



# United States Department of the Interior

INTERIOR BUSINESS CENTER  
Washington, DC 20240

Gregory P. Nottingham  
State and Tribal Grants Program Manager - BIL/ECRP  
Office of Environmental Policy and Compliance  
1849 C Street NW, Rm 2624  
Washington, DC 20040

## **RE: Appointment as Agreements Officer's Representative (AOR)**

1. You are hereby appointed as the AOR for:

Program: State Initial Orphaned Well Program

Recipient: State Governments and State Government Departments

Program Description: An orphaned well site plugging, remediation, and reclamation program that allows States to request an Initial grant of up to \$25 million—referred to as large-scale Initial grants or up to \$5 million—referred to as small-scale

Period of Performance on or about: 06/01/2022 – 09/30/2023 (or as amended)

2. This appointment authorizes and designates you to perform the following duties and/or responsibilities as specified herein:
  - Observe, monitor, and assess the Recipient's performance under the terms of the Grant. This includes reporting promptly to the Agreements Officer any failures, delays or significant deviations of performance, quality, costs, or other actions which might jeopardize Grant performance.
3. In the performance of the duties delegated to you in this letter, you are cautioned that you could be held personally liable for actions taken or directions given by you to the contractor that are beyond the authorities given to you in this letter. The duties or authorities in this letter are not delegable; therefore, you must advise the Agreements Officer immediately when you are unable to perform these duties.
4. In your dealings with the Recipient you must not give technical direction as though the Recipient's employees are government employees. You must maintain a formal, arms-length relationship with the Recipient in order to avoid even an appearance that a personal services relationship exists.
5. You are responsible for providing prompt notification to the Agreements Officer any significant deficiencies with respect to Recipient performance or other actions which might jeopardize Grant performance.
6. You are not authorized by this letter to take any action, either directly or indirectly, that could result in a change in the pricing, quantity, quality, place of performance, delivery schedule or any other terms and conditions of the basic Grant. The agreement reached or technical direction given must be formalized in writing with copies to the Agreements Officer. You shall also notify the Recipient that if he or she believes that the AOR's interpretation is erroneous, the Recipient must notify the Agreements Officer in writing concerning the details of this position.
7. You may be held personally liable for unauthorized acts.
8. Specific duties in addition to those above are as follows:
  - a. Control all government technical interfaces with the Recipient.
  - b. Ensure that copies of government technical correspondence are forwarded to the Agreements Officer

for placement in the contract file.

- c. Promptly furnish documentation on any requests for change, deviation, or waiver (whether generated by the Government or the Recipient) to the Agreements Officer for appropriate action.
  - d. The AOR must maintain a separate file for each Grant for which he/she acts as AOR. The file should serve as a repository and record of all documents and communications between the Recipient and the AOR. At a minimum, the file must include a copy of the Grant and all amendments, as well as the AOR appointment letter. Examples of other file documentation may include:
    - Reports required per the Grant, e.g. interim and final technical or patent reports
    - Memoranda for Record documenting important Grant discussions
    - Records of formal meetings, e.g. post award conference, program reviews, etc.
  - e. Assist Agreements Officer, as requested, with closeout activities at the completion of Grant period of performance.
9. By signing this designation of AOR appointment, you are certifying that you are qualified by training and experience commensurate with the responsibilities delegated herein. If this is your first appointment as an AOR or if you have not performed AOR or Contracting Officer's Representative (COR) duties within the last two years, you must complete COR training immediately so that you can properly execute your responsibilities under this Grant.
  10. Your appointment as AOR for this effort expires upon final disposition of the Grant.
  11. Your good judgment in performing your duties under the Grant will have an important effect on the value of the performance obtained by the government.

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Matthew Reichert  
Agreements Officer

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Date

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Gregory P. Nottingham  
Agreements Officer's Representative

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Date