



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION



Bureau of Watershed Restoration  
and Nonpoint Source Management

# **Clean Water PROGRESS Strategies for Success**

**State Program Action Leaders and Countywide Action Planning Leaders**

January 3, 2024

Josh Shapiro, Governor

Jessica Shirley, Interim Acting Secretary



# Clean Water Gathering of State Action Leaders and Countywide Action Planning Partners October 11, 2023



# 5 Challenges

## ➤ **Technical and Administrative Assistance:**

- Counties have more money than staff to complete projects.
- Administrative effort to coordinate on-the-ground work and funding.

## ➤ **Multi-Grant Coordination:**

- Timelines are getting harder to implement projects due to match and compliance requirements.
- Too many funding sources with varying requirements, and they all shift slightly every year.

## ➤ **Staffing Retention:**

- Turnover of state and county employees and elected officials starts process all over again.

## ➤ **Approval Process:**

- Timeframe to get projects or grants through board, township and commissioner meetings.
- Need more lead time and consistency for new grants and specific project-based funding.

## ➤ **Funding Opportunities:**

- Program Action Leaders from various funding programs discuss how their programs can address some of the concerns coming from the county partners
- Some programs are under-utilized and they could benefit counties and support CAPs

# Key Focus Areas: Clean Water Progress Teams

- Technical and Administrative Assistance
- Staff Building / Staff Retention
- Funding / Multi-Grant Coordination

# Clean Water Progress Team - Purpose



# Clean Water Progress Team - Membership

- 3 Teams of ~10 members
  - 3-5 State/Federal Partners
  - 3-5 County Partners
- Participation interest requested via email

# Clean Water Progress Team - Membership

## ➤ Floating Support

- State and Federal program action leaders, additional agency staff, and county partners will also be available as subject matter experts who can be brought into Progress Team meetings, as needed, to lend expertise on specific action items.

# Clean Water Progress Team - DEP Coordinators

- Technical and Administrative Assistance
  - **Todd Deroba**
- Staff Building / Staff Retention
  - **Erin Penzelik**
- Funding / Multi-Grant Coordination
  - **Jim Spatz/Kate Beats**



# Clean Water Progress Team - Coordinator Roles

- Coordinate and facilitate Progress Team meetings
  - Administrative assistance and support role for Progress Team decision makers
- Maintain a Microsoft Teams Group
  - Agendas, meeting notes, etc.
  - Completes the milestone spreadsheet tabs
- Organizes the annual progress update on the Progress Team's Strategies for Success

# Clean Water Progress Teams - Logistics

## ➤ Meeting Schedule

- Every 1-2 months/ 1.5-2 hours
- First meeting end of January/beginning of February

## ➤ Communication Channels

- CAP/WIP Strategies for Success
- Microsoft Teams Group
- Progress Teams virtual/hybrid meetings

## ➤ Ground Rules

- Think Forward (learn from the past)
- Be Creative (open and willing to suggest new things)
- Be a Partner (stronger together)
- Listen and Advocate (important to do both!)

# Clean Water Progress Team - Reporting

- Each Progress Team will have a tracking spreadsheet that captures and tracks overall plan and details of action items
  - Team Name
    - Overall plan for each action item
    - Milestone document – will be updated with progress annually
  - Objective and Strategy
    - Documents month to month tasks and notes
    - Designates action leader(s) who are leading each initiative

# Clean Water Progress Team - Reporting

Progress Team Tracking Spreadsheet

Green - action has been completed or is moving forward as planned    Yellow - action has encountered minor obstacles    Red - action has not been taken or has encountered a serious barrier

Action Item (Green Yellow Red)	Responsible Party(ies)	Description	Expected Timeline	Potential Implementation Challenges	Recommendations	Progress Report
Topic:						
Topic:						
Topic:						

Progress Area Topic (Objective and Strategy)	1st Meeting (Date)	2nd Meeting
Topic:	Task(Responsible Party/Person):	Task(Responsible Party/Person):
Objective:	Notes:	Follow Up:
Strategy:		Notes:
Topic:	Task(Responsible Party/Person):	Task(Responsible Party/Person):
Objective:	Notes:	Follow Up:
Strategy:		Notes:

# Clean Water Progress Team - First Meeting

- Goal of these meetings will be to set the stage for future success by identifying strategies to deal with challenges and hurdles to progress
- CBWRD Coordinator will review
  - Communication channels – Microsoft Teams Group and online meeting format
  - Agendas
  - Ground rules
- Each Progress Team will meet and will decide on the following:
  - Prioritization of action items
  - Identify Team Member(s) to be the team lead for specific action items
  - Meeting schedule – every 1-2 months / 1.5- 2 hours recommended

# Clean Water Progress Team - Standard Meetings

- CBWRD Coordinator
  - will request updates from Team members 2 weeks before the meeting and will enter the updates into the tracking spreadsheet.
  - will provide the meeting agenda 1 week before the meeting.
  - will facilitate the meeting, keeping notes on key items and decisions in the tracking spreadsheet
- Progress Team members will attend ready to participate and discuss progress

# Clean Water Progress Team

Any  
Questions

**Collaborating Partners +  
Strategies for Success =  
More Projects + More PA &  
County Progress**



# Moving Forward

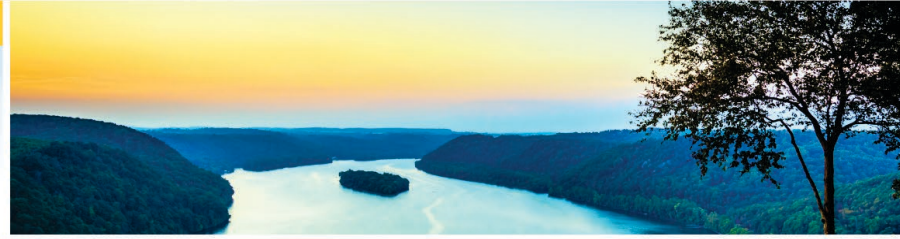
- As we have worked together over the last few years and built on and expanded efforts, our focus on working with Partners, to implement Projects, that demonstrate Progress has been the cornerstone and guidepost for our efforts.
- As we kick off 2024, we are at a pivotal moment and tipping point to further grow our momentum and collaborative spirit. Success is not linear, but rather goes through transitions and adjustments.
- Pennsylvania partners are demonstrating real improvements through enhanced and expanded funding programs, data management systems, focused project implementation, community engagement, water quality monitoring results.
- And our collective efforts are working! Now is the time to take on the challenges that we have collectively identified and develop Strategies for Success that effectively address our challenge areas and support our work together.

# Next Steps

- Progress Team Coordinator will reach out to team members with a doodle poll and pre-work and will schedule first meetings.
  - Scheduled for end of January / 1<sup>st</sup> week of February
- Progress Team Coordinator will provide access to Microsoft Teams group to all team members
- Progress Team members will review the list of action items
  - Provide their prioritization, highlighting top 5 priorities, to the Progress Team coordinator one week before the scheduled meeting.



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