

Example of Written Communication from Region to a State

Dear State Commissioner and state grant program contact:

As you know, the Office of Management and Budget (OMB) has directed EPA to develop a new approach to accountability for its state grant programs beginning in FY07. To implement OMB's directive, EPA has developed a "State Grant Performance Measures Template" for fifteen EPA categorical grant programs. (Fill in region here) is required to use this template when we award these grants to your state. The standard set of template measures is one element for demonstrating the important results that are achieved under the state programs supported by EPA's grants. EPA and the States are also working together on two other efforts related to performance measurement and reporting: a systematic review of annual commitment system (ACS) measures and an effort to reduce the state reporting burden.

To give you a better understanding of the relevant grant programs, we will send electronically to you and other contacts in your agency who work with (Fill in region here) on grant programs a complete set of templates for your state (including those that are related to programs that are awarded to other state agencies).

For your information, we have also enclosed a fact sheet on the "State Grant Performance Measures Template" and a list of "State Grant Template Regional and Headquarters Contacts". Additional information including the implementing guidance "Final Guidance Implementing the State Grant Performance Measures Template for FY09" can be found at http://www.epa.gov/performance/state_grant_workplans.htm.

If you have questions, please do not hesitate to contact my staff or individuals provided on the contact list.

Sincerely,

Regional Administrator

Enclosure

Fact Sheet: OMB State Grant Performance Measures Template for FY09 Grant Awards

The OMB state grant performance measures templates will be forwarded to state grant recipient agency contacts electronically. The Templates once fully populated will include measures, national baselines and national commitments. They will also include your state's baselines, a comments section, which includes the acronym for the agency that receives the grant related to the measure, caveat information (explained below) and some additional comments about the measures. The fifteen state grant programs are listed at the end of this information sheet. As information is added to the template, the state will be provided an opportunity for review and comment as specified in the "Final Guidance on Implementing the State Grant Performance Measures Template in FY09."

What Is the Purpose of the State Grant Performance Measures Template?

- Beginning with EPA's FY07 Budget, OMB directed EPA to develop a template to measure the State grant performance..
- Further information including implementing guidance "Final Guidance Implementing the State Grant Performance Measures Template for FY09" can be found at http://www.epa.gov/performance/state_grant_workplans.htm.
- The Templates do not require new reporting from the states, nor do they establish new state grant commitments.

Where do State Grant Recipients Need To File the Template?

- A condition will be added to your grant award requiring that you keep the applicable Templates in your official grant file.
- Having the Templates in your grant file assures EPA that your agency is aware of the measures and available data that will be used in reporting for your state's grants.

What Information Has EPA Entered on the Templates?

- EPA HQ and Region (fill in the blank) have filled in baseline information for your state to the extent that the data are available. The implementing guidance requires that the regions provide the states with a four-week review and comment period for any baseline data that has not been reviewed in previous years.
- At the end of Federal FY09, EPA will fill in state performance measurement data based on information you already report to EPA in national databases and reports. The implementing guidance requires that the regions provide the states with a four-week review and comment period for reporting any end-of-year state measurement data.

What should state grant recipients do now?

- Respond to the request to review the state baseline data entered in the Templates. If you have questions or comments, contact the EPA Senior Program Manager in Region (fill in the blank).
- The guidance includes three caveats that may be used in association with the Template measures. These caveats deal in a broad way with the general issue of the relationship of the measures and grant supported activities.

- Caveat 1: “Results may not be solely attributable to the activities funded by the grant.”
 - Caveat 2: “ Not Applicable”
 - Caveat 3: “Not applicable, results due to activities conducted outside of those funded by the grant workplan.
- The Regional Office has taken a first cut at including Caveat 1.
 - For Caveats 2 and 3, states will jointly determine with the region when to apply these caveats to specific state grants during workplan negotiations, with input from the NPMs as necessary finalized by spring, 2009.
 - If you have questions or concerns about the use of the Caveats, please contact the EPA Senior Program Manager in Region (fill in the blank).
 - Our Region will provide a copy to the state of its final caveats provided to the NPMs by spring 2009.
 - It is important to characterize accurately and explain all state environmental accomplishments completed under environmental program grants. Accordingly, whenever end-of-year (EOY) results from state grant template measures are reported, EPA will ensure they are accompanied by both caveats and any narrative agreed to the the state explaining the results for the standard set of measures as well as for the state grant work completed beyond the measure themselves.

Other Related Efforts

In addition to implementing the state grant performance measures template, EPA is undertaking two other projects related to performance measurement and reporting: a systematic review of annual commitment system (ACS) measures and an effort to reduce the state reporting burden.

Grants Subject to the Performance Measures Template

State and Local Assistance (CAA Sec.105)
Indoor Radon
Toxic Substances Compliance (Lead and PCB/Asbestos)
Pesticides Enforcement
Lead
Pesticides Program Implementation
Hazardous Waste Financial Assistance
Brownfields (CERCLA Sec. 128)
Underground Storage Tanks
Pollution Control (CWA Sec. 106)
Non-point Source Pollution Control (CWA Sec. 319)
Beaches Protection
Public Water System Supervision
Underground Injection Control