

B. PROJECT DELIVERABLES

The PERFORMING PARTY shall provide the following project specific progress reports within the following timeline:

1. Work Plan

Ten (10) business days after the start date of the research project activities as reflected in the project Scope of Work, a report that provides a plan for the performance of the work will be submitted. The PERFORMING PARTY and TCEQ will determine the appropriate level of detail for the work plan. If there is a disagreement regarding the level of detail for a work plan, the appropriate level of detail will be decided by the Review Panel based on best practices in research project management.

A work plan shall list all the major tasks in the project, the order and dependency of those tasks and the responsible party for each task, including quality assurance and control procedures (if applicable), and will describe preliminary data collection and analysis of such, if any has occurred.

If this initial report for a research project is not acceptable to the TCEQ Project Liaison, the TCEQ Project Liaison will notify the PERFORMING PARTY Project Manager who shall inform the subcontractors that further work on the project will not be reimbursed until the initial report is revised and any differences are resolved, either by mutual agreement between TCEQ and the PERFORMING PARTY or by the Project Review Panel. The TCEQ Project Liaison shall be included in any official correspondence to and from the subcontractor, including but not limited to conference calls, meetings, emails, hard or soft copy reports or virtual meetings.

a. Quality Assurance Project Plan (QAPP)

All projects will require a Category III Quality Assurance Project Plan (QAPP), compliant with EPA QA /R-5 guidance and must be approved prior to the initiation of substantive (e.g. field work, model update improvements) project work by the TCEQ Project Liaison. If the TCEQ Project Liaison determines that the project requires a higher QAPP category (i.e. Category I or II) then the higher requirements will apply and the revised QAPP must be approved by the TCEQ Project Liaison. The QAPP will serve to document the objectives (minimum specifications) for product quality and the processes (including but not limited to: monitoring capability and data acquisition, processing, validation, reporting and interpretation) that will be used for achievement of those

objectives. The QAPP is incorporated, by reference, into this Grant Agreement. The PERFORMING PARTY and its subcontractors agree to adhere to the QAPP. Changes to the QAPP requirements during the course of this Grant will be made at the direction of TCEQ Project Director or their designee with the agreement of the PERFORMING PARTY and as Grant resources allow.

2. Monthly Report

For the reporting month, the PERFORMING PARTY will submit the researcher's monthly project report to the TCEQ Project Liaison by the 15th day of the following month. The report shall provide:

- detailed accomplishments by task;
- preliminary analysis, including graphs and tables if necessary;
- data collected: raw and refined;
- problems or issues identified or encountered and proposed solutions or adjustments;
- actions conducted by task;
- goals and issues for the succeeding period; and
- a detailed analysis of how the project is progressing, whether or not tasks are on target, ahead or behind schedule, and whether or not the project is making progress toward the initial goal /Scope of Work for the project.

The monthly report shall cover the same period as the corresponding month's invoice for that project. This report shall reference the tasks listed in the Scope of Work or work plan and show how actual completion dates compare to proposed completion dates. Explanations shall be provided for any milestone that was completed more than one (1) month later than projected. Payment may be withheld, or partial payment may be awarded, if the TCEQ Project Liaison determines that insufficient detail was provided in the report or insufficient work was completed within the invoicing time period. The TCEQ Project Liaison may request additional detail on the monthly report prior to payment of the invoice.

3. Interim Reports and Presentations

TCEQ encourages the PERFORMING PARTY and researchers to provide interim reports or presentations to TCEQ on a semi-annual or quarterly basis, depending upon the length of the project.

4. Draft Final Report

Twenty (20) business days prior to completion of the research project activities, the PERFORMING PARTY is required to provide a draft final report for TCEQ's review.

5. Final Report

Upon the project contracted end date the PERFORMING PARTY will require the subcontractor to provide a detailed final report to the PERFORMING PARTY Project Manager and the TCEQ Project Liaison. Any information developed during work funded under this Grant may not be shared publicly until the final report is approved in writing by TCEQ.