

SELF-ASSESSMENT CHECKLIST FOR STATE SMALL BUSINESS ENVIRONMENTAL ASSISTANCE PROGRAMS



This self-assessment checklist will help characterize your program and will be used when you develop an action plan during the interactive session. The first section helps determine if your program meets the basic legal requirements in the Clean Air Act 1990 Amendments (CAAA '90), Title V, Section 507. The other sections help you identify where your program is strong and where there are potential improvement opportunities.

- This checklist is intended to help you in developing your state-specific action plan and the more open your answers the more useful it will be.
- If you do not know the answer to a question, leave it **blank**. Blank questions will be considered "I don't know."
- Write your name on the back of the questionnaire.
- You only have 10 minutes, so you will need to move quickly and not spend too much time on any one question.

What is your perspective (please circle one)?

Do you work for a(n): SBO SBEAP CAP OTHER _____

PROGRAM DIMENSION: BASIC LEGAL REQUIREMENTS

Section 507 of the CAAA '90 outlines specific requirements for the establishment, implementation, and operation of the nationwide Small Business Environmental Assistance Program. Failure to adhere to program requirements could result in sanctions including loss of highway funds or of Section 105 air program grants. This section will help you determine if your program includes the basic legal requirements directly related to the roles and responsibilities of the three SBEAP components and does not address all requirements. A copy of the full text of the CAAA'90, Title V, Section 507 is included on the datastick provided with this training.

1) Does your program include all three required components? Please check all currently in place: ___ SBO ___ SBEAP ___ CAP	Yes No <input type="checkbox"/> <input type="checkbox"/>												
2) Does your program help small businesses determine applicable requirements and receive permits in a timely and efficient manner?	Yes No <input type="checkbox"/> <input type="checkbox"/>												
3) Does your program have adequate mechanisms to: <ul style="list-style-type: none"> a) Assure that small businesses receive notice of their rights under the CAA (e.g., mailings, flyers, etc.)? b) Inform small businesses of their requirements (e.g., pamphlets, brochures, flyers, guidance, etc.)? c) Develop, collect, and coordinate information about compliance methods and technologies for small businesses (e.g., routine dialogue with technical staff/permit writers)? 	<table style="width: 100%; border: none;"> <tbody> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
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Yes	No												
<input type="checkbox"/>	<input type="checkbox"/>												
Yes	No												
<input type="checkbox"/>	<input type="checkbox"/>												

d) Help small businesses reduce pollution via pollution prevention, accidental release detection and prevention, changes, products, or methods of operation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4) Does your program refer small businesses to other service providers for services you do not provide?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5) Does your program conduct site visit evaluations at small businesses to evaluate their compliance status and assist them in achieving compliance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6) Does your program have:		
a) Procedures for consideration of requests from small businesses for modification, within legal boundaries, of work practices, technological methods of compliance, and/or compliance dates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Programs to encourage lawful cooperation among small businesses and other persons to further compliance (e.g., partnerships)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7) Does your state CAP:		
a) Consist of at least 7 people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Include representation as specified in the CAAA'90, Section 507?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) Render advisory opinions about: the effectiveness of the state program, difficulties encountered by small businesses, or the degree and severity of enforcement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Make periodic reports to the EPA Administrator about the compliance of the state program with the requirements of the Paperwork Reduction Act, the Regulatory Flexibility Act, and the Equal Access to Justice Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e) Review information and other materials developed for small businesses to ensure they are in "plain English?"	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8) Does your state program serve as secretariat (clerical and administrative support) for your CAP in development and dissemination of reports and advisory opinions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PROGRAM DIMENSION: PROGRAM AUTHORITY		
<p>The ability of your program to approach different tasks is partially tied to the authority granted you by the CAAA '90, your program's SIP, and your program's agency head. Authority outlines where you are and how you can help small businesses. Some authority is official, i.e., CAAA '90 or SIP, while other authority is <i>informal</i> such as management level decisions. Examples of where program authority may vary among states include whether the program is multi-media and the degree that transactions with small businesses are protected by confidentiality.</p>		
9) What are the sources for your program's authority? (Check all applicable.)		
___ Legislation		
___ SIP		
___ Guidance or policies		
___ Unwritten, informal policies		
___ Other (please describe) _____		
10) Does your program need more authority to meet the requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

11) Does your program need more authority to meet the needs of small businesses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PROGRAM DIMENSION: PROGRAM CHARACTERISTICS		
Knowing your program's characteristics and resources helps you identify priorities and decide where to direct outreach efforts. Outreach may be focused on building support to defend existing resources, to stabilize resources, or to seek additional resources such as to expand the mission of the program to encompass multi-media.		
Budget		
12) Do you know how your program is funded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13) Is the budget adequate for your program to fulfill its requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14) Is the budget adequate for your program's goals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15) Is the budget stable and secure for the next 3 to 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16) Does your program have more than one source of funding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Location and Organization		
17) Where is your program housed? ___ State environmental agency ___ State department of commerce ___ Other state agency (please identify): _____ ___ State university ___ Other (please describe): _____		
18) Does the location of your program <i>enhance</i> your effectiveness?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19) Does the position of your program within your agency's organizational structure <i>enhance</i> your effectiveness?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staff		
20) Does your program have sufficient staff to fulfill the program requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21) Does your program have sufficient staff to reach program goals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Services Provided		
22) Do small businesses often ask for additional services that your program does not provide?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23) Does your program collect data or have measures to show how well the program is meeting small business needs in your state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PROGRAM DIMENSION: PROGRAM AWARENESS AND LEVEL OF SUPPORT		
Developing awareness of your program is critical for building support. To identify potential "champions," you need to know what degree of awareness other organizations have of your program, and assess their level of support as well as their ability to leverage additional support for your program. This will help you make informed decisions about where to focus your outreach and promotion efforts.		
For SBOs and SBEAPs (CAP members please skip to question 27)		

24) Do you feel that your CAP members fully understand your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25) Does your CAP meet often enough to keep up to date with program activities and issues?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26) Are your CAP members promoting your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For CAP Members Only:		
27) Do you fully understand the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
28) Do you think that you are getting enough information from the SBO/SBEAP to support your role in the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
29) Does the CAP meet often enough to keep up to date with program activities and issues?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
30) Are CAP members promoting the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
State Environmental Agencies and Programs		
31) Are other state agencies and/or programs (such as water or waste) aware of your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
32) Do other state agencies and programs make referrals to your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
33) Do you have a good working relationship with permitting staff on the resolution of small business issues?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
34) Do you work well with compliance and enforcement staff to resolve small business issues?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
EPA Small Business Regional Liaison		
35) Is the EPA Regional Liaison aware of the activities, priorities, and issues within your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
36) Does the EPA Regional Liaison routinely inform you of EPA actions, programs, activities, and grants that potentially impact small businesses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
37) Does the EPA Regional Liaison "champion" the SBEAPs in your region?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Local Environmental Agencies		
38) If your state has county or municipal environmental agencies, are these agencies aware of your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
39) Do these agencies make referrals to your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Governor's Office		
40) Is the Governor aware of your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
41) Are any Governor's office staff aware of your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
42) Has the Governor or any of the Governor's staff shown support for your program or provided positive feedback?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
43) Do any CAP members routinely send information on your program to the Governor's office or meet with the Governor's staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Legislators		

44) Are your state legislators or Congressional delegation aware of your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
45) Have any legislators or their staff shown support for your program or provided positive feedback?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
46) Does your CAP routinely send information or meet with any state legislators?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trade Associations and Other Non-profit Organizations		
47) Do you think that trade associations and other non-profit organizations are aware of your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
48) Have any trade associations or other non-profit organizations shown support for your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
49) Have you provided materials, training, or other services to any trade associations or other non-profit organizations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
50) Have any trade associations or other non-profit organizations made referrals to your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Competition		
51) Are there other organizations competing with you for the same funds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
52) Are there other organizations that offer the same services as your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PROGRAM PARTNERSHIPS		
Partnering is a valuable strategy for your program. Partnerships allow you to expand your reach and leverage your resources to provide more services to a wider audience. Partnerships can also help you build support to ensure your program's longevity.		
53) Is the formation of partnerships a priority for your program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
54) Do you have partnerships with: ___ State and local trade associations? ___ National trade associations? ___ Small Business Development Centers? ___ Chambers of Commerce? ___ Other state agencies or programs? ___ The other components of the program (i.e. CAP, SBO, SBAP)? ___ Other _____		
55) Are your existing partnerships successful in expanding the reach of your services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>