

US EPA ARCHIVE DOCUMENT



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GOVERNOR

**ENVIRONMENTAL AND PUBLIC PROTECTION CABINET**

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TERESA J. HILL  
SECRETARY

August 2, 2007

Ms. Betty Winter  
US EPA Region IV  
Grants Management Office  
61 Forsyth Street  
Atlanta, Georgia 30303-8960

Dear Ms. Winter:

Please find enclosed the Kentucky Division of Compliance Assistancess' first annual report (June 2006 – July 2007) for the State Innovations Grant. This grant has a project period of June 15, 2006 – July 1, 2009.

Should you have any questions or need additional information, please feel free to contact me at 502-564-2225, extension 652.

Sincerely,

*Julia A. Kays*

Julia A. Kays  
Internal Policy Analyst III

## **General Overview**

The Kentucky Department for Environmental Protections' Division of Compliance Assistance (DCA) was awarded a State Innovations Grant to support the newly formed voluntary environmental leadership program, KY EXCEL. This program offers unique opportunities for public, private and corporate sectors to improve Kentucky's environment. The mission is to promote, reward and encourage superior environmental performance throughout the Commonwealth of Kentucky. The goal of the program is to impact the quality of life for Kentuckians by encouraging continual improvement in environmental performance through commitment, partnerships, systemic management and thoughtful growth.

The program has four membership levels in which applicants are placed. The first level is advocate. Advocate members are required to commit to one voluntary project each year and prepare an annual report.

The second membership level is partner. Partner members are required to commit to one voluntary project each year; develop an environmental management plan; conduct a self-assessment; and prepare an annual report.

Leader is the third level of membership. This level requires that each member commit to three voluntary projects each year; implement and environmental management plan; conduct a self-assessment; and prepare an annual report.

The final membership level is master. The master level contains the most elite group. These members are required to commit to four voluntary projects each year; demonstrate past environmental achievement; implement an environmental management plan; conduct a third-party assessment; participate in at least one outreach or educational activity; agree to mentor another member; and to prepare an annual report.

## **Membership and Project Summary**

The program is making great strides toward meeting the commitments set forth by the members and program staff. During the first full year of the project period, program staff participated in thirty-eight (38) KY EXCEL public awareness events reaching an estimated audience of 1,586 persons. In addition, program staff was able to conduct outreach to hundreds of additional people through participating in events sponsored by other entities, referrals, follow-up conversations, email correspondence and the KY EXCEL newsletter. Staff were involved in five (5) site visits and presented membership certificates to Master Level members. Additionally, staff met in person with two (2) entities interested in becoming members. As of July 31, 2007, KY EXCEL had 89 approved members. Governor Ernie Fletcher participated in presenting membership certificates to 3 of 16 Master level presentations that have been made to date.

Current membership per level is as follows: 43 advocate members; 3 partner members; 21 leader members; and 22 master members. Collectively, these members represent two hundred fifty-two (252) projects. These projects are making a measurable and positive difference in Kentucky's environment. DCA categorizes each project by focus. Currently, there are ten (10) focus groups.

1. Waste Reduction - 86
2. Energy Efficiency - 18

3. Public Health - 4
4. Education - 31
5. Performance Improvement - 18
6. Restoration - 12
7. Financial Support – 6
8. Resource Efficiency – 1
9. Technical Assistance – 3
10. Undetermined – 73

As the number of projects increase, it has become clear that projects could be fall under multiple categories. DCA is currently working with department staff to enhance our tracking database (TEMPO) so that projects may be listed under multiple categories however a primary category will be designated. DCA tested the enhancement during this reporting period; however they noted areas of concern that will need to be addressed. The appropriate department staff will continue to work on the enhancement. Until this capability has been successfully integrated, the program will have projects listed under the “undetermined” category.

Program staff spent quite a bit of time deciding how to administer the annual reporting requirements for program members. As the program’s membership has grown, it has become obvious that if everyone reported on the same day our limited staff would be overwhelmed. However, we also know it is important to have standard reporting periods so it is easier for KY EXCEL to compile results and showcase the program success.

As a compromise to these opposing challenges, the program has decided to have four reporting periods each year. Each member will only report once a year. Their annual report will be due at the end of the first month after the quarter the member joined the program. For example, a member that joined in August 2006 would report at the end of October, the first month after the quarter they joined the program.

KY EXCEL had fifteen (15) members join during the first and second quarter of the program. These members’ reports are due on August 7<sup>th</sup>. We will highlight their activities during the next quarterly reporting period. These members are also required to submit their new year projects at the same time.

In May, KY EXCEL had its first member advance to a higher level in the program. Gallatin Steel Company moved from the Partner level to the Leader level. The company originally committed to one project to improve indoor air quality through the construction of an additional baghouse. As for the Leader level, the company committed to five additional projects. KY EXCEL anticipates the energy and enthusiasm generated from Gallatin Steel’s advancement will encourage other members to do the same.

### **Summary of Activities**

The Division of Compliance Assistance distributed several issues of the KY EXCEL newsletter during this reporting period. This newsletter is shared with Department for Environmental Protection staff, all KY EXCEL members; staff in the Governor’s Office as well as other individuals interested in receiving the newsletter.

In November 2006, KY EXCEL had its first members meeting and mentoring event. Of our 54 members at that time, 47 members were represented in attendance. Since that time multiple partnerships have developed to benefit the environment. Lexmark International in Fayette County teamed with the Southwestern High School Conservation Club and Raptor Center in Pulaski County for Earth Day activities and much more. The Club sponsor and thirty plus students and twenty-one rehabilitated raptors enjoyed an expense paid trip to Lexmark and the opportunity to show their birds. Lexmark will be equipping the Pulaski County school system with all new printers and copiers too. Currently, AGC Automotive Americas in Hardin County is assisting Lubrizol Advanced Materials in Jefferson County with regard to environmental management planning. KY EXCEL anticipates that Lubrizol will be a member of KY EXCEL soon. It is the hope of the program that these types of mentoring activities will spur others to do the same. These activities will be reported at our next event for KY EXCEL members. The event will be held in October. As last year, DCA will be hosting another members meeting in early October in conjunction with the 2007 Governor's Conference on the Environment. Pre-work has begun for this effort. By then, the program should be well on its way to reaching the goal of 300 members.

DCA is pleased to announce the addition of one staff person in the KY EXCEL program effective August 16, 2007. This person will be involved in marketing the program and coordinating programmatic activities. The additional person will play a key role in continuing with the advanced goals of the program.

KY EXCEL staff continues to identify sector specific/regional partnership opportunities and provide administrative and technical support to candidates. We continue to monitor the usefulness of our website and will update as necessary. During this annual reporting period, there were 7,924 hits on the KY EXCEL website.

## Project Schedule

<i>Start-up and Implementation Milestones</i>	<i>Start</i>	<i>Target Completion</i>	<i>Target Date Met</i>	<i>Explanation</i>
Design KY EXCEL program structure & educate DEP staff	5/05	1/06	YES	
Publish promotional materials	10/05	3/06	YES	
Plan and hold regional training events	11/05	5/06	YES	
Identify sector specific/regional partnership opportunities	11/05	6/06	YES	
Registration for Program Candidates	1/06	on-going	YES	
Provide support to candidates (complete entry requirements)	1/06	on-going	YES	
Announcements of Inaugural Membership	1/06	12/06	YES	
Develop KY EXCEL website and on-line application	3/06	6/06	YES	
Develop KY EXCEL on-line documents library	3/06	on-going		Continues to be a work in progress.
KY EXCEL alignment with NPT MOA option	3/06 3/06	9/06 10/07	YES	
Plan and Deliver KY EXCEL Networking event(s)	3/06	11/06	YES	
Plan incentives update based on member input	3/06	on-going	YES	
Review Initial Program for Improvement opportunities	6/06	12/06	YES	
Add budgeted personnel to KY EXCEL staff	7/06	9/06	YES	
Pre-work and Completion of First Annual Report	3/07	8/07	YES	The pre-work has begun and progress will continue through the next few months.
Review Reporting for Improvement Opportunities	4/07	10/07		Will continue through August 2007
Plan and Deliver Program Networking event(s)	5/07	10/07		Planning will be on-going for the October members meeting.
Plan incentives update based on member input	6/06	on-going		
Review Program for Improvement Opportunities	6/07	10/07		On-going
Document KY EXCEL Development Process for Reapplication	9/07	2/08		
Pre-work and completion of Second Annual Report	3/08	8/08		
Develop SOP's for annual renewal activities & execute	3/08	10/08		
Pre-work and completion of Third Annual Report	10/08	2/09		
Summarize results and issue final report to SIG	1/09	2/09		

## **Budget Summary**

*Financial Information removed by EPA as confidential business information.*

## **Closing Remarks**

On July 1 2007, the division launched a membership drive to increase KY EXCEL by at least 200 additional members before the end of 2007. Our goal is to have at least two members from every county, with at least one of these members being a business or industry that is regulated by the Department for Environmental Protection.

During the next quarter, DCA will continue to market the program, provide support to potential and active members; and make progress on the KY EXCEL on-line documents library. The division will also be training the new KY EXCEL program coordinator. This will allow DCA to increase its marketing and streamline the administrative process. The increase in marketing should enhance our efforts in having 300 approved members by the end of this calendar year.

DCA will be compiling the first annual report information during the next quarterly reporting period. We will be able to provide anticipated improvements and highlight successful projects for reapplication. Should you have any questions regarding this quarterly report, please contact Julia Kays at 502-564-2225, extension 652.