



U.S. Small Business  
Administration

**Report to Congress on Agency  
Offices of Small  
Disadvantaged Business  
Utilization Training and  
Travel Costs for Fiscal Year  
2020**

**July 23, 2021**

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## List of the 24 CFO Act Agencies

Department of Commerce (DOC)  
Department of Defense (DoD)  
Department of Energy (DOE)  
Department of Homeland Security(DHS)  
Department of Interior(DOI)  
Department of Justice (DOJ)  
Department of Labor (DOL)  
Department of Transportation (DOT)  
Department of Education (Education)  
Environmental Protection Agency (EPA)  
General Services Administration (GSA)  
Department of Health and Human Services (HHS)  
Department of Housing and Urban Development (HUD)  
National Aeronautics and Space Administration (NASA)  
U.S. Nuclear Regulatory Commission (NRC)  
National Science Foundation (NSF)  
Office of Personnel Management (OPM)  
Small Business Administration (SBA)  
Social Security Administration (SSA)  
Department of State (State)  
Department of Treasury (Treasury)  
U.S. Agency for International Development (USAID)  
United States Department of Agriculture (USDA)  
Department of Veterans Affairs (VA)

## Abbreviations

2<sup>nd</sup> Generation Information Technology (2GIT)  
Access 2 Success (A2S)  
Advanced Technology Academic Research Center (ATARC)  
Agriculture Learn (AGLearn)  
All Small Mentor-Protégé Program (ASMPP)  
American Council for Technology-Industry Advisory Council (ACT-IAC)  
Asian American Pacific Islanders (AAPI)  
Blanket Purchase Agreement (BPA)  
Contracting Officer (CO)  
Contracting Officer Representative (COR)  
Continuous Diagnostics and Mitigation (CDM)  
Corona Virus Disease 2019 (COVID-19)  
Defense Logistics Agency (DLA)  
Defense Threat Reduction Agency (DTRA)  
Disadvantage Business Enterprise (DBE)  
Electronic Subcontracting Reporting System (eSRS)  
Federal Acquisition Service Training (FAST)  
Federal Aviation Administration (FAA)  
Federal Procurement Data System-Next Generation (FPDS-NG)  
Federal Student Aid (FSA)  
Governmentwide Acquisition Contracts (GWAC)  
Government Procurement Conference (GPC)  
Highly Adaptive Cybersecurity Services (HACS)  
Historically Black Colleges and Universities/Minority Serving Institutions (HBCU/MSI)  
Historically Underutilized Business Zone (HUBZone)  
Human Capital and Training Solutions (HCaTs)  
Information Technology Category (ITC)  
Mid-Atlantic Regional Council (MARC)  
Minority Business Development Agency (MBDA)  
Missile Defense Agency (MDA)  
Multiple Award Schedule (MAS)  
National Center for American Indian Enterprise Development (NCAIED)  
National Defense Authorization Act (NDAA)  
National Institutes of Health (NIH) Information Technology Acquisition and Assessment Center (NITAAC)  
National Oceanic and Atmospheric Administration (NOAA)  
National Veterans Small Business Engagement (NVSBE)  
Office of Chief Procurement Officer (OCPO)  
Office of Secretary of Defense (OSD)  
Office of Small Business Programs (OSBP)  
Office of Small and Disadvantaged Business Utilization (OSDBU)  
Office of Water (OW)  
Patent and Trademark Office (PTO)  
Personal Protection Equipment (PPE)  
Procurement Decision Makers (PDM)  
Procurement Technical Assistance Centers (PTAC)  
Program Manager (PM)

Request for Quote (RFQ)  
Senior Procurement Executive (SPE)  
Service-disabled Veteran-owned Small Business (SDVOSB)  
Small Business Customer Experience (SBCX)  
Small Business Liaisons (SBL)  
Small Business Program Manager (SBPM)  
Small Business Review System (SBRs)  
Small Business Specialist (SBS)  
Small Business Training Week (SBTW)  
Small Business Transportation Resource Centers (SBTRC)  
Solutions for Enterprise-Wide Procurement (SEWP)  
Tactical Readiness Instruction, Authoring, and Delivery (TRIAD)  
Veteran Experience Live (VetXL)  
Vendor Outreach Sessions (VOS)  
Veterans Engagement Management System (VEMS)  
Veterans Entrepreneur Training Symposium (VETS)  
Veteran-owned Small Business (VOSB)  
U.S. Hispanic Chamber of Commerce (USHCC)  
U.S. Women's Chamber of Commerce (USWCC)  
Women-Owned Small Business (WOSB)  
Women Veteran-owned Small Business (WVOSB)

## Report Summary

The Small Business Act (the Act), in Section 15 U.S. C. § 644(k)(16), requires the Agency Offices of Small Disadvantaged Business Utilization (OSDBUs) to submit a report on training provided and training and travel costs as a percentage of the OSDBU budget to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate. Under 15 U.S.C. § 644(k)(16), each agency OSDBU:

*“(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing-*

*(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year.*

*(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year.*

*(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and*

*(D) any failure of the agency to comply with section 637, 644, 657a, or 657f of this title;”*

In order to facilitate this reporting, the Small Business Administration (SBA) has compiled the agency reports on training and travel costs for FY 2020 and provided a summary table of such reports. Where the agencies separately identified the dollar value of the training and travel costs, it is provided in parentheses. All percentages are calculated as a percentage of the total OSDBU budget, except as noted. Agency OSDBUs provided the required training information and the training and travel costs. For FY 2020 agencies did not report any failures to comply with sections 637, 644, 657a, or 657f of the Act. Individual agency reports are summarized Table 1, below, and copies of agency actual reports are provided as Enclosures.

**Table 1. 24-CFO Act Agency Training and Travel Reports Summary for FY 2020**

Agency	Training Provided	Training Cost	Travel Cost
Department of Agriculture (USDA)	<ol style="list-style-type: none"> <li>1. 8(a) National Conference</li> <li>2. Reservation Economic Summit</li> <li>3. USWCC Virtual National Small Business Federal Contracting Summer Event</li> <li>4. National Center for American Indian Enterprise Development (NCAIED)</li> <li>5. Government Procurement Conference</li> <li>6. USHCC National Conference</li> <li>7. AGLearn Small Business Credit Card Training.</li> <li>8. eSRS, and</li> <li>9. AGLearn Small Business Credit Card Training</li> <li>10. eSRS</li> <li>11. Procurement Forecast</li> </ol>	0%  There was no cost associated with training materials/meeting space of OSDBU's \$1.1 million budget. Most of the training materials were virtual.	.003% (\$3,472)  The USDA OSDBU spent \$3,472.00 for out of town business travel in FY 2020 to participate in a variety of small business outreach events. Out of the total USDA OSDBU budget of \$1.1 million, the \$3,472.00 used for travel represents .003 % of the total budget.
Department of Commerce (DOC)	In FY 2020, the OSDBU director partnered and participated in the following events: (1) In cooperation with the bureau small business specialist for the Patent and Trademark Office (PTO), an operating unit of DOC, hosted a small business conference to educate small businesses on PTO's unique procurement rules and suggested methods to identify and pursue contract opportunities; (2) In cooperation with the bureau small business specialist for the National Oceanic and Atmospheric Administration (NOAA), an operating unit of DOC, to host a virtual small business conference to educate small businesses on NOAA's mission and suggested methods to identify and pursue contract opportunities; and (3) In cooperation with the Director for the Asian American Pacific Islanders (AAPI) Initiative, housed in the Minority Business Development Agency (MBDA), an operating unit of DOC, participated in a virtual interagency small business conference to educate small businesses how to identify and pursue contract opportunities.	0%.  In FY 2020, no portion of OSDBU's budget was spent on training for small business concerns and contract specialists. Due to COVID-19 pandemic, all OSDBU training in-person activities were cancelled from March 2020 through the end of FY 2020 and beyond.	0%  Due to COVID-19 pandemic, all OSDBU travel plans, and in-person activities were cancelled from March 2020 through the end of FY 2020 and beyond.

Agency	Training Provided	Training Cost	Travel Cost
Department of Energy (DOE)	<p>The OSDBU Director provided training directly to the Small Business Program Managers (SBPMs), OSDBU staff, DOE Goaling submitters, Small Businesses, and other attendees on tools, information, and updates concerning small business laws and regulations, small business prime and subcontracting goals and achievement updates, the DOE Goaling process, small business outreach opportunities, and other important information concerning small businesses.</p> <ol style="list-style-type: none"> <li>1. Small Business Program Monthly Meeting.</li> <li>2. Other training: <ol style="list-style-type: none"> <li>a. Provided Small Business outreach and development through 47 events.</li> <li>b. October 1, 2019 - September 30, 2020: The OSDBU provided one-on-one development of small businesses on how to do business with DOE.</li> <li>c. Ad hoc sessions with internal stakeholders.</li> </ol> </li> </ol>	<p>0.45%</p> <p>The OSDBU Director provided 0.45% of the office budget toward training during FY 2020.</p>	<p>1.20%</p> <p>The OSDBU Director provided 1.20% of the office budget toward travel during FY 2020.</p>
Department of Treasury (Treasury)	<p>The Treasury OSDBU sponsored the Large Business Prime Contractors' Training and SB Matchmaking Event at George Mason University - 4 December 2019 (FY 2020). Approximately 150 persons were in attendance at no cost to Treasury OSDBU.</p> <p>Treasury OSDBU hosted three virtual Small Business Review System (SBRS) Training/Demonstrations. The training included the SBSs and the acquisition communities. Approximately 140 persons were in attendance.</p>	<p>0%</p> <p>The training sessions were conducted in federal government space, the only cost involved was preparation of the training materials, which were provided by Treasury's Printing and Graphics office, at no cost. Therefore, it represents 0% of total Treasury OSDBU budget for FY 2020 and Treasury's non-labor budget.</p>	<p>8.4% (\$4,284)</p> <p>Treasury's OSDBU Director spent \$4,284 for out of town business travel in FY 2020 to participate in a variety of small business Conferences and Outreach events. Treasury's OSDBU total budget of \$858,000 includes labor and non-labor dollars. The OSDBU Director used \$4,284 for travel expenses, which represent <u>8.4% of the \$51,000 non-labor dollars.</u></p>



Agency	Training Provided	Training Cost	Travel Cost
Department of Homeland Security (DHS)	<p>The DHS OSDBU created and facilitated seven learning webinars attended by over 1,500 DHS acquisition professionals. The courses were: Service-Disabled Veteran-Owned Small Business Program; Nonmanufacturer Rule; DHS OSDBU Overview – Responsibilities of the OSDBU; 8(a) Contracting and DHS/SBA Partnership Agreement; Subcontracting Plans and Mentor-Protégé Overview; HUBZone Program; and Women-Owned Small Business Program. The DHS OSDBU hosted a series of virtual workshops for DHS small business specialists to discuss various small business contracting topics and best practices.</p> <p>The DHS VOS program is known as a government-wide best practice. Vendor outreach sessions are a series of pre-arranged 15-minute appointments with small businesses and Small Business Specialists from DHS Components, plus several DHS large prime contractors. These sessions provide the small business community opportunities to discuss their capabilities and to learn more about doing business with DHS. Beginning in May 2020, due to COVID-19, the DHS OSDBU successfully transitioned VOS from long-standing, in-person activities, into a virtual presence. In FY 2020, eight sessions were held with 426 vendors in attendance.</p>	<p>0%</p> <p>The DHS OSDBU training webinars and workshops outlined in (16)(A) were primarily conducted online due to the virtual environment. A few in-person events taking place early in the fiscal year in federal government space. No cost involved for the training webinars and workshops. Out of the total DHS OSDBU budget of \$1,784,500, \$0 (0%) was used for training in FY 2020.</p>	<p>0.34% (\$6,000)</p> <p>The DHS OSDBU spent \$6,000 for out of town business travel to participate in a variety of small business outreach events. Due to the pandemic, business travel for in-person outreach activities was paused and conferences attended online. Out of the total DHS OSDBU budget of \$1,784,500, the \$6,000 used for travel represents 0.34% of the total FY 2020 budget.</p>
Department of Interior (DOI)	<p>The DOI OSDBU provided over six (6) training events in FY 2020:</p> <ol style="list-style-type: none"> <li>a. Participated in the Buy Indian Act Updates Listening Session at the National Congress of American Indians on October 21, 2019.</li> <li>b. Participated in the Buy Indian Act Updates Listening Session at the Reservation Economic Summit on March 3-5, 2020.</li> <li>c. Attended and exhibited at the National 8a Conference on February 11-13, 2020.</li> <li>d. Exhibited at the Minority Business Development Agency Small Business Summit on February 26, 2020.</li> <li>e. Providing In-House Training on Subcontracting Plans and Consolidated Contract Requirements on December 12, 2019 and December 19, 2019.</li> </ol>	<p>0%</p>	<p>1.9% (\$10,366)</p> <p>In FY 2020, the Department of Interior (DOI) OSDBU Director spent \$10,366 in travel costs related to outreach activities. In FY 20 our budget was \$556,626 and travel costs accounted for 1.9% of DOI OSDBU’s total FY 2020 budget.</p>

Agency	Training Provided	Training Cost	Travel Cost
Department of Labor (DOL)	DOL OSDBU provided training to small businesses and the DOL Acquisition workforce on prime and subcontracting opportunities; 8(a) Partnership Agreement; obtaining an award on the Multiple Award Schedules; employment for companies who hire people with disabilities; increasing growth in federal marketplace for HUBZone small businesses; and simplifying the RFQ process using the Reverse Auction platform. The OSDBU attended numerous outreach events.	0%	0.09% (\$877) 0.04% (\$400) The National Small Business Engagement in Nashville, TN was valued at \$877 and approximately \$400 in associated training costs. DOL OSDBU budget totaled \$929,695. DOL OSDBU spent \$877, which represents 0.09% and \$400 which represents 0.04% of the total FY 2020 budget.
Department of Transportation (DOT)	DOT's OSDBU office provided training for Small Business Specialists (SBS) and DOT Acquisition Officials on procurement rules and regulations impacting socioeconomic procurements. Conducted monthly SBS Training meetings focused on procurement and programmatic updates impacting small business socioeconomic procurements, and agency specific training sessions to assist acquisition officials in the implementation of their small business programs. Enclosure of Agency Report lists all the Training provided by the OSDBU Director.	5%	0% In FY2020, all OSDBU Director training activities were virtual, due to the pandemic emergency; therefore, no travel funds were used.
National Aeronautics and Space Administration (NASA)	OSBP participated in 19 trainings for the technical community; partnered in presentation at three Congressional outreach events; participated at two HBCU/MSI outreach events; hosted seven agency OSBP Learning Series webinars and presented at three Small Business Specialist (SBS) trainings. Due to the impact of the COVID-19 pandemic, at the conclusion of the second quarter of FY2020 OSBP shifted to virtual meetings, events, and conferences. OSBP hosted, provided training, and support at 12 virtual meetings, events, and conferences after the COVID-19 pandemic event started.	2.54%	1.26%

Agency	Training Provided	Training Cost	Travel Cost
Department of State (State)	The Office of Small and Disadvantaged Business Utilization (OSDBU) provided an average of 1-2 monthly classroom trainings and one monthly webinar, hosted by the Small Business Administration (SBA), for the acquisition workforce, Program Managers and Foreign Service Officers with approximately 20-30 participants each. Each class focused primarily on educating contracting staff and program office personnel on an array of small business-related subjects including 8(a) Business Development Program, HUBZone Program, Service-Disabled Veteran-Owned Small Business Program, Woman-Owned Small Business Program; Joint Ventures and Subcontracts; Size Determination; Non-Manufacturer Rule; and Market Research. The OSDBU invited subject matter experts from SBA, National Aeronautics and Space Administration, and other organizations to speak on matters relevant to Subcontracting, Affiliations, Size Determination, and the use of small business set asides in schedule contracts.	0%  The only cost involved was preparation of training materials, which was included in the OSDBU total FY 2020 reproduction expense of \$3,961.	5.5% (\$13,138)  State Department OSDBU spent \$13,138 for out of town business travel to participate in a variety of small business outreach events. State OSDBU budget totaled \$237,900. State OSDBU spent \$13,138 for travel, which represents 5.5% of the total FY 2020 budget.
Department of Veterans Affairs (VA)	The VA OSDBU provided Verification Training and Procurement Readiness training to SDVOSBs and VOSBs. Virtual training sessions were offered prior to the 2019 NVSBE attend by over 1,294 SDVOSBs/VOSBs and 448 small businesses. Virtual training modules were offered to assist potential attendees to take full advantage of matchmaking opportunities. VA offered training focusing on Women-Owned SDVOSBs/VOSBs.	0.03%	0.19%

Agency	Training Provided	Training Cost	Travel Cost
Environmental Protection Agency (EPA)	OSDBU funded the following training events, which included outreach to small businesses on doing business with the EPA: Annual Government Procurement Conference; Annual National Small Business Contracting Virtual Summit; OSDBU Small Business COVID-19 Acquisition Informational Session; GSA Professional Services Forecasting Event; HUBZone Contractors National Council; National 8(a) Conference; OSDBU HUBZone Small Business Counseling Session; OSDBU Women Owned Small Business Outreach Event; OSDBU SDVOSB; Office of Water (OW) Small Business Contract webinar; Region 6 Virtual Industry Day; SBA First Wednesday Virtual Learning Series; Small Business Virtual Industry Day; U. S. Women’s Chamber of Commerce (USWCC); and Veterans Business Expo.	23.74% EPA’s OSDBU spent 23.74% of its \$5,000 training budget to fund its FY 2020 training.	3.86% (\$926) EPA’s OSDBU budget totaled \$24,000. EPA OSDBU spent \$926 for travel, which represents 3.86% percent of the total FY 2020 budget.
Department of Defense (DoD)	The DoD OSBP conducted OSD’s annual Small Business Training Week virtually in collaboration with the Small Business Administration and other Federal Agencies with 1,000 members of the federal workforce attending. A total of 20 additional outreach and training events were conducted virtually. The focus of the trainings was to ensure that small businesses were able to continue to operate during the COVID-19 pandemic. Topics at these events included: Congressional updates and policy changes; cybersecurity; an emphasis on Personal Protection Equipment (PPE) availability; the Paycheck Protection Program process and ensuring small business resiliency through the progress payment initiative; Fed Mall Program hosted by the Defense Logistics Agency (DLA); and authorizations to operate during COVID-19.	6.1% (\$200,069) DoD OSBP’s budget totaled \$3,300,000. DoD OSBP spent \$200,069 for training, which represents 6.1% percent of the total FY 2020 budget.	0.05% (\$1,569) DoD OSBP’s budget totaled \$3,300,000. DoD OSBP spent \$1,569 for training, which represents 0.05% percent of the total FY 2020 budget.
United States Agency for International Development (USAID)	USAID’s Office of Small and Disadvantaged Business Utilization (OSDBU) conducted five training sessions to educate 104 program and contracting officials on U.S. small business programs. The training sessions took place in Indonesia, Thailand, Nepal, and Germany. The curriculum included USAID’s internal small business goaling program to increase the utilization of small businesses worldwide, discussion which highlighted the impact of U.S. small business on the U.S. economy, statutory and regulatory requirements, market research, subcontracting, and contract bundling.	The Agency’s contractual expenditures for the training sessions were \$16,942 inclusive of travel-related costs of \$16,942 for the instructor’s costs. Therefore, OSDBU used 4.8 percent of its FY 2020 OE budget to provide training to small businesses.	In FY 2020, OSDBU’s Director incurred \$14,783 in travel expenses to carry out the Agency’s requirements for outreach to small businesses and coordinate with senior USAID officials stationed in Indonesia, Thailand, Nepal, and Germany. Travel expenses equate to 4.2 percent of OSDBU’s FY 2020 OE budget.

Agency	Training Provided	Training Cost	Travel Cost
General Services Administration (GSA)	General Services Administration (GSA) Office of Small Disadvantaged Business Utilization (OSDBU) provided the following training: Veteran-owned Small Business matchmaking event; 5 <sup>th</sup> Annual Mentor-Protégé Program Conference; Federal Acquisition Service Training Conference; MDA Virtual Conference; Category Management 101-ACT-IAC; GSA presents: Advancing Small Business during unprecedented times; Federal Acquisition Service Training: Advancing Small Business during unprecedented times; Advance Technology Academic Research Center (ATARC) Acquisition Virtual Summit; Congressman McCarthy African American Business forum; and Subcontracting Small Business Alliance Webinar. On behalf of the OSDBU Associate Administrator, OSDBU's National Small Business Advocacy and Engagement Division provided numerous trainings to small business concerns. In addition, on behalf of the OSDBU Associate Administrator, OSDBU's Small Business Compliance and Goaling Division provided several trainings to Contract Specialists. Enclosure of Agency Report lists all the Training provided on behalf of the OSDBU Associate Administrator.	0.06% (\$4,200) GSA OSDBU's budget totaled \$6,554,000. GSA OSDBU spent \$4,200 on training, which represents 0.06% percent of the total FY 2020 budget.	1.0% (\$64,765) GSA OSDBU's budget totaled \$6,554,000. GSA OSDBU spent \$64,765 for travel, which represents 1.0% percent of the total FY 2020 budget.
Office of Personnel Management (OPM)	OSDBU Director hosted six virtual monthly small business mentoring group sessions with small business owners on April 01, 2020; May 06, 2020; June 03, 2020; July 01, 2020; Aug. 05, 2020; and Sept. 02, 2020.	0%	0%
Department of Education (Education)	The OSDBU provided training to small businesses, contract specialists and other members of the Department's broader acquisition workforce. The topics included: Market Research; My Small Business Customer Experience; Engaging with OSDBU to meet ED's mission; Category Management; Contract Bundling; 8(a); Small Business Regs and Statutes; and OSDBU Training.	0% Education OSDBU spent 0% for training out of the FY 2020 budget.	43% (\$8,565) Education OSDBU spent 43% percent on travel of the total FY 2020 budget.

Agency	Training Provided	Training Cost	Travel Cost
Department of Health and Human Services (HHS)	HHS OSDBU trained 5,761 of the HHS acquisition personnel at the HHS Operating Division and Staff Divisions. Topics included HCaTs; SBA's ASMPP; CDM Tools and HACs; Category Management; SBCX; GSA 2 <sup>nd</sup> Generation Information Technology (2GIT) BPA Solutions; Market Research and Small Business Programs; HUBZone Spotlight; VETS2; MAS Consolidation or Market Research using Acquisition Gateway; Maintenance Repair Facility Supplies; Health IT Special Item Number; Surveillance Reviews; Understanding WOSB Program; HUBZone Showcase I and II; Customer Engagement and Small Business Procurement Dashboard & Market Research as a Service; and NITAAC training. OSDBU provided OSDBU staff training consisting of six sessions.	1.38%	0.23%
Department of Housing and Urban Development (HUD)	HUD OSDBU provide training on several topics including NASA SEWP GWACs; FY2020 HUD Forecast Kickoff Meeting; Market Research; WOSB Program; HUBZone Program; Ginnie Mae COR Training on Market Research; FY2020 Industry Day, HUD's 3 <sup>rd</sup> Annual WOSB Outreach; HUD's 5 <sup>th</sup> Annual HUBZone Outreach; Live Chat with HUD OSDBU Webinar Series; HUD's 3 <sup>rd</sup> Annual SDVOSB Outreach; HUD Virtual Matchmaking; HUD Ginnie Mae Small Business Industry Day; and HUD Virtual Industry Day – BPA.	1.34% (\$9,250)  HUD OSDBU paid a one-time subscription fee of \$9,250.00 to a vendor for use of their Virtual Matchmaking Platform. Out of the total HUD OSDBU budget of \$689,262, the \$9,250 used for training represents approximately 1.34% of the total budget.	0.49% (\$3,356)  HUD OSDBU's budget totaled \$689,262. HUD OSDBU spent \$3,356 for travel, which represents 0.49% percent of the total FY 2020 budget.
Small Business Administration (SBA)	In accordance with public law, the Small Business Administration is exempt from the requirement to have an Office of Small and Disadvantaged Business Utilization (OSDBU). As a result, there is no OSDBU Director. Thus, there are no training and travel expenses to report.	0%	0%

Agency	Training Provided	Training Cost	Travel Cost
Nuclear Regulatory Commission (NRC)	The Small Business Program provided training to the business community and acquisition staff through a variety of methods to successfully target the needs of each audience. Such efforts included developing agency small business training, launching regional small business events, briefing the agency's senior leaders on small business-related matters, educating business owners on navigating the Federal marketplace, maintaining weekly counseling sessions, and providing technical assistance to acquisition staff regarding market research and the mechanics of set-asides.	0%	2.8% (\$3,585) NRC OSDBU's budget totaled \$127,000. NRC OSBU spent \$3,585 for travel, which represents 2.8% percent of the total FY 2020 budget.
Social Security Administration (SSA)	Conducted Acquisition Team Workshops, which included both COs and CORs	0%	0% SSA OSDBU participated in many local small business outreach events and small business meetings.
Department of Justice (DOJ)	In FY 2020, the OSDBU Director provided training on its small business procedures to Contracting Officers, Small Business Specialists, and Program Officials on an Ad hoc basis throughout the year.	0.06%  The training was conducted in federal government space. The percentage of the budget of the Director for such training represented 0.06% of the OSDBU Director's total FY 2020 budget.	0.03%  DOJ OSDBU used .03% of the budget of the Director for travel in FY 2020.
National Science Foundation (NSF)	NSF leveraged small business trainings provided by various other federal agencies. The NSF small business office and the NSF acquisition community was informed of small business training sessions that were available throughout the year. Such trainings included the SBA First Wednesday Virtual Learning 2019 series, HUBZone Monthly Eligibility Assistance, and the Small Business Socio- economic program utilization training sessions. In addition, the OSDBU participated in panel and round table awareness sessions both local and out of town. The OSDBU participated in countless one-on-one matchmaking sessions held at various outreach training conferences; publicizing, educating, and training small businesses on "how to" do business withNSF.	1%  There were minimum direct costs associated for training in FY20 since NSF leveraged other federal agency trainings as discussed in subparagraph (A) above. The budget for the NSF OSDBU for FY 2020 was \$50,000. Approximately 1% of the NSF total OSDBU budget was used for training in FY 2020.	0%  Out of the total NSF OSDBU FY 2020 budget of \$50,000, 0% of the total budget was spend on travel.

**ENCLOSURE 1**  
**U.S. Department of Agriculture**  
**(USDA)**



Agency: United States of Agriculture (USDA)FY20

(13) & (16)(A)

The USDA OSDBU provided small business one-day training sessions for the following groups:

Training	Date	Number of Participants	Topics
8A National Conference (New Orleans, LA)	2/11-13	500	Doing Business with the Federal Government
Reservation Economic Summit (Las Vegas, NV)	3/2-5	400	Doing Business with Federal Government
USWCC Virtual National Small Business Federal Contracting Summer Event	7/23	Virtual participants	Doing Business with the Federal Government
National Center for American Indian Enterprise Development (NCAIED)	7/8-9	Virtual participants	Doing Business with the Federal Government (USDA)
Government Procurement Conference	10/14-10/15	Virtual participants	Doing Business with the Federal Government
USHCC National Conference	9/27-29	Virtual participants	
AGLearn Small Business Credit Card Training	as needed	by agency	System
eSRS	as needed	by agency	System
Procurement Forecast	as needed	by agency	System

(16)(B)

There was no cost associated with training materials/meeting space of OSDBU's \$1.1 million budget. Most of the training materials were virtual.

(16)(C)

The USDA OSDBU spent \$3,472.00 for out of town business travel in FY 2020 to participate in a variety of small business outreach events. Out of the total USDA OSDBU budget of \$1.1 million, the \$3,472.00 used for travel represents .003 % of the total budget.

**ENCLOSURE 2**  
**Department of Commerce**  
**(DOC)**

**U.S. Department of Commerce  
Office of Small and Disadvantaged Business Utilization  
FY 2020 Training and Travel Report**

The Department of Commerce (DOC), Office of Small and Disadvantaged Business Utilization (OSDBU) is staffed by two FTEs: a director (Senior Executive Service) and a small business specialist (GS-13). The FY 2020 budget for OSDBU was as follows:

Salaries and benefits	\$336,000
Operating Expenses	<u>\$ 12,000</u>
Total Office Costs	\$348,000

In FY 2020, no portion of OSDBU’s budget was spent on travel or training for small business concerns and contract specialists. Due to COVID-19 pandemic, all OSDBU travel plans and in-person activities were cancelled from March 2021 through the end of FY 2020 and beyond.

- Activities to train small businesses:

In FY 2020, the OSDBU director partnered and participated in the following events:

- In cooperation with the bureau small business specialist for the Patent and Trademark Office (PTO), an operating unit of DOC, hosted a small business conference to educate small businesses on PTO’s unique procurement rules and suggested methods to identify and pursue contract opportunities.
- In cooperation with the bureau small business specialist for the National Oceanic and Atmospheric Administration (NOAA), an operating unit of DOC, to host a virtual small business conference to educate small businesses on NOAA’s mission and suggested methods to identify and pursue contract opportunities.
- In cooperation with the Director for the Asian American Pacific Islanders (AAPI) Initiative, housed in the Minority Business Development Agency (MBDA), an operating unit of DOC, participated in a virtual interagency small business conference to educate small businesses how to identify and pursue contract opportunities.

- Activities to train contract specialists:

Due to COVID-19 pandemic, the DOC annual workforce acquisition training conference, scheduled for May 2020 and which included Small Business Program workshops, was cancelled.

Finally, based on preliminary FPDS data, DOC is pleased to report that we successfully exceeded all FY 2020 prime contracting small business and socio-economic small business goals. This achievement is the culmination of a concerted effort led by the OSDBU Director and other members of DOC’s leadership team to create new opportunities and broaden existing opportunities for small business concerns.

**ENCLOSURE 3**  
**Department of Energy**  
**(DOE)**



**Office of Small and Disadvantaged  
Business Utilization**

**Fiscal Year 2020 Training and Travel Report**

**Submitted to:  
The U.S. Small Business Administration**

## **Introduction**

The Department of Energy (DOE) Office of Small and Disadvantaged Business Utilization (OSDBU) FY20 Agency Training and Travel Report is hereby submitted to the U.S. Small Business Administration in accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C 644) and as requested in support of the referenced Small Business Act.

The DOE hosted and supported a wide variety of training opportunities to the Agency staff, which included government employees, contractor staff and other employment categories in support of DOE's mission and consistent with the criteria as outlined in Subsection (k) of Section 15 of the Small Business Act (15 U.S.C. 644) and other training opportunities beyond the scope of the Small Business Act.

**As required by the reporting requirements** (In accordance with Subsection (k)(16) of section 15 of the Small Business Act (15 U.S.C. 644)):

**(A) The training provided by the Director under paragraph (13) in the most recently completed fiscal year:**

In support of the paragraph (A) above, the OSDBU Director provided the following training directly to Small Business Program Managers (SBPMs), OSDBU staff, DOE Goaling submitters, small businesses, and other attendees as per the invitations:

1. **Small Business Program Monthly Meetings:** The SBPM monthly meetings were held throughout the fiscal year with invitations to all DOE SBPMs and shared with contracting officers, DOE Goaling submitters and other DOE staff members who have a vested interest in the subject matter. The purpose of the training meetings was to provide tools, information, and updates concerning small business laws and regulations, small business prime and subcontracting goals and achievement updates, the DOE Goaling process, small business outreach opportunities, and other important information concerning small businesses. Copies of the agendas are available upon request.
2. **Additional training was provided as listed below:**
  - a. Provided small business outreach and development through 47 events.
  - b. October 1, 2019 - September 30, 2020: The OSDBU provided one-on-one development of small businesses doing business with DOE.
  - c. Ad hoc sessions with internal stakeholders

**(B) The percentage of the budget of the Director used for such training in the most recently completed fiscal year:**

In support of paragraph (B) above, the OSDBU Director provided 0.45% of the office budget towards training during Fiscal Year 2020.

**(C) The percentage of the budget of the Director used for travel in the most recently completed fiscal year:**

In support of paragraph (C) above, the OSDBU Director provided 1.20% of the office budget towards travel during Fiscal Year 2020.

**(D) Any failure of the agency to comply with section 637, 644, 657a, or 657f of this title:**

In response to paragraph (D) above, the OSDBU Director does not have any applicable failures to comply with the listed sections for reporting during Fiscal Year 2020.

**Agency Information:**

U.S. Department of Energy  
Office of Small and Disadvantaged Business Utilization  
1000 Independence Avenue SW, Room 5B-194  
Washington, DC 20585

**Approval:**



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**Paul E. Ross**  
Acting Director,  
Office of Small and Disadvantaged Business Utilization

**June 8, 2021**

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Date

No.	Date(s) of Event	Title of Event	Location
<b>Events for October 1, 2019 - September 30, 2020</b>			
1	Oct. 8-10, 2019	ETEBA Business Opportunities and Technical Conference	Knoxville, TN
2	October 8, 2019	Equity in Energy - Hispanic Stakeholder Discussion	Washington, DC
3	Oct. 15-16, 2019	7th Annual Small Business Seminar (hosted by Department of the Army)	Washington, DC
4	Oct. 16, 2019	Tri-Cities Diversity Summit	Kennewick, WA
5	Oct. 23, 2019	Los Alamos National Laboratory Subcontractor Forum Series	Los Alamos, NM
6	Oct. 23, 2019	National Small Business Federal Contracting Summit   DC Fall (jointly hosted by the U.S. Women's Chamber of Commerce and the American Small Business Chamber of Commerce)	Arlington, VA
7	Oct. 24, 2019	2019 ChallengeHER (WOSB) Event	Arlington, VA
8	Oct. 29-30, 2019	2019 Manufacturing Conference & Expo - B2B Matchmaking Event	Charleston, SC
9	Oct. 29, 2019	GACO's 32nd Annual Procurement Opportunities Fair	Monroeville, PA
10	Oct. 30, 2019	PTAC Construction Opportunities Conference	Nashville, TN
11	Nov. 4, 2019	2019 Southwest Veterans Business Conference	Albuquerque, NM
12	Nov. 12, 2019	Third Annual U.S. Department of Energy's Service-Disabled Veteran-Owned (SDVOSB) Small Business Opportunity Day	Washington, DC
13	Nov. 13, 2019	Albuquerque Hispano Chamber of Commerce Procurement Summit	Albuquerque, NM
14	Nov. 13, 2019	Savanna River Nuclear Solutions (SRNS) Mentor-Protégé Center of Excellence (COE) Meeting	Washington, DC
15	Nov. 14, 2019	Amarillo Fall Mega Market	Amarillo, TX



No.	Date(s) of Event	Title of Event	Location
<b>Events for October 1, 2019 - September 30, 2020</b>			
16	Nov. 20-22, 2019	SAME's Federal Small Business Conference (SBC)	Dallas, TX
17	Dec. 11, 2019	Bexar Small Business Conference and Expo	San Antonio, TX
18	Dec. 17, 2019	Native Edge Institute (NEI) Procurement, Supplier Diversity, Access to Capitol and More	Washington, DC
19	Dec. 17, 2019	Equity in Energy	Monaca, PA
20	Dec. 18, 2019	Sandia National Laboratories - C3 Office Hours with Small Businesses	Albuquerque, NM
21	Jan. 7, 2020	10th Annual Tennessee Veterans Business Association Business Expo and Job Fair	Knoxville, TN
22	Jan. 15, 2020	Sandia National Laboratories - C3 Office Hours with Small Businesses	Albuquerque, NM
23	Jan. 28, 2020	SNL Small Business Forum Series-WIPP, LANL, Pantex	Carlsbad, NM
24	Feb. 11-13, 2020	2020 National 8(a) Association Small Business Conference	New Orleans, LA
25	Feb. 19, 2020	Sandia National Laboratories - C3 Office Hours with Small Businesses	Albuquerque, NM
26	Feb. 20, 2020	National Center for VIP	Rockville, MD
27	Feb. 25-26, 2020	Department of Energy's CMWG Operational Meeting	Las Vegas, NV
28	March 8-12, 2020	WM 2020 Symposia	Phoenix, AZ
29	March 18, 2020	Sandia National Laboratories - C3 Office Hours with Small Businesses	Albuquerque, NM
30	April 9, 2020	2020 Idaho Small Business Contracting Symposium	Coeur d'Alene, ID
31	April 15, 2020	East Tennessee Small Business Growth Conference	Clinton, TN

No.	Date(s) of Event	Title of Event	Location
<b>Events for October 1, 2019 - September 30, 2020</b>			
32	April 20, 2020	Chicago Minority Supplier Council	Chicago, IL
33	April 21, 2020	Tennessee Valley Authority Supplier Diversity Summit	Huntsville, AL
34	May 20, 2020	SBA Small Business Week	Indianapolis, IN
35	June 17, 2020	Sandia National Laboratories - C3 Office Hours with Small Businesses	Albuquerque, NM
36	June 25, 2020	National Center for VIP	Rockville, MD
37	July 14, 2020	Oak Ridge National Laboratory - 2020 Summer Small Business Outreach: A Virtual Meeting	Virtual
38	July 15, 2020	Sandia National Laboratories - C3 Office Hours with Small Businesses	Albuquerque, NM
39	July 23, 2020	East Tennessee Purchasing Association Reverse Tradeshow and Business Matching Event	Tennessee
40	July 28, 2020	SNL Small Business Forum Series - City of Albuquerque	Albuquerque, NM
41	July 30, 2020	2020 Savannah River Federal Business Opportunities Forum	Virtual
42	August 10, 2020	Professional Aerospace Contractors Association (PACA) Briefing for Industry	Albuquerque, NM
43	August 19, 2020	Sandia National Laboratories - C3 Office Hours with Small Businesses	Albuquerque, NM
44	Sept. 9-10, 2020	2020 National HUBZone Conference	Chantilly, VA
45	September 10, 2020	HUBZone Contractors National Council - Virtual Small Business Matchmaking	Virtual
46	September 16, 2020	Sandia National Laboratories - C3 Office Hours with Small Businesses	Albuquerque, NM

No.	Date(s) of Event	Title of Event	Location
<b>Events for October 1, 2019 - September 30, 2020</b>			
47	Sept. 29-Oct. 1, 2020	Women Impacting Public Policy(WIPP) Virtual Symposium on Cyber Resiliency-Matchmaking	Virtual

**ENCLOSURE 4**  
**Department of the Treasury**  
**(Treasury)**



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C.

MEMORANDUM FOR THE SMALL BUSINESS ADMINISTRATION, ASSISTANT  
ADMINISTRATOR FOR GOVERNMENT CONTRACTING AND BUSINESS  
DEVELOPMENT

SUBJECT: U.S. Department of Treasury's Travel and Training Fiscal Year 2020 Annual  
Report

The Department of the Treasury is committed to removing any barriers that impede the maximum utilization of small businesses in performing our requirements. The Treasury Office of Small Disadvantaged Business Utilization (OSDBU) cooperates in providing training to industry and Treasury's acquisition workforce. The OSDBU attends national conferences to explain how to do business with the Department of Treasury on an as needed basis.

For fiscal year 2020, the Department of the Treasury submits the following required report:  
15 U.S. Code § 644 - Awards or contracts

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

The Treasury OSDBU sponsored the Large Business Prime Contractors' Training and SB Matchmaking Event @ George Mason University - 4 December 2019 (FY 2020). Approximately 150 persons were in attendance at no cost to Treasury OSDBU. Treasury OSDBU hosted three virtual Small Business Review System (SBRS) Training/Demonstrations. The training included the SBRS and the acquisition communities. Approximately 140 persons were in attendance. Treasury OSDBU did not incur any cost for these trainings.

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

The OSDBU training sessions outlined in (16)(A) were conducted in federal government space. The only cost involved was in preparation of the training materials, which were provided by Treasury's Printing and Graphics office, at no cost. Employees traveled via the metro to the training sites. Therefore, **the training sessions represent 0% of Treasury OSDBU's total budget and 0% of Treasury's non-labor budget.**

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

Treasury's OSDBU Director spent \$4,284 for out of town business travel in FY 2020 to participate in a variety of small business Conferences and Outreach events. **Treasury's OSDBU total budget of \$858,000 includes labor and non-labor dollars. The OSDBU Director used \$4,284 for travel expenses, which represent 8.4% of the \$51,000 non-labor dollars.**

Please contact me if you have any questions.

DONNA M. RAGUCCI, SES  
Director, OSDBU  
Department of the Treasury

**ENCLOSURE 5**  
**Department of Homeland Security**  
**(DHS)**

**U.S. Department of Homeland Security  
Training and Travel Report**

**Fiscal Year 2020**

**March 23, 2021**



**Homeland  
Security**



## ***Introduction***

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As required by Section (k)(16) of the Small Business Act at 15 United States Code (U.S.C.) § 644, the United States Department of Homeland Security (DHS), Office of Small and Disadvantaged Business Utilization (OSDBU), hereby submits this report describing the training activities provided to small business concerns and the DHS contracting community. In addition, the report includes percentage of the total OSDBU budget used for training and travel for the recently completed Fiscal Year (FY) 2020.

DHS is a recognized leader in small business contracting with a small business program that is well-respected in the federal government. By adopting many small business program initiatives and best practices that are unique to the federal government, DHS continued to pave the way to promote opportunities for small businesses to contribute their unique strengths to the DHS mission during FY 2020.

### **16(A)**

In accordance with Section (k)(16)(A), the OSDBU set an aggressive schedule in FY 2020 to provide DHS-wide training on small business topics and socioeconomic federal contracting programs. As a result, the OSDBU created and facilitated seven learning webinars, which garnered over 1,500 distinct registrations from DHS acquisition professionals. The courses held in FY 2020 were:

- Service-Disabled Veteran-Owned Small Business Program
- Nonmanufacturer Rule
- DHS OSDBU Overview – Responsibilities of the OSDBU
- 8(a) Contracting and DHS/SBA Partnership Agreement
- Subcontracting Plans and Mentor-Protégé Overview
- HUBZone Program
- Women-Owned Small Business Program

The OSDBU also hosted a series virtual of workshops for the DHS Small Business Specialists (SBS) and the OSDBU staff with the purpose of discussing various small business contracting topics and best practices. The FY 2020 workshops included robust discussions on small business goal achievements, legislative updates and implementation from the Small Business Administration's General Counsel, the latest initiatives on strategic sourcing and category management, proposed solutions to small business challenges, and teambuilding. The OSDBU Executive Director, the Chief Procurement Officer, as well as the Deputy Chief Procurement Officer provided their thoughts on how the Department's success in supporting small businesses is recognized by leadership and is the direct result of the hard work and dedication of the DHS Small Business team, both at headquarters and throughout our components.

Since inception, the DHS has committed to implementing the federal public policy objective of including small businesses in our contracting program to the maximum extent practicable. Section 15(k)(10) of the Small Business Act (15 U.S.C. § 644(k)(10)) directs the OSDBU to make recommendations to contracting officers on the use of set-aside acquisition strategies to improve the likelihood of small business participation as prime contractors. In keeping with this directive, the OSDBU has ensured that our learning webinars and workshops include processes for providing opportunities for all types of small businesses to compete and win contracts in support of DHS' vital missions.

DHS's primary web platform for hosting these webinars, learning cafés, and workshops is through Adobe Connect, which one to two hours in length and recorded for on-demand viewing.

The OSDBU has a robust small business outreach program which includes hosting monthly Vendor Outreach Sessions (VOS) as well as attending major small business conferences sponsored by Government agencies, congressional members, and trade associations. The OSDBU meets one-on-one with hundreds of small businesses every year. Our discussions with small businesses focus on how to do business with DHS, to connect small businesses with the DHS contracting and program personnel, to support market research, to provide information about upcoming procurements, and to determine small business capabilities to fill DHS contracting requirements.

The DHS VOS program is known as a government-wide best practice. Vendor outreach sessions are a series of pre-arranged 15-minute appointments with small businesses and Small Business Specialists from DHS Components, plus several DHS large prime contractors. These sessions provide the small business community opportunities to discuss their capabilities and to learn more about doing business with DHS. Beginning in May 2020, due to COVID-19, the DHS OSDBU successfully transitioned VOS from long-standing, in-person activities, into a virtual presence. The current virtual format is applauded by industry and the SBS due to the flexibility with online meetings, less distraction from other attendees, and the ability for the SBS to navigate [DHS.gov](https://www.dhs.gov) during their scheduled meetings. In addition, the DHS prime contractors that attend VOS as counselors also expressed appreciation for the ability to use their in-house virtual platform, which has maximized their interaction with small business attendees. In FY 2020, eight sessions were held with 426 vendors in attendance. After each VOS, attendees complete an evaluation, providing feedback on benefits from the VOS program. Overall evaluations resulted in a 96.57% average rating which represents a good to excellent rating for FY 2020.

### ***EY 2020 Training and Travel Budget***

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#### **(16)(B)**

The DHS OSDBU training webinars and workshops outlined in (16)(A) were primarily conducted online due to the virtual environment in which we are operating, with a few in-person events taking place early in the fiscal year in federal government space. As such, there was no cost involved for the training webinars and workshops. Out of the total DHS OSDBU budget of \$1,784,500, \$0 (0%) was used for training.

#### **(16)(C)**

The DHS OSDBU spent \$6,000 for out of town business travel to participate in a variety of small business outreach events. Due to the pandemic, business travel for in-person outreach activities was paused and instead online conferences were attended. Out of the total DHS OSDBU budget of \$1,784,500, the \$6,000 used for travel represents 0.34% of the total budget.

### ***Summary***

During FY 2020, the DHS OSDBU relied on virtual delivery as the predominant mode of webinars, learning cafés, and workshops for the contracting community as well as for small business outreach activities. This enabled the OSDBU to reach a broader audience than was possible with in-person events while minimizing costs to the taxpayer. One hundred percent of the OSDBU's training events during FY 2020 allowed the option for virtual access, thus minimizing travel costs to the Government or participants.

*U.S. Department of Homeland Security  
March 2021*

**ENCLOSURE 6**  
**Department of Interior**  
**(DOI)**

## Department of Interior FY20 Training and Travel Report

### **(k) Office of Small and Disadvantaged Business Utilization; Director**

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644): There is hereby established in each Federal agency having procurement powers an office to be known as the "Office of Small and Disadvantaged Business Utilization". The management of each such office shall be vested in an officer or employee of such agency, with experience serving in any combination of the following roles: program manager, deputy program manager, or assistant program manager for Federal acquisition program; chief engineer, systems engineer, assistant engineer, or product support manager for Federal acquisition program; Federal contracting officer; small business technical advisor; contracts administrator for Federal Government contracts; attorney specializing in Federal procurement law; small business liaison officer; officer or employee who managed Federal Government contracts for a small business; or individual whose primary responsibilities were for the functions and duties of section 637, 644 or 657q of this title. Such officer or employee—

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year;

- ***Participated in the Buy Indian Act Updates Listening Session at the National Congress of American Indians on October 21, 2019***
- ***Participated in the Buy Indian Act Updates Listening Session at the Reservation Economic Summit on March 3-5, 2020***
- ***Attended and exhibited at the National 8a Conference on February 11-13, 2020 @ 9 AM and 10 AM***
- ***Exhibited at the Minority Business Development Agency Small Business Summit on February 26, 2021 @ 9AM***
- ***Providing In-House Training on Subcontracting Plans and Consolidated Contract Requirements on December 12, 2019 @ 1PM and December 19, 2019 @ 1PM.***

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

- ***In FY 20 the Department of Interior OSDBU Director has spent \$0 providing two trainings.***

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year;

- ***In FY 20 the Department of Interior OSDBU Director has spent \$10,365.62 in travel costs related to outreach activities. In FY 20 our budget was \$556,625.79 and travel costs accounted for 1.9% of DOI OSDBU's budget.***

**ENCLOSURE 7**  
**Department of Labor**  
**(DOL)**



DEC 10 2020

Mr. Francis C. Spampinato  
Associate Administrator  
Office of Government Contracting and Business Development  
Small Business Administration  
409 3rd Street SW, 8th Floor  
Washington, DC 20416

Dear Francis:

The purpose of this letter is to transmit the Department of Labor's (DOL) Fiscal Year (FY) 2020 Training and Travel Report in accordance with paragraphs (16)(A), (16)(8), and (16)(C) of Section 15(k) of the Small Business Act (15 U.S.C. 644).

During FY 2020, the Office of Small and Disadvantaged Business Utilization (OSDBU) provided training to hundreds of small businesses and to DOL's acquisition workforce. The OSDBU's quarterly vendor outreach training sessions provided small businesses with insight on how to network and market effectively to procurement decision-makers. These events also increased DOL acquisition workforce's awareness on how to compete contracting opportunities effectively among procurement-ready small businesses. During these training events, the OSDBU invited subject matter experts from the Small Business Administration (SBA), AbilityOne, General Services Administration (GSA), Historically Black Colleges and Universities (HBCUs), large and small businesses, contracting officers (CO), and DOL's program representatives to train on the following small business-related topics:

- Prime and subcontracting opportunities;
- 8(a) Partnership Agreement;
- Obtaining awards on the Multiple Award Schedules;
- Navigating the forecast tool;
- Employment for companies who hire people with disabilities;
- Increasing growth in the federal marketplace for HUBZone small businesses; and
- Simplifying the request for quotation process with ease for small and large businesses using the Reverse Auction platform.

The OSDBU is also committed to conducting regular training of acquisition personnel on issues, procedures, policies, and regulations impacting small businesses and has done so through DOL's Procurement Council meetings, emails, weekly trainings, and individual counseling/assistance. Moreover, DOL public website and LaborNet (intranet available to DOL employees) host a procurement page that provides acquisition personnel with continuous access to CO notices, informational training notices, acquisition policies, and webinars and training from outside sources such as SBA, GSA, Federal Acquisition Institute, and recently, the SBA's Small Business Innovation Research and Small Business Technology Transfer Programs.

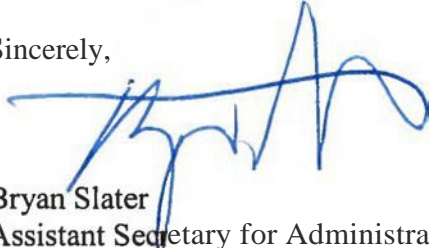
Additionally, the OSDBU attended the following small business outreach events hosted by other organizations where small business concerns received individual training:

- 2019 National Industries for the Blind/National Association for the Employment of People who are Blind Training Conference & Expo, October 2019, sponsored by National Industries for the Blind;
- Vendor Outreach Session, October 2019, sponsored by DOL;
- United States Women's Chamber of Commerce- Supplier Summit with Matchmaking, October 2019, sponsored by U.S. Women's Chamber of Commerce;
- National Small Business Federal Contracting Summit, October 2019, sponsored by U.S. Women's Chamber of Commerce and the American Small Business Chamber of Commerce/National Association of Small Business Contractors;
- ChallengeHer, October 2019, sponsored by Small Business Administration, American Express, and the Women Impacting Public Policy;
- GovConectx Small Business Match Maker, October 2019, sponsored by Department of Interior;
- Department of Transportation's Veteran-Owned Small Business Outreach and Matchmaking, November 2019, sponsored by Department of Transportation;
- Service Disabled, Veteran- Owned Small Business Opportunity Day, November 2019, sponsored by The Department of Veterans Affairs;
- Ninth (9th) Annual National Veterans Small Business Engagement, December 2019, sponsored by the U.S. Department of Veterans Affairs;
- Vendor Outreach Session, January 2020, sponsored by DOL;
- National Small Business Federal Contracting Summit, July 2020, sponsored by U.S. Women's Chamber of Commerce and the American Small Business Chamber of Commerce/National Association of Small Business Contractors;
- Small Business Match Maker Outreach Event, June 2020, sponsored by GovConectx;
- Vendor Outreach Session, August 2020, sponsored by DOL;
- Eighth (8th) Annual Northern Virginia Business2Government Matchmaking and Small Business Expo, August 2020, sponsored by Greater Reston Chamber of Commerce; and
- 2020 Federal Historically Black Colleges and Universities Industry Day and Matchmaking, September 2020, sponsored by Health and Human Services, National Institute of Health.

The National Veterans Small Business Engagement in Nashville, TN, in the above list had a total travel cost of \$876.67 and \$400 in associated training costs. All other small business outreach events listed above were held in the Maryland, Virginia, and Washington, D.C. area, as such, no travel or training expenses were incurred. As a result, the total travel and training costs reported above (\$876.67 and \$400) represent 0.09 and 0.04 percent, respectively, of the OSDBU Director's total budget of \$929,695.

If you have any questions or concerns, please contact Gladys Bailey at (202) 693-7244 or at [Bailey.Gladys@dol.gov](mailto:Bailey.Gladys@dol.gov).

Sincerely,



**Bryan Slater**  
Assistant Secretary for Administration and Management  
Director, Small and Disadvantaged Business Utilization



**ENCLOSURE 8**  
**Department of Transportation**  
**(DOT)**

## FY20 Agency Training and Travel Report

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644), the U.S. Department of Transportation (DOT) submits the information for Fiscal Year 2020 (FY2020).

Small Business Act Citation	Description	Response (FY2020)
Section 15(k)(16)(A)	Training provided by the Director	Appendix A
Section 15(k)(16)(B)	Percentage of the budget of the Director used for training	5.0%
Section 15(k)(16)(C)	Percentage of the budget of the Director used for travel	0.00%

In FY2020 DOT continued its commitment to provide outreach, technical, and financial assistance to small business concerns and maximized the use of the Small Business Transportation Resource Centers (SBTRC). DOT's Office of Small and Disadvantaged Business Utilization (OSDBU) hosted several in person small business outreach sessions, prior to the start of the pandemic, for which the duties and responsibilities for the OSDBU Director are indicated in the Small Business Act.

Our office provided virtual acquisition training for Small Business Specialist (SBS), Program Officers and DOT acquisition officials on procurement rules and regulations impacting socioeconomic procurements. OSDBU continues its participation in the agency-wide Acquisition Conference held by DOT's Office of the Senior Procurement Executive. Furthermore, OSDBU conducted monthly SBS Training meetings focused on procurement and programmatic updates impacting small business socioeconomic procurements, and agency specific training sessions, to assist DOT acquisition officials in the implementation of their small business programs.

In FY2020, all OSDBU Director training activities were virtual, due to the pandemic emergency, and no travel funds were used. A list of training provided by DOT OSDBU Director for fiscal year 2020 has been included in Appendix A.

**U.S. DEPARTMENT OF TRANSPORTATION  
OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)  
REPORT TO CONGRESS NATIONAL DEFENSE AUTHORIZATION ACT (NDAA)  
FOR FISCAL YEAR 2020**

**Appendix A**

<b>TRAINING PROVIDED BY THE OSDBU DIRECTOR</b>		
Opportunity Zones Webinar	Virtual	October 21, 2019
VOSB Outreach and Matchmaking Event	Washington, DC	November 7, 2019
African-American Heritage Month Small Business Day	Virtual	February 20, 2020
Access to Capital Webinar	Virtual	April 22, 2020
Doing Business with USDOT: FAA Webinar	Virtual	May 5, 2020
Small Business Resources & DBE Certification Updates (Mid-Atlantic Region)	Virtual	May 13, 2020
Small Business Resources & DBE Certification Updates (Central Region)	Virtual	May 15, 2020
Small Business Resources & DBE Certification Updates (Great Lakes Region)	Virtual	May 18, 2020
Small Business Resources & DBE Certification Updates (Northeast Region)	Virtual	May 19, 2020
Small Business Resources & DBE Certification Updates (Northwest Region)	Virtual	May 20, 2020
Small Business Resources & DBE Certification Updates (Mid-South Region)	Virtual	May 21, 2020
Small Business Resources & DBE Certification Updates (South Atlantic Region)	Virtual	May 21, 2020
Small Business Resources & DBE Certification Updates (West Central Region)	Virtual	May 28, 2020
Small Business Resources & DBE Certification Updates (Southeast Region)	Virtual	June 2, 2020
Small Business Resources & DBE Certification Updates (Gulf Region)	Virtual	June 3, 2020
DOT Opportunity Zones Program Updates Webinar	Virtual	July 29, 2020
Office of Small Business Gulf Region Virtual Small Business Conference	Virtual	August 26, 2020
Woman-Owned Small Business Webinar	Virtual	August 28, 2020
Office of Small Business West Central Region Virtual Small Business Conference	Virtual	September 9, 2020
DOT's Historically Black College University (HBCU)/Minority Serving Institution (MSI) Capacity Building Webinar Conference	Virtual	September 16, 2020- September 17, 2020

**ENCLOSURE 9**  
**National Aeronautics and Space Administration**  
**(NASA)**



**(16)** shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

**(A)** The training provided by the Director under paragraph (13) in the most recently completed fiscal year;

**In fiscal year (FY) 2020, the NASA Office of Small Business Programs (OSBP) participated at nineteen (19) trainings for the technical community; partnered in presentation at three (3) Congressional outreach events; participated at two (2) Historically Black Colleges and Universities/Minority Serving Institutions outreach events; hosted seven (7) agency OSBP Learning Series webinars; and presented at three (3) Small Business Specialists trainings. Due to the impact of the Covid-19 pandemic, at the conclusion of the second quarter of FY2020 OSBP shifted to virtual meetings, events and conferences. OSBP hosted, provided training, and support 12 virtual meetings, events, and conferences after the Covid-19 pandemic event started.**

**(B)** the percentage of the budget of the Associate Administrator used for such training in the most recently completed fiscal year; and

**In F2020, the NASA OSDBU used 2.54 percent of the program budget for training.**

**(C)** the percentage of the budget of the Director used for travel in the most recently completed fiscal year;

**In FY2020, the NASA OSDBU Associate Administrator used 1.26 percent of the program budget for travel.**

**ENCLOSURE 10**  
**Department of State**  
**(STATE)**



United States Department of State

Washington, D.C. 20520

March 23, 2021

Mihaela Ciorneiu  
Acting Goaling Manager  
U.S. Small Business Administration  
409 3<sup>rd</sup> Street, SW  
Washington, DC 20024

Dear Ms. Ciorneiu:

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644): I am writing to provide a report on the Department of State's Office of Small and Disadvantaged Business Utilization (OSDBU) training and travel for the Fiscal Year (FY) 2020. Please find below the Department's responses for the referenced sections of 15 U.S.C. 644.

(16)(A)

The Office of Small and Disadvantaged Business Utilization (OSDBU) provided an average of 1-2 monthly classroom trainings including one monthly webinar, hosted by the Small Business Administration (SBA), for the acquisition workforce, Program Managers and Foreign Service Officers. The training sessions had approximately 20-30 participants each. Each class focused primarily on educating contracting staff and program office personnel on an array of small business-related subjects including 8(a) Business Development Program, HUBZone Program, Service-Disabled Veteran-Owned Small Business Program, Woman-Owned Small Business Program; Joint Ventures and Subcontracts, Size Determination, Non-Manufacturer Rule, and Market Research. In addition to trainings provided by the OSDBU staff, OSDBU invited subject matter experts from SBA, National Aeronautics and Space Administration, and other organizations to speak on matters relevant to Subcontracting, Affiliations, Size Determination, Mandatory Sources, and the use of small business set asides in schedule contracts.

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was preparation of the training materials, which was included in the OSDBU total FY 2020 reproduction expense of \$3,961.

(16)(C)

The State Department OSDBU spent \$13,138 for out of town business travel in FY 2020 to participate in a variety of small business outreach events. Out of the total OSDBU budget of \$237,900, the \$13,138 used for travel represents 5.5% of the total budget.

UNCLASSIFIED

Sincerely,

George L. Price  
Director  
Office of Small and Disadvantaged Business Utilization  
Department of State

UNCLASSIFIED

2



**ENCLOSURE 11**  
**Department of Veterans Affairs**  
**(VA)**

# Department of Veterans Affairs

## Training and Travel by the Office of Small and Disadvantaged Business Utilization (OSDBU)

Annual Report  
Fiscal Year 2020

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## ***Introduction***

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As required by section 15(k)(16) of the Small Business Act (15 U.S.C. § 644(k)(16)), the Department of Veterans Affairs (VA) Office of Small and Disadvantaged Business Utilization (OSDBU) submits this report describing the training activities conducted for small business concerns and for contracting personnel. The report also includes data on the portion expended for this training representing a percentage of the total OSDBU budget, as well as the percentage of the OSDBU budget expended for travel. Finally, this report describes actions OSDBU takes to promote the Department's compliance with Small Business Act and Veterans First Contracting Program requirements.

Consistent with the priorities established by the law authorizing VA's Veterans First Contracting Program (38 U.S.C. §§ 8127-28), OSDBU and other VA organizations emphasize events targeting Service-Disabled Veteran-Owned Small Businesses (SDVOSB) and Veteran-Owned Small Businesses (VOSB). Small businesses holding other socioeconomic statuses also benefit from such training sessions, particularly if they seek dual certification as verified SDVOSBs or VOSBs in addition to their existing socioeconomic statuses. OSDBU participates in a range of small business outreach activities, which often include training presentations. These events are conducted by other VA organizations; Federal, state or local agencies; trade associations; and Veterans Service Organizations. OSDBU prioritizes its participation decisions to align with VA's Veterans First requirement.

OSDBU conducts limited training for small businesses and contracting personnel during its signature event, the National Veterans Small Business Engagement (NVSBE). Instead of emphasizing training, the goal of NVSBE is to connect small businesses with VA contracting and program personnel (procurement decision makers, or PDM), to support market research, provide information about upcoming procurements and determine small business capabilities to fill VA contracting requirements. SDVOSBs and VOSBs find it advantageous to complete needed training before attending NVSBE so they arrive as procurement-ready firms, able to take full advantage of opportunities to market themselves to PDMs. Because OSDBU receives extensive support from other VA offices, as well as other Federal agencies, NVSBE offers unprecedented matchmaking and direct access to PDMs. For the training portion of this report, OSDBU has included learning sessions conducted by OSDBU staff as part of NVSBE. Travel costs to NVSBE are included in the percentage of OSDBU's budget expended on travel since the statutory mandate for this report covers all travel and not just travel associated with a training activity.

Regarding training for contracting personnel, OSDBU training addresses processes for which OSDBU is responsible. For example, section 15(k)(10) of the Small Business Act (15 U.S.C. § 644(k)(10)) directs OSDBU to make recommendations to contracting officers on the use of set-aside acquisition strategies to improve the likelihood of small business participation as prime contractors. OSDBU provides recommendations for alternative approaches to contracting officers in response to

proposed acquisition strategy submissions. OSDDBU conducts training on this process to clarify expectations and avoid unnecessary delays.

In addition to in-person training at small business outreach events, OSDDBU's primary training format uses interactive webinars, recorded for on-demand viewing. Webinars are typically 30 to 60 minutes long and are accessed over the internet using a standard computer browser. Individuals use a web-based platform to register for webinars and view the training material used during the session.

This training format provides long-term value to both VA and participants. Presentations can be accessed on-demand after the training event has ended. Participants can review the session multiple times and revisit the material for reference and apply the information, as needed.

### ***Fiscal Year (FY) 2020***

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VA verification of SDVOSBs and VOSBs is a prerequisite for participation in the Veterans First Contracting Program. This program affords verified firms owned and controlled by Veterans the opportunity to compete for VA set-aside procurement opportunities. OSDDBU hosts recurring training sessions to inform SDVOSBs and VOSBs about verification and provide assistance before, during and after the application process. Verification training focused on the following topics:

- Veterans First Contracting Program;
- Submitting for Verification – Two-step process and required documents;
- Pre-Application Webinar;
- Preparing for Reverification Webinar;
- How to Stay Verified Webinar;
- Veterans Engagement Management System Portal Usage; and
- Department of Defense Self-service Logon and ID.me Account Usage.

To assist verified SDVOSBs and VOSBs to compete for VA procurement opportunities, OSDDBU offers a procurement-readiness training program. The program included the following modules:

- Procurement Readiness Overview;
- Introduction to VA OSDDBU;
- Doing Business with VA;
- Building an Effective Capabilities Statement;
- How to Prepare for Attendance at Direct Access Events; and
- Framework for Success-Focused Business Model Training, which includes:
  - Introduction to the Framework for Success Business Model; and
  - Risk Mitigation – Solutions to help minimize risks for both small businesses and the Federal Government.

Virtual training sessions were offered to small businesses prior to the 2019 NVSBE during the first quarter of FY 2020. Over 1,294 SDVOSBs/VOSBs and 448 small businesses attended this event, held in Nashville, Tennessee, on December 10-11, 2019. These sessions were hosted by VA organizations and industry leaders with OSDDBU's assistance. Examples included the following:

- How to Obtain a National Acquisition Center Federal Supply Schedule Contract;
- How to Produce a National Acquisition Center Federal Supply Schedule Proposal; and
- Taking the Leap from Sub to Prime.

Additionally, the following virtual training modules were purposefully offered to help prepare potential attendees to take full advantage of the matchmaking opportunities at the event:

- Building an Effective Capabilities Statement;
- Characteristics of Procurement Readiness;
- Doing Business with VA;
- Overview of the VA SDVOSB/VOSB Verification and Reverification Processes; and
- Responding to Requests for Information and Sources Sought.

In FY 2020, OSDDBU continued its efforts to increase the representation of women Veteran entrepreneurs in the Federal market, with several efforts under the Women Veteran-Owned Small Business (WVOSB) Initiative. The initiative, which started in FY 2019 in collaboration with other Federal agencies and strategic partners, sought to expand economic, procurement and learning opportunities for Women-Owned SDVOSBs/VOSBs through a focused program. The FY 2020 training sessions included:

- Your Business Journey – Documenting and showcasing some of VA's most successful WVOSBs;
- Collaboration with the Texas and Virginia State Veterans agencies to further awareness and opportunities for WVOSBs, with 2,678 attendees and more than 100 women mentored on starting a business;
- Engagements with the Department of Homeland Security, Export-Import Bank and Google, which reached 100 WVOSBs;
- Veterans Experience Live (VetXL) event with the Deputy Secretary of Veterans Affairs, encouraging Women Veterans to pursue entrepreneurship as a transition option with over 300,000 views of the sessions; and
- A reception during the 2019 NVSBE recognizing the 30 WVOSBs that graduated from the first-year WVOSB Initiative cohort.

Overall, in FY 2020, OSDDBU trained approximately 5,100 participants through all webinars. Based on feedback, this virtual format provides affordability for SDVOSB and VOSB participants by delivering time-efficient, cost-effective training. Accordingly, VA staff optimized service to our SDVOSB and VOSB stakeholders without incurring travel

costs. Virtual delivery also allowed participants to avoid the risks associated with travel during the Coronavirus Disease 2019 (COVID-19) pandemic.

Training for Small Businesses and Contracting Personnel	0.03%
Travel (All)	0.19%
Travel in Support of Training for Small Businesses and Contracting Personnel	0.02%

Figure 1. Outlays for Training and Travel as a Percentage of Total OSDBU Outlays, FY 2020.

### ***Small Business Act Compliance (Section 15(k)(16)(D))***

In the National Defense Authorization Act for FY 2017 (P.L. 114-328), Congress amended the requirements for this report to add a new element, describing each reporting agency’s compliance with sections 8, 15, 31 and 36 of the Small Business Act. In general, these provisions require contracting officers to consider small disadvantaged businesses and WOSBs (sections 8(a) and 8(m), respectively), qualified HUBZone small businesses (section 31), SDVOSBs (section 36) and all small businesses (sections 15(a) and 15(j)) for set-aside opportunities. With respect to SDVOSBs, VA may award contracts only to SDVOSBs whose ownership and control have been verified under its Veterans First Contracting Program and may not award set-asides or sole-source contracts to unverified firms that are allowed to participate in the Government-wide program under section 36.

In effect, the Veterans First Contracting Program has displaced the Government-wide SDVOSB program at VA, but also provided new VA-specific authority for set-asides and sole-source awards to all VOSBs. The law also mandates a procurement hierarchy, requiring SDVOSB and VOSB awards to be considered first and second, prior to consideration of other small business program authorities. In compliance with those mandates, this report addresses VA’s compliance with its own Department-specific program rather than the Government-wide program.

To aid compliance with these requirements, section 15(k)(10) of the Small Business Act charges OSDBU with making recommendations to contracting officers on the use of the various set-aside authorities. VA carries out this requirement through review of VA Form 2268, which is used to obtain concurrence on a contracting officer’s proposed acquisition strategy and the supporting market research and other documentation. OSDBU provides an independent review of these materials to assess the adequacy of market research and the rationale whether to set-aside the action. If OSDBU recommends an alternative strategy (such as use of a set-aside where a

contracting officer originally did not plan to do so), and the contracting officer opts not to implement the OSDDBU recommendation, OSDDBU policy requires the cognizant program office and Head of Contracting Activity to review and concur with the contracting officer's decision. Form 2268 retains this documentation for the contract file, as required by section 15(k)(10).

VA Form 2268 also provides documentation for the statutory mandate to set-aside transactions below the Simplified Acquisition Threshold, contained in section 15(j) of the Small Business Act. The law provides that such transactions are presumptively set-aside unless the contracting officer documents there is not a reasonable expectation of two or more competitive offers. Because of the volume of transactions at this level, OSDDBU has delegated review of VA Form 2268 to the small business liaisons (SBL) in the contracting activities, to ensure more effective coverage. OSDDBU regularly consults with the SBLs to provide guidance. In addition, the Secretary of Veterans Affairs established small business participation goals for these transactions in FY2020.

OSDBU is unaware of any deliberate non-compliance with these set-aside requirements. The assessment of market research and the conclusion whether there is a reasonable expectation of two or more offers is a judgment call and often can lead to reasonable reviewers reaching different conclusions. The VA Form 2268 review process seeks to ensure that multiple reviewers agree with the conclusions made and reduces the likelihood that any single person would be able to make an arbitrary decision. In addition, VA's statutory set-aside mandate for the Veterans First Contracting Program is reviewable both through bid protests as well as judicial processes.

## ***Summary***

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During FY 2020, OSDDBU relied on virtual delivery of webinars as the predominant training modality for small businesses and contracting personnel. OSDDBU reached a broader audience than was possible through face-to-face sessions while minimizing costs to the taxpayer. Virtual events also provided a safe means to continue the OSDDBU mission during the COVID-19 pandemic.

Nearly all of OSDDBU's total training events during FY 2020 were provided virtually, without travel costs to the Government or participants. The cost to provide training to small businesses and contracting personnel remained well below one-tenth of 1% of total OSDDBU obligations. As a result of OSDDBU's use of the virtual training format, travel costs were less than one-fifth of 1% of OSDDBU's total budget.

Department of Veterans Affairs  
March 2021

**ENCLOSURE 12**  
**Environmental Protection Agency**  
**(EPA)**





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

*Fiscal Year 2020  
Training and Travel Report*

*Submitted by  
Office of Small and Disadvantaged Business Utilization*

*March 19, 2021*



# UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

## **Fiscal Year 2020 Small Business Training and Travel Report**

The U.S. Environmental Protection Agency (EPA), Office of Small and Disadvantaged Business Utilization (OSDBU) is pleased to submit this report providing the Fiscal Year (FY) 2020 training and travel information required under Section 15(k)(16) of the Small Business Act, 15 U.S.C. § 644(k)(16). Section 15(k)(16) requires the OSDBU Director for each agency to submit an annual report describing the following:

- (A) Training provided by the OSDBU Director for the most recently completed FY;
- (B) Percentage of the training budget for the OSDBU Director in the most recently completed FY; and
- (C) Percentage of the travel budget for the OSDBU Director in the most recently completed FY.

Despite the challenges of the COVID-19 pandemic and the resulting transition to a remote work environment, the EPA OSDBU provided effective procurement training and technical assistance to small business concerns and the EPA contracting community. Consistent with Section 15(k)(13) of the Small Business Act, OSDBU worked in partnership with agency officials to identify potential training needs to maximize the understanding of small business requirements and to enhance small business participation in EPA procurements. The training included EPA participation in government-wide small business training conferences and OSDBU-hosted training events. Further, to effectively leverage EPA resources, OSDBU collaborated with EPA regional small business coordinators on training events.

### **Training Provided (Section 15(k)(16)(A))**

During FY 2020, OSDBU supported the following training events, which included outreach to small businesses on doing business with EPA:

- Annual Government Procurement Conference.
- Annual National Small Business Contracting Virtual Summit.
- OSDBU Small Business COVID-19 Acquisition Informational Session.
- General Services Administration (GSA) Professional Services Forecasting Event.
- HUBZone Contractors National Council.
- National 8(a) Conference.
- OSDBU HUBZone Small Business Counseling Session – HUBZone Summit.
- OSDBU Women Owned Small Business Outreach Event.
- OSDBU Service-Disabled Veteran-Owned Small Business (SDVOSB).
- Office of Water (OW) Small Business Contract Webinar.
- Region 6 Virtual Industry Day.
- SBA First Wednesday Virtual Learning Series.
- Small Business Virtual Industry Day.
- U.S. Women's Chamber of Commerce (USWCC) Outreach Events.
- Veteran Business Expo of Texas.



# UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

## **Percentage of Training Budget (Section 15(k)(16)(B))**

During FY 2020, the EPA's OSDBU expended 23.74% of its \$5,000 training budget to fund the above training. The decrease in Section 15(k)(13) training expenditures in FY 2020 was due to the recalibration of OSDBU's training plan to comply with safety, security, and public health guidelines as a result of the COVID-19 pandemic.

## **Percentage of Travel Budget used by OSDBU Director (Section 15(k)(16)(C))**

During FY 2020, OSDBU expended 3.86% of its \$24,000 travel budget for small business training and outreach activities, a reduction from previous year expenditures due to the limitations in travel during the COVID-19 pandemic.

**ENCLOSURE 13**  
**Department of Defense**  
**(DoD)**

MEMORANDUM FOR SMALL BUSINESS ADMINISTRATION, ATTN: MS. MIHAELA CIORNEIU, 409 3RD STREET, WASHINGTON, D.C. 20416

SUBJECT: Department of Defense Annual Report on Travel and Training for Fiscal Year 2020

Pursuant to United States Code (USC) § 644(k), the Department of Defense (DoD) Office of Small Business Programs (OSBP) is providing a report on OSBP's training and travel for Fiscal Year (FY) 2020. USC § 644(k) states that DoD:

(16) Shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) The training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) The percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) The percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) May provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Please find DoD OSBP's FY20 Report below.

Agency: DoD

(16)(a). Due to COVID-19, travel for training was restrained across DoD. OSD's annual Small Business Training Week (SBTW) was conducted virtually. The virtual SBTW environment allowed OSD, in collaboration with the Small Business Administration and other Federal Agencies, to reach a greater number of participants than in recent years with over 1,000 members of the Federal workforce attending. A total of 20 additional outreach and training events were conducted virtually. The focus of the trainings was both to ensure that small businesses were able to continue to operate during the COVID-19 pandemic and that DoD met its 22.05% statutory requirement. Topics at these events included: Congressional updates and policy changes; cybersecurity; an emphasis on Personal Protection Equipment (PPE) availability; the Paycheck Protection Program process and ensuring small business resiliency through the progress payment initiative; Fed Mall Program hosted by the Defense Logistics Agency (DLA); and authorizations to operate during COVID-19.

(16)(b). Out of the total DoD OSBP \$3.3 million operating budget \$200,069 was used for training the workforce, representing 6.67% of the total budget.

SUBJECT: Department of Defense Annual Report on Travel and Training for Fiscal Year 2020

(16)(c). DoD OSBP also participated in a number of events during FY20 to train both small businesses and small business professionals within the government. These trainings focused on continuing our efforts to improve the small business community's knowledge of, and capability to, successfully navigate and compete for government contracts. Given the impact of COVID-19, the Director only traveled to take part in one event in FY20 (listed below) for a total cost of \$1,569.29; the remaining events were either held locally or conducted virtually. This cost represents 0.05% of the total DoD OSBP \$3.3 million operating budget. A detailed outline of the travel is charted below.

Start Date	End Date	Travel Location	Cost	Description
10/14/19	10/16/19	Washington DC (local)	NA	Association of the United States Army Annual Meeting and Exposition
02/10/20	02/13/20	New Orleans, LA	\$1,569.29	TRIAD National 8(a) Association Small Business Conference
04/08/20	04/08/20	Virtual	NA	Defense Small Business Web Series, "COVID-19 Small Business Resources"
04/13/20	04/13/20	Virtual	NA	Speaker, WIPP Up to the Minute Webinar, "COVID-19 and the Small Business Community: Opportunities During the Crisis"
04/22/20	04/22/20	Virtual	NA	Defense Small Business Web Series, "Cyber Circuits: Protecting Small Business in a COVID Environment"
04/29/20	04/29/20	Virtual	NA	Defense Small Business Web Series, "Foreign Investment: Tools for Small Business and How DoD Can Help"
05/12/20	05/12/20	Virtual	NA	Speaker, 2020 Missile Defense Agency Small Business Programs Conference, "DoD OSBP Update"
05/13/20	05/13/20	Virtual	NA	Defense Small Business Web Series, "DoD Policy Guidance and Measures During COVID-19"
06/03/20	06/03/20	Virtual	NA	Defense Small Business Web Series, "The Future of Telework: Successful Practices for the Virtual Environment"
06/24/20	06/24/20	Virtual	NA	Defense Small Business Web Series, "Roadmap to Getting a Facility Clearance"
06/25/20	06/25/20	Virtual	NA	Speaker, Navy OSBP Small Business Webinar Series, "Project Spectrum"
07/14/20	07/14/20	Virtual	NA	Speaker, Virtual VETS 20, "VOSB and SDVOSB in SB"
07/16/20	07/16/20	Virtual	NA	Speaker, Mid-Atlantic Regional Council 2020 Workshop
07/22/20	07/22/20	Virtual	NA	Defense Small Business Web Series, "FedMall: How DoD Small Businesses Can Purchase and Sell PPE"
07/28/20	07/28/20	Virtual	NA	Speaker, SBP301 Class, "DoD OSBP Goals and Strategy for FY21"
07/30/20	07/30/20	Virtual	NA	Speaker, DTRA Virtual Industry Day
08/31/20	08/31/20	Virtual	NA	Speaker, Navy Gold Coast
09/08/20	09/08/20	Virtual	NA	Speaker, Billington Cybersecurity Summit

SUBJECT: Department of Defense Annual Report on Travel and Training for Fiscal Year 2020

09/09/20	09/11/20	Virtual	NA	Small Business Training Week
09/15/20	09/15/20	Virtual	NA	Speaker, Fall TRIAD
		TOTAL:	\$1,569.29	

Respectfully,

Farooq A. Mitha  
Director, DoD Office of  
Small Business Programs



**ENCLOSURE 14**  
**U.S. Agency for International Development**  
**(USAID)**



## **U.S. Agency for International Development Small Business Training and Travel**

### **Introduction**

Fiscal Year (FY) 2020 preliminary data indicate the U.S. Agency for International Development (USAID) obligated 14.90 percent of its contract dollars to U.S. small businesses, which exceeded the Agency's goal of 12 percent. This equates to \$923 million and marks the highest percentage and aggregate amount of contract-dollar obligations the Agency has ever awarded to U.S. small businesses within a single fiscal year.

### **Training Provided**

USAID's Office of Small and Disadvantaged Business Utilization (OSDBU) conducted five training sessions to educate 104 program and contracting officials on U.S. small business programs. The training sessions took place in Indonesia, Thailand, Nepal, and Germany. The curriculum included USAID's internal small business goaling program to increase the utilization of small businesses world-wide, discussion which highlighted the impact of U.S. small business on the U.S. economy, statutory and regulatory requirements, market research, subcontracting, and contract bundling.

In addition to training, the OSDBU Director conducted briefings for the Missions' senior leadership. The briefings also discuss to identify opportunities to increase engagement and inclusion of small businesses in USAID procurements. Training sessions, coupled with the senior- and working-level briefings, virtual and in-person have broadened small business participation awareness across the Agency.

As a result of the COVID pandemic, the remaining scheduled Washington DC training sessions were cancelled.

### **Training Expenses**

In FY 2020, the OSDBU utilized the services of an existing small business contractor with professional instructors to provide the training sessions. The contractor agreed to a 6-month no-cost extension due to the lapse of appropriations in FY 2019. As a result, the Agency did not incur any fixed costs from the contractor in FY 2020.

The Agency's contractual expenditures for the training sessions were \$16,942 inclusive of travel-related costs of \$16,942 for the instructor's costs. OSDBU's FY 2019 Operational Expenses (OE) budget was \$350,000. Therefore, OSDBU used 4.8 percent of its FY 2020 OE budget to provide training to small businesses.

At the end of FY 2019, OSDBU's contractual expenditures for similar training sessions were approximately \$87,457.31, so the office decreased its training expenses for FY 2020 by approximately 80 percent from the prior-year period.

**Training-Related Travel Expenses for the OSDBU Director**

In FY 2020, OSDBU's Director incurred \$14,783 in travel expenses to carry out the Agency's requirements for outreach to small businesses and coordinate with senior USAID officials stationed in Indonesia, Thailand, Nepal, and Germany. Travel expenses equate to 4.2 percent of OSDBU's FY 2020 OE budget.

**ENCLOSURE 15**  
**General Services Administration**  
**(GSA)**

**Response to: In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644) training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection.**

**1. Training for small business and acquisition staff:**

In FY2020, the Associate Administrator of OSDBU participated in the following training provided to small business concerns:

- Veteran-owned Small Business Matchmaking Event (November 7, 2019)
- 5th Annual Mentor Protege Program (MPP) Conference (November 12, 2019)
- Federal Acquisition Service Training Conference (April 17, 2020)
- MDA Virtual Conference (May 12, 2020)
- Category Management 101-ACT-IAC (May 28, 2020)
- GSA Presents: Advancing Small Business During Unprecedented Times (June 10, 2020)
- FAST Forward: Advancing Small Business During Unprecedented Times (June 22, 2020)
- ATARC Acquisition Virtual Summit (July 16, 2020)
- Congressman McCarthy African American Business forum (August 18, 2020)
- Subcontracting Small Business Alliance Webinar (September 29, 2020)

On behalf of the OSDBU Associate Administrator, OSDBU's National Small Business Advocacy and Engagement Division provided the following training to small business concerns:

- Senator Cardin, Federal Procurement Fair (October 1, 2019)
- VET-Force Event 2019 meeting (October 2, 2019)
- Emerging Leaders Invite: Doing Business with the Government (October 3, 2019)
- Women's Chamber of Commerce, National Small Business Federal Contracting Summit - Fall 2019 (October 3, 2019)
- ChallengeHER Washington, DC (October 4, 2019)
- Avoid Being Suspended & Debarred (October 8, 2019)
- Mega Maryland Small/Minority Architects, Engineers, and Construction (AEC) Conference (October 9, 2019)
- Understanding the Federal Procurement Data System (October 15 & 29, 2019)
- DOE's Third Annual SDVOSB Opportunity Day (November 2, 2019)
- 5th Annual Mentor Protege Program (MPP) Conference (November 3, 2019)
- SBA Workshop, How to do Business with GSA (November 6, 2019)
- GSA Veteran's Matchmaking Event Oct 2019 (November 7, 2019)
- SMART Proc GovCon 2019 (November 9, 2019)
- GSA Global Supply Webinar (November 14 & 19, 2019)
- OSDBU & Women's Chamber of Commerce Webinar (November 21, 2019)
- OSDBU & Women's Chamber of Commerce Marketing your Schedule Contract Webinar (December 12, 2019)
- ITC Vendor Outreach event (December 15, 2019)
- Small Business Information Technology (IT) Industry Day (January 10, 2020)
- Women's Chamber, National Small Business Federal Contracting Summit - Spring 2020 (March 5, 2020)

- GovConectx Maryland Outreach Event (March 5, 2020)
- Governmentwide Professional Services Category Virtual Forecasting Event (June 23, 2020)
- Office of Information Technology Category (ITC) Federal Acquisition Service (FAS) (July 16, 2020)
- U.S. Women's Chamber of Commerce (July 23, 2020)
- WOSB Option Webinar (August 6, 2020)
- Marketing Your GSA Contract (August 11, 2020)
- Partnership with GSA/CASE Q&A (August 12, 2020)
- Montgomery County Chamber of Commerce (MCCC) 2020 Pathway to Growth Procurement Conference (August 12, 2020)
- Marketing Your GSA Contract (August 13, 2020)
- Getting on the GSA Schedule (September 15, 2020)
- What You Need to Know! Marketing Your GSA Contract (September 17, 2020)
- Getting on the GSA Schedule: What you need to know! (September 22, 2020)
- Annual Government Procurement Conference (GPC) (September 29, 2020)

In addition, on behalf of the OSDBU Associate Administrator, OSDBU's Small Business Compliance and Goaling Division provided the following training to Contract Specialists:

- eSRS Reporting - "SSRs - What do I need to know?" (2 sessions in October 2019; 1 session in November 2019)
- eSRS Reporting - "ISRs - What do I need to know?" (2 sessions, October, 2019; 1 session in November 2019)
- "Subcontracting Plans - Top Ten List for Contracting Officers" as part of Federal Acquisition Service Virtual Acquisition Day (1 session in February 2020)
- Region 2 contracting staff - "What to look for in a subcontracting plan" (2 sessions in May 2020)
- Region 3 contracting staff - "What to look for in a subcontracting plan" (1 session in June 2020)
- eSRS Reporting - "ISRs - What do I need to know?" (3 sessions in July 2020)
- "How to Review a Subcontracting Plan" (3 sessions in August 2020)

Lastly, OSDBU promotes and highly encourages the acquisition workforce to attend the "SBA First Wednesday Virtual Learning Series" offered monthly each fiscal year by SBA.

**2. The percentage of the budget of the Director used for such training in the most recent completed fiscal year:**

GSA OSDBU's FY 2020 office budget totaled \$6,554,000 and \$4,200 (0.06 percent of the budget) was spent for training.

<b>FY2020</b>	<b>OSDBU Office Budget</b>	<b>Actual Training Expenses</b>	<b>Percentage (%)</b>
Training	\$6,554,000	\$4,200	0.06%

**3. The percentage of the budget of the Director used for travel in the most recent completed fiscal year:**

GSA OSDBU's FY2020 office budget totaled \$6,554,000 and \$64,765 (1 percent of the budget) was spent for travel.

<b>FY2020</b>	<b>OSDBU Office Budget</b>	<b>Actual Travel Expenses</b>	<b>Percentage (%)</b>
Travel	\$6,554,000	\$64,765	1.0%

**4. Any failure of the agency to comply with sections 8, 15, 31, or 36**

GSA has successfully complied with sections 8, 15, 31, and 36.

**ENCLOSURE 16**  
**Office of Personnel Management**  
**(OPM)**



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Office of Small  
and  
Disadvantaged  
Business Utilization

DATE: March 22, 2021

SUBJECT: U.S. Office of Personnel Management's OSDBU Training and Travel Report FY20

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2020 Annual Report

Agency: U.S. Office of Personnel Management (OPM)

**(16)(A)**

During fiscal year 2020 OPM's OSDBU conducted zero training exercises or initiatives due to budgetary cuts. OSDBU was provided zero funding for travel and training during fiscal year 2020 nonetheless the OSDBU did host 6 virtual monthly small business mentoring group sessions with small business owners:

- |    |                |  |                          |
|----|----------------|--|--------------------------|
| 1. | April 01, 2020 | Small Business Mentoring Group Session | OSDBU Dir. DesmondBrown  |
| 2. | May 06, 2020   | Small Business Mentoring Group Session | OSDBU Dir. DesmondBrown  |
| 3. | June 03, 2020  | Small Business Mentoring Group Session | OSDBU Dir. Desmond Brown |
| 4. | July 01, 2020  | Small Business Mentoring Group Session | OSDBU Dir. Desmond Brown |
| 5. | Aug. 05, 2020  | Small Business Mentoring Group Session | OSDBU Dir. DesmondBrown  |
| 6. | Sept. 02, 2020 | Small Business Mentoring Group Session | OSDBU Dir. DesmondBrown  |

**(16)(B)**

No training as outlined in (16)(A) was conducted in federal government space due to budgetary cuts. OSDBU was provide no funding for training during FY20 however OSDBU did host 6 virtual monthly small business mentoring group sessions with small business owners.

**(16)(C)**

The OPM OSDBU spent \$0.00 for out of town business travel in FY 2020 due to budgetary cuts. OSDBU had zero funds for any travel requirements during this time frame.

Desmond A. Brown  
Director  
Office of Small & Disadvantage Business Utilization  
Office of Personnel Management

**ENCLOSURE 17**  
**Department of Education**  
**(EDUCATION)**



UNITED STATES DEPARTMENT OF EDUCATION  
*Office of Small and Disadvantaged Business Utilization*

May 13, 2021

Mihaela Ciorneiu, Goaling Manager  
Office of Policy, Planning and Liaison  
Office of Government Contracting & Business Development  
U.S. Small Business Administration (SBA)  
409 3<sup>rd</sup> Street, SW  
Washington, DC 20416

Dear Ms. Ciorneiu:

In compliance with the Section 15(k)(A) of the Small Business Act, the OSDBU Director and personnel provided the following training for FY 2020:

- Contracts and Acquisition Management Training on Market Research
- MY Small Business Customer Experience (SBCX) OSDBU training
- Training for FSA Acquisition and Program Staff – Engaging with OSDBU to meet ED’s mission.
- OSDBU Training for Acquisition Staff – Unveiling SBCX, a New Database for Market Research
- Acquisition Alert Training (Category Management)
- Contracting Bundling
- 8(a) Training for Acquisition Staff
- Small Business Regs and Statutes Training for Acquisition Staff

The percentage of the budget used for training was 0%

In compliance with Section 15 (k) (A) of the Small Business Act, the travel activities for the OSDBU Director and personnel for FY 2020 totaled \$8,565. This amount represents 43% of our FY 2020 travel budget. Due to the pandemic, we were unable to travel to support the various socio-economic small business conferences as we have in the past years to meet small business vendors.

Respectfully,

Calvin Mitchell Jr.  
Director, Office of Small and Disadvantaged Business Utilization (OSDBU)  
U.S. Department of Education  
550 12th St. SW, PCP- Rm. 10115  
P: 916-213-7968  
E: [calvin.mitchell@ed.gov](mailto:calvin.mitchell@ed.gov)

550 12<sup>th</sup> St. S.W., WASHINGTON, DC 20202

[www.ed.gov](http://www.ed.gov)

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**ENCLOSURE 18**  
**Department of Health and Human Services**  
**(HHS)**

**Department of Health and Human Services  
FY 2020 Travel and Training Report**

**A. The training provided by the OSDBU Director under paragraph (13) in the most recently completed fiscal year;**

In Fiscal Year 2020, HHS OSDBU trained 5,761 of the HHS acquisition personnel at the HHS Operating Division and Staff Divisions. The impact of the OSDBU small business webinars have resulted in the following benefits to HHS and other Federal agencies by being a best value solution that enables the acquisition community to erase the barrier of budgetary travel expenses, time and geography. In addition, the training supports a successful outcome of gaining expert information, delivery of enhanced performance and increased career development. The trainings provide continuous learning points (CLPs) that count toward contracting or contracting officer's representative certification, streamline issuance of CLP credits in FAITAS. The additional benefit is that the archives webinar trainings assist the small business acquisition workforce by educating them on how to do their job and award more contracts across the U.S.

<b>Date:</b>	<b>Title:</b>	<b>HHS Workforce Trained:</b>
10/10/2019	Human Capital and Training Solutions (HCaTs)	166
11/14/2019	SBA's All Small Mentor-Protégé Program	277
12/12/2019	Continuous Diagnostics and Mitigation (CDM) Tools Special Item Number and Highly Adaptive Cybersecurity Services (HACS) SIN	167
1/09/2020	Category Management	261
01/16/2020	SBCX Training	285
02/11/2020	GSA 2nd Generation Information Technology (2GIT) BPA Solutions	406
02/19/2020	Market Research and Small Business Programs	483
03/11/2020	HUBZone Spotlight	358
03/12/2020	Vets 2 Small Business Training	246
04/09/2020	Multiple Award Schedule (MAS) Consolidation or Market Research using the Acquisition Gateway	499
05/14/2020	Maintenance Repair Facility Supplies	261

06/11/2020	Multiple Award Schedule (MAS) Consolidation	308
06/18/2020	HUBZone Showcase 1	456
07/09/2020	Health IT Special Item Number (SIN) and Cloud SIN	203
07/16/2020	Surveillance Reviews	211
07/23/2020	Understanding the Woman-Owned Small Business (WOSB) Socioeconomic Program	362
07/30/2020	HUBZone Showcase II	318
08/13/2020	Customer Engagement and Small Business Procurement Dashboard & Market Research as a Service	383
08/27/2020	NITAAC Training	211
	<b>Total Trained:</b>	<b>6,144</b>

**B. The percentage of the total budget used by the OSDBU for Small Business Acquisition training listed below was 1.38%.**

OSDBU provided OSDBU staff group training in FY20 consisting of six sessions:

1. Team Training (SmallWorld)
2. The “5 C’s” in implementing the U.S. Small Business Programs
3. Working Successfully in a Remote Environment
4. How to Work Effectively with Your Manager
5. Principles of Teamwork
6. Setting and Tracking Goals

Additionally, OSDBU staff received individual trainings per their Individual Development Plan (IDP).

**C. The percentage of the budget used for traveling by the OSDBU in Fiscal Year 2020 was 0.23%.**

In March 2020, as COVID-19 began to spread rampantly nationwide, travel restrictions caused numerous attendees, including speakers, matchmakers, and exhibitors, to cancel their attendance and participation at the 2020 Access2Success (A2S) Small Business conferences. Former President Trump declared a national emergency to combat COVID-19.

OSDBU developed a Continuity Plan to continue to advocate for small businesses during this Pandemic. This crisis established a unique opportunity for the Department. We expanded and enhanced our on-line presence and our virtual reach to the small business community by transitioning from our traditional in-person events to a new innovative virtual platform.

**FY20 Canceled HHS Access2Success (A2S) Small Business Conferences**

<b>Location</b>	<b>Date</b>
Phoenix, AZ	March 18-19, 2020
Charlotte, NC	April 15-16, 2020
Kansas City, MO	May 20-21, 2020
Washington, DC	June 9, 2020

**OSDBU staff attended 30 speaking and matchmaking conferences with a combined total of approximately 9,500 participants.**

**ENCLOSURE 19**  
**Department of Housing and Urban Development**  
**(HUD)**



15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2020 Annual Report

Agency: Department of Housing and Urban Development (HUD)

(16)(A)

The HUD OSDBU provided small business training sessions on small business related topics as delineated in the chart below.

<b>HUD Acquisition and Program Office Staff Training</b>	
<b>Training</b>	<b>Date</b>
NASA SEWP GWAC Training	10/29/2019
FY2020 HUD Forecast Kick-Off Meeting	11/20/2019

Market Research	01/29/2020
Women-Owned Small Business Federal Contract Program	03/11/2020
Understanding the Historically Underutilized Business (HUBZone) Program	05/14/2020
Ginnie Mae COR Training (Market Research)	09/02/2020

<b>Small Business Concerns and Entrepreneur Training</b>	
<b>Training</b>	<b>Date</b>
FY 2020 IT Industry Day	12/10/2019
HUD's 3rd Annual WOSB Outreach Event	04/22/2020
HUD's 5th Annual HUBZone Vendor Outreach	05/14/2020
"Live Chat with HUD OSDBU" Webinar Series	05/21/2020
HUD's 3rd Annual SDVOSB Outreach Event	06/19/2020
"Live Chat with HUD OSDBU" Webinar Series	06/25/2020
"Live Chat with HUD OSDBU" Webinar Series	07/21/2020
HUD Virtual Matchmaking 2020	08/12/2020

HUD Ginnie Mae Small Business Industry Day	08/20/2020
HUD Virtual Industry Day - BPA	08/26/2020
"Live Chat with HUD OSDBU" Webinar Series	09/24/2020

(16)(B)

Most of the training outlined in (16)(A) was conducted in federal government space or held virtually, where there were no additional costs. HUD OSDBU did pay a one-time subscription fee of \$9,250.00 to a vendor to utilize their Virtual Matchmaking Platform. Out of the total HUD OSDBU budget of \$689,262.07, the \$9,250.00 used for training represents approximately 1.34% of the total budget.

(16)(C)

The HUD OSDBU spent \$3,356.14 for local and out of town business travel in FY 2020 to participate and speak in a variety of small business outreach events prior to the COVID-19 pandemic. Out of the total HUD OSDBU budget of \$689,262.07, the \$3,356.14 used for travel represents approximately 0.49% of the total budget.

**ENCLOSURE 20**  
**Nuclear Regulatory Commission**  
**(NRC)**



**U.S. Nuclear Regulatory Commission  
Fiscal Year 2020  
Small Business Training and Travel Report**

## **U.S. Nuclear Regulatory Commission Fiscal Year 2020 Small Business Training and Travel Report**

In accordance with Section 15(k)(16) of the Small Business Act, as amended, the U.S. Nuclear Regulatory Commission (NRC) Small Business Program is submitting this report describing the training it provided, the percentage of its budget used for training, and the percentage of its budget used for travel in fiscal year 2020 for small business outreach activities.

### Section 15(k)16(A) - Training Provided

The Small Business Program provided training to its internal (acquisition staff) and external (business community) stakeholders through a variety of methods to successfully target their needs. Such efforts included developing agency small business training, participating in small business outreach events and educational campaigns, briefing the agency's senior leaders on small business-related matters, educating business owners on navigating the Federal marketplace, conducting daily counseling sessions, and providing technical assistance to acquisition staff by supporting market research efforts and explaining the mechanics of set-asides.

Specific examples of such training to acquisition staff and the business community include the following activities listed below.

- Assisted with the development of small business training offered to acquisition staff at the agency's onsite training center and web-based training portal. The course covered topics such as the importance of small businesses, relevant laws, market research, and the benefits of contracting with small businesses.
- Expanded its outreach efforts to by participating in virtual events that educated companies on how to navigate the agency's contracting landscape, explained the services offered by the Small Business Program and available resources, and discussed how to identify prime and subcontract opportunities.
- Briefed the NRC Commission on its increased engagement with acquisition staff during the market research phase of the procurement process, provided an update on the Small Business Administration's Scorecard performance measures, highlighted progress towards meeting agency small business prime contract goals, and discussed its strategies to achieve future success.
- Participated in educational campaigns supporting Federal small business programs and initiatives, including the Veterans Institute for Procurement training program, which is sponsored by the Small Business Administration.

## U.S. Nuclear Regulatory Commission Fiscal Year 2020 Small Business Training and Travel Report

- Maintained daily counseling sessions with senior business executives to explain the resources available under the agency's web-based Small Business Toolbox and how to effectively use the tools to foster the business development needs of Federal contractors.
- Provided technical assistance to acquisition staff on how to effectively evaluate small business marketplace capability, available contracting vehicles and streamlined acquisition strategies, and the mechanics of conducting set-asides under the various rules associated with the Federal portfolio of small business programs.

### Section 15(k)16(B) - Percentage of Budget Used for Training

While there are costs associated with the training and resources mentioned above in Section 15(k)16(A), the costs were incurred by other NRC offices, Federal agencies, and organizations. As a result, the Small Business Program did not fund any training costs from its budget (other than the time and effort expended by Small Business Program staff). Therefore, there are no direct costs attributed to the Small Business Program's budget.

### Section 15(k)16(C) - Percentage of Budget Used for Travel

The Small Business Program spent \$ 3,585.00.<sup>1</sup> for out of town business travel to participate in two small business outreach events (National Veterans Small Business Conference and National 8(a) Association Conference). Out of the total Small Business Program budget of \$127,000.00, the \$3,585.00 used for travel represents approximately 2.8 percent of the Small Business Program budget, which was severely impacted by the COVID-19 pandemic's restrictions on travel and gatherings.

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<sup>1</sup> Costs associated with airfare not included as airfare is funded from a central agency account and not through the Small Business Program's budget. In addition, this amount does not capture travel costs associated with contractor support for out of town outreach events.

**ENCLOSURE 21**  
**Social Security Administration**  
**(SSA)**



## **Fiscal Year 2020 Training and Travel Report**

The Social Security Administration is submitting its fiscal year (FY) 2020 Training and Travel Report for inclusion in the Small Business Administration's larger report to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate.

### **(A) Training provided by the Director in FY2020:**

- Conducted Acquisition Team Workshops, that includes both COs and CORs. This is another way to encourage small business and topics regarding Small Business Set Aside Review

### **(B) Percentage of the budget the OSDBU Director used for such training in FY2020:**

N/A

### **(C) Percentage of the budget the OSDBU Director used for travel in FY2020:**

The OSDBU spent \$0.00 for business travel in FY 2020, however participated many local small business outreach events and small business meetings i.e. SBPAC and OSDBU Council monthly meetings.

**ENCLOSURE 22**  
**Department of Justice**  
**(DOJ)**

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

FY 2020 Annual Report

**Agency: Department of Justice**

(16)(A)

In FY 2020, the OSDBU Director provided training on its small business procedures to Contracting Officers, Small Business Specialists, and Program Officials on an ad-hoc basis throughout the fiscal year.

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was the OSDBU Director's time. The percentage of the budget of the Director for such training represented 0.06% of the OSDBU Director's budget.

(16)(C)

In FY 2020, DOJ OSDBU used 0.03% of the budget of the Director for travel.

**ENCLOSURE 23**  
**National Science Foundation**  
**(NSF)**



**NATIONAL SCIENCE FOUNDATION**  
2415 Eisenhower Avenue • Alexandria, VA 22314

April 29, 2021

Ms. Mihaela Ciorneiu  
U.S. Small Business Administration  
409 3<sup>rd</sup> Street, S.W.  
Washington, D.C. 20416

Dear Ms. Ciorneiu:

Please see the attached National Science Foundation (NSF) response containing our FY 2020 Small Business Training and Travel Report.

If you have any questions or require additional information, please contact the undersigned at (703) 292-8100 or via email at [wgardner@nsf.gov](mailto:wgardner@nsf.gov).

Sincerely,

Wonzie L. Gardner Jr.  
Director  
Office of Small and Disadvantaged Business Utilization

Enclosure:  
Attachment 1, NSF FY 2020 Small Business Training and Travel Report

National Science Foundation (NSF) Small Business Training and Travel  
Report for FY 2020, dated April 29, 2021

The following report is provided in accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S. Code § 644 - Awards or contracts).

1. Paragraph (16) of Subsection (k) states that the officer or employee serving as the agency Director of the Office of Small and Disadvantaged Business Utilization (OSDBU) “shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (paragraph (13) states that the Director “may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year;and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year;and”

2. Below is the National Science Foundation (NSF) input which corresponds to the requested information in subparagraphs (A), (B) and (C) listed above.

(A) In FY 2020, NSF continued to leverage small business trainings provided by various other federal agencies. The NSF small business office and the NSF acquisition community was informed of small business training sessions that were available throughout the year from numerous federal agencies and associations. Such trainings included the SBA First Wednesday Virtual Learning 2020 series, DOD Mid Atlantic Regional Council (MARC), and the Small Business Socio-economic program utilization training sessions. The NSF Small Business Office participated in the virtual Government Procurement conference (GPC). Numerous one-on-one matchmaking sessions was held; publicizing, educating, and training small businesses on “how to” do business with NSF. Additionally,

NSF small business office holds weekly one-on-one meetings with small businesses from around the country, to educate and assist them in understanding acquisition opportunities at NSF.

(B) There were minimum direct costs associated for training in FY20 since NSF leveraged other federal agency trainings as discussed in subparagraph (A) above. The budget for the NSF OSDBU for FY20 was \$50,000. Consequently, approximately 1% of the NSF total OSDBU budget was used for training in FY 2020.

(C) Due to the COVID-19 pandemic, for FY2020, NSF OSDBU did not partake in any local and out of town business travel to participate in in-person training events. All outreach and training sessions were held in a virtual environment. Out of the total NSF OSDBU budget of \$50,000, the OSDBU used 0% of the total budget for travelexpenses.