

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL RESOURCES OFFICE  
FUNCTIONAL STATEMENT

Plans, directs and reviews fiscal planning, programming and budgeting activities coordinated with the divisions, staff offices, Administrative Services Office and the Department of Budget and Finance.

Coordinates personnel activities of all of the environmental programs with the Human Resources Office and Department of Human Resource Development.

Maintains and analyzes expenditure reports and prepare detailed reports for State and Federal fiscal activities.

Establishes and maintains master schedules of grants and contracts for all environmental programs.

Provides program control activities for all cost and schedule items.

Reviews all environmental legislation for fiscal content.

Coordinates facilities requirements for all environmental programs.

Establishes and maintains a detailed employee time and effort reporting system for allocation of personnel costs.

Administers the financial activities of the Water Pollution Control Revolving Fund (WPCRF) and Drinking Water Treatment Revolving Loan Fund (DWTRLF) programs.

Water Revolving Fund Staff

Provides administrative, fiscal, and accounting services to ensure that the funds operate in perpetuity.

Develops and monitors loan or grant agreements/amendments. Reviews the official loan or grant document for legal and administrative compliance. Develops and coordinates project expenditures and cash flow projections for Federal and State funds programs with federal and county officials.

Interprets EPA/State loan and grant policies and procedures to program officials, loanees and grantees. Provides authoritative assistance in connection with the policies and regulations of other agencies that impact on Wastewater Branch.

Processes the Federal/State construction grant or loan offer in the most orderly, prompt and efficient manner. The nomenclature "grant offer" includes grant increases/decreases and other amendments required from time to time in the overall construction grant and loan process.

Visits grantees to evaluate their loan and grant program procedures and techniques, including fund and cost accounting procedures. Monitors loan and grant operations and resolves specific problems that may arise. Makes authoritative recommendations on loan/grant management questions.

Assures all projects are in compliance with the State and Federal regulations and guidelines prior to the processing of the projects' closeout and administrative completion.

Processes interim and final construction grant and loan payments and perform project closeout.

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Conducts contract compliance activities including conferences, reviews and investigations necessary to assure compliance with all relevant federal laws and rules, regulations and relevant orders of the Administrator of the U.S. Environmental Protection Agency (EPA) and of the Secretary of the U.S. Department of Labor.

Reviews and approves documentation of procedures taken to procure minority and women business in accordance with the Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Program including developing quarterly reports to EPA for MBE and WBE participation and maintaining a list of MBE and WBE forms.

Reviews and evaluates loanees' financial management capacities; assesses the risk of outstanding loan portfolios; and makes recommendations to take proper actions to safeguard loan funds.

Ensures that EPA promptly receives all protests and appeals and provides EPA all information needed for the resolution thereof.

Delineates requirements for maintenance, storage and retirement of the official construction grant and loan files administered under P.L. 92-500.

Responds to Congressional, State Legislature, management inquiries requiring extensive research into loan and grant projects and application of loan and grant policies.

Ensures that all the nonexempt records, contained in the EPA official grant files maintained by the Department of Health (DOH) will be available for public disclosure upon request, by processing requests for disclosure of the records in accordance with the requirements of the Freedom of Information Act (FOIA), 5 USC 552, and EPA Regulations, 40 CFR Part 2.

Develops, maintains, and updates in a timely manner, specific portions of a data collection and reporting system, including the National Information Management System (NIMS) for EPA and provides early warning of potential problems within the program.

Provides accounting and fiscal control to safeguard the financial integrity of WPCRF and DWTRLF. Accounts for the use of the revolving funds and its set-aside programs to ensure that the use of funds is in compliance with State and Federal regulations and guidelines.

Performs daily accounting work to keep track of the program fiscal information and statistic data. Performs financial mathematical calculations to account and maintain the program loan portfolios.

Prepares a comprehensive annual report in accordance with the standard set by the Government Accounting Standard Board.