

# U.S. SMALL BUSINESS ADMINISTRATION

## I. RESOURCE SUMMARY

(Budget Authority in Millions)

|   | <b>2004<br/>Final</b> | <b>2005<br/>Enacted</b> | <b>2006<br/>Request</b> |
|---|-----------------------|-------------------------|-------------------------|
| <b>Drug Resources by Function</b>       |                       |                         |                         |
| Prevention                              | \$0.989               | \$0.987                 | \$1.000                 |
| <b>Total</b>                            | <b>\$0.989</b>        | <b>\$0.987</b>          | <b>\$1.000</b>          |
| <b>Drug Resources by Decision Unit</b>  |                       |                         |                         |
| Education                               | \$0.989               | \$0.987                 | \$1.000                 |
| Drug-Free Workplace Grants              |                       |                         |                         |
| <b>Total</b>                            | <b>\$0.989</b>        | <b>\$0.987</b>          | <b>\$1.000</b>          |
| <b>Drug Resources Personnel Summary</b> |                       |                         |                         |
| Total FTEs (direct only)                | 0                     | 0                       | 0                       |
| <b>Information</b>                      |                       |                         |                         |
| Total Agency Budget                     | \$786.2               | \$611.2                 | \$593.0                 |
| Drug Percentage                         | 0.1%                  | 0.2%                    | 0.2%                    |

Notes:

## II. PROGRAM SUMMARY

- SBA's Drug Free Workplace (DFWP) Demonstration Program was established by the Drug-Free Workplace Act of 1988. It was renamed the Paul D. Coverdell Drug-Free Workplace Program December 21, 2000.
- The Program allows the Small Business Administration (SBA) to:
  - Award grants to eligible intermediaries to assist small businesses financially and technically in establishing DFWP programs.
  - Award contracts to the Small Business Development Centers to provide information and assistance to small businesses with respect to establishing DFWP programs.
- Among the activities that are performed by the recipients are:

- Providing financial assistance to small businesses as they set up DFWP programs. This may include free and/or reduced costs for training sessions, management/supervisor consultants, EAP services, drug testing, etc.
- Providing technical assistance to small businesses as they set up DFWP programs. This may include performing needs assessments, writing/reviewing policies and procedures, providing consultation to management on program development, providing consultation to supervisors on when and how to enforce the DFWP policy, and how to make referrals to drug testing or EAPs, etc.
- Educating small businesses on the benefits of a drug-free workplace.
- Educating parents that work for small businesses on how to keep their children drug-free.

### **III. BUDGET SUMMARY**

#### **2005 Program**

- SBA was appropriated \$1.0 million for the Paul D. Coverdell Drug-Free Workplace Program, but received \$0.987 million due to rescissions.

#### **2006 Request**

- SBA requests \$1.0 million to continue funding intermediaries, resulting in additional small businesses implementing drug-free workplace programs.

### **IV. PERFORMANCE**

#### **Summary**

- This section on SBA's program accomplishments is drawn from the FY 2006 Budget Request and the draft FY 2004 Performance and Accountability Report. No PART review has been conducted of this program. The program monitors the number of small businesses that establish drug-free workplace programs. The addition of outcome measures in FY 2005 will indicate how effective the program is in reducing drug use in the workplace.

| <b>Selected Measures of Performance</b>                |                   |               |
|--|-------------------|---------------|
| <b>PART Review</b>                                     | Not Reviewed      |               |
| <b>Outcome-Oriented Measures</b>                       | <b>FY 2004</b>    |               |
|  | <b>Target</b>     | <b>Actual</b> |
| % businesses w. decrease in turnover*                  | Under development |               |
| <b>Selected Output Measures</b>                        |                   |               |
| # firms educated about drug-free workplace benefits    | 12,000            | 19,400        |
| # businesses establishing drug-free workplace programs | 1,500**           | 1,075         |

\* One of several outcome measures under development.

\*\* Target was not adjusted to reflect actual appropriation.

## **Discussion**

- From September 1999 (when the program started) through December 2004, approximately 56,232 small businesses set up drug-free workplace programs with financial and technical assistance from the SBA program.
- In FY 2005, several outcome measures will be added - percentages of businesses that showed decrease in employee turnover, absenteeism, tardiness, workplace accidents, insurance premiums, damaged or stolen property, and productivity.