

CAPCOG Air Quality Program Scope of Work for Local Funding, January 2019 – December 2019

Base-Level Funding - \$108,304.00

Task 1: Establish 2019 Ozone Season Monitoring Contract

This task involves CAPCOG securing a new ozone monitoring contract to continue operation and maintenance activities at six to eight continuous air monitoring stations (CAMS) through December 31, 2019. These funds will enable CAPCOG to fully encumber the cost of the monitoring contract ahead of the start of the 2019 ozone season.

Tasks 2 and 3: Clean Air Coalition and Advisory Committee Support

These tasks involve ongoing staff support for the Central Texas Clean Air Coalition (CAC) and its advisory committee 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.

Task 4: Monthly Air Quality Newsletter

This task involves preparation and distribution 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.

Task 5: Basic Outreach Activities

This task involves basic direct air quality outreach and education activities carried out by CAPCOG between January 1, 2019 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.

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.

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). Funding will be used to pay for:

- Relocation of any monitoring equipment if recommended in the 2019-2023 monitoring plan approved by the Clean Air Coalition;
- 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.

Base-Level Funding Deliverable Summary

Task Number	Deliverable	Performance Metric	Due Date
1	2019 ozone monitoring contract	One-time completion of task	2/28/2019
2	Clean Air Coalition meeting minutes	Minimum of three meetings per calendar year	Within 30 days after each meeting
3	Clean Air Coalition Advisory Committee meeting minutes	Minimum of three meeting per calendar year	Within 30 days after each meeting
4	Copy of each monthly newsletter	Minimum of one newsletter per month	By the end of each month
5	Quarterly reports on basic outreach activities completed	number of unique visitors to Air Central Texas site per fiscal year (performance target: 2,500) number of social media posts per fiscal year (performance target: 100) number of events staffed in each county per fiscal year (performance target:1)	Within 10 business days of the end of each quarter
6	2018 air quality report	Minimum of 20 organizations will be included in the report, including City of Austin	7/31/2019
7	Monthly monitoring reports	number of quality-assured hours of ozone monitoring data accuracy of ozone monitoring data	Within 10 days of each quarter

Supplemental Funding - \$56,605.00

Additional Outreach and Advertising Activities

This task (number 12 in the CAPCOG Air Quality FY19 Funding Request Summary) involves more extensive air quality outreach and education activities carried out by CAPCOG between January 1, 2019 and September 30, 2019, beyond what is described under Task 5. At a minimum, this additional outreach would involve:

- Staff a minimum of five additional outreach events within the City of Austin;
- Reach out to and meet 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;
- Perform targeted institutional outreach within the City of Austin to the media, health care professionals, and educators to encourage reporting of the air quality index and air forecasts;
- Purchase advertising and educational supplies to maintain a high level of air quality awareness and motivate members of the public to take action to reduce emissions;
- Distribute a public-facing air quality outreach newsletter monthly;

Supplemental Funding Deliverable Summary

Deliverable	Performance Metric	Due Date
Quarterly report on additional outreach activities	Reach at least 1,000 residents of the City of Austin through in-person outreach as events and/or presentations Minimum of 9 meetings with large organizations Number of meetings with media, health care professionals and educators within the City of Austin and region-wide, minimum of three organizations reached 1.5 million advertising gross impressions Minimum of one newsletter per month	Within 10 days of the end of each quarter