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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

November 22, 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 third quarter of the three-year grant (third 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

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	August 29, 2005
Progress Report through	October 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.

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

One pilot community is implementing five pollution prevention activities as required by CLEAN and is working on completing the written components of the Quality of Life Plan. The remaining two pilots have identified and prioritized the aspects of their activities and are developing their pollution prevention activities with measurable outcomes.

IDEM submitted its second quarterly report to EPA in August 2005.

IDEM is expecting one non-pilot community to submit an Indiana CLEAN Community Challenge application in winter 2005. Progress is continuing at each of the three pilot communities as well as six other non-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 continues to hold monthly conference calls with the pilot communities, so each can discuss their progression and share ideas with other pilot communities. To date, four conference calls have been completed.

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.

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

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, all but one task was completed. The CLEAN program manager did not receive an application as anticipated, so was unable to award a CLEAN Community designation. The program manager maintained communication with the community that planned to submit their application this quarter; this community has indicated their application will be submitted in December. The delay was due to leadership communication and not due to the CLEAN program requirements.

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

- Develop format for municipalities to use when submitting annual reports: The format for the Annual Performance Report was delayed last quarter because zero communities had applied. This quarter, the Annual Performance Report was completed and will be made available on the Web site.
- Respond to requests for assistance: Assistance is provided regularly to the pilot communities and any community interested in the program. Besides the on-going correspondence between the CLEAN program manager and the pilot communities, three calls and e-mails were taken; three site visits were conducted; and three presentations were given during the third quarter.
- Provide on-site assistance to municipalities: Eight site visits were conducted during the third quarter. This includes attending stakeholder meetings and identifying potential impacts of the municipality's activities.
- Begin considering IDEM offering EMS training programs 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. One workshop was cancelled due to low registration, but the remaining three workshops brought 33 attendees. More workshops are being scheduled for January 2006.
- 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. Four 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. On-site assistance and attendance at the pilot meetings for each community continued during this quarter.
- Develop and receive approval of timelines for the three pilot communities to help them submit applications in a timely manner: The CLEAN program manager developed a timeline for each pilot community to meet in order to progress in a timeline manner. The timelines were well received and approved by each pilot. All three pilots are progressing and maintaining the agreed upon timeline.
- Finalize and sign MOA with each pilot community: Each pilot community signed a Memorandum of Agreement with IDEM. The MOAs stated the commitments of IDEM and each community while participating in the CLEAN pilot study.
- Review and provide comments on pre-applications received: One pre-application was received and comments are being provided.
- 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, magnets, updated brochure): An updated brochure has been created and is in its final proof reading stages. A pinwheel is being designed to provide a quick-reference tool of best management practices for municipal activities.

- Review final applications including site visits and compliance checks: Zero applications were received during this quarter, so no compliance checks were conducted.
- Review and update the CLEAN program including the application, the benefits offered, and procedures for reviewing applications: The program manager drafted revisions to the CLEAN program and all supporting documents to reduce roadblocks and increase successes experienced by communities participating in the CLEAN program.
- 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 revised the multi-agency MOU and has reaffirmed the benefits offered by five of the six agencies. One new benefit was added.
- Review and announce municipalities meeting the Challenge (press release or event, plaques, street signs): Zero applications were received during this quarter.
- Continue assisting municipalities and promoting the program: As previously mentioned, three calls and e-mails were taken from newly interested parties; eight site visits were conducted; and four presentations were given during the third 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 three EMS/CLEAN workshops and attended the IDEM Pollution Prevention Conference, Indiana Association of Cities and Towns Annual Conference, and submitted an article for the 2005 Operator Examiner Newsletter.

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 application, the benefits offered, and procedures for reviewing applications, 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

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

February 2006	Continue program as described; 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

- 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 the list of governmental activities, aspects, and impacts, and is working on the best management practices for each of the activities along with

the cost-benefit comparison. The database will be made available on the CLEAN Web site and on CD-ROM. It is expected to be completed during summer 2006.

Attachments

- Pilot timeline for the Town of Ogden Dunes
- Annual Performance Report