

US EPA ARCHIVE DOCUMENT

State Innovation Grant (SIG) Program Assistance Agreement No. PI-97252007-0
New York State Small Business Sectors
Environmental Results Program Pilot Project
April 2010 – June 2010 Quarterly Report

The New York State Small Business Sectors Environmental Results Program (ERP) Implementation Pilot Project is planned to be completed in three phases:

- Phase 1 – Develop and implement a pilot ERP for auto body shops located in New York State Department of Environmental Conservation (DEC) Regions 4 and 9.
- Phase 2 – Develop and implement a pilot ERP for printers located in DEC Regions 4 and 9.
- Phase 3 – Expand the ERPs for auto body shops and printers to the remaining seven DEC Regions, and develop a pilot ERP for another small business sector to be determined by DEC and its four project partners: the New York State Environmental Facilities Corporation (EFC), the Empire State Development (ESD), the New York State Energy Research and Development Authority (NYSERDA), and the New York State Office of Science, Technology and Academic Research (NYSTAR).

Part 1 – Synopsis of Accomplishments During the Reporting Period

The status of project tasks worked on this quarter is provided in Table 1:

Table 1: NYS Small Business Sectors ERP Implementation Pilot Project – Phase 1 April 2010 - June 2010 Accomplishments				
Task	Task Description	Start Date	End Date	Status/ Notes
Self-certification	NYSDEC Region 9 auto body shops submit Environmental Report Forms to NYSDEC.	02/10	<u>08/10</u>	ongoing
Compliance Assistance	Prepare additional ERP packets for Region 9 non-responders.	04/10	05/10	completed
<u>Data Management</u>	<u>Compile 2nd interim list of Region 9 non-responders.</u>	<u>05/10</u>	<u>05/10</u>	<u>completed</u>
Compliance Assistance	Send notices and place phone calls to <u>Region 9 non-responders</u> reminding them to submit ERP report forms.	<u>04/10</u>	<u>06/10</u>	<u>completed</u>
Data Management	Input and track Region 9 Environmental Report Forms and Non-applicability Forms. <u>Continue to update Region 9 universe, and</u> compile <u>final</u> list of <u>region 9</u> non-responders.	03/10	08/10	ongoing

Part 2- Narrative Discussion

Phase 1 of this project is the development and implementation of a pilot ERP for auto body shops located in DEC Regions 4 and 9. In the original project schedule, the compliance assistance and self-certification tasks for the Region 4 and 9 auto body shops were to be completed concurrently. However, due to the high number of body shops in these regions, the completion of these tasks was broken into two stages. Self-certification and compliance assistance for Region 9 auto body shops commenced in the previous reporting period.

The Auto Body Shops Environmental Compliance Guides and Environmental Report Forms (ERF) were sent to 495 Region 9 auto body shops, and these shops were required to submit their completed ERFs to DEC by March 15, 2010. In mid-February, ESD sent postcards to the Region 9 auto body shops reminding them to submit their report forms. By the end of March 2010, 193 completed ERFs, and 54 non-applicability forms had been received by DEC. DEC then compiled a list of Region 9 non-responders, and ESD sent a second reminder notice to these shops in April 2010. DEC staff prepared 60 additional ERP packets for ESD to provide to non-responders, as needed. In May 2010, DEC compiled an updated list of Region 9 non-responders, and in June 2010, ESD staff called the remaining non-responders to again remind them to submit their report forms.

By the end of this reporting period, DEC had received 218 completed ERFs, and 55 non-applicability forms from Region 9 auto body shops.

Part 3 – Projection of Activities, Accomplishments, and Major Expenditures for Next Quarter Report

A summary of upcoming tasks is provided in the following table:

Table 2: NYS Small Business Sectors ERP Implementation Pilot Project Upcoming Phase 1 Activities			
Task Name	Task Description	Start Date	End Date
Self-certification	NYSDEC Region 9 auto body shops submit Environmental Report Forms to NYSDEC.	02/10	08/10
Data Management	Input and track Environmental Report Forms and Non-applicability Forms submitted by Region 9 auto body shops	03/10	08/10
Data Management	<u>Compile final list of region 9 non-responders, update Region 4 and 9 auto body universe</u>	08/10	09/10
Performance Measurement	Compile and input <u>Region 4 and 9</u> self-certification report data.	08/10	10/10

Part 4 - Financial Report

Costs incurred for this project during this reporting period are shown in Table 3.

Table 3: NYS Small Business Sectors ERP Implementation Pilot Project Year 3 Costs (October 2009- September 2010)				
Budget Item	Approved Budget Costs	<u>Year 3</u> Previous Quarters Costs	<u>Apr-Jun</u> 10 Costs	Year 3 Totals
Personnel	\$92,703.00	<u>\$32,536.73</u>	<u>\$10,940.00</u>	<u>\$43,476.73</u>
Fringe Benefits	\$42,208.00	<u>\$13,499.47</u>	<u>\$4823.44</u>	<u>\$18,322.91</u>
Indirect costs)	\$46,382.00	<u>\$13,382.73</u>	<u>\$4273.48</u>	<u>\$17,656.21</u>
Supplies	\$2,000.00	<u>\$516.50</u>	<u>\$0.00</u>	<u>\$516.50</u>
Contractual (Phase 1) Printing	\$8,000.00	<u>\$1,214.00</u>	<u>\$0.00</u>	<u>\$1,214.00</u>
- Mailings	\$8,000.00	<u>\$2,026.97</u>	<u>\$0.00</u>	<u>\$2,026.97</u>
- Workshops	\$15,000.00	\$0.00	\$0.00	<u>\$0.00</u>
Travel	\$3,000.00	\$0.00	\$0.00	<u>\$0.00</u>
Year 3 Totals:	\$217,293.00	\$28,828.86	\$34,347.54	<u>\$83,213.32</u>

Table 4: NYS Small Business Sectors ERP Implementation Pilot Project Yearly Totals					
Budget Item	Year 1 Total	Year 2 Total	Year 3 (10/09-6/10)	Cumulative	EPA Approved Budget Cost
Personnel	\$80,326.35	\$78,108.59	<u>\$43,476.73</u>	<u>\$201,911.67</u>	\$370,812.00
Fringe Benefits	\$35,758.35	\$32,793.03	<u>\$18,322.91</u>	<u>\$86,874.29</u>	\$168,832.00
Indirect costs	\$38,434.68	\$32,780.08	<u>\$17,656.21</u>	<u>\$88,870.97</u>	\$185,530.00
Supplies	0	0	\$516.50	\$516.50	\$2,000.00
Contractual	0	0	\$3240.97	\$3240.97	\$234,000.00
Travel	0	0	0	0	\$19,000.00