

## **PERIODIC REPORT TO CONGRESS**

The Clean Air Act requires that the EPA Small Business Ombudsman make periodic reports to Congress on the effectiveness of the state Small Business Assistance Programs.

To gather the necessary data to develop the periodic report, each year the EPA Small Business Ombudsman, requests that each state Small Business Assistance Program complete an electronic reporting form, where the activities and accomplishments of that year are documented. The information submitted is compiled and analyzed annually by the SBO staff and a Report to Congress on the nationwide program is periodically developed. The report includes information on budgets, staffing, status of the state CAPs, if the programs provide multimedia services, and statistics on services provided, e.g., numbers of hotline calls, site visits, workshops conducted, and total businesses assisted. Copies of this report are sent to key members of Congress, all state Governors and Environmental Secretaries/commissioners, state SBAPs, the National Compliance Advisory Panel, State CAPs, EPA Senior Management, and key trade associations.

Gathering information for the reporting form is a team effort among the three program components – the state Small Business Ombudsman (SBO), the Small Business Assistance Program (SBAP), and the Compliance Advisory Panel (CAP). The SBO and the SBAP typically coordinate to complete the form; the CAP should review the report and provide comments to the state SBO or SBAP, as appropriate, for consideration and incorporation in the state's report.

The reporting form, used to gather the data, must be reviewed and updated every three years through an Information Collection Request (ICR). Representatives of the state SBO/SBAP as well as the national Small Business Ombudsman review the reporting form and make any changes or adjustments needed to ensure that the information meets current data needs and that the reporting process is not overly burdensome.