

**Infrastructure & Capacity Building for Improved Incentive Development and Delivery of  
Performance-Based Programs  
Virginia Department of Environmental Quality  
Assistance Agreement No. EI-97346301-01  
Quarterly Report  
July - September 2008**

**Project Synopsis**

The project's schedule has been modified as a result of the interconnectedness of many of the tasks (i.e., the sequential completion of one task and then another has been determined to be impossible). The revised dates are reflected in the schedule below; dates that have changed appear in boldface.

Specific tasks accomplished during the last quarter are noted below and in the attached project schedule.

Completed Tasks:

1. July 15, 2008 conference call with DEQ Leadership Team to discuss ongoing activities of the project (see attachment). Topics addressed included:
  - a. The next planned stakeholder meeting planned for the October Virginia EMS Conference (entitled "Supporting Virginia's Regional Priorities: A Facilitated Discussion on Looking Beyond Your Fence Line")
  - b. VEEP Operations Manual development status
  - c. Status of the review of DEQ informational management resources for integration opportunities
  - d. Status of efforts to integrate VEEP into other agency training opportunities
  - e. Revisions to VEEP Compliance Review Procedure.
2. Meeting with representative of the Virginia Economic Development Partnership's small business assistance program to discuss possible partnership related to VEEP, August 6, 2008
3. VEEP Overview Presentation for DEQ Enforcement & Compliance staff on August 28, 2008 (see attachment)

**Schedule of Key Processes and Outcome Milestones** (deliverables are indicated with an \*)  
**(Reflecting Accomplishments for this Quarter and Projection of Activities and Major Expenditures for Remainder of Project Period)**

<b>Task Name</b>	<b>Task Description</b>	<b>End Date</b>	<b>Status/Notes</b>
<b>Establish Project Management Process</b>  * Deliverables: DEQ will submit a list of the POC and LT [Submitted with June 2007 report]	An internal committee (Project Oversight Committee or POC) will be created consisting of representatives of Central Office media offices, regional offices and VEEP program staff to provide the general direction and oversight of the project and to report periodically on its progress to DEQ's Leadership Team (LT), which is composed of senior DEQ managers. The LT, which meets quarterly, will make all policy decisions related to the project (except those delegated to the POC) and direct appropriate agency staff to implement the approved recommendations.	N/A	Completed (see earlier quarterly report).
<b>Hire Contractor</b>	Hire a qualified contractor to provide project support, including researching, document drafting, meeting facilitation, training module development and delivery, and other tasks included in the project.	N/A	Completed October 2007.
<b>Develop Strategy for Public Involvement/ Stakeholder Input</b>  *Deliverables: DEQ will submit copies of the meeting agenda and list of participants to EPA. [Final document to be included with April-June report.]	The POC will meet with representatives of the recently created VEEP Participants Association and others interested in the program to discuss project goals, schedule and expected outcomes and revise the project plan and schedule as necessary based on feedback from stakeholders.	60 days after grant acceptance	Completed January 2008.

<p><b>Project Updates</b></p> <p>*Deliverables: Copies of meeting and presentation materials as well as NGOs invited to participate will be submitted to EPA.</p>	<p>Updates on the project will be provided (and feedback sought) at the annual VEEP meeting, the annual Environment Virginia conference and the VEEP web site. Non-governmental organizations will be invited to participate in those forums as well as in the development of the awards program.</p>	<p>N/A</p>	
<p><b>VEEP/PT Policy and Procedures Review</b></p> <p>* Deliverables: DEQ will submit copies of recommended policy and procedure modifications to EPA.</p>	<p>Conduct a review of the current status of VEEP and PT policies and procedures development and implementation. Make initial recommendations for POC review regarding improving information flow and facilitating the development and implementation of incentives and other procedures.</p>	<p><b>12/15/08</b></p>	<p>Contractor review of VEEP policies and procedures was initiated in November 2007 and is ongoing.</p>
<p><b>Baseline Survey of DEQ Managers</b></p> <p>* Deliverables: DEQ will submit copies of the survey and its analysis to EPA.</p>	<p>Develop, conduct and analyze baseline survey of DEQ managers prior to implementation of in-reach training to assess knowledge of VEEP and PT</p>	<p><b>2/2008</b></p>	<p>Completed in February 2008. Copy of summary attached. Survey submitted with previous quarterly report.</p>
<p><b>Review of Incentives for VEEP/PT Facilities Provided to Date</b></p>	<p>Conduct a review of incentives or benefits (both formal and informal) provided to date to VEEP and PT facilities (February 2007 – April 2007)</p>	<p><b>10/30/09</b></p>	
<p><b>Incentives Delivery Plan Improvement Recommendations</b></p>	<p>Develop recommendations for POC review for implementation of incentives; the POC will forward its recommendations to the LT to be incorporated into the</p>	<p><b>12/30/08</b></p>	

<p>* Deliverables: DEQ will submit copies of the recommendations for POC to EPA.</p>	<p>VEEP Operations Manual (see below).</p>		
<p><b>EMS Enforcement Forum &amp; Policy Recommendations</b></p> <p>* Deliverables: DEQ will submit copies of the forum agenda, speakers materials and attendees list to EPA.</p>	<p>Organize and conduct a forum to explore the potential incentives for promoting EMS through DEQ's enforcement program. Based on outcome of the forum, the Project Oversight Committee will make recommendations to the LT.</p>	<p><b>4/30/09</b></p>	
<p><b>Promotion of Private Sector Incentives</b></p> <p>* Deliverables: DEQ will submit copies of the recommended strategies, forum presentation materials and attendees list to EPA.</p>	<p>Investigate options and develop recommended strategies to promote private sector incentives and benefits. Organize and conduct a forum for relevant financial sector institutions.</p>	<p><b>1/30/09</b></p>	
<p><b>Develop and Deliver DEQ Training Program</b></p> <p>* Deliverables: DEQ will submit copies of its training plan and</p>	<p>Conduct a review of other state and federal programs to identify existing tools, outreach strategies and training programs for potential use during the project, including information gathered by Kentucky under its SIC 2005 project. Develop a training plan and materials for DEQ staff, including overview training for new employees and more-focused training for existing staff who have some</p>	<p><b>9/29/09</b></p>	

materials to EPA.	familiarity with the program (the POC will make recommendations to the LT who will make a decision as to which employees will be required to attend the training and at what frequency). Conduct staff training. Incorporate into VEEP Operations Manual.		
<b>Review of DEQ Information Management System for Opportunities</b>  * Deliverables: DEQ will submit copies of its recommendations to EPA.	Research and make recommendations to the LT regarding increasing the visibility of and content related to VEEP available to DEQ program and regulatory staff through the Comprehensive Environmental Data System (CEDS), and potentially the Department’s new CEDS “data mining” initiative. Integration of VEEP into the system should significantly increase the recognition of the facilities by the regulatory staff.	<b>12/30/08</b>	
<b>Develop VEEP Operations Manual</b>  * Deliverables: DEQ will submit copies of the revised VEEP Operations Manual to EPA.	Review of existing processes, interview appropriate staff and review relevant materials from other states and EPA that address the following topics: application/renewal/annual report process; review of applications and annual reports; member services; regulatory incentives (development and delivery); conducting facility site visits; annual performance reporting; data and website management; recruitment; DEQ in-reach; and, compliance screening. The manual will include sample documents and language for use by VEEP staff as well as program staff (e.g., sample language to be inserted into inspection reports and other correspondence between DEQ and regulated facilities promoting VEEP and Performance Track).	<b>10/15/09</b>	Task initiated January 2008.
<b>Develop Governor’s Environmental Excellence Awards Implementation Plan</b>	Review options and make recommendations to the LT for implementation of the “Governor’s Environmental Excellence Awards.”		Completed – award program was revised under a separate initiative. See attached

<p>* Deliverables: DEQ will submit copies of its recommendations on the awards program to EPA.</p>			<p>documentation from 2008 Awards program.</p>
<p><b>Conduct End-of-Project Survey of Participating Financial Institutions</b></p> <p>* Deliverables: DEQ will submit copies of the survey and results to EPA.</p>	<p>Conduct survey of financial institutions participating in the forum to assess whether any change in/new incentives for high-performing facilities has/have been implemented or are planned.</p>	<p><b>10/1/09</b></p>	
<p><b>Conduct End-of-Project Survey of DEQ Managers</b></p> <p>* Deliverables: DEQ will submit copies of the survey and results to EPA.</p>	<p>Conduct survey of managers to assess whether knowledge of VEEP and PT has increased as a result of the project.</p>	<p><b>9/30/09</b></p>	
<p><b>Conduct End-of-Project Review of VEEP/PT Results</b></p> <p>* Deliverables: DEQ will submit copies of the review results to EPA.</p>	<p>Conduct review to determine whether VEEP/PT participation rates have increased over the project term. Conduct a review of VEEP/PT annual performance reports and TRI reports to determine the environmental outcomes of the initiative.</p>	<p><b>9/30/09</b></p>	
<p><b>Final Report</b></p> <p>* Deliverables: DEQ</p>	<p>Final report prepared</p>	<p>N/A</p>	

will submit copies of the final report to EPA.			
<b>Quarterly Reporting</b>	Submission of quarterly progress reports to EPA Region III and EPA Headquarters OPEL.	End of grant project	
<b>Quality Assurance Plan</b>	Development & approval of project Quality Assurance Plan	To be employed throughout project period	

## **Financial Report**

Confidential financial information removed by EPA.