



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 02 2017

(Updated 08/11/2017)

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Supplemental Guidance and Updated Milestones for Development of FY 2018-2019 National Program Manager Guidances

FROM: 
David A. Bloom, Acting Chief Financial Officer
Office of the Chief Financial Officer

TO: Acting General Counsel
Acting Assistant Administrators
Inspector General
Acting Regional Administrators

This memorandum provides supplemental guidance for developing the FY 2018-2019 National Program Manager Guidances, including updated milestones that align with issuance of the FY 2018 President's Budget on May 23.

The agency explored various options for developing this cycle of the NPM guidances in light of the transition to the new administration and the adjusted budget release date. We engaged the advice and input of the U.S. Environmental Protection Agency-State NPM Guidance/National Environmental Performance Partnership System Workgroup.

Based on the workgroup's feedback, the agency will proceed with developing two-year NPM guidances for FY 2018-2019 to maintain alignment with multi-year grant work planning. We will follow a streamlined approach using a template that focuses on key programmatic activities reflected in the FY 2018 PB. The template replaces sections III.2 and IV of the *Office of the Chief Financial Officer's Technical Guidance: FY 2018-2019 National Program Manager Guidance and Annual Commitment Process* dated July 19, 2016 (Technical Guidance). The template and Technical Guidance can be found on EPA's NPM Guidance webpage (<https://www.epa.gov/planandbudget/national-program-manager-guidances>). In addition, we have attached updated milestones.

Thank you for your continued commitment to strengthen the EPA's collaboration internally and with our state and tribal partners. If you have any questions, please contact me or Kathy O'Brien, Director of the Office of Planning, Analysis and Accountability at (202) 564-1167, or your staff may contact Beth Burchard at (202) 564-6981.

Attachment

cc: Acting Deputy Administrator
Chief of Staff
Acting Deputy Assistant Administrators
Deputy Chief of Staff
Associate Administrators
Deputy Associate Administrators
Associate Assistant Administrators
Acting Deputy Regional Administrators
Assistant Regional Administrators
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Holly Greaves
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Headquarters and Regional Planners
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Lead Region Coordinators
NEPPS Coordinators

KEY MILESTONES

Date	NPM Guidance Development
May 23, 2017	FY 2018 Congressional Justification and Annual Performance Plan released and published
June 15	NPMs submit to OCFO draft FY 2018-2019 NPM Guidances
June 16 – June 20	OCFO leadership reviews draft NPM Guidances
June 20 – June 23	NPMs revise draft Guidances, obtain NPM leadership approval for public review/comment, and submit public §508-compliant drafts to OCFO
June 28	OCFO posts draft FY 2018-2019 NPM Guidances on Internet for public review/comment
June 28 – August 4	Public comment period: <ul style="list-style-type: none"> States/Environmental Council of States/NPM conference calls National teleconference with tribes
September 1	Draft final FY 2018-2019 NPM Guidances due to OCFO
September 5 – 11	OCFO leadership review
September 25	Final FY 2018-2019 NPM Guidances due to OCFO
September 29	OCFO posts final NPM Guidances to NPM Guidance website
TBD December 2017	OCFO issues supplemental technical guidance for FY 2019 Addendum

Date	FY 2017 Mid-Year Adjustments and Performance Reporting Process
May 22 - June 2, 2017	Annual Commitment System (ACS) opened to allow mid-year adjustments to FY 2017 commitments
June 9	NPMs notify OCFO of any Mid-Year Adjustments to FY 2017 commitments
Summer 2017	OCFO issues <i>FY 2017 End-of-Year Performance Reporting and Analysis Guidance</i>

Date	FY 2018 Annual Commitment Process
May 23, 2017	NPMs begin engaging regions, states, and tribes in negotiating FY 2018 regional performance commitments
October 2	NPMs initiate FY 2018 commitment process in ACS by entering a value (including “0,” if applicable) in the “Proposed Bid” field for each commitment
October 9	NPMs finalize FY 2018 commitment text in ACS
October 30	FY 2018 draft regional performance commitments (bids) due in ACS. Regions notify Beth Burchard and Kathryn Budd of completion.
November 10	OCFO shares FY 2018 draft regional commitment reports with states and tribes to facilitate their review and comment
November 24	Deadline for state and tribal comments on FY 2018 draft regional commitments
December 8	Final FY 2018 regional performance commitments (bids) approved by DRA due in ACS
December 20	NPMs and regions reach final agreement in ACS on FY 2018 regional performance commitments
December 27	NPMs and regions notify Beth Burchard and Kathryn Budd of DAA/DRA approval of final FY 2018 performance commitments in ACS, and acknowledge any unresolved FY 2018 commitments requiring OCFO involvement
January 2	ACS locked to prevent any adjustments to FY 2018 commitments