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INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

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Mr. Noel Vargas
Urban Initiative Manager
Office of Science, Ecosystems and Communities
US EPA, Region 5
77 West Jackson Boulevard B-19J
Chicago, IL 60604-3507

February 28, 2006
Via E-Mail

Dear Mr. Vargas:

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 fourth quarter of the three-year grant (fourth 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: Marilou Martin
Michael Mendyk
Dan Murray
Karen Teliha

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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

<p>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.</p> <p>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.</p>

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	November 22, 2005
Progress Report through	January 31, 2006
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.

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 – items accomplished this quarter are described below

Two pilot communities are implementing five pollution prevention activities as required by CLEAN and are working on completing the remaining written components of the Quality of Life Plan. The remaining pilot has identified and prioritized the aspects of their activities and is developing their pollution prevention activities with measurable outcomes after overcoming staff turnover.

IDEM submitted its third quarterly report to EPA in November 2005.

IDEM received a draft application from one non-pilot community during winter 2005. IDEM provided this community comments and suggestions for improving their Quality of Life Plan and is awaiting submittal of their final application.

Progress is continuing at each of the three pilot communities as well as seven non-pilot communities. The QAPP will be adjusted to reflect each pilot’s measurable outcomes at the appropriate time.

IDEM continues to hold monthly conference calls with the pilot communities, so each can discuss their progression and share ideas with other pilot communities. IDEM did not conduct a conference call during

December 2005 due to the holiday season. To date, six conference calls have been completed.

One pilot community hosted a meeting with IDEM and U.S. EPA Region 5 officials to discuss the Indiana CLEAN Community Challenge and the benefits realized by communities participating in the program.

IDEM slightly revised the Indiana CLEAN Community Challenge program guidelines in response to discussions with the pilot communities. This revision reduces the roadblocks faced by the pilot communities and makes the CLEAN program greater suited to municipal organizations.

The CLEAN program manager revised the Indiana CLEAN Community Challenge Web site to reflect changes in the program guidelines, making the Web site more fluid and easier to find needed information.

IDEM has developed additional outreach materials and a sample Quality of Life Plan to assist the pilots and other interested communities applying for CLEAN designation.

The CLEAN program manager attended the State – U.S. EPA Symposium on Environmental Innovation and Results, January 23 – 25, 2006, in Denver, Colorado. The CLEAN program manager was afforded the opportunity to present the Indiana CLEAN Community Challenge during the Community-based Environmental Management Systems track. As a result of this symposium, the CLEAN program manager is working with Christina Kakoyannis, AAAS Science and Technology Policy Fellow located in the Evaluation Support Division, at EPA's National Center for Environmental Innovation, to create a logic model to better manage the 2003-2004 State Innovations Grant Program and Indiana CLEAN Community Challenge.

The CLEAN program manager continues to provide presentations and meet with communities interested in learning more about CLEAN. During the fourth quarter, seven calls and e-mails were taken from newly interested parties; three site visits, two presentations, and two workshops were conducted.

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 – see previous quarterly reports for details

Fall 2004

Milestone: *Promote program; solicit pilot community applications*

Status: COMPLETE – see previous quarterly reports for details

Summer 2004

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

Status: COMPLETE – see previous quarterly reports for details

Winter/Spring 2004

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

Status: COMPLETE – see previous quarterly reports for details

Project Timetable

During this quarter, the CLEAN program manager received a draft application as anticipated, but was unable to award a CLEAN Community designation. The program manager has maintained communication with this community and is awaiting submittal of the final application.

The remaining fourth quarter activities presented in the project timetable were completed:

- Respond to requests for assistance: Assistance is provided regularly to the pilot communities and any community interested in the program. Twelve site visits were conducted during the fourth quarter, including attending stakeholder meetings and identifying potential impacts of the municipality's activities.
- IDEM to offer EMS training to municipalities: In a collaborative effort between the Clean Manufacturing Technology and Safe Materials Institute (CMTI) and IDEM, municipalities were invited to attend one of four free EMS/CLEAN workshops at various locations throughout the state. The workshops provided attendees with information about the benefits of municipal environmental management systems and how to participate in CLEAN. The workshops brought 42 attendees. The success of these workshops led IDEM to provide workshops for all interested CLEAN communities prior to drafting their Quality of Life Plan. Additional workshops are continually scheduled.
- 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. Six conference calls have been completed thus far. The calls provide a great forum for the pilot communities to express concerns, discuss barriers, and exchange ideas to overcome such obstacles. The calls also provide an opportunity for the program manager to seek suggestions for program improvement, like reviewing and providing comments on revised materials and program guidelines. On-site assistance and attendance at the pilot meetings for each community continued during this quarter.
- Review and provide comments on pre-applications received: One pre-application, or draft application, was received and comments were provided.
- Review final applications including site visits and compliance checks: One pre-application was received during this quarter, resulting in one compliance check.
- Finalize EMS assistance materials: A toolkit is being developed to help communities proceed through the CLEAN program. The toolkit will be made available on the Web site and eventually in binder-form once all materials are completed.

- Begin designing and ordering outreach materials to promote CLEAN (posters, assistance materials, updated brochure): An updated brochure was printed and is being distributed. A pinwheel is being designed to provide a quick-reference tool of best management practices for municipal activities along with a poster providing visual reference of the impacts from municipal operations. The pinwheel and poster will work together to identify municipal impacts and best management practices to address such impacts. An award and window cling are being designed for communities achieving the Indiana CLEAN Community designation. Tote bags with the CLEAN logo are also being designed for participating CLEAN stakeholders.
- 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): The CLEAN program manager is awaiting a response from one office before enacting the new MOU. IDEM is also writing a new rule to provide regulatory benefits for municipalities participating in CLEAN. This rule is expected to be finalized in summer 2006.
- Review and announce municipalities meeting the Challenge (press release or event, plaques, street signs): Zero applications were received during this quarter.
- Speak at quarterly mayor meetings and municipality conferences to promote the program: To promote the program during the third quarter, the program manager conducted four EMS/CLEAN workshops and spoke at the South Central Indiana Mayor's Roundtable.
- Modify the program as necessary if problems are encountered: The program manager finalized revisions to the CLEAN program and all supporting documents to reduce roadblocks and increase successes experienced by communities participating in the CLEAN program. The CLEAN Web site was updated to reflect changes.
- Quantify success stories through monetary and environmental benefit: Currently, benefits can not be quantified through monetary and environmental benefit; however, benefits are realized by communities through increased communication with employees, other communities participating in CLEAN, and with IDEM. Participating communities are more comfortable contacting IDEM to request assistance with environmental questions and are contacting other participating officials to share ideas.
- Review annual reports submitted by participating municipalities and monitor environmental progress: Zero applications have been received, so communities are not yet required to submit an annual report. Although, municipalities currently working on a Quality of Life Plan are monitored and assisted to ensure continual environmental progress.

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

- Accept applications for municipalities joining the program
- Review and announce municipalities meeting the Challenge (press release or event, plaques, street signs)
- Speak at quarterly mayor meetings and municipality conferences to promote the program
- Review and update the CLEAN program including the benefits offered and receive comments from pilots
- 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
- Begin development of final report
- Begin considering future of program

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

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

- Through the U.S. EPA 2004 Demonstration Grant Program, IDEM is contracted with the Clean Manufacturing Technology and Safe Materials Institute (CMTI) to create a database identifying local government activities, aspects, impacts, best management practices, and a cost-benefit analysis to determine which best management practices would be most beneficial compared to cost of implementation. CMTI has provided a spreadsheet of governmental activities, aspects, impacts, and best management practices for each of the activities, along with the cost-benefit comparison. The spreadsheet has been formatted and transferred to IDEM's technology office to create the database. The database will be made available on the CLEAN Web site and on CD-ROM. It is expected to be completed during summer 2006.
- Whereas CLEAN is designed for public entities, IDEM is creating a new program for private entities called the Indiana Environmental Stewardship Program (ESP). ESP is formulated from the National Environmental Performance Track program and is similar to CLEAN. Because of ESP, IDEM is writing a new rule to provide regulatory benefits for participants of ESP and CLEAN. So in addition to the revised MOU offering numerous state agency benefits to CLEAN participants, IDEM is providing regulatory relief for participants of CLEAN. This rule is expected to be finalized in summer 2006.

Attachments

- City of Cleanville Sample Quality of Life Plan and associated documents