

National SBEAP Annual Report Survey



1. Is the data you are sharing based on a calendar year or fiscal year?

Calendar year

Fiscal year

2. Contact Completing Reporting Form

Name:

Organization:

Email address:

Phone number:

3. Small Business Environmental Assistance Program (SBEAP) Contact and Organization Information

Name:

Address:

City:

State:

ZIP Code:

Email address:

Phone number:

Agency/Department/Bureau/Institution:

4. Small Business Ombudsman (SBO) Contact and Organization Information

Name:

Address:

City:

State:

ZIP Code:

Email address:

Phone number:

Agency/Department/Bureau/Institution:

5. Does your state have an active CAP (holding meetings/conference calls) or an equivalent advisory group?

Active CAP

Equivalent

Neither

6. Record the budget for your SBO, SBEAP, and/or Compliance Advisory Panel (CAP), also known as the 507 Section Programs (if known). If possible, break down the budget for each part.

\$ SBEAP Budget

\$ SBO Budget

\$ CAP Budget

\$ Combined Budget (SBEAP, SBO and/or CAP)

7. Is your budget based on the fiscal year or calendar year? (If this is difficult to extract from larger programs budgets please answer "Not available".)

Fiscal year

Calendar year

Not available

8. How many full-time equivalent (FTE) employees are dedicated exclusively to the SBO/SBEAP/CAP? [For example, if one person spends 50% of their time on the SBO/SBEAP and the other 50% on different tasks, report 0.5 FTE.] This question is intended to measure the number of staff working in the 507 Program who provide small business assistance. This does not include staff who are in permitting programs that answer small business permitting questions.

SBO FTE

SBEAP FTE

Combined SBEAP/SBO FTE CAP FTE

9. What additional projects does the SBEAP support or oversee? (select all the apply)

Not applicable

Asbestos

Brownfields

Environmental health

Industrial wastewater

Open burning

Radon

Other:

10. What additional tasks are assigned to the SBO in relation to small businesses? (select all that apply)

Not applicable

Advocating for small businesses through compliance negotiations

Complaint resolution

Participating on regional and national small business committees

Quality control/Quality assurance

Review proposed regulations

Supporting self-auditing process

Working with regulatory programs to encourage referrals

Other:

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

Agriculture

Air

Drinking water

Energy

Groundwater

Hazardous waste

Industrial wastewater

Pollution prevention

Solid waste/Recycling

Stormwater

Sustainability

Other:

12. Please provide best estimates/counts for each type of assistance activity for 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:

New publications created:

Other assistance requests (phone calls, emails, etc.):

Total:

13. Please provide the number of events/distributions for outreach activities for the year. (For example, 8 newsletters and 3 other mailings = 11)

Mailings/Email campaigns/Newsletters/Publications/Newsfeed distributed to a business or public

Webinars, Workshops and Seminars

State and/or federal rules commented on

Non-YouTube Videos

Other activities

Total

14. Please provide the estimated audience for outreach activities for the 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/Email campaigns/Newsletters/Publications/Newsfeed distributed to a business or public

Webinars, Workshops and Seminars

State and/or Federal rules commented on

Other

Total

15. Please indicate the number of followers, subscribers, etc., you have on each of the following platforms (where applicable).

Facebook

X (Twitter)

Instagram

YouTube

LinkedIn

Total

16. Please specify the number of posts made on each of the following platforms this year (where applicable).

Facebook

X (Twitter)

Instagram

YouTube

LinkedIn

Total

17. How many times did people access your website?

Website address:

Total page views:

18. Do you have any staff that have 15 or more years of experience with an SBEAP?

Yes (list their name)

No

19. Has your program conducted any targeted outreach, assistance, or projects in Environmental Justice (EJ) areas or with small and disadvantaged businesses?

Yes

No

*Note (logic): if NO is selected, continue to question #20
if YES is selected, skip to question #21*

20. Does your program translate publications, materials, etc.?

Yes

No

*Note (logic): if NO is selected, skip to question #26
if YES is selected, skip to question #23*

21. How does your agency/program define EJ communities? Check all that apply.

State policy or guidance

EJ indices in EPA's EJScreen <80%

EJ indices in EPA's EJScreen other than <80%

Justice 40 CEJST

Our own state screening tool

If communities self-identify as EJ communities only

Anecdotal information

Our agency/program does not recognize EJ

Other:

22. What type(s) of EJ support does your program provide? Check all that apply.

Translation of publications

Program members with non-English speaking proficiency

Newsletters or updates on EJ-related topics

Funding/grant programs

In-house EJ services (independent from Section 507 roles)

Not applicable

Other:

*Note (logic): if translation of publications IS selected, continue to question #23
if translation of publication is NOT selected, skip to question #26*

23. What languages do you translate to?

Spanish

Korean

Other:

24. For translated publications, how did your program translate them? (select all that apply)

In-house translator

Contract with third party

Google Translate

Other:

25. How does your program determine which languages should be translated? (select all that apply)

Sector commonalities

State demographics

Personal experience

EPA EJScreen CEJST

Other:

26. Please share a client testimonial or quote about their experience working with you, we may use in the annual flier.

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

File upload:

28. Please provide any environmental outcomes (e.g., emissions reductions or compliance rates) collected by your program during this period. If the data collection was funded by another source, please note that.

File upload:

29. Please include any additional information about your program that you'd like shared, such as significant accomplishments, awards, efforts to transition to multimedia, budget changes, etc. You can also use this space to provide further details or clarification on any of your previous responses.

File upload:

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