

State of Rhode Island Department of Environmental Management
Office of Strategic Planning & Policy

FY2004-FY2005 WORK PLAN
UPDATE June 27, 2003

I. Overview/Office Description:

This document is a work plan for the Office of Planning and Policy for fiscal years 2004 and 2005 from July 1, 2003 to June 30, 2005 as part of the Department's strategic work plan and Performance Partnership Grant (PPG) and Performance Partnership Agreement (PPA) with the United States Environmental Protection Agency (EPA).

The Office of Policy and Planning develops policies, plans, environmental indicators and performance measures and coordinates development of strategies, multi-agency and multi-media plans and related reports. These include the Department's Work Plan and the Performance Partnership Agreement and Grant with EPA. The office also develops targeted public participation and outreach strategies to help implement the Department's goals and priorities.

A. Program Highlights: Policy Development

1. Environmental Equity/Justice
2. Greenhouse Gas /energy policy
3. Solid Waste Planning/Policy
4. Sustainability/green design

B. Strategic Planning

1. DEM Strategic Work plan
2. Performance Partnership Agreement/Grant
3. Semi-annual Work Plan Progress Reports
4. SCORP: DEM Implementation plan
5. DEM Fiscal Fitness Implementation plan

C. Transfer of Earth Day and Get the Drift and Bag It

The work program has been cut to reflect the reduction in staff from 10 to 6 since January 2002 and may change from time to time to reflect further changes in staffing levels.

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II. Mission of Program:

The mission of the Office is to develop and enhance policies and programs to preserve, protect, and restore Rhode Island's environment through planning and policy development, and public participation.

III. Program Highlights and Key Strategies:

The Policy and Planning Office works with many partners inside and outside the Department. Our major partners are the DEM management and programs, the State Energy Office, EPA, national and regional environmental associations, RI environmental groups, non-profit agencies such as neighborhood associations, EPA and other federal agencies, and non-profits such as ECOS, NEGCEPC/NESCAUM and NEWMOA.

Core functions include:

- providing planning assistance, policy research, analysis, and recommendations to management as needed
- coordinating development and implementation of the Department's Strategic Work Plan, evaluation processes and progress reports.

Other major policy initiatives in FY'04 & FY'05 include:

- Coordinate development of and help implement DEM SCORP work program.
- Coordinate development of the FY 2004 – 2005 DEM Strategic Work Plan
- Coordinate development of the FY 2004 – 2005 Performance Partnership Agreement with EPA.
- Coordinate/assist with implementation of FY 2004 – 2005 Environmental Equity Policy initiatives regarding:
 - School siting
 - Public participation in regulatory proceedings
 - Train DEM staff in Environmental Equity issues
- Help update Solid Waste Comprehensive Plan in conjunction with the DEM OWM, RIRRC, and other stakeholders. Assist with developing policy for DEM role in waste prevention, recycling and litter prevention.
- Represent Department on the State Technical Committee, the Rhode Island Renewable Energy Fund and the Rhode Island Demand Side Management Collaborative and other committees as required by director.
- Complete development, raise funds and coordinate implementation of RI Energy & Greenhouse Gas Action Plan Phase 3, consistent with regional plans and policies. Due to staff reductions SPP role will be limited to:
 - Fundraising
 - Overseeing work of technical and facilitation consultants
 - Coordinating meetings of working group and stakeholders
 - Coordinating development and implementation of a public participation plan

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- Coordinating the development of a Government Lead by Example program
- Help develop strategies for implementing RI Fiscal Fitness Plan (cannot do)
- Help develop DEM sustainability initiative: source reduction, recycling and waste prevention strategy
- Coordinate development of a State agency recycling and environmentally preferable purchasing initiative ????
- Work with divisions to refine indicators and performance measures
- Transfer of Earth Day and Coastal Cleanup
 - Develop a draft workplan (done)
 - Provide orientation to DEM's new Earth Day/Coastal Cleanup coordinator.

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OBJECTIVE 1: Develop policies and plans with Department managers, staff and stakeholders		ENVIRONMENTAL INDICATOR(S): Timely and effective strategies to deal with challenges that have input and support from programs and stakeholders
STRATEGY	ACTIVITIES	Performance Measures
1) Work with DEM offices, other government agencies and stakeholders to develop strategies and action plans on emerging and priority environmental, natural resource and sustainability issues	<p>Environmental Equity</p> <ul style="list-style-type: none"> • Assist ombudsman in development of a stakeholder group to act as an environmental equity advisory committee • Train DEM staff on EE • Identify outreach and education priorities, methods and formats to reach minority and low-income residents. • With Environmental Protection Bureau, coordinate development of a policy regarding siting schools on contaminated sites (pending funding). • Assist with development of enhanced public participation policy/guidance for regulatory issues including regulation development; pre-permitting, permitting, inspection, enforcement, and remediation. (Evaluate feasibility of incorporating into regulations) 	<p>Performance Measures</p> <ul style="list-style-type: none"> • Stakeholder Environmental Equity Advisory Committee convened by 6/04 • DEM Environmental Equity Training curriculum developed by 11/03. • Fifty percent of DEM staff trained by 9/05. • Outreach and education priorities, methods and formats for residents developed by 6/04 (dependent on staffing). • Funding for outreach materials acquired by 6/05. • School siting <ul style="list-style-type: none"> – Research process for building new schools and relationship between municipal school, planning and zoning departments and Department of Education (October 2003) – Determine what other jurisdictions are doing on the school siting issue (September 2003) – Research RI school projects currently underway or planned and determine which are being sited on potentially contaminated properties (October 2003) – Meet with regulatory staff to review findings, determine next steps and move forward with policy development (November 2003) – Try the policy out in one or more jurisdictions – School Siting Policy adopted by 5/05 • Public participation <ul style="list-style-type: none"> – With ombudsman, outline current DEM processes for public participation and outreach in regulatory programs (September 2003) – Research other state models for public participation and outreach (September 2003) – Determine best practices (October 2003) – Meet with regulatory divisions to review findings and determine next steps (November 2003) – Formulate draft public participation policy January 2004 – Adopt policy June 2004 – Train and assist divisions with implementation of policy (July 2004 – June 2005)

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<p>Coordinate development, fundraising & implementation of Rhode Island Energy and Greenhouse Gas Action Plan Phase III. This includes overseeing consultant research and facilitation, planning for and participating in 3 stakeholder meetings, 10 working groups meetings and managing logistics for stakeholder meetings. Strategies under consideration include:</p> <ul style="list-style-type: none">• Complete unfinished Phase 2 strategies<ul style="list-style-type: none">– Vehicle Efficiency Incentive Act– Renewable Portfolio Standards Act– Efficient Appliances Act– Evaluate next step in transit oriented development• Revise RI CAA regulations for clean distributed generation and combined heat & power (OAR lead)• Help develop and implement government lead by example package (RISEO lead)• Develop residential appliance efficiency program (depends on Narragansett Electric DSM funding, leadership)• Develop urban suburban forestry initiative (depends on funding and leadership from Agriculture and Forestry divisions)• Develop PAYT solid waste program (dependent on RIRRC funding/ RIRRC lead)• Develop resource management contracting initiative (Dependent on RIRRC funding/RIRRC lead)• Develop & implement energy/GHG outreach and education program (SPP lead)• Develop tracking system for GHG emissions (OAR lead)• Serve on RI Renewable Energy Fund<ul style="list-style-type: none">– Chair policy committee– Develop & enhance Fund Guidelines• Serve on RI Demand Side Management Collaborative	<ul style="list-style-type: none">• Legislative fate of bills• Programs developed for implementation (depends on funding which programs working groups implement when they reconvene Sept. 03• Issuance of government lead by example executive order or equivalent• CAA regulations revised for Clean DG/CHP• # of clean DG/CHP applications processed• energy savings, costs savings & emissions reductions from strategies chosen by stakeholders.
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OBJECTIVE 1: Develop policies and plans with Department managers, staff and stakeholders		ENVIRONMENTAL INDICATOR(S): Timely and effective strategies to deal with challenges that have input and support from programs and stakeholders
STRATEGY	ACTIVITIES	PERFORMANCE MEASURES
	Comprehensive Solid Waste Plan <ul style="list-style-type: none"> • Help write municipal recycling and source reduction chapters. • Review drafts of subcommittee reports and draft Comprehensive Plan • Participate on source reduction and recycling subcommittees • Help develop draft DEM source reduction, recycling and waste prevention strategy 	<ul style="list-style-type: none"> • Comprehensive Solid Waste Plan adopted as element of State Guide Plan by June 2004 in conformance with the waste management hierarchy established in law • Draft strategy by Dec 31 03.
	<ul style="list-style-type: none"> • Coordinate development of DEM SCORP 5 Year Workplan • Help implement DEM SCORP 5 Year Workplan 	<ul style="list-style-type: none"> • DEM SCORP 5 Year Workplan draft developed by July 31, 2003 • Implementation depends on SCORP work plan priorities (TBD)
	<ul style="list-style-type: none"> • Coordinate State agency recycling and environmentally preferable purchasing (EPP) initiative, through a work group composed of representatives from SPP, DEM/OWM, and DOA. 	<ul style="list-style-type: none"> • % of agencies with contracts for recycling. • EPP in place by 6/04 (dependent on staffing) • Volumes of recycled materials, expenditures, and recycling facilities receiving materials as reported by vendors. Cannot be done with current staffing

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OBJECTIVE 2: Develop and coordinate strategic planning process to achieve Department goals, priorities and results		ENVIRONMENTAL INDICATOR(S): Major Department goals and objectives are achieved
STRATEGY	ACTIVITIES	PERFORMANCE MEASURES
<p>Coordinate development and implementation of a strategic planning structure and processes for the Department that describes environmental conditions, the goals and objectives of the Department, and the results that we hope to achieve.</p>	Coordinate development, implementation and reporting for the Departmental Strategic Workplan and PPA for FYs 2004/5	<ul style="list-style-type: none"> Working draft of DEM Strategic Work plan by July 03 Single controlling document for DEM/EPA PPA/PPG for 2004/5 signed by September 2003. Draft progress reports by January 15, 2004, August 1, 2004 and January 15 2005
	Coordinate revision of DEM work plan to implement RI Fiscal Fitness Plan	<ul style="list-style-type: none"> Revised DEM Strategic Work Plan March 31 04 (Assuming RIFFP is issued January 1 04)
	Work with Divisions to develop and refine indicators and performance measures, including evaluating the feasibility of aligning the Strategic Work Plan with performance measures in FY'05 budget	<ul style="list-style-type: none"> Ongoing. Lack staff for proactive effort Re-evaluate/make recommendations for indicators and measures, development of new performance measures to be used in the FY'05 budget by 10/03. Train department staff on developing measures and using forms as needed. Lack staff for proactive effort
	Help write and publish Annual Report on Department progress and environmental results	<ul style="list-style-type: none"> Publish March 2003
	<p>• Strengthen policy and planning function</p>	Consult with federal, regional and state planning experts; participate in policy and planning conferences and workshops

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OBJECTIVE 3: Coordinate public participation and outreach to support priority Department issues and programs and to involve constituents in solving environmental and public health problems		ENVIRONMENTAL INDICATOR(S): Active involvement and support of public in Department initiatives
STRATEGY	ACTIVITIES	PERFORMANCE MEASURES
	Develop and implement GHG outreach strategy	<ul style="list-style-type: none"> • Draft plan developed by 6/04 date • Implement 12/04 date
	Develop Earth Day workplan (done) Provide orientation for staff taking over Earth Day effort	<ul style="list-style-type: none"> • Transfer of program complete by Sep. 30 03
	Provide orientation for staff taking over Bag It effort	<ul style="list-style-type: none"> • Transfer of program complete by Jul. 31 03
	Continue to serve on Department Training serve on Department Training and Committee and conduct training workshops as policy and planning work plan permits	<ul style="list-style-type: none"> • Monthly meetings (Role reduced due to short staffing) • Number of trainings coordinated, number of participants