Texas Commission on Environmental Quality (TCEQ)

# STRUCTURE FOR GRANT ACTIVITIES DESCRIPTION

# GRANT AGREEMENT TCEQ CONTRACT No. \_\_\_\_\_\_\_\_

# (to be used as the Outline for Grantee’s Grant Activities Description (GAD))

Grant Number: \_\_\_\_\_\_\_\_

Grant Activities Amount: $\_\_\_\_\_\_\_

**Structure AND Requirements for the Grant Activities Description (GAD)**

| 🗹 | **Federal Conditions apply to this GAD if checked.** |
| --- | --- |

## Time Line

The Grant Activities will begin upon issuance of a TCEQ-executed Notice to Commence including approval of the GAD. The Grant Activities will be completed no later than \_\_\_\_\_\_\_\_\_\_\_\_\_. The Grantee must submit a final payment invoice/request as well as a release of claims within 60 days of the submission of the final technical deliverable for this Grant Activities Description (GAD). A detailed schedule is attached.

## Purpose

[Grantee will complete]

## Background

[Grantee will complete]

## Technical References

[Grantee will Complete]

## Total Amount of this Grant Activities Description (GAD)

The total amount to be reimbursed by TCEQ for activities performed under this approved GAD shall not exceed the amount shown on the face of this GAD, unless the amount is changed by an amendment to the GAD, approved by both parties.

## GRANT ACTIVITIES

### Task 1 – Grant Activities Description

The Grantee will submit and request TCEQ agreement to the GAD, describing the activities to be performed for TCEQ reimbursement with federal grant funds from the Environmental Protection Agency (EPA). Requirements for the Grantee’s GAD are laid out under “Instructions to Grantee” later in this GAD. The GAD must meet all of these requirements and all requirements laid out in the TCEQ Grant Agreement. Once agreed to by the TCEQ, the document will be referred to simply as the Agreed GAD.

The cost of preparing the GAD will not exceed $\_\_\_\_\_ without requesting and receiving TCEQ’s written approval for expending a greater amount of effort in preparing the GAD. Grantee shall include the cost of GAD preparation as a separate cost line item or category that details the number of hours spent preparing the GAD and the cost of the GAD preparation. ***Grantee will complete the Grant Activities Description to include generally the Deliverables below and all other related information.***

* A Preliminary GAD is recommended but not required for this GAD.

**Deliverable 1.1:** Grantee’s GAD submission. The Grantee will provide here (or attached) a complete detailed description of the Grant Activities, including a Plan and a Budget.

**Deliverable Date:** Within 15 business days after the latest signature of the Grant Agreement between TCEQ and the Grantee.

**Deliverable 1.2:** The Grant Activities Plan and the Grant Activities Budget

### ****Deliverable Date:**** Same date as the GAD. The Plan and the Budget must be submitted as part of the GAD.

### Task 2 – Financial Status Reports

These are reports accompanying requests for reimbursement in compliance with the TCEQ Grant Agreement and are generally submitted quarterly as established in that document, with specific dates listed in the Agreed GAD. TCEQ may request documentation to support that expenditures are allowable.

### ****Deliverable 2.1:**** Financial Status Reports

**Deliverable Date:** *As established in the Agreed GAD*

**Task 3 – Project Reports**

These are reports on the technical progress of the project to be submitted as Summary Reports at least monthly or more frequently, as established in the Agreed GAD. Grantee will also submit detailed reports of progress quarterly. Both types of Reports will be sent by email to the TCEQ Project Manager.

**Deliverable 3.1: Project Reports**

**Deliverable Date:** *As established in the Agreed GAD.*

### Task 4 – Implementation of the GAD

**Deliverable 4.1:** Completion of Grant Activities

**Deliverable Date:** A*s established in the Agreed GAD.*

**Task 5 – Final Report**

A Final Report shall be delivered to the TCEQ Project Manager electronically (i.e., via file transfer protocol (FTP) or e-mail) in Microsoft Word format no later than the deliverable due date shown below. The Final Report shall include the following components:

1. An executive summary or abstract.
2. A brief introduction that discusses background and objectives. Include relationships to other studies if applicable.
3. A discussion of the pertinent accomplishments, shortfalls, and limitations of the work completed under each Grant Activities Description task.
4. Recommendations, if any, for what should be considered next as a new study.

The Final Report shall provide a comprehensive overview of activities undertaken and data collected and analyzed during the Grant Activity. The Final Report must highlight major activities and key findings, provide pertinent analysis, describe encountered problems and associated corrective actions, and detail relevant statistics including data, parameter, or model completeness, accuracy, and precision.

**Deliverable 5.1:** Final Report

**Deliverable Date: *As established in the Agreed GAD***

## Summary Schedule of Deliverables

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

| **Deliverable** | **Deliverable Date** |
| --- | --- |
| 1. Grant Activities Description (GAD) (Task 1)  **Deliverable 1.1:** Grantee’s GAD Submission  **Deliverable 1.2:** Project Plan and Budget to be included in the GAD | Within 15 business days after the latest date of signing of the TCEQ Grant Agreement |
| 2. Financial Status Reports | 15 business days after the end of each quarter, with the Quarterly Reports |
| 3. Project Reports |  |
| Monthly Summary Reports | 15 business days after the end of each month |
| Quarterly Detailed Reports | 15 business days after the end of each quarter |
| 4. Completion of GAD | In accordance with Agreed GAD |
| 5. Final Report (Task 5) | 15 business days after completion of grant activities, as described in the Agreed GAD |

## Special Requirements / Provisions

## Copies

Grantee will provide each Project Report (See Task 3) and Final Report as a digital file suitable for copying and/or printing. Electronic copies of all text, graphics, spreadsheet files, or models used in the preparation of any documents related to the project reports, to document results and conclusions (e.g., sampling data, work files, etc.), or developed as work products under the GAD, shall be supplied at the conclusion of the project (or earlier, as requested by the TCEQ Project Manager). The software standards at the TCEQ for word processing and spreadsheets are Microsoft Word, PDF format, and Microsoft Excel, or a software version to be negotiated at the time of the specific GAD. All electronic deliverables must meet State of Texas Accessibility requirements in the TCEQ Grant Agreement. Please be certain that all electronic copies of documentation are supplied in these formats or are saved in a format that can be imported in such a way that the document or spreadsheet quality and accessibility do not suffer. Where conversions from one spreadsheet or one word processing format to another result in changes in the formatting that detract from the presentation quality at minimum, or result in significant work in trying to restore the documents or spreadsheets to presentation quality, the work produced will not be deemed acceptable to TCEQ under the Grant Agreement.

## Reporting / Availability for Questions

The Grantee will provide a summary report to TCEQ Project Manager monthly on the progress of the project, unless a different time is specified below. The Grantee will also provide a detailed report quarterly of progress by deliverable in an agreed upon format. The Grantee’s Project Manager, or a knowledgeable designee, must be available for questions from the TCEQ Project Manager at all reasonable times during the performance of activities under the GAD, and for at least one month after it has been completed.

Progress reporting schedule: Monthly Summary Report: 15 days after the previous month, Quarterly Detailed Report: 15 days after the end of a calendar Quarter: Jan-Mar, Apr-Jun, July-Sep, Oct-Dec.

## Percentage of Work, If Any, To Be Performed by TCEQ

All tasks and deliverables (all work) will be completed by the Grantee, except for specific items, if any, listed here:

[Grantee will complete]

## Models and Software to be Used by Grantee

The following models and software will be used by the Grantee. The Grantee may propose additional or substitute models or software in amendments to the GAD. (In the event models and software are identified in the Tasks above, but not here, this PGA shall be construed as if such models or software were also spelled out in this space; in the event of a conflict between the models and software identified in the Tasks above and those identified here, it shall be resolved by taking the most likely meaning given the totality of the GAD. If that is not possible, the model or software described in this section shall prevail).

[Grantee will complete]

## TCEQ is not required to supply any models, reports, or other data except for specific items, if any, listed here:

[Grantee will complete]

## Quality Assurance/Quality Control (QA/QC) Procedures. The QAPP is NOT REQUIRED, unless agreed to in an amendment to the TCEQ Grant Agreement by both parties.

## TCEQ Project Manager

Name: JURGEN KOCH

Address: Bldg. A, Room

12100 Park 35 Circle

Austin, TX 78753

Phone: 512.239.2309

Fax: 512.239.1500

E-mail: jurgen.koch@tceq.texas.gov

## Grantee Project Manager

Name:

Institution:

Department:

Address:

City State Zip:

Phone:

Fax:

E-mail:

## INSTRUCTIONS TO GRANTEE

The Grantee must provide TCEQ with a GAD within fifteen business (15) days after the latest date of signature on the TCEQ Grant Agreement. The GAD must contain the following pieces of information and any others deemed necessary by TCEQ to address the intent of the TCEQ Grant Agreement (e.g., figures, tables, work products, processes, deliverables etc.). Each of the sections must be named or titled using the following headings:

1. GRANTEE’S PROJECT MANAGER: The name(s) of the Project Manager to be assigned to the activities under the GAD and the names of alternate personnel in the event the Project Manager is unavailable to perform assigned tasks.
2. KEY PERSONNEL: The key Grantee staff to be assigned to the GAD, and their qualifications for performing the activities. If the Grant Agreement contains procedures for TCEQ approval of key personnel, then those procedures must be followed for key personnel to be assigned under the GAD.
3. QUALITY ASSURANCE/QUALITY CONTROL PROCEDURES, if required.
4. TIME LINE: The schedule for the project described by the GAD.
5. BUDGET: The budget for the GAD (the budget submitted must be sufficiently detailed to allow TCEQ to easily determine the hours, prices, and personnel, by classification, related to each task and deliverable, and must also include a total for the proposed GAD). Contractor information should be provided when available.
6. TECHNICAL APPROACH / METHOD: The technical approach/method for the GAD must contain detailed descriptions of the tasks and deliverables and the dates that deliverables must be provided to the TCEQ by Grantee.

6a. PROJECT MILESTONES & WORK BREAKDOWN STRUCTURE.

1. MODELS AND SOFTWARE TO BE USED BY GRANTEE: Models, software, and any other tools in addition to those already specified in the TCEQ Grant Agreement. If a substitute model is proposed, Grantee must clearly identify that it is being proposed as a substitute and explain why. If they are not specifically approved by TCEQ as a substitute, Grantee must use the models and software specified in the GAD.
2. MISCELLANEOUS INFORMATION OR ELEMENTS; and
3. SIGNATURE BY Grantee: The Grantee must have the GAD signed and dated by a person with the authority to bind the Grantee to the performance of the GAD (please include the title and printed name of the person signing the GAD). The GAD must include the Grantee’s institution/organization name in a prominent place on the GAD and the Grantee’s name must also appear above the Grantee’s signature block.

The TCEQ Project Manager will review the Grantee’s GAD and either make comments and suggest changes, or approve the GAD as prepared by the Grantee. Following approval of the GAD by TCEQ, the Grantee will be issued a Notice to Commence and work may commence on the date indicated in that document. The Grantee’s GAD, upon approval, shall be incorporated into the TCEQ Grant Agreement as provided for under the terms of the TCEQ Grant Agreement

The amount shown as “Grant Activities Amount” in the heading of this GAD is the maximum amount to be paid to the Grantee under a GAD approved under the TCEQ Grant Agreement, unless the parties agree on a written amendment raising that amount.

Grantee

|  |
| --- |
| By: |
| (Authorized Signature) |
| (Printed Name) |
|  |
| (Title)  Date: |

## Document Change History

| Version | Revision Description | Revision Author | Date |
| --- | --- | --- | --- |
| 0.1 | Grantee Project Manager’s first draft |  |  |
| 0.2 | Revised based on discussions with TCEQ |  |  |
| 1.0 | First edited draft |  |  |
| 2.0 | Draft reflecting management changes |  |  |
| 3.0 | Draft with budget numbers |  |  |
| 4.0 | Final draft with changes from Legal |  |  |

Texas Commission on Environmental Quality

# GRANT ACTIVITIES DESCRIPTTION UNDER THE GRANT UMBRELLA FROM TCEQ TO: \_\_\_\_\_\_\_\_\_\_\_\_\_

Outline for Grant Activities Description No. \_\_\_\_\_\_\_\_\_

# **NOTICE TO COMMENCE**

Grant Number: \_\_\_\_\_\_\_\_\_\_\_

Grant Activities Amount: $\_\_\_\_\_\_\_

This document refers to the TCEQ issued GAD Outline No. \_\_\_\_\_\_\_\_\_ to the Grantee on \_\_\_\_\_\_\_\_\_\_\_. The TCEQ Project Manager has reviewed and approved the Grantee’s GAD submitted in response to TCEQ's GAD Outline under the TCEQ Grant Agreement, and is hereby incorporating the GAD as an Exhibit to the TCEQ Grant Agreement. The TCEQ is now providing the Grantee with a Notice to Commence with the work described in the GAD. The work may begin on the date this Notice to Commence is executed by the TCEQ.

**TCEQ:**

Texas Commission on Environmental Quality

|  |
| --- |
| By: |
| (Authorized Signature) |
| (Printed Name) |
|  |
| (Title)  Date: |