



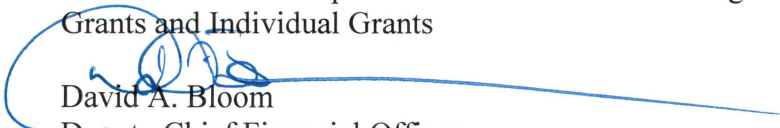
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

AUG 22 2016

OFFICE OF THE  
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Guidance on E-Enterprise Workload Tradeoffs Using Performance Partnership Grants and Individual Grants

FROM:  David A. Bloom  
Deputy Chief Financial Officer

TO: Assistant Administrators  
Regional Administrators  
Deputy Assistant Administrators  
Deputy Regional Administrators  
Assistant Regional Administrators

This memorandum transmits the attached "Guidance on E-Enterprise Workload Tradeoffs Using Performance Partnership Grants (PPGs) and Individual Grants", and provides information to help interpret and use it. This guidance was developed to advise EPA, states, territories, and tribes on carrying out action in the EPA's FY2016 Partnerships Action Plan, through which EPA regional office and interested states, territories, and tribes will, "by September 30, 2016 ... consider and facilitate temporary tradeoffs in workload in exchange for participation ... in E-Enterprise or similar projects ... designed to modernize business processes."

This guidance is intended for the use of a wide and diverse audience, and also is being distributed to states and tribes. In summary, the guidance:

- Describes its context and intent, as part of a larger effort to make E-Enterprise for the Environment durable by embedding it into EPA processes for working with our partners;
- Explains the concept, purpose, and general operation of tradeoffs;
- Outlines the authority for PPGs, and explains how they operate, including how they can provide a mechanism to consider and facilitate tradeoffs, and can enable accountability for achieving tradeoff commitments;
- Explains how tradeoffs can be pursued under many individual program grants;
- Contains a table that summarizes typical E-Enterprise tradeoff scenarios and responses; and
- Identifies some principal steps by which regions – working collaboratively with states, territories, or tribes, and in consultation with NPMs when indicated – can integrate E-Enterprise tradeoffs into PPGs or grant workplans.

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This guidance offers the flexibility to make tradeoffs consistent with the legal requirements and necessary practices of grants programs. It will also enable regions to meet the September 30, 2016 action, which they can do by inviting interest in tradeoffs among EPA's partners, and initiating timely and responsive conversations about tradeoffs with any interested partners.

Finally, E-Enterprise tradeoffs are new to all of us. We will evaluate the process and make appropriate changes, if necessary, to the guidance in the future.

Attachment

cc: Stan Meiburg  
Mike Flynn  
Mark Rupp  
Shannon Kenny  
Howard Osborne  
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