

# Indiana Department of Environmental Management Environmental Stakeholder Inclusion 2022 Annual Report



Rahim Evans delivers an outreach presentation  
to “Save the Dunes” on November 4, 2022



# Indiana Department of Environmental Management (IDEM)

## Environmental Stakeholder Inclusion (ESI) 2022 Annual Summary

### Trends - Statewide Socioeconomic Maps

The 2020 and 2022 Statewide Socioeconomic Maps have notes about socioeconomic indicators (Appendix 1). The maps were created with a combination of US Census and American Community Survey (ACS) data. The following are notable results obtained from comparing these indicators between the two maps:

- There was a slight decrease in Indiana residents who self-identified as a racial minority, 22% in 2020 versus 18.8% in 2022.
- The percentage of Indiana residents reporting annual incomes of less than twice the poverty level increased from 22.2% in 2020 to 29.8% in 2022.
- Indiana residents identifying as Hispanic remained stable during the period (7.4% in 2020 and 7.3% in 2022).

### Overview

The ESI program has made significant progress during the 2022 calendar year, as follows:

- **Hiring of ESI Coordinators**

IDEM has an interest and desire to support an ESI program. It is important to have staff dedicated to help create an agency wide understanding of ways advancements can be made in environmental justice (EJ) efforts which align with the agency's mission. Two full-time ESI coordinators were hired in the summer of 2022. One coordinator, based out of the Northwest Regional Office (NWRO), serves northern Indiana, with a primary focus on the Lake Michigan basin and the Grand Calumet River Area of Concern (AOC). The other coordinator, based out of the Indiana Government Center North (IGCN), serves Indianapolis, the surrounding counties, and southern Indiana. The IGCN coordinator also is bilingual and speaks fluent Spanish.

- **Development of ESI Stakeholder Request SOP**

In 2020-21, IDEM developed an ESI module in the agency's record keeping system (TEMPO). The ESI module allows IDEM to track ESI stakeholder requests and responses to requests. In September 2022, a standard operating procedure (SOP) was developed and finalized to explain the process for responding to ESI requests (Appendix 2). As of December 2022, the agency's current Nondiscrimination Policy was being amended to include the new SOP.

- **Creation of External Stakeholder Outreach Presentations**

Initially, two PowerPoint presentations were created for external outreach efforts. One was created generally for community-based stakeholders. The other targeted companies, industries, and IDEM permit holders. The community-based presentation explained the basic IDEM ESI program. The second presentation explained the program and outlined ways that companies, industries, and permit holders can be "better neighbors" in the communities where they reside. The ESI presentations evolved over time and the ESI coordinators added data from applicable census blocks using the Climate and Economic Justice Screening Tool database in both the community-based and company/industry/permit holder presentations. This data helps all stakeholders understand how census blocks are "disadvantaged" with respect to various criteria in the screening tool developed by the White House Council on Environmental Quality.

- **Development of ESI External Stakeholder Outreach Plan**

An ESI plan was developed to outline the agency's approach to external outreach efforts (Appendix 3). The purpose of the plan is to explain the IDEM ESI program to external stakeholder groups, which includes neighborhood organizations, EJ groups, environmental groups, state partners, external organizations, private companies and industries, and IDEM permit holders. External outreach efforts provide an opportunity for IDEM to understand a wide variety of EJ issues. IDEM will be spending the 2023 calendar year meeting with these groups to better understand the universe of EJ and ways to assist with meaningful EJ efforts.

- **Launch of External Outreach**

Starting in October 2022, IDEM's ESI coordinators conducted eight external outreach efforts in 2022 (Appendix 4).

- **Providing EJ Grant Analysis**

The Biden administration created numerous grant opportunities through the Justice 40 initiative, Bipartisan Infrastructure funding, and Inflation Reduction Act funding. As a result, almost all grant application processes now require EJ analysis as a grant funding requirement. For example, in October, the IGCN ESI coordinator provided an EJ analysis as part of the pass-through grants for Non-Point Source watershed planning and implementation across the state. This required the coordinator to utilize GIS watershed layers and develop a grading system for each of the grants submitted (Appendix 5). Awards were made to twelve out of sixteen grant applications with scoring taking into consideration the EJ analysis that was provided. Several more grant opportunities have been made available beginning in late November 2022 under these funding authorities requiring similar EJ analysis by the ESI program coordinators in 2023.

- **Creation of Lake Michigan Programs Outreach Plan**

In late 2022, the NWRO ESI coordinator developed a draft outreach plan for 2023 covering IDEM's four Lake Michigan Programs, which was expected to be finalized in the first quarter of 2023. The focus in 2023 will be on developing relationships and piloting new engagement strategies with community members; designing and purchasing outreach supplies; and collecting data to improve outreach and engagement strategies. The NWRO ESI coordinator will initially target efforts within the Grand Calumet River AOC community of East Chicago and has developed the Lake Michigan Programs 2023 Outreach Plan (Appendix 6).

## **ESI/EJ Successes**

The Annual Federal-State AOC meeting was held at the Fort Harrison State Park Inn on December 7 and 8, 2022. IDEM and the Indiana Department of Natural Resources (IDNR) met with EPA and a number of other federal agencies to discuss progress, timeframes, and concerns with respect to efforts to delist the Grand Calumet River AOC. Rahim Evans, the NWRO ESI coordinator, presented a draft EJ plan and presented ideas on forming partnerships to make the AOC more accessible to disadvantaged communities. This led to a lengthy conversation among the partners. In addition, EPA unveiled a noncompetitive funding opportunity for AOCs with active Management Actions for governmental entities, not limited to IDEM and IDNR. The EPA will review, and potentially fund, community-oriented enhancement projects to provide improved access to blue and green spaces, recreational opportunities, job training, improved avenues for engagement, or other benefits that have a connection to the AOC work being completed under the Remedial Action Plan. IDEM will actively seek to take advantage of this and other EJ-related funding opportunities in 2023.

Herb Engman, IDEM ESI coordinator, made an ESI presentation to the Martindale-Brightwood Association on October 13, 2022, after which he asked for comments from stakeholders. Several stakeholders expressed concerns about numerous lead water service lines in this neighborhood. This led Office of Program Support Assistant Commissioner Bob

Lugar to engage in follow-up discussions with Citizens Energy. Those conversations led to a partnership between Martindale-Brightwood, Citizens Energy, and IDEM to explore a lead water service line replacement project.

Both of IDEM's ESI coordinators were engaged in external outreach efforts in 2022. They will continue outreach efforts in 2023 with a goal of examining the EJ concerns of stakeholders and making recommendations to IDEM management to address these concerns.

# Potential Areas of Environmental Justice Concern

Based on 2020 ESRI Estimate Data

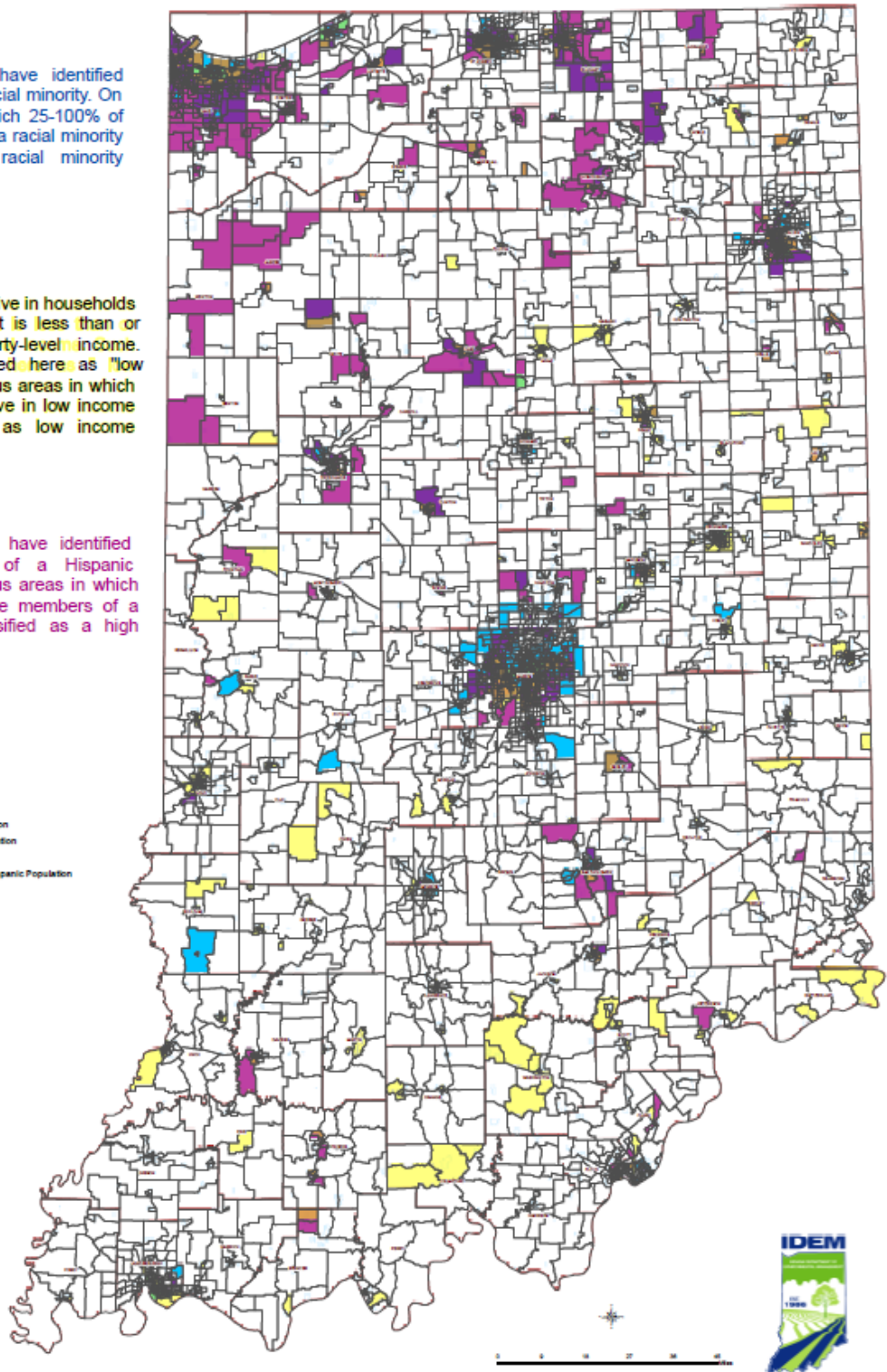
22% of Indiana Residents have identified themselves as members of racial minority. On this map census areas in which 25-100% of the residents are members of a racial minority are classified as a high racial minority population.

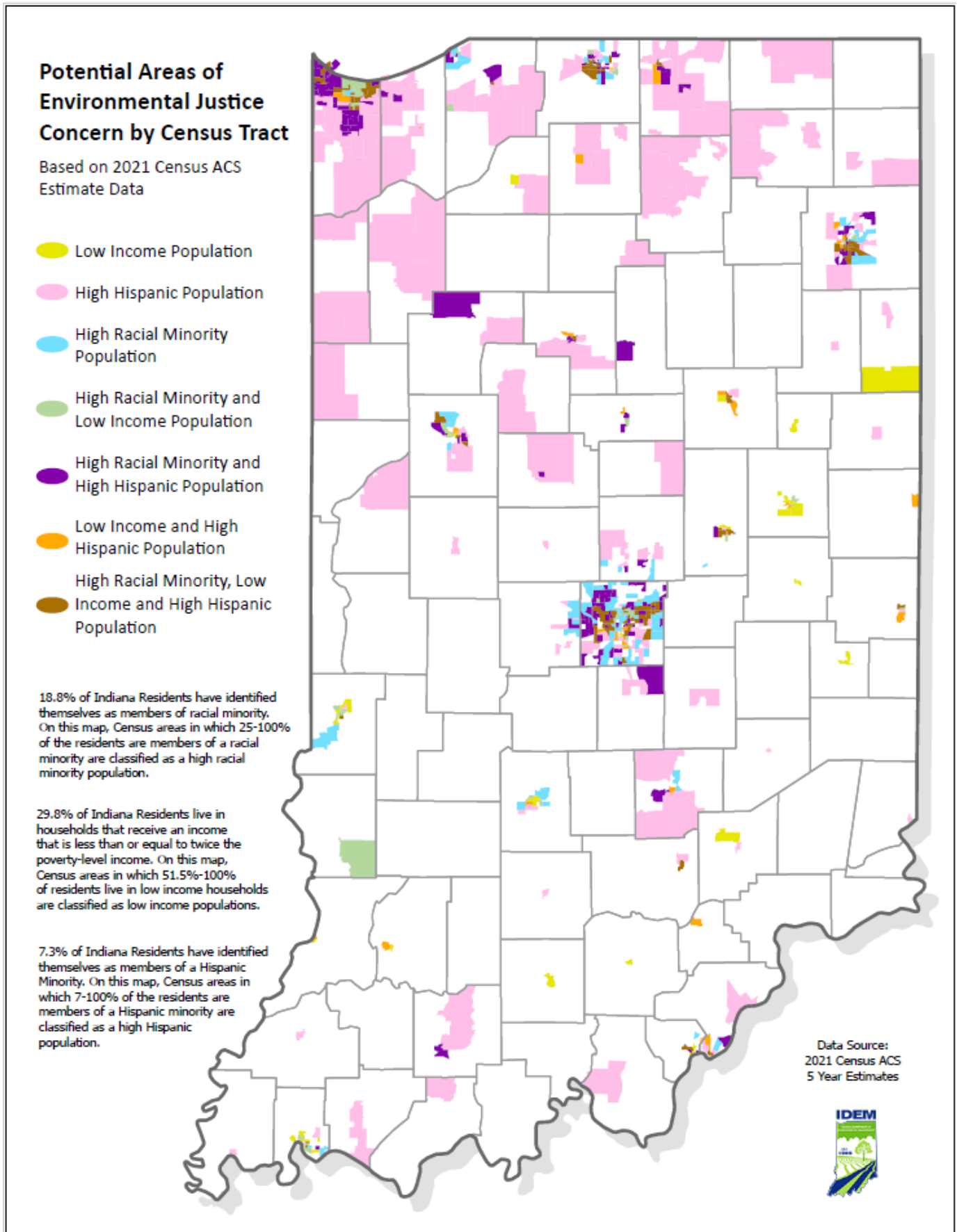
22.2% of Indiana Residents live in households that receive an income that is less than or equal to twice the poverty-level income. Households here are classified here as "low income". On this map, census areas in which 51.5% -100% of residents live in low income households are classified as low income populations

7.4% of Indiana Residents have identified themselves as members of a Hispanic Minority. On this map, census areas in which 7-100% of the residents are members of a Hispanic minority are classified as a high Hispanic population.


### Legend

- Low Income Population
- High Hispanic Population
- High Racial Minority Population
- High Racial Minority and Low Income Population
- High Racial Minority and High Hispanic Population
- Low Income and High Hispanic Population
- High Racial Minority, Low Income and High Hispanic Population
- Cities & Towns
- Census Block Group
- County Boundaries





**Appendix 2: Environmental Stakeholder Inclusion Request Standard Operating Procedure**

	<p style="text-align: center;"><b>Environmental Stakeholder Inclusion Requests</b> <b>A-097-AW-22-S-R0</b> <b>Standard Operating Procedure</b> <b>Office:</b> Agencywide <b>Branch:</b> Officewide <b>Section:</b> All</p> <p style="text-align: center;"><b>Last Revised:</b> N/A <b>Revision Cycle:</b> 4 years <b>Originally Effective:</b> September 13, 2022</p>
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**Purpose**

IDEM receives stakeholder inclusion requests from various sources. Requests typically involve a need for understanding of IDEM’s actions of rulemaking, permitting, or compliance assistance. The purpose of this Standard Operating Procedure (SOP) is to define standard procedures when processing Environmental Stakeholder Inclusion (ESI) requests received. The goal of the SOP is to facilitate processes which focus on fair treatment and meaningful involvement of all stakeholders in compliance with federal, state, and agency nondiscrimination statutes and policies.

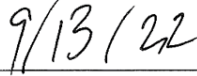
**Scope**

This procedure applies to all agency staff receiving or processing ESI requests.

**Authorizing Signatures**


I approve and authorize this standard operating procedure:

  
\_\_\_\_\_  
Brian Rockensuess, Commissioner  
Indiana Department of Environmental Management

  
\_\_\_\_\_  
Date

This standard operating procedure is consistent with agency requirements.

  
\_\_\_\_\_  
Quality Assurance Staff  
Office of Program Support

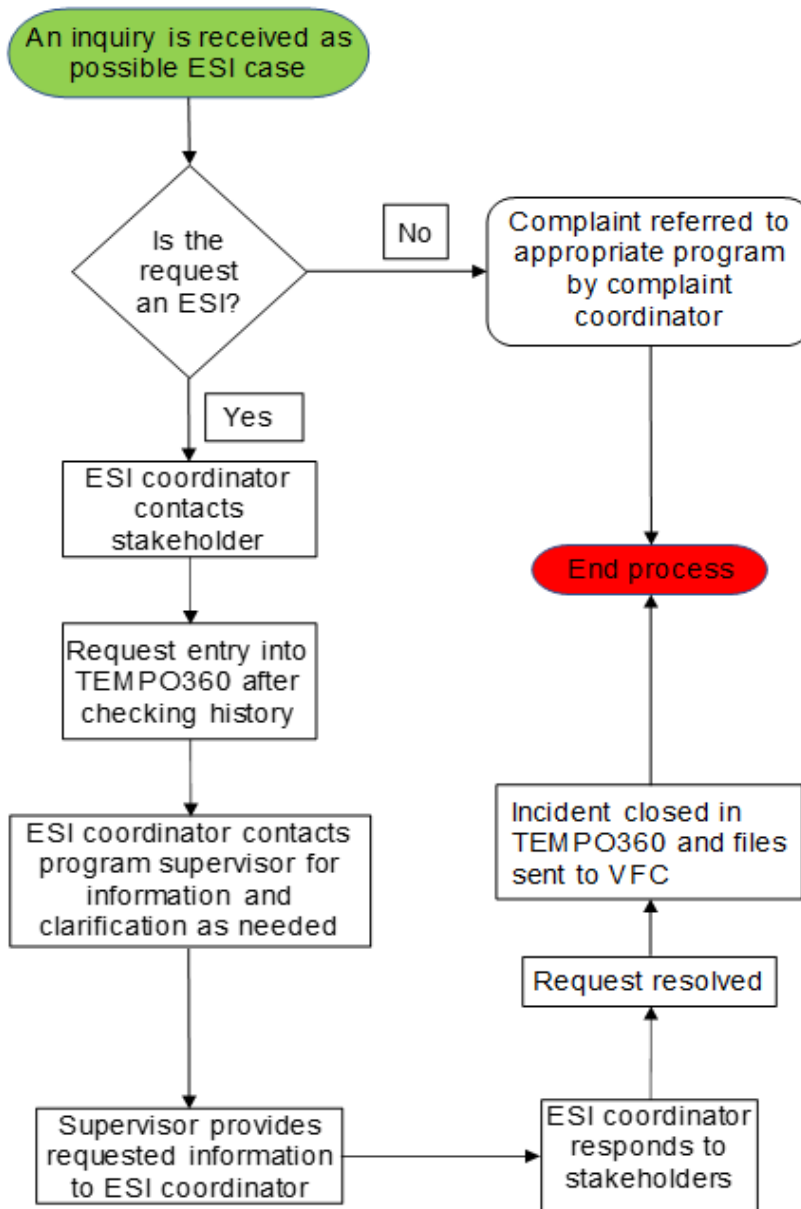
  
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Date

**Appendix 2 (continued):**

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**1.0. Overview Flowchart**





## **Appendix 2 (continued):**

### **2.0. Procedural Steps**

- Step 1. IDEM staff, ESI program contact, ESI agency coordinator, or complaints coordinator receives an ESI request for assistance, via phone call, email, letter, fax, or in-person.
- Step 2. The ESI coordinator shall provide an acknowledgement to the stakeholder within 24 hours or the next business day, when the request is received on a nonbusiness day, after receiving the request. The response guidelines do not apply to anonymous requests or requests with no contact information provided.
- Step 3. The ESI coordinator shall enter each ESI request into TEMPO360 (Tools for Environmental Management and Protection Organizations) and shall update the information throughout the process of addressing the request.
- Step 4. Route the request to the appropriate program area supervisor within 48-hours of receipt unless initially received outside of regular business hours.
- Step 5. An initial response on the request shall occur within 30 days of receipt. When directed by senior staff or in cases determined to be time sensitive, such as an American Disabilities Act (ADA) request, the response time may be less than 30 days as determined by senior management. In cases with an anonymous complainant or when contact information is not provided, the response guidelines may not apply.
- Step 6. Update stakeholders on the status of their ESI request monthly or until a response is provided.
- Step 7. ESI coordinator shall make every effort to address the request within 90 days of receipt and contact the stakeholder unless the request was anonymous, or no contact information was provided.
- Step 8. The ESI coordinator will periodically review all requests to determine whether they are currently being addressed or were previously addressed, to minimize duplication of effort and maximize resources.
- Step 9. The ESI coordinator reviews request data and provide reports to senior staff on a periodic basis, as requested.
- Step 10. Program area supervisors are responsible for ensuring respective staff are providing due diligence to address requests in accordance with the timeframes described in Steps 5 and 6.
- Step 11. All documentation or emails created or acquired while addressing a request, shall be maintained according to the Records Retention and Litigation Hold Policies.
- Step 12. Request is summarized and closed as “addressed” in TEMPO360 and uploaded into the Virtual File Cabinet (VFC.)

### **3.0. Training Requirements**

- 3.1. ESI program and policy
  - A. All agency staff
- 3.2. TEMPO360
  - A. ESI coordinator
  - B. Backup ESI coordinator

## Appendix 2 (continued):

### **4.0. Records Management**

- 4.1. Open a TEMPO360 case or incident for each stakeholder. Document significant developments and interactions with the stakeholder in the TEMPO360 database.
- 4.2. Store all memoranda, letters, electronic mail, telephone logs, and related project documentation in the VFC.
- 4.3. All records shall follow guidelines and policies listed in 6.0 References.

### **5.0. Definitions**

- 5.1. “Acknowledgment” – The act of contacting the stakeholder within the designated timeframe providing notice that the agency has received the request and will respond appropriately within the specified timeframe.
- 5.2. “Complaint coordinator” – Agency staff designated as the central point of contact for coordinating complaint handling in the Office of Chief of Staff.
- 5.3. “Environmental stakeholder inclusion coordinator (ESI Coordinator)” – The environmental stakeholder inclusion coordinator works with the agency’s program areas to enhance environmental stakeholder involvement in the regulatory processes administered by the agency.
- 5.4. “Environmental Stakeholder Inclusion Requests (ESI)” – IDEM’s Environmental Stakeholder Inclusion Requests (referenced in the agency’s Nondiscrimination Policy: A-008-AW-18-P-R6) ensures that all external stakeholders understand and are represented in agency actions through enhanced customer service.
- 5.5. “Findings” – The outcome of an ESI request including clarification of an agency action, scheduling of a public meeting or hearing, or response to ADA request.
- 5.6. “Initial response” – The first action taken toward addressing a request within the specified timeframe.
- 5.7. “Program areas” – The major offices within the Indiana Department of Environmental Management. These would include but are not limited to the: Office of Air Quality, Office of the Chief of Staff, Office of Land Quality, Office of Legal Counsel, Office of Program Support, and the Office of Water Quality.
- 5.8. “Program contact” – Agency staff who shall temporarily serve as the ESI coordinator's point of contact for program information or program clarifications in responding to an ESI request for information related to the designated program, section, branch, or regional office.
- 5.9. “Request for information (Request)” – An ESI request is made by a stakeholder for a better understanding of IDEM’s agency actions of rulemaking, permitting, or compliance assistance. Examples of ESI requests could be communications regarding translation of

## **Appendix 2 (continued):**

documentation, a request for an ADA accommodation for a public meeting or public hearing, request for services for a public meeting or public hearing or understanding of an agency action.

- 5.10. “Stakeholder” – Citizen taking interest or affected by the environmental interests of IDEM and have submitted a request for information, typically to obtain a better understanding of IDEM’s actions regarding rulemaking, permitting, or compliance assistance.
- 5.11. “TEMPO360” – A database system which allows the agency to integrate environmental data management functions, such as inspections and permitting, across several programs, including air, water, and land quality. ESI requests for information or concerns will be entered into the TEMPO360 (also may be referred to as “RM”).
- 5.12. “Virtual File Cabinet (VFC)” – The agency’s electronic digital image document repository system, that stores, files, indexes, redacts, reassembles, and securely accesses electronic documents of all types both received and created by the various program areas within the agency.

## **6.0. References**

- 6.1. [Complaint Responsiveness Policy A-010-AW-20-P-R3.](#)
- 6.2. [Litigation Hold: Preservation of Records and Other Evidence for Pending and Reasonably Anticipated Litigation Policy A-086-AW-16-P-R1.](#)
- 6.3. [Records Management Policy A-049-AW-16-P-R1](#)
- 6.4. Regulatory Management User Guide for Environmental Stakeholder Inclusion Request Documentation Process.
- 6.5. [IARA Retention Schedule Database Search](#)

## **Appendix 3: ESI External Stakeholder Outreach Plan**

### **IDEM ESI Outreach Structure**

#### **Purpose**

Develop an effective program to reach out to Indiana Environmental Justice (EJ) communities, communicate IDEM's Environmental Stakeholder Inclusion (ESI) mission, communicate permit and compliance processes, understand EJ stakeholder concerns, formulate EJ strategies from EJ stakeholder concerns, facilitate meaningful discussions between EJ stakeholders and permittees, formulate EJ strategies with permittees to address EJ stakeholder concerns.

#### **EJ Communities or Groups**

- Identify EJ Communities/Groups
- Understand leadership structure - determining point(s) of contact (POC/POCs)
- Identify their mission or purpose
- Understand how group communications occur with community/group stakeholders (in-person, virtual)
- Plan initial meeting and follow-up schedules

#### **Permittees (Businesses & Industries)**

- Suggest having a public meeting to discuss business operations and expansion plans more openly
- Address past compliance record and steps to improve
- Establish an EJ point of contact for better communication with the neighborhood
- Explore landscape buffering/tree planting projects
- Develop an apprenticeship program to train/employ people from the neighborhood
- Become involved in the community by considering various types of community involvement (such as litter pick up projects and other types of community improvement efforts)

#### **Conveying IDEM's ESI Mission**

- Assist stakeholders that have contact with IDEM program areas (asbestos contractors as example) and may need translation services
- Prepare informal discussion topics about IDEM, including a basic understanding of what IDEM can do and cannot do
- Prepare EJ Stakeholder PowerPoint presentations in English & Spanish: general presentation on our mission, which should talk about positive things IDEM is doing to improve Indiana environmental matters and an ESI program presentation, which talks about inclusion, communication, and obtaining feedback
- Prepare PowerPoint presentations for our permittees: general presentation on our mission, which should talk about positive things IDEM is doing to improve Indiana environmental matters, recommendations from IDEM on ways permittee's can have better communications and relationships with EJ stakeholders (this should include establishing a EJ POC, identifying EJ groups in the proximity of the permittee, scheduling regular meetings with EJ stakeholders, and developing ways for interaction between permittee and EJ stakeholders
- Develop strategies to involve IDEM ESI coordinators in interaction between EJ stakeholders and IDEM permittee's
- Develop communications channels with EJ stakeholders to notify them earlier on permitting and compliance activities. The goal should be to provide notification on new and renewal permits closer to application or re-application processes
- Provide an EJ complaint process
- Provide various environmental education segments to EJ communities (recycling, open burning, lead paint, as examples)

**Appendix 3 (Continued):**

- Provide information to EJ stakeholders and break down technical documents so that they can be understood in simple language or other languages
- Hold meetings in EJ communities that are convenient for EJ stakeholders
- Develop materials using simple language and terms (translated as necessary)
- Develop user-friendly website information and organize information for easy access, incorporating Google Translate and other available translation tools
- Utilize EPA's Technical Assistance Services for Communities (TASC) program to help EJ communities understand regulations and policies
- Utilize IDEM Confidential Technical Assistance Program (CTAP) program to help EJ communities understand Indiana regulations and policies

## Appendix 4: Launch of External Outreach

### 2022 Outreach Meetings

<b>ESI Master Spreadsheet</b>					
<b>Stakeholder or Group</b>	<b>Primary Contact</b>	<b>Contact Date</b>	<b>City</b>	<b>ESI Coord</b>	<b>Concerns/Issues</b>
Martindale-Brightwood Neighborhood Association	Liz Gore	10/13/2022	Indianapolis	Engman	The neighborhood EJ group had specific questions about two sites on Alvord St. ESI Coordinator also provided ESI presentation.
Tradebe	Robert Vane	10/18/2022	East Chicago	Evans	Mr. Vane wanted ideas on how Tradebe can work better with the local EJ community.
Save the Dunes	Harshini Ratnayaka	11/4/2022	Portage	Evans	Meet with Save the Dunes on this date. ESI presentation was given. We discussed opportunities to collaborate as well as well as outreach.
Indiana Dunes National Parks Service	Paul Labovitz	11/4/2022	Portage	Engman	ESI presentation was done and contact information provided. Discussed with National Park staff mutual concerns regarding industry neighbors and area growth.
West Indianapolis Neighborhood Coalition	Priscilla Jackson	12/10/2022	Indianapolis	Engman	Met with WINC on this date. Virtual introductions and ESI presentation was done.
Tradebe	Robert Vane	12/15/2022	East Chicago	Evans	Tradebe wanted to meet with IDEM to further discuss environmental justice concepts.
NiSource	Maureen Turman	12/16/2022	Merrillville	Evans	NiSource is in the process of enhancing their environmental equity plan. NiSource wanted to ensure that their plan aligned with IDEM's plan for EJ. The discussion focused on possible collaboration in the future. Follow up with NiSource was scheduled for February 22, 2023
Hoosier Environmental Council	Paula Brooks	12/27/2022	Indianapolis	Engman	ESI Coordinator Engman and AC Lugar met with Paula Brooks Hoosier Environmental Council to discuss mutual EJ interests.

## **Appendix 5: EJ Grant Analysis**

### **319 Grant Funds Report Summary (submitted 11/9/22)**

IDEM ESI Coordinator, Herb Engman, was tasked with performing an Environmental Justice (EJ) analysis of pending 319 Watershed Grants and was provided grant application information for this purpose.

Data from the EPA's "RPS" regional tool located at <https://www.epa.gov/rps/downloadable-rps-tools-comparing-watersheds#Statewide> was utilized for this analysis. When available via the application, complete HUC12 digits were used as the tool utilizes 12-digit HUC numbers to identify watersheds. When complete 12-digit numbers were not provided on the application, watershed names were used, as provided on the applications, to make the best estimate of watershed location for identification.

The RPS tool ran data compiled by the EPA with an emphasis on six indicators: mobile home parks, low income, minority population, less than high school education, linguistically isolated, and vulnerable age groups. With the exception of mobile home parks, the RPS screening process uses identical socioeconomic indicators as the EPA EJ SCREEN. The mobile home park data is not a similar socioeconomic indicator and was not used in this environmental justice evaluation. The remaining five referenced above all carry the same weight and can be cumulatively totaled and averaged by the number of watersheds referenced in each grant application. A score has been established for the watersheds represented in each application, and the applications are ranked accordingly. Attached is the master Excel worksheet. It contains tabs for each grant application, the socioeconomic indicators from the NPS database for each watershed, the percentage totals, and a score based on the average of the number of watersheds.

After further discussion with the Martha Clark-Mettler, Assistant Commissioner for the Office of Water Quality, mobile home parks can be considered in other parts of the grant evaluation process. Mobile home parks can potentially have treated and untreated wastewater discharges to waters of the state. These discharges can affect the overall water quality of a watershed. It was determined that trailer parks are not relevant for an EJ analysis as underlying factors are likely addressed in other indicators (i.e., "low income").

On 10/21/22 OWQ staff Haley Hartenstine and Angie Brown facilitated a GIS tutorial in which it was indicated to ESI Coordinator that complete 12-digit HUC numbers could be obtained via GIS mapping. On 10/24/22, complete 12-digit HUC numbers for all watersheds in the grant applications were obtained and the data was analyzed again using the EPA RPS tool. The subsequent averaged scores aligned closely with the previous data analysis with the exception of one watershed grant that had a significantly different scores on the second analysis; "Lower Salt Creek."

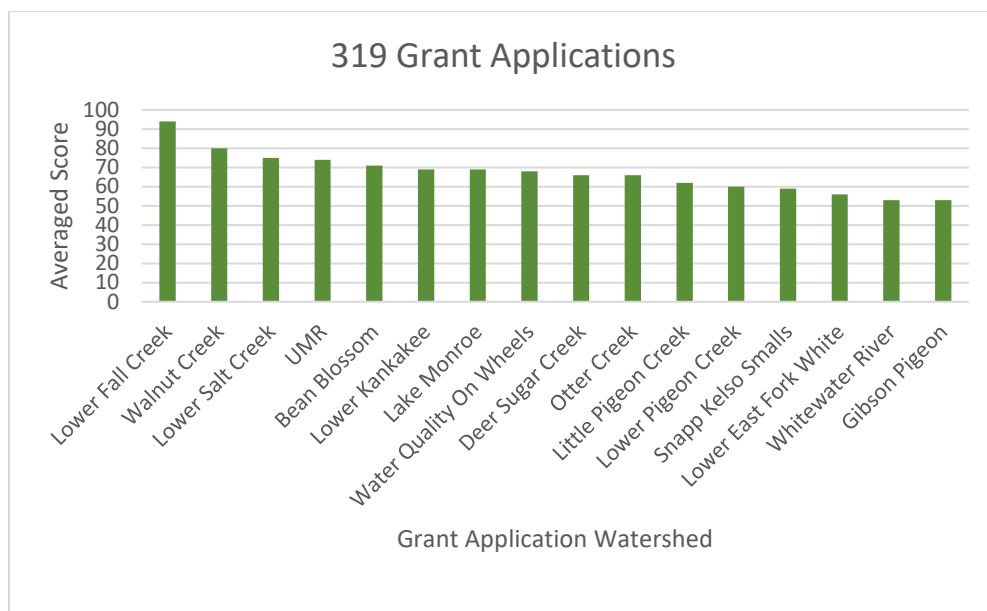
After obtaining a score for all applications, it was noted that the mean score was "67." Grant applications above that score ("Water Quality on Wheels" through "Lower Fall Creek") should be given priority in terms of EJ consideration. Conversely, grant scores of 66 and below should be considered to have a lower EJ impact in terms of consideration ("Deer/Sugar Creek" through "Gibson Pigeon").

**Appendix 5 (continued):**

Aggregate and averaged EJ scores as outlined above of the 319 grant applications in the order the of overall score are as follows.

1) Lower Fall Creek	94
2) Walnut Creek	80
3) Lower Salt Creek	75
4) UMR	74
5) Bean Blossom	71
6) Lower Kankakee	69
7) Lake Monroe	69
8) Water Quality on Wheels	68*
9) Deer/Sugar Creek	66
10) Otter Creek	66
11) Little Pigeon Creek	62
12) Lower Pigeon Creek	60
13) Snapp Kelso Smalls	59
14) Lower East Fork White	56
15) Whitewater River	53
16) Gibson Pigeon	53

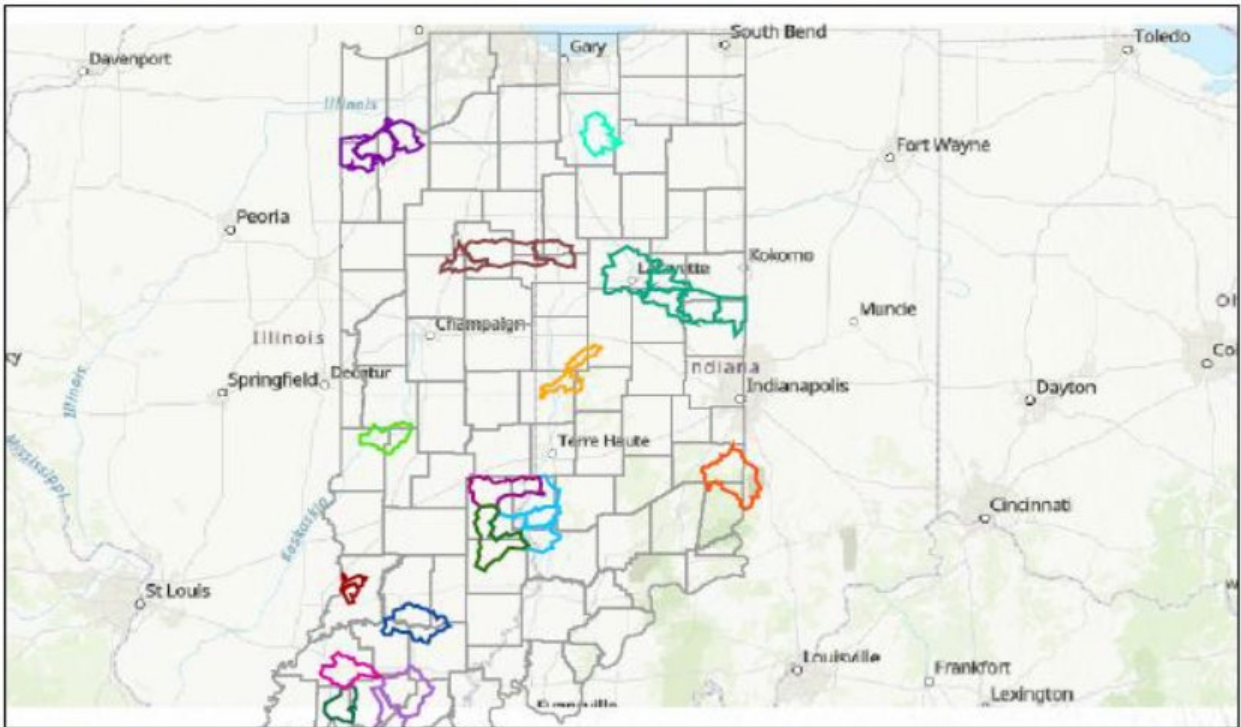
\*denotes score derived from all watersheds contained on the master list





**Appendix 5 (continued):**

**FY2023 319 Project Proposals**



10/27/2022

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Pigeon Creek WMP Implementation (Gibson)



Deer Creek-Sugar Creek Implementation



Snapp/Kelso Creek Implementation



Lower Salt Creek Implementation



Little Pigeon Creek Implementation



Lower East Fork White Implementation



Walnut Creek-Tippecanoe River Implementation



Lower Kankakee Implementation



Beanblossom Creek WMP



Lower Fall Creek Implementation



Otter Creek Implementation



Lower Pigeon Creek Implementation



Whitewater Implementation



Lake Monroe Water Fund Innovative Funding



Upper Mississinewa Implementation



## **Appendix 6: Lake Michigan Programs Outreach Plan**

### **Lake Michigan Programs & Remedial Action Plan**

#### **Community Outreach Plan 2023**

**Community Outreach Coordinator:** Rahim Evans

#### **Purpose:**

The purpose of this document is to serve as an outreach plan for the Lake Michigan Programs, with an initial focus on the Remedial Action Plan (RAP). The plan provides outreach for our stakeholders now and in the future. The plan also provides support and serves as a guide for those conducting outreach regarding these programs and related activities.

#### **Stakeholders for Program**

Internal Stakeholders: IDEM Lake Michigan Programs staff, IDEM Environmental Stakeholder Inclusion (ESI) staff, IDEM Media and Communications (MACS) staff, IDEM Offices of Air Quality, Land Quality and Water Quality staff

External Stakeholders: Citizens Advisory for the Remediation of the Environment (CARE) Members (Area of Concern (AOC) advisory committee), Area of Concern Residents, Community Members, Neighborhood Associations, Environmental Organizations, Non-Profit Organizations, Government Officials, Educational Institutions, Industries, Indiana Department of Natural Resources Coastal Program

#### **Outreach Plan Implementation**

Continuously reach out to environmental organizations, community groups, neighborhood watch groups, grassroots organizations, local teachers, and active citizens to gauge interest in learning more and how they would like to receive outreach information.

- Reach out to local officials, mayors, councilpersons, and state legislators to identify any likely persons that are active in their community.
- Reach out to police public information officers to identify any neighborhood watch groups.
- Set up meetings with local churches.
- Reach out to school superintendents to see about meeting with teachers (science preferably).

Identify locations where meetings can be held, preferably free of charge, in each AOC community by June 30, 2023.

- Document locations and any known limitations (occupancy, nights, weekends, ADA accessibility).

Research the development of various types of print material such as flyers, mailers, posters, foamboards, ~~etc.~~ and other material for community meetings including cost and lead time for development and printing.

- Types of outreach items wanted, and estimated costs will be complete by February 28, 2023.

Using the locations compiled by the NWRO Summer Intern and other sources, establish locations in each AOC community that will allow placement of materials and determine the number and type of display holders needed by February 28, 2023.

- Identify locations -- such as libraries, city buildings, schools, and churches.
- Lake Michigan LAMP materials (e.g., LAMP brochures) will be placed in various locations within the four communities.

## Appendix 6 (continued):

- AOC specific materials (e.g., RAP brochures and Roxana Marsh magnets) will be placed in target locations within the AOC.
- Locations where flyers are placed will be checked bimonthly to determine whether material needs to be restocked or if it is being utilized.
- Seek to place outreach materials at Gibson Woods Nature Preserve. Eventually, distribution will be expanded to include the following National Parks Service and state park facilities:
  - The Dunes Learning Center
  - West Beach building
  - Portage Lakefront Pavilion
  - Kemil Beach
  - The Indiana Dunes Visitor Center in Chesterton
  - The Indiana Dunes State Park Nature Center

Research purchasing 4 free-standing unmanned kiosks for each of the communities within the AOC and 1 tabletop kiosk by February 28, 2023.

- If left at site, determine if this is allowable for a state resource/grant purchased item
- Identify locations for placement of the kiosks.

Develop a 15-20 question survey for community members in East Chicago by April 30, 2023.

- Determine which federal and state approvals are needed to conduct the survey:
  - Work with the LAMP/RAP Program Director to determine what, if any, approvals are needed from EPA and federal OMBA by February 28, 2023.
  - Contact MACs to determine its involvement in the approvals process by February 28, 2023.
- By August 31, 2023, determine if an online survey can be created.
  - Consider options such as IOT's tool, SurveyMonkey (through MACS), or MS Forms.
  - Determine what the best avenue is to tabulate the results of the survey.
  - Obtain a QR code with a link to the survey (QR code itself can be generated by NWRO COC).
  - Develop a postcard with link and QR code to survey in both English and Spanish for distribution.
- Survey in-person with a target goal of 100 East Chicago residents surveyed by June 30, 2023, and a total of 250 by October 31, 2023. Utilize high-traffic, community-oriented locations such as grocery stores, libraries, and community centers to conduct surveys.

Develop a planned mailer campaign designed to provide information on the AOC by June 30, 2023.

- By March 31, 2023, reach out to the water department in East Chicago to see if IDEM could partner to get mailers distributed.
  - If they don't mail water bills, determine what other information the city mails out and see if they could include IDEM mailers.
  - Seek guidance on any ethics concern regarding the partnership with East Chicago for the mailers.
  - Develop a one side English, one side Spanish version either in 8 ½ x 11 or postcard sized to mail to East Chicago residents by June 30, 2023.
  - Identify block group/s and estimated number of mailers if the city does not include mailers by May 31, 2023.
  - Contact MACS to determine whether there is a way IDEM can obtain a list of valid residential addresses within a given census block or other defined geographic area to help compile lists for mailers.

**Appendix 6 (continued):**

- Contact MACS to help develop a budget for potential mailings now and in future years of the Management Assistance Grant and get that information to the LAMP/RAP Program Director by February 28, 2023.

Continue to develop partnerships with property owners, Illinois Indiana Sea Grant, Alliance for the Great Lakes, and other groups on possible “boots on the ground” events such as tours of restoration areas, beach clean-up day, and other events.

- Research local events such as the Monarch Festival (aka Festival de la Monarca) for planned outreach events and contact event planners.

Plan two CARE community open houses, one in spring, one in fall, for 2023.

- Determine the best dates, times, and location for the community to gain the most engagement
- Work with the LAMP/RAP Coordinator on speakers/presenters for the open house
- Work with MACs, inviting them to attend the open house and to provide any required public notice and advertisements.

Using information gathered during 2023, by December 31, 2023, develop an outreach plan for 2024 including a review of the outreach plan for continuous improvement opportunities.