

**TEXAS  
CLEAN RIVERS PROGRAM  
FY 2016 – 2017**

**WORKPLAN**



**AUGUST 10, 2015**

**COMPREHENSIVE  
WATER QUALITY ASSESSMENT**

**RED RIVER BASIN  
AND  
CANADIAN RIVER BASIN**

**FY 2016 - 2017 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, 2015 THROUGH AUGUST 31, 2017**

# TABLE OF CONTENTS

	<u>Page</u>
Task 1: Project Administration .....	1
Task 2: Quality Assurance .....	3
Task 3: Water Quality Monitoring.....	6
Task 4: Data Management .....	8
Task 5: Data Analysis and Reporting .....	9
Task 6: Public Participation and Outreach.....	11

## SUPPORTING SCHEDULES

	<u>Page</u>
FY 2016 - FY 2017 Budget by Category – <b>Schedule 1A</b> .....	14
FY 2016 - FY 2017 Budget by Task – <b>Schedule 1B</b> .....	15
FY 2016 List of Deliverables – Due Date Order – <b>Schedule 2</b> .....	16
FY 2017 List of Deliverables – Due Date Order – <b>Schedule 3</b> .....	19
Personnel Eligibility List – <b>Schedule 4</b> .....	23
Travel Estimates – <b>Schedule 5</b> .....	24
Supplies Estimates – <b>Schedule 6</b> .....	26
Other Costs Estimate – <b>Schedule 7</b> .....	27
Equipment Cost Estimate – <b>Schedule 8</b> .....	28
Subcontractor List – <b>Schedule 9</b> .....	29
Certification of Procurement Process – <b>Schedule 10</b> .....	30
Indirect Cost Plan – <b>Schedule 11</b> .....	31

## **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 FY2016-2017 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' (RRA) Project Manager will administer the Clean Rivers Program for the Canadian and Red River Basins, in accordance with the CRP Guidance for FY 2016-17.

**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 FY2016-2017 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 (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 FY2016-2017 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, RRA 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 FY 2018-2019 Work Plan.

**Conference Calls** - RRA will participate in all scheduled conference calls unless other arrangements are made with the TCEQ Project Manager.

**Conferences and Training Events** - RRA 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.

**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 FY2016-2017 CRP Guidance. In the case of an on-site visit, the appropriate RRA personnel will be available during the visit.

**FY 2018-2019 Work Plan and Supporting Documentation** - The Work Plan and supporting documentation will be prepared and submitted as specified in the FY2018-2019 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 FY 2018-2019 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 FY 2018 - 2019 Work Plan and Supporting Documentation - March 15, 2017
- C. Final FY 2018 - 2019 Work Plan and Supporting Documentation – April 15, 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; and
- oversight of project(s).

### 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 databases and information systems shall be planned in consultation with the 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 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 TAC Chapter 25, Subchapters A and B will be included in the document. RRA will address all TCEQ comments and submit the revised QAPP to the TCEQ within 30 days after receiving comments from the TCEQ.

RRA will secure written documentation (signature in the QAPP or Commitment 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 RRA'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). RRA will distribute the QAPP to all participants (including the laboratory). Documentation of distribution will be maintained by RRA and be available for review during a TCEQ monitoring systems audit.

Sections of the Basin-wide QAPP will be posted to RRA'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 RRA's QAPP will be included in Appendix B of the QAPP.

**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 RRA.

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

RRA 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, RRA 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 the TCEQ using the definitions and corrective action strategy laid out in the CRP Guidance. RRA 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 FY 2017 monitoring - June 15, 2016
- D. Final QAPP Appendix B Amendment for FY 2017 monitoring – August 15, 2016
- E. QAPP Amendments and revisions to Appendices (if applicable) - as needed
- F. 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

- G. Participate in TCEQ monitoring systems audit and response 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, 2016 through August 31, 2017**

- A. Draft FY 2018/2019 Basin-wide QAPP - June 15, 2017
- B. Final FY 2018/2019 QAPP - August 15, 2017
- C. QAPP Amendments and revisions to Appendices (if applicable) - as needed
- D. 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
- E. Participate in TCEQ monitoring systems audit and response 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, 2017
- G. On-site project oversight report and response (if applicable) - August 31, 2017
- 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; and
- systematic, regularly-scheduled short-term monitoring to screen water bodies for issues.

#### **Task**

**Description: Monitoring Description** – The goal of RRA’s Clean Rivers Program monitoring is to provide quality assured data for water bodies throughout both the Canadian and Red River Basins in an effort to promote the accurate assessment of water quality. When possible, RRA strives to accomplish this task by helping to ensure water quality monitoring within every assessment unit of all identified water bodies.

For FY 2016, RRA will monitor and collect water quality samples for analysis from a minimum of 50 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 quarter of the year.

In FY 2017, RRA will monitor at a similar level of effort as in FY 2016. The actual number of sites, location, frequency, and parameters collected for FY 2017 will be based on priorities identified at the Basin Steering Committee and Coordinated Monitoring Meetings and included in the amended Appendix B schedule of RRA’s QAPP.

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

**Coordinated Monitoring Meeting** - RRA will hold an annual Coordinated Monitoring Meeting as described in the 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 Due 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 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.

RRA 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 Surface Water Quality Monitoring Information System (SWQMIS) as needed.

Water quality data approved by the TCEQ will be posted on RRA's Web page at least two times per 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

#### **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

## **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:** RRA will complete a Basin Report during the first and second year of the biennium. 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.

RRA will complete a Basin Highlights Report for both the Canadian and Red River Basins in the **Standard Report** format during FY 2016 and FY 2017.

**Basin Highlights Report** - RRA 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 version described below as detailed in the FY 2016-17 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 RRA's Web page

Electronic copies of the draft report and five 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 RRA'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 program, RRA 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 2016-17 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 RRA 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.

RRA 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 and Meetings** - In order to sufficiently address the different interests, concerns and priorities of each watershed, RRA will work to ensure that its Steering Committee includes stakeholder volunteers from across the basin that represent the groups identified in the FY 2016-17 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, RRA will take every opportunity to promote the CRP and involvement in the Steering Committee.

To meet the goals and coordination requirements of the CRP Guidance, RRA will conduct at least two Steering Committee meetings per year, one in Amarillo and one in Wichita Falls. Additional sub-committees or other public meetings may also be held to help complete the requirements.

RRA 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, requests confirmation of 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, RRA 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 RRA, and a list of participants will be included in the subsequent Progress Report.

RRA will develop, maintain, update, and report on their Web page as specified in the FY 2016-17 CRP Guidance. The Web page will be reviewed on a quarterly basis to ensure that information and announcements remain current and relevant. RRA 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 – *a minimum of 45 days prior to Steering Committee meeting date*
- D. Final announcements and agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- E. Steering Committee meeting (Canadian and Red River Basins)- number and dates as negotiated with TCEQ Project Manager
- F. Steering Committee meeting (Red River Basin) - number and dates as negotiated with TCEQ Project Manager
- G. Steering Committee meeting materials - *with Progress Report following meeting*
- H. Steering Committee meeting minutes posted to the Web page – *indicate in Progress Report following meeting*

- I. 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 – *a minimum of 45 days prior to Steering Committee meeting date*
- C. Final announcements and agenda for Steering Committee meetings – *a minimum of 15 days in advance of meeting*
- D. Steering Committee meeting (Canadian and Red River Basins) - number and dates as negotiated with CRP Project Manager
- E. Steering Committee meeting (Red River Basin) - number and dates as negotiated with CRP 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 - September 15 and December 15, 2016; March 15, June 15, and August 31, 2017



**SCHEDULE 1B**  
**RED RIVER AUTHORITY OF TEXAS**  
**BUDGET BY TASK**

<b>BUDGET CATEGORIES</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	<b>Task 5</b>	<b>Task 6</b>	<b>FY16 - FY17 TOTAL</b>
a. Personnel/Salary	\$ 15,060.43	\$ 12,048.35	\$ 63,253.82	\$ 25,602.74	\$ 21,084.61	\$ 13,554.39	\$ 150,604.34
b. Fringe Benefits (44.57% of Labor)	6,712.44	5,369.95	28,192.23	11,411.14	9,397.41	6,041.19	67,124.35
c. Travel	1,260.00	-	28,399.92	-	1,260.00	2,141.60	33,061.52
d. Supplies	1,176.50	941.20	4,941.30	2,000.05	1,647.10	1,058.85	11,765.00
e. Equipment	-	-	28,000.00	-	-	-	28,000.00
f. Contractual	-	-	-	-	-	-	79,380.00
g. Other	4,758.10	4,086.48	252,560.15	8,358.10	12,545.26	18,345.93	300,654.02
h. Total Direct Costs (sum a-g)	27,707.47	22,445.98	348,947.50	47,372.03	44,674.37	39,000.36	594,374.19
i. Indirect costs (18.5% of Labor)	2,786.18	2,228.94	11,701.96	4,736.51	3,900.65	2,507.56	27,861.80
<b>j. Total Reimbursable Costs (h+i)</b>	<b>\$ 30,493.65</b>	<b>\$ 24,674.92</b>	<b>\$ 360,649.46</b>	<b>\$ 52,108.54</b>	<b>\$ 48,585.02</b>	<b>\$ 41,507.92</b>	<b>\$ 622,236.00</b>

**SCHEDULE 2**  
**LIST OF DELIVERABLES**  
**FY 2016**

<b>TASK NO.</b>	<b>TASK ACTIVITY</b>	<b>DUE DATE</b>	<b>DATE SUBMITTED</b>	<b>COMMENTS</b>
2A	Basin-wide QAPP receipt and commitment letters	10/15/15		
2B	Specified sections of the Basin-wide QAPP posted to the web	10/31/15		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	12/01/15		
6A	Document that Web page meets outlined requirements	12/15/15		
1A	Progress Report (FY 2016 First Quarter Progress Report)	12/15/15		
2J	Corrective Action Status Report (submit with progress report)	12/15/15		
3A	Conduct water quality monitoring, summarize activities (submit with progress report)	12/15/15		
6B	Summary of Web page updates (submit with progress report)	12/15/15		
6I	Materials from education and outreach activities (submit with progress report)	12/15/15		
4B	Surface water quality monitoring data updates posted to web, or link to TCEQ's water quality data	02/01/16		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	03/01/16		
5A	Draft Basin Highlights Report (standard report)	02/15/16		
1A	Progress Report (FY 2016 Second Quarter Progress Report)	03/15/16		
2J	Corrective Action Status Report (submit with progress report)	03/15/16		
3A	Conduct water quality monitoring, summarize activities (submit with progress report)	03/15/16		
6B	Summary of Web page updates (submit with progress report)	03/15/16		

**SCHEDULE 2**  
**LIST OF DELIVERABLES**  
**FY 2016**

<b>TASK NO.</b>	<b>TASK ACTIVITY</b>	<b>DUE DATE</b>	<b>DATE SUBMITTED</b>	<b>COMMENTS</b>
6I	Materials from education and outreach activities (submit with progress report)	03/15/16		
5B	Final Basin Highlights Report (standard report)	05/15/16		
3D	Email notification that Coordinated Monitoring Schedule updates are complete	05/31/16		
1A	Progress Report (FY 2016 Third Quarter Progress Report)	06/15/16		
2J	Corrective Action Status Report (submit with progress report)	06/15/16		
3A	Conduct water quality monitoring, summarize activities (submit with progress report)	06/15/16		
6B	Summary of Web page updates (submit with progress report)	06/15/16		
6G	Steering Committee Meeting materials (submit with progress report)	06/15/16		
6H	Steering Committee Meeting minutes posted to the web (indicate in progress report)	06/15/16		
6I	Materials from education and outreach activities (submit with progress report)	06/15/16		
2C	Draft QAPP Appendix B Amendment for FY 2017 monitoring	06/15/16		
5C	Post Report to Web page (Basin Highlights Report)	06/30/16		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	08/01/16		
4B	Surface water quality monitoring data updates posted to web, or link to TCEQ's water quality data	08/01/16		
2D	Final QAPP Appendix B Amendment for FY 2017 monitoring	08/15/16		
1B	Annual Self Evaluation and Subcontract Evaluations, (if applicable)	08/31/16		

**SCHEDULE 2**  
**LIST OF DELIVERABLES**  
**FY 2016**

<b>TASK NO.</b>	<b>TASK ACTIVITY</b>	<b>DUE DATE</b>	<b>DATE SUBMITTED</b>	<b>COMMENTS</b>
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 (if applicable)	As Needed		
2F	Appendix and Amendment QAPP Receipt and Commitment Letters (No later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event)	As Needed		
2G	Participate in TCEQ Monitoring Systems Audit and respond to comments (Date planned in consultation with TCEQ)	As Needed		
2H	Conduct on-site oversight assessment of sub-participants, once during each project or once during contract cycle (if applicable)	TBA		
2I	On-site project oversight report and response (if applicable - submit with progress report, no later than the quarter following the one in which the audit was conducted)	TBA		
3B	Coordinated Monitoring Meeting (Between March 15 and April 30, 2014)	TBA		
3C	Coordinated Monitoring Meeting Summary of Changes (within 2 weeks of the meeting)	TBA		
6C	Contact Steering Committee members with questionnaire, draft agenda topics and to confirm participation (a minimum of 45 days prior to Steering Committee Meeting date)	TBA		
6D	Final Announcements and Agendas of Steering Committee Meetings (a minimum of 15 days prior to meeting)	TBA		
6E	Hold Basin Steering Committee Meeting (Canadian and Red River Basins – date negotiated with TCEQ Project Manager)	TBA		
6F	Hold Basin Steering Committee Meeting (Red River Basin – date negotiated with TCEQ Project Manager)	TBA		

**SCHEDULE 3**  
**LIST OF DELIVERABLES**  
**FY 2017**

<b>TASK NO.</b>	<b>TASK ACTIVITY</b>	<b>DUE DATE</b>	<b>DATE SUBMITTED</b>	<b>COMMENTS</b>
1A	Progress Report (FY 2016 Fourth Quarter Progress Report)	09/15/16		
2H	Corrective Action Status Report (submit with progress report)	09/15/16		
3A	Conduct water quality monitoring, summarize activities (submit with progress report)	09/15/16		
6A	Summary of Web page updates (submit with progress report)	09/15/16		
6H	Materials from education and outreach activities (submit with progress report)	09/15/16		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	12/01/16		
1A	Progress Report (FY 2017 First Quarter Progress Report)	12/15/16		
2H	Corrective Action Status Report (submit with progress report)	12/15/16		
3A	Conduct water quality monitoring, summarize activities (submit with progress report)	12/15/16		
6A	Summary of Web page updates (submit with progress report)	12/15/16		
6H	Materials from education and outreach activities (submit with progress report)	12/15/16		
4B	Surface water quality monitoring data updates posted to web, or link to TCEQ's water quality data	02/01/17		
5A	Draft Basin Highlights Report (Standard Report)	02/15/17		
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	03/01/17		
1A	Progress Report (FY 2017 Second Quarter Progress Report)	03/15/17		
2H	Corrective Action Status Report (submit with progress report)	03/15/17		

**SCHEDULE 3**  
**LIST OF DELIVERABLES**  
**FY 2017**

<b>TASK NO.</b>	<b>TASK ACTIVITY</b>	<b>DUE DATE</b>	<b>DATE SUBMITTED</b>	<b>COMMENTS</b>
3A	Conduct water quality monitoring, summarize activities (submit with progress report)	03/15/17		
6A	Summary of Web page updates (submit with progress report)	03/15/17		
6H	Materials from education and outreach activities (submit with progress report)	03/15/17		
1B	Proposed FY 2018 – 2019 Work Plan and Supporting Documentation	03/15/17		
1C	Final FY 2018 – 2019 Work Plan and Supporting Documentation	05/01/17		
5B	Final Basin Highlights Report (Standard Report)	05/15/17		
3D	Email notification that Coordinated Monitoring Schedule updates are complete	05/31/17		
2A	Draft FY 2018 – 2019 Basin-wide QAPP	06/15/17		
1A	Progress Report (FY 2017 Third Quarter Progress Report)	06/15/17		
2H	Corrective Action Status Report (submit with progress report)	06/15/17		
3A	Conduct water quality monitoring, summarize activities (submit with progress report)	06/15/17		
6A	Summary of Web page updates (submit with progress report)	06/15/17		
6F	Steering Committee Meeting materials (submit with progress report)	06/15/17		
6G	Steering Committee Meeting minutes posted to the web (indicate in progress report)	06/15/17		
6H	Materials from education and outreach activities (submit with progress report)	06/15/17		
5C	Post Report to Web page (Basin Highlights Report)	06/30/17		

**SCHEDULE 3**  
**LIST OF DELIVERABLES**  
**FY 2017**

<b>TASK NO.</b>	<b>TASK ACTIVITY</b>	<b>DUE DATE</b>	<b>DATE SUBMITTED</b>	<b>COMMENTS</b>
4A	Surface Water Quality Monitoring Data Files, SWQMIS Validator Report, and Data Summary	08/01/17		
4B	Surface water quality monitoring data updates posted to web, or link to TCEQ's water quality data	08/01/17		
2B	Final FY 2018 – 2019 QAPP	08/15/17		
1A	Progress Report (FY 2017 Fourth Quarter Progress Report)	08/31/17		
2H	Corrective Action Status Report (submit with progress report)	08/31/17		
3A	Conduct water quality monitoring, summarize activities (submit with progress report)	08/31/17		
6A	Summary of Web page updates (submit with progress report)	08/31/17		
6H	Materials from education and outreach activities (submit with progress report)	08/31/17		
1D	Annual Self Evaluation and Subcontractor Evaluations, (if applicable)	08/31/17		
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 (if applicable)	As Needed		
2D	Appendix and Amendment QAPP Receipt and Commitment Letters (No later than 45 days after TCEQ approval of the QAPP, but prior to the monitoring event)	As Needed		
2E	Participate in TCEQ Monitoring Systems Audit and respond to comments (Date planned in consultation with TCEQ)	As Needed		
2F	Conduct On-Site Oversight Assessment of Sub-Participants, once during each project or once during contract cycle (if applicable)	TBA		
2G	On-site project oversight report and response (if applicable)	TBA		

**SCHEDULE 3**  
**LIST OF DELIVERABLES**  
**FY 2017**

<b>TASK NO.</b>	<b>TASK ACTIVITY</b>	<b>DUE DATE</b>	<b>DATE SUBMITTED</b>	<b>COMMENTS</b>
3B	Coordinated Monitoring Meeting (Between March 15 and April 30, 2015)	TBA		
3C	Coordinated Monitoring Meeting Summary of Changes (within two weeks of the meeting)	TBA		
6B	Contact Steering Committee members with questionnaires, draft agenda topics and to confirm participation (a minimum of 45 days prior to Steering Committee Meeting date)	TBA		
6C	Final Announcements and Agendas of Steering Committee Meetings (a minimum of 15 days prior to meeting dates negotiated with CRP Project Manager)	TBA		
6D	Hold Basin Steering Committee Meeting (Canadian and Red River Basins – date negotiated with TCEQ Project Manager)	TBA		
6E	Hold Basin Steering Committee Meeting (Red River Basin – date negotiated with TCEQ Project Manager)	TBA		

**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	FY16 CRP Salary	FY 17 CRP Salary
105	Curtis W. Campbell	General Manager	ALL	09-01-15		0.50%	\$ 662.50	\$ 662.50
106	Henry C. Wied	Assistant General Mgr	ALL	09-01-15		5.00%	4,055.06	4,055.06
107	Gregg Miller	Controller	1, 6	09-01-15		0.25%	183.58	183.58
111	Lana R. Hefton	Accountant	1, 6	09-01-15		3.00%	1,330.56	1,330.56
112	Stacey L. Green	Administrative Technician	ALL	09-01-15		10.00%	3,509.17	3,509.17
114	Tamyra L. Zotz	Accounting Clerk	1, 6	09-01-15		0.25%	75.74	75.74
115	Linda Travis	Customer Service Rep	1, 6	09-01-15		0.25%	65.87	65.87
116	Danna K. Prichard	Executive Assistant	ALL	09-01-15		4.00%	2,506.15	2,506.15
119	Glen K. Hite	IT Systems Administrator	ALL	09-01-15		12.00%	7,431.34	7,431.34
301	Ronald Mullins	Regional Manager	3	09-01-15		0.25%	129.08	129.08
402	Amanda Thompson	Laboratory Technician	1, 3, 6	09-01-15		0.25%	83.49	83.49
403	James Knightstep	Environmental Svcs. Asst.	ALL	09-01-15		20.00%	4,580.16	4,580.16
404	Melanie Sears	Laboratory Technician	1, 3, 6	09-01-15		0.25%	78.97	78.97
405	Jose Martinez	Environmental Technician	ALL	09-01-15		60.00%	18,957.12	18,957.12
407	N. Jill Simpson	ESD Lab Supervisor	1, 3, 6	09-01-15		0.25%	120.70	120.70
408	Allen M. Pappas	ESD Program Supervisor	ALL	09-01-15		65.00%	31,532.70	31,532.70
<b>Total Estimated CRP Salary</b>							<b>\$ 75,302.17</b>	<b>\$ 75,302.17</b>

**SCHEDULE 5**  
**RED RIVER AUTHORITY OF TEXAS**  
**TRAVEL COST ESTIMATE**

Purpose of Travel (FY 2016)	Destination	Task Number	Transportation	Lodging	Meals
Mileage for Surface Water Quality Monitoring (SWQM) for conventional parameters: (41 monitoring events per quarter, average of 60 miles per site), (current Texas mileage reimbursement rate of 0.58 per mile times approximately 9,860 miles per year), (4 overnight accommodations per quarter for 2 staff), (\$10 per person per meal for 2 staff, 64 times per year)	Monitoring sites for conventional parameters throughout the Canadian and Red River Basins	3	\$ 5,718.80	\$ 2,656.00	\$ 1,280.00
Mileage for SWQM for local monitoring sites: (44 monitoring events per quarter, average 46 miles per site), (current Texas mileage rate of 0.58 times 8,136 miles per year), (\$10 per person per meal for 2 staff, 40 times per year)	Monitoring local sites in the Red River Basin	3	4,718.88	-	800.00
SWQM Workshop and Training: (2 staff, 3 nights), (current Texas mileage reimbursement rate of 0.58 per mile times approximately 692 miles), (\$10 per person per meal, for 2 staff)	Bandera, Texas	3	401.36	462.00	240.00
Canadian and Red River Basin Advisory Committee Meeting: (5 staff, 1 night), (2 vehicles, current Texas mileage reimbursement rate of 0.58 per mile times approximately 940 miles), (\$10 per person per meal for 5 staff)	Amarillo, Texas	6	545.20	415.00	150.00
Training/Meetings: (2 staff, 1 night), (current Texas mileage reimbursement rate of 0.58 per mile times approximately 600 miles), (\$10 per person per meal, 2 people)	Austin, Texas	2	348.00	278.00	100.00
<b>Total Estimated Travel Costs</b>			<b>\$ 11,732.24</b>	<b>\$ 3,811.00</b>	<b>\$ 2,570.00</b>

**SCHEDULE 5**  
**RED RIVER AUTHORITY OF TEXAS**  
**TRAVEL COST ESTIMATE**

Purpose of Travel (FY 2017)	Destination	Task Number	Transportation	Lodging	Meals
Mileage for Surface Water Quality Monitoring (SWQM) for conventional parameters: (41 monitoring events per quarter, average of 60 miles per site), (current Texas mileage reimbursement rate of 0.58 per mile times approximately 9,860 miles per year), (4 overnight accommodations per quarter for 2 staff), (\$10 per person per meal for 2 staff, 64 times per year)	Monitoring sites for conventional parameters throughout the Canadian and Red River Basins	3	\$ 5,718.80	\$ 2,656.00	\$ 1,280.00
Mileage for SWQM for local monitoring sites: (44 monitoring events per quarter, average 46 miles per site), (current Texas mileage rate of 0.58 times 8,136 miles per year), (\$10 per person per meal for 2 staff, 40 times per year)	Monitoring local sites in the Red River Basin	3	4,718.88	-	800.00
SWQM Workshop and Training: (2 staff, 3 nights), (current Texas mileage reimbursement rate of 0.58 per mile times approximately 692 miles), (\$10 per person per meal, for 2 staff)	Bandera, Texas	3	401.36	462.00	240.00
Canadian and Red River Basin Advisory Committee Meeting: (5 staff, 1 night), (2 vehicles, current Texas mileage reimbursement rate of 0.58 per mile times approximately 940 miles), (\$10 per person per meal for 5 staff)	Amarillo, Texas	6	545.20	415.00	150.00
Training/Meetings: (2 staff, 1 night), (current Texas mileage reimbursement rate of 0.58 per mile times approximately 600 miles), (\$10 per person per meal, 2 people)	Austin, Texas	2	348.00	278.00	100.00
<b>Total Estimated Travel Costs</b>			<b>\$ 11,732.24</b>	<b>\$ 3,811.00</b>	<b>\$ 2,570.00</b>

**SCHEDULE 6**  
**RED RIVER AUTHORITY OF TEXAS**  
**SUPPLIES ESTIMATE**

Description of Supply (FY 2016)	Task Number	Cost
Data Processing Supplies and Paper Products	ALL	\$ 550.00
Shared and Miscellaneous Office Supplies	ALL	82.50
Water Quality Monitoring Equipment – Laboratory Supplies	3	5,250.00
<b>Total Supply Costs Estimate</b>		<b>\$ 5,882.50</b>

Description of Supply (FY 2017)	Task Number	Cost
Data Processing Supplies and Paper Products	ALL	\$ 550.00
Shared and Miscellaneous Office Supplies	ALL	82.50
Water Quality Monitoring Equipment – Laboratory Supplies	3	5,250.00
<b>Total Supply Costs Estimate</b>		<b>\$ 5,882.50</b>

**SCHEDULE 7**  
**RED RIVER AUTHORITY OF TEXAS**  
**OTHER COSTS ESTIMATE**

Item Description	Task Number	Cost FY 16	Cost FY 17
CAD Computer Usage (approximately 56 hours at \$17.98 per hour)	ALL	\$ 1,000.00	\$ 1,000.00
Data Processing Computer Usage (approximately 872 hours at \$11.48 per hour)	ALL	10,000.00	10,000.00
Surface Water Quality Monitoring Equipment Usage: (approximately 332 SWQM equipment uses per year at \$8.65 per sampling event)	3	2,872.50	2,872.50
Laboratory Testing Services – Red River Authority Environmental Services Laboratory and Lower Colorado River Authority Laboratory Services	3	120,064.00	120,064.00
Communications (phone usage, fax usage, AV usage, web cost share)	ALL	3,900.00	3,900.00
Postage	ALL	400.00	400.00
Special Delivery	ALL	200.00	200.00
Copy and Printing	ALL	9,290.51	9,290.51
Public Meetings Expenses	ALL	600.00	600.00
Resource Materials – Materials for Earth Day, Major Rivers Curriculum, etc.	6	2,000.00	2,000.00
<b>Total Other Costs Estimate</b>		<b>\$ 150,327.01</b>	<b>\$ 150,327.01</b>

**SCHEDULE 8**  
**RED RIVER AUTHORITY OF TEXAS**  
**EQUIPMENT COSTS ESTIMATE**

Item Description	Task Number	Cost FY 16	Cost FY 17
Complete YSI EXO Sonde (including but not limited to DO/pH/conductivity/temperature sensors, cables, and meter)	3	\$ 14,000.00	\$ 14,000.00
<b>Total Other Costs Estimate</b>		<b>\$ 14,000.00</b>	<b>\$ 14,000.00</b>

The Authority plans to utilize the YSI EXO Sondes to conduct routine water quality monitoring in both the Canadian and Red River Basins. The Authority will tentatively purchase these instruments during the third quarter of each Fiscal Year, depending on a review of current Fiscal Year's budget.

**SCHEDULE 9**  
**RED RIVER AUTHORITY OF TEXAS**  
**SUBCONTRACTOR LIST**

Subcontractor	Service	Contract Start Date	Contract End Date	FY 2016 Cost	FY 2017 Cost
N/A	N/A	N/A	N/A	N/A	N/A

The Red River Authority of Texas will not utilize subcontractor services during FY 2016 or FY 2017.

**SCHEDULE 10**  
**RED RIVER AUTHORITY OF TEXAS**  
**CERTIFICATION OF PROCUREMENT PROCESS**

Applicant's Name (Organization) <b>Red River Authority of Texas</b>		
Applicant's Address <b>3000 Hammon Road, P. O. Box 240, Wichita Falls, Texas 76307-0240</b>		
<b>SECTION I – INSTRUCTIONS</b>		
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 federal, state and local laws and regulations as outlined in the Uniform Grant Management Standards (UGMS).		
<b>SECTION II – CERTIFICATIONS</b>		
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.  <p style="text-align: center;"><b><i>Red River Authority of Texas Policy and Procedures Manual, as amended July, 2013.</i></b></p>		
PRINTED NAME & TITLE:  <p style="text-align: center;"><b>Curtis W. Campbell, General Manager</b></p>	SIGNATURE:	DATE:

**SCHEDULE 11**  
**RED RIVER AUTHORITY OF TEXAS**  
**INDIRECT COST PLAN**  
**AS AMENDED**  
**JANUARY 1, 2015**

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.

**RED RIVER AUTHORITY OF TEXAS**

**FISCAL ADMINISTRATION POLICY**

**Section VII**

**INDIRECT COST ACCOUNTING PLAN**

**AS AMENDED**

**January 1, 2015**

# **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, 2015**

### **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 proximate 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.

<b>SHARED COST CENTERS</b>			
<b>ITEM DESCRIPTION</b>		<b>RATE</b>	<b>PER</b>
Fringe Benefits as % of Base Salaries	@	44.57%	LS
General Overhead as % of Base Salaries	@	18.50%	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	@	1.52	Event
Transportation – Travel Mileage (Max State Allowed)	@	0.575	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

<b>AUDITED COST CENTERS</b>			<b>2014 Actual</b>
<b>TOTAL DIRECT LABOR (DL)</b>			<b>\$1,283,589</b>
<b>LISTED FRINGE BENEFITS</b>	<b>% of DL</b>	<b>Actual</b>	
FICA	@ 7.77%	\$99,767	
Retirement	@ 7.79%	99,938	
Health/Life Insurance	@ 19.38%	248,779	
Workers Comp Insurance	@ 1.57%	20,215	
Paid Vacation/Holiday Leave	@ 7.55%	96,959	
Unemployment Insurance	@ 0.50%	6,411	
<b>TOTAL FRINGE BENEFITS (FB)</b>			<b>\$572,069</b>
<b>FRINGE BENEFIT RATE (FBR)</b>			<b>44.57%</b>
<b>GENERAL OVERHEAD</b>	<b>% of DL</b>	<b>Actual</b>	
Facility Operating Expense	@ 15.95%	\$204,717	
General Insurance	@ 2.55%	32,746	
<b>TOTAL GENERAL OVERHEAD (GO)</b>			<b>\$237,463</b>
<b>GENERAL OVERHEAD RATE (GOR)</b>			<b>18.50%</b>

**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
<b>Total Hardware &amp; Peripheral Inventory</b>					<b>\$12,678</b>
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
<b>Total Software Inventory</b>					<b>\$43,813</b>
Assets Still Being Depreciated					<b>\$3,875</b>
Assets Fully Depreciated					<b>\$52,616</b>
<b>Total Hardware &amp; Software Capital Cost</b>					<b>\$56,491</b>
<b>AVERAGE ANNUAL COST</b>					
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
<b>Average Annual H &amp; S Cost</b>					<b>\$14,501</b>
<b>CADD SYSTEM USE CHARGE</b>					
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
<b>Hourly Rate for CADD/GIS CPU Time</b>					<b>\$17.98</b>

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

**SCHEDULE 4**

<b>CAPITAL COST</b>	<b>QTY</b>		<b>COST</b>		<b>TOTAL</b>
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
<b>Total Hardware &amp; Peripheral Inventory</b>					<b>55,318</b>
Windows XP Pro Operating & Utilities	22	@	395		8,690
Itemized Software Listing		LS			35,124
<b>Total Software Inventory</b>					<b>43,814</b>
Assets Still Being Depreciated					<b>27,873</b>
Assets Fully Depreciated					<b>71,259</b>
<b>Total Hardware &amp; Software Capital Cost</b>					<b>\$99,132</b>
<b>AVERAGE ANNUAL COST</b>					
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
<b>Average Annual H &amp; S Cost</b>					<b>\$39,684</b>
<b>WP/DBMS USE TIME CHARGE</b>					
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
<b>Hourly Rate for WP/DBMS CPU Time</b>					<b>\$11.48</b>

**WATER QUALITY MONITORING EQUIPMENT  
INDIRECT COST COMPUTATION**

**SCHEDULE 5**

<b>CAPITAL COST</b>		<b>TOTAL</b>
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
<b>TOTAL CAPITAL COST</b>		<b>\$17,053</b>
<b>ANNUAL COST</b>		
USE CHARGE	06.67%	1,137
AVERAGE ANNUAL MAINTENANCE/REPAIR	05.0%	853
<b>TOTAL AVERAGE ANNUAL COST</b>		<b>\$1,990</b>
<b>EQUIPMENT USE CHARGE PER EVENT</b>		
<b>AVERAGE EVENTS PER YEAR (1,990 / 230)</b>	230	<b>\$8.65</b>

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

**SCHEDULE 6**

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

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

**SCHEDULE 7**

<b>CAPITAL COST</b>		<b>TOTAL</b>
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
<b>TOTAL CAPITAL COST</b>		<b>\$11,236</b>
<b>ANNUAL COST</b>		
USE CHARGE	06.67%	\$749
AVERAGE ANNUAL MAINTENANCE	@ 10% OF COST	1,124
<b>TOTAL ANNUAL COST</b>		<b>\$1,873</b>
<b>A/V EQUIPMENT EVENT USE CHARGE</b>		
MAXIMUM EVENTS PER YEAR	12.0	<b>\$156.09</b>

**COPY AND DUPLICATION EQUIPMENT  
INDIRECT COST COMPUTATION**

**SCHEDULE 8**

<b>CAPITAL COST</b>		<b>TOTAL</b>
CANON IR C3200 COLOR COPY MACHINE		16,896
CANON IR 5050 COPY MACHINE		12,456
CANON IR-ADV 5250 COLOR COPY MACHINE		10,883
<b>TOTAL CAPITAL COST</b>		<b>\$40,235</b>
<b>ANNUAL COST</b>		
DEBT SERVICE	8% / 4 YRS	\$6,837
USE CHARGE	06.67%	1,853
ANNUAL MAINTENANCE CONTRACT	LS	1,325
CONSUMABLE EQUIPMENT SUPPLIES (B&W COPIES)	LS	1,205
CONSUMABLE EQUIPMENT SUPPLIES (COLOR COPIES)	LS	4,122
<b>TOTAL ANNUAL COST</b>		<b>\$15,342</b>
<b>COPY SYSTEM USE CHARGE</b>		
MAXIMUM COPIES RUN PER YEAR	150,000	\$0.081
AVERAGE COPIES RUN PER YEAR	110,000	\$0.111
<b>COPY CHARGE PER PAGE (8.5 X 11)</b>		<b>\$0.17</b>
<b>COPY CHARGE PER PAGE (11 X 17)</b>	2	<b>\$0.34</b>
<b>COPY CHARGE PER COLOR PAGE (ALL SIZES)</b>		<b>\$0.97</b>

**COMMUNICATIONS EQUIPMENT  
INDIRECT COST COMPUTATION**

**SCHEDULE 9**

**COMPUTERIZED TELEPHONE SYSTEM**

<b>CAPITAL COST</b>		<b>TOTAL</b>
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
<b>TOTAL CAPITAL COST</b>		<b>\$17,678</b>
<b>ANNUAL COST</b>		
DEBT SERVICE	8% / 7 YRS	\$3,306
AT&T SERVICE CHARGE	745 / Mo X 12 Mos	8,941
AVERAGE EQUIPMENT MAINTENANCE	15.0%	664
<b>TOTAL ANNUAL COST</b>		<b>\$12,911</b>
<b>TELEPHONE SYSTEM USE CHARGE</b>		
<b>TOTAL SYSTEM USE TIME (MINUTES/YEAR)</b>		<b>COST/MIN</b>
TOTAL SYSTEM USE TIME (MINUTES/YEAR)		55,637
		<b>\$0.25</b>

**COMMUNICATIONS EQUIPMENT  
INDIRECT COST COMPUTATION**

**SCHEDULE 10**

**FACSIMILE SYSTEM**

<b>CAPITAL COST</b>		<b>TOTAL</b>
BROTHER 7820N FAX		\$560
CANNON FAX, BROTHER 4450 FAX		826
CPU INTERFACE & INTERCONNECTS		279
<b>TOTAL CAPITAL COST</b>		<b>\$1,665</b>
<b>ANNUAL COST</b>		
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
<b>TOTAL ANNUAL COST</b>		<b>\$1,146</b>
<b>FACSIMILE SYSTEM USE CHARGE PER</b>		<b>EVENT</b>
<b>AVERAGE FAXES PER YEAR</b>	<b>754</b>	<b>\$1.52</b>

**TRANSPORTATION COST**

**SCHEDULES 11 AND 12**

<b>AUTHORIZED TRANSPORTATION COST</b>	<b>MAXIMUM</b>
<b>TRAVEL COST</b>	
STANDARD VEHICLE MILEAGE (MAX STATE ALLOWED)	\$0.575 / MILE
COMMON CARRIER (COACH CLASS)	ACTUAL TICKET COST
<b>PER DIEM COST</b>	
LODGING AND MEAL ALLOWANCE (MAX STATE ALLOWED)	VARIES BY LOCATION

**GENERAL OFFICE SUPPLIES  
INDIRECT COST COMPUTATION**

**SCHEDULE 13**

<b>SHARED OFFICE SUPPLIES</b>	
<b>ITEM DESCRIPTION</b>	<b>UNIT COST</b>
DIGITAL MEDIA 3½ HD DISKETTES OR CDS (EACH)	\$ .40
CD JEWEL CASES (EACH)	.40
CD PAPER SLEEVES (EACH)	.10
CD PLASTIC SLEEVES (EACH)	.17
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)	99.99
MINOLTA 2500W & 2400 W COLOR LASER CARTRIDGES - COLOR (EACH)	142.99
MINOLTA 2430 DL COLOR LASER PRINTER TONER - COLOR (EACH)	142.99
MINOLTA 2430 DL COLOR LASER PRINTER TONER - BLACK (EACH)	99.99
HP 5000 LASER TONER CARTRIDGES - (EACH) C4129X	235.99
HP 5M LASER TONER CARTRIDGES - (EACH) 92298A	136.99
HP 2100 LASER TONER CARTRIDGES - (EACH) C4096A	140.99
HP 1320 LASER TONER CARTRIDGES - (EACH) Q5949A	102.99
HP CE255A LASER TONER CARTRIDGES – BLACK (EACH)	147.99
HP CC530A LASER TONER CARTRIDGES – BLACK (EACH)	124.99
HP CC531, 32, 33 LASER TONER CARTRIDGES – COLOR (EACH)	122.99
BROTHER FAX MACHINE TONER - (EACH) TN360	71.99
BROTHER FAX MACHINE TONER - (EACH) TN350	71.99
BROTHER DR200 FAX MACHINE DRUM - (EACH)	226.99
BROTHER LASER FAX TONER TN 200HL	37.99
BROTHER LASER FAX TONER TN 310 - BLACK	60.99
BROTHER LASER FAX TONER TN 315 – BLACK HIGH CAPACITY	116.99
BROTHER LASER FAX TONER TN 310 – Y,M,C COLORS	69.99
KONICA MINOLTA DRUM CARTRIDGE 2400W AND 2430DL	179.99
IBM 6400 PRINTER RIBBONS - (EACH)	17.67
CALCULATOR RIBBONS (EACH)	4.49
#10 REGULAR LETTER ENVELOPES NON WINDOW (EACH)	0.10
#10 REGULAR LETTER ENVELOPES WINDOW (EACH)	0.11

**GENERAL OFFICE SUPPLIES  
INDIRECT COST COMPUTATION**

**SCHEDULE 13  
(CONTINUED)**

TYVEK 9 X 12 HD ENVELOPES (EACH)	0.46
TYVEK 10 X 13 HD ENVELOPES (EACH)	0.54
8½ X 11 20 # PAPER STOCK (REAM)	2.99
8½ X 11 28 # PAPER STOCK (REAM)	13.99
8½ X 14 20 # PAPER STOCK (REAM)	11.29
8½ X 14 28 # PAPER STOCK (REAM)	22.98
11 X 17 PAPER STOCK (REAM)	17.99
8½ X 11 INDEX DIVIDERS - (EACH)	0.27
14 7/8 X 11 GREEN BAR COMPUTER PAPER/BOX	46.95
3 RING BINDERS – 1" (EACH)	3.49
3 RING BINDERS – 2" (EACH)	5.49
3 RING BINDERS – 3" (EACH)	7.99
3 RING BINDERS – 4" (EACH)	16.99
3 RING BINDERS – 5" (EACH)	32.99
5½ X 4¼ WHITE POST CARD - (EACH)	0.20
2½" CALCULATOR TAPE (ROLL)	1.00
8½ X 11 LETTERHEAD (EACH)	0.28
8½ X 11 REGULAR FILE FOLDERS LETTER (EACH)	0.20
8½ X 14 REGULAR FILE FOLDERS LEGAL (EACH)	0.22
EXPANDABLE FILE FOLDERS LETTER 1 3/4 (EACH)	1.64
EXPANDABLE FILE FOLDERS LETTER 3 1/2 (EACH)	1.76
EXPANDABLE FILE FOLDERS LETTER 5 1/4 (EACH)	2.50
EXPANDABLE FILE FOLDERS LEGAL 1 3/4 (EACH)	1.64
EXPANDABLE FILE FOLDERS LEGAL 3 1/2 (EACH)	1.76
EXPANDABLE FILE FOLDERS LEGAL 5 1/4 (EACH)	3.00
8½ X 11 26 # REPORT COVERS CLEAR HEAT BIND (EACH)	QUOTE
8½ X 11 26 # REPORT COVERS CLEAR SPIRAL BIND (EACH)	QUOTE
8½ X 11 26 # REPORT COVERS PAPER HEAT BIND (EACH)	QUOTE
8½ X 11 26 # REPORT COVERS PAPER SPIRAL BIND (EACH)	QUOTE
SPIRAL PLASTIC BINDERS (AVG OF 7 SIZES)	QUOTE
LASER PRINT LABELS (5160 OR EQUIVALENT)	0.01

**GENERAL OFFICE SUPPLIES  
INDIRECT COST COMPUTATION**

**SCHEDULE 13  
(CONTINUED)**

2½ X 4¼ RRA MAILING LABELS (EACH)	0.11
PACKING TAPE ROLL	3.12
BINDER STRIP	.28
AA ALKALINE BATTERY	.37
AAA ALKALINE BATTERY	.51
9 VOLT ALKALINE BATTERY	2.00
C ALKALINE BATTERY	1.15
D ALKALINE BATTERY	1.15
MISCELLANEOUS OFFICE SUPPLIES @ 15% OF TOTAL SUPPLIES	15.0%