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INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

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Ms. Jennifer Ostermeier
EPA Project Officer
Office of Science, Ecosystems and Communities
US EPA, Region 5
77 West Jackson Boulevard B-19J
Chicago, IL 60604-3507

August 29, 2005
Via E-Mail

Dear Ms. Ostermeier:

Re: 2003-2004 State Innovations Grant Program

Attached is the Indiana Department of Environmental Management's State Innovations Grant Program progress report as stipulated in our agreement. This quarterly progress report contains a summary of activities for the second three months of the three-year grant (second quarterly report).

If you have further questions about the information provided, please contact me at (317) 233-5554.

Sincerely,

Stacey Martindale
CLEAN Program Manager
Office of Pollution Prevention & Technical Assistance

Attachment: Grant Track form

CC: Dan Murray
Karen Teliha
Michael Mendyk

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Grant Track System

General Information

Grant Name	State Innovation Grant – CLEAN Community Challenge
Cooperative Agreement No.	PI96568001-0
Year Awarded	2005
Number of Amendments	0
Grant Type	66.611 Environmental Policy and Innovation Grants
Region	5

Summary Description

To develop and implement a voluntary program designed to encourage positive environmental actions that potentially will include reduced air, land, and water emissions and discharges by Indiana municipalities and businesses. The goal of this program is to improve Indiana’s environment community by community. This program will create new partnerships between the State, local government, and business and will encourage communities through a Comprehensive Local Environment Action Network (CLEAN) to set and achieve their environmental goals.

Under this Cooperative Agreement, IDEM will identify and work with three pilot communities. Each of the three pilot communities will develop a quality of life plan tailored to their specific needs and environmental conditions. Communities will use an EMS methodology to develop the quality of life plans. IDEM will publicly recognize those municipalities that successfully implement an EMS. In addition, IDEM will track the environmental benefits achieved by participating municipalities.

Contact Information

State Project Contact

EPA Project Officer

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EPA Grant Specialist

EPA Grant Specialist Name	Karen Sykes
EPA Grant Specialist Phone	(312) 886-7571

Project Status Information

Date Awarded	January 31, 2005
Original Planned Completion Date	December 31, 2007
Scheduled Planned Completion Date	December 31, 2007
Project Actual Completion Date	To be determined
Last Progress Report Received on	May 26, 2005
Progress Report through	July 31, 2005
Project Status	Ongoing

Project Funding

Financial information removed by EPA as confidential business information.

Target Dates and Milestones

The Indiana CLEAN Community Challenge program continues to make progress and achieve the milestones identified in the 2003-2004 State Innovations Grant Program project narrative. Currently, all target dates and milestones are being met.

Spring 2005 – Fall 2007:

Milestone: *Designate and recognize first round of Indiana CLEAN Communities; finalize 3 pilot quality of life plans; determine measurable outcomes to EPA; adjust QAPP to reflect measurable outcomes; begin to determine baseline; submit quarterly and annual reports to EPA.*

Status: ON-GOING

A contract with CMTI was implemented on May 6, 2005. IDEM submitted its first quarterly report to EPA in May 2005.

IDEM is expecting one non-pilot community to submit an Indiana CLEAN Community Challenge application in Fall 2005. Progress is continuing at each of the three pilot communities. The QAPP will be adjusted to reflect each pilot’s measurable outcomes at the appropriate time. A Memorandum of Agreement (MOA) was drafted and distributed for comment to each pilot community. Each MOA states the commitments from the community and from IDEM for purposes of the CLEAN Community Challenge program.

IDEM has begun holding monthly conference calls with the pilot communities, so each can discuss their progression and share ideas with other pilot communities.

IDEM is currently developing additional outreach materials and sample Quality of Life Plan materials to assist the pilots and other interested communities applying for CLEAN designation. Most of these materials are posted on the CLEAN website: www.cleancommunities.IN.gov.

The CLEAN program manager continues to provide presentations and meet with communities interested in learning more about CLEAN. During the second quarter, five calls and e-mails were taken; three site visits were conducted; and four presentations were given.

One pilot community continues to lag behind the others. The mayor assigned a new project manager to implement the program for that community and an intern was obtained to help develop the quality of life plan. IDEM continues to watch this community and offer support and guidance for moving forward through the application process.

Winter 2005

Milestone: *Designate and recognize 3 pilot communities; begin to create a quality of life plan for each pilot; provide onsite assessment of each pilot; receive non-pilot community applications; submit quarterly report to EPA*

Status: COMPLETE

By October 2004, eight communities applied to become pilots by sending application letters signed by their mayor or city council. Each community described the types of projects they were interested in implementing and the level of commitment each had to the program. Based on these applications, IDEM selected three pilot communities. The pilot communities were announced in November at the 2004 Governor's Conference on the Environment. The three communities selected were: Lawrence, Ogden Dunes, and Muncie. Representatives were present from each community to accept the honor. A press release was issued naming the communities and advertising the program. The other five pilot applicants were also honored during the Conference.

An inter-agency Memorandum of Understanding (MOU) was finalized, confirming the benefits partnering state agencies would offer to CLEAN Communities.

Each pilot began creating a quality of life plan for their community. On-site assessments were conducted at two of the three pilot communities. Meetings and discussions were held with the pilot communities to formalize action plans.

One community had wavering commitment to the program. IDEM staff traveled to the community to meet with the mayor to discuss his concerns and determine if they should continue as a pilot. The mayor reaffirmed commitment to the program and the community continued as a pilot, but lagged behind the others in their efforts to move forward on plan development. No site visit was conducted at this community during this timeframe due to these difficulties.

No applications were received during this period from non-pilot communities likely due to the newness of the program and the amount of time needed to develop a plan.

The EPA Innovations Grant to support this program became effective on January 31, 2005; therefore no quarterly report was due during the winter 2005 time period.

Purdue University's Clean Manufacturing Technology and Safe Materials Institute (CMTI) was selected as the contractor for CLEAN. Contract discussions were held during this period to agree on language and work product.

IDEM continued to meet with communities interested in learning more about CLEAN. Presentations were provided on several of these occasions. During the first quarter of the grant, eighteen calls and e-mails were taken; four site visits were conducted; and one presentation was given.

Prior to the beginning of the EPA Innovations Grant, thirty-two calls, e-mails, and meetings were addressed; ten site visits were conducted; and ten presentations were given.

Fall 2004

Milestone: *Promote program; solicit pilot community applications*

Status: COMPLETE

A brochure to advertise the program was finalized and printed. A website was created and is available at: www.cleancommunities.IN.gov.

On August 6, 2004, a press release was distributed and a press event was held to kick-off the CLEAN program. The event was held at the City of Lawrence, where the mayor described why she was interested in Lawrence earning status as a CLEAN Community. The IDEM commissioner spoke about the program during the press event as well. The event and press release called for applications from municipalities interested in participating as pilot communities.

CLEAN Program Manager spoke at the Indiana Association of Cities and Towns in September 2004 to advertise and explain the program to mayors and other municipal representatives.

A CLEAN advertisement was created and placed in an IDEM newsletter distributed to thousands of Indiana certified wastewater treatment operators.

CLEAN Program Manager spoke at the Solid Waste Management Conference on October 21, 2004 to promote the program to local solid waste management district representatives.

The 2004 Governor's Conference on the Environment was planned to promote the new CLEAN Community Challenge. The conference theme was "Community Investment in a CLEAN Environment," and the morning sessions were all about the CLEAN program. The selected CLEAN pilots were scheduled to be announced during the conference. The day-long conference focused on environmental issues at the local level and several sessions were about CLEAN. Sessions included: How Businesses Can Get Cleaner; How Citizens Can Get Cleaner; How Cities and Counties Can Get Cleaner; Show Me the Money (state grants and loans available to municipalities for quality of life projects); E-Waste; Open Burning Ordinances; and more. Approximately 200 attendees were present at the Conference.

A request for quotes was issued to potential contractors interested in assisting with the technical review of communities interested in applying for the CLEAN Community Challenge. Contract language was drafted and placed on hold until the EPA Innovations Grant was issued.

In September 2004, IDEM received a Pollution Prevention Demonstration grant from the Region V EPA. The grant was used to hire a contractor to develop EMS software for municipalities. The software will assist municipalities in determining operations, activities, aspects, impacts, and best management practices to address the impacts. It will also assist communities in ranking the best management practices according to cost and environmental impact.

Summer 2004

Milestone: *Finalize participant benefits and application requirements; hire CLEAN project manager.*

Status: COMPLETE

Participant benefits and application requirements were finalized. Meetings were held with various IDEM offices and with several state agencies to secure the benefits they would be provided to CLEAN communities. A brochure was developed to list all of the financial and recognition benefits. An application form was developed and approved. Stacey Martindale was hired as the CLEAN program manager.

Winter/Spring 2004

Milestone: *Form partnerships; develop initial program details.*

Status: COMPLETE

Partnerships between various Indiana state agencies were formed and program details finalized. Meetings and discussions were held with various state agencies including the Department of Transportation and the Department of Natural Resources. Within IDEM, the program was discussed among various offices including the Offices of Land, Water, and

Air Quality. A project plan was developed outlining requirements of the program, potential benefits to CLEAN participants, and financial and technical resources available from various state and federal agencies.

Project Timetable

The CLEAN Community Challenge program manager has worked hard to maintain the timetable proposed in the 2003-2004 State Innovations Grant Program. During this quarter, two elements in the timetable were not completed. The first element was to award the first round of Indiana CLEAN Communities and the second element was to develop a format for the annual report.

- Award first round of Indiana CLEAN Communities: IDEM is prepared to award communities achieving CLEAN status - road signs have been printed and a plan is in place for reviewing applications and awarding communities. Although nine communities are working toward completing an application, none have actually submitted an application. To resolve this issue, IDEM has worked with each pilot to develop timelines to help speed up the process of implementing a quality of life plan. IDEM also continues to develop sample quality of life materials.
- Develop format for municipalities to use when submitting annual reports: The annual report format has been delayed because no community has yet applied. IDEM has decided to focus its resources on helping communities through the application process first.

The project timetable and completed activities for this quarter are listed below:

- Respond to requests for assistance: Assistance is provided regularly to the pilot communities and any community interested in the program. Five calls and e-mails were taken during the second quarter regarding questions about the CLEAN program.
- Provide on-site assistance to municipalities: Three site visits were conducted during the second quarter. In addition to working with three pilot communities, six other Indiana communities are striving to become an Indiana CLEAN Community. The program manager has provided four presentations to interested communities or environmental organizations, and traveled to communities to attend meetings or conduct site visits on three occasions.
- Offer EMS training programs to municipalities: A listserv was established to regularly communicate with interested communities about various opportunities such as training, useful Web sites, grants, and so on. During this quarter, municipalities were offered training and informational e-mails about CARE, EMS's at municipalities, grant opportunities, and more.
- Accept applications for municipalities joining the program: No applications were received this quarter, but a system is in place to accept applications and review them. One of the biggest incentives for communities to participate in the program is the financial benefits that are being offered. The financial benefits offered to Indiana CLEAN Communities are being reaffirmed as a result of a new state administration. Additional financial benefits are being considered.
- Continue assisting pilot communities and monitoring environmental progress of participants: Monthly conference calls were established during July 2005. The conference calls consist of the Indiana CLEAN Community Challenge program manager and each pilot's CLEAN stakeholder leader. One conference call has been completed thus far. The call provided a great forum for the pilot communities to express concerns, discuss barriers, and exchange ideas to overcome such obstacles. It also provided an opportunity for the program manager to seek suggestions for program improvement. Attached is the conference call agenda and

notes. On-site assistance and attendance at the pilot meetings for each community continued during this quarter.

The project timetable and activities to be completed during the next quarter are listed below:

- Respond to requests for assistance
- Provide on-site assistance to municipalities
- Begin considering IDEM offering EMS training programs to municipalities
- Continue assisting pilot communities and monitoring environmental progress of participants
- Develop and receive approval of timelines for the three pilot communities to help them submit applications in a timely manner
- Finalize and sign MOA with each pilot community
- Review and provide comments on pre-applications received
- Finalize EMS assistance materials
- Begin designing and ordering outreach materials to promote CLEAN (posters, assistance materials, magnets, updated brochure)
- Review final applications including site visits and compliance checks
- Review and update the CLEAN program including the application, the benefits offered, and procedures for reviewing applications
- Reaffirm benefits offered by various state agencies, discuss possibility of offering additional agency benefits, and revise the MOU (due to change in management at each agency)
- Review and announce municipalities meeting the Challenge (press release or event, plaques, street signs)
- Continue assisting municipalities and promoting the program
- Speak at quarterly mayor meetings and municipality conferences to promote the program

The project timetable and activities to be completed throughout the remaining life of the grant are listed in the following table:

January 2006	Quantify success stories through monetary and environmental benefits; review and provide comments on draft quality of life plans submitted by participating municipalities and monitor environmental progress
February 2006	Continue program as described above; begin development of final report; begin considering future of program
August 2006	Review annual reports submitted by participating municipalities
October 2007	Complete and submit Final Report to EPA; determine future of program including funding and office responsible for management; modify program as necessary

Additional Information

- Many new partnerships have been created between participating communities and their local commercial, educational, and environmental entities. However, some of these new partnerships have caused communities to progress more slowly than originally planned due to inconsistent meeting attendance, poor communication, and opposing interests. Nevertheless, communities are working well with the newly formed partnerships, so the benefits of these partnerships seem to outweigh the slowed progression.
- One barrier to maintaining steady progress in pilot and non-pilot communities is the change in administrative officials. For example, resignation by an instrumental department head in a pilot community resulted in different department leadership, bringing different departmental goals and objectives. Furthermore, fellow stakeholders must educate the new leader about environmental management systems and the requirements of the Indiana CLEAN Community Challenge program.

Attachments

- Pilot conference call agenda and notes
- MOA between one pilot community and IDEM
- CLEAN letterhead used for CLEAN documents
- Guidance material: City of Cleanville Quality of Life Plan - Part I