

**STATE SMALL BUSINESS STATIONARY SOURCE
TECHNICAL AND ENVIRONMENTAL COMPLIANCE
ASSISTANCE PROGRAM (SBTCP)**

**ANNUAL REPORTING FORM
FOR THE PERIOD 1/01/06 TO 12/31/06 (Each Calendar Year)**

**OMB NO.: 2060-0337
EXPIRATION DATE: 10/31/2007**

***** Completed forms are due by April 30 *****

This is the Annual Reporting Form for the State Small Business Stationary Source Technical and Environmental Compliance Assistance Programs (SBTCPs) under the Clean Air Act (CAA) as amended in 1990. We are collecting objective information on each SBTCP. This report is not an evaluation of your program.

INSTRUCTIONS FOR COMPLETING THIS FORM

1. **STOP!** Save (using the save as function from the File menu) this document to your hard drive using the name of your State or Territory as the document title before continuing.
2. Please complete the electronic version of the Form. Do not answer questions by referring to attached documents or a previous SBTCP report.
3. You should have already collect the requested information. If a question asks for data you do not have, please briefly explain why it is not available in the narrative section of this document. For future reports, you may need to revise the statistics that you track.
4. Each answer block (with the noted exceptions) must contain complete information. If part of the question does not apply, indicate "not applicable", "NA", "0", or another appropriate answer.
5. Use the **Tab key** to move between entry fields. If you use another method to navigate the form the totals will not be accumulated accurately.
6. In the narrative section at the end of the Form you may cut and paste text from another file, however you will not be able to spell check the text after pasting. It is recommended that you check spelling and grammar prior to pasting into this document.
7. Once your form is complete please file a copy for future reference and e-mail a copy of the document to Angela Suber suber.angela@epa.gov.
8. See the "Definitions" on the following page to assist you in what to count in your report.
9. Contact Angela Suber at 202 566-2827 if you have questions, or e-mail, suber.angela@epa.gov.

SUGGESTIONS FOR COMPLETING THIS FORM

- Gathering information for this report is definitely a team effort! Enlist the help of key contacts from the SBO, the SBAP, and the CAP, and ask them to complete applicable sections.
- One person should take responsibility to complete and submit this Form (most likely the SBO).
- Refer to last year's report when completing this year's Reporting Form.

Definitions: The following definitions are a guide for gathering information for the Annual Report they are not all-inclusive, however should be used to determine how to count total assistance and total outreach activities.

1) **On Site Visit:** a one-on-one meeting at the businesses work site to answer questions about environmental issues, to assist with self audit activities, or present information about environmental programs. Not an inspection. Each time a site visit is made to the same site, it counts as an additional visit for total assistance provided. **Note: if the site visit turns into a permit assistance visit, you may count as a site visit and a permit assist.**

2) **Phone calls Made/Received:** phone calls made to business, trade associations, federal offices, or the general public that answer questions about environmental issues, or are in the course of researching an environmental question. Phone calls received, either “hotline” or standard office phone that relate to assistance in understanding environmental regulations or questions about environmental issues combined with phone calls made will give you the total number.

3) **E-Mails Received/Made:** e-mail activities in relationship to compliance assistance.

4) **Workshops/Seminars:** the number of total workshops and seminars that were attended or provided to anyone for any reason by the SBO/SBAP Staff in the State. Include a count of all attendees.

5) **Permit Assistance:** any type of assistance provided to a business in relationship to permit or compliance requirements, reviews, written permits, answering questions about permits, or directing business owner or managers to the correct office or web site for additional assistance.

6) **Walk-ins:** any visit to the SBO/SBAP’s office for meetings or one-on-one assistance.

7) **Publication/direct mail/ newsletters (Compliance Assistance Tools):** number of publications that were mailed directly to a business or the general public. The total number for assists will equal the total distribution of documents. Not total published documents.

8) **Other types of Assistance and Activities:** events like Public Service Announcements, Radio Talk Shows, news print, special events, state fairs, presentations for the public, speaking engagements that can not be defined as to total number of businesses reached, may be counted. This is an estimated audience reached as part of the total effort of your office. Estimated numbers should be as accurate as possible.

9) **Computer Web-sites Hits:** Hits are contacts made by outside organizations or the general public to obtain information about your environmental assistance program, regulations, or guidance through access to your web site.

PROGRAM INFORMATION

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

Michigan

REPORTING FORM CONTACT	
Name	Donna Davis
Title	Technical Assistance Coordinator
Agency/Organization	Environmental Assistance Program, ESSD, Michigan Department of Environmental Quality
Address	P.O. Box 30457
City, State, Zip	Lansing, MI 48909
Telephone Number	(517) 335-2784 X
FAX Number	(517) 335-4729
E-mail address	davisdk@michigan.gov

BUDGET

Record the combined budget for your SBO, SBAP, and CAP for calendar year. (If your budget is by fiscal year, please indicate the FY budget that is in effect as of 12/31.)

2005 Budget Total	\$654,980 (FY 06)		
Sources	<input checked="" type="checkbox"/> Title V Fees	<input type="checkbox"/> 105 Funds	<input type="checkbox"/> Other
Budget Change	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> No Change

STAFFING

How many employees, measured as full-time equivalents (FTEs), support the SBO/SBAP?

Total FTEs	
SBO Staff # 1	SBAP Staff # 6

What is the status of your Compliance Advisory Panel (CAP)?

Status	Check if applicable
Do you have a CAP?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No # Positions Vacant 0
Active (holding meetings or conference calls)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

OUTREACH AND TECHNICAL ASSISTANCE

Does your program offer air-only or multimedia assistance?

<input checked="" type="checkbox"/> Air only	<input type="checkbox"/> Multimedia
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Please provide the requested data for each type of activity during the year.

Method of Assistance Provided	# of Events	Total Assists
1) Site Visits		14
2) Phone calls Made and Received		1311
3) E-Mails Made and Received		378
4) Permit Assistance		428
5) Walk-ins		10
6) Mailings/Newsletters/Publications Distributed to a Business or Public	1778	1778
7) Workshops and Seminars	19	490

Total Assistance Provided		4409
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Please provide information on Outreach Activities for the calendar year.

Other Types of Assistance Provided	# of Events	Estimated Audience
8) Public Service Announcements	0	0
9) Radio Talk Shows	0	0
10) Other Special Events	0	0
11) Presentations given	15	583
12)		
13)		
14)		
Total Outreach		583

Web Site Activity: How many times did people access your web site to get information on your environmental assistance program?

Your Web Site Address	Number of Web Site Pages	Total Number of Hits
www.michigan.gov/deqair	28	30858

Please include information about your program that you would like to highlight, significant accomplishments, awards, actions taken to move to multimedia, changes in annual budget or FTE's, etc. Positive outcomes and case studies are especially appreciated!

The Environmental Assistance Program (EAP) of the Michigan Department of Environmental Quality (MDEQ), of which the small business air program is a part of, underwent a decrease of one FTE between FY 04-05 and FY 05-06. The staffing decrease was in line with the gradual reduction in the overall number of air quality-related workshop and conference activities undertaken by staff in the program, as well as Title V fees collected from the state's facilities.

To provide additional support and outreach in regard to open burning, the small business program developed an electrically-lighted burn barrel display that can be used by all staff in the MDEQ for external exhibits and conferences. The burn barrel display has generated significant interest at exhibits and conferences, and has offered MDEQ staff an opportunity to establish a dialogue with the general public about the harm open burning causes to our overall air quality.

Michigan's small business Compliance Advisory Panel (CAP) drafted a letter of support to the Governor of Michigan requesting that she formerly fill the vacant Michigan Clean Air Ombudsman position. The Ombudsman position is gubernatorially appointed, and the position has (technically) been vacant for the last 3 years. During this time, staff from the state's economic development agency have been temporarily filling this role.