

US EPA ARCHIVE DOCUMENT



The State of New Hampshire
Department of Environmental Services



Thomas S. Burack
Commissioner

August 15, 2008

Ms. Jean Holbrook
United States Environmental Protection Agency - New England
One Congress Street, Suite 1100 (SPP)
Boston, Massachusetts 02114-2023

Re: NH State Innovation Grant Quarterly Status Report

Dear Ms. Holbrook:

Enclosed is the eighth quarterly progress report for the NH State Innovation Grant (EPA Grant EI97146401), "Encouraging Superior Environmental Performance Through Management Systems, Recognition, and Rewards." This is a revised report for activities for the reporting period of April 1, 2008 to June 30, 2008.

If you have any questions, please feel free to call me at 603-271-2941 or e-mail me at Robert.Minicucci@des.nh.gov. We look forward to successfully completing this project with your continued guidance. Thank you.

Sincerely,

Robert P. Minicucci II, PE
Special Projects Manager
Planning, Prevention & Assistance Unit

Attachments

CC via email: Gerald Philbin, Sherri Walker, Andy Teplitzky, Kathy Madonia, all of USEPA, OPEI/NCEI



**FFY 2006-07 STATE INNOVATION GRANT
PROGRESS REPORT**

***"ENCOURAGING SUPERIOR ENVIRONMENTAL PERFORMANCE THROUGH
MANAGEMENT SYSTEMS, RECOGNITION, AND REWARDS"***

EPA Grant: EI97146401

Submitted August 2008

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FFY 2006-07 STATE INNOVATION GRANT PROGRESS REPORT
For the Period: (4/1/08 – 6/30/08)

August 2008

INTRODUCTION

This quarterly progress report (for the time period 4/1/08 – 6/30/08), authored by the New Hampshire Department of Environmental Services (DES), fulfills grant requirements for the State Innovation Grant (SIG) issued in April 2006, and formally accepted by the State of New Hampshire on June 21, 2006. As required, this report presents a summary of activities and accomplishments, effectiveness, problems encountered, and progress expected over the next quarter. The format of the report is as stated in the *Programmatic Conditions* attached to the April 21, 2006 Grant Award document.

Section #1 - Summary of Activities

During the reporting period, DES continued the work described in the project workplan dated January 31, 2006. This focused on processing the first set of entrants to the NH *Aspiring Leaders* program, and on (mostly internal) work to establish criteria for entry into the next higher tier, intended to be equivalent to Performance Track membership.

Section #2 – Accomplishments/Problems

During the reporting period, DES activities in the grant program focused on processing the first batch of applicants to the *Aspiring Leaders* program, which is the ‘on-ramp’ tier in DES’s proposed performance—based recognition program set. By the end of the reporting period, nine members had been admitted and six more were in process.

Another focus was working out the application process for the Performance Track-analog tier, *Green Leaders*. Discussions with regulatory programs with DES were held, and conceptual agreement was reached on parameters for allowing entry. David Guest of EPA visited and explained Performance Track and the site visit program to DES regulatory staff. An application form was drafted, and as the reporting period ended, discussions began with Performance Track’s contractor (and EPA) as to how a cooperative application process would work.

On other aspects of the program, the agreement with the NH Small Business Development Center (NHSBDC) to transfer money from this grant account to augment NHSBDC’s existing efforts to improve management skills in the small business sector (Task 6) was approved by NH Governor & Executive Council on May 21. NHSBDC will develop distance-learning (i.e., internet-based) training so that small business people can take the training as *their* schedule allows.

The Stakeholder Steering Committee met on May 7, and is expected to meet quarterly at least for the near term. The highlight of this meeting was David Guest of EPA’s presentation on Performance Track and the site visit program. The next meeting is scheduled for August 25. We expect a firm roll-out date for *Green Leaders* by that time.

DES’s overall website is being re-designed and migrated to a new server. This necessitated a certain amount of work to reformat two DES web-areas: www.des.nh.gov/ems and www.des.nh.gov/eli, while slowing down the process of periodically updating the website. As this report is written, the website is properly updated and the state’s technical services people are working on the website re-design and migration.

An EMS training session for state agencies was held on April 7 and was well received.

The currently-envisioned project schedule is presented below.

Section #3 – Schedules

To reflect the current situation and how the project has evolved due to stakeholder and DES senior leadership, input, and the simple passage of time, the table of project tasks and schedules has been modified, and is presented below. DES still does not expect to request an extension of the grant time period. As an aid, a column has been added to the table to indicate the general level of effort DES anticipates a given task requires within the context of the overall project.

Schedule of Major Project Tasks, revised February 2008

	Task Name	Task Description	Start Date	End Date	Relative Effort
0	QAPP	Complete project planning by submission (and approval) of QAPP.	July 1, 2006	Completed	N/A
1	Policy	Update and publicize NHDES' policy on encouraging systematic environmental management.	Aug. 1, 2006	Dropped. Draft has been presented, DES management does not desire revision.	Low
2	Website	Establish enhanced NHDES website resources for EMS-related information.	Oct. 1, 2006	Original version completed Nov. 1, 2006, revised version completed mid-December, 2007 Completed - Future updates as needed.	Medium
3.1	Stakeholder Group established	Establish and maintain an Advisory/ Stakeholder group. Re-establishes previous group that was active in 1997–2000.	April 30, 2007	Completed	N/A
3.2	Stakeholder Group maintained	Maintain Advisory/ Stakeholder group. May morph into a NH Sustainable Business Roundtable. Meetings anticipated to be quarterly or tri-annual through grant period.	April 30, 2007	Ongoing throughout grant period.	High
4.1	Strategy & procurement for EMS Training	With advisory group, establish strategy and procure contractor(s) for EMS training.	Strategy chosen by Jan. 1, 2008	Contractors procured by July 1, 2008	Low at present, medium in later 2008
4.2	Deliver EMS Training	Offer training in EMS implementation, separately for public and private sectors.	First training delivered by Jan. 30, 2008	First training delivered 4/7/08, postponed due to weather from 1/16/08. Training seminars completed by July 1, 2009	Low at present, higher in 2008 and 2009
5	Increase Env. Content of NH College/Univ. Mgmt. School Curricula	Meet with NH colleges and universities, with an aim of achieving curriculum changes.	Initial meetings by October 1, 2007	Check for curriculum changes by January 1, 2009	Low

Schedule of Major Project Tasks, revised February 2008

	Task Name	Task Description	Start Date	End Date	Relative Effort
6.1	SME Management	With advisory group, develop strategy to improve management skills in the SME sector.	Strategy established by September 1, 2007	Completed, action to be taken through existing NHSBDC training curriculum.	Medium
6.2	SME Management	Take actions, per strategy established in 5.1, to improve management skills in the SME sector.	December 1, 2007.	Anticipated to be end of grant period. Fund transfer to NHSBDC approved 5/21/08	Medium
7.1	Mentoring strategy	With advisory group, establish strategy to encourage larger organizations to mentor smaller ones. May include "greening the supply chain" projects, but not necessarily limited to this area.	Strategy in place by July 1, 2008	See 7.2, below and note in Sec. 2 of this report.	Low
7.2	Mentoring activities	Implement mentoring strategy established in 7.1	Sept. 1, 2008	Ongoing throughout grant period	Low
8.1	NH Environmental Leadership (ELI) program Design	With advisory group input/feedback, design a multi-tiered Reward and Recognition Program, one tier of which would be equivalent to the existing PTrack. Design to include entry & exit criteria.	Start Oct. 1, 2006	First tier rolled out Dec. 19, 2007. September 15, 2008 (changed from July 1) anticipated for second (equiv. to PTrack.) tier.	High
8.2	ELI Support	a) Obtain final NHDES management approval to implement NH Sagamore. b) Write initial program "manual" c) Propose legislation	a) Nov. 1, 2007 b) Sept. 1, 2007 c) Jan. 1, 2008	a) Sept. 2007, personal communication b) ongoing, some materials for <i>Aspiring Leaders</i> posted at des.nh.gov/eli c) now N/A	High
8.3	ELI implementation	a) Publicize program b) Recruit members c) Admit members d) Obtain members' performance reports on environmental performance in regulated and un-regulated areas.	a) April 2007 b) April 1, 2008 c) October 1, 2008 d) May 1, 2009	No end date anticipated. Grant will expire while program goes on.	High
9	Project Reports	Quarterly and final Project Reports.	Sept. 30, 2006	Sept. 30, 2009	Medium

Section #4 – Funds

Confidential business information removed by EPA.

Section #5 – Estimates

No change in the grant period or budget is anticipated. We will continue to re-assess the issue of grant period in each quarterly report.

Section #6 – Attachments

N/A

Section #7 – Quality Assurance

DES worked with *Aspiring Leaders* applicants to choose projects they will undertake and appropriate metrics for each, including normalization as appropriate. Part of this work involved assuring that projects chosen would result in measurable environmental benefit and that they would be easily measurable by the applicant, as outlined in the approved Quality Assurance Project Plan. The first performance reports are anticipated in May 2009.