



OCFO's Technical Guidance on FY 2012 National Program Manager Guidance and Annual Commitment Process

November 4, 2010

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Introduction to the NPM Guidance Process

Every year EPA's National Program Managers (NPMs)¹ develop guidance that identifies their program priorities, strategies, and operational measures in accordance with EPA's *Strategic Plan* and *Annual Plan and Budget*. Taken together, these NPM guidance documents serve as a national framework for Regions to use as they establish their own work plans, performance goals, and work-sharing strategies with the states. The NPM guidance process is an important communications tool, supporting the alignment of the Agency's long-term strategic goals and annual budgetary decisions with more detailed implementation instructions. OCFO's Technical Guidance on the FY 2012 National Program Manager Guidance and Annual Commitment Process supports improved Agency program management and decision making by:

- Ensuring consistency and clarity across NPM guidance documents so that Regions, states, and tribes are better able to identify priorities, specific focus areas for FY 2012 and cross-program opportunities for implementing EPA programs.
- Establishing processes to improve the quality, consistency, and reliability of performance measures and data reporting in EPA's Annual Commitment System (ACS), consistent with OCFO's measures governance guidance
- Maintaining consistent deadlines and milestones for guidance development and reporting.
- Encouraging early cross-program communication on joint efforts to advance priorities and initiatives.

OCFO's Technical Guidance provides context, requirements, and instructions for the development of the individual NPM guidance documents. The OCFO guidance addresses three areas of national program management: 1) developing FY 2012 NPM priorities, strategies, and associated operational measures; 2) reporting and analyzing results for FY 2010 and FY 2011 performance commitments; and 3) negotiating agreements for FY 2012 performance commitments.

The overall process and timeline of events for the NPM Guidance process will remain largely the same as last year. In response to feedback from Agency planners and in an effort to streamline OCFO's guidance and to make it more user-friendly, OCFO has made changes to our technical guidance, including:

- creating a clear distinction between the guidance development and annual commitment process sections of our guidance,
- removing unnecessary and/or redundant background information,
- reorganizing the annual commitment section of OCFO's guidance by fiscal year,
- moving format requirements for FY 2012 guidance documents from NPM guidance development section to Attachment 2,
- moving templates to a central on-line location, where users can download and immediately begin to fill them out.

The complete schedule of Key Milestones for this year appears in **Attachment 6**. In addition,

¹ For purposes of this guidance, NPMs refer to the following 5 offices: Office of Air and Radiation, Office of Enforcement and Compliance Assurance; Office of Chemical Safety and Pollution Prevention; Office of Solid Waste and Emergency Response; and Office of Water.

individual schedules for NPMs (**Attachment 7**), Regions (**Attachment 8**), and states and tribes (**Attachment 9**) are also provided.

Development of the FY 2012 National Program Manager Guidance

The following sections provide the framework for FY 2012 NPM Guidance. In addition to the information contained within this section, NPMs will need to consult and complete the following attachments and templates to fulfill all requirements:

- ✓ Attachment 2: Format Requirements for FY 2012
- ✓ Attachment 3: FY 2012 Measures Criteria and Guidelines
- ✓ [Template 1: FY 2012 Measures Appendix](#)
- ✓ [Template 2: Explanation of Changes between FY 2011 and FY 2012](#)

Considerations for Developing NPM Priorities and Strategies

- ✓ [The Administrator's Priorities](#): Similar to FY 2011, NPMs should continue to consider and incorporate the Administrator's priorities into NPM implementation strategies and priorities to the extent feasible and appropriate.

Administrator Jackson's Priorities:

1. Taking Action on Climate Change
 2. Improving Air Quality
 3. Assuring the Safety of Chemicals
 4. Cleaning Up Our Communities
 5. Protecting America's Waters
 6. Expanding the Conversation on Environmentalism and Working for Environmental Justice
 7. Building Strong State and Tribal Partnerships
- ✓ [FY 2011 – 2015 EPA Strategic Plan](#): Issued September 30, 2010, the *Strategic Plan* sets forth the Agency's long-term vision, strategic goals and objectives, and strategies to achieve them. The Plan presents five strategic goals and cross-cutting fundamental strategies for advancing the Agency's mission and the Administrator's priorities. NPMs should consider the long-term strategies and measures identified in the Strategic Plan as they make adjustments to priorities, strategies, and operational measures for their FY 2012 NPM Guidance documents.

The five cross-cutting fundamental strategies are designed to promote cross-program coordination and fundamentally change the way the Agency works and delivers environmental and human health protection. EPA will develop FY 2012 Action Plans to advance achievement of the cross-cutting fundamental strategies. Implementation of Action Plans will vary, and may include new operational measures or agreements on cooperative approaches relevant to the NPM Guidance development. NPMs are encouraged to work with Agency Champion staff (listed in **Attachment 1**) to incorporate expectations for carrying out cross-cutting fundamental strategies in the FY 2012 NPM guidance documents.

EPA's FY 2011 – 2015 Strategic Plan

Strategic Goals

1. Taking Action on Climate Change and Improving Air Quality
2. Protecting America's Waters
3. Cleaning Up Communities and Advancing Sustainable Development
4. Ensuring the Safety of Chemicals and Preventing Pollution
5. Enforcing Environmental Laws

Cross-Cutting Fundamental Strategies

1. Expanding the Conversation on Environmentalism
2. Working for Environmental Justice and Children's Health
3. Advancing Science, Research, and Technological Innovation
4. Strengthening State, Tribal, and International Partnerships
5. Strengthening EPA's Workforce and Capabilities

- ✓ FY 2012 Annual Plan and Budget: The *FY 2012 Annual Plan and Budget*, developed under the *FY 2011-2015 Strategic Plan* framework, sets forth EPA's plan for regaining ground on environmental protection while advancing work under core programs and the Administrator's priorities. When establishing the FY 2012 priorities and operational commitments, consider the investments, shifts and disinvestments in the FY 2012 budget and adjust strategies and performance targets accordingly. Also consider, to the appropriate extent, the Priority Goals, Place-Based Initiatives, and programs highlighted in the FY 2012 budget request submitted to OMB. The FY 2012 NPM guidance should describe actions to implement the budget decisions, including any impacts on EPA-state work sharing.

Management Focus Areas for FY 2012 Guidance

NPMs should incorporate the following focus areas to strengthen the effectiveness and efficiency of program management, to the extent applicable, as they develop their FY 2012 guidance:

- ✓ *Emphasize NPM Guidance as an Internal Control*: The annual NPM guidance documents set forth program priorities and key actions for the upcoming year, and therefore serve as an important internal control for Agency programmatic operations. In developing their guidance, NPMs should reflect input from Regions, provided through the Agency's lead Region process, on program risks, vulnerabilities, and actions to reduce these risks. NPMs are encouraged to discuss their annual program guidance as a key internal control² in preparing FY 2011 annual letters of assurance to the Administrator (due in August 2011).
- ✓ *Promote Use of the Exchange Network for Reporting Environmental Information*: In a July 2009 memorandum to the Environmental Council of the States (ECOS), the Administrator directed the NPMs to work to achieve the vision of the Network as "the preferred way EPA, states, tribes, and others share and exchange data." She committed "the Agency to work with the states to set an aggressive timetable for completing the transition to the Exchange Network (EN) for regulatory and national system reporting...." For those NPMs that issue state grant guidance as a component of their NPM guidance, they should define information

²As part of the Agency's Federal Managers Financial Integrity Act [FMFIA] process, OCFO will provide additional direction on assessing internal controls--including NPMs' annual program guidance--and preparing annual assurance letters when it issues FY 2011 FMFIA/Management Integrity guidance in November/December 2010.

infrastructure and reporting as allowable costs in programmatic grants and include measures to assist the Agency in reviewing progress toward the Administrator's goal for the EN.

- ✓ *Highlight Opportunities to Gain Efficiency:* Consistent with the Administrator's priorities and the FY 2011- 2015 Strategic Plan, NPMs should consider ways to promote and achieve efficiencies as they develop their implementation strategies. Specifically, NPMs should describe the efforts they have undertaken to improve efficiency for their key national program strategies and priorities, where relevant. The Office of the Inspector General (OIG) identified several categories of efficiencies that NPMs can use to describe their efforts, including the use of valid and reliable efficiency information, exploration of innovative ideas for improving efficiency, and assuring that EPA policies and practices at all levels efficiently provide high-quality, responsive services to customers. The OIG provided detailed explanations of efficiency actions, as well as specific examples of efficiencies found with the Agency's *FY 2011-2015 Strategic Plan* and previous NPM guidance documents, in a [memorandum to OCFO on October 1, 2010](#) (internal).³ For additional information and assistance in building efficiency into program strategies and operations, consult Richard Eyermann, Director of Efficiency Audits, OIG (202-566-0565).

Technical Instructions for Developing FY 2012 Operational Measures

NPM guidance documents address Regional commitments for annual budget measures and additional operational measures, covering the full suite of annual performance measures the Agency uses to track performance. The NPM guidance documents should reflect a continuation of the review and streamlining of measures conducted under the FY 2011-2015 Strategic Plan and the FY 2012 budget. These reviews achieved roughly a 40% reduction in the number of strategic measures, and about 20% reduction in annual budget measures in EPA's FY 2012 OMB Budget Submission.

When developing FY 2012 operational measures, NPMs should adhere to the following guidelines:

- ✓ Any changes should align with FY 2012 budget measures and the longer-term strategic measures.
- ✓ Changes made to operational measures should be documented using the [Explanation of Changes between FY 2011 and FY 2012 Template](#) and reflected in the measures appendix.
- ✓ Planning targets for FY 2012 should not be less ambitious than the FY 2010 actual results or FY 2011 commitments unless there is a compelling reason. If measures targets do change, use the [Explanation of Key Changes in Measures Targets from FY 2011 to FY 2012 template](#) to justify the change.
- ✓ If NPMs plan to make any changes to Senior Management Measures, contact John M. Hall, OCFO Analysis Staff (202-564-3020).
- ✓ Consider input from EPA's Performance Management Workgroup and OCFO's measures governance team on data quality efforts when determining improvements to annual commitment measures and when entering information into ACS (see **Attachment 1** for measures governance contacts).

³ If a link is marked as internal, that means the information contained on that webpage is accessible only to EPA employees. Please contact Daniel J. Hopkins with any questions regarding internal links (see **Attachment 1** for contact information).

Key Milestones for Development of the FY 2012 National Program Manager Guidance	
February 11, 2011	Draft FY 2012 NPM guidance and supporting documents (including: FY 2012 Measures Attachment and Explanation of Key Changes between FY 2011 and FY 2012) due to OCFO.
February 18, 2011	Draft FY 2012 NPM guidance and supporting documents posted on OCFO's internet webpage.
February 19 - March 19, 2011	Regions, states, and tribes provide comments on draft FY 2012 NPM guidance documents to appropriate NPMs and OCFO contacts (using Attachment 1).
April 23, 2011	Final FY 2012 NPM guidance, measures, and supporting documents (including: all finalized documents included in the draft submission, Response to Comments, and Explanation of Key Changes in Measures Targets) due to OCFO.
April 30, 2011	Final FY 2012 NPM guidance, measures, and supporting documents posted on OCFO's internet webpage.

Annual Commitment Process

This section of OCFO's guidance provides guidelines and milestones for reporting results on FY 2010 performance commitments, finalizing and reporting results for FY 2011 performance commitments, and negotiating FY 2012 performance commitments. This section primarily applies to operational measures that have Regional targets, i.e. annual commitment measures. The FY 2012 process continues over the next three fiscal years and overlaps with aspects of the annual commitment process started in previous years. This year the guidance is organized by fiscal year.

The Annual Commitment System (ACS), a performance module located within the Budget and Accounting System (BAS), is used to track annual headquarters and Regional performance commitment information and results, Senior Management Measures, and Regionally created measures. User manuals, training materials, data entry requirements, entering state and tribal information into the system, and other information about ACS can be found on OCFO's intranet website at <http://intranet.epa.gov/ocfo/acs> (internal).

Throughout the annual commitment process, keep in mind the following two specific considerations when reporting results:

- ✓ **Reporting on American Recovery and Reinvestment Act (ARRA):** EPA will continue reporting on the performance measures for each of the ARRA programs, and will continue to develop quarterly reports. Recovery-specific measures should have national targets that reflect the expected incremental performance contributions of Recovery Act funds. Recovery measures are not required to have Regional targets. As a reminder, because ARRA results must be tracked separately, a companion measure has been created in ACS to track only the Recovery performance increment. The pre-existing NPM Guidance measures will track **total** performance results (non-Recovery plus Recovery) (**Attachment 5**). NPMs have completed Data Quality Records (DQR) for all ARRA measures, and Senior Information Officers will certify their DQRs by October 29. For assistance, please contact Judy Lieberman (564-8638) or Joseph Greenblott (564-4250), OCFO Analysis Staff.
- ✓ **Measuring Results in State Grant Work Plans & Progress Reports:** NPMs and Regions should begin work with the new grant policy to ensure compliance when it becomes effective in FY 2013. The Grants Policy Issuance (GPI) for "state grant work plans and progress reports" will establish new requirements for the fourteen covered Categorical Grant Programs awarded on or after October 1, 2012. Workplans and associated progress reports must prominently display three Essential Elements (the Strategic Plan Goal; the Strategic Plan Objective; and the Workplan Commitments plus time frame.) to further accountability, strategic plan alignment, and consistent performance reporting.

FY 2010

Reporting FY 2010 Results: NPMs and Regions will enter actual FY 2010 end-of-year performance data into ACS by **October 29, 2010**. NPMs and Regions should explain actual results that differ from targets in the “comment field.” These explanations are important to provide context and to identify specific issues that merit discussion among appropriate staff, managers, and partners, including possible adjustments of priorities and strategies, and informing future commitment and target setting.

OCFO will conduct a data quality review to improve the accuracy and transparency of performance data. Sound, reliable, and historical performance data supports OCFO’s goal of increasing the use of performance results in Agency management discussions and decisions. OCFO asks Agency staff to use the Executive Management Dashboard (EMD) to review FY 2010 data entered into ACS, as its clear visual displays and daily data updates make data review easier. The formal mid-year and end-of-year performance reports can be found on this site. Click the following link for the EMD (LAN user name and password required):

<http://oaspub.epa.gov/portal/page/portal/ExecMgt/ExecMgt/Performance:Semi-Annual%20Reporting> (internal)

Key Milestones for Reporting Results for FY 2010 Performance Commitments	
October 8, 2010	<i>FY 2010 End-of-Year ACS Reporting</i> guidance issued by OCFO.
October 4 – 29 2010	NPMs and Regions enter actual FY 2010 end-of-year performance results in ACS.
Early December 2010	<i>FY 2010 End-of-year Performance Data Review</i> distributed by OCFO and posted on OCFO’s intranet website.

FY 2011

Finalizing FY 2011 Commitments: Regions and NPMs should adhere to the deadlines for setting FY 2011 final commitments as established in OCFO’s technical guidance for FY 2011. As this FY 2012 guidance is released, NPMs and Regions should be in the final stages of commitment negotiation.

- ✓ NPMs and Regions should reach agreement on final FY 2011 commitments in ACS by October 22, 2010.
- ✓ On October 29, 2010, NPMs and Regions should send OCFO an email confirming that the final performance commitments in ACS have been approved by their DAAs/DRAs.
- ✓ On October 29, 2010, NPMs and Regions must notify OCFO of outstanding commitments (using “**Summary of Issues for Unresolved FY 2011 Commitments Template**”), and confirm that outstanding commitments have been brought to the attention of their DAAs/DRAs.

Mid-Year Adjustments for FY 2011 Commitments: As in previous years, OCFO will open ACS for a two-week period in late spring 2011. At that time, NPMs and Regions can make mid-year adjustments, *in those limited cases where both the NPM and Region believe it is significant and critical to make the adjustment*. Changes will be kept to a minimum and require NPMs and Regions to submit a

description of the change and a rationale to OCFO by **June 14, 2011**. ([Mid-Year Adjustments for FY 2011 Commitments Template](#))

Reporting FY 2011 Results: Regions and NPMs will report their progress at mid-year and end-of-year, and raise performance issues or explain differences that occur between the commitment and actual performance (using the “Comments” field on the results screen in ACS).

- ✓ NPMs and Regions will enter actual FY 2011 mid-year data in ACS starting in late April 2011 to mid-May 2011. Additional guidance and milestones for mid-year data entry will be released along with the FY 2011 Mid-Year Reporting Guidance in April 2011.
- ✓ NPMs and Regions will enter actual FY 2011 end-of-year data in ACS starting in October 2011 through early November 2011. Similar to the bidding process, Regions are required to enter state-by-state, end-of-year performance information in ACS for measures with state-specific results. Additional guidance and milestones for end-of-year data will be released with the FY 2011 End-of-Year Reporting Guidance in October 2011.

OCFO encourages Agency managers and staff to use reports from the Executive Management Dashboard and ORBIT to analyze and evaluate performance information tracked in ACS.

Key Milestones for Finalizing and Reporting Results for FY 2011 Performance Commitments	
October 22, 2010	NPMs and Regions reach agreement in ACS on FY 2011 performance commitments.
October 29, 2010	NPMs and Regions notify OCFO of any outstanding issues for dispute resolution. NPMs and Regions send an email to OCFO indicating that final performance commitments entered in ACS have been approved by DRAs and DAAs and that DRAs and DAAs are aware of unresolved FY 2011 commitments.
November 19, 2010	FY 2011 final commitments (for which agreement was reached) are posted on EPA Quickplace site.
November 26, 2010	ACS is locked to prevent any adjustments to FY 2011 Commitments.
April 2011	<i>FY 2010 Mid-Year Reporting</i> guidance issued by OCFO
Late April - mid May 2011	Actual FY 2011 mid-year data entered into ACS.
May 28 – June 11, 2011	ACS is reopened to allow a limited number of mid-year adjustments to FY 2011 commitments, only if necessary, and NPMs notify OCFO of these changes and rationale by June 14 .
Late June 2011	<i>FY 2011 Mid-Year Performance Measures Review</i> released and posted on OCFO’s intranet site.
October 2011	<i>FY 2011 End-of-Year ACS Reporting</i> guidance issued by OCFO.
October- Early November 2011	NPMs and Regions enter actual FY 2010 end-of-year performance results in ACS.
Early December 2011	<i>FY 2011 End-of-year Performance Data Review</i> distributed by OCFO and posted on OCFO’s intranet website.

FY 2012

Entering FY 2012 Annual Commitment Measures: NPMs are expected to finalize annual commitment measure texts in ACS. NPMs and Regions will then bid on Regional commitments for these Annual Commitment Measures.

- ✓ OCFO will copy FY 2011 Annual Commitment measures in ACS as draft FY 2012 measures in December 2010.
- ✓ NPMs have until April 29, 2011 to finalize measures inside ACS.

After OCFO copies FY 2011 annual commitment measures in ACS as draft FY 2012 measures, NPMs should adjust the draft FY 2012 measures (i.e. edit, delete or add measures) to reflect any changes to measures, consistent with EPA's *FY 2012 Annual Plan and Budget*, the *FY 2011 – 2015 Strategic Plan*, and NPM-specific measure adjustments. OCFO will also copy the same measure assignments for Regions, states, and tribes associated with each measure, but without FY 2011 performance information. NPMs and Regions should follow OCFO's guidance documents on measures governance to ensure accurate, high quality data for each measure (**Attachment 3**).

Draft FY 2012 Commitments: OCFO requires NPMs and Regions to enter draft target information into ACS. Entering draft bids allows DRAs to look across all programs and ensure that they are aware of their Regions' draft bids for all measures for which they must report. Draft bids also reduce burden and uncertainty for the states by giving states a range of performance targets they can incorporate into their work plans.

- ✓ NPMs must initiate the commitment process in the system by entering a value in the "Proposed Bid" field (including "0," if applicable) for each commitment measure.
- ✓ Draft FY 2012 Regional Commitments are due inside ACS on July 8, 2011.
- ✓ Regions must send an e-mail to OCFO confirming draft Regional performance commitments have been entered in ACS and been approved by their DRAs by July 11, 2011.
- ✓ OCFO will post draft Regional commitments on EPA's Quickplace website for state review on July 22, 2010.

NPMs and Regions, with input from states and tribes, may begin negotiations on draft commitments as soon as measures are finalized in ACS. The negotiation should continue through July, when the draft FY 2012 Regional performance commitments are due in ACS. An email must be sent from the Regions to OCFO confirming that the draft Regional performance commitments have been entered in ACS and have been approved by their DRAs.

Regions are required to develop state-by-state and tribal contributions to FY 2012 draft and final commitments, to the extent possible, and enter this information in ACS. This creates additional transparency in the commitment process and allows states and tribes to identify their contributions to achieving Regional commitments and NPM goals. For more information on entering state and tribal information into the system, see the [Regional Users Manual](#). (internal)

OCFO will post a report of external, draft FY 2012 Regional performance commitments on EPA's password-protected Quickplace website. Prior to posting on EPA's Quickplace, OCFO will send

the reports of the draft FY 2012 Regional performance commitments to NPM and Regional planning contacts to review for accuracy. Regions will engage proactively with states and tribes and encourage them to provide comments on the draft commitments before agreement is reached on the final performance commitments. For more information about the Regional Commitments Quickplace Website, see **Attachment 4**.

Final FY 2012 Commitments: Reaching agreement in ACS finalizes the FY 2012 commitment setting process. Performance results will be reported against these mutually agreed upon targets during FY 2012.

- ✓ Regions should enter final bids into ACS no later than October 3, 2011.
- ✓ NPMs and Regions should reach agreement on final FY 2012 commitments in ACS by October 21 2011.
- ✓ On October 28, 2011, NPMs and Regions should send OCFO an email confirming that the final performance commitments in ACS have been approved by their DAAs/DRAs.
- ✓ NPMs and Regions must notify OCFO of outstanding commitments (using [Summary of Unresolved FY 2012 Commitments Template](#)), and confirm that outstanding commitments have been brought to the attention of their DAAs/DRAs.
- ✓ Once agreement has been reached, NPMs must close bidding by checking the 'Parties in Agreement' box in ACS.

After DRA-approved draft Regional performance commitments are entered into ACS, NPMs and Regions should indicate agreement in the system as soon as commitments are finalized. Regions should ensure that DRAs remain informed throughout the negotiation process and that final bids have fully considered state and tribal comments and cross-program impacts. **NPMs are required to consider and respond to all Regional commitments within two weeks from the date in which they are entered into the system.**

Key Milestones for the Negotiation and Agreement of FY 2012 Performance Commitments	
December 2010	OCFO copies FY 2011 measures into ACS as draft FY 2012 measures.
February 11, 2011	Draft FY 2012 NPM guidance and supporting documents (including: FY 2010 Measures Attachment and Explanation of Key Changes between FY 2011 and FY 2012) due to OCFO.
March – October, 2011	Regions engage NPMs, states, and tribes in determining FY 2012 Regional performance commitments.
April 29, 2011	Text of FY 2012 commitments finalized by NPMs in ACS; commitment measures opened for bidding.
July 8, 2011	FY 2012 draft Regional performance commitments reflecting DRA approval due in ACS.
July 11, 2011	Regions send an email to OCFO indicating that draft Regional performance commitments have been entered in ACS and have been approved by DRAs.
July – October, 2011	Regions continue to engage NPMs, states and tribes in determining final FY 2012 Regional performance commitments.
July 22, 2011	FY 2012 draft annual Regional commitments are posted on EPA Quickplace site.
September 16, 2011	Last day for states and tribes to comment on FY 2012 draft Regional commitments.
October 3, 2011	FY 2012 Regional final commitment information reflecting DRA approval due in ACS.
October 21, 2011	NPMs and Regions reach agreement in ACS on FY 2012 performance commitments.
October 28, 2011	NPMs and Regions notify OCFO of any outstanding issues for dispute resolution. NPMs and Regions send an email to OCFO indicating that final performance commitments entered in ACS have been approved by DRAs and DAAs and that DRAs and DAAs are aware of unresolved FY 2012 commitments.
November 18, 2011	FY 2012 final commitments (for which agreement was reached) are posted on EPA Quickplace site.
November 28, 2011	ACS is locked to prevent any adjustments to FY 2012 Commitments.

Attachment 1 Key Contacts and Web Links

OCFO Contacts

- Management Advisor..... Linda Flick (202-564-6051)
- National Program Manager Guidance Development..... Daniel J. Hopkins (202-564-8626)
- Measures Review & Governance..... John Hall (202-564-3020)
- Management Integrity..... Annette Morant (202-564-3671)
- ACS (technical)..... Dondra Ward (202-564-3842)

NPM Contacts

- Office of Air and Radiation..... Michael Hadrick (202-564-7414)
- Office of Water..... Vinh Nguyen (202-564-4631)
- Office of Solid Waste and Emergency Response..... Howard Rubin (202-566-1899)
- Office of Chemical Safety and Pollution Prevention..... Jennifer Vernon (202-564-6473)
- Office of Enforcement and Compliance Assurance..... Ginger Gotliffe (202-564-7072)
- Office of Environmental Information (Exchange Network)... Karl Alvarez (202-566-0989)
- Office of the Inspector General..... Richard Eyermann, (202-566-0565)
- State Grant Work Plans..... Jennifer Bogus (202-564-5294)

Agency Champion Contacts – Staff

- Strategy 1: Expanding the Conversation..... Deb Berlin (202-564-4914)
- Strategy 2: EJ/Children:..... Environmental Justice: Jasmin Muriel (202-564-4287)
..... Children's Health: Catherine Davis (202-564-2733)
- Strategy 3: Science/Research:..... Chris Saint (202-564-9839)
- Strategy 4: Partnerships:..... Mike Weckesser (202-564-0324)
- Strategy 5: Workforce:..... John Showman (202-564-5341)

Regional Planning Contacts

- Region 1..... Matt Hoagland (617-918-1361)
- Region 2..... Barbara Pastalove (212-637-3577)
- Region 3..... Catherine Mastropieri (215-814-5610)
- Region 4..... Sean Flynn (404-562-9093)
- Region 5..... Robert Tolpa (312-353-3121)
- Region 6..... Steve Mouck (214-665-6524)
- Region 7..... Richard Sumpter (913-551-7661)
- Region 8..... Ben Bielenberg (303-312-6513)
- Region 9..... Kathy Meltzer (415-972-37114)
- Region 10..... Kathy Kelley (206-553-2961)

Key Web Links

- EPA's FY 2011-2015 *Strategic Plan*
 - o <http://www.epa.gov/ocfo/plan/plan.htm> (external)
- OCFO NPM Guidance
 - o <http://www.epa.gov/ocfo/npmguidance> (external)
- The American Recovery and Reinvestment Act
 - o <http://www.epa.gov/recovery/> (external)
- Performance Management
 - o <http://epa.gov/performance> (external)
- EPA's Stewardship Plan
 - o <http://intranet.epa.gov/ocfo/perform/integrity.htm> (internal)
- Annual Commitment System
 - o <http://intranet.epa.gov/ocfo/acs> (internal)
- OCFO Semiannual Performance Reports
 - o FY 2010 Mid Year Report
http://intranet.epa.gov/ocfo/perform/pdfs/2010_midyear/final_fy2010_midyear_report.pdf (internal)
 - o FY 2009 End of Year Report
http://intranet.epa.gov/ocfo/perform/pdfs/fy09_eoyv5.pdf (internal)
- Executive Management Dashboard (accessible only with password)
 - o <http://oaspub.epa.gov/portal/page/portal/ExecMgt/ExecMgt> (internal)
- Quickplace Commitment Site (accessible only with password)
 - o <https://epaqp.rtp.epa.gov/commitments>
- State Grant Workplans:
 - o http://www.epa.gov/performance/state_grant_workplans.htm (external)
- OCFO's Reporting and Business Intelligence Tool (ORBIT) (Internal)
 - o <https://ssoprod.epa.gov/sso/jsp/BOSCHlogin.jsp>

Attachment 2 Format Requirements

While recognizing that NPMs have flexibility in developing FY 2012 guidance, NPMs should follow specified format and content requirements in developing FY 2012 NPM Guidance documents, including the attachments. This template does not change for FY 2012, and requires that all FY 2012 NPM guidance documents include the following common and consistently displayed elements in order to improve transparency and communications and to facilitate more meaningful involvement by Regions, states, and tribes:

Paginated table of contents

Executive Summary NPMs will use the outline provided below to prepare a concise Executive Summary (not more than 3 pages) in order to make FY 2012 NPM guidance documents more transparent and understandable to other NPMs, the Regions, states, and tribes.

- I. Program Office**
- II. Introduction/Context**
 - Briefly describe purpose and scope of the guidance
- III. Program Priorities**
 - List your program priorities for FY 2012
 - Identify and describe priorities, which are consistent with EPA's *2010-2015 Strategic Plan* and EPA's *FY 2012 Annual Plan and Budget*, and support Agency-wide initiatives, as appropriate
 - Highlight areas within each priority where feedback from Regions, states, and tribes would be beneficial
- IV. Implementation Strategies**
 - List and briefly describe FY 2012 implementation strategies
 - Identify and describe strategies consistent with the Administrator's priorities and themes, and highlight new actions
 - Fulfill commitments set forth in *FY 2012 Annual Plan and Budget*
 - Highlight innovative strategies and Regional approaches. Specify which areas within each strategy would benefit from Regional, state, and tribal feedback
- V. Significant Changes to Priorities or Strategies for FY 2012**
 - Note where priorities have shifted from FY 2011 NPM guidance and explain why (e.g., changes in EPA's *Strategic Plan* and EPA's *FY 2012 Annual Plan and Budget*; consideration of Regional priorities and Agency-wide initiatives)

Key national program strategies and priorities, which take into consideration Regional, state, and tribal involvement, describe NPM's FY 2012 programmatic priorities and strategies that support EPA's *FY 2012 Annual Plan and Budget* and *FY 2011-2015 Strategic Plan*, including implications of cross-cutting programs, Administrator priorities, and management focus areas.

Brief synopsis of the NPM feedback process for considering and responding to major comments from Regions, states, and tribes throughout FY 2012 NPM guidance development.

Required attachments to the draft and final FY 2012 NPM guidance documents are identified below.

All documents will be posted on OCFO's website unless otherwise noted. OCFO provides flexibility if NPMs want to go beyond the required attachments to provide supplemental information.

- ✓ **FY 2012 Measures Appendix Template:** This template provides easy reference to and clear identification of annual commitment measures and non-commitment indicators that require reporting by the Regions, states and/or tribes. NPMs should include national planning targets to guide the negotiation process for commitments developed from the aggregate contributions of headquarters, Regions, states, or tribes. NPMs should also include the national targets from the FY 2012 Annual Plan and Budget, where applicable.
- ✓ **Explanation of Changes between FY 2011 and FY 2012 template:** This will help readers and reviewers easily understand the rationale, context, and scope of changes to priorities, strategies, and measures.
- ✓ **Comments and Response to Comments Summary Template:** This template is only required for submission of final FY 2012 NPM guidance documents. This template is to be used for two purposes: Regions, states, tribes, and other stakeholders should provide comments on the draft FY 2012 NPM guidance documents using this template and submit these to the appropriate NPM and OCFO contacts (**Attachment 1**); NPMs should use the same template to respond to all comments made by Regions, states, tribes, and other stakeholders. NPMs are not required to include responses to suggested minor edits. NPMs should respond to comments by providing a brief but specific explanation of how comments were addressed or incorporated into the final FY 2012 NPM guidance documents.
- ✓ **Explanation of Key Changes in Measures Targets Template:** Please note this is only required for submission of final FY 2012 NPM guidance documents and provides a justification to OCFO for internal Agency purposes only for any targets that are less ambitious than FY 2010 results or FY 2011 targets. This information will not be posted on OCFO's website.

NPMs should submit draft and final FY 2012 NPM guidance documents to OCFO in both a Word and a PDF format that is compliant with §508 of the U.S. Rehabilitation Act, which requires that all Federal Government web pages are accessible to people with disabilities.⁴ For more information, see *EPA Web Work Group, Accessibility/ 508 Standards* at <http://intranet.epa.gov/webgroup/accessibility.html>. Please note: simply converting a document to PDF format does NOT make it §508 compliant.

OCFO will post FY 2012 NPM draft and final guidance documents on the OCFO website (www.epa.gov/ocfo/npmguidance). To promote consideration of all NPM priorities, strategies, and measures in the documents concurrently, OCFO also will email the link to draft guidance documents to NPMs, Regions, states, and tribes. The schedule of milestones below provides approximately four weeks for Regions, states, tribes, and others to review and comment on the draft FY 2012 NPM guidance. During this time, NPMs will engage in a dialogue with affected Regions, states, tribes, and other stakeholders to gain input. NPMs will have approximately five weeks to respond to the comments and incorporate changes, as warranted, in the final documents.

⁴ See <http://www.section508.gov/> for government-wide Section 508 information.

Attachment 3

FY 2012 Measures Criteria and Guidelines

The following measures criteria and guidelines support continued progress towards a stable set of higher quality, more consistent Agency measures. This will contribute to a more reliable basis for analyzing performance trends, supporting effective program management in achieving Agency goals.

All FY 2012 NPM guidance measures should meet the following criteria:

- Comply with EPA **data quality** policies. NPMs should maintain records on data collection methods and quality assurance procedures, and share this information with Regions and others collecting and/or using the data.
- Be **clearly defined** with an identified **data source(s)**.
- Make use of existing electronic **data systems** where applicable (e.g., draw from SDWIS, PCS, etc.).
- Be supported by data that can be reported in a **timely fashion** (within the reporting requirements of the measure).
- Describe a key aspect of program progress in support of a strategic measure in EPA's FY *2011-2015 Strategic Plan*.
- Serve **multiple performance assessment purposes** to the extent possible (e.g., as an annual commitment measure and Regional priority measure) and not be redundant with other measures used for other purposes.
- Have **ambitious and appropriate targets**. Mid-year target adjustments should be kept to minimum. With limited justifiable exceptions, targets are expected to remain constant. EPA's measures reported in the Agency's *2011-2015 Strategic Plan*, *FY 2012 Annual Plan and Budget*, and annual *Performance and Accountability Report* (e.g. strategic and annual measures) are required to have targets in order to measure progress toward annual and strategic priorities. For internal measures, NPMs and Regions should develop quantitative targets to the extent possible. Qualitative targets (e.g., "completed") may be appropriate, depending on the nature and use of the measure. *Measures without targets should be designated as "non-commitment indicators" in ACS.* **Note:** Measures developed to track performance under the Recovery Act should have national targets that reflect the expected incremental performance contribution of Recovery Act funds.
- Should be **quantitative** and show **contributions of individual offices**, Regions, states (required for state grant measures), and tribes, where possible.

Should include baselines (starting points), which generally should represent **a single starting point**, and should not change over time. Where baselines do not currently exist, NPMs and Regions should be in the process of and have a timeline for establishing baselines.

- **Measures text** and **codes** should remain **consistent** from year to year to allow for trend analysis.

Attachment 4

EPA's Regional Commitments Quickplace Website

OCFO will post reports of the FY 2012 draft Regional performance commitments for states and tribes to review on July 22, 2011. Ten reports (one for each Region) will be available via a password-protected Quickplace site. Each report includes draft Regional commitments for performance measures that reflect a state and/or tribal contribution, if possible, drawn from final FY 2012 NPM guidance documents, which will be issued in April 2011.

Background Information

EPA continues to develop a more streamlined and transparent process for NPMs and Regions to reach agreement on annual performance commitments. Following the issuance of FY 2012 NPM guidance documents in April 2011, Regions will engage NPMs, states, and tribes in the process of determining draft and final annual performance commitments. This annual commitment process, which synchronizes the development of draft and final commitments across the five NPMs, enables senior managers to review all performance commitments concurrently and make more informed decisions.

NPMs and Regions will encourage states and tribes to review and provide comments on the draft commitments before agreement is reached on the final performance commitments. EPA's Regional Commitments Quickplace Website facilitates review of the draft Regional performance commitments and can be accessed by following the instructions provided below.

Instructions for Accessing the EPA Regional Commitments Website

- 1) Go to <https://epaqpx.rtp.epa.gov/commitments>
- 2) Enter your user name and password when the pop up screen appears.
User name: Commitments Visitor
Password: ***Password to be sent separately.***
NOTE: The Password is case sensitive and expires after 90 days
- 3) The first screen you will see is the main page, or **Welcome** page, which contains basic information about the website and is automatically displayed upon entering the site.
NOTE: The site works best with an Internet Explorer web browser.
- 4) The **Library** page contains the files of draft target reports. This page can be accessed by clicking Library under the Contents on the left side of the screen.
- 5) Within the Library page, files of the draft targets are titled by Region and contained under the heading "**Draft Regional Performance Commitments.**" Click on this heading to view a listing of the files. Files may be downloaded or viewed and printed.
- 6) The files are saved as **PDF documents** and an Adobe Acrobat Reader is required to view them. A link is available on the site to download a free copy of Acrobat® Reader.

Attachment 5
Operational Measures which include Recovery Act Performance

ACS Codes	Measure Text
OTAQ 01a	Number of projects implemented that promote diesel emissions reductions
OTAQ 01b	Number of existing heavy duty diesel engines (including school bus engines) that have been retrofitted, replaced or retired
OTAQ 01c6	Lifetime reductions of NOx emissions
OTAQ 01c7	Lifetime reductions of PM emissions
OTAQ 01c8	Lifetime reductions of HC emissions
OTAQ 01c9	Lifetime reductions of CO emissions
OTAQ 01c10	Lifetime reductions of CO2-equivalent emissions
SDW-05	Number of additional projects initiating operations
2.1.1	Percent of population served by community water systems that will receive drinking water that meets all applicable health-based drinking water standards through approaches including effective treatment and source water protection.
SDW-04	Fund utilization rate for DW SRF
SP-5	Number of homes on tribal lands lacking access to safe drinking water.
SP-10	Number of waterbody segments identified by States in 2002 as not attaining standards, where water quality standards are now fully attained
WQ-16	Percentage of all major publicly-owned treatment works (POTWs) that comply with their permitted wastewater discharge standards
WQ-17	Fund utilization rate for CWSRF
SP-15	By 2015, in coordination with other federal agencies, reduce by 50 percent the number of homes on tribal lands lacking access to basic sanitation (cumulative)
B29	Number of Brownfield properties assessed
B32	Properties cleaned up using Brownfields funding.
B37	Billions of dollars of cleanup and redevelopment funds leveraged at Brownfield sites
B34	Jobs leveraged from Brownfields activities.
B33	Acres of Brownfields properties made ready for reuse.
141	Number of Superfund construction completions.
151	Number of Superfund sites with human exposures under control.
112	Number of LUST cleanups completed that meet risk-based standards for human exposure and groundwater migration.
113	Number of LUST cleanups completed that meet risk-based standards for human exposure and groundwater migration in Indian country.

NOTE: These are NPM Guidance Measures which include ARRA performance. For a full list of ARRA measures, please go to <http://www.epa.gov/recovery/plans.html> and look at individual program plans.

Attachment 6

Complete Schedule of Key Milestones for FY 2012

G = FY 2012 NPM Guidance development

ACP = Annual Commitment Process

Target Date	Process Code	FY	Milestone	NPM/Reg. Action Item	Page
October 21, 2010	G ACP	11 12	"OCFO Kick-Off of the FY 2012 NPM Guidance" memo released by Barbara Bennett.		
November 4, 2010	G ACP	11 12	"OCFO's Technical Guidance on FY 2012 NPM Guidance and Annual Commitment Process" memo and guidance released.		
October 4 – October 29, 2010	ACP	10	Actual FY 2010 end-of-year performance data entered into ACS.	*	
October 8, 2010		10	<i>FY 2010 End-of-Year ACS Reporting</i> guidance issued by OCFO.		
December 2010	ACP	11 12	OCFO copies FY 2011 measures into ACS as draft FY 2012 measures; <i>FY 2010 End-of-Year Data Review</i> released and posted on OCFO's intranet site.		
February 11, 2011	G	12	Draft FY 2012 NPM guidance and supporting documents (including: FY 2012 Measures Appendix, Explanation of Key Changes between FY 2011 and FY 2012) due to OCFO.	*	
February 18, 2011	G	12	Draft FY 2012 NPM guidance and supporting documents posted on OCFO's internet webpage.		
February 19 - March 19, 2011	G	12	Regions, states, and tribes provide comments on Draft FY 2012 NPM guidance documents to appropriate NPMs and OCFO contacts.	*	
March – October, 2011	ACP	12	Regions engage NPMs, states, and tribes in determining FY 2012 Regional performance commitments.	*	
April 2011	ACP	11	<i>FY 2011 Mid-Year Reporting</i> guidance issued by OCFO.		
April 23, 2011	G	12	Final FY 2012 NPM guidance, measures, and supporting documents (including: all finalized documents included in draft submission, Response to Comments, and Explanation of Key Changes in Measure Targets) due to OCFO.	*	
April 30, 2011	ACP	12	Text of FY 2012 commitments finalized by NPMs in ACS; commitment measures opened for bidding.	*	

Target Date	Process Code	FY	Milestone	NPM/Reg. Action Item	Page
Late April – Mid May 2011	ACP	11	Actual FY 2011 mid-year data entered into ACS.	*	
May 30 – June 10, 2011	ACP	11	ACS is reopened to allow limited mid-year adjustments to FY 2011 commitments.	*	
June 14, 2011	ACP	11	NPMs notify OCFO of any Mid Year Adjustments to FY 2011 commitments		
Late June 2011	ACP	11	<i>FY 2011 Mid-Year Data Review</i> released and posted on OCFO's intranet site.		
July 8, 2011	ACP	12	FY 2012 draft Regional performance commitments reflecting DRA approval due in ACS.	*	
July 11, 2011	ACP	12	Regions send an email to OCFO indicating that draft Regional performance commitments have been entered in ACS and have been approved by DRAs.	*	
July – October 21, 2011	ACP	12	Regions continue to engage NPMs, states, and tribes in determining final FY 2012 Regional performance commitments; agreements should be reached throughout July-October timeframe.	*	
July 22, 2011	ACP	12	FY 2012 draft annual Regional commitments are posted on EPA Quickplace site.		
September 16, 2011	ACP	12	Last day for states and tribes to comment on FY 2012 draft Regional commitments.		
October 3, 2011	ACP	12	FY 2012 Regional final commitment information reflecting DRA approval due in ACS.	*	
October 21, 2011	ACP	12	NPMs and Regions reach agreement in ACS on FY 2012 performance commitments.	*	
October 28, 2011	ACP	12	NPMs and Regions notify OCFO of any outstanding issues for dispute resolution. NPMs and Regions send an email to OCFO indicating that final performance commitments entered in ACS have been approved by DRAs and DAAs, and that DRAs and DAAs are aware of unresolved FY 2012 commitments .	*	
October 2011	ACP	11	<i>FY 2011 End-of-Year ACS reporting</i> guidance issued by OCFO.		
November 18, 2011	ACP	12	FY 2012 final commitments (for which agreement was reached) are posted on EPA Quickplace site.		
October – Early November 2011	ACP	11	NPMs and Regions enter actual FY 2011 end-of-year performance results in ACS.	*	
November 28, 2011	ACP	12	ACS is locked to prevent any adjustments to FY 2012 commitments.		
Early December 2011	ACP	11	<i>FY 2011 End-of-Year Data Review</i> released and posted on OCFO's intranet site.		

Attachment 7

NPM Checklist for FY 2012 NPM Guidance

November 2010:

- ☐ NPMs work with Regions and OCFO to resolve any outstanding FY 2011 annual commitments

By February 11, 2011:

- ☐ NPMs submit their draft FY 2012 NPM guidance, measures, and supporting documents to OCFO. Submissions MUST include:
 - FY 2012 Measures Appendix, reflecting the results of the measures review, and including draft planning targets and national targets
 - FY 2012 State Grant Measures Appendix
 - Explanation of Key Changes between FY 2011 and FY2012

March – October 2011:

- ☐ NPMs engage Regions, states, and tribes in determining FY 2012 Regional performance commitments

Late April – Mid-May, 2011:

- ☐ FY 2011 mid-year results data entered into ACS

April 22, 2011:

- ☐ NPMs submit their final FY 2012 NPM guidance, measures, and supporting documents to OCFO. Submissions MUST include:
 - Updated FY 2012 Measures Appendix, including planning targets and national targets
 - Updated State Grant Measures Appendix
 - Response to Comments Summary
 - Explanation of Key Changes in Measures Targets

April 29, 2011:

- ☐ NPMs finalize text of FY 2012 commitments in ACS and open commitment measures for bidding
 - NPMs should use ACS codes consistent with those used in the FY 2011 process

May 27 - June 10, 2011:

- ☐ ACS re-opens for **limited** mid-year adjustments on commitments not associated with the EPA's FY 2011 Budget. NPMs oversee process for approving or denying adjustments, and inform OCFO of any changes made by June 13

By July 8, 2011:

- ☐ Regions input their FY 2012 draft Regional performance commitments reflecting DRA approval in ACS
 - Draft commitments should include draft state-by-state breakouts to the extent possible

July – October 21, 2011:

- ☐ NPMs continue to engage with Regions in determining final FY 2012 Regional performance commitments

By July 22, 2011:

- ☐ FY 2012 draft Regional commitments are posted on EPA Quickplace site
 - NPMs and Regions review ORBIT reports produced by OCFO to ensure accuracy of data entry in ACS

By October 3, 2011:

- ☐ FY 2012 Regional final commitment information reflecting DRA approval due in ACS and NPMs continue to accept bids or counter

By October 21, 2011:

- ☐ NPMs and Regions enter data for all agreements reached to date on FY 2012 performance commitments in ACS
 - o Final commitments should include draft state-by-state breakouts to the extent possible

By October 28, 2011:

- ☐ NPMs and Regions notify OCFO of any outstanding issues with unresolved bids for dispute resolution
 - o Issues identified as outstanding should have been raised to the DAA/DRA level
- ☐ NPMs send an email to OCFO indicating that final performance commitments have been entered in ACS and have been approved by DAAs

By November 18, 2011:

- ☐ FY 2012 final commitments (for which agreement was reached) are posted on the EPA Quickplace website
 - o NPMs and Regions review ORBIT reports produced by OCFO to insure accuracy of data entry in ACS

October – Early November 2011:

- ☐ NPMs and Regions enter actual FY 2011 end-of-year results data in ACS

November 28, 2011:

- ☐ ACS is locked to prevent any adjustments to FY 2012 commitments

Attachment 8

Regional Checklist for FY 2012 NPM Guidance

November 2010:

- ☐ Regions work with NPMs and OCFO to resolve any outstanding FY 2011 annual commitments

February 11, 2011:

- ☐ Draft FY 2012 NPM guidance documents including FY 2012 Measures Attachment (reflecting results of measures review), FY 2012 State Grant Measures Appendix, and Explanation of Key Changes between FY 2011 and FY 2012) posted on OCFO's internet webpage by the 19th.

February 18 – March 18, 2011:

- ☐ Regions, states, and tribes provide comments on Draft FY 2012 NPM Guidance to appropriate NPMs and OCFO contacts using [Comments and Response to Comments Template](#)

March – October 2011:

- ☐ Regions engage NPMs, states, and tribes in determining FY 2012 Regional performance commitments

By April 29, 2011:

- ☐ NPMs finalize text of FY 2012 commitments in ACS and open commitment measures for bidding

By April 29, 2011:

- ☐ Final FY 2012 NPM guidance documents, including finalized documents included in draft submission and the Response to Comments summaries, posted on OCFO's internet webpage

Late April – mid-May 2011:

- ☐ Regions enter FY 2011 mid-year results data into ACS

May 27 - June 11, 2011:

- ☐ ACS re-opens for **limited** mid-year adjustments on commitments not associated with APGs or the EPA's FY 2011 Budget. Regions work with NPMs, who retain discretion for approving or denying adjustments

By July 8, 2011:

- ☐ Regions put FY 2012 draft Regional performance commitments reflecting DRA approval in the ACS
 - Draft commitments should include draft state-by-state breakouts, to the extent possible

July 11, 2011:

- ☐ Regions send an email to OCFO indicating that draft Regional performance commitments have been entered in ACS and have been approved by DRAs

July - October 21, 2011:

- ☐ Regions continue to engage with NPMs, states, and tribes in determining FY 2012 Regional performance commitments
 - State and tribal comment period on draft commitments ends **September 16, 2011**

July 22, 2011:

- ☐ FY 2012 draft annual Regional commitments are posted on EPA Quickplace site
 - o Regions and NPMs review ORBIT reports produced by OCFO to insure accuracy of data entry in ACS

By October 3, 2011:

- ☐ Regions input final FY 2012 commitment information reflecting DRA approval due in ACS

October 21, 2011:

- ☐ NPMs and Regions enter data on all agreements reached for FY 2012 performance commitments in ACS
 - o Final commitments should include draft state-by-state breakouts to the extent possible

By October 28, 2011:

- ☐ Regions and NPMs notify OCFO of any outstanding issues with unresolved bids for dispute resolution
 - o Issues identified should have been raised to the DAA/DRA level
- ☐ Regions send an email to OCFO indicating that final Regional performance commitments have been entered in ACS and have been approved by DRAs

By November 18, 2011:

- ☐ FY 2012 final commitments (for which agreement was reached) are posted on the EPA Quickplace website
 - o NPMs and Regions review ORBIT reports produced by OCFO to insure accuracy of data entry in ACS

October – Early November, 2011

- ☐ Regions enter FY 2011 end-of-year results data in ACS

November 28, 2011:

- ☐ ACS is locked to prevent any adjustments to FY 2012 commitments

Attachment 9
State and Tribal Opportunities for Engagement in
2012 NPM Guidance Process

The following are the key milestones relevant to states and tribes in the 2012 NPM Guidance and annual commitment processes. This timeline is a subset of the milestones presented in **Attachment** presented by topic area.

FY 2011 NPM Guidance Documents Review

February 18 – March 18, 2011:

- ☐ Draft FY 2012 NPM guidance with summary of changes and draft FY 2012 measures posted on OCFO's internet webpage.
- ☐ Regions, states, and tribes provide comments on draft FY 2012 NPM guidance to appropriate NPMs and OCFO contacts using [Comments and Response to Comments Template](#)

April 29, 2011:

- ☐ Final FY 2012 NPM Guidance, measures, and supporting documents posted on OCFO's internet

FY 2012 Commitment Negotiation

April - October, 2011:

- ☐ Regions engage NPMs, states, and tribes in determining draft and final FY 2012 Regional performance commitments

July 8, 2011:

- ☐ FY 2012 draft Regional performance commitments reflecting DRA approval due in ACS (reflects engagement between Regions, state, and tribes)

July 22, 2011:

- ☐ FY 2012 draft annual Regional performance commitments are posted on EPA Quickplace site for state and tribal review. Regions engage with NPMs, states, and tribes to determine final FY 2012 Regional performance commitments.

September 16, 2011:

- ☐ Last day for states and tribes to comment on FY 2012 draft Regional commitments

October 21, 2011:

- ☐ NPMs and Regions enter data on all agreements reached for FY 2012 performance measures in ACS (commitments reflect engagement between Regions, states, and tribes)

November 18, 2011:

- ☐ FY 2012 final annual Regional performance commitments (for which agreement was reached) are posted on EPA's Quickplace site