



< DRAFT >  
WORKSPACE



# SUPERFUND PROGRAM PROJECT STATUS AND FEEDBACK REPORT

## PURPOSE:

The purpose of this form is to provide status and identify program/project management issues for interagency agreements (IAGs) issued by EPA Regions to District Offices of the U.S. Army Corps of Engineers (USACE) for technical support on Superfund projects. Comments about successful and unsuccessful activities should be highlighted at the end of this form to produce lessons learned for future use. A consistent nationwide communication and reporting process is important during project execution to ensure that work is being carried out to the satisfaction of both EPA and USACE. EPA and USACE will seriously review the evaluation form ratings and comments provided herein to determine when constructive changes may be necessary to improve project execution. General data may be combined with data from other reports and used for statistical purposes. *At the completion of the project...*

## INSTRUCTIONS:

The EPA Project Manager and the USACE Project Manager most familiar with the project should complete this form. Both the EPA and USACE project manager should respond to all of the questions, unless otherwise noted or not applicable. In many instances this will be a self-evaluation for the USACE project manager. If this exercise is to be of value, the answers must be frank. So, please fill out the form based on what you sincerely believe to be the case, not what you think others will want to hear. Provide brief comments whenever clarification is warranted.

**EPA Headquarters POC:**  
**Ken Skahn**  
**Phone: (703) 603-8801**  
[skahn.ken@epamail.epa.gov](mailto:skahn.ken@epamail.epa.gov)

**USACE Headquarters POC:**  
**Kip Huston**  
**Phone: (202) 761-4574**  
[kip.r.huston@usace.army.mil](mailto:kip.r.huston@usace.army.mil)

## USER INFORMATION: (Input Your Info)

**Your Name:** \_\_\_\_\_ \* (First, Last)  
**Telephone:** \_\_\_\_\_ \* (i.e. 123-456-7890)  
**Your Role:** EPA Project Man  \*

*Name of Prime Contractor:* \_\_\_\_\_

**PROJECT INFORMATION & FEEDBACK (Select Each)**

**Name of Project:**

-- Select Project Name --



\*

**Type of Project:**

- Select Type of Project -



\*

**Is the Project Underway?**

- Select -



**If so, what is the percent complete** % Complete



Questions	Satisfaction					High N/A
	Low 1	2	3	4	5	
<p><b>1. What is your overall assessment of how this project is being managed by USACE?</b> Comments:</p>	<input type="radio"/>					
<p><b>2. Is the project on schedule and consistent with approved EPA/USACE plans?</b> Comments:</p>	<input type="radio"/>					
<p><b>3. Is there frequent, timely, and direct communication (EPA/USACE) on site issues?</b> Comments:</p>	<input type="radio"/>					
<p><b>4. Are the products/services delivered to EPA of high quality, meeting performance levels anticipated by EPA?</b> Comments:</p>	<input type="radio"/>					
<p><b>5. Are expenditures, obligations, and funds available balances tracked and coordinated with EPA on a timely basis?</b> Comments:</p>	<input type="radio"/>					

**Satisfaction**

<b>Low</b>					<b>High</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>

**6. Has USACE used an effective contract vehicle for the work performed?**  
**Comments:**

<input type="radio"/>					
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

**7. Is the level of cost monitoring appropriate to the type of contract selected and conditions of the project?**  
**Comments:**

<input type="radio"/>					
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

**8. Are useful monthly reports being submitted to EPA (progress, significant occurrences, identification of potential problems)?**  
**Comments:**

<input type="radio"/>					
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

**9. Do monthly reports include complete and informative narrative comments?**  
**Comments:**

<input type="radio"/>					
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

**10. Is USACE providing adequate oversight of safety to ensure OSHA and USACE rules and regulations are followed by contractor personnel?**  
**Comments:**

<input type="radio"/>					
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

**Satisfaction**

<b>Low</b>					<b>High</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>

**11. Is USACE responsive to EPA guidance and EPA concerns expressed?**

Comments:

**12. Is USACE involvement in real estate transactions satisfactory?**

Comments:

**13. Is USACE involvement with community interactions satisfactory?**

Comments:

**14. Is USACE performing satisfactory Quality Assurance/Quality Control in carrying out the project activities?**

Comments:

**15. Has a target date for closeout of the IAG been identified?**

Comments:

**Yes No N/A**

**16. If the IAG cannot be financially closed out quickly, has USACE advised EPA of the amount of excess funding that can be deobligated?**

Comments:

**17. Are there any issues holding up closeout of the IAG?**

Comments:

**18. When a monthly billing is submitted by USACE, is the supporting documentation adequate?**

**Comments:**

**Yes    No    N/A**

**19. Is USACE complying with the Direct Cite payment process?**

**(Note: Information about the direct cite payment process can be found [here](#).**

**Comments:**

**20. Was a request for an extension of the IAG project and performance period requested by USACE in a timely manner?**

**Comments:**

**Lessons Learned:**

**21. Looking back at the overall project, was there any situation where an issue was addressed particularly well or where a money saving measure was taken that might be useful knowledge for future projects?**

**Note: Please remember to send your feedback!**

Clear Form

Submit Your Feedback