

**February 14, 2019**  
**Updated Guidance**

We have revised the schedule for developing the FY 2020-2021 National Program Guidances (see page 5). The schedule reflects the new date for issuing the FY 2020 President's Budget and supporting materials. This updated technical guidance replaces the June 29, 2018 technical guidance.

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Original Date: June 29, 2018  
U.S. EPA Publication #190B18001

**OCFO TECHNICAL GUIDANCE**  
**FY 2020-2021 NATIONAL PROGRAM GUIDANCE**

**I. INTRODUCTION**

The Office of the Chief Financial Officer's (OCFO) *Technical Guidance: FY 2020-2021 National Program Guidance* provides instructions and milestones for the development of the National Program Guidances that are issued by EPA's five major National Program Offices—Air and Radiation; Water; Land and Emergency Management; Chemical Safety and Pollution Prevention; Enforcement and Compliance Assurance—along with the Office of Congressional and Intergovernmental Relations, and the Office of International and Tribal Affairs. The National Program Guidances communicate operational planning priorities, strategies, key activities and measures for EPA, and guide grant work planning with states, tribes, and territories.

Beginning in FY 2016, EPA implemented a two-year cycle for the National Program Guidances, which includes exceptions-based addendums in the second year to address significant changes not captured in the two-year guidances. The FY 2020-2021 National Program Guidances are the first issued under the *FY 2018-2022 EPA Strategic Plan* and will reflect EPA's implementation of the President's Budget and the agency's commitment to cooperative federalism as described below.

**II. ROLES AND RESPONSIBILITIES**

- **Regional Administrators (RAs)** have the lead responsibility for getting early input from states, tribes, and territories to inform development of the FY 2020-2021 National Program Guidances and grant work planning.
- **National Program Offices** will continue to engage with state and media-specific associations, the National Tribal Caucus, tribal partnership groups, and other relevant organizations to inform development of the National Program Guidances. They will also consider the results of the RAs' early engagement efforts.
- **OCFO** manages the agency-wide National Program Guidance process, in collaboration with the Office of Congressional and Intergovernmental Relations (OCIR).

### III. MAJOR ELEMENTS OF FY 2020-2021 NATIONAL PROGRAM GUIDANCES

#### A. Early Engagement with States, Tribes, and Territories

RAs will convene meetings with state, tribal, and territory environmental leaders as a critical first phase in developing the FY 2020-2021 National Program Guidances. The purpose of these RA-led early engagement meetings is to strengthen the working relationship with states, tribes, and territories. Specifically, these discussions will focus on:

- Identifying how EPA and states, tribes, and territories will work together to advance the FY 2018-2022 EPA Strategic Plan.
- Reinforcing flexibilities of the National Environmental Performance Partnership System (NEPPS) to advance environmental and health priorities of individual states, tribes, and territories.

Each meeting should be framed around the strategic objectives in the *FY 2018-2022 EPA Strategic Plan* as illustrated in the attached standard agenda. The discussion should focus on identifying the priorities of the states, tribes, or territories, their strategies, and any flexibilities in grant work plans needed to carry them out.

1. By July 13, 2018, each region provides OCFO ([Beth Burchard](#) and [Blair Budd](#)) and OCIR ([Dan Murphy](#)) with:
  - The name and contact information for a regional point of contact for the early engagement effort.
  - A preliminary schedule for the RA's meetings with state, tribal, and territory (as applicable) leaders.
2. Regions may use the Individual Meeting Notes Template (available on the [National Program Guidance SharePoint Site](#)) to capture the results of their meetings with states, tribes, and territories. At the conclusion of the early engagement period, each region will complete a single Summary of Early Engagement (using the tool that also is available on the [National Program Guidance SharePoint Site](#)) that distills the key discussion points from across the RA's meetings with their state, tribe, and territory environmental leaders. These include, but are not limited to:
  - State, tribal and territory priorities.
  - Strategies to carry out the priorities.
  - Financial, administrative, and/or programmatic flexibilities needed to carry out the strategies.
3. By November 14, each RA will submit their completed *Summary of Early Engagement Template* to OCFO ([Beth Burchard](#) and [Blair Budd](#)) and OCIR ([Dan](#)

[Murphy](#)). OCFO will compile the ten individual regional summaries into one document and share it with the National Program Offices. This document may be made available to the public.

#### **B. Consultation and Coordination with Federally Recognized Tribes**

In July, OCFO will send notification letters to all federally-recognized tribes to initiate consultation on development of the FY 2020-2021 National Program Guidances. This consultation opportunity complements early engagement. Information about consultation and coordination with tribes can be found on EPA's [Tribal Consultation Opportunities Website](#).

#### **C. Alignment of National Program Guidances and Grant Work Planning**

National Program Guidances are utilized by EPA and states, tribes, and territories to inform grant work planning. In developing the National Program Guidances, National Program Offices should support the use of a standard grant workplan template that will be designed to achieve national consistency in grant work plans. The template will be developed by a joint OCIR-Regional NEPPS Coordinators workgroup. In October, OCIR plans to issue guidance on using the new standard grant workplan template.

In developing the National Program Guidances and grant guidances, National Program Offices also should reaffirm their commitment to NEPPS and encourage the use of Performance Partnership Agreements (PPAs) and Performance Partnership Grants (PPGs) as vehicles for increasing financial and programmatic flexibilities for states, tribes, and territories. In addition, National Program Offices should encourage headquarters and regional offices, as applicable, to use the Summaries of Early Engagement to inform development of grant guidances and work plans.

#### **D. FY 2020 National Program Guidance Measures**

This is also the time to develop FY 2020 National Program Guidance measures. Programs and regions should review FY 2019 National Program Guidance measures as the starting point for engaging with states, tribes, and territories to identify FY 2020 measures that help us assess progress towards planned results in protecting human health and the environment. Beginning in FY 2019, National Program Offices and regions will include National Program Guidance measures in their monthly bowling chart reports, rounding out the suite of mission measures.

### **IV. FORMAT AND CONTENT OF STREAMLINED DRAFT AND FINAL GUIDANCES**

The § 508-compliant *National Program Guidance Template* (available on the [National Program Guidance SharePoint Site](#)) provides instructions for the streamlined format and content of FY 2020-2021 National Program Guidances.

## V. REVIEWS

EPA continues to emphasize transparency and inclusiveness in developing the National Program Guidances. In addition to the early engagement with states, tribes, and territories, the agency will provide opportunities for internal and external comments on draft National Program Guidances, and will hold conference calls with the states, territories, and tribes during the external comment period. See Section VI. Key Milestones, for the review schedule.

### A. Internal Agency Review

Prior to the external comment period, OCFO will post draft FY 2020-2021 National Program Guidances for internal comment on the [National Program Guidance SharePoint Site](#). The § 508-compliant Comments Template also will be posted on the SharePoint Site.

### B. External Comment Period

The draft FY 2020-2021 National Program Guidances will be available on the [National Program Guidance website](#) for a 5-week external comment period. Comments are to be submitted only using the Comments Template, also located on the [National Program Guidance website](#).

- During the comment period, National Program Offices will hold national teleconference calls with states and tribes to provide an overview of the process for commenting on the draft FY 2020-2021 National Program Guidances and discuss key changes.
- EPA is unable to extend the comment period due to the short timeframe between the release of the President's FY 2020 Budget and the beginning of grant work planning.

### C. Response to Comments

National Program Offices will use the § 508-compliant *Response to Comments Template* to respond to comments by providing a brief explanation of how comments were addressed in the final FY 2020-2021 National Program Guidances. The responses to comments will be posted on EPA's [National Program Guidance website](#) with the final National Program Guidances.

**VI. KEY MILESTONES – Revised February 14, 2019**

The following table contains a revised schedule for developing the FY 2020-2021 National Program Guidances.

Target Date	National Program Guidance Development
<b>July 13, 2018</b>	Each region provides OCFO ( <a href="#">Beth Burchard</a> and <a href="#">Blair Budd</a> ) and OCIR ( <a href="#">Dan Murphy</a> ) with: <ul style="list-style-type: none"> <li>• The name and contact information for a regional point of contact for the early engagement effort.</li> <li>• A preliminary schedule for RA meetings with state, tribe, and territory (as applicable) leaders.</li> </ul>
<b>July–October</b>	Early engagement period.
<b>July</b>	OCFO initiates the consultation and coordination process with tribes on the FY 2020-2021 National Program Guidances.
<b>November 14</b>	Each region summarizes early engagement input and submits a Summary of Early Engagement template (available on the <a href="#">National Program Guidance SharePoint Site</a> ) to OCFO ( <a href="#">Beth Burchard</a> and <a href="#">Blair Budd</a> ) and OCIR ( <a href="#">Dan Murphy</a> ).
<b>March 8 – 15, 2019</b>	Internal review of draft FY 2020-2021 National Program Guidances. Comments provided to appropriate National Program Office contact and OCFO. Draft guidances and comment template will be available on the <a href="#">National Program Guidance SharePoint Site</a> .
<b>March 25</b>	Revised, draft § 508 compliant FY 2020-2021 National Program Guidances due to OCFO.
<b>April 1 – May 3</b>	External comment period on the draft FY 2020-2021 National Program Guidances. Commenters use Comments Template (available on EPA’s <a href="#">National Program Guidance website</a> ) and provide to appropriate National Program Office contact and OCFO. Agency holds: <ul style="list-style-type: none"> <li>• States/ECOS/NPM conference calls.</li> <li>• National teleconferences with tribes.</li> </ul>
<b>May 31</b>	Final § 508 compliant FY 2020-2021 National Program Guidances due to OCFO.
<b>June 7</b>	Final FY 2020-2021 National Program Guidances posted on EPA <a href="#">National Program Guidance website</a> .

## **VII. KEY CONTACTS**

Key contacts for the National Program Guidances are located on the [National Program Guidance website](#).

## **VIII. LIST OF TEMPLATES**

Templates are available on the [National Program Guidance SharePoint Site](#).

### **For Regions:**

- Individual Meeting Notes
- Summary of Early Engagement (§ 508 compliant)

### **For National Program Offices:**

- Format and Content (§ 508 compliant)
- Response to Comments (§ 508 compliant)

## ATTACHMENT

### STANDARD AGENDA FOR EARLY ENGAGEMENT DISCUSSIONS WITH STATES, TRIBES AND TERRITORIES

#### Meeting Objectives

Identify:

- How EPA and states, tribes, and territories will work together to advance the *FY 2018-2022 EPA Strategic Plan*.
- NEPPS flexibilities needed to advance environmental and health priorities of individual states, tribes, and territories.

#### Intended Outcomes

Understanding of:

- State, tribal and territory priorities.
- Strategies to carry out the priorities.
- Financial, administrative, and/or programmatic flexibilities needed to carry out the strategies.

Time	Topic
12:00 – 12:15	<b>WELCOME AND INTRODUCTIONS</b> RA introduces participants and discusses meeting purpose and agenda.
12:15 – 2:15	<b>GOAL 1: CORE MISSION</b> <b>Strategic Objectives:</b> <ul style="list-style-type: none"> <li>• Improve Air Quality</li> <li>• Provide for Clean &amp; Safe Water</li> <li>• Revitalize Land &amp; Prevent Contamination</li> <li>• Ensure Safety of Chemical in Marketplace</li> </ul>
2:15 – 2:30	<b>BREAK</b>
2:30 – 3:30	<b>GOAL 2: COOPERATIVE FEDERALISM</b> <b>Strategic Objectives:</b> <ul style="list-style-type: none"> <li>• Ensure Shared Accountability</li> <li>• Increase Transparency &amp; Public Participation</li> </ul>
3:30-4:30	<b>GOAL 3: RULE OF LAW AND PROCESS</b> <b>Strategic Objectives:</b> <ul style="list-style-type: none"> <li>• Compliance with the Law</li> <li>• Create Consistency &amp; Certainty</li> <li>• Prioritize Robust Science</li> <li>• Streamline &amp; Modernize</li> <li>• Improve Efficiency &amp; Effectiveness</li> </ul>
4:30-5:00	<b>CONCLUSION AND NEXT STEPS</b> RA summarizes key messages and schedules follow-up actions or discussions.

**Guidelines for Discussion**

Each meeting should be framed around the strategic objectives in the *FY 2018-2022 EPA Strategic Plan*. The discussion should focus on identifying the top priorities of the states, tribes, or territories, their strategies, and any financial, administrative, and/or programmatic flexibilities needed to carry out the strategies. The Individual Meeting Template is provided to help document the results of the discussion. Meeting participants may find it useful to refer to the chart provided on the FY18-22 Transformation Strategy that illustrates the goals, objectives, and strategic measures in the *FY 2018-2022 EPA Strategic Plan*.

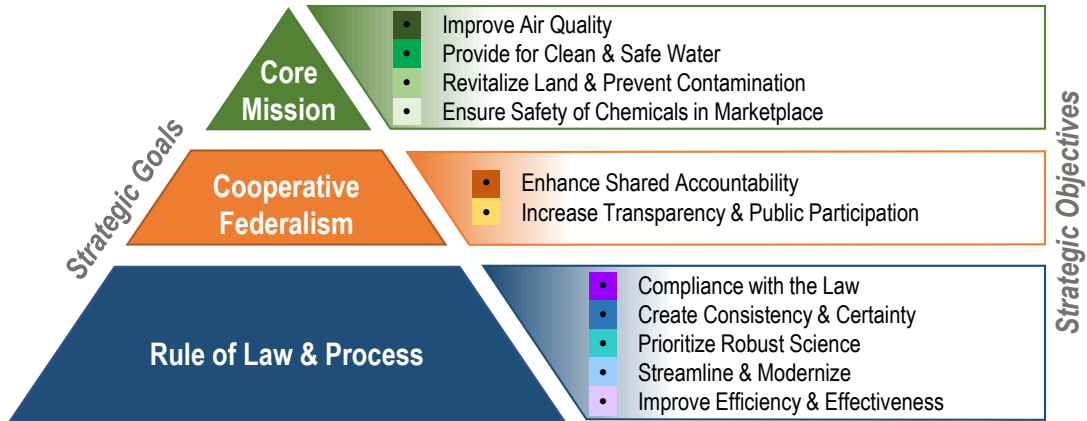
**How is this information going to be used?**

Each region will prepare a single Summary of Early Engagement that distills the input from across all the RAs' early engagement meetings with states, tribes, and territories, referring to key points captured for individual meetings. These high-level summaries will be used (1) by the National Program Offices to inform development of the FY 2020-2021 National Program Guidances and grant guidances, and (2) by EPA regions and headquarter offices to inform grant work planning.





# FY18-22 Transformation Strategy



### Strategic Measures (FY18-22)

Agency Priority Goal (APG)

- Reduce number of non-attainment areas from 166 to 101 (2019 APG = 138)
- Reduce number of community water systems out of compliance with health-based standards from 3,600 to 2,700
- Increase by \$40 billion the non-federal dollars leveraged by EPA water infrastructure finance programs (2019 APG = increase by \$16 billion)
- Reduce number of square miles of watershed with surface water not meeting standards by 37,000 square miles
- Make 255 additional Superfund sites Ready for Anticipated Use (RAU) (2019 APG = 102 additional)
- Make 3,420 additional Brownfields sites RAU (2019 APG = 1,368 additional)
- Make 536 additional Resource Conservation and Recovery Act (RCRA) corrective action facilities RAU
- Complete 56,000 additional Leaking Underground Storage Tank (LUST) cleanups that meet risk-based standards
- Complete all EPA-initiated Toxic Substances Control Act (TSCA) risk evaluations for existing chemicals in accordance with statutory timelines (2019 APG = 100%)
- Complete all TSCA risk management actions for existing chemicals in accordance with statutory timelines (2019 APG = 100%)
- Complete all TSCA pre-manufacture notice final determinations in accordance with statutory timelines (2019 APG = 80%)
- Complete all cases of Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)-mandated decisions for the pesticides registration review program
- Reduce Pesticide Registration Improvement Act (PRIA) registration decision timeframe by an average of 60 days
- Increase number of grant commitments achieved by states, tribes, and local communities
- Increase use of alternative shared governance approaches to address state, tribal, and local community reviews
- Eliminate backlog and meet statutory deadlines for responding to Freedom of Information Act (FOIA) requests
- Reduce average time from violation identification to correction
- Increase environmental law compliance rate (2019 APG = reduce Clean Water Act National Pollutant Discharge Elimination System (NPDES) permittees in significant noncompliance with their permit limits from 24% to 21%)
- Meet 100% of legal deadlines imposed on EPA
- Eliminate unnecessary or duplicative reporting burdens to the regulated community by 10,000,000 hours
- Increase number of research products meeting customer needs
- Reach all permitting-related decisions within 6 months (2019 APG = Reduce by 50% those exceeding 6 months)
- Reduce unused office and warehouse space by 850,641 square feet
- Reduce procurement processing times by achieving 100% of procurement action lead times
- Improve 250 operational processes
- Increase enterprise adoption of shared services by four

### Reform Plan Priority Areas (FY19-22)

- Eliminating the State Implementation Plan (SIP) backlog
- Tailoring state oversight
- Examining EPA field presence
- Increasing flexibility in state and tribal assistance
- Maximizing infrastructure investments
- Speeding up FOIA responses
- Reducing unnecessary industry reporting burden
- Improving management of EPA laboratories
- Speeding up environmental permitting
- Speeding up the EPA acquisition process
- Enhancing Human Resource shared services centers
- Deploying a Lean Management System

current as of February 23, 2018