



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

How does my community achieve membership?

Steps to achieve and maintain Indiana CLEAN Community membership:

- Schedule an *introduction meeting* with the CLEAN Program Manager.
- Create a *stakeholder committee* and designate a *committee leader*.
  - Committee members can be representatives from different municipal departments.
  - Ideally, the Mayor and/or a Town Council representative would be a member.
- Schedule and participate in a *compliance site visit* with the CLEAN program manager.
- Develop a *mission statement* showing that managing environmental and community issues are a high priority and have it adopted through resolution, executive order, or an ordinance.
  - Commitment to compliance with requirements and voluntary commitments
  - Pollution prevention
  - Continuous environmental improvement
  - Continual sharing of environmental decisions and performance information with the community
- Schedule and participate in an *aspects and impacts meeting* including the stakeholder committee and CLEAN Program Manager to rank municipal activities and their potential environmental and human health impacts.
- Schedule and participate in an *environmental initiatives meeting* including the stakeholder committee and CLEAN Program Manager to develop five (5) environmental goals with action plans for the community to achieve during the membership term.
  - Goals should be achievable and measurable.
- Develop a continual improvement process by developing the *Quality of Life Plan (QLP)*.
  - Determine which departments will be included within the QLP.
- Obtain *three (3) letters of recommendation*. They should be obtained from:
  - A local business
  - An environmental organization
  - A civic/community organization
- Develop a *Record Retention table* which will be included within the QLP as an attachment.
- Complete the *CLEAN Community Challenge Program Application, State Form 51826*.
  - Available at [http://www.in.gov/idem/5157.htm#op2\\_clean](http://www.in.gov/idem/5157.htm#op2_clean).
- Submit *CLEAN application packet* to CLEAN Program Manager. Packet should include:
  - Completed CLEAN Community Challenge Program Application, State Form 51826
  - A Quality of Life Plan including a copy of the adopted mission statement, aspects and impacts, environmental initiatives, and record retention table.
  - Three (3) Letters of Recommendation.
- Upon approval from IDEM Commissioner, be *designated* as an Indiana CLEAN Community for duration of membership term.
- Implement environmental initiatives* during membership term.
- Complete and submit the *Annual Performance Report (APR)* and *Community Progress Spreadsheet* to CLEAN Program Manager by the first Monday in March of each year.