

**Air Quality Management
Needs Assessment**

| Position Number | Responsibility | TKS Program Code | TKS Activity Code | Hours Assigned to Responsibility | Salary Cost | OEC Cost | Total Cost | Comments |
|-----------------|--|------------------|-------------------|----------------------------------|----------------------|---------------------|----------------------|----------|
| | 1.5. Participates in local, regional, and EPA sponsored conference calls and planning meetings | | | 285 | \$ 8,613.56 | \$ 2,267.46 | \$ 10,881.01 | |
| | 1.7. Coordinates between AEP, Area Source group, and E&C on regulation implementation | | | 0 | \$ - | \$ - | \$ - | |
| | 1.8. Coordinates Ozone related inventory issues within Planning Branch | | | 0 | \$ - | \$ - | \$ - | |
| | 1.9. Reviews, analyzes, and discusses EPA Implementation rule, policy/guidance documents, and other sources of background data | | | 0 | \$ - | \$ - | \$ - | |
| | 1.11. Develops or amends air pollution control regulations in accordance with State and Federal requirements. This does not include time to analyze and determine we are moving forward with a proposal. | | | 450 | \$ 13,600.35 | \$ 3,580.19 | \$ 17,180.55 | |
| | 2.2. Coordinates with Air Surveillance Branch on Particulate Matter related monitoring issues | | | 37.5 | \$ 1,133.36 | \$ 298.35 | \$ 1,431.71 | |
| | 2.3. Coordinates particulate matter related inventory issues within Planning Branch. | | | 37.5 | \$ 1,133.36 | \$ 298.35 | \$ 1,431.71 | |
| | 2.4. Reviews, analyzes, and discusses EPA Implementation rule, policy/guidance documents, and other sources of background data. | | | 225 | \$ 6,800.18 | \$ 1,790.10 | \$ 8,590.27 | |
| | 2.5. Evaluates potential control measures | | | 150 | \$ 4,533.45 | \$ 1,193.40 | \$ 5,726.85 | |
| | 2.6. Updates Nonattainment NSR Regulations | | | 15 | \$ 453.35 | \$ 119.34 | \$ 572.68 | |
| | 2.7. Coordinates Mobile Source issues within planning branch. | | | 30 | \$ 906.69 | \$ 238.68 | \$ 1,145.37 | |
| | 2.8. Develops RACT SIP | | | 450 | \$ 13,600.35 | \$ 3,580.19 | \$ 17,180.55 | |
| | 2.9. Develops Attainment Demonstration SIP | | | 642 | \$ 19,403.17 | \$ 5,107.74 | \$ 24,510.91 | |
| | 2.16. Respond to data requests, including FOIA | | | 7.5 | \$ 226.67 | \$ 59.67 | \$ 286.34 | |
| | 3.1. Reviews/analyzes EPA Regional Haze Rule policy/guidance documents | | | 150 | \$ 4,533.45 | \$ 1,193.40 | \$ 5,726.85 | |
| | 3.2. Participates in local, regional, and EPA sponsored conference calls and planning meetings | | | 285 | \$ 8,613.56 | \$ 2,267.46 | \$ 10,881.01 | |
| | 3.3. Coordinates with regional and DNREC modelers to develop reasonable progress goals. | | | 75 | \$ 2,266.73 | \$ 596.70 | \$ 2,863.42 | |
| | 3.4. Coordinates haze related inventory issues within Planning Branch | | | 5 | \$ 151.12 | \$ 39.78 | \$ 190.89 | |
| | 3.5. BART SIP | | | 75 | \$ 2,266.73 | \$ 596.70 | \$ 2,863.42 | |
| | 3.6. Develops Regional Haze SIP | | | 150 | \$ 4,533.45 | \$ 1,193.40 | \$ 5,726.85 | |
| | 6.3. Coordinate between E&C, Area Source and Mobile Source group on implementation issues. | | | 7.5 | \$ 226.67 | \$ 59.67 | \$ 286.34 | |
| | 6.4. Review EPA NAAQS updates. Recommend attainment status designations, and start non-attainment work if necessary. | | | 75 | \$ 2,266.73 | \$ 596.70 | \$ 2,863.42 | |
| | 6.7. Review and implement EPA guidance documents dealing with attainment pollutants. | | | 0 | \$ - | \$ - | \$ - | |
| | 6.8. Participate in regional conference calls and meetings dealing with attainment issues. | | | 0 | \$ - | \$ - | \$ - | |
| | 6.8. Participate in regional conference calls and meetings dealing with attainment issues. | | | 0 | \$ - | \$ - | \$ - | |
| | 8.1. Complete timesheets | | | 26 | \$ 785.80 | \$ 206.86 | \$ 992.65 | |
| | 8.2. Prepare travel requests | | | 4 | \$ 120.89 | \$ 31.82 | \$ 152.72 | |
| | 8.3. Prepare weekly status reports | | | 15 | \$ 453.35 | \$ 119.34 | \$ 572.68 | |
| | 8.4. Prepare for and participate in staff meetings | | | 10 | \$ 302.23 | \$ 79.56 | \$ 381.79 | |
| | 8.5. Support and assist in the conduct of outreach activities | | | 7.5 | \$ 226.67 | \$ 59.67 | \$ 286.34 | |
| | 8.6. Provide grant commitments to grants coordinator | | | 5 | \$ 151.12 | \$ 39.78 | \$ 190.89 | |
| | 8.7. Attend trainings not specific to the other branch activities | | | 22.5 | \$ 680.02 | \$ 179.01 | \$ 859.03 | |
| | 8.8. Attend non-programmatic meetings and participate in non-programmatic activities | | | 9 | \$ 272.01 | \$ 71.60 | \$ 343.61 | |
| | 8.9. Office support activities such as ordering office supplies, mailings, ordering special equipment and technical supplies | | | 4 | \$ 120.89 | \$ 31.82 | \$ 152.72 | |
| | 8.10. Personnel management activities such as performance plans/reviews, hiring, mentoring, etc. | | | 2 | \$ 60.45 | \$ 15.91 | \$ 76.36 | |
| | 8.11. Develop and implement policies and procedures for Program | | | 10 | \$ 302.23 | \$ 79.56 | \$ 381.79 | |
| | 8.12. Strategic planning | | | 3 | \$ 90.67 | \$ 23.87 | \$ 114.54 | |
| | 8.13. Evaluate and implement process improvement initiatives | | | 3 | \$ 90.67 | \$ 23.87 | \$ 114.54 | |
| | 8.14. Prepares routine correspondence | | | 10 | \$ 302.23 | \$ 79.56 | \$ 381.79 | |
| | 8.15. Technical training | | | 37.5 | \$ 1,133.36 | \$ 298.35 | \$ 1,431.71 | |
| | 8.16. Support Section/Division Activities as Assigned by Administrator/Director | | | 20 | \$ 604.46 | \$ 159.12 | \$ 763.58 | |
| TOTAL | | | | 3,340.50 | \$ 100,959.97 | \$ 26,576.97 | \$ 127,536.93 | |