

Environmental Protection Agency Region 6



Coastal Wetlands Planning, Protection and Restoration Act



Coastal, Marine & Analysis Section's Management Decision Document

Rev 2 – 01/31/2017

Revision History

REVISION	PREPARER	DATE OF RELEASE	PURPOSE
Rev 1	Karen McCormick	12/16/15	Initial Release of Final Document given to EPA R6 Comptroller
Rev 2	Karen McCormick	01/31/2017	Update FY16 Planning Budget Revision for Training-Conference-Workshops and update EPA's CWPPRA Organization Reps.

Introduction

1.1 Purpose

The purpose of the CWPPRA Management Decision Document is to establish internal controls and to ensure resources are used efficiently and effectively for the purpose for which they were appropriated and authorized.

Controls will include: 1) procedures for more accurate CWPPRA payroll and travel charging; 2) periodic CWPPRA budget review meetings with EPA Region 6 Comptroller's office; and 3) and increased communication between CWPPRA staff and the project officer for the CWPPRA Interagency Agreements (IA).

As part of continuous process improvement efforts by the EPA Region 6 Water Division, this document will be reviewed annually and updated as needed.

The CWPPRA Management Decision Document will:

- Clarify roles and responsibilities of CWPPRA Staff
- Determine decisions on CWPPRA personnel travel and salaries
- Determine decisions on purchases
- Document required training

2. CWPPRA Staffing Organization and Meetings

2.1 CWPPRA Staff

There are various staff resources and stakeholders involved in managing the CWPPRA activities. In some cases, one individual may perform multiple roles in the process. All CWPPRA staff are aware of their roles and responsibilities by their manager/lead when they join the program. Program meetings are used to brief staff on any changes to the process.

2.1.1 CWPPRA Organization

EPA's CWPPRA Organization – EPA Reps

<p>William Honker Water Division Director and Task Force Representative</p>	
<p>Karen McCormick Marine, Coastal & Analysis Section Chief CWPPRA Tech Committee Representative (TC)</p>	<p>Curry Jones State and Tribal Section Chief CWPPRA Chief Financial Officer</p>
<p>Adrian Chavarria CWPPRA Project Manager Planning and Evaluation (P&E) Subcommittee Representative</p>	<p>Sondra McDonald CWPPRA Financial / Project Officer</p>
<p>Sharon Osowski CWPPRA Project Manager Environmental Work Group Representative</p>	<p>Alexander Nunez CWPPRA Financial / Project Officer</p>
<p>Brad Crawford CWPPRA Project Manager Engineering Work Group Representative</p>	<p>Sondra McDonald and Brad Crawford CWPPRA Financial Work Group Representatives</p>
<p>Barbara Aldridge CWPPRA Project Manager Outreach Work Group Representative</p>	<p>John Stadelman and Merlyn Haynes Graphic Design Support</p>
<p>Karen McCormick and Sharon Osowski Monitoring Work Group Representatives</p>	<p>Barbara Schrodt Financial Technical Advisor</p>
<p>Patty Taylor Project Technical Advisor CWPPRA Project Manager</p>	<p>Angelica Siftsoff, Branch Secretary Travel, Equipment, Filing, etc.</p>
	<p>Sherry Lawrence Divisional Travel Funding Authorizer</p>

2.2. CWPPRA Routine Internal/External Meetings and Field Activities

CWPPRA has required Routine Internal/External Meetings and Field Activities which include representatives from each of the CWPPRA agencies. **Table 1** below lists the required representatives who attend each meeting/activities as well as others who may attend depending upon the task at hand. These meetings and field activities are essentially mandatory and attendance is expected for each CWPPRA agency. There are line items in the approved budget for agency participation.

For Tech Committee (TC) meetings, it is expected and customary for both the TC and the Planning and Evaluation (P&E) representatives to attend and participate. The TC representative is a voting member, while the P&E representative is the work group level “brain trust” for the TC.

For Task Force (TF) meetings, it is expected and customary for the TF, the TC and the P&E representatives to attend and participate. The TF representative is a voting member, while the TC and P&E representatives are necessary to ensure the TF member is properly briefed regarding program details and activities.

2.2.1 Routine CWPPRA Meetings/Field Activity Requirements

When a project is presented/discussed at one or more of the meetings, it is appropriate to have the project manager attend to make the presentation and answer questions specific to the project. Likewise, it may be appropriate to send backups for training purposes to gain institutional knowledge of the processes and details of the program for succession planning.

Table 1: List of Routine CWPPRA Meetings and Field Activities

Meeting Description	Attendees	Location (usual)	Time Frame
December Tech Committee Meeting	TC Representative P&E representative Project Manager(s) as appropriate Backups/Trainees (as appropriate)	Baton Rouge	Early-December (usually first Wednesday)
January Task Force Meeting	TF Representative TC Representative P&E representative Project Manager(s) (as appropriate) Backups/Trainees (as appropriate)	New Orleans (District Assembly Room – USACE)	Mid-late January
Regional Planning Team Meetings	TC Representative P&E representative Project Manager(s) as appropriate Backup/Trainees	R1: New Orleans R2: New Orleans R3: Morgan City/Homa R4: Abbeville	Late-January (usually in 3 consecutive days)

Region-Wide Voting	NA	Conducted remotely via email/fax. No travel required.	Late-February
Joint Work Group meeting (Preliminary candidate ranking)	Eng work group rep Env work group rep Project manager(s) Backups/Trainees (as appropriate)	Baton Rouge	Mid-March
April Tech Committee Meeting	TC Representative P&E representative Project Manager(s) as appropriate Backup/Trainees	New Orleans	Late-April
Recon Site Visits	Eng work group rep Env work group rep Backups/Trainees (as appropriate)	Varies: Coastal LA	May (# days depends number and type of projects)
June Task Force Meeting	TF Representative TC Representative P&E representative Project Manager(s) (as appropriate) Backups/Trainees (as appropriate)	Lafayette (Estuarine Fisheries and Habitat Center)	June
WVA Field Trips	Eng work group rep Env work group rep Backups/Trainees (as appropriate)	Varies: Coastal LA (usually fly into LFT or MSY depending on location of projects: East vs Central/West respectively)	May-June (usually done in 3 trips in 3 consecutive day increments)
Engineering Work Group Preliminary Cost Estimates	Eng work group rep Env work group rep (as needed) Backups/Trainees (as appropriate)	Baton Rouge (usually state library building)	August (usually scheduled as 3 consecutive days)
WVA meetings	Env work group rep Eng work group rep (as needed) Backups/Trainees (as appropriate)	Baton Rouge (usually state library building)	August – September (usually scheduled as series of 4-5 trips of 2 consecutive days)
Engineering Work Group Final Cost Estimates	Eng work group rep Env work group rep (as needed) Backups/Trainees (as appropriate)	Baton Rouge (usually state library building)	September
September Tech Committee Meeting	TC Representative P&E representative Project Manager(s) as appropriate Backups/Trainees (as appropriate)	Baton Rouge	September
October Task Force Meeting	TF Representative TC Representative P&E representative Project Manager(s) (as appropriate) Backups/Trainees (as appropriate)	New Orleans (District Assembly Room – USACE)	October

2.2.2 Other Non-Routine CWPPRA Meetings

Table 2 shows other CWPPRA meetings which require EPA participation and are scheduled as necessary. Likewise, it may be appropriate to send backups for training purposes to gain institutional knowledge of the processes and details of the program for succession planning.

Table 2: Other Non-Routine CWPPRA Meetings

Meeting Description	Attendees	Location (usual)	Time Frame
P&E subcommittee meetings	P&E rep Work group reps/trainees as needed	Baton Rouge	As scheduled (usually one day/meeting)
30% and 95% E&D review meetings	Eng work group rep Env work group rep Backups/Trainees (as appropriate)	Baton Rouge	As scheduled ¹ (usually one day/meetings)
Project Meetings	Project manager Work group reps (as needed)	Varies (Usually Baton Rouge)	As scheduled ² (usually one day/meeting)
State/EPA Quarterly meetings	All CWPPRA staff including financial.	Baton Rouge/Dallas	2 times/year (+2 times/year via conference call)
Outreach	Outreach coordinator TC rep P&E rep Potentially all CWPPRA staff	Varies	1 day event up to 2 times per year
Parish CZM Meetings	Staff as assigned	Varies	As scheduled.

¹ Four new projects are approved/year hence, on average, we can expect 4 of each (30% & 95%) per year. Depending on the complexity of the project and potential issues, it may be possible/appropriate to participate via webinar when available.

² Active projects may have project meetings numerous times per year when in the design or construction phases. Estimate 2 per month average. Meetings may be face to face or virtual.

These lists contain the bulk of the CWPPRA meetings/travel, however, other issues have arisen that result in the need for additional travel that may not be represented herein (e.g. West Bay meetings, Diversion Summit).

3. CWPPRA Personnel Travel and Salaries

Management Division sends bi-monthly report(s) to the Marine, Coastal and Analysis Section Chief and the CWPPRA Project Officer on CWPPRA Payroll and CWPPRA account status on reimbursable IAs which are reviewed and evaluated for accuracy to ensure appropriate charges are made to CWPPRA accounts. Below is an explanation for FTE (Payroll) charges by personnel and steps in which payroll is evaluated for accuracy and appropriate charges under CWPPRA.

3.1 Payroll

CWPPRA time is charged on an hourly basis, not a full-time basis. A number of Region 6 employees charge time to CWPPRA as they work on CWPPRA program or project issues. Over the last several years, this hourly charging has added up to approximately 4 FTEs per year. Staff charge depending upon the tasking required to complete CWPPRA activities for a given pay period. Many of key CWPPRA primary and secondary staff have been identified in Table 2.1.1 above but could include others based on expertise needed.

3.2 Travel

A Pre-Clearance Form has been developed (See Attached) with several authorizations in place to ensure that personnel are charging the appropriate CWPPRA travel and payroll codes and that mistakes do not occur.

Step 1: Prior to any Travel Authorization being approved, a Pre-Clearance form is filled out. Both the Marine, Coastal & Analysis Section Chief and State & Tribal Section Chief must approve the travel request.

Step 2: The CWPPRA project officer verifies that the request and the appropriate CWPPRA charges are allocated – if not he/she will notify both section chiefs.

Step 3: The approved signed CWPPRA Pre-Clearance form is sent back to the requester.

Step 4: The requester uploads the CWPPRA Pre-Clearance form into their Travel Authorization (TA) Document.

Step 5: The Divisional Travel Funding Authorizer will recheck to see if the CWPPRA pre-clearance form is signed by both section chiefs or their representatives and verify that the appropriate CWPPRA account code matches the form and the TA. If not, he/she will notify the Marine, Coastal and Analysis Section Chief or the CWPPRA Project Officer.

Step 6: If all steps are met, the TA is approved. If not, the TA is not approved.

Step 7: Once the trip has occurred, the traveler follows the EPA Travel Procedures for vouchering.

4. Procurement

A pre-clearance form has been developed for CWPPRA expenses other than salary and travel to ensure that funding is available in the IA line item budget and that funds are available for purchasing. Signatures are required from both the project officer & the Marine, Coastal and Analysis Section Chief for approval.

5. Training

5.1 Required Training

All CWPPRA staff and their immediate manager (Marine, Coastal & Analysis Section Chief) must have the following required training:

- **Contracting Officer Representative (COR)**
Because of the nature of staff's interaction with CPRA contractors during the various phases (Phase 0, Phase II, Phase III and OM&M), staff are required to maintain EPA Federal Acquisition Certification for Contracting Officer's Representatives, FAC-COR Level II. The employee will document the training in the federal training database FAITAS. Immediate supervisor approves the training.
- **Quality Assurance (QA)**
CWPPRA staff are required to review and evaluate data generated and environmental modeling for CWPPRA projects. Therefore, they must follow EPA QA procedures and training requirements.
- **Job Hazards Analysis (JHA)**
It is EPA policy, under EPA Order 1440.2, *Safety and Health Training Requirements for Agency Employees*, to carry out its activities in a manner that ensures the protection of its employees and compliance with regulations. Health and safety training programs provide knowledge and skills necessary to perform job-related tasks with the least possible health risk and ensure that employees are aware of potential hazards in the work area. Training is necessary for preventing or minimizing incidents and is required under numerous regulatory standards.

The EPA Regional Safety Health Employee Management Plan (SHEMP), the Region 6 Health & Safety Officer, the first-line supervisors and the field employees develop a Job Hazard Analysis (JHA) that cover employees who conduct field activities outside of EPA administered facilities. **(Marine, Coastal, & Analysis JHA Attached)** Employees are responsible for complying with all required health and safety requirements annotated in the JHA, while supervisors must ensure that training is accomplished prior to employees becoming involved in field activities. First line supervisors are ultimately responsible for the health and safety of their employees.

In addition to training, specific Health and Safety equipment is identified on the JHA for each of the CWPPRA staff to be in compliance with EPA Order 1440.2, *Safety and Health Training Requirements for Agency Employees*.

- **All EPA Employee Required Training**
This type of training is required by all EPA Regional staff and will be sent out via an official EPA announcement or will be uploaded into each staff's Skillport Training Location.

5.2 Required Technical Training

To be properly trained and provide the appropriate technical knowledge as project managers, there are specific trainings that all CWPPRA staff must have to meet CWPPRA SOP technical interchange requirements. Activities may require specialized training which is obtained as needed (e.g. National Environmental Policy Act (NEPA), dredging, project management, etc). Note: all EPA CWPPRA projects have NEPA requirements and dredging components to their projects. The following are required training for CWPPRA staff but not limited to:

- Minimum training requirements to maintain Professional engineering standing.
- Environmental science training to maintain technical expertise for the monitoring and the environmental work groups.
- NEPA technical writing courses to maintain technical writing skills and review processes for Environmental Impact Statements (EIS) and Environmental Assessments (EAs).

5.3 Conferences for Technical Interchange Training

EPA management and the CWPPRF TF encourage conferences for technical interchange which provide valuable knowledge for each of the CWPPRA staff as Project Managers. In addition, management encourages poster sessions during these conferences on CWPPRA EPA projects or techniques.

- Restoring America's Estuaries
- State of the Coast

May 12, 2016, FY16 Planning Budget Revision approved Tech Committee's recommendation to add a *"Training-Conference-Workshops"* task to the FY2016 CWPPRA Planning budget and future budgets. This task could be listed under the *"Project and program management Task"*. The new task would be listed as *"PL25150 Program Management -Training, Conferences, and Workshops, in support of CWPPRA Program Management"*. (NOTE: CWPPRA Agenda Item #6 found here on page 5:

<http://www.mvn.usace.army.mil/Portals/56/docs/environmental/cwppra/TaskForceMinutes12May2016.pdf?ver=2016-06-28-095939-807>)

5.4 CWPPRA Outreach Workgroup Representative

The CWPPRA Outreach receives approximately \$6,600 per year in CWPPRA Planning Funds. Those funds are used for each of the CWPPRA Outreach Agencies Representatives to attend Outreach Workgroup Meetings, CWPPRA Dedication Ceremonies, and other CWPPRA Outreach approved functions. For the CWPPRA Outreach Representative, those funds pay for their travel expenses and payroll accordingly.

According to the CWPPRA Outreach Chair, Scott Wilson, "the funds for CWPPRA public outreach are an approved part of the overall Planning Program Budget and are subject to the

same guidelines as other CWPPRA Planning funds”. **NOTE:** Attached is Scott Wilson’s email dated December 12, 2014 for further clarification on the relationship of CWPPRA Outreach and CWPPRA Planning funds.