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

JUN 09 2016

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Upcoming Actions Requested Under Partnerships Action Plan

FROM: David A. Bloom
Deputy Chief Financial Officer

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

As we continue to advance E-Enterprise projects under the Partnerships Action Plan, this memorandum builds on earlier communications (Attachment 1) and requests specific next steps from National Program Managers and their lead regions. These next steps, listed below, are based on the directions and process of joint governance and the Partnership Action Plan. They will provide the structure and transparency to ensure consistent, timely and inclusive opportunities for all interested participants to collaborate in discussions to refine the projects and consider their national scalability.

Step # 1. The NPMs, in conjunction with their lead regions, will add the projects posted by the regions (at https://usepa.sharepoint.com/sites/OCFO_Work/E_Enterprise_PAP/SitePages/Home.aspx, the E-Enterprise Partnerships Action Plan SharePoint site) to their priority work agenda for their regular discussions and meetings with the Regional Division Directors. These projects are listed in Attachment 2 by the program office whose responsibility it is to initiate these steps.

Step #2. Each NPM – in collaboration with all interested regions as coordinated through their lead region – will decide how specifically to manage this agenda prioritization and discussion scheduling, and carry them out. Please coordinate across program offices as appropriate, especially because these are initial program office designations that may change as projects evolve. Wide state and tribal participation are key to joint governance, so please include transparent, proactive efforts to spur involvement. I encourage you to use the SharePoint site to facilitate these discussions; please ask Laura Poole (poole.laura@epa.gov) if you need additional functionalities on the site.

Step # 3. To advance awareness and broader participation, each NPM will follow up on these actions through reports they will provide at the end of each quarter, starting September 30, 2016, to Andy Battin (battin.andrew@epa.gov) in OCFO, who will further distribute this information. Please use the template in Attachment 3 for your reporting. These reports will describe what actions have been taken:

1) to include the regionally-posted projects as priority items on the agendas of the "regular program discussions of the applicable Regional Division Directors and NPMs,"

2) to offer, publicize, and provide involvement in these discussions and consideration processes of posted projects to states and tribes, and note which states and tribes have participated, and

3) to refine, expand, focus, and/or consider the potential national scalability of posted projects, including assignments of responsibility and/or stages of additional work to those ends.

E-Enterprise is a significant investment of effort at the front end but with the very substantial benefits of both shared business processes that are much more efficient because they are streamlined and automated, and wide adoption because early collaboration means broad ownership and utility. This is an exciting opportunity to institutionalize E-Enterprise at a pivotal time, and I look forward to our continuing collaboration in this effort.

Attachments

cc: Stan Meiburg
Mike Flynn
Assistant Regional Administrators
Howard Osborne
Andrew Battin
Philip Metzger
Leslie Cronkhite
Shana Harbour
John Dombrowski
Connie Dwyer
Ron Evans
Sharon Gonder
Robin Gonzalez
Matthew Leopard
Lisa Matthews
Oscar Morales
David Nicholas
Nigel Simon
Kenneth Tindall
Richard Wayland
Glynis Zywicki

Attachment 1

From: Meiburg, Stan
Sent: Wednesday, April 20, 2016 9:38 AM
To: Assistant Administrators; Regional Administrators; DAAs; DRAs
Cc: ARAs; Godbout, Greg; Battin, Andrew; Metzger, Philip; Wayland, Richard; Dwyer, Connie; Nicholas, David; Zywicki, Glynis; Dombrowski, John; Tindall, Kenneth; Cronkhite, Leslie; Matthews, Lisa; Leopard, Matthew; Morales, Oscar; Evans, Ron; Gonder, Sharon; Harbour, Shana; Osborne, Howard; Gonzalez, Robin; Simon, Nigel
Subject: Attached memorandum on next steps in implementing E-Enterprise activities in the FY2016 Partnerships Action Plan

AAs, RAs, DAAs, and DRAs:

As you are all aware, we've been engaged in a process in recent months through the Partnerships Action Plan to identify joint regional-state E-Enterprise business process streamlining projects. I wanted to take a moment to share my thoughts with you about the broad approach forward that the EPA-state-tribal E-Enterprise Leadership Council is envisioning – and I also wanted to pass along the attached memo from David Bloom with more specifics on the process ahead.

First, I want to thank the Regions for their very strong response to the Partnership Action Plan's March 31 deadline, in posting and continuing to refine 20 projects on the Partnerships Action Plan SharePoint site. We've made a great start on broadening regional and state participation in E-Enterprise. It's exciting to see these promising indications of the important, joint work to streamline business processes that is already underway or being planned. This is the beginning of an agency-wide engagement with our state and tribal partners on how we can do our business together in the years ahead.

Now that all regions have posted projects, we will be working with ECOS and tribal organizations to spread the word to all interested states and tribes to look at the project proposals, raise questions, and discuss the projects posted and other joint efforts that might be candidates for E-Enterprise activity. Last week's ECOS and E-Enterprise Leadership Council meetings provided a great forum for doing so, and the existing SharePoint site will enable further, ongoing collaboration on posted projects. More broadly, this effort exemplifies how we can use joint governance to promote collaboration among EPA, states, and tribes, something we'll talk about more at the SES Forum in June.

Thank you again to the Regions for having stepped up so effectively to this E-Enterprise challenge! The attached memo from David that identifies some more specific next steps for our future work. It will be a demanding effort, but it is a great opportunity to improve protection of the environment and public health for the American people.

Stan

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

APR 18 2016

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: Next Steps in Implementing E-Enterprise Activities in the FY2016 Partnerships Action Plan

FROM: David A. Bloom
Deputy Chief Financial Officer

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

This memorandum identifies some key next steps for further work to advance the projects posted by the EPA regions on the E-Enterprise Partnerships Action Plan SharePoint site (https://usepa.sharepoint.com/sites/OCFO_Work/E_Enterprise_PAP/SitePages/Home.aspx) in response to the Action Plan's March 31 deadline.

Proposing Projects: My thanks to the regions for posting these projects. March 31 was an important but early milestone on a path of continuing conversations about these ideas across EPA and with states and tribes, in this and future years. Once posted, projects can and generally will continue to be revised in consultation with partners. We encourage everyone who wishes to be engaged on the site to look at other posted projects for potential commonality and work together.

Where regions have posted projects but have not yet specified names of specific state or tribal project leads, you need to identify such leads expeditiously to ensure full engagement with these partners and joint governance for all projects. The discussion forums on the SharePoint site may help advance this effort and can also assist in identifying additional project participants among partners and in other regions. Joint governance is fundamental to being an E-Enterprise project, whether it is nationally scalable or remains a more local joint streamlining project.

Next Steps:
1. Collaborative Engagement with NPMs and Partners: Once a proposed project is posted, the next step is for regions with engaged states and/or tribes to begin to coordinate with the relevant NPMs for discussions to improve the project if necessary, and then to consider whether the projects could be scalable nationally or across multiple regions. The Partnerships Action Plan describes this step:

> … each EPA regional office … will subsequently propose one or more [projects] to the regular program discussions of the applicable Regional Division Directors and NPMs, to be considered as potential new national E-Enterprise projects or enhancements to current E-Enterprise projects. These should be projects or activities which could advance the E-Enterprise goals and be nationally scalable through joint governance.

NPM lead regions should review the "Media" designation(s) in the template for each proposal posted, and for each project relevant to their NPM, work with the regional project leads to tee up those projects for collaborative consideration, including project partners, at "the regular program discussions of the applicable Regional Division Directors and NPMs". Functionalities will be added to the SharePoint site to facilitate more collaborative work on projects as this effort progresses.

2. Recommendation to the E-Enterprise Project Selection Process: For proposed projects that are considered and agreed to by all in Step 1 – to be recommended as candidates to be nationally scalable E-Enterprise projects – the project leads will complete the template for the E-Enterprise project selection process that will be forthcoming shortly. Those project proposals will then be forwarded to the E-Enterprise Management Board, which will review them under the E-Enterprise project selection process.

Regions and their partners are strongly encouraged to continue collaborative, joint work on any project that is not chosen under Step 1 for recommendation to the E-Enterprise project selection process, or ultimately selected under that process. Local joint streamlining projects can be valuable and important ways to advance and exemplify E-Enterprise goals of collaborative streamlining and joint governance.

Timing: As you may have noted, the Partnerships Action Plan provision for this E-Enterprise activity does not include a specific deadline for projects to be brought to the E-Enterprise project selection process. Recognizing that this cycle is new, projects may become ready for recommendation to that selection process at different times. However, many projects posted reflect substantial ongoing work, and may with appropriate refinement be made ready for timely consideration in this next step with the NPMs and partners. We thus encourage the regional project leads, in collaboration with the NPMs and state or tribal partners, to plan to bring those projects that are recommended in this next step to the E-Enterprise project selection process this summer. This will enable that E-Enterprise selection process to make decisions on most projects brought forward in this round by or early in Fiscal Year 2017.

I greatly appreciate these steps we are taking together under this new, E-Enterprise model for collaborative leadership. Our prospect to make the shared implementation of our programs more effective and efficient is an exciting one, and I look forward to continuing on that journey together.

Program Office	Region	Project Name	Description	Project Contact	Media Area	State and/or Tribal Partners (Project Lead and Agency Name(s))
OAR	Region 1	R1RegionalMonitoringNetworkDocexchange.docx	Develop a regional SharePoint Site for exchange and storage of all the air monitoring network documentation exchanged between EPA and the New England States	Rosner, Sheryl	Air	NHDES: Craig Wright/Mike Fitzgerald
OAR	Region 10	R10_AK Title I Air Lean_PAP Project Proposals.docx	R10 PAP Proposal for the State Lean Capacity-Building	Tan, Robert	Multi Media (multiple areas)	
OAR	Region 7	Iowa Air Quality E-Permitting Project.docx	The goal of this project is to develop a new air quality e-Permitting system and documentation that can be used by other environmental programs interested in adopting electronic permitting solutions.	Jones, Doug	Air	Iowa Department of Natural Resources
OCIR	Region 7	R7 State-EPA Process Improvement Network.docx	To continuously improve the work of government and optimize partnerships, the four regional states and EPA Region 7 initiated the Region 7 State/EPA Process Improvement Network to collaborate and capitalize on process improvement work and ideas.	Jones, Doug	Multi Media (multiple areas)	Multiple - see project proposal
OCIR	Region 5	R5_Performance_Partnership_Agreement_Process_improvement.docx	Improve the Performance Partnership Agreement (PPA) process at the Wisconsin Department of Natural Resources (WDNR) and Region 5 to better meet the needs of all staff, while decreasing the overall process time	Jencius, Morgan	Multi Media (multiple areas)	Tim Cooke, Wisconsin Department of Natural Resources
OCSPP	Region 5	R5_Pb_Abatement_notifications_app.docx	The goal is to improve compliance with the Lead Exposure Reduction Rule.	Klevs, Mardi	Pesticides and Toxics	
OECA	Region 2	R2 - U.S. Virgin Islands Enhanced Oversight Plan.docx	The approach centers around quarterly significant noncompliance action plan (SNAP) meetings	Font, Jose	Multi Media (multiple areas)	Dawn Henry, Commissioner, VI Department of Planning and Natural Resources (DPNR)
OECA	Region 2	R2 - NJDEP's CWA-NPDES permitting and enforcement data to the ICIS-NPDES.docx	In FY2015, NJDEP and EPA agreed to migrate DEP's CWA-NPDES permitting and enforcement data to the ICIS-NPDES database and begin supplying these data to ICIS-NPDES on an ongoing effort. As a result, ICIS-NPDES will be populated with the required programmatic and enforcement data for every state. The	Mcgarry, Barbara	Water	Mike Matsko, NJ Department of Environmental Protection (DEP)
OECA	Region 3	Regions 3 and 7 RCRA Corrective Action RFI.docx	The team developed a Corrective Action Framework. EPA Regions 3 and 7 have implemented the tools in facility investigations, with the goal of replicating in all regions by Spring 2017.	Lininger, Don	Multi Media (multiple areas)	Numerous states and agencies
OECA	Region 9	Region 9 PAP Project Proposal CUPA data project.docx	Region 9 has been collaborating with Cal EPA and providing technical support to identify and resolve data flow issues from CERS to RCRAInfo.	Morimoto, Kaoru	Enforcement	California Environmental Protection Agency
OECA	Region 9	Region 9 PAP Project Proposal Cal EPA Tips and Complaints Moderization and App.docx	Region IX will work with California Environmental Protection Agency (Cal EPA) on the second phase of their new tips and complaint database.	Miller, Amy	Enforcement	California Environmental Protection Agency
OECA/OLEM	Region 6	R6 Data Mining Proposal.docx	Region 6 is using hazardous waste handling and management data to strategically target on-site inspections and support enforcement cases.	Gilrein, Stephen	Enforcement	
OLEM	Region 1	R1RCRAreauthorizationproject.docx	Seek efficiencies in the RCRA authorization process, for the promulgation of federal RCRA regulations to the state submissions of a draft authorization package. Ties in with the national RCRA authorization Lean pilot.	Rosner, Sheryl	Land	NHDES RCRA Program- John Ducios and Wendy Bonner; Region 4 State Contact (TBD)

Program Office	Region	Project Name	Description	Project Contact	Media Area	State and/or Tribal Partners (Project Lead and Agency Name(s))
OLEM	Region 2	R2 - EPA-New York NYSDEC Superfund Data sharing.docx	The goal of this effort is to streamline data sharing with the New York State agency, NYSDEC.	Mishkin, Katherine		NYSDEC
OP	Region 6	R6 Public Notice Proposal.docx	Public Notices for Agency Actions and Rule Making - Region 6	Rhea, William	Multi Media (multiple areas)	
OW	Region 4	R4 GA Stormwater E-Enterprise Project Proposal.docx	To transform Georgia's Construction Stormwater Permitting Notice of Intent (NOI) process from a paper based system to an electronic one..	Fifadara, Dipesh	Water	Georgia Environmental Protection Division
OW	Region 6	R6 Tribal Assessment Tool Proposal.docx	The Region 6 Water Division is working to develop The Tribal Assessment Reporting Tool to assist tribes in entering and analyzing water quality data in a consistent manner.	Reynolds, Samuel	Water	EPA HQ & Region 6 Tribes
OW	Region 6	R6 PAP E-Notice Proposal.docx	The e-NOI process linked with Integrated Conmpliance Information System to automatically populate fields necessary to allow the use of Net Discharge Monitoring Reports (DMR) for electronic reporting.	Larsen, Brent	Water	
OW	Region 6	R6 NetDMR Proposal.docx	The real-time information available from NetDMR will increase accountability for results and enlist the public as allies in the effort to ensure better compliance across CWA discharging facilities.	Gilrein, Stephen	Water	
OW	Region 7	Clean Water Act 4.0 Project Proposal.docx	The overall goal of the proposed pilot project is to create a revised process that most efficiently and effectively promotes progress for impaired waters, ultimately restoring their designated use(s).	Jones, Doug	Water	Missouri Department of Natural Resources, Jennifer Hoggatt
OW	Region 8	R8 CO Water Supply Project Proposal.docx	Goal of project is to increase coordination and cooperation across federal, state, and local regulators, by designing and implementing a more efficient process for the initiation of NEPA and scoping for water supply projects in Colorado.	Vuong, Stephanie	Water	CWCB

Attachment 3

REPORT ON PARTNERSHIPS ACTION PLAN IMPLEMENTATION ON REGIONAL/STATE/TRIBAL PROPOSALS FOR NATIONALLY SCALABLE E-ENTERPRISE PROJECTS

Steps Required	Actions Taken
1) Describe actions taken to Include regionally-posted projects on agendas of the NPM-RDD regular program discussions and meetings for consideration as nationally scalable	
2) Describe actions taken to promote involvement of states and tribes in these processes	
3) Identify states and/or tribes that have participated	
4) Describe actions taken to revise and consider potential national scalability of posted projects	
5) Identify stages of any additional work initiated or planned to revise and consider posted projects	
6) Identify organizations (within EPA and in states and/or tribes) and individuals who have been assigned responsibility for specific tasks of revision and consideration	

NPM Name:

Quarter covered by report:

Name of preparer (NPM project contact):

Contact email and phone number: