

US EPA ARCHIVE DOCUMENT



Distributed Electronically

May 14, 2009

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 eleventh 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 report for activities for the reporting period of January 1, 2009 to March 31, 2009.

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, Ted Cochin, 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 May 2009

(For the Period: (1/1/09 – 3/31/09))

Thomas S. Burack, Commissioner
New Hampshire Department of Environmental Services
29 Hazen Drive/P.O. Box 95
Concord, New Hampshire 03302-0095
(603) 271-3449, Fax: (603) 271-2867

Robert P. Minicucci II, PE, Special Projects Manager
New Hampshire Department of Environmental Services
29 Hazen Drive/ P.O. Box 95
Concord, New Hampshire 03302-0095
(603) 271-2941, Fax: (603) 271-2867
e-mail: Robert.Minicucci@des.nh.gov

Vincent R. Perelli, Chief of Planning & Policy/QA Manager
New Hampshire Department of Environmental Services
29 Hazen Drive/P.O. Box 95
Concord, New Hampshire 03302-0095
(603) 271-8989, Fax: (603) 271-2867
e-mail: Vincent.Perelli@des.nh.gov

FFY 2006-07 STATE INNOVATION GRANT PROGRESS REPORT

For the Period: (1/1/09 – 3/31/09)

May 2009

INTRODUCTION

This quarterly progress report (for the time period 1/1/09 – 3/31/09), 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 entrants to the NH *Aspiring Leaders* program, and on processing the initial applicants to the next higher tier, *Green Leaders*, designed to be equivalent to Performance Track membership. Other activities included production of metric/reporting guidance for members of *Aspiring Leaders*, updating website material, and assessment of how the unexpected cessation of Performance Track would affect DES's program.

Section #2 – Accomplishments/Problems

During the reporting period, DES entered three additional members 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, 22 members had been admitted and several more were in process.

The application process for the Performance Track-analog tier, *Green Leaders*, continued during the reporting period. Pre-entry site visits were conducted for the four applicants. These visits were modeled on the existing Performance Track site visit protocol, but given that DES had visited or otherwise assessed/inspected all four of these applicants recently, these particular visits were somewhat shorter. They focused on relations with the immediate neighborhood and on progress toward existing Performance Track goals.

Discussions with the Governor's Office on an appropriate public kick-off for *Green Leaders* took an unexpected turn when a member of NH's Executive Council made a request to DES that they nominate an especially 'green' company for recognition at the April 1, 2009 meeting of the Governor & Executive Council. Commissioner Burack immediately proposed that this was the opportunity for a kick-off of *Green Leaders*, and both the Governor's Office and the Executive Council agreed. This event took place on April 1, 2009 which is outside this reporting period, but still worthy of note. In addition to the *Green Leaders* membership plaques, a formal proclamation by both the Governor and Executive Council was presented to the new members. Representatives from the press were present at this event, and the opportunity seemed to be appreciated by all. A photo of the new *Green Leaders* with the Commissioner, Governor, and Councilors, is being used in on-going program publicity/outreach (E.g., see <http://www.nhbr.com/apps/pbcs.dll/article?AID=/20090429/SPECIALEDITONS02/904299935/-1/SPECIALEDITONS01>, in the April 29, 2009 edition of NH Business Review)

The unexpected mid-March cessation of Performance Track poses challenges for DES' program. DES understands that at least until September 30, 2009, the existing electronic application and reporting mechanism will be available for *Green Leaders* applicants and members. Discussions have begun with EPA and its contractor on what might be possible after that date; DES understands that other states (perhaps as many as 10) are also negatively affected in a similar way. To be clear, DES will continue with *Aspiring Leaders*, *Green Leaders*, and with future additional tiers, regardless of EPA actions. However, the draft MOA for *Green Leaders* and Performance Track, which had been in process at EPA Headquarters, is no longer relevant, and will no longer be pursued.

Guidance for members of *Aspiring Leaders* for reporting on their progress toward project goals was produced.

The Stakeholder Steering Committee met by telephone on March 10, 2009, and is expected to meet quarterly at least for the near term. During this conference call, DES committed to developing an additional recognition

tier, especially for offices, closely modeled on Georgia DNR's "Sustainable Office Toolkit." This had been discussed previously, and was generally endorsed in the November 2008 stakeholder meeting.

The currently-envisioned project schedule is presented below:

Section #3 – Schedules

To reflect how the project has evolved as a result of stakeholder and DES senior leadership feedback and the simple passage of time, the table of project tasks and schedules has been modified (and presented below). At this time, DES 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. No revision to this February 2009 schedule was thought necessary at this time, although some edits have been made in response to comments received on our last quarterly report.

Schedule of Major Project Tasks, revised February 2009

#	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, there does not appear to be a demand for this training. See note in Sec. 2, above

Schedule of Major Project Tasks, revised February 2009

#	Task Name	Task Description	Start Date	End Date	Relative Effort
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. Any training seminars offered completed by July 1, 2009	Low at present, 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 April 1, 2009	Low
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. Agreement with NHSBDC for distance-learning curriculum, for basic management training with environmental/sustainability approved 5/21/08	December 1, 2007.	Completed as of 1/31/09	Medium Also see note in Sec. 2, above
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	This strategy has turned into allowing <i>Aspiring Leaders</i> members to fulfill membership requirements by doing mentoring projects. Two such projects have been agreed to so far.	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. Completed by September 30, 2008 for second (equiv. to Ptrack.) " <i>Green Leaders</i> " tier.	High

Schedule of Major Project Tasks, revised February 2009

#	Task Name	Task Description	Start Date	End Date	Relative Effort
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> and <i>Green Leaders</i> posted at des.nh.gov 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 30, 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

Cumulative grant expenditures (from the project start date of July 1, 2006 to the end of this reporting period) are reported by DES's accounting system as \$174,416.07.

Section #5 – Estimates

No change in the grant period or budget is anticipated. We will assess the issue of grant period in the next quarter.

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. Guidance (and a reminder) on reporting will be sent to *Aspiring Leaders* members was prepared in March 2009 and promulgated April 10. The stated goal of this guidance is to ensure that: a) Reporting will be as simple as possible for the members; b) Reports will be verifiable, to the extent possible; c) Reports will be quantitative; and d) Reports will be such that it is easy for DES to aggregate similar issues (for example, reduction in electricity use) across different member organizations.