

FY 2018-2019 NPM GUIDANCE TEMPLATE

GENERAL INSTRUCTIONS

- Use the following Section 508-compliant outline on the following pages as a template to draft your NPM Guidances.
- NPM Guidances should have a title sheet that includes: [Office] National Program Manager Guidance, Fiscal Year 2018-2019, the date and NSCEP number, followed by a paginated table of contents. The title on the title page should be styled as Heading 1.
- Include a running header starting with the Contents page.
- Creating headers: Highlight the relevant text and from “Home” ribbon select either Heading 2 or Heading 3 from the “Styles” command (or copy the existing title placeholders in the template)
 - Main sections are Heading 2 (INTRODUCTION, KEY PROGRAMMATIC ACTIVITIES, APPENDICES)
 - Each **Program Area Title** and each **Appendix Title** should be formatted as Heading 3. Each word in the title should be capitalized.
- Begin each major section (Heading 2) and each individual appendix on a new page.
- The table of contents can be updated by right clicking on it or left clicking on “update Table,” select (left click) “Update Entire Table” and left click “OK”.

[Program Office]
NATIONAL PROGRAM MANAGER
GUIDANCE
FISCAL YEAR 2018-2019

[Date]
[NSCEP Number]

CONTENTS

I. INTRODUCTION 2

II. KEY PROGRAMMATIC ACTIVITIES..... 3

 Program Area Title X 3

 Program Area Title Y 3

APPENDICES..... 4

 Appendix A: FY 2018 NPM Guidance Measures 5

 Appendix B: Grants Guidance [optional]..... 6

 Appendix C: Point of Contact for More Information 7

[PAGE * MERGEFORMAT]

I. INTRODUCTION

[Provide one page or less narrative, includes:

- FY 2018 budget context
- Overview of key programmatic activities for FY 2018-2019
- A sentence linking to OCFO's NPM Guidance Overview, which will be posted on the NPM Guidance Website.]

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II. KEY PROGRAMMATIC ACTIVITIES

Program Area Title X

[Provide short narrative describing program area]

- Activity [Bullet format, as many as needed. Provide concise summary of most important programmatic activities to be carried out in FY 2018-2019, consistent with the FY 2018 budget. Specify organization(s) responsible for the activities (HQ, Regions, states and/or tribes)]
- Activity

Measures: [List of supporting measures, as many as needed. Cite where in the Measures Appendix the supporting measures are described ([e.g., "See ACS measures with code numbers (insert #) in Appendix # on pages #]).

Program Area Title Y

- Activity
- Activity

Measures:

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APPENDICES

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[Office's] FY 2018-2019 NPM Guidance

Appendix A: FY 2018 NPM Guidance Measures.

[Use the FY 2018 NPM Guidance Measures Appendix Template to communicate FY 2018 measures, national planning targets, non-commitment indicators and any comments or clarification.]

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[Office's] FY 2018-2019 NPM Guidance

Appendix B: Grants Guidance [optional]

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Appendix C: Point of Contact for More Information

[Use the Key Contacts Template to identify the key contacts for each national area of focus and program area.]

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