United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION Jackson, Mississippi

2. POSITION NUMBER [redacted] (b) (6)

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position — US OPM JFS for GS-0800, 11/2008; US OPM JFS for GS-1300, 12/1997; US OPM JFS for GS-0400, 9/2005.

	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	*Environmental Engineer	GS	*0819	13	001
4. Supervisor's Recommendation	Environmental Engineer	GS	819	13	

5. ORGANIZATIONAL TITLE OF POSITION (if any) NEPA Technical Authority [redacted] (b) (6)

7. ORGANIZATION (Give complete organizational breakdown)

a. U.S. ENVIRONMENTAL PROTECTION AGENCY

b. Region 4

c. Office of Policy and Management

d. NEPA Program Office

e.

f.

g.

h. Employing Office Location: Atlanta, Georgia

i. Organization Code: 90423001

8. SUPERVISORY STATUS

☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.

☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.

☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).

☐ [6] **Lead** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.

☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGEG.

☒ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

d. Typed Name and Title of Second-Level Supervisor

[redacted] (b) (6)

10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

a. **Promotion Potential**
☒ This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____

b. PSB Risk Designation	c. Financial Disclosure Form	d. "Identical, Additional" (IA) Allocation	e. FLSA Determination	f. Functional Classification Code
☒ 1 Low ☐ 2 Moderate ☐ 3 High Security Clearance Required: ☐ Yes ☒ No N/A	☐ OGE-450 Required ☐ OGE-278 Required ☒ No financial disclosure forms required	This position ☐ may be IA'ed ☒ may not be IA'ed ☐ is limited to current incumbent	☐ NONEXEMPT ☒ EXEMPT* (*check exemption category) ☐ Administrative ☒ Professional ☐ Executive	94

g. Bargaining Unit Code	h. Check, if applicable:	i. Classifier's Signature	j. Date
0012	☐ Medical Monitoring Required ☐ Extramural Resources Management Duties (Ø % of time) ☐ This position is subject to random drug testing (____)	Debi Thomas Debi Thomas	11/17/11

11. REMARKS

Change in Duty Station OPM-12-018

* Interdisciplinary - classifiable as Life Scientist, GS-0401; Physical Scientist, GS-1301; or Environmental Engineer, GS-0819.

~~Environmental~~ Physical Scientist GS-1301-13
Life Scientist GS-401-13
Environmental Engineer GS-819-13

INTRODUCTION

Organizational Location: The position is located in the U.S. Environmental Protection Agency, Region 4, Office of Policy and Management, the NEPA Program Office. The position will be located in Jackson, MS.

Primary Purpose: The primary purpose of the position is to serve as a Technical Authority for National Environmental Policy Act (NEPA) compliance activities for complex infrastructure projects, to accomplish the objectives under Section 1309 of TEA-21 and Executive Order (EO) 13274 to streamline the transportation process. Projects are major in scope, and many involve significant environmental impacts to wetlands, uplands and urban areas requiring solutions which are highly complex and controversial. The incumbent analyzes scientific and technical environmental issues; performs work involving the review and preparation of environmental impact statements and environmental assessments; and works within the Streamlining Agreement created by MS Dept. of Transportation (MDOT) to evaluate and review major highway projects, their impacts and mitigation.

The position provides review and comments on EPA issues, including both the natural and human environment, early in the process and assistance and guidance in resolving identified issues. The MDOT, in cooperation with EPA and the Federal Highway Administration (FHWA) developed a transportation streamlining agreement to review and comment on NEPA documents pursuant to NEPA, Section 309 of Clean Air Act and Section 404 of the Clean Water Act procedures. This position, which will be located in Jackson, MS, will enhance this process by enabling EPA to participate fully in this streamlining effort thru review and comment, participate in interagency meetings and site inspections and provide input at various points within the NEPA Process. Early and effective coordination with other state and federal agencies is critical to the success of the process.

MAJOR DUTIES AND RESPONSIBILITIES

Serves as a Regionally-recognized technical authority in NEPA compliance activities for complex infra-tructure projects, as it relates to Section 1309 of TEA 21, EO 13274, and EOs on internal intergovernmental coordination to streamline the transportation planning, programming and permitting process.

Responsible for accomplishing tasks as outlined in the MDOT Environmental Streamlining Agreement, a process that should help expedite MDOT's Project Development and NEPA Process and help meet MDOT's compliance with applicable State and federal regulations and statutes.

Responsible for representing EPA at MS project review meetings and site inspections with federal, state and local agency representatives, technical experts for purposes of conducting environmental analyses, guidance, and review of MDOT's projects.

Participate in the development of written federal DOT and EPA guidance on pre-application reviews, wetland identification/identification reports, cultural resource assessment/State Historical Preservation Office reports, environmental impact statements, environmental assessments, bridge development reports, and 404 permit applications.

Responsible for administering and resolving intricate project issues requiring a thorough understanding of the water programs pursuant to surface water quality, non-point source pollution issues. Problems are highly complex and solutions must address socioeconomic concerns. The work requires careful planning to define the boundaries of the program based on existing state and federal statutory authority and technological advances. The incumbent may provide technical oversight to other staff members involved in various aspects of the activity.

Scientific and Technical Analysis

Conducts specific studies on complex scientific or engineering policy problems for higher level decision-makers such as the Office Chief, Division Director, Deputy Division Director, Deputy Regional Administrator, and Regional Administrator. Such studies may involve working with Branches, Divisions, and other offices on the identification and evaluation of legislative or programmatic initiatives.

Uses analytical methods and techniques to analyze a wide range of scientific, legal, environmental protection, and/or environmental management issues related to NEPA compliance activities for complex infrastructure projects.

Advises regional management and/or state, tribal, or interstate authorities on the status of scientific developments and the degree to which their involvement is needed to ensure that vital regional, state and/or trial interests are considered in related agency guidance and policies.

Helps conduct project-level reviews with federal, state and local agency representatives, technical experts of planning, programming, NEPA and permit actions on MS's Transportation System projects.

Provides expert and highly specialized technical assistance or interpretations of data on matters related to NEPA.

Develops plans, reviews data, researches environmental data, and/or provides information regarding the analysis and evaluation, with recommendations for the solution of problems/issues.

Reviews, analyzes, and coordinates proposed, new, or revised regulations and guidance documents. Provides advice and recommendations regarding controversial,

precedent-setting situations. The incumbent is expected to evaluate divergent professional opinions affecting significant environmental policy issues and define feasible options, including the consequences of their adoption.

Develops regional policy, as required, to address NEPA compliance activities for complex infrastructure projects.

Develops and implements plans, and agency-specific policies to carry out technical solutions to significant environmental problems related to NEPA. Provides comprehensive and authoritative assistance to senior management in the negotiation of such plans and the resolution of very sensitive policy, legal, and technical issues related to NEPA compliance activities for complex infra-structure projects.

Makes formal presentations of a technical and policy nature before EPA headquarters, other federal, state, and local agency officials, private industry, and public and private groups. Disseminates scientific/ technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant technical and/or policy issues on NEPA infrastructure projects. Develops technical/scientific training course(s) and/or course materials, and presents training in specific area of expertise.

Program/Project Management

Manages the preparation of environmental reviews for major agency actions under NEPA, Clean Water Act and Clean Air Act.

Confers with key officials within EPA to determine program requirements and to develop solutions to complex project issues acceptable to all parties and interests involved.

Provides advice and assistance to state, local, and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans and programs.

Serves as a technical authority involved in significantly complex environmental programs that include a variety of controversial characteristics such as conflicting environmental culture, and/or political factors.

Reviews, analyzes, and recommends modifications of plans and/or programs developed by state, local, and/or tribal government entities to implement various provisions of federal environmental standards.

Develops and implements various provisions of federal environmental standards.

Develops and analyzes data and prepares reports relating tot he responsiveness of implementation plans for state, local, and/or tribal environmental protection programs.

Reviews, analyzes, and coordinates preparation of comments on complex

environmental impact statements.

Factor 1-8 1550 Points
Knowledge Required by the Position

Mastery of environmental engineering/ environmental science to apply new developments and advances to the solution of critical problems of a particularly unique, novel, or highly controversial nature. Included are problems for which current information is inconclusive, or is in the form of supposition or theories about the effectiveness of certain treatment on NEPA infrastructure projects.

Mastery of applicable environmental statutes and regulations; i.e., Knowledge of Council of Environmental Quality (CEQ), 40 CFR Part 1500 (NEPA Regulations), EPA 40 CFR Part 6, Executive Orders on internal intergovernmental coordination, in order to serve as an expert reviewer of transportation actions.

Skill in providing expert knowledge and information to policymakers, other agency representatives, and industry representatives.

Working knowledge of methods and techniques used to develop standards and regulations. Skill in evaluating the limits of present and emerging technologies to determine the feasibility of incorporating such into EPA programs.

Skill in communicating with elected and appointed Federal, State, and local officials and Congressional staff members regarding the agency mission, positions on specific issues, and other matters pertaining to agency policies.

Working knowledge of federal (EPA, COE, FHWA) and state DOT transportation planning and environmental regulations; guidance on DOT planning and programming reviews; NEPA process- environmental impact statements and environmental assessments; 404 wetland regulatory process - wetland identification; mitigation and permit reviews; cultural resource assessment/State Historical Preservation Office; sole source aquifers; bridge development reports.

Factor 2-4 450 Points
Supervisory Controls

The supervisor establishes overall objectives and resources available. The supervisor and scientist jointly develop projects, priorities and deadlines. The scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

Factor 3-4 450 Points
Guidelines

Guidelines include the National Environmental Protection Act (NEPA), Knowledge of Council of Environmental Quality (CEQ), 40 CFR Part 6, Executive Orders on internal inter-governmental coordination. These technical, regulatory, and policy guidelines are often broad and nonspecific. The scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

Factor 4-5 325 Points
Complexity

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between scientific and management requirements. The work requires originating innovative scientific techniques, establishing criteria and standards applicable to wide range of scientific problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

Factor 5-5 225 Points
Scope and Effect

The purpose of the work is to serve as the Technical Authority for National Environmental Protection Act (NEPA) compliance activities for infrastructure projects. The incumbent is required to investigate, analyze, plan and advice on various unusual, controversial, or technically difficult scientific problems related to NEPA infrastructure projects. Work results are critical to the successful completion of diverse NEPA projects.

Factor 6-3 60 Points
Personal Contacts

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies (i.e., Department of Interior, Department of Defense, Nuclear Regulatory Agency, Federal Highway Administration, Department of Energy), in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7-3 120 Points
Purpose of Contacts

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan,

coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8-1 5 Points
Physical Demands

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items. Some project field inspections will be required.

Factor 9-1 5 Points
Work Environment

The work is performed in an office or similar setting involving everyday risks or discomforts that require normal safety precautions. A moderate amount of travel will be required.

United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: EPA Region 4 **Type of Action:** Change in Duty Station Reassignment **SF 52 Request No.:** OPM-12-018 OPM-12-014

Position Title/Series/Grade: Environmental Engineer, GS-819-13

Full Performance Level (FPL) of Position: GS 13
(Risk designation is based on FPL)

Functional Title (if applicable): NEPA Technical Authority
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 12BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: *Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package.*

Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. **Has the risk level of this position already been designated at the full performance level?** ☐ Yes ☑ No
   What is the name of the incumbent of the above position? [redacted] (b) (6)
   If you answered "**Yes**" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. **Is the position one of the following predesignated positions?** ☐ Yes ☑ No
   If "**Yes**," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

   NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- ☐ Attorney—Moderate
- ☐ Bench Scientist, such as chemist, biologist, etc. —Moderate
- ☐ Contract Project Officer—Moderate
- ☐ Contract Specialist—Moderate
- ☐ Criminal Investigator (all grades, all positions)—High
- ☐ Deputy Division or Division Director—High
- ☐ Financial Specialist/Accountant/ Budget Analyst—Moderate
- ☐ Grants Project Officer—Moderate
- ☐ Grants Specialist (GS 12 and below)—Low
- ☐ Grants Specialist (GS 13 and above)—Moderate
- ☐ HR Specialist (Benefits)—Moderate
- ☐ HR Specialist (Classification)—Low
- ☐ HR Specialist (ER/LR)—Moderate
- ☐ HR Specialist (Generalist)—Moderate
- ☐ HR Specialist (Staffing)—Moderate
- ☐ HR Specialist (Training)—Low
- ☐ Inspector—Moderate
- ☐ IT Specialist (Application Software)—High
- ☐ IT Specialist (Customer Service)—Moderate
- ☐ IT Specialist (Data Management)—Moderate
- ☐ IT Specialist (Enterprise Architecture)—Moderate
- ☐ IT Specialist (Internet)—High
- ☐ IT Specialist (Network Services)—High
- ☐ IT Specialist (Operating System)—High
- ☐ IT Specialist (Policy and Planning)—Moderate
- ☐ IT Specialist (Security)—High
- ☐ IT Specialist (System Administrator)—High
- ☐ IT Specialist (Systems Analysis)—Moderate
- ☐ On-Scene Coordinator (all grades, all positions)—High
- ☐ Permit Writer—Moderate
- ☐ Public Affairs Specialist/Community Involvement Coordinator—Moderate
- ☐ QA Scientist —Moderate
- ☐ RCRA Corrective Action Officer—Moderate
- ☐ Remedial Project Manager—Moderate
- ☐ Site Assessment Manager—Moderate
- ☐ Support Services Specialist—Moderate
- ☐ Toxicologist—Moderate
- ☐ OIG Employee (all grades, all positions)—High
- ☐ Other Known High-Risk Position—High
- ☐ Supervisor of High-Risk Employee(s)—High

3. **Requires access to classified information or materials?** ☐ Yes ☑ No (If "**Yes**," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 **and** have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

SF 52 Request #: _____

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. **Requires access to sensitive information or materials?** ☐ Yes ☑ No (If "Yes," check all that apply.)
   - ☐ EPA's financial resources/records
   - ☐ Proprietary information
   - ☐ Audits (e.g., financial reviews)
   - ☐ Investigations (e.g., CID)
   - ☐ Confidential business information
   - ☐ Personally identifiable information (e.g., address)
   - ☐ Sensitive personally identifiable information (e.g., SSN, date of birth)
   - ☐ Other information that, if compromised, could cause harm (describe on separate page)

5. **The scope of this position is:** ☐ Local ☑ Regional ☐ National ☐ Global

6. **The impact/potential harm this position could cause would be:** ☐ Internal to EPA ☑ Multi-Agency/Government-wide ☐ Beyond the Government

7. **Position is a presidential or political appointment:** ☐ Yes ☑ No

8. **Requires access to hazardous or dangerous material (nuclear, biological, or chemical):** ☐ Yes ☑ No
   What materials are involved? _____

9. **Makes policy that affects AAship, Regional or Agency operations** (not simply local branch or section operations)**:**
   ☐ Yes ☑ No Describe: _____

10. **Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off:** ☐ Yes ☑ No

11. **Obligates the agency to take action or spend funds:** ☐ Yes ☑ No
    What actions? _____
    What amount of funding typically? _____ What is the ceiling? _____

12. **Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations:** ☑ Yes ☐ No (If "Yes," check all that apply.)

    Communicates with:
    - ☑ EPA personnel
    - ☑ Government entities outside of EPA
    - ☑ Audience beyond government, including media, private industry, academia, environmental interest groups

    Communication methods:
    - ☑ Shares factual information (e.g., technical or policy reports, outreach, or public relations material)
    - ☑ Participates in meetings, conferences, or seminars
    - ☐ Posts material on the EPA intranet or public website
    - ☑ Represents agency or negotiates/defends significant or controversial matters

13. **Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications:** ☐ Yes ☑ No
    What systems/programs are involved? _____

14. **Directly enforces health regulations and/or protects public safety:** ☐ Yes ☑ No

15. **Investigates or audits government or nongovernment personnel, programs, and/or activities:** ☐ Yes ☑ No
    (**Note:** Relates to investigating and auditing, but **not simply overseeing**.)
    What personnel, programs, and/or activities are involved? _____

16. **Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure:** ☐ Yes ☑ No (**Note:** Does not apply to positions that only <u>use</u> IT systems.)

17. **Requires official EPA credentials:** ☑ Yes ☑ No
    (**Note:** Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)

18. **Other unique or critical characteristics/duties/requirements not previously covered?** ☐ Yes ☑ No
    Describe: _____

[redacted] (b) (6)

Name (Please Print) **Signature**

Chief NEPA Program Office 10/4/2011

Title **Date**

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body ***(major duties area)*** *of the PD.*

Employee Information		**Percentage of Time Spent on Extramural Resources Management**	
Name:	[redacted] (b) (6)	X	This position has no extramural resources management responsibilities.
Position Number:	[redacted] (b) (6)		Total extramural resources management duties occupy less than 25% of time.
Title:	NEPA Technical Authority		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade:	Environmental Engineer GS-819-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization:	U.S. EPA Region 4 NEPA Program Office		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature:	[redacted] (b) (6)	Date: 10/20/2011
Personnel Specialist's Signature:	Deli Thomas	Date: 11/11/11

Part 1. Contracts Management Duties

Pre-award:			Monitors management and performance of delivery orders/work assignments after award
	Plans procurements		Defines scope of work for work assignments
	Estimates costs		Approves payment requests of ACH drawdowns
	Obtains funding commitments		Manages cost-reimbursement contracts
	Prepares procurement requests		Reviews invoices
	Writes statements of work		Inspects and accepts deliverables
	Reviews statements of work		Other (list)
	Processes unsolicited proposals		
	Responds to pre-award inquiries	**Close-out:**	
	Participates in pre-award conferences		Writes reports on contractor performance, costs, and tasks performed
	Conducts technical evaluation of proposals		Reconciles payments with work performance
	Participates in debriefing/protests		Closes-out payments
	Other (lists)		Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
	Prepares delivery orders		Other (list)
	Reviews contractor work plans		
	Reviews contractor progress reports	**Percentage of Time Spent on Contracts Management:**	
	Monitors government-furnished property		
	Monitors cost, management, and overall technical performance of contract after award	0 %	

Continued

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- [ ] Prepares solicitation for proposals
- [ ] Identifies potential grantees for area of program emphasis
- [ ] Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- [ ] Provides administrative information to applicants
- [ ] Determines appropriateness of applicant's workplan/ activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- [ ] Assists applicant in resolving issues in application
- [ ] For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- [ ] Negotiates level of funding
- [ ] Conducts site visits to evaluate program capability
- [ ] Serves as resource to Selection Panel
- [ ] Informs applicants of funding decisions
- [ ] Other (list)

Award:

- [ ] Prepares funding package, including Decision Memorandum
- [ ] Obtains concurrences/approvals
- [ ] Reviews/concurs in completed document
- [ ] Establishes project file
- [ ] Other (list)

Project Management/Administration:

- [ ] Monitors recipient's activities and progress
- [ ] Reviews reports and deliverables and notifies recipient of comments
- [ ] Provides technical assistance to recipients
- [ ] Advises Grants Management Office (GMO) of potential problems/issues
- [ ] Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- [ ] Approves payments requests or ACH drawdowns
- [ ] Reviews requests for modifications, additional funding, etc., and makes recommendations to GMO
- [ ] Negotiates amendments
- [ ] Reviews Cost/Price/Analysis for recipient contracts/ change orders (Superfund only)
- [ ] When necessary, recommends termination of the agreement
- [ ] Resolves with Grants Management Office administrative and financial issues
- [ ] Conducts periodic reviews to ensure compliance with agreement
- [ ] Other (list)

Close-out:

- [ ] Certifies deliverables were satisfactory and timely
- [ ] Provides assistance to recipients and Grants Management Office to ensure timely close-out
- [ ] Reconciles payment with work performed
- [ ] Notifies recipient of close-out requirements
- [ ] Obtains legal assistance if necessary to resolve incomplete close-out
- [ ] If project is audited, responds to issues and ensures recipient complies with audit recommendations
- [ ] Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management:

0 %

Part 3. Interagency Agreements Duties

Pre-Agreement:

- [ ] Plans and negotiates work effort
- [ ] Estimates costs
- [ ] Obtains funding commitments
- [ ] Prepares commitment notice
- [ ] Writes or reviews scope of work
- [ ] Responds to pre-agreement inquiries
- [ ] Participates in pre-agreement conferences
- [ ] Coordinates with appropriate staff in developing
- [ ] Independent Government Cost Estimates (IGEs)
- [ ] Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- [ ] Performs technical evaluation of work plan and budget
- [ ] Prepares funding package and obtains necessary concurrences
- [ ] Other (list)

Project Management/Administration:

- [ ] Reviews progress reports/financial reports
- [ ] Monitors cost management and overall technical performance
- [ ] Participates in decisions about project modification/ termination
- [ ] Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- [ ] Inspects and accepts deliverables
- [ ] Other (list)

Close-out:

- [ ] Reviews final report
- [ ] Decides on disbursement of equipment
- [ ] Reconciles payments with work performed
- [ ] Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- [ ] Certifies deliverables
- [ ] Resolves close-out issues with Grants Management Office/other agency
- [ ] Other (list)

Percentage of Time Spent on Interagency Agreements Management:

0%