State & Tribal Response Program

What we are working toward
What are we trying to do?

Our Mission – protect people, not clean up sites. Can’t dwell on this enough... We use CLEANUPs to get attention

- Develop our program (R&R) within a Program (CSP)
- Understand the environmental issues of concern
- Understand what is going on with other environmental programs and their development
- Help build a sense of community – it is better to work together than separate
Basics of our grant

- Education and outreach – *Help others to understand the brownfield philosophy and the various elements of brownfields*
  - *There are lots of facets to these programs, and we know some things, and have a lot to learn about others.*
- Assistance to others
  - *Grants, management, outreach, assess/cleanup*
- Assessments/Cleanups – *would like to increase these*
- Training – *We could do more of this*
Questions

- What do we all see as our core mission?
- What is it we need to do our jobs better?
- What are the greatest impediments to managing our programs?
- Are we all qualified to do our jobs?
  - Do we need training?
  - Do we understand regulatory requirements?
  - What do we know about development planning?
- What is it DEC can do to assist?
- What are other programs planning to do

_We have a survey to hand out_
Flow Chart Slides
Basic Flow Chart

Start

Process step 1

Decision?

Choice 1

Process step 2

Choice 2

Process step 3

Process step 4

Process step 5

Process step 6

End
<table>
<thead>
<tr>
<th>Symbol</th>
<th>Represents</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="symbol.png" alt="Circle" /></td>
<td>Start/Stop</td>
<td>Receive complaint, Receive request, Proposal</td>
</tr>
<tr>
<td><img src="symbol.png" alt="Diamond" /></td>
<td>Decision Point</td>
<td>Yes/No, Agree/Disagree, Pass/Fail</td>
</tr>
<tr>
<td><img src="symbol.png" alt="Rectangle" /></td>
<td>Activity</td>
<td>Hold a meeting, Make a phone call, Send a request</td>
</tr>
<tr>
<td><img src="symbol.png" alt="Rectangle" /></td>
<td>Document</td>
<td>Report is completed, Meeting minutes, Forms filled out</td>
</tr>
<tr>
<td><img src="symbol.png" alt="Circle" /></td>
<td>Connector</td>
<td>Go to another page or another part of the flowchart</td>
</tr>
<tr>
<td><img src="symbol.png" alt="Inverted Triangle" /></td>
<td>Delay</td>
<td>Waiting for a service, Report sitting on a desk</td>
</tr>
</tbody>
</table>
More complex Flow Chart
STRP Basic Outline

1. Establish Staffing an Office
   - Staffing
     - Positions filled
     - Roles defined
     - Office/Furniture
     - Workspace
     - Phone/Fax
     - Filing cabinet
   - Equipment
     - Computer/Internet
     - Software
     - Camera
   - Supplies
     - Paper/pens/etc.
     - Folders/lables
   - Documentation
     - TRP Workplan
     - STRP Handbook
     - Reg/Technical
   - Document Staff Authorities/Expectations

2. Communication/Coordination
   - Contact Support
     - EPA Project Officer
     - DEC/R&R
     - Alaska TRPs
     - IGAP Team
     - BF TPT support
     - Local
     - City/Region
     - Tribe/Council
     - Corporation
     - School District
     - Meetings
     - City Council
     - Tribal Council
     - Corporation
     - other

3. Training/Skills development
   - Office Skills
     - Computer use/access
     - Software
     - Filing
   - Management
     - Time management
     - Communication
     - Grant Administration
     - Accounting
     - Reporting requirements
     - Federal forms
     - Funding request
     - Workplan submittal
   - Technical
     - Assessments
     - Cleanup

4. Task Items
   - Identify Workplan Priorities
   - Clarify discrete tasks for each Priority
   - Summarize approach for reporting
   - Coordinate priority with EPA
   - Four Elements + Public Record

5. Quarterly Reporting
   - Establish Report Outline
   - Summarize activities
   - Incorporate Status Info from Task Items
   - Review/Proof Read
   - Obtain internal Approval
   - Finalize Quarterly Report for EPA
   - Submit to EPA

Task Completion

Follow Workplan Outline for Report Outline
Single Task Outline

Sample flow chart for Communication & Outreach

Communication & Outreach

- Summarize Primary Goal of Outreach
  - What is it that you are trying to accomplish with this outreach? Is it mandatory, elective, or beneficial to your program goals? What is it you want to come away with?

- Identify Subject Matter to Cover
  - What specific information do you want to cover? What background info is necessary for audience to understand?

- Identify Audience
  - What information does your audience already have about the subject matter? Are they likely favorable or not favorable to your information?

- Create Outline
  - Summarize details per topic
  - Create PowerPoint Presentation (Optional)

- Presentation

  - Summarize what you want to walk away with.
  - List out topics you think are specific to your subject.
  - Be prepared for your audience and do not expect them to be readily acceptable to everything.

DEC’s Reuse & Redevelopment Program