

US EPA ARCHIVE DOCUMENT

**Superior Environmental Results Through Innovative Land Development Technical  
Assistance and Permitting in New Hampshire  
Cooperative Agreement # EI-97188001-0  
Quarterly Progress Report  
April 1, 2010 – June 30, 2010**

**Project Synopsis**

This quarter we conducted a formal 2-day event to develop the new structured pre-application review and assistance procedure involving DES, other state and Federal regulatory agencies, and local municipalities. We concluded our research on existing “green” standards. On April 27, 2010, we issued a proposed approach for the pilot program under the Innovative Permitting Initiative (IPI). In May and June we conducted a series of six focus groups, met with our Advisory Group, conducted additional outreach via email and the DES website, and met with EPA Region 1 staff to solicit input on the proposal.

Please see the Narrative Discussion below and the Task Status Table for task-by-task detail on progress to date.

**Narrative Discussion**

In April, we conducted a formal 2-day event to develop the new structured pre-application process for the IPI. The event involved select DES staff from relevant programs, outside municipal and developer representatives, as well as EPA. This event was successful in defining specific outcomes to be achieved by each phase of the pre-application process and the specific information required to support the conversation at each phase. Based on this event, the prior event to define the in-house DES coordinated review process, and our research on existing “green” standards, we put together a comprehensive proposal for the IPI pilot program (see proposed approach document at <http://des.nh.gov/organization/commissioner/p2au/pis/iptai/index.htm>).

The proposed approach document was circulated to all stakeholders identified through earlier outreach efforts via email, distributed to municipalities through the Regional Planning Commissions, and made available via the DES webpage and various newsletters. In addition we conducted six focus groups with municipal and developer representatives, hosted by 5 of the 9 Regional Planning Commissions. We also held a focus group hosted by the Homebuilders and Remodelers Association of NH and met with EPA Region 1 staff. Finally, we met with our Advisory Group to review the proposed approach and initial comments received.

Meanwhile, IPI staff continued to develop the tools and documents needed to implement the proposed approach, including, for example, the electronic document tracking web-based site (eStudio), the draft memorandum of understanding for participating municipalities and applicants, and the standard operating procedures for the new pre-application and coordinated review processes.

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In coordination with the IPI project, IPI staff continued to work with other DES staff on several related process improvement efforts initiated previously, including the revised (combined) permit application acceptance process, improved coordination and streamlining of program notifications, and increased consistency in how the different permit programs comply and address specific requirements within their permit applications and review procedures.

- **Revised Permit Acceptance and Administrative Review Processes.** IPI staff will continue to support implementation and evaluation of the new process through 2010. Implementation of the new single process has been delayed due to the need to develop consistent approaches to meet statutory notice and coordination requirements.
- **Permit Program Coordination and Streamlining Notifications.** IPI staff is working with the various permit programs within Land Resources Management (LRM) to implement consistent changes to all programs' applications to ensure that applicants have complied with statutory notification requirements and consistently and correctly reference other program requirements. IPI staff continues to work closely with Land Resource Management staff and DES senior management to define an efficient solution to meet the statutory requirements to notify various parties and cooperate with other state agencies and programs, yet provide consistency across LRM programs without overburdening LRM staff.

We continued to explore using eStudio, an internet-based tool for document sharing and project management. eStudio appears to be able to support the needs of the IPI for the pilot stage, but will require duplicative tracking with the existing permit databases used by the permit programs. The full implementation of the IPI approach beyond the pilot stage will require additional IT commitments to function efficiently.

In terms of the schedule for the project, we are on schedule with the revised timeline presented last quarter. We received a number of comments during the focus groups and from the reviews by the Regional Planning Commissions. We continue to solicit additional input from builders and municipalities. We anticipate that we will complete our review of the comments received and have a final pilot program approach in August of 2010.

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Project Tasks and Status

Task #	Task Name	Task Description	Start Date (bold = revised 7/10)	End Date (bold = revised 7/10)	Task Status/Activity this Quarter
	Pre-Administration	Formal Acceptance of Grant by NH Governor and Executive Council	EPA grant award (approx. Oct 1, 2008)	Jan 14, 2009 (Approx 45-60 days after EPA grant award)	<ul style="list-style-type: none"> <li>Completed in prior quarters.</li> </ul>
1	Form Innovative Permitting Advisory Group	Establish and Support Core Advisory Group	Project start (officially is NH G&C approval on 1/14/09)	Formed April 2009/ On-going	<ul style="list-style-type: none"> <li>Advisory Group meeting held June 11, 2010.</li> </ul>
2	Recruit DES Pilot Staff	Identify and Solicit Participation of DES Project Staff (Permitting and Technical Assistance)	Project start	12 months (completed at 14 mos)	<ul style="list-style-type: none"> <li>DES staff participated in final events to develop the new IPI procedures and continue to be involved with other related process improvements within Land Resources Management.</li> <li>Specific staff from each targeted program selected and secured to work with IPI projects.</li> </ul>
3	Identify Needs and Recruit Consultants	Identify Needs and Secure Required Consultant Support	2-4 months	On-going/ grant completion	<ul style="list-style-type: none"> <li>No action this quarter.</li> </ul>

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Task #	Task Name	Task Description	Start Date (bold = revised 7/10)	End Date (bold = revised 7/10)	Task Status/Activity this Quarter
4	Develop a Coordinated Permitting Procedure	DES Permit Process Evaluation and Coordination Strategy Development	Project start	14 months for draft/ 18 months for final (July 2010)  <b>Draft Issued April 2010.</b>	<ul style="list-style-type: none"> <li>On-going work to develop supporting materials (e.g., SOP, joint IPI application, MOA for applicants).</li> <li>Continued work to implement a coordinated application receipt and preliminary review process to combine and standardize the process across 4 programs.</li> <li>Issued draft approach April 27, 2010.</li> <li>Conducted outreach and solicited comments on draft approach.</li> </ul>
5	Develop DES Pre-application Meeting Process	Pre-Application Meeting Requirements and Processes (for DES and applicants)	Project start	15 months for draft/ 18 months for final (July 2010)  <b>Draft Issued April 2010.</b>	<ul style="list-style-type: none"> <li>Working with a team of DES staff and outside municipal and developer representatives, conducted a 2-day event to define pre-application outcomes, steps, activities, and coordination between Federal, state, and local authorities.</li> <li>Issued draft approach April 27, 2010.</li> <li>Conducted outreach and solicited comments on draft approach.</li> </ul>

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Task #	Task Name	Task Description	Start Date (bold = revised 7/10)	End Date (bold = revised 7/10)	Task Status/Activity this Quarter
6	Define Guidelines and Information on Best Practices	Identify standards for higher environmental performance of land development projects	Project start	15 months for draft/ 18 months for final (July 2010)  <b>Draft Issued April 2010.</b>	<ul style="list-style-type: none"> <li>Finalized research to understand and compare alternative available “green” standards and identify proposed best practice standards and methods to measure performance for IPI for energy efficiency, water conservation, stormwater management, and location choice/site selection.</li> <li>Met with EPA Project Manager to review best practice standards.</li> <li>Issued draft approach April 27, 2010.</li> <li>Conducted outreach and solicited comments on draft approach.</li> </ul>
7	Develop Enhanced Technical Assistance Process	Develop guidance and procedures for providing technical assistance on higher environmental performance standards	14 months	18 months for draft/ 24 months for final	<ul style="list-style-type: none"> <li>Continued to collect ideas for providing enhanced technical assistance to participants (e.g., company mentors, agreements with low-cost technical advisors). Additional work on this task will follow completion of the pilot program materials and procedures.</li> </ul>
8	Develop Development Project Evaluation Procedures	Develop procedures for evaluating the environmental performance of development projects	8 months	15 months for draft/ 18 months for final  <b>Draft Issued April 2010.</b>	<ul style="list-style-type: none"> <li>Proposed methods for demonstrating compliance with IPI best practice standards and measuring/estimating the effect of these best practices during the application process and after construction.</li> </ul>

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Task #	Task Name	Task Description	Start Date (bold = revised 7/10)	End Date (bold = revised 7/10)	Task Status/Activity this Quarter
9	Develop Pilot Program Materials and Outreach	Develop informational materials on the pilot program and procedures	4 months	14 months for drafts  18 months for final/ ongoing	<ul style="list-style-type: none"> <li>Prepared and issued summary document of proposed draft pilot program for IPI.</li> <li>Updated DES website.</li> <li>Began development of draft pilot program supporting materials (e.g., application forms, MOAs, SOPs)</li> </ul>
10	Identify and Recruit Participants	Solicit potential participant municipalities and developers (applicants) to participate in pilot	4 months	On-going	<ul style="list-style-type: none"> <li>Conducted initial outreach to developers/developer representatives and communities that have expressed interest.</li> </ul>
11	Plan and Conduct Public Involvement	Develop and implement a plan to ensure broad public input to pilot program development and implementation (incorporates elements of other tasks)	Project start	On-going/ grant completion	<ul style="list-style-type: none"> <li>Conducted six focus groups with municipal, environmental, and developer/contractor representatives. Five focus groups were organized and facilitated by the Regional Planning Commissions (assistance paid for under another funding vehicle). Final focus group held by the Homebuilders and Remodelers Association of NH.</li> <li>Distributed email notice to all stakeholder previously identified to request comments on the draft pilot program approach.</li> <li>Regional Planning Commissions provided detailed comments on the proposed pilot program and distributed information and solicited comments from their member communities (this assistance paid for under another funding vehicle).</li> </ul>

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Task #	Task Name	Task Description	Start Date (bold = revised 7/10)	End Date (bold = revised 7/10)	Task Status/Activity this Quarter
12	Conduct Project Pilots	Process pilot program participants through pre-application meeting, provision of technical assistance, and coordinated permitting (target: 20 projects)	<b>18 months - ongoing</b>	On-going/ grant completion	<ul style="list-style-type: none"> <li>No action this quarter.</li> </ul>
13	Evaluate Pilot Program, Develop Case Studies, and Transfer Innovation	Evaluation and Reporting of Benefits, Challenges, and Opportunities of Pilot Program	6-8 months	On-going/ grant completion	<ul style="list-style-type: none"> <li>No action this quarter.</li> </ul>
14	Report Progress and Project Administration	Periodic reporting, recording keeping, quality assurance, and overall project management	3 months	On-going/ grant completion +120 days	<ul style="list-style-type: none"> <li>Progress report submitted April 22, 2010.</li> <li>Draft Pilot Program Approach Summary Document issued on April 27, 2010.</li> </ul>



### **Projection of Future Activities**

Next quarter we will review the comments received on the proposed pilot program and develop our final pilot program approach. We will update our QAPP to reflect the proposed approach for measuring outcomes and environmental benefits and begin to pilot the new procedures. We expect that we will begin initially to test specific parts of the new processes (e.g., the DES coordinated review, a single pre-application meeting, using eStudio for sharing information with a municipality), before soliciting individual projects to work through the whole new approach.

We will meet with our Advisory Group at least one more time in the course of finalizing the pilot program approach and likely again to review the effectiveness of the new procedures and identify any necessary modifications.

We will continue to assist staff to implement the new combined administrative review process and resolve other coordination issues for the 4 target permit programs

### **Financial Report**

Through June 30, 2010, we have expended \$135,013 of the grant award (approximately 50% of the grant award). The breakdown of expenditures is reported in the table below. Note that total expenditures reported previously were adjusted slightly due to late charges for telecommunications that were posted to the account this quarter.

Time expended by state-funded personnel on the project is being tracked using a specific timesheet code. During this quarter, \$22,982 in match was recorded. The total value of match time to date is \$120,643 (which equals around 47% of total project cost to date).

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Expenditures and Match Totals to Date

Object Class Category	Approved Budget	Expended this Quarter	Total Expended to Date	Match this Quarter	Total Match to Date	Total Project Costs to Date
1. Personnel	\$236,848	\$13,370	\$71,304	\$14,215	\$78,359	\$149,663
2. Fringe Benefits	\$133,866	\$12,334	\$43,888	\$8,107	\$40,304	\$84,192
3. Travel	\$2,600	\$137	\$374	\$0	\$0	\$374
4. Equipment	\$1,800	\$0	\$1,716	\$0	\$0	\$1,716
5. Supplies	\$4,508	\$435	\$2,056	\$0	\$0	\$2,056
6. Contractual	\$51,500	\$0	\$12,200	\$0	\$0	\$12,200
7. Construction	\$0	\$0	\$0	\$0	\$0	\$0
8. Other	\$16,411	\$170	\$421	\$0	\$0	\$421
9. Total Direct Charges	\$447,533	\$26,445	\$131,959	\$22,322	\$118,662	\$250,621
10. Indirect Costs	\$12,186	\$2,457	\$3,054	\$661	\$1,981	\$5,035
<b>11. Total</b>	<b>\$459,719</b>	<b>\$28,902</b>	<b>\$135,013</b>	<b>\$22,982</b>	<b>\$120,643</b>	<b>\$255,656</b>
Share	Recipient: 40.18%; Federal: 59.82%)		52.8% share		47.19% share	56% Percentage of Total Budget