

**THIS IS TO BE USED AS A WORKING DRAFT
REFERENCE ONLY. PLEASE INPUT THE
INFORMATION ONLINE BY [CLICKING HERE](#).**

The online form DOES allow users to save partial responses. If you have your information gathered in advance, it should only take you about 20-30 minutes to file your Annual Report online.

Please complete by March 31, 2021. Thanks!

Program Information

1. Is the data you are sharing based on a calendar year or fiscal year? *Note: It does not matter which you are submitting as the data will represent one full year, just please be consistent with what you submitted last year.*

Calendar Year

Fiscal Year

2. Provide the name of the State or Territory for which this report is being submitted.

3. Contact Completing Reporting Form:

Name

Company

Address

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

Budget

4. Record your combined budget for your SBO, SBEAP & CAP.

5. Please indicate whether this is a fiscal year or calendar year budget. [If this is difficult to extract from larger program budgets, please select "Not available".]

FY

CY

Not Available

Staffing

6. How many employees, measured as full-time equivalents (FTEs), support the SBO/SBEAP/CAP only? [If one person works for SBO/SBEAP for 50% of their time, and do other work for 50%, report 0.5 FTE.]

7. Do you have a Compliance Advisory Panel (CAP), or an equivalent advisory group?

Have CAP

Have Equivalent

Do not have CAP or Equivalent

8. Is CAP Active? (holding meetings or conference calls)

Yes

No

N/A

9. Where is the program housed? Select one or more as appropriate:

Environmental Agency

Economic Agency

SBDC

University

Other (please specify)

Staffing (continued)

10. If your program is housed in an Environmental Agency, select media area (select all that apply):

Air

Waste

Water

Other (please specify)

Outreach and Technical Assistance

11. Does your program offer air-only or multimedia assistance? Check all media served and list any other topics.

Air

Waste

Water

Pollution Prevention

Energy

Agriculture

Sustainability

Other (please specify)

12. Please provide best estimates/counts for each type of assistance activity during the year. [Count each visit/meeting/call/email made in an effort to provide assistance to businesses, however you collect the information.]

Site Visits

Permit Assistance

Other Assistance Requests (Phone calls or emails, from businesses, organizations, other contacts.)

Total Assistance Provided

Outreach and Technical Assistance (continued)

13. Please provide the number (#) of Events/Distributions for Outreach Activities for the calendar year: [For example, 8 newsletters and 3 other mailings = 11]

Mailings/Newsletters/Publications/Newsfeed Distributed to a Business or Public

Webinars, Workshops and Seminars

State and Federal Rules commented on

Other activities to count

Total Outreach

14. Please provide the Estimated Audience for Outreach Activities for the calendar year: [For example, 2000 subscribers to each newsletter (8 from previous entry) and 100 for each of the 3 mailings (from previous entry) = 16,300].

Mailings/Newsletters/Publications/Newsfeed Distributed to a Business or Public

Webinars, Workshops and Seminars

State and Federal Rules commented on

Other activities to count

Total Outreach

15. How many times did people access your web site to get information on your environmental assistance program?

Web site Address

Total Number of Page Views

16. Which social media sites does your program use?

- Facebook
- Linked In
- Twitter
- Instagram
- YouTube
- No social media
- Other (please specify)

Program Highlights

17. Please share a client testimonial or quote about their experience working with you so it can be published as part of the annual flier.

18. Please share a case study we may use as part of the annual flier.

19. Please share any environmental outcome (i.e. emissions reductions or compliance rates) collected by your program during this period. If the outcome data collection was funded by another source, please indicate that accordingly.

Program Highlights (continued)

20. Please include any additional information about your program you'd like shared such as: significant accomplishments; awards; actions taken to move to multimedia; changes to your budget; etc. Also, use this space to explain in further detail any of your previous responses as needed.

21. For this reporting period, were there obstacles or special considerations your program encountered that hindered your SBEAP work? For example: staffing changes; budget restrictions; changes to program structure; or COVID-19 impacts. Please explain in a few words.

Do not mail/fax this form in.

Upload your information [HERE](#) by March 31, 2021.