ATTACHMENT

20-HAB-0016

HANFORD ADVISORY BOARD FEBRUARY 6, 2020, CONSENSUS ADVICE #304, FISCAL YEAR 2022 HANFORD CLEANUP PRIORITIES

8 pages (including cover page)

Department of Energy
Washington, DC 20585

June 2, 2020

Ms. Susan Leckband
Chair
Hanford Advisory Board
ProSidian Hanford Project Office
713 Jadwin Avenue, Suite 3
Richland, Washington 99352

Dear Ms. Leckband:

Thank you for your February 28, 2020, letter regarding the Chairs of the Environmental Management (EM) Site-Specific Advisory Board's (SSAB) recommendation on public engagement in the EM budget process. I appreciate the Chairs' commitment to providing well-informed, effective recommendations.

On February 3, 2020, I issued guidance to all EM sites that formalizes a process for engaging in budget and planning discussions with stakeholders, at the start of each calendar year. I have included a copy of this guidance with this response. Sites have been given similar direction and guidance on these discussions since 2016. Local EM site offices will continue to work with their advisory boards to prioritize specific site cleanup activities and milestones. Sites will also continue to work with stakeholders to discuss both near-term and long-term plans for achieving end-state objectives.

Timely and frequent engagement with stakeholders is crucial to EM's success. Sites have been directed to initiate these discussions and engage as early as possible to afford an opportunity for stakeholders to provide meaningful input and remain involved in the proposed fiscal year 2022 budget submission. Sites have conducted briefings with the advisory boards to provide information on budget formulation and discuss planned accomplishments for the work scope, cleanup priorities, schedules/milestones, and compliance projections at site baseline levels. Sites will submit the advisory boards' recommended course of action developed from these continued discussions to Headquarters.

While opportunities for stakeholder engagement have been limited since the March timeframe in response to the current situation regarding COVID, I remain committed to continued engagement whether through virtual meetings or in-person meetings as onsite operations at EM sites resume.

Thank you for your recommendation and continued support of our important mission. If you have any questions, please contact me or Mr. David Borak, EM SSAB Designated Federal Officer, at (202) 586-9928.

Sincerely,

William I. White
Senior Advisor for Environmental Management
to the Under Secretary for Science

Enclosure

cc: Todd Shrader, EM-2
Thomas Mooney, EM-2.1 COS
Allison Finelli, EM-2.1 DCOS (Acting)
Candice Robertson, EM-3 (Acting)
Elizabeth Connell, EM-4
Dae Chung, EM-5
Mary Kruger, EM-4.3
Joceline Nahigian, EM-4.32 (Acting)
David Borak, EM-4.32

Department of Energy
Washington, DC 20585

February 3, 2020

MEMORANDUM FOR DISTRIBUTION

FROM: WILLIAM I. WHITE
SENIOR ADVISOR FOR ENVIRONMENTAL MANAGEMENT
TO THE UNDER SECRETARY FOR SCIENCE

SUBJECT: Participation of the Environmental Management Site-Specific Advisory Board and Other Stakeholders in the Development of the Office of Environmental Management's Fiscal Year 2022 Budget Request

The purpose of this memorandum is to transmit guidance for formal, routine, and structured involvement of the public, including but not limited to Tribal Governments, Office of Environmental Management (EM) Site-Specific Advisory Board (SSAB) members, state regulators, local government officials, and community groups (herein collectively referred to as "stakeholders") in the EM budget request process. This guidance is consistent with last year's guidance. EM will re-evaluate it each year and amend as appropriate.

This guidance formalizes a process whereby EM sites will engage in discussions with stakeholders at the start of each calendar year (no later than February). Initial discussions with stakeholders should focus on prioritization of specific site cleanup activities through development of a list of prioritized activities and/or milestones irrespective of funding levels.

Please note, all stakeholder briefings require review and concurrence from the Office of Management and Budget (OMB) prior to release. As such, sites need to factor this requirement into the formal review schedule in order to allow for adequate time for both the internal EM and subsequent OMB review. Sites should include, at a minimum, a one-week review period into their schedule to the extent possible, prior to the briefing date.

For the Department of Energy's (DOE) National Priority List sites, the budget and priorities shared with stakeholders should consider the joint priorities and budget developed through consultation with the Environmental Protection Agency and the applicable state as specified by the site-specific Federal Facility Agreement.

Guidance for Engaging on Planning Activities

Sites should work with stakeholders to discuss near-term and longer-term milestones and plans for achieving end-state objectives. Site life-cycle plans (cost, scope, and schedule) should be updated as necessary using reasonable out-year funding projections while remaining consistent with existing programmatic priorities, agreements, and regulations.

These life-cycle profiles should be the context for developing the site's annual budget during the budget formulation process. Activities prioritized in the budget request should be consistent with the site's longer-range goals and objectives outlined in these profiles.

It is important to note the data that is embargoed as part of the budget formulation process (as outlined in the sections below) cannot be shared as part of the planning process. Do not discuss actual targets or tradeoffs made during budget development with stakeholders.

Guidance for Engaging on Fiscal Year (FY) 2020

Sites may provide FY 2020 prioritized activities to their stakeholders at the Analytical Building Block (ABB) level using the Energy and Water Development and Related Agencies Appropriations Act, 2020, as a reference point. As part of your discussions, sites and stakeholders should discuss deviations between stakeholder priorities and EM's FY 2020 enacted funding level for the site.

Within 30 days of receipt of an appropriation (including amounts received under a Continuing Resolution), field sites are to begin scheduling briefings to the stakeholders on the appropriation, funding allocations or Continuing Resolutions, and potential impacts. This briefing should include a synopsis of the previous year's performance to include information such as carryover amounts and actual versus planned performance metrics. Sites should provide briefing materials to the EM Office of External Affairs and, for briefings to the EM SSAB, the Office of Intergovernmental and Stakeholder Programs for coordination and clearance prior to the planned briefing. As noted above, all stakeholder briefings require review and concurrence from OMB prior to release.

Please note that validated baselines are subject to change based on annual appropriations. Additionally, this guidance does not supersede any existing legal agreements. Sites will continue to involve stakeholders in accordance with existing agreements and in coordination with the Office of External Affairs and the Office of Intergovernmental and Stakeholder Programs. No additional actions are required if existing agreements meet the intent of this guidance.

Guidance for Discussing FY 2021

Initial communication regarding budget roll out happens at the EM-Headquarters level. Once budget rollout has occurred for FY 2021, field sites can openly discuss the President's request, including metrics, milestones, etc., consistent with the approved talking points and budget language. Sites can discuss ABB level details for items in the request level, including work scope and priorities. Sites **cannot** discuss previous target or over target levels or discuss specific tradeoffs or other decisions made during the budget build. This information is EMBARGOED indefinitely, per OMB Circular A-11, as it is internal and deliberative. Discussion of these details violates the Administration's privilege for private budget deliberations. **Sites should coordinate all** external communication with the Office of External Affairs and, for briefings to the EM SSAB, the Office of Intergovernmental and Stakeholder Programs in accordance with existing processes.

Within 30 days after the submission of the President's budget request to Congress, field sites should provide a briefing to their stakeholders outlining planned accomplishments at the President's request level, as well as an assessment of impacts related to activities that will not be performed. Sites should provide these briefing materials to the Office of External Affairs and, for briefings to the EM SSAB, the Office of Intergovernmental and Stakeholder Programs for coordination prior to the planned briefing. As noted above, all stakeholder briefings require review and concurrence from OMB prior to release.

Guidance for Engaging on FY 2022 Formulation

Over the past several years, EM has made great progress integrating planning and budget activities. While we have taken significant steps in developing lifecycle profiles, 10-year alternative investments, and investment profiles for the next five years, none of these profiles have been cleared for public release.

Therefore, for discussions with stakeholders on FY 2022 and the out-years, field sites should provide planning levels at the site level only and should assume the FY 2020 request level as the reference point, pending release of the FY 2021 Congressional Justification to Congress. Once the FY 2021 Congressional Justification is officially released, sites should begin using it as a reference point. Sites should engage with their stakeholders now and not wait for transmittal of formal EM FY 2022 budget guidance to initiate these discussions.

For internal EM use (i.e. development of Integrated Priority Lists (IPL)), sites should use the final out-year planning profile provided to you with the FY 2022 budget guidance (planned for issuance this spring).

Once official EM budget/planning guidance has been issued, field sites should:

- Provide stakeholders with formal information on budget formulation such as EM's annual budget guidance. However, due to the Administration's embargo policy, target funding levels including Program Direction targets should **not** be provided to anyone outside of site Federal personnel.
- Schedule a briefing with the stakeholders to discuss planned accomplishments for the work scope, cleanup priorities, schedules/milestones, and compliance projections at approved site baseline levels. Coordinate these briefing materials with the Office of External Affairs and, for briefings to the EM SSAB, the Office of Intergovernmental and Stakeholder Programs. As noted above, all stakeholder briefings require review and concurrence from OMB prior to release.
- Provide an opportunity for their stakeholders to provide input on the sites' prioritized activities for FY 2022 by establishing an agreed-upon timeframe to allow for stakeholder involvement in the proposed budget submission.

- Advise stakeholders that multiple profiles may be created in an effort to achieve the best scope of work; however, only one "Official Profile" will be submitted which prioritizes each IPL element to reflect an optimal/balanced budget request.
- Submit the stakeholders' recommendations along with their own recommended course of action to headquarters with the submittal of the IPL. These recommendations should be sent by email to the respective Site Liaison for your site and to the Office of External Affairs and, for recommendations from the EM SSAB, the Office of Intergovernmental and Stakeholder Programs.
- Provide the stakeholders with a copy of the site's recommendation without reference to target funding levels.

To be clear, **all discussions** with the Tribal Governments, the EM SSAB, stakeholders, and regulators **should be confined to prioritized activities, not to funding levels** associated with those activities.

NOTE: The sites' budget requests to DOE headquarters become EMBARGOED to anyone outside of EM Federal employees. The sites' requests, recommendations, and changes remain EMBARGOED indefinitely. Sites can discuss FY 2021 funding levels only after EM delivers that budget to Congress next year.

If you have questions, please contact Mr. Steve Trischman, Director, Office of Budget and Planning, at (301) 903-7478, Ms. Joceline Nahigian, Acting Director, Office of Intergovernmental and Stakeholder Programs, at (202) 586-9642, or Ms. Jeanne Beard, Acting Director, Office of External Affairs, at (202) 586-0200.

Distribution

Gregory Sosson, Acting Manager, Carlsbad Field Office
Connie M. Flohr, Acting Manager, Idaho Cleanup Project
Douglas E. Hintze, Manager for Environmental Management, Los Alamos Field Office
John A. Mullis II, Manager, Oak Ridge Office of Environmental Management
Brian T. Vance, Manager, Office of River Protection
Robert E. Edwards III, Manager, Portsmouth/Paducah Project Office
Brian T. Vance, Acting Manager, Richland Operations Office
Michael D. Budney, Manager, Savannah River Operations Office
Jack Zimmerman, Director, Environmental Management Consolidated Business Center
John Jones, Director, Energy Technology Engineering Center
Russell J. McCallister, Director, Moab Federal Project Office
Robert F. Boehlecke, Program Manager for Environmental Management, Nevada
Steven Feinberg, Manager, Separations Process Research Unit
Bryan Bower, Director, West Valley Demonstration Project Office

cc: J.R. Stroble, CBFO
David Arvin, EMCBC
Schyler Walker, ID
Jamie Standridge, OR
Shelley Haynie-Sparks, PPPO
Gregory Jones, RL/ORP
Bruce Martin, SR
John Lopez, SR
Todd Shrader, EM-2
Thomas Mooney, EM-2.1 COS
Jeff Griffin, EM-3
Elizabeth Connell, EM-4
Norbert Doyle, EM-5 (Acting)
Mary Krueger, EM-4.3 (Acting)
Melody Bell, EM-5.1 (Acting)
Jeanne Beard, EM-5.3 (Acting)
Joceline Nahigian, EM-4.32 (Acting)
Steve Trischman, EM-5.11