Potential Collateral Duty Projects

This list is not all inclusive, but list some of the known projects with which Easement Programs Division (EPD) currently needs assistance. The listed hours are only estimates and can be negotiated. EPD will entertain all project proposals for collateral duties.

1. Deed Reviews (5 – 10 hours per week)
    a. Conduct the required EPD review of ACEP-ALE partner entity's agricultural land easement deeds which have elected the option to incorporate the ALE minimum deed terms into the body of their agricultural land easement deeds
2. Easement Business Tool Tasks (20 – 30 hours / month)
    a. User Acceptance Testing – 4 days every 5 weeks
        i. Lesson Plans – 8 hours every 5 weeks
        ii. Group Demo – 2 hours every 5 weeks
    b. Planning Iteration Meetings – 3-5 days every 10 weeks
    c. SME meetings – varied
3. Contract Document Preparation (10 hours / week, February – October)
    a. Prepare new and option year contracts for various contractors and associated projects. Includes preparing Project Work Statements, the independent government cost estimate, the inherently governmental function determination, the requirement market research, the proposal review evaluation criteria, and any other documents requested by the Contract Specialist.
4. Survey Policy/Specification Assistance (8 – 10 hours / week)
    a. Assist EPD Survey Specialist with survey related work (e.g. quality assurance, planning, guidance, policy, etc).
5. Easement Internal Control and Quality Assurance Reviewer (5 – 30 hours / week)
    a. Assist with Easement Internal Control reviews.
    b. Assist with quality assurance efforts on a variety of topics (e.g. internal controls, enrollment/acquisition/stewardship processes, waivers, etc).
6. Training Development (8 hours / week)
    a. Assist with the design, content, and implementation for courses in the planned easement program curriculum.
7. Policy / Guidance Writing, Training, and Implementation (8 – 20 hours /week)
    a. Assist with identifying needed updates to guidance and policy.
    b. Assist with writing, editing, and clearing guidance and policy.
    c. Assist with training and ensuring compliance with guidance and policy.