

Project 1 (Combined Carryover, 08 and 09 Base Funding) REVISED 1-24-08

Agency: Office of the Secretary of the Environment

Title: Management and Coordination

Objective:

The Office of the Secretary of the Environment is the recipient of all Clean Water Act funds for the state of Oklahoma. Staff will provide for maintenance of federal responsibility/accountability of funds to support all Clean Water Act programs. Support of the Section 106 Program will include both Surface and Groundwater activities. Additionally, the Governor has initiated and will continue to initiate activities for the protection of water quality through the Office of the Secretary of the Environment. Staff assistance to facilitate progress in these activities will be required.

Methodology:

- 1) Maintain CWA Section 106 Surface and Groundwater program output progress and expenditures. Prepare quarterly financial reports and final accounting of program expenditures.
- 2) Operate as central point of contact for distribution of information from EPA to all state environmental agencies.
- 3) Prepare and submit a draft and final workplan, appendices, ODEQ focus document, and grant application for the FY 09 and FY 10 CWA Section 106 Program for surface and groundwater funds.
- 4) Participate in EPA Region 6/State work groups or committees as appropriate.
- 5) Coordinate with the Oklahoma Department of Wildlife Conservation and U.S. Fish and Wildlife Service to identify projects that may potentially affect any endangered species.
- 6) Attend environmental agency board and commission meetings in order to keep apprised of interagency environmental issues, funding needs, legislative initiatives, and citizen concerns.
- 7) Host Mid-Year and End-of-Year Evaluations with EPA and participating agencies.
- 8) Coordinate and host Quality Assurance Training classes conducted by Region 6 for Oklahoma agency and Regional personnel.
- 9) Coordinate activities of the EPA/Oklahoma State Team Effort

- 10) Coordinate and manage the process for refining the statewide monitoring strategy.
- 11) Work with state officials to streamline the state's water quality management programs and serve as the mediator to resolve any conflicts that might arise.
- 12) Provide public information and educational services and materials to update the public on Oklahoma's environmental activities, legislation, programs and projects. This will include the necessary maintenance and updating of OSE's website.
- 13) Provide support to and coordinate the Oklahoma Water Quality Monitoring Council.
- 14) Serve as a member of the State Environmental Education Coordinating Committee, Keep Oklahoma Beautiful, Oklahoma Clean Lakes and Watersheds Association, and ScienceFest Steering Committee.
- 15) Perform special studies and tasks as directed by the Governor, Legislature, or Secretary of the Environment.

Outputs:

- 1 Semi-annual reports activities
Due: January and July
- 2 FY 08 106 final application, workplan, and focus document
Due: June 2007
- 3 FY 09 106 revised application, workplan, and focus document
Due: May 1, 2008
3. FY 10 106 application, workplan, and focus document
Due: May 1, 2009
4. Letter report identifying 106 projects which may affect endangered
Due: December 1 of each year new projects are submitted for funding
5. Revised workplan for special studies funds.
Due: As available

Personnel Involved:

2.59 person-years

Budget Period:

July 1, 2007 – June 30, 2009

Resource Allocation:

Carryover: \$10,000
FY 08 Base Funds: \$136,575
FY 09 Base Funds: \$136,575
Special Project Funds from FY 07/08 \$131,000