

Attachment B: CAPCOG Air Quality FY 19

Scope of Work

CAPCOG's Air Quality FY 2019 scope of work is intended to: 1) continue providing support for activities that help reduce ozone-forming emissions within the region, and 2) continue to collect ozone monitoring data throughout the region in order to supplement TCEQ's two regulatory ozone monitors in Travis County. This will be achieved by: 1) maintaining core CAPCOG staff activities required to sustain the region's air quality program, and 2) maintaining CAPCOG's regional ozone monitoring capabilities. In many cases, the tasks identified in this scope of work directly tie back to work that CAPCOG had planned to conduct using state funding during the 2018-2019 biennium. CAPCOG has prioritized these tasks based on the results of a stakeholder survey conducted in January 2019.

CAPCOG has organized this scope of work in order to identify tasks that could be completed if CAPCOG received the same \$287,000 in local funding provided by CAC members in 2018, and supplemental tasks that could be completed if local governments provided the additional \$150,000 in funding that CAPCOG would need to maintain the same level of air quality services as it provided in 2018 (to replace the remaining 2016-2017 grant funding that had been carried forward to 2018). This scope of work anticipates a start date of October 1, 2018, and an end date of December 31, 2019. This would cover various staff work between October 1, 2018, and September 30, 2019, and monitoring during the 2019 ozone season, March through November 2019. Since the funding provided by local governments for 2017 and 2018 was only intended to cover staff work up through September 30, 2018, and ozone monitoring through the end of the 2018 ozone season, there is no overlap in the work that will be completed under the FY 2018 funding and FY 2019 funding.

"Base" funding of up to \$287,000 would cover the following tasks, in priority order:

1. Finalization of a New Regional Air Quality Plan
2. Clean Air Coalition Meetings
3. Clean Air Coalition Advisory Committee Meetings
4. Monthly Air Quality Newsletter
5. Basic Outreach Activities
6. Annual Air Quality Report
7. 2019 Ozone Monitoring

"Supplemental" funding up to \$150,000 would cover the following tasks, in priority order:

1. Analysis of 2018 Air Monitoring Data
2. Analysis of 2017 National Emissions Inventory Data
3. Technical Assistance to CAC Members
4. Analysis of Local Emission Reductions
5. Additional Staff Outreach Activities and Air Quality Advertising

CAPCOG has prepared this scope of work based input from the CAC, but please note that at this stage, this scope of work and prioritization is flexible and, with any additional input from local officials and the CAC, we can make adjustments and re-prioritize these activities if necessary. In order to ensure that the same scope of work is used for all CAC members, CAPCOG expects to finalize the proposed scope of work at either the May or August Clean Air Coalition meetings.

Base Funding Tasks (up to \$287,000)

Task 1: Finalization of New Regional Air Quality Plan

This task involves staff work involved in the completion of a new voluntary regional air quality plan covering 1/1/2019 – 12/31/2023. This work will include a continuation of any work completed prior to 9/30/2018 on this project up through when the new plan is finalized. Within this timeframe, CAPCOG expects this work to include the following activities:

- Coordinating CAC member resolutions and letters committing to participate in the plan;
- Drafting the text of the plan to present to the Clean Air Coalition Advisory Committee for review and comment ahead of the November 2018 CAC meeting;
- Incorporating feedback from the CACAC and any members of the public into the draft plan prior to the November 2018 CAC meeting;
- Incorporating any final feedback from the CAC into the final version of the plan; and
- Distributing copies of the plan to CAC members, the TCEQ, and EPA.

Task 2: Clean Air Coalition Support

This task involves ongoing staff support for the Central Texas Clean Air Coalition (CAC), the region's umbrella organization for air quality work coordinated among cities, counties, and other regional stakeholders, including private industry. This staff support includes research, analysis, and coordination of all air quality-related functions of the CAC. CAPCOG will host at least four Clean Air Coalition meetings between October 1, 2018, and September 30, 2019, under this task.

Task 3: Clean Air Coalition Advisory Committee Support

This task involves ongoing staff support for the CAC Advisory Committee, which provides policy and technical advice to the CAC. Under this task, CAPCOG will host at least four CAC Advisory meetings between October 1, 2018, and September 30, 2019. The CAC Advisory Committee's input remains an important tool for enabling the CAC to have well-informed technical and policy advice on air quality.

Task 4: Monthly Air Quality Newsletter

This task involves the preparation and dissemination of a monthly air quality newsletter to provide CAC representatives, CAC Advisory Committee representatives, and other stakeholders. This newsletter will include:

- Updates on air quality monitoring data from the prior month;
- Updates on state and federal regulatory action, legislation, and court cases relevant to air quality;
- Updates on funding and training opportunities relevant to air quality; and
- Information on upcoming meetings and other regional air quality activities.

All 20 CAC representatives, 44 CAC Advisory Committee representatives, and over a dozen other stakeholders currently rely on these newsletters for such information, and continuation of this activity would ensure that these updates can continue between CAC and CACAC meetings. This is particularly

important when there are time-sensitive issues such as grant opportunities or opportunities to comment on pending rules and regulations or opportunities to participate in outreach activities.

Task 5: Basic Outreach and Education Activities

This task involves basic direct air quality outreach and education activities carried out by CAPCOG between October 1, 2018 and September 30, 2019. This would involve maintaining the AirCentralTexas.org website, maintaining AirCentralTexas.org social media accounts and staffing at least one air quality outreach event in each county. These activities are important to providing basic air quality information to residents of Central Texas.

Task 6: Annual Air Quality Report

This task involves preparing CAPCOG's annual air quality report, which summarizes the region's air quality data from the previous year, the status of the implementation of the emission reductions within the region, and other information relevant to tracking the region's progress in implementing the regional air quality plan. This report provides an important tool for documenting the region's efforts to EPA and TCEQ, and to provide accountability among CAC members on implementation of commitments.

Task 7: 2019 Ozone Season Monitoring

Under this task, CAPCOG will operate ozone and meteorological monitoring at continuous air monitoring stations (CAMS) throughout the region during the region's 2019 ozone season (March 1, 2019 – November 30, 2019). Based on a 2019-2023 monitoring plan approved by the CAC, CAPCOG will conduct monitoring at approximately 6-8 stations within the CAPCOG region. This monitoring is particularly important for Bastrop, Caldwell, Hays, and Williamson Counties, since TCEQ doesn't operate any ozone monitors in these counties. Activities funded under this task will include:

- Relocation of any monitoring equipment if recommended in the 2019-2023 monitoring plan;
- Preventative maintenance activities;
- Regular equipment calibrations;
- Equipment rental/replacement costs;
- Incidental equipment repair costs and supply costs;
- Utilities;
- Licenses to use TCEQ's LEADS data system to host and display monitoring data;
- Data validation activities; and
- Monthly reports from CAPCOG's contractor describing activities completed in the prior month.

Following the end of the 2019 ozone season, CAPCOG will prepare a year-end monitoring report summarizing the monitoring activities completed during the 2019 ozone season, completeness statistics, accuracy statistics, and a year-end equipment inventory. CAPCOG's goal is to ensure the collection and validation of at least 75% of all possible hourly ozone, wind speed, wind direction, temperature, and humidity measurements each month during the 2019 ozone season at each monitoring station, and for ozone measurements to remain within 7% of reference measurements during monthly calibrations. These performance goals are consistent with EPA's most recent ambient air monitoring guidance for ozone monitoring.

Supplemental Funding Tasks (up to \$150,000)

Task 8: Analysis of 2018 Air Monitoring Data

Under this task, CAPCOG will perform an analysis of the air pollution and meteorological data collected in 2018 and compare these data to data collected in previous years. This will help identify the conditions that were most likely to lead to high air pollution levels during 2018, whether these conditions were more or less likely to occur in 2018 compared to prior years, and whether there were any specific emissions-related or meteorological-related explanations for any deviations from what has been typical for the previous several years. This analysis will help provide a better understanding of the extent to which local emission reduction efforts impacted ambient ozone concentrations. CAPCOG will initiate this project following TCEQ's certification of its 2018 air monitoring data, which is due to EPA by May 1, 2019.

Task 9: Analysis of 2017 National Emissions Inventory Data

Under this task, CAPCOG will analyze any data TCEQ and EPA provide for the 2017 National Emissions Inventory (NEI) for its implications for regional air quality planning in the Austin-Round Rock MSA. Federal regulations require states to provide data every three years to develop an NEI, and the data for the 2017 NEI will be due to EPA by January 31, 2019. In 2016, CAPCOG performed a similar analysis for the data used for the 2014 NEI. This project will involve:

- Summarizing annual emissions totals by pollutant for each county in the CAPCOG region;
- Summarizing annual emissions totals by source for the CAPCOG region;
- Summarizing any trends in emissions within the region, across the state, and across the country;
- Identifying sources of emissions contributing the most to high ambient air pollution levels within the region when they occur; and
- Explaining the basis for the TCEQ and EPA emissions estimates and identifying any significant uncertainties or opportunities for improvement.

This analysis can be used to help the region better target its emission reduction strategies in order to achieve its goals.

Task 10: Technical Assistance to CAC Members to Implement Emission Reduction Measures

Under this task, CAPCOG will provide technical assistance to CAC members to implement emission reductions identified in the region's 2019-2023 air quality plan. This includes identifying best practices for implementing emission reduction commitments that an organization has made, analyzing operational data provided by an organization, identifying opportunities to maximize emission reductions, and assisting organizations with securing the funding and training needing to implement emission reduction measures. CAPCOG will plan on providing approximately 350 – 450 hours of technical assistance under this task. This work could also include implementation of any measures that are regional in scope that CAPCOG would be tasked with implementing. CAPCOG would prioritize these activities in such a way as to maximize the potential emission reductions that these efforts would achieve.

Task 11: Quantification of Local Emission Reductions and Ozone Impacts

This task involves quantification of emission reduction measures implemented by CAC members. This will involve estimation of NO_x emission reductions and other co-pollutant impacts of emission reduction measures identified in the annual air quality report based on operational data provided by CAC members. At a minimum, CAPCOG expects that this will include an assessment of:

- Commute solutions-related emission reductions;
- Fleet emission reduction measures; and
- Energy efficiency and renewable energy measures.

These efforts will help CAPCOG and local partners assess whether these measures are achieving the emission reductions intended and identifying opportunities for improvement.

Task 12: Additional Staff Outreach Activities and Air Quality Advertising

This task involves more extensive air quality outreach and education activities carried out by CAPCOG between October 1, 2018 and September 30, 2019, beyond what is described under Task 5, in order to increase the emission reductions that can be achieved by changing behavior among the public and organizations with large numbers of employees or members. At a minimum, this additional outreach would involve: 1) staffing at least an additional five outreach events within the region, 2) reaching out to and meeting with at least one large employer or other organization (>100 employees or members) each month to promote activities that can improve air quality or otherwise reduce the exposure of vulnerable populations to high levels of air pollution when it occurs, 3) targeted institutional outreach to the media, health care professionals, educators, etc. to encourage reporting of the air quality index and air quality forecasts; and 4) purchasing advertising and educational supplies (approximately \$30,000 - \$50,000 total) to maintain high levels of air quality awareness and motivate members of the public to take action to reduce emissions; and 5) distribution of a public-facing air quality outreach newsletter. CAPCOG will use an Outreach and Education subcommittee of the CAC Advisory Committee to help guide these activities. This will also involve recruitment of additional CAC members, with a goal of recruiting at least one additional CAC member by the end of FY 2019. Money spent on this task could also be leveraged as a local match for federal Commute Solutions funding, if necessary.

Task, Deliverable, and Performance Metric Summary

The following table identifies the deliverables, due dates, performance metrics, and performance targets for each task. In the event that an interlocal agreement starts after a deliverable due, the scope of work for that agreement would only include tasks that had not yet been completed, but would not affect the amount of funding that would be needed from the jurisdiction in order to complete the entire scope of work.

Table 1. Work Plan Task and Deliverable Summary

Task Number	Deliverable	Due Date	Performance Metric	Performance Target
1	New Regional Air Quality Plan	12/31/2018	On-Time Completion of Task	Completion of Task by 12/31/2018
2	Clean Air Coalition Meeting Minutes	30 days after meetings	Number of CAC Meetings	4
3	Clean Air Coalition Advisory Committee Minutes	30 days after meetings	Number of CACAC Meetings	4
4	Monthly Air Quality Newsletters	By the end of each month	Number of newsletters	12
5	Quarterly Reports on Basic Outreach Activities Completed	Within 10 business days of the end of each quarter	a) Number of unique visitors to Air Central Texas site b) number of social media posts, and c) number of events staffed in each county	a) 2,500 b) 100, and c) 1
6	2018 Air Quality Report	7/31/2019	Number of organizations reporting	20
7	Monthly Monitoring Reports	Within 10 business days of the end of each quarter	a) number of quality-assured hours of ozone monitoring data b) accuracy of ozone monitoring data	a) 28,944 (75% of all possible hours between 3/1 – 11/30 at six locations), and b) deviation of no more than +/- 7%

Attachment B: CAPCOG Air Quality FY 2019 Scope of Work

Task Number	Deliverable	Due Date	Performance Metric	Performance Target
8	2018 Air Monitoring Data Analysis Report	August 31, 2019	Number of 2018 hourly ozone and meteorological data points analyzed	241,200 (75% of all possible hourly values at 10 stations for five parameters)
9	2017 National Emissions Inventory Analysis Report	September 30, 2019	2017 NO _x Emissions Estimates Analyzed	1,610 (distinct NO _x emissions estimates for the 10-county CAPCOG region at the SCC-7 level)
10	Report on Technical Assistance Provided to CAC members	October 31, 2019	Hours of technical assistance provided	350
11	Quantification of Local Emission Reductions	September 30, 2019	NO _x emission reductions quantified	At least 2 tons per day
12	Quarterly Reports on Additional Outreach Activities Completed	Within 10 business days of the end of each quarter	a) Number of additional outreach events; b) number of meetings with large organizations, c) number of meteorologists reached, and d) advertising gross impressions	a) 5, b) 12, c) 3, and d) 2 million