



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  
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Holly Greaves  
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Lead Region Coordinators  
NEPPS Coordinators

## KEY MILESTONES

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

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

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