Hours
Number of WP/DBMS Technicians	6	X	1,920	11,520	Hours
Percent of CPU I/O Time	30%	X	11,520	3,456	Hours
Hourly Rate for WP/DBMS CPU Time					\$11.48

**WATER QUALITY MONITORING EQUIPMENT
INDIRECT COST COMPUTATION**

SCHEDULE 5

CAPITAL COST	TOTAL
IDEXX QUANTI-TRAY SEALER W/ ULTRAVIOLET LIGHT VIEWER	\$2,500
BARNANT PORTABLE SAMPLER & ACCESSORIES	1,435
EKMAN SEDIMENT SAMPLER	369
MILLIPORE INCUBATOR & ASSEMBLY (2)	5030
BACKPACK SHOCKER & ASSOCIATED EQUIPMENT	4,091
SEINES	160
PORTABLE TURBIDITY METER (2)	1,790
POCKET BAROMETER (2)	178
EPSON 900 DIGITAL CAMERA & SOFTWARE (998)	1,500
TOTAL CAPITAL COST	\$17,053
ANNUAL COST	
USE CHARGE 06.67%	1,137
AVERAGE ANNUAL MAINTENANCE/REPAIR 05.0%	853
TOTAL AVERAGE ANNUAL COST	\$1,990
EQUIPMENT USE CHARGE PER EVENT	
AVERAGE EVENTS PER YEAR (1,990 / 230) 230	\$8.65

**INTERNET/INTRANET WEB SERVER
INDIRECT COST COMPUTATION**

SCHEDULE 6

CAPITAL COST		TOTAL
PENTIUM IV WEB SERVER		\$2,890
MICROSOFT 2003 SERVER SOFTWARE		750
COLD FUSION SOFTWARE		495
ACCESS 2003 DBMS SOFTWARE		595
TOTAL CAPITAL COST		\$4,730
AVERAGE MONTHLY COST		
USE CHARGE	06.67%	\$317
AT&T INTERNET	AVG / MO	270
AVG NORMAL WEBSITE MAINTENANCE	5HRS / MO @ 33 / HR	165
AVERAGE MONTHLY OPERATING COST		\$752
INTERNET WEBSITE COST ANALYSIS		
AVERAGE MONTHLY OPERATING COST		\$752
% DEDICATED TO PROGRAM ACTIVITIES	20.0%	
MONTHLY PROGRAM CHARGE		\$150.40

**AUDIO/VISUAL AIDS CENTER
INDIRECT COST COMPUTATION**

SCHEDULE 7

CAPITAL COST	TOTAL
THE TRADE GROUP MOSAIC 10 PANEL DISPLAY (397)	\$3,573
KODAK MEDALIST II PROJECTOR W/ 102-152 Z LENS (994)	1,149
LIGHT BOX 1534 DIGITAL PC PROJECTOR (1097)	4,500
KODAK	693
EPSON POWERLIGHT 1705C/1715C LCD MULTIMEDIA PROJECTOR	1,021
MISCELLANEOUS A/V SUPPORT ACCESSORIES	300
TOTAL CAPITAL COST	\$11,236
ANNUAL COST	
USE CHARGE	06.67% \$749
AVERAGE ANNUAL MAINTENANCE	@ 10% OF COST 1,124
TOTAL ANNUAL COST	\$1,873
A/V EQUIPMENT EVENT USE CHARGE	
MAXIMUM EVENTS PER YEAR	12.0 \$156.09

**COPY AND DUPLICATION EQUIPMENT
INDIRECT COST COMPUTATION**

SCHEDULE 8

CAPITAL COST		TOTAL
CANON IR C3200 COLOR COPY MACHINE		16,896
CANON IR 5050 COPY MACHINE		12,456
CANON NP-6551-998 COPY MACHINE		11,490
TOTAL CAPITAL COST		\$40,842
ANNUAL COST		
DEBT SERVICE	8% / 4 YRS	\$3,649
USE CHARGE	06.67%	1,893
ANNUAL MAINTENANCE CONTRACT	LS	1,325
CONSUMABLE EQUIPMENT SUPPLIES (B&W COPIES)	LS	1,205
CONSUMABLE EQUIPMENT SUPPLIES (COLOR COPIES)	LS	4,122
TOTAL ANNUAL COST		\$12,194
COPY SYSTEM USE CHARGE		
MAXIMUM COPIES RUN PER YEAR	150,000	\$0.081
AVERAGE COPIES RUN PER YEAR	110,000	\$0.111
COPY CHARGE PER PAGE (8.5 X 11)		\$0.17
COPY CHARGE PER PAGE (11 X 17)	2	\$0.34
COPY CHARGE PER COLOR PAGE (ALL SIZES)		\$0.97

**COMMUNICATIONS EQUIPMENT
INDIRECT COST COMPUTATION**

SCHEDULE 9

COMPUTERIZED TELEPHONE SYSTEM

CAPITAL COST		TOTAL
1-AVAYA PARTNER ACS7 - 8 LINE SMDR (894)		\$8,726
3- MLS-34D PBX STATION	438	1,314
14-MLS-12 DESK PHONES	292	4,088
1-CPU & CALL TRACKER SOFTWARE		3,550
TOTAL CAPITAL COST		\$17,678
ANNUAL COST		
DEBT SERVICE	8% / 7 YRS	\$3,306
AT&T SERVICE CHARGE	745 / Mo X 12 Mos	8,941
AVERAGE EQUIPMENT MAINTENANCE	15.0%	664
TOTAL ANNUAL COST		\$12,911
TELEPHONE SYSTEM USE CHARGE		
TOTAL SYSTEM USE TIME (MINUTES/YEAR)	55,637	\$0.25

**COMMUNICATIONS EQUIPMENT
INDIRECT COST COMPUTATION**

SCHEDULE 10

FACSIMILE SYSTEM

CAPITAL COST		TOTAL
BROTHER 7820N FAX		\$560
CANNON FAX, BROTHER 4450 FAX		826
CPU INTERFACE & INTERCONNECTS		279
TOTAL CAPITAL COST		\$1,665
ANNUAL COST		
USE CHARGE	06.67%	\$111
DEDICATED FAX LINE (SWBT 723-8531)	28.00 / Mo	336
FAX INKJET PAPER (REAM)	12 @ 10.63 EA	128
INKJET PRINT CTGS	10 @ 32.15 EA	322
AVERAGE ANNUAL MAINTENANCE		250
TOTAL ANNUAL COST		\$1,146
FACSIMILE SYSTEM USE CHARGE PER		EVENT
AVERAGE FAXES PER YEAR	847	\$1.35

TRANSPORTATION COST

SCHEDULES 11 AND 12

AUTHORIZED TRANSPORTATION COST	MAXIMUM
TRAVEL COST	
STANDARD VEHICLE MILEAGE (MAX STATE ALLOWED)	\$0.565 / MILE
COMMON CARRIER (COACH CLASS)	ACTUAL TICKET COST
PER DIEM COST	
LODGING AND MEAL ALLOWANCE (MAX STATE ALLOWED)	VARIES BY LOCATION

**GENERAL OFFICE SUPPLIES
INDIRECT COST COMPUTATION**

SCHEDULE 13

SHARED OFFICE SUPPLIES	
ITEM DESCRIPTION	UNIT COST
DIGITAL MEDIA 3½ HD DISKETTES OR CDS (EACH)	\$.30
CD JEWEL CASES (EACH)	.40
CD PAPER SLEVES (EACH)	.10
CANON IR C3200 COPIER CARTRIDGES - BLACK (EACH)	105.00
CANON IR C3200 COPIER CARTRIDGES - COLOR (EACH)	167.00
CANON NP 6551 COPIER TONER -BLACK (EACH)	92.00
MINOLTA 2500W & 2400 W COLOR LASER CARTRIDGES - BLACK (EACH)	89.99
MINOLTA 2500W & 2400 W COLOR LASER CARTRIDGES - COLOR (EACH)	125.99
MINOLTA 2430 DL COLOR LASER PRINTER TONER - COLOR (EACH)	125.99
MINOLTA 2430 DL COLOR LASER PRINTER TONER - BLACK (EACH)	89.99
HP 5000 LASER TONER CARTRIDGES - (EACH) C4129X	194.39
HP 5M LASER TONER CARTRIDGES - (EACH) 92298A	110.69
HP 2100 LASER TONER CARTRIDGES - (EACH) C4096A	116.09
HP 1320 LASER TONER CARTRIDGES - (EACH) Q5949A	84.59
HP CE255A LASER TONER CARTRIDGES – BLACK (EACH)	133.19
HP CC530A LASER TONER CARTRIDGES – BLACK (EACH)	112.49
HP CC531, 32, 33 LASER TONER CARTRIDGES – COLOR (EACH)	110.69
BROTHER FAX MACHINE TONER - (EACH) TN360	64.79
BROTHER FAX MACHINE TONER - (EACH) TN350	64.79
BROTHER DR200 FAX MACHINE DRUM - (EACH)	204.29
BROTHER LASER FAX TONER TN 200HL	34.19
KONICA MINOLTA DRUM CARTRIDGE 2400W AND 2430DL	148.49
IBM 6400 PRINTER RIBBONS - (EACH)	15.00
CALCULATOR RIBBONS (EACH)	3.99
#10 REGULAR LETTER ENVELOPES NON WINDOW (EACH)	0.08
#10 REGULAR LETTER ENVELOPES WINDOW (EACH)	0.09
TYVEK 10 x 13 HD ENVELOPES (EACH)	0.49
TYVEK 9 x 12 HD ENVELOPES (EACH)	0.41
8½ x 11 20 # PAPER STOCK (REAM)	2.99
8½ x 11 28 # PAPER STOCK (REAM)	16.46

**GENERAL OFFICE SUPPLIES
INDIRECT COST COMPUTATION**

**SCHEDULE 13
(CONTINUED)**

8½ X 14 20 # PAPER STOCK (REAM)	5.50
8½ X 14 28 # PAPER STOCK (REAM)	20.42
11 X 17 PAPER STOCK (REAM)	11.99
8½ X 11 INDEX DIVIDERS - (EACH)	0.27
14 7/8 X 11 GREEN BAR COMPUTER PAPER/BOX	44.95
3 RING BINDERS – 1” (EACH)	2.09
3 RING BINDERS – 2” (EACH)	4.29
3 RING BINDERS – 3” (EACH)	6.21
3 RING BINDERS – 4” (EACH)	19.12
3 RING BINDERS – 5” (EACH)	37.99
5½ X 4¼ WHITE POST CARD - (EACH)	0.20
2½" CALCULATOR TAPE (ROLL)	1.12
8½ X 11 LETTERHEAD (EACH)	0.30
8½ X 11 REGULAR FILE FOLDERS LETTER (EACH)	0.19
8½ X 14 REGULAR FILE FOLDERS LEGAL (EACH)	0.22
EXPANDABLE FILE FOLDERS LETTER 1 3/4 (EACH)	1.30
EXPANDABLE FILE FOLDERS LETTER 3 1/2 (EACH)	1.52
EXPANDABLE FILE FOLDERS LETTER 5 1/4 (EACH)	2.10
EXPANDABLE FILE FOLDERS LEGAL 1 3/4 (EACH)	1.44
EXPANDABLE FILE FOLDERS LEGAL 3 1/2 (EACH)	1.58
EXPANDABLE FILE FOLDERS LEGAL 5 1/4 (EACH)	2.60
8½ X 11 26 # REPORT COVERS CLEAR HEAT BIND (EACH)	0.29
8½ X 11 26 # REPORT COVERS CLEAR SPIRAL BIND (EACH)	0.34
8½ X 11 26 # REPORT COVERS PAPER HEAT BIND (EACH)	0.26
8½ X 11 26 # REPORT COVERS PAPER SPIRAL BIND (EACH)	0.23
SPIRAL PLASTIC BINDERS (AVG OF 7 SIZES)	0.19
LASER PRINT LABELS (5160 OR EQUIVALENT)	0.03
2½ X 4¼ RRA MAILING LABELS (EACH)	0.18
PACKING TAPE ROLL	3.50
BINDER STRIP	.28
AA ALKALINE BATTERY	.72
AAA ALKALINE BATTERY	.50

9 VOLT ALKALINE BATTERY	2.00
C ALKALINE BATTERY	1.12
D ALKALINE BATTERY	1.12
MISCELLANEOUS OFFICE SUPPLIES @ 15% OF TOTAL SUPPLIES	15.0%