

New Annual Reporting Form

Tiffin Shewmake, PRIZIM, Inc.

Tuesday, June 19, 2007

2007 SBO/SBEAP National Conference

Annual Reporting Form/ICR

- Annual Reporting Form for 507 programs under the Clean Air Act (CAA), as amended in 1990
- Every three years, Agency ICRs must be reviewed and approved by the Office of Management and Budget (OMB)
- The current ICR for the Report to Congress expires on October 31, 2007
- Reporting Form developed by a workgroup composed of USEPA and state programs

Program Information

- Program Information stays the same
 - Contact information
 - Budget
 - Staffing
 - CAP status

Compliance Assistance

- Activities, tools, and technical assistance to help small businesses understand and meet their obligations or go “beyond compliance”
- Counting “Amount of Effort” and “Total E
- Estimated Number of Businesses Assisted by this Effort” for each type of assistance

Compliance Assistance

- On-site visits
- Phone calls made and received
- E-mails sent and received
- Permit and licensing Determination
- Face-to-face meetings
- Publications/documents distributed to small businesses
- Workshops and seminars

Compliance Assistance

- Two Columns:
 - Amount of Effort
 - Number of calls, emails, meetings, etc.
 - Total Estimated Number of Businesses Assisted by this Effort
 - The same business could be counted in more than one assistance type

Compliance Assistance Example

- Small business calls with a question
- To answer you make 4 phone calls, send 3 e-mails, make 1 permit determination.

Method of Assistance	Amount of Effort	Total Estimated Number of Businesses Assisted by this Effort
Phone Calls	5	1
E-mails	3	1
Permit Determination	1	1

Compliance Assistance

- Question 8:
 - Estimated total number of **individual businesses** assisted over the year
 - Not a summation of the Compliance Assistance Table
 - Businesses only counted once

Promotional Activities

- Activities to increase awareness of the program and its services
- Fill in table with the number of each activity and the estimated audience

Information on Your Program

- Text about your program
- A chance to highlight successes, innovative approaches, and new initiatives
- Tell the story of your program
- Make the report more interesting and compelling

Appendix A – Pilot Measures

- Voluntary section
- Outcome-based measures
- Reflects trend towards more outcomes
- Largely based on the work of the Measurement Subcommittee including their survey last year

Appendix A – Pilot Measures

- Scale is “Yes – Neutral – No”
- Designed for different data collection (1 to 10, “poor, fair, excellent,” etc.)
- You translate your data by dividing it into three groups
 - Upper portion – “Yes”
 - Middle portion – “Neutral” (if an odd number of choices)
 - Lower portion – “No”

Appendix A – Pilot Measures

- For each question also record the:
“number responded out of the number surveyed”

Appendix A – Pilot Measures

- 1. Number of small businesses indicating improved understanding of regulatory requirements**
- 2. Number of small businesses that made a change after receiving assistance from the program**
- 3. Number of small businesses indicating satisfaction with the program service**
- 4. Number of small businesses indicating that the services were provided in a timely fashion**

Appendix A – Pilot Measures

- 5. Number of small businesses indicating that they would use the program's services again**
- 6. Number of small businesses indicating they would recommend the program's services to other businesses**
- 7. Number of small businesses indicating they had an increased understanding of available environmental resources**

Appendix A – Pilot Measures

- 8. Number of small businesses indicating they had an increased awareness of their facility's air emissions**
- 9. Number of small businesses indicating a reduction in emissions or waste due to program assistance**
- 10. Number of small businesses indicating a reduction in toxic emissions due to program assistance**

Appendix A – Pilot Measures

- 11. How many permit applications, licensing registrations and permit applications were submitted by small businesses that your program assisted?**
- 12. What is the estimated total number of individual small government entities your program assisted over the course of the year?**
- 13. How many violations did your program identify and help correct through your compliance assistances activities?**