



Indiana's Comprehensive Local Environmental Action Network (CLEAN) Community Challenge

Information and Tips for New Calendar Year Reporting

About the CLEAN Program

CLEAN stands for Comprehensive Local Environmental Action Network. The CLEAN Community Challenge is a voluntary recognition program for cities, towns, and counties that go above and beyond environmental regulatory compliance and make significant commitments to environmental management. For more information about CLEAN, please visit www.in.gov/idem/prevention/2361.htm.

New Annual Performance Reporting Process

Beginning in 2014, members of the CLEAN Community Challenge will report progress on their environmental goals on a calendar year basis. This is a change from the previous method of reporting based on each member's CLEAN designation date. The format for reporting has also changed. Each community will submit a Community Progress Spreadsheet along with the CLEAN Annual Performance Report (APR) form. Your Community Progress Spreadsheet and APR will now be due every year on the first Monday in March.

Community Progress Spreadsheet

The Community Progress Spreadsheet is a data tracking tool that has been developed for CLEAN members to use to record and report annual progress on their environmental goals. This spreadsheet is specific to each community and is cumulative. Instead of starting a new report each year, participants will add a progress update on the spreadsheet each year and submit to the CLEAN program manager by the first Monday in March.

New Annual Performance Report State Form

There is also a new streamlined APR state form that CLEAN members will submit to IDEM, along with the Community Progress Spreadsheet. This is State Form #53116 (R2 / 9-13) and can be found at http://www.in.gov/idem/5157.htm#op2_clean. This brief form asks general questions about your environmental activities over the previous year (for example, outreach efforts, environmental awards received, environmental emergencies, etc.) and requires a signature to certify that your APR form and Community Progress Spreadsheet are correct and that you continue to maintain your eligibility to participate in CLEAN.

Steps for Completion

- Note that there is a separate tab on the spreadsheet for each of your environmental goals.
- Confirm that the specific information on each tab of your spreadsheet regarding objectives, targets and units of measurement are correct for each of your goals. Make any necessary revisions.

- ❑ Fill in the information at the top of the spreadsheet regarding baseline. Fill in the number of months and the time period for your baseline evaluation. (The baseline is not required to be 12 months.) In the Notes Section, describe how your baseline was established.
- ❑ Look at the reporting year description at the top of the spreadsheet. Determine which reporting year covers the current time frame. (Because CLEAN data is reported on a calendar year basis and each community started the program at a potentially different time of year, the reporting years are specific to each community.)
- ❑ Fill in the data in the appropriate reporting year box for each of the goals.
- ❑ Fill in the “Progress made and challenges overcome” question for the appropriate reporting year for each of your goals. Remember to include cost savings and efforts to inform the public of your progress. Also, please include plans for future improvement if your goal has not been met, or if progress has been slow.
- ❑ At the end of your CLEAN term, fill out the “Total Progress over membership term” information and explain your results in the notes section.
- ❑ Submit the Community Progress Spreadsheet, along with CLEAN Annual Performance Report State Form #53116 (R2 / 9-13), to the CLEAN program manager by the due date. The due date will be on the first Monday in March of each year.
- ❑ Continue tracking the progress of your goals and update the Community Progress Spreadsheet throughout the year.

Tips for Success

- ❖ Whenever possible, please quantify your progress with numerical measurements. If numerical measurements are not possible for your particular goal, limit your narrative at the top of each spreadsheet to a key phrase. Give more of a detailed description in the “Progress made and challenges overcome” sections below.
- ❖ Whenever possible, please convert your units of measurement to pounds or gallons. Units of measurement that are based on containers or other non-standard units are difficult to compile for overall CLEAN Community Challenge results. (For example, a recycling bin in one community might be vastly different in size from a bin in another community.)
- ❖ Baseline determination does not have to cover a 12-month period. Use whatever time frame makes sense for your particular goal. Also, a baseline does not have to be a numerical measurement. It can also describe the baseline situation prior to a goal being implemented. Please ask the CLEAN program manager for further clarification, if necessary.

For more information on the Indiana Department of Environmental Management's CLEAN Community Challenge, please visit <http://www.in.gov/idem/prevention/2361.htm> or contact CLEAN Community Challenge Program Manager at (800) 988-7901 or CLEAN@idem.IN.gov.