



U.S. Small Business
Administration

**Report to Congress on Agency
Offices of Small Disadvantaged
Business Utilization Training and
Travel Costs for Fiscal Year 2022**

July 21, 2023

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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)
Securities and Exchange Commission (SEC)
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

Agriculture Learn (AGLearn)
American Council for Technology-Industry Advisory Council (ACT-IAC)
Armed Forces Communications and Electronic Association (AFCEA)
Association of the United States Army (AUSA)
Bipartisan Infrastructure Law (BIL)
Black Engineer of the Year Award (BEYA)
Consolidated Operations, Management, Engineering and Test (COMET)
Contracting Officer (CO)
Contracting Officer Representative (COR)
Corona Virus Disease 2019 (COVID-19)
Economically Disadvantaged Women-Owned Small Business (EDWOSB)
Electronic Subcontracting Reporting System (eSRS)
Federal Acquisition Service (FAS)
Federal Acquisition Service Training (FAST)
Federal Insights Exchange (FIE)
Fiscal Year (FY)
Full Time Employees (FTEs)
Governmentwide Acquisition Contracts (GWAC)
Historically Black Colleges and Universities/Minority Serving Institutions (HBCU/MSI)
Historically Underutilized Business Zone (HUBZone)
Individual Subcontract Report (ISR)
Information Technology (IT)
Maryland (MD)
Mid-Atlantic Regional Council (MARC)
Minority Business Development Agency (MBDA)
Minority Enterprise Development (MED)
North Dakota (ND)
Office of Acquisition Solutions (OAS)
Office of Chief Procurement Officer (OCPO)
Office of Evaluation and Science (OES)
Office of Land and Emergency Management (OLEM)
Office of Minority and Women Inclusion (OMWI)
Office of Secretary of Defense (OSD)
Office of Small Business Programs (OSBP)
Office of Small and Disadvantaged Business Utilization (OSDBU)
Procurement Technical Assistance Centers (PTAC)
Request for Information (RFI)
Request for Proposal (RFP)
Request for Quotation (RFQ)
Senior Procurement Executive (SPE)
Service-disabled Veteran-owned Small Business (SDVOSB)
Small and Disadvantaged Business Opportunities Council (SADBOC)
Small Business Customer Experience (SBCX)
Small Business Specialist (SBS)
Small Business Reporting System (SBRS)
Small Disadvantaged Business (SDB)
Society of American Military Engineers (SAME)
Solutions for Enterprise-Wide Procurement (SEWP)

Summary Subcontract Report (SSR)
Supplier Diversity Business Management System (SDBMS)
System for Award Management (SAM)
Treasury Acquisition Institute (TAI)
Vendor Outreach Days (VOD)
Vendor Outreach Sessions (VOS)
Veteran Entrepreneurship Task Force (VET FORCE)
Veteran-owned Small Business (VOSB)
U.S. Black Chambers (USBC)
U.S. Women's Chamber of Commerce (USWCC)
Waters of the United States (WOTUS)
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 FY2022 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 FY2022 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 2022

Agency	Training Provided	Training Cost	Travel Cost
Department of Agriculture (USDA)	<ol style="list-style-type: none"> 1. Small Business 101 Workshop 2. Small Business Connection Event focused on WOSB 3. Small Business 201 Workshop 4. Small Business Refresher Training for Buying Agencies. 5. SPE Talks: Roles and Responsibilities of OSDBU; How new SDB goal will affect contracting; Raising socio-economic goals. 6. New Procurement Forecast Training 7. AGLearn Small Business Credit Card Training. 8. eSRS 9. Procurement Forecast 10. Clearance Process Reports 	<p>0%</p> <p>There was no cost associated with training materials/meeting space of OSDBU’s \$1.1 million budget. Most of the training materials were virtual.</p>	<p>0%</p> <p>The USDA OSDBU spent \$0 for out of town business travel in FY2022 to participate in a variety of small business outreach events.</p>
Department of Commerce (DOC)	<p>The Department of Commerce (DOC), Office of Small and Disadvantaged Business Utilization (OSDBU) is staffed by FTEs; a Director (Senior Executive Service); and a small business specialist (GS-13). The FY2021 budget covers salaries and benefits. Approximately \$12,000 is allocated for operating expenses.</p>	<p>0%.</p> <p>In FY2022, no portion of OSDBU’s budget was spent on training for small business concerns and contract specialists.</p>	<p>0%</p> <p>The OSDBU participated in virtual events organized by other agencies and advocacy organizations and the DOC annual workforce training conference.</p>
Small Business Administration (SBA)	<p>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.</p>	<p>0%</p>	<p>0%</p>

Agency	Training Provided	Training Cost	Travel Cost
Department of Energy (DOE)	The Agency is responsible for sending their report to Congress.		
Department of Labor (DOL)	<p>DOL OSDBU provided training to small businesses and the DOL Acquisition workforce on prime and subcontracting opportunities; 8(a) Partnership Agreements; Obtaining Awards on GSA's Multiple Award Schedules; Electronic Subcontracting Reporting System; Navigating the forecast tool; Employment for companies who hire people with disabilities; Increasing growth in the Federal Marketplace for small business; Simplifying the request for quotation process by using DOL's Reverse Auction platform.</p> <p>The OSDBU attended numerous outreach events hosted by other organizations where small business concerns received individual training.</p>	0%	<p>0%</p> <p>DOL OSDBU budget totaled \$965,154 and spent \$0 on travel expenses, which represents 0% of the total FY2022 budget.</p>
Department of Interior (DOI)	<p>The DOI OSDBU provided over six (6) training events in FY2022:</p> <ul style="list-style-type: none"> a. Small Business Participation as an evaluation factor 12/9/21; 3/10/22; and 3/15/22 b. Equity in Contracting 6/6/22 c. DOI Great American Outdoors Act Small Business Event 7/21/22 	0%	<p>1.7%</p> <p>In FY2022, the Department of Interior (DOI) OSDBU Director spent \$14,921 in travel costs related to outreach activities out of an FY2022 budget of \$871,550.</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: DHS OSDBU 700-22 Small Business Review Form; OSDBU Overview – What Does the OSDBU Do; Women-Owned Small Business Program; Common ODSBU Review Areas; 8(a) Business Development Program and DHS/SBA Partnership Agreement; Consolidation and Bundling; Subcontracting Plans, Goals, and eSRS. 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 (SBS) 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. DHS held ten sessions in FY2021 with 411 vendors in attendance. After each VOS, attendees complete an evaluation, requesting feedback on how they benefited from the VOS program. Overall evaluations resulted in a 93.6% average rating, which represents a good to excellent rating for FY2021.</p>	<p>0%</p> <p>DHS OSDBU training webinars and workshops outlined in (16)(A) were conducted online due to the virtual environment. There was no cost involved for the training webinars and workshops. Out of the total DHS OSDBU budget of \$2,212,992, \$0 (0%) was used for training in FY2022.</p>	<p>.60%</p> <p>In FY2022, the Department of Homeland Security (DHS) OSDBU Director spent \$13,238 in travel costs related to outreach activities. This represents .60% of the total DHS OSDBU budget of \$1,898,561.</p>
Office of Personnel Management (OPM)	OSDBU Director hosted six virtual monthly small business mentoring group sessions with small business owners in April 2021; May 2021; June 2021; July 2021; August 2021; and September 2021.	0%	0%

Agency	Training Provided	Training Cost	Travel Cost
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.	.60% The list of trainings is provided in Appendix A of the DOT's FY2022 Training and Travel Report.	.49% In FY2022, all OSDBU Director participated in several small business outreach sessions.
National Aeronautics and Space Administration (NASA)	In Fiscal Year (FY)2022, the NASA Office of Small Business Programs (OSBP) participated at sixteen (16) trainings for the technical community; partnered in presentation at three (3) Congressional outreach event; participated at two (2) Historically Black Colleges and Universities/Minority Serving Institutions outreach events; hosted twelve (12) agency OSBP Learning Series webinars; and presented four (4) Small Business Specialists trainings.	0% In FY2022, the NASA OSDBU used 0% of the program budget for training this is due in large part to the impact of the COVID-19 pandemic and reduction and in many cases, the elimination of in-person training and events that would normally incur a cost.	5.94% In FY2022, the NASA OSDBU Associate Administrator used 5.94% of the program budget for travel.
Department of Education (Education)	The OSDBU provided the following training: a. Understanding HUBZone Program for Increased SB participation b. Small business participation review form c. Understanding SDVOSB program d. Small business customer experience (SBCX) e. NASA SEWP First and Second Outreach f. Using HUBZone program for increase SB participation g. 8(a) Business development h. Workshop for NASA SEWP i. SDVOSB Training j. Office Hour with OSDBU Director k. Training of Trainers' l. GSA GWAC Training for CORs	0% The percentage of the budget used for training was less than 15%.	0% The travel activities for the OSDBU Director and personnel for FY 2022 totaled \$ 5,000. Due to the pandemic, travel to support the various socio- economic small business conferences had been reduced. Department of Education conducted outreach and training virtually.

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 FY2022 reproduction expense of \$4,059.84.	5.30% The State Department OSDBU spent \$12,618 for business travel in FY 2022 to participate in a variety of small business outreach events. Out of the total OSDBU budget of \$237,900, the \$12,618 used for travel represents 5.3% of the total budget.
Department of Veterans Affairs (VA)	In FY2022, OSDBU 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. Overall, in FY2022, OSDBU trained approximately 11,450 participants through all webinars, an increase of nearly 3,500 participants from FY2021. Based on feedback, this virtual format provides affordability for SDVOSB and VOSB participants by delivering time-efficient, cost-effective training.	0%	0%
Social Security Administration (SSA)	Conducted Acquisition Team Workshops, which included both COs and CORs. Monthly Virtual Small Business Outreach Sessions.	0%	0% SSA OSDBU participated in many virtual small business outreach events and small business meetings, i.e., SBPAC and OSDUB Council monthly meetings.

Agency	Training Provided	Training Cost	Travel Cost
Environmental Protection Agency (EPA)	OSDBU funded the following training events, which included Annual Association of the United States Army (AUSA); Annual Government Procurement Conference; Annual Navajo Nation Business Opportunity Day; Bipartisan Infrastructure Law (BIL) Informational Webinar; Blind Technical Evaluation Industry Day; DOT Business Forum; EPA Contract Connections Event; Florida PTAC Webinar; HUBZone SB Virtual Summit; Mega Maryland Conference; Montana PTAC GovMatch 2022; National HUBZone Conference; Office of Acquisition (OAS) AcqWorks Conference; Office of Land and Emergency Management (OLEM) 2021 Industry Day; Reverse Industry Day; SAME Federal SB Conference; SBA First Wednesday Series; SBA Emerging Leaders Matchmaking; USBC National Conference; and Veteran in Business National Conference.	30% EPA's OSDBU spent 30% of its \$5,000 training budget to fund its FY2022 training.	0% As a result of travel concerns due to the COVID-19 pandemic, OSDBU did not have a travel budget in FY2022 and did not engage in any travel outside of the local commuting area.
Department of Defense (DoD)	The virtual SBTW environment allowed OSD, in collaboration with the Small Business Administration and other Federal Agencies, to reach a greater number of participants a consecutive second year with a little over 1,000 members of the Federal workforce attending. Topics at these events included: Congressional updates and policy changes; cybersecurity; and ensuring and supporting small business resiliency.	4% Out of the total DoD OSBP \$5.4 million operating budget \$200K was used for training the workforce, representing 4% of the total budget.	0.11% In FY22 the Director participated in both virtual and in person events for a total cost of \$6,007.00. This cost represents 0.11% of the total DoD OSBP \$5.4 million operating budget.

Agency	Training Provided	Training Cost	Travel Cost
General Services Administration (GSA)	<p>General Services Administration (GSA) Office of Small Disadvantaged Business Utilization (OSDBU) provided the following training</p> <p>SAM.gov Contract Data Bank Demonstration; eSRS Reporting-Individual Subcontract Report (ISR) – What do I need to know?; eSRS-Summary Subcontract Report (SSR)-What do I need to know?; VET-FORCE Meeting; SDVOSB Matchmaking; Suspension and Debarment: What Small Business Should Know; Getting on the GSA Schedule: What you need to know; RFP, RFI, and RFQ-What are the Differences; Marketing your GSA Schedule; Federal Acquisition Service (FAS) Virtual Acquisition Days-Diversity, Equity, and Inclusion in Federal Procurement; Module 1-Business Model Canvas; Module 2-Financial Management; Module 3-Record Keeping; Subcontracting Plan Leasing Training; Module 4-Managing Cash Flow; Module 6-SBA’s Financing Options to Start or Scale your Business; Veteran Entrepreneur Training Symposium; Business Model Canvas; Acquisition Professional Toolbox – Subcontracting Resources; Subcontracting strategies for Small Businesses; Evaluating Small Business in Source Selection; and Advancing Contracting Opportunities for Small Businesses. POLARIS Industry Forum; GSA Office of Evaluation Science (OES) at 100: Celebrating 100 Collaborations across the Government; Welcoming remarks for Veterans Virtual Meet and Match; COMET Virtual Industry Forum Talking Points; Welcoming remarks at: WOSB Matchmaking Event with USWCC, SDB Roundtable Discussion, Post Award Engagement Facilitated Session; FAST 2022 Welcoming Remarks; Small Business Works 2022 – National Training and Matchmaking event; MEDWEEK Panel Discussion – Navigating the Federal Government Contracting.</p>	<p>0.79% (\$55,000)</p> <p>GSA OSDBU’s budget totaled \$6,895,000. GSA OSDBU spent \$55,000 on training, which represents 0.79% percent of the total FY2022 budget.</p>	<p>2.9%</p> <p>GSA OSDBU’s budget totaled \$6,895,000. GSA OSDBU spent \$200,000 for travel which represents 2.9% of the total FY2022 budget.</p>

Agency	Training Provided	Training Cost	Travel Cost
Department of Health and Human Services (HHS)	HHS OSDBU supported several training activities, which included the following in-reach and outreach events to small businesses on doing business with HHS. Topics included HHS OSDBU Office Hours; HHS First Time Awardee Recurring Office Hours; Category Management; AFCEA Health IT- Advancing the Mission; ACT-IAC FIE Panel; AFCEA Bethesda Health IT; BEYA 2022 Sustaining Small Business; National 8(a) Association Webinar; SDB Alliance Special session; Virginia MBDA Webinar; HUBZone Access Forum; ND Procurement Fair; National Veteran Small Business Coalition Webinar; SBA's 23 rd Annual SADBOC Government Procurement Fair and GSA Small Business Works 2022 Lunch and Learn.	72% In FY 2022, the HHS OSDBU expended \$21,500 or 72% of its \$30,000 travel and training budget to fund training and outreach activities.	28% In FY 2022, the HHS OSDBU expended \$8,400 or 28% of its \$30,000 travel and training budget to fund travel for outreach activities.
Department of Housing and Urban Development (HUD)	HUD OSDBU provide training on several topics including FY2022 OSDBU Forecast Kickoff Meeting; HUD OCPO Annual Acquisition Summit; HUD and SBA 8(a) Partnership Agreement; HUBZone Program; WOSB Federal Program; FY2022 IT Industry Day; HUD Inaugural SDB Outreach Event; HUD's 5th Annual WOSB Outreach; SBA Ohio District Office – Doing business with HUD; HUD's 7 th Annual HUBZone Outreach; HUD Ginnie Mae Small Business Event; Procurement Playbooks Webinar; HUD's 5th Annual SDVOSB Outreach; Live Chat with HUD OSDBU Webinar Series; HUD Virtual Matchmaking; HUD Region VI Section 3 Outreach; and MD PTAC – Selling to Federal Government.	0% HUD OSDBU training was conducted virtually. Out of the total HUD OSDBU FY2022 budget of \$776,222, \$0 used for training.	0% HUD OSDBU's budget totaled \$776,222. HUD OSDBU spent \$0 for travel of the total FY2022 budget.
U.S. Agency for International Development (USAID)	The Agency is responsible for sending their report to Congress.		

Agency	Training Provided	Training Cost	Travel Cost
Nuclear Regulatory Commission (NRC)	The Small Business Program provided training to the business community and acquisition staff on the importance of small business; relevant laws; market research; and benefits of contracting with small business. Expanded outreach efforts by hosting virtual event series on how to navigate the agency's contracting landscape. Briefed agency senior leaders on Small Business Program's increased engagement with acquisition staff, provided update on SBA's scorecard performance measures; maintained daily counseling sessions with senior business executives to explain resources available under agency's web-based small business toolbox; and provided technical assistance to acquisition staff regarding acquisition planning and market research, available contracting vehicles, streamlined acquisition strategies, and conducting set-asides.	0%	0% NRC OSDBU's budget totaled \$232,000. NRC OSBU spent \$0 for travel of the total FY2022 budget.
Department of Justice (DOJ)	In FY 2022, 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.	0.06% The training was conducted in federal government space. The percentage of the budget for such training represented 0.06% of the OSDBU Director's total FY2022 budget.	0% DOJ OSDBU used 0% of the budget of the Director for travel in FY2022.
National Science Foundation (NSF)	NSF continued to leverage and assist in small business trainings provided by various 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 series which provided updates on the various small business programs; DoD Mid Atlantic Regional Council (MARC) trainings that provide engagement with large prime contractors to discuss small business subcontracting compliance; NSF Small Business Office with NSF Policy Office conducted COR training. The OSDBU participated in one-on-one meetings with small businesses from around the country to educate and assist them in understanding acquisition opportunities at NSF. As a result, the NSF small business office facilitated program office meet and greets resulting in recompeting previous unrestricted awards to small businesses set-asides and making awards to new entrant small business awardees.	10% There were minimum direct costs associated for training in FY2022 since NSF leveraged other federal agency trainings as discussed in subparagraph (A) above. NSF's training costs were mainly limited to materials needed for matchmaking training and small business utilization awareness. The travel and training budget for the NSF OSDBU for FY22 was \$50,000. Consequently, approximately 10% of the NSF total budget was used for training.	73% In FY2022, NSF OSDBU participated in both local and out-of-town business travel for matchmaking and outreach events. Outreach, matchmaking, and training were held both virtually and in person. Out of the total NSF OSDBU budget of \$50,000, the OSDBU used 73% of the total budget for travel expenses, personally reaching over 400 small businesses and thousands of small business vendors through OSDBU panel participation.

Agency	Training Provided	Training Cost	Travel Cost
<p>Department of Treasury (Treasury)</p>	<p>FY2022 Treasury Acquisition Institute (TAI) provided virtual small business program training to Treasury’s acquisition professionals. There were over 150 acquisition professionals who received small business program training.</p> <p>March 2022, OSDBU provided virtual training to industry at the Ohio PTAC, which included how to do business with Treasury; how to use the dynamic forecasting tool; how to share capability statements; and how to respond to RFIs with around 150 attendees.</p> <p>June 2022, OSDBU provided How to Do Business with Treasury in-person training at the National 8(a) summer conference in Anchorage AK with about 1,300 attendees; provided virtual training to the White House Initiative on Asian American, Native Hawaiian, Pacific Islanders industry partners on How to do Business with Treasury, procurement equity strategies, and how to use the dynamic forecasting tool, with about 60 attendees.</p> <p>Sep 2022, OSDBU provided virtual training to industry at the Virginia MBDS regional meeting, on procurement equity, meeting small business goals, and how to use the dynamic forecasting tool.</p> <p>Sep 2022, OSDBU provided virtual electronic Subcontracting Reporting System (eSRS) train-the-trainer training to Treasury bureau Small Business Specialists (SBS). The SBS provided the eSRS training to their acquisition workforce. It estimated that more than 50 people received this training. The training also provided a timeline and schedule that was consistent with SBA’s reporting for Subcontracting.</p> <p>Sep 2022 OSDBU provided virtual training to bureau SBS in Treasury’s Small Business Reporting System (SBRS). The SBRS is a web-based application developed in-house by Treasury to provide oversight and compliance with small business programs in Treasury. OSDBU provided instructional training to SBS to train their acquisition workforce on an as needed basis.</p>	<p>0%</p> <p>The OSDBU training sessions outlined in (16)(A) were conducted virtually using Zoom for Government and Microsoft Teams. There were no costs associated with these events</p> <p>Therefore, the training sessions represent 0% of Treasury OSDBU’s total budget and 0% of Treasury’s non-labor budget.</p>	<p>1.0%</p> <p>Treasury’s OSDBU Director spent \$1,862.00 for out of town business travel in FY2022. Treasury’s OSDBU total budget of \$1,172,000 includes labor and non-labor dollars. The OSDBU Director used \$1,862.00 for travel expenses, which represent 1.0% of the \$156,000 non-labor dollars.</p>

Agency	Training Provided	Training Cost	Travel Cost
Securities and Exchange Commission (SEC)	<p>OSDBU provided the following training:</p> <ul style="list-style-type: none"> (a) Year in review small business accomplishments and upcoming FY2022 focus areas to acquisition staff in October 2021. (b) 8(a), HUBZone, Service-Disabled Veteran-Owned Small Business (SDVOSB), Economically Disadvantaged Women-Owned Small Business (EDWOSB), and Women-Owned Small Business (WOSB) sole source award refresher to acquisition staff in April 2022. (c) In coordination with the Office of Minority and Women Inclusion (OMWI), using Supplier Diversity Business Management System (SDBMS) and Vendor Outreach Days (VOD) for sourcing of small and diverse businesses to acquisition staff in May 2022. (d) Small Business focus to acquisition staff in July 2022 (e) Small Business subcontracting and Electronic Subcontracting Reporting System (eSRS) refresher to acquisition staff in August 2022 <p>In addition, OSDBU continued ongoing ad hoc training and information sharing via: Monthly Roundtable meetings in coordination with the Office of Acquisition; Monthly Vendor Outreach Sessions in coordination with OMWI, providing information to interested businesses, many of which are small and disadvantaged, on doing business with SEC and the Federal government; Participation in industry days and external small business conferences; and Resources provided to interested businesses via its publicly accessible “Doing Business with the SEC” on its sec.gov website.</p>	0%	0%

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

Agency: United States of Agriculture (USDA) FY22

(13) & (16)(A)

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

Training	Date	Number of Participants	Topics
USDA Small Business 101 Workshop	1/11-12	Virtual 250 participants	Understanding how to Access USDA's Procurement Opportunities
USDA Small Business Connection Event focused on WOSB	3/23	Virtual 200 participants	Doing Business with USDA's Buying Agencies and Matchmaking
USDA Small Business 201 Workshop	5/19	250 participants	Understanding how to Access USDA's Procurement Opportunities
USDA's Small Business Refresher Training for Buying Agencies - (Procurement Staff Offices)	6/29	Virtual 650 participants	New SDB Goals Subcontracting Procurement Forecast, Clearance Program
SPE Talks: focused on USDA's Office of Contracting and Procurement	7/21	Virtual 200 participants	Roles and Responsibilities of OSDBU; How the new SDB goal will affect contracting. Raising socio-economical goals.
New Procurement Forecast Training Program Managers	8/1-30	Virtual 200	Explained and demonstrated the new forecast entry process
AGLearn Small Business Credit Card Training	as needed	by agency	System
eSRS	as needed	by agency	System
Procurement Forecast	as needed	by agency	System
Clearance Process Reports	as needed	by agency	System

(16)(B)

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

(16)(C)

The USDA OSDBU spent \$0.00 for out-of-town business travel in FY 2022 to participate in a variety of small business outreach events.

ENCLOSURE 2
Department of Commerce
(DOC)

**U.S. Department of Commerce
Office of Small and Disadvantaged Business Utilization
FY 2022 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 2022 budget for OSDBU covers salaries and benefits and approximately \$12,000 is allocated for operating expenses.

In FY 2022, no portion of OSDBU's budget was spent on training, including travel, for small business concerns and contract specialists. OSDBU participated in virtual events organized by other agencies and advocacy organizations and the DOC annual workforce acquisition training conference.

Finally, based on preliminary FPDS data, DOC is pleased to report that we successfully exceeded all FY 2022 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 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 2022 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 2022, 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—

TRAINING

(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.

In FY 2022 Treasury's Acquisition Institute (TAI) provided virtual small business program training opportunities to Treasury's acquisition professionals the enterprise. There were over 150 acquisition personnel who received small business program training.

In March 2022, OSDBU provided virtual training to industry at the OHIO PTAC. Training included "How to Do Business with Treasury", how to use the dynamic forecasting tool, how to share capability statements, and how to respond to an RFI. There were around 150 attendees.

In June 2022, OSDBU provided "How to Do Business with Treasury" in-person training at the National 8(a) Summer Conference in Anchorage, AK, providing education for underserved small-disadvantaged business and small Alaskan Native Corporations to learn

how to do business with Treasury, how to become procurement ready, and how to build subcontracting relationships. Approximately 1,300 persons attended this event.

In June 2022, OSDBU provided virtual training to the White House Initiative on Asian Americans, Native Hawaiian, Pacific Islanders industry partners on “How to Do Business with Treasury”, procurement equity strategies, and how to use the dynamic forecasting tool. There were around 60 attendees.

In September 2022, OSDBU provided virtual training to industry at the Virginia MBDA regional meeting. The training included procurement equity, meeting small business goals, and how to use the dynamic forecasting tool.

In September 2022, the Department of Treasury OSDBU provided virtual electronic Subcontracting Reporting System (eSRS) train-the-trainer training to Treasury bureau Small Business Specialists (SBS). The SBS provided the eSRS training to their acquisition workforce. It estimated that more than 50 people received this training. The training also provided a timeline and schedule that was consistent with SBA’s reporting for Subcontracting.

In September 2022, the Department of the Treasury OSDBU provided virtual training to bureau SBS in Treasury’s Small Business Reporting System (SBRS). The SBRS is a web-based application developed in-house by Treasury to provide oversight and compliance with small business programs in Treasury. OSDBU provided instructional training to SBS to train their acquisition workforce on an as needed basis.

None of these trainings interfered with the Director’s responsibilities as OSDBU.

(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-person and virtually using Zoom for Government and Microsoft Teams. Training materials were sent electronically to acquisition professionals. There were no costs associated with these events. Therefore, the training sessions represent 0% of Treasury OSDBU’s total budget and 0% of Treasury’s non-labor budget.

TRAVEL

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

Treasury’s OSDBU Director and staff spent for out-of-town business travel in FY 2022 a total of \$1,862.00. Treasury’s OSDBU total budget of \$1,172,000 includes labor and non-

labor dollars. The OSDBU Director used \$1,862.00 for travel expenses, which represents 1.0% of the \$156,000 non-labor dollars.

Please contact me if you have any questions.

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

ENCLOSURE 4
Department of Homeland Security
(DHS)

**U.S. Department of Homeland Security
Training and Travel Report
Fiscal Year 2022**



**Homeland
Security**

Introduction

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) submits this report describing the training activities provided to small business concerns and the DHS contracting community. In addition, the report includes a percentage of the total OSDBU budget used for training and travel for the recently completed Fiscal Year (FY) 2022.

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 2022.

16(A)

In accordance with Section (k)(16)(A), the OSDBU set an aggressive schedule in FY 2022 to provide DHS-wide training on small business topics and socioeconomic federal contracting programs. As a result, the OSDBU created and facilitated eight learning webinars, which garnered over 1,500 distinct registrations from DHS acquisition professionals. The courses held in FY 2022 were:

- Overview of OSDBU and Common Areas of Reviews
- Consolidation and Bundling
- North American Industry Classification System (NAICS) Code
- Overview of the OSDBU, Equity in Procurement, and Common Areas of Review
- Women-Owned Small Business (WOSB) Federal Contracting Program
- Subcontracting Plans, Goals, and eSRS
- Nonmanufacturer Rule/Limitations on Subcontracting
- Service-Disabled Veteran-Owned Small Business and Historically Underutilized Business Zone (HUBZone)

During FY 2022, the OSDBU held a series of virtual workshops for its personnel and the Component Small Business Specialists (SBSs), concentrating on small business contracting matters and ideal practices. The workshops included discussions on advancing equity in procurement, legislative regulatory updates from the Small Business Administration's (SBA) Office of Policy Planning and Liaison Director, the role of the SBA Procurement Center Representative (PCR) to include subcontracting plans and goals, the role and responsibilities of the SBA Office of National Ombudsman, Transportation Security Administration (TSA) best practices and HUBZone success story, Federal Emergency Management Agency (FEMA) COVID initiatives, the latest updates on Homeland Security Acquisition Manual (HSAM) and Procurement Strategy Roadmap (PSR), and an interactive team-building session. The OSDBU Executive Director and the Chief Procurement Officer expressed that the Department's success in meeting its small business goals directly resulted from the dedicated DHS Small Business team, both at headquarters and throughout our components, in supporting small businesses.

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 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 to support DHS' vital missions.

DHS's primary web platform for hosting these learning cafés and workshops is through Adobe Connect, which were one to two hours in length per session.

The OSDBU has a robust small business outreach program which includes hosting monthly Vendor Outreach Sessions (VOS) and our newly implemented Vendor Outreach Matchmaking Events (VOME), as well as attending major small business conferences sponsored by Government agencies, congressional members, and trade associations. Every year, OSDBU staff meet one-on-one with hundreds of small businesses. 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 fulfill DHS contracting requirements.

The DHS VOS is known as a government-wide best practice and is a series of pre-arranged 15-minute appointments with small businesses and SBSs from the DHS Components, and prime contractors. These sessions provide the small business community opportunities to discuss their capabilities and to learn more about doing business with DHS. In Fiscal Year 2022 and in support of Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities*, and the resulting OMB memorandum M-22-03, *Advancing Equity in Federal Procurement*, the DHS OSDBU implemented an initiative to expand outreach by creating VOME, which allows businesses, large and small, a direct connection to present core capabilities, learn about subcontracting opportunities, and explore potential partnering and mentoring relationships

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 continues to be applauded by industry and the SBSs because of the flexibility with online meetings and the SBSs can navigate [DHS.gov](https://www.dhs.gov) during their scheduled meetings. In addition, the DHS prime contractors who attend VOS as counselors, also appreciate the ability to use their in-house virtual platform, which has maximized their interaction with small business attendees. As a result, transitioning VOS to its virtual platform has allowed small businesses to participate from all over the Continental United States, reducing their travel costs. In FY 2022, the DHS held ten VOS with 763 vendors in attendance and three VOME (two events for large prime contractors and small businesses and one procurement-specific event) with over 1,100 registered vendors. After each outreach event, attendees completed an evaluation, providing feedback on how they benefited from the session. VOS resulted in a 90% average evaluation rating and VOME resulted in a 97% average evaluation rating. Both the VOS and VOME average evaluations represent a good to excellent rating for FY 2022.

FY 2022 Training and Travel Budget

(16)(B)

The DHS OSDBU training webinars and workshops outlined in (16)(A) were conducted online utilizing several virtual platforms. Since government staff conducted the training using DHS IT virtual products, there was no additional costs involved in conducting the training webinars and workshops. Of the total DHS OSDBU budget of \$2,212,992, \$0 (0%) was expended for training (outside of using existing resources).

(16)(C)

The DHS OSDBU spent \$13,238 for out-of-town business travel in FY 2022 to participate in various small business outreach events. Out of the total DHS OSDBU budget of \$2,212,992, the \$13,238 used for travel represents 0.60% of the total budget.

Summary

During FY 2022, the DHS OSDBU continued to rely on virtual delivery as the mode for learning cafés and workshops for the contracting community and participated in both virtual and in-person small business outreach activities. This enabled the OSDBU to reach a broader audience than was possible with only in-person events while minimizing costs to the taxpayer. One hundred percent of OSDBU's total training events during the past fiscal year was virtual, thus minimizing travel costs to the Government and to participants.

ENCLOSURE 5
Department of Interior
(DOI)

Department of Interior FY22 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;

- **12/9/21 - Contracting Workforce Townhall - Small Business Participation as an Evaluation Factor - Acquisition Workforce**
- **3/10/22 - Training on Small Business Participation as an Evaluation Factor - Acquisition Workforce**
- **3/15/22 - Training on Small Business Participation as an Evaluation Factor - Acquisition Workforce**
- **6/6/22 - Contracting Workforce Townhall - Equity in Contracting - Acquisition Workforce**
- **7/21/22 - DOI Great American Outdoors Act Small Business Event - Small Business Concerns**

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

- **In FY 22 the Department of Interior OSDBU Director has spent \$0 providing 5 referenced trainings.**

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

- **In FY 22 the Department of Interior OSDBU Director has spent \$14,921 in travel costs related to outreach activities. In FY 22 our budget was \$871,550 and travel costs accounted for 1.7% of DOI OSDBU's budget.**

ENCLOSURE 6
Department of Labor
(DOL)



March 7, 2023

Beatrice Hildago
Associate Administrator
Office of Government Contracting and Business Development
Small Business Administration
409 3rd Street SW, 8th Floor
Washington, DC 20416

Dear Associate Administrator Hidalgo:

The purpose of this letter is to transmit the Department of Labor's (DOL) Fiscal Year (FY) 2022 Training and Travel Report in accordance with paragraphs (16)(A), (16)(B), and (16)(C) of Section 15(k) of the Small Business Act (15 U.S.C. 644).

During FY 2022, the Office of Small and Disadvantaged Business Utilization (OSDBU) provided training to hundreds of small businesses and DOL's acquisition workforce. The OSDBU's quarterly vendor outreach training sessions provided small businesses with insight on networking and marketing effectively to procurement decision-makers. These events also increased DOL acquisition workforce's awareness on competing contracting opportunities effectively among capable 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), minority and Hispanic serving institutions, large and small businesses, contracting officers (CO), and DOL's program representatives to offer training on the following small business-related topics:

- Prime and subcontracting opportunities;
- 8(a) Partnership Agreement;
- Obtaining awards on GSA's Multiple Award Schedules;
- Electronic Subcontracting Reporting System;
- Navigating the forecast tool;
- Employment for companies who hire people with disabilities;
- Increasing growth in the federal marketplace for small businesses; and,
- Simplifying the request for quotation process by using DOL's 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 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:

- Vendor Outreach Session, October 2021, sponsored by DOL;
- Association of the United States Army Annual Meeting Small Business Seminar and Matchmaking, October 2021, sponsored by the United States Army;
- National Small Business Federal Contracting Summit Fall, October 2021, sponsored by the United States Women's Chamber of Commerce (USWCC), and the American Small Business Chamber of Commerce (ASBCC);
- Increasing Equity Vendor Outreach Event, December 2021, sponsored by DOL;
- Vendor Outreach Session, January 2022, sponsored by DOL;
- Federal Contracting 101, A Guide to New Entrants, January 2022, sponsored by the Department of Transportation (DOT);
- Federal Aviation Administration Small Business Virtual Vendor Day, January 2022, sponsored by DOT;
- Advocacy Small Business Roundtable, DOL's Overtime Exemption Regulations, March 2022, sponsored by DOL and SBA;
- National Small Business Federal Contracting Summit | Spring, March 2022, sponsored by USWCC and ASBCC;
- 3rd Annual Houston Business Matchmaker, March 2022, sponsored by SBA;
- Unemployment Insurance Industry Day, March 2022, sponsored by DOL;
- Job Corps Vendor Industry Day, March 2022, sponsored by DOL;
- Virtual Meet and Match: Supporting the Success of Women-Owned Small Businesses, March 2022, sponsored by GSA;
- Government-wide Category Management Spring Industry Day, April 2022, sponsored by GSA;
- Advocacy Small Business Roundtable, DOL's Proposed Rule on the Davis Bacon Act, April 2022, sponsored by DOL and SBA;
- Vendor Outreach Session, April 2022, sponsored by the DOL;
- The 10th Annual Northern Virginia Business2Government Matchmaking Conference Expo Online, May 2022, sponsored by Greater Reston Chamber of Commerce;
- National Small Business Week, May 2022, sponsored by SBA;
- Vendor Outreach Event, May 2022, sponsored by DOL;
- Finding Federal Opportunities: A Roadmap, June 2022, sponsored by Dallas-Fort Worth Federal Agency Small Business Council;
- Information Technology Small Business Industry Day, June 2022, sponsored by DOL;
- 2nd Annual Women Veterans Small Business Summit, June 2022, sponsored by USWCC;
- Vendor Outreach Session, July 2022; sponsored by DOL;

- National Small Business Federal Contracting Summit | Summer, July 2022, sponsored by USWCC and ASBCC;
- National Conference and School of Chamber Management, July 2022, sponsored by the U.S. Black Chambers, Incorporated;
- Access to Capital – Advancing Small Businesses, August 2022, sponsored by the Department of Treasury; and
- Job Corps Vendor Outreach Event, September 2022, sponsored by DOL.

The above list consists of virtual small business outreach events held through Microsoft Teams, Zoom, GoToMeeting, Cisco Webex, and other video conferencing software platforms. During FY 2022, no training or travel expenses were incurred for these trainings. As a result, both travel and training costs represent zero percent of the OSDBU Director’s total budget of \$965,154.

If you have any questions or concerns, please contact Gladys Bailey, Program Manager at (202) 693-7244, or Bailey.Gladys@dol.gov.

Sincerely,



Rachana Desai Martin
Assistant Secretary for Administration and Management
Director, Small and Disadvantaged Business Utilization

ENCLOSURE 7
Department of Transportation
(DOT)

FY22 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 2022 (FY22).

Small Business Act Citation	Description	Response (FY2022)
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	0.60%
Section 15(k)(16)(C)	Percentage of the budget of the Director used for travel	0.49%

In FY2022 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) participated in several small business outreach sessions for which are duties and responsibilities for the OSDBU Director as indicated in the Small Business Act. As national pandemic restrictions have been scattered lifted, in person events have been held, increasing the OSDBU Director's travel.

Our office provided acquisition training for Small Business Specialist (SBS) and DOT acquisition officials on procurement rules and regulations impacting socioeconomic procurements. OSDBU continues its participation in the agency wide Annual Acquisition & Financial Assistance 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, participated in DOT's Strategic Acquisition Council (SAC) meetings; and agency specific training sessions to assist acquisition officials in the implementation of their small business programs.

In addition to, the Department will receive over \$500 billion in the next five years from the Bipartisan Infrastructure Law for infrastructure projects nationwide. OSDBU Director has been leading Departmental effort to increase small business participation, technical assistance and capacity building activities. A list of training provided by DOT OSDBU Director for fiscal year 2022 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 2022**

Appendix A

TRAINING PROVIDED BY THE OSDBU DIRECTOR		
EVENT TITLE	DATE	LOCATION
OSDBU South Atlantic BIL Briefing	February 2022	Doral, FL
Airport Minority Advisory Council Forum	March 2022	Washington, DC
DBE Teaming Agreements Meeting	March 2022	Washington, DC
SBA Women's Business Summit	March 2022	Washington, DC
Salt Lake City Lunch and Learn	April 2022	Salt Lake City, UT
Innovate Capital Fun Growth Launch Event	April 2022	Philadelphia, PA
2022 Center for Connected and Automated Transportation Global Symposium	April 2022	Ann Arbor, MI
The Transportation Alliance Meeting	April 2022	Washington, DC
Broward and Beyond Business Conference	May 2022	Fort Lauderdale, FL
National Minority Supplier Diversity Council Business Economic Forum	May 2022	Chicago, IL
The National Center for American Indian Enterprise Development Annual Reservation Economic Summit 2022	May 2022	Las Vegas, NV
Women in Transportation Summit International Conference	May 2022	Seattle, WA
DC Chamber of Commerce 2022 Small Business & Economic Development Summit	May 2022	Washington, DC
Southwest Small Business Transportation Resource Center Site Visit	May 2022	Sacramento, CA
US Chambers of Commerce 12 th Annual National Small Business Contracting Summit	June 2022	Charleston, SC
Central Small Business Transportation Resource Center Site Visit	June 2022	Little Rock, AR
Airport Minority Advisory Council Annual Conference	June 2022	Chicago, IL
Great Lakes Small Business Transportation Resource Center Site Visit	June 2022	Chicago, IL
White House Latino Summit	June 2022	Chicago, IL
Empower22 Clean Energy Summit	June 2022	Chicago, IL
33 rd Annual Financial Services Conference	June 2022	Chicago, IL
2022 Essence Festival	July 2022	New Orleans, LA
Conference of Minority Transportation Officials Annual Conference	July 2022	Fort Lauderdale, FL
US Black Chambers of Commerce National Conference	July 2022	Washington, DC
Chicago Transit Authority BSB Program Launch	July 2022	Chicago, IL

Southeast Small Business Transportation Resource Center Site Visit	July 2022	Miami, FL
Economic Opportunity Coalition Meeting	July 2022	New York, NY
Airport Minority Advisory Council Economic Forum	August 2022	Seattle, WA
ACCA 2022 National Conference	August 2022	Charlotte, NC
Birmingham Small Business Forum	August 2022	Birmingham, AL
National HubZone Conference	August 2022	Chantilly, VA
Congressional Black Caucus Annual Legislative Conference	September 2022	Washington, DC

ENCLOSURE 8
National Aeronautics and Space Administration
(NASA)



(k) Office of Small and Disadvantaged Business Utilization (OSDBU); 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;

In fiscal year (FY) 2022, the NASA Office of Small Business Programs (OSBP) participated at sixteen (16) trainings for the technical community; partnered in presentations at three (3) Congressional outreach events; participated at two (2) Historically Black Colleges and Universities/Minority Serving Institutions outreach events; hosted twelve (12) agency OSBP Learning Series webinars; and presented four (4) Small Business Specialists trainings.

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

In F2022, the NASA OSDBU used zero (0) percent of the program budget for training this is due in large part to the impact of the COVID-19 pandemic and reduction and in many cases, the elimination of in-person training and events that would normally incur a cost.

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

In FY2022, the NASA OSDBU Associate Administrator used 5.94% percent of the program budget for travel.

ENCLOSURE 9
Department of State
(STATE)



United States Department of State

Washington, D.C. 20520

Sam Le
Acting Goaling Manager
U.S. Small Business Administration
409 3rd Street, SW
Washington, DC 20024

March 14, 2023

Dear Mr. Le:

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) 2022. 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 webinar trainings for the acquisition workforce, Program Managers and Foreign Service Officers, and facilitated a monthly webinar hosted by the Small Business Administration (SBA). 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 and facilitated 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 2022 reproduction expense of \$4,059.84.

(16)(C)

The State Department OSDBU spent \$12,618 for business travel in FY 2022 to participate in a variety of small business outreach events. Out of the total OSDBU budget of \$237,900, the \$12,618 used for travel represents 5.3% of the total budget.

UNCLASSIFIED

Sincerely,

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

UNCLASSIFIED

2

ENCLOSURE 10
Department of Veterans Affairs
(VA)



DEPARTMENT OF VETERANS AFFAIRS
WASHINGTON

March 15, 2023

Ms. Bibi Hidalgo
Associate Administrator
Office of Government Contracting and
Business Development
U.S. Small Business Administration
409 3rd Street SW
Washington, DC 20416

Dear Ms. Hidalgo:

As directed by the Small Business Act, 15 U.S.C. § 644(k)(16), I am pleased to submit this report on training and travel expenditures by the Department of Veterans Affairs (VA) Office of Small and Disadvantaged Business Utilization (OSDBU). This report covers fiscal year (FY) 2022. Also enclosed, as required by law, is a statement of the estimated cost of preparing this report.

During the period covered by this report, OSDBU continued to rely exclusively on virtual training to enhance efficiency. By doing so, OSDBU extended its reach beyond the Washington, DC, training locations through conference calls, video teleconferences and webinars. Not only did virtual delivery of training resources save taxpayer dollars, but we also avoided travel costs for small businesses that participated virtually. This approach enabled small businesses to continue to participate without the risks associated with travel during the Coronavirus Disease 2019 pandemic.

As a result, costs of providing training to small businesses and contracting personnel, as well as travel costs, reached 0% of the OSDBU budget expenditures during FY 2022.

With respect to the Department's compliance with Small Business Act requirements, we have described OSDBU's review processes to ensure small businesses are properly considered as part of VA's contracting actions and to document decisions made. Because of VA's unique Veterans First Contracting Program, VA has heightened responsibilities in this area.

As directed by law, a copy of this report is being provided to the leaders of the Senate Committee on Small Business and Entrepreneurship and the House Committee on Small Business. Additionally, the report is transmitted to the Small Business Administration as a part of the annual reports submitted to them in accordance with the Small Business Act, Part 15(k).

Page 2.

Ms. Bibi Hidalgo

Thank you for your continued support of our mission.

Sincerely,

A handwritten signature in black ink that reads "Sharon G. Ridley". The signature is written in a cursive style with a large, stylized initial 'S'.

Sharon G. Ridley
Executive Director
Office of Small and Disadvantaged
Business Utilization

Enclosures

Department of Veterans Affairs (VA)

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

Annual Report
Fiscal Year (FY) 2022



Introduction

As required by section 15(k)(16) of the Small Business Act (15 U.S.C. § 644(k)(16)), VA OSDBU submits this report describing the training activities conducted for small business and contracting personnel. This report expresses the dollar amounts spent for training and for travel as percentages of the OSDBU budget. These data taken together reflect the monetary expenditures surrounding OSDBU's actions to promote VA's compliance with the 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. This particularly applies when small businesses 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 also conduct events. OSDBU prioritizes its participation decisions to align with VA's Veterans First requirement.

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. OSDBU conducts training on this process to clarify expectations and avoid unnecessary delays.

Due to Coronavirus Disease 2019 (COVID-19), OSDBU did not conduct in-person training at small business outreach events during FY 2022. OSDBU's primary training format uses interactive webinars recorded for on-demand viewing. Webinars were typically 30 to 60 minutes long and accessed over the internet using a standard computer browser. Individuals used a web-based platform to register for webinars and viewed the training material used during the session.

This training format provided long-term value to both VA and participants. Presentations were accessed on demand after the training event had ended. Participants could review the session multiple times and revisit the material for reference and apply the information as needed.

VA verification of SDVOSBs and VOSBs was a prerequisite for participation in the Veterans First Contracting Program in FY 2022. This program affords verified firms owned and controlled by Veterans the opportunity to compete for VA set-aside procurement opportunities. OSDBU hosted recurring training sessions to inform SDVOSBs and VOSBs about verification and provided 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 Re-verification 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, OSDBU offered a procurement-readiness training program. The program included the following modules:

- Procurement Readiness Overview;
- Introduction to VA OSDBU;
- Doing Business with the Department of Veterans Affairs;
- How to Create an Effective Capabilities Statement;
- Capabilities Statement Workshops; and
- Vet Talk Procurement Readiness Series, which includes:
 - The Rule of Two; and
 - Acquisition Business Strategies (strategies to help small businesses understand the importance of visibility during market research).

In FY 2022, OSDBU 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 or VOSBs through a focused program. This effort supports Executive Order (EO) 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. The EO aims to increase procurement opportunities for underserved communities. The FY 2022 training sessions included the following:

- 2nd Annual Women Veteran Small Business Summit in partnership with the U.S. Women’s Chamber of Commerce;
- 2nd Annual Construction, Facilities and Management – Building Women in Construction;
- My Business Journey Webinars (documenting and showcasing some of VA’s most successful WVOSBs);

- PenFed Foundation – VA Women Veteran GovCon Bootcamp;
- VA-Small Business Administration VetBizLady Start Program in partnership with the Women Business Centers in Maryland, Virginia, the District of Columbia and Alabama;
- VetBizLadyStart Government Contracting 101 monthly sessions; and
- VetBizLady Office Hours (question and answer sessions for small group counseling and resources.)

In FY 2022, OSDDBU trained approximately 11,450 participants through all webinars. This represents an increase of nearly 3,500 participants from FY 2021. 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 (see Figure 1 below). Virtual delivery also allowed participants to avoid the risks associated with travel during the COVID-19 pandemic.

Training for Small Businesses and Contracting Personnel	0.0%
Travel (All)	0.0%
Travel in Support of Training for Small Businesses and Contracting Personnel	0.0%

Figure 1. Outlays for Training and Travel as a Percentage of Total OSDDBU Outlays, FY 2022.

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 Historically Underutilized Business Zone 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 *Small Business Program and Contract Bundling Review*, 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 for 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 OSDBU recommendation, OSDBU policy requires the cognizant program office and Head of Contracting Activity to review and concur with the contracting officer's decision. VA 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 that there is not a reasonable expectation of two or more competitive offers. Because of the volume of transactions at this level, OSDBU has delegated review of VA Form 2268 to the Small Business Liaisons in the contracting activities to ensure more effective coverage.

OSDBU is unaware of any deliberate non-compliance with these set-aside requirements. The assessment of market research and the conclusion as to whether there is a reasonable expectation of two or more offers is discretionary call and 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 and judicial processes.

Summary

During FY 2022, OSDBU relied on virtual delivery of webinars as the training modality for small businesses and contracting personnel. OSDBU 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 OSDBU mission during the COVID-19 pandemic.

OSDBU's training events during FY 2022 were provided virtually, without travel costs to the Government or participants. The cost to provide training to small businesses and contracting personnel was 0% of total OSDBU obligations. As a result of OSDBU's use of the virtual training format, travel costs were eliminated from OSDBU's total budget.

ENCLOSURE 11
Environmental Protection Agency
(EPA)



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

*Fiscal Year 2022
Training and Travel Report*

*Submitted by
Office of Small and Disadvantaged Business Utilization*

March 17, 2023



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Fiscal Year 2022 Small Business Training and Travel Report

The U.S. Environmental Protection Agency (EPA), Office of Small and Disadvantaged Business Utilization (OSDBU) submits this Fiscal Year (FY) 2022 Training and Travel Report, providing 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 FY 2022;
- (B) Percentage of the training budget for the OSDBU Director for FY 2022; and
- (C) Percentage of the travel budget for the OSDBU Director for FY 2022.

Notwithstanding the pandemic-related disruptions that persisted in FY 2022, EPA continued to deliver helpful training and technical assistance to small and socioeconomic businesses and to the Agency's own contracting community. OSDBU partnered with EPA contracting and program officials to identify potential training needs to maximize the understanding of small business requirements, while enhancing small business participation in EPA procurements. OSDBU also continued its collaboration with EPA regional small business coordinators to host training events and participate in government-wide small business training conferences.

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

During FY 2022, OSDBU supported several training activities, which included the following EPA in-reach and outreach to small businesses on doing business with EPA:

- Annual Association of the United States Army (AUSA)
- Annual Government Procurement Conferences
- Annual Navajo Nation Business Opportunity Day
- Bipartisan Infrastructure Law (BIL) Informational Webinar
- Blind Technical Evaluation Industry Day
- Department of Transportation Business Forum
- EPA Contract Connections Event
- Florida Procurement Technical Assistance Center Webinar
- HUBZone Small Business Virtual Summit
- Mega Maryland Conference
- Montana Procurement Technical Assistance Center (PTAC) GovMatch 2022
- National HUBZone Conference
- Office of Acquisition Solutions (OAS) AcqWorks Conferences
- Office of Land and Emergency Management (OLEM) 2021 Industry Day
- Reverse Industry Day Event
- SAME Federal Small Business Conference
- SBA First Wednesday Virtual Learning Series
- SBA Emerging Leaders Matchmaking Event
- Small Biz eLearning Power Hour Sessions
- Speed Matchmaking with Large Business Primes and Small Businesses
- Multiple Chambers of Commerce Events
- USBC National Conference Virtual Matchmaking Sessions
- Veteran in Business National Conference

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

During FY 2022, EPA's OSDBU expended 30% of its \$5,000 training budget to fund training in-reach and outreach activities. The decrease in Section 15(k)(13) training expenditures in FY 2022 was due to the pandemic-related restrictions in conducting in-person activities.

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

As a result of travel concerns related to the COVID-19 pandemic, OSDBU did not have a travel budget in FY 2022 and did not engage in any travel outside of the local commuting area.

ENCLOSURE 12
Department of Defense
(DoD)



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

INDUSTRIAL BASE POLICY

MEMORANDUM FOR SMALL BUSINESS ADMINISTRATION
ATTN: MS. MIHAELA CIORNEIU

SUBJECT: Department of Defense Annual Report on Travel and Training for Fiscal Year 2022

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) 2021. 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 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 FY22 Report below.

Agency: DoD

(16)(a). Due to COVID-19, travel for training continued to be restricted 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 a consecutive second year with a little over 1,000 members of the Federal workforce attending. FY2022 remain unique in that our outreach and training events were conducted both virtually and in-person. The focus of the trainings was both to ensure that small businesses were able to continue to operate during the recovery of the COVID-19 pandemic and to ensure the DoD met its 21.95% statutory requirement. Topics at these events included: Congressional updates and policy changes; cybersecurity; and ensuring and supporting small business resiliency.

(16)(b). Out of the total DoD OSBP \$5.4 million operating budget \$200K was used for training the workforce, representing 4% of the total budget.

(16)(c). DoD OSBP also participated in a number of events during FY22 to train both small businesses and small business professionals within the government. These trainings focused on

SUBJECT: Department of Defense Annual Report on Travel and Training for Fiscal Year 2022

continuing our efforts to improve the small business community’s knowledge of, and capability to, successfully navigate and compete for government contracts. As in our previous year DoD OSBP continued training through Project Spectrum. Training was consistent with educating our small businesses at both large scale events as well as comprehensive internal trainings, webinars, and one to one training related to the Pilot Mentor-Protégé Program. As COVID-19 efforts continued, in FY22 the Director participated in both virtual and in person events for a total cost of \$6,007.00. This cost represents 0.11% of the total DoD OSBP \$5.4 million operating budget. A detailed outline of the travel is charted below.

Start Date	End Date	Location	Cost	Description
10/28/2021	10/28/2021	Dayton, Ohio	\$724	Ohio PTAC
11/2/2021	11/2/21	Orlando, FL	\$605	Veterans Entrepreneur Training Symposium
3/23/22	3/29/22	Detroit, MI	\$1,500	LIFT Manufacturing Innovation Institute Roundtable /Industrial Sewing Center
4/18/22	4/19/22	Miami, FL	\$1,150	Emerge America Tech Summit
5/16/22	5/16/22	Tampa, FL	\$2,028	Speaker: SOFIC
5/24/22	5/24/22	Arlington, VA	N/A	Speaker – NDIA Small Business
5/25/22	5/25/22	Falls Church, VA	N/A	Speaker – Mentor Protégé Presentation: DoD MII Network Meeting
Nov, Mar, Jun,	Nov, Mar, Jun,	Virtual	N/A	Small Business Directors Quarterly Training and Coordination
5/26/22	5/26/22	Virtual	N/A	Speaker – Professional Services Council Contracting Working Group
5/2/22	5/6/2022	Virtual	N/A	MDA Small Business Conference
6/7/22	6/7/22	Virtual	N/A	Speaker APTAC Virtual Symposium
6/7/22	6/7/22	Virtual	N/A	Indian Affairs/Native American Vendor Industry Info Day
6/9/22	6/9/22	Washington, DC	N/A	Speaker – White House Business Leaders Meeting
6/15/22	6/15/22	Washington, DC	N/A	White House Initiative on Asian Americans, Native Americans, Native Hawaiians and Pacific Islanders
6/21/22	6/24/22	Virtual	N/A	SBTW22
6/24/22	6/24/22	Virtual	N/A	Speaker- SDV Medical Products Group
6/27/22	6/29/22	Virtual	N/A	Tampa Business Success Summit
9/20/22	9/20/22	Virtual	N/A	FALL TRIAD
		TOTAL:	\$6,007.00	

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

ENCLOSURE 13
General Services Administration
(GSA)

U.S. General Services Administration (GSA)

FY22 Training and Travel Report

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.

A. Training for small business and acquisition staff:

In FY 2022, the GSA OSDBU Director or designee provided the following training to small business concerns and/or GSA contract specialists:

- POLARIS Industry Forum (10/20/21)
- GSA Office of Evaluation Sciences (OES) at 100: Celebrating 100 Collaborations Across Government (11/16/21)
- Welcoming Remarks for Veterans Virtual Meet & Match (11/16/21)
- COMET Virtual Industry Forum Talking Points (1/20/22)
- Welcoming Remarks for WOSB Matchmaking event with USWCC (3/22/22)
- Welcoming Remarks for SDB Roundtable Discussion (3/31/22)
- Welcoming remarks for the Post Award Engagement Facilitated Session (4/26/22)
- FAST 2022 Welcoming Remarks (6/6/22)
- Small Business Works 2022: National Training & Matchmaking Event (7/26/22, 7/27/22)
- MEDWEEK Panel Discussion “Navigating the Federal Government Contracting” (9/21/22)

On behalf of the GSA OSDBU Director, OSDBU provided the following training to small business concerns and contract specialists:

- SAM.GOV Contract Data Bank Demonstration (10/21/21)
- eSRS Reporting- Individual Subcontract Report (ISR) - What do I need to know? (10/27/21, 10/28/21)
- eSRS Reporting - Summary Subcontract Report (SSR) - What do I need to know? (11/2/21, 11/4/21)
- VET-FORCE Meeting (11/9/21)
- SDVOSB Matchmaking (11/16/21)
- Suspension and Debarment: What Small Business Should Know (1/20/22)
- Getting on the GSA Schedule: What you need to know (1/27/22, 2/8/22, 2/24/22, 6/23/22, 7/12/22)
- RFP, RFI and RFQ: What are the Differences? (2/17/22, 3/31/22, 6/7/22)
- Marketing Your GSA Schedule (2/22/22)
- Federal Acquisition Service (FAS) Virtual Acquisition Days- Diversity Equity and Inclusion in Federal Procurement (3/29/22)

U.S. General Services Administration (GSA) FY22 Training and Travel Report

- Module #1: Business Model Canvas (BMC) (4/7/22)
- Module #2: Financial Management (4/14/22)
- Module #3: Record Keeping (4/21/22)
- Subcontracting Plan Leasing Training (4/21/22)
- Module #4: Managing Cash Flow (4/28/22)
- Module #6: SBA's Financing Options to Start or Scale Your Business (5/12/22)
- eSRS Reporting - Individual Subcontract Report (ISR) - What do I need to know? (5/3/22, 5/5/22)
- Veteran Entrepreneur Training Symposium 22 (5/17/22)
- Business Model Canvas (7/22/22, 7/28/22)
- Acquisition Professional Toolbox: Subcontracting Resources (7/27/22)
- Subcontracting Strategies for Small Businesses (7/26/22)
- Evaluating Small Business in Source Selection (7/27/22)
- Advancing Contracting Opportunities for Small Businesses (7/27/22)

GSA OSDBU also promotes and encourages the acquisition workforce to attend the SBA First Wednesday Virtual Learning Series offered monthly by the SBA throughout each fiscal year.

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

GSA OSDBU's FY 2022 office budget totaled \$6,895,000 and \$55,000 (0.79% percent of the budget) was spent for training.

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

GSA OSDBU's FY 2022 office budget totaled \$6,895,000 and \$200,000 (2.9% percent of the budget) was spent for travel.

D. 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 14
Office of Personnel Management
(OPM)

U.S. Office of Personnel Management
Office of Small & Disadvantage Business Utilization

March 15, 2023

SUBJECT: U.S. Office of Personnel Management’s OSDBU Training and Travel Report FY22

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 2022 Annual Report

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

(16)(A)

During fiscal year 2022 OPM’s OSDBU conducted zero training exercises or initiatives due to budgetary cuts. OSDBU was provide \$6k funding for travel and \$3k for OSDBU specialist training during fiscal year 2022 but was unable to use those funds due to Covid travel restrictions. Nonetheless the OSDBU did host 7 virtual monthly small business mentoring group sessions with small business owners:

1.	March 2022	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
2.	April 2022	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
3.	May 2022	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
4.	June 2022	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
5.	July 2022	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
6.	Aug. 2022	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
7.	Sept. 2022	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown

U.S. Office of Personnel Management
Office of Small & Disadvantage Business Utilization

(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 FY22 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 2022 due to Covid travel restrictions. OSDBU was allotted a total of \$6k in funding for any travel requirements during this time frame.

d/a/b

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

ENCLOSURE 15
Department of Education
(EDUCATION)



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

FY22 Travel and Training Report

March 20, 2023

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

To Whom It May Concern:

In compliance with the Section 15(k)(A) of the Small Business Act, the OSDBU Director, and personnel provided the following training for FY 2022:

- HUBZone Training for Acquisition and Program Staff: Understanding HUBZone Program for Increased Small Business Participation.
- Small Business Participation Review Form for Acquisition Staff.
- Understanding the SDVOSB Program.
- Small Business Customer Experience (SBCX) Training for FSA.
- NASA SEWP First Outreach.
- Using the HUBZone Program for Increased Small Business Participation.
- NASA SEWP Second Outreach.
- 8(a) Business Development Training.
- Workshop for NASA SEWP Attendees
- SDVOSB Training for ED Acquisition and Program Staff
- Office Hour with OSDBU Director
- Training of Trainers" Program with Program Offices
- GSA GWAC Training for CORs.

The percentage of the budget used for training was less than 15%. In compliance with Section 15 (k) (A) of the Small Business Act, the travel activities for the OSDBU Director and personnel for FY 2022 totaled \$ 5,000. Due to the pandemic, travel to support the various socio- economic small business conferences had been reduced. Department of Education conducted outreach and training virtually.

Respectfully,

3/24/2023

X Calvin J Mitchell Jr.

Calvin Mitchell Jr

Signed by: CALVIN MITCHELL

Calvin Mitchell Jr.
Director, Office of Small and Disadvantaged
Business Utilization (OSDBU)
U.S. Department of Education

400 MARYLAND AVE., S.W., WASHINGTON, DC 20202-0521

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ENCLOSURE 16
Department of Housing and Human Services
(HHS)



Fiscal Year 2022 Small Business Travel and Training Report

The Department of Health and Human Services (DHHS), Office of Small and Disadvantaged Business Utilization (OSDBU) submits this Fiscal Year (FY) 2022 Training and Travel Report, providing 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 FY 2022;
- (B) Percentage of the training budget for the OSDBU Director for FY 2022; and
- (C) Percentage of the travel budget for the OSDBU Director for FY 2022.

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

During FY 2022, the HHS OSDBU Director supported several training activities, which included the following in-reach and outreach events to small businesses on doing business with HHS:

OUTREACH EVENT NAME	# of Attendees
HHS OSDBU Office Hours	25
HHS First Time- Awardee Recurring Office Hours Initiative	71
A2S Listening Lab "Category Management - Part 2"	1,400
AFCEA Health IT - Advancing the Mission	201
ACT-IAC FIE Panel	75
AFCEA Bethesda Health IT - Acquisition Panel	43
BEYA 2022 Sustaining Small Business Panel	
2022 Winter TRIAD Meeting	266
National 8(a) Association Webinar Monthly Series	47
SDB Alliance Special Session	68
HHS First Time- Awardee Recurring Office Hours Initiative	49
Virginia MBDA Webinar: Doing Business with Federal Agencies	152
Presentation at FDA's OFBAP Acquisition Information Meeting	71
HUBZone Access Forum 9-11	56
ND Procurement Fair	117
Fireside Chat VIP, HHS & USAID	42
National Veteran Small Business Coalition Webinar & Dinner	85
HHS OSDBU Office Hours	48
SBA's 23rd Annual SADBOC Government Procurement Fair (Federal Procurement Forecast Panel)	602

Become a Triple Business Threat in Contracts, Contacts and Capital EDAC of Morgan State University	260
NCMA Woodlawn LB Meeting SB	160
NCMA Woodlawn Lunch n Learn	210
HHS First Time- Awardee Recurring Office Hours Initiative	90
NCMA Bethesda Chapter Lunch & Learn	
FDA/CBER Meeting	20
CDC SB Industry Day 9-12:30pm	187
HHS OSDBU Office Hours	40
VETS 22 Conference	
A2S SB National Virtual Conference	3,000
Veteran Entrepreneurship Success Summit	
GOVCON Small Business Webinar	
Briefing on SB Programs w/ONC Leadership	
Deloitte Small Business Event	
AFCEA Bethesda VIP Dinner for Health IT	73
MBDA Virtual Roundtable Matchmaking Session/Exhibit Booth	
HHS OSDBU Office Hours/EDWOSB & WOSB	65
Buy Smarter Nitrile Glove Industry Day	148
GSA Small Business Works 2022 Lunch and Learn	349
HHS First Time- Awardee Recurring Office Hours Initiative	26
HHS OSDBU Office Hours SDVOSB & VOSB	60
Opportunities Talk, Who's Listening w/OSDBU Director & CMS	225
OIC Middle Class Summit	
AFFIRM & AT&T Panel Discussion	75
HHS OSDBU Office Hours for HUBZones	32
HHS First Time-Awardee Recurring Office Hours Initiative	13
NCMA Lunch and Learn (In-Person)	173
Fall Triad Event	
Professional Services Council Foundation Vision Study Discussion	
	8,624

Percentage of Training Budget (Section 15(k)(16)(B):

During FY 2022, the HHS OSDBU expended \$21,500 or 72% of its \$30,000 travel and training budget to fund training and outreach activities. The HHS OSDBU has seen an increase in Section 15(k)(13) in-person training expenditures for requirements post pandemic.

Percentage of Travel Budget (Section 15(k)(16)(C):

During FY 2022, the HHS OSDBU expended \$8,400 or 28% of its \$30,000 travel and training budget to fund travel for outreach activities. The HHS OSDBU has seen an increase in Section 15(k)(13) in-person training expenditures for requirements post pandemic.

ENCLOSURE 17
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 2022 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.

HUD Acquisition and Program Office Staff Training	
Training	Date
OSDBU FY22 Forecast Kick-Off Meeting	11/4/2021
HUD OCPO Annual Acquisition Summit	06/15/2022
HUD and SBA 8(a) Partnership Agreement Training	08/17/2022

HUBZone Program Training	08/30/2022
WOSB Federal Program Training	09/14/2022

Small Business Concerns and Entrepreneur Training	
Training	Date
FY 2022 HUD IT Industry Day	12/02/2021
HUD Inaugural Small Disadvantaged Business Outreach Event	02/28/2022
HUD's 5th Annual WOSB Outreach Event	03/30/2022
U.S. SBA Ohio District Office – Government Contracting: Doing business with the Housing and Urban Development	04/26/2022
7th Annual HUD HUBZone Small Business Conference	05/19/2022
Opportunities in Contracting: HUD Section 3 and Other Considerations in Southwest Ohio	05/24/2022
“Live Chat with HUD OSDBU” Webinar Series: Small Disadvantaged Business – Preparing for a Federal Contract with Access to Capital	06/14/2022
HUD Ginnie Mae Small Business Event	06/23/2022
Procurement Playbooks webinar series on FRIDAYS in 2022	07/08/2022
HUD’s 5th Annual Service-Disabled Veteran-Owned Small Business Event	07/13/2022

"Live Chat with HUD OSDBU" Webinar Series - Community Compass Grants	07/26/2022
"Live Chat with HUD OSDBU" Webinar Series - Creating Marketable Capability Statements	08/09/2022
HUD Region VI Section 3 Outreach event	08/23/2022
MD PTAC - Selling to the Federal Government	09/13/2022

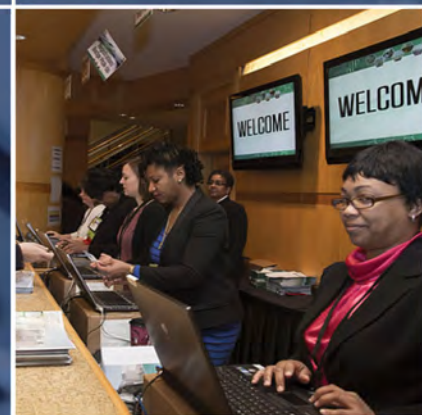
(16)(B)

The training outlined in (16)(A) was conducted virtually or hosted by external organizations, where there were no additional costs. Out of the total HUD OSDBU budget of \$776,222.39, zero funds were used for training.

(16)(C)

The HUD OSDBU spent \$5,074.58 for local and out of town business travel in FY 2022 to participate and speak at a variety of small business outreach events. Out of the total HUD OSDBU budget of \$776,222.39, the \$5,074.58 used for travel represents 0.65% of the total budget.

ENCLOSURE 18
Nuclear Regulatory Commission
(NRC)



**U.S. Nuclear Regulatory Commission
Fiscal Year 2022
Small Business Training and Travel Report**

U.S. Nuclear Regulatory Commission Fiscal Year 2022 Small Business Training and Travel Report

In accordance with Section 15(k)(16) of the Small Business Act, 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 2022 for small business outreach activities.

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

The Small Business Program provided training to internal (acquisition staff) and external (business community) stakeholders through a variety of methods to successfully target their educational 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 through daily counseling sessions, and providing technical assistance to acquisition staff by supporting market research efforts and explaining the rules associated with the Federal portfolio of small business programs.

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 by hosting a virtual event series that educated companies on how to navigate the agency's contracting landscape, described the services offered by the Small Business Program, discussed NRC and Small Business Administration resources, and explained how to identify NRC prime and subcontract opportunities.
- Briefed agency senior leaders on the Small Business Program's 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 contract goals, and discussed strategies designed to sustain success.

**U.S. Nuclear Regulatory Commission
Fiscal Year 2022 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 regarding acquisition planning and market research activities, 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 \$0.00 for out-of-town business travel to participate in outreach events. Out of the total Small Business Program budget of \$232,000.00, the \$0.00 used for travel represents zero percent of the Small Business Program budget, which was severely impacted by the lingering effects of the COVID-19 pandemic and the industry’s move towards hosting virtual events.

ENCLOSURE 19
Social Security Administration
(SSA)

Fiscal Year 2022 Training and Travel Report

The Social Security Administration is submitting its fiscal year (FY) 2022 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 FY 2022:

- 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
- Monthly Virtual Small Business Outreach Sessions

(B) Percentage of the budget the OSDBU Director used for such training in FY 2022:

N/A

(C) Percentage of the budget the OSDBU Director used for travel in FY 2022:

The OSDBU spent \$0.00 for business travel in FY 2022, however participated many virtual small business outreach events and small business meetings i.e. SBPAC and OSDBU Council monthly meetings.

ENCLOSURE 20
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 2022 Annual Report

Agency: **Department of Justice**

(16)(A)

In FY 2022, 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 2022, DOJ OSDBU used 0.00% of the budget of the Director for travel.

ENCLOSURE 21
National Science Foundation
(NSF)



CUI//SP-PROCURE

National Science Foundation
Office of Information and Resource Management

April 10, 2023

Mr. Sam Le
U.S. Small Business Administration
409 3rd Street, S.W.
Washington, D.C. 20416

Dear Mr. Le:

Please see the attached National Science Foundation (NSF) response containing our FY 2022 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

Sincerely,

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

Enclosure: Attachment 1, NSF FY 2022 Small Business Training and Travel Report

National Science Foundation (NSF) Small Business Training and Travel Report for
FY 2022, dated April 10, 2023

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 2022, NSF continued to leverage and assist in small business training provided by various federal agencies. The NSF small business office and the NSF acquisition community were informed of small business training sessions that were available throughout the year from numerous federal agencies and associations. Such training included the SBA First Wednesday Virtual Learning series, which provided updates on the various small business programs. NSF also participates in the DOD Mid Atlantic Regional Council (MARC) training that provides engagement with large prime contractors to discuss small business subcontracting compliance. The NSF small business office, along with the NSF policy office continues to conduct ongoing Contracting Officer Representative (COR) and Contracting Officer (CO) training that provides information regarding NSF’s Small Business and Socio-economic program utilization.

NSF OSDBU provided multiple in-house Senior Executive Leadership Small Business performance management training. Additionally, the 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. As a result of such sessions, the NSF small business office facilitated program office meet and greets resulting in re-competing previous unrestricted awards to small business set-asides and making awards to new entrant small business awardees.

(B) There were minimum direct costs associated with training in FY22 since NSF leveraged other federal agency training as discussed in subparagraph (A) above. NSF's training costs were mainly limited to materials needed for matchmaking training and small business utilization awareness. The travel and training budget for the NSF OSDBU for FY22 was \$50,000. Consequently, approximately 10% of the NSF total OSDBU budget was used for training in FY 2022.

(C) FY2022, NSF OSDBU participated in both local and out-of-town business travel for matchmaking and outreach events. Outreach, matchmaking, and training sessions were held both virtually and in person. Out of the total NSF OSDBU budget of \$50,000, the OSDBU used 73% of the total budget for travel expenses, personally reaching over 400 small businesses and thousands of small business vendors through OSDBU panel participation.