



Environmental Justice Project Officer

Roles and Responsibilities

EJ Program Collaboration



Project Officer Overview

- Liaison
- Technical & administrative assistance
- Support financial & programmatic accountability
- Initiate grant process
- Project implementation and monitoring
- Grant closeout



You're
Selected for an
EJ Award
– Now What?

- PO works with Recipient, GS, & EJ Coord. to finalize grant materials
- PO initiates the funding package for the grant award



Project Implementation

- Regular communication with recipient
- Technical & administrative assistance
- PO assists in obtaining resources
- PO processes administrative actions



Administrative actions

- Programmatic monitoring
- Monitor budget
- Review and approve progress reports
- Review and process grant changes
- Grant closeout



Budget Review

- Work with grantees to ensure the budget is:
 - Appropriate
 - Allowable
 - Consistent with workplan
 - Adjusted as needed
- Common Issues
 - Refreshment Costs? Allowable?
 - Childcare? Allowable?



Workplan Challenges & Solutions

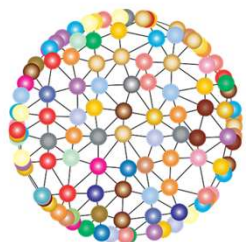
- COVID Example
 - PO works with grantees to revise
 - Timeline
 - Budget
 - Workplan
 - Process changes
 - Data collection and QAPP



Grant Close out

- Deliverables and final report
- Final financial form (FFR)
- PO reviews and notifies GS of the closure
- GS reviews and authorizes grant closure
- PO documents the closure in the grant file





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