

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
ADMINISTRATION, OPERATIONS AND MANAGEMENT
OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

The Office of Small and Disadvantaged Business Utilization (OSDBU) is responsible for providing technical direction and coordination on all matters relating to the Department's participation in small and disadvantaged businesses in the contracting activities of the Department. The Office oversees the Department's small and disadvantaged business set-aside activity, and has Department-wide responsibility for the Department's Minority Business Enterprise (MBE) programs, including monitoring, evaluating and reporting MBE activities to the Secretary, the Congress, the President, and the general public. The Director of OSDBU represents the Secretary at meetings on related program activities with Federal, State and municipal or private organizations. This Office was established in 1989 pursuant to the provisions of Section 15(k) of the Small Business Act, as amended (Sec. 221, P.L. 96-507).

In fiscal year 2013, OSDBU requests \$705,000 which includes 4.9 FTE, and \$78,000 in non-personnel services (NPS) to achieve its mission. The fiscal year 2013 Budget request is critical to help maintain the operation of OSDBU in providing technical direction and coordination.

Administration, Operations, and Management - Office of Small and Disadvantaged Business Utilization

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

	FY 2010 Actual	FY 2011 Actual	FY 2012 Enacted	FY 2013 Request	Increase/Decrease compared to 2012
Personal Services	\$530,881	\$585,412	\$641,000	\$627,000	(\$14,000)
Non-Personal Services:					
Travel	4,831	15,248	22,000	18,000	(4,000)
Rent, Communication, Util.	-	4,005	-	-	-
Printing	-	3,500	-	-	-
Other Services	84,037	67,103	78,000	60,000	(18,000)
Supplies	10,928	8,816	-	-	-
Subtotal Non-Personal Services	\$99,796	\$98,672	\$100,000	\$78,000	(\$22,000)
Total	\$630,677	\$684,084	\$741,000	\$705,000	(\$36,000)
FTE	4.7	4.7	5.1	4.9	(0.2)

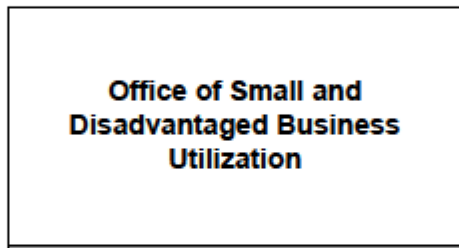
OSDBU is requesting 4.9 FTE's for fiscal year 2013 and \$705 thousand; this is a decrease from fiscal year 2012 of 0.2 FTE and a total reduction in non-personnel services of \$22 thousand.

Travel funds will provide the necessary resources for OSDBU staff to network with small business owners to ensure that they are aware of the procurement opportunities that exist in the various program areas within HUD Headquarters and Field Offices. Small business conferences are held throughout the United States. Travel funds will allow staff to attend select conferences to educate small business owners with a special focus on HUBZone businesses and those owned by Service Disabled Veterans in an effort to meet the mandated goals.

Contract dollars will primarily fund critical temporary administrative personnel necessary to support senior staff and thereby ensure an effective and efficient continuity of operations. Funding will also provide other general support to include visual arts or graphics services.



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