




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
SMALL AND DISADVANTAGED
BUSINESS UTILIZATION

November 8, 2021

MEMORANDUM

SUBJECT: Call for Nominations for the Administrator's 32nd Annual Small Business Program Awards

FROM: Denise Sirmons, Director 
Office of Small and Disadvantaged Business Utilization (OSDBU)

TO: Deputy Administrator
General Counsel
Assistant Administrators
Inspector General
Chief Financial Officer
Chief of Staff
Associate Administrators
Regional Administrators
Deputy Regional Administrators

The Office of Small and Disadvantaged Business Utilization (OSDBU) is soliciting nominations for the Administrator's 32nd Annual Small Business Program Awards. The awards recognize various program activities, individuals, businesses, and state and local entities for their outstanding contributions in **Fiscal Year (FY) 2021**.

As highlighted in Deputy Administrator Janet McCabe's [message](#) shared on November 4, 2021, the Agency achieved historic small business accomplishments this past FY. This is your opportunity to submit a nomination recognizing the unprecedented level of EPA small business championship in FY 2021.

Attached below is information on the award categories, criteria, and procedure. Also attached as a separate document is the nomination form in a fillable PDF format. Please submit your nominations electronically **no later than January 10, 2022**, to OSDBU@epa.gov, with the subject line "Nomination for Small Business Awards". This is a firm deadline to afford sufficient time for the nomination evaluation and selection process. If you have questions, please contact Tammy Thomas at: 202-566-1209 or thomas.tammy@epa.gov.

Thank you for your continued engagement in the Agency's small business programs. We look forward to receiving your nomination to celebrate the outstanding EPA small business achievements and partnerships in support of the human health and environmental protection mission of the Agency.

Attachment

cc: Office of Acquisition Solutions
Junior Resource Officials
Regional Acquisition Managers
Small Business Coordinators
Regional Air Small Business Liaisons

**U.S. ENVIRONMENTAL PROTECTION AGENCY
ADMINISTRATOR'S SMALL BUSINESS PROGRAM AWARDS**

A. Background

The Administrator's Small Business Awards Program was initiated in Fiscal Year (FY) 1982 by special action of the Director of the Environmental Protection Agency's (EPA) Office of Small and Disadvantaged Business Utilization (OSDBU). For the purposes of the awards, "small business" includes disadvantaged, women-owned, certified HUBZone and service-disabled veteran-owned small businesses.

The Administrator's Small Business Program Awards will recognize various program activities, individuals, businesses, and state and local entities for their outstanding contributions in FY 2021. Consideration for awards is given to program offices, procurement offices, Regional offices, small disadvantaged businesses, prime contractors, state and/or local activities and EPA individuals who have made outstanding contributions to EPA's Small Business Programs.

The guidelines described below establish the procedures for the EPA Administrator's Small Business Program Awards. The guidelines should be followed to the maximum extent practicable to encourage nominating officials to submit nominees who are deserving of such awards and to provide greater viability to these important programs.

B. Program Objectives

The primary objectives of this Awards Program are to:

- Serve as an incentive and recognize outstanding and superior performance in the fields of small business utilization and regulations affecting small businesses;
- Provide continuing emphasis to highlight and institutionalize the Small Business Programs into every facet of EPA;
- Emphasize and highlight efforts to reduce regulatory burdens for small regulated businesses;
- Recognize the efforts of program offices, the Regions and EPA employees who have exceeded EPA's goals and/or objectives in supporting America's small businesses;
- Recognize small businesses who demonstrate outstanding accomplishments in support of EPA's mission to protect human health and the environment;
- Facilitate and extend the Small Business Programs in the Agency by recognizing the outstanding performance of program offices, Regions, states, local recipients, prime contractors, tribal governments and individuals who have promoted these entities on behalf of the Agency; and

- Recognize program offices, teams, and individuals who contribute significantly to the growth, effectiveness and wellbeing of EPA’s Small Business Programs. In most cases, these entities will not have (or may not have) the capability of being measured in terms of dollars awarded; however, their actions may be a direct contributing factor of such magnitude as to allow a program or other entity to do an outstanding job.

C. Authority

The small business awards are authorized by section 2(a) of the Small Business Act, Public Law 85-536, and the Government Employees Incentive Award Act, 5 U.S.C. 4501 through 4506.

D. Types of Awards and Selection Criteria

The following awards may be issued for Fiscal Year 2021. An individual or team may not be nominated if they have received an award for substantially the same work, effort or project within the previous three years. Under certain circumstances, any one or all of the awards may not be awarded if a proper nominee is not available for a particular category. Submissions that do not adhere to the nomination procedures may not be considered by the Award Panel.

Administrator’s Awards

1. ADMINISTRATOR’S AWARD FOR OUTSTANDING DIRECT PROCUREMENT PROGRAM ACHIEVEMENT

Nominees for this award must have demonstrated an active viable program for small and disadvantaged businesses that reflects a historical record of marked progress in the furthering of the program. Examples of such support include, but are not limited to:

- Exceeding their Small Business (SB), Small Disadvantaged Business (SDB), Woman-Owned Small Business (WOSB), Historically Underutilized Business Zone (HUBZone) or Service-Disabled Veteran-Owned Small Business (SDVOSB) goal, stated as a percentage.
- Making significant progress in achieving their SB, SDB, WOSB, HUBZone or SDVOSB goal, stated as a percentage.
- Exhibiting exemplary leadership in working to increase small business participation through outreach and training.

2. Administrator’s Award for Outstanding Accomplishments by a Large Prime Contractor (Direct Procurement)

This award is presented to a large prime contractor who has demonstrated meaningful and continuing support of EPA’s socioeconomic procurement program. *The nomination must identify the EPA contract or project number underlying the nomination.* Examples of this type of accomplishment include, but are not limited to:

- A viable subcontracting plan system in compliance with Public Law 95-507 and with Agency guidelines and requirements.

- Evidence (e.g., semiannual reports) showing that the prime contractor met or exceeded EPA's percentage goals for all categories of small businesses. Please show both the percentage and dollar amounts of subcontracts awarded to each category of small businesses.
 - A close working relationship with the Contracting Officer and OSDBU in furthering the prime contractor's utilization of small businesses as subcontractors.
 - Mentor-Protégé arrangements with small businesses.
- 3. Administrator's Award for Outstanding Accomplishments by a SB, SDB, WOSB, Tribal, HUBZone, or SDVOSB Contractor [An award may be made in each category].**

This award is presented to any entity of the above-named category of businesses which truly exemplifies the best attributes of a business attempting to enter into America's economic mainstream. *The nomination must identify the EPA contract or project number underlying the nomination.* Examples of this type of accomplishment include, but are not limited to:

- Clear evidence that the contractor performed well on the contract.
- The job was performed on schedule or ahead of schedule.
- The job was performed within the cost factors estimated for the job.
- The contractor was not put on notice for unsafe working conditions, poor maintenance of equipment, failure to comply with various labor laws and equal employment opportunities, or any non-compliant issues that may question commitment to the program.
- Clear evidence that the firm is well qualified for the work, exhibits integrity and can be considered a successful and responsible business.

4. Administrator's Award for Outstanding Accomplishments by an EPA Employee or Group in Support of Small Businesses Impacted by EPA Regulations

This award is presented to an EPA employee or group who demonstrated outstanding achievements in working with, and addressing the concerns of, small businesses that are impacted by EPA regulations. Examples of this type of achievement include, but are not limited to:

- Significant increase in Agency awareness of the needs of the regulated small business community.
- Significant reduction in the burden and impact of a specific EPA regulation on small businesses.
- Considerable evidence of increased regulatory compliance resulting from creative program compliance assistance tools and outreach activities (i.e., conferences and other types of special outreach efforts designed to educate the regulated small business community).

- Exemplary leadership in working with external small business assistance providers to conduct outreach to small businesses and enhance compliance with applicable environmental regulations.
- 5. Administrator’s Award for Outstanding Accomplishments by a Small Business Trade Association or State Small Business Environmental Assistance Provider in Providing Technical Environmental Assistance to the Small Business Community**

This award is presented to a Small Business Trade Association or State Small Business Environmental Assistance Provider who demonstrated outstanding achievements in providing technical environmental assistance to small businesses regulated by EPA. Examples of this type of achievement include, but are not limited to:

- Exemplary leadership in working with small businesses to provide compliance assistance and outreach to small businesses and enhance compliance with applicable environmental regulations.
- Creative development of effective methods or tools to assist small businesses in complying with environmental laws and regulations.

OSDBU Director’s Awards

1. Small Business Accomplishments Award

The EPA OSDBU Director will recognize those program offices and regions that meet or exceed the goals in at least four of the five small business procurement categories (SB, SDB, WOSB, HUBZone, SDVOSB). These awards will be based on available data from the Federal Procurement Data System and the EPA Acquisition System.

2. Crystal Duck Award

The OSDBU Director will select EPA employee(s) as the recipient of the *Crystal Duck Award*. This award will be presented to an individual(s) who has shown a strong commitment to EPA’s Small Business Programs and performed activities resulting in significant accomplishments within their program office/region. This award is presented at the discretion of the OSDBU Director and is not included in the nomination process.

E. Nomination Process

The nomination process will be as follows:

- Nominations should be formally submitted electronically by the date identified in the OSDBU Director’s nominations call memo. Hard copies will not be accepted.
- Each nomination shall consist of an appropriately approved nomination sheet and a narrative statement; including a one paragraph proposed citation (see the attached nomination form for further instructions).

- The narrative statement shall include a justification giving a clear explanation of the accomplishments underlying the award nomination. The proposed citation must contain the recommended language for presentation of the award. The citation will serve as part of a cover letter for the award.
- Nominations must address the selection criteria cited in Section IV of these procedures in order for the Awards Panel to evaluate each nomination.
- The nomination must be approved by the appropriate Assistant Administrator or Associate Assistant Administrator, Regional Administrator or Assistant Regional Administrator, General Counsel, Inspector General, Chief Financial Officer, or Chief Information Officer.
- As soon as possible after the date of closing for nominations, the Chair and each Awards Panel Member will be provided an electronic copy of each nomination. The Chair and Panel Members will review each nomination and meet to discuss the nominations.
- The Awards Panel may select the two best nominations from each award category. The Panel shall justify the reasons for selecting the two best nominees and forward the nominations, along with justifications, to the OSDBU Director for final selection.
- A Member from the Office of the Inspector General and Office of Enforcement and Compliance Assurance will conduct a cursory review of all nominees to assure that no negative or other investigation is currently underway regarding the nominees.

F. Awards Panel

The Awards Panel shall consist of the below EPA representatives who are knowledgeable of the Agency's Small Business Programs and the objectives of these programs. Panel Members shall be selected and notified by OSDBU. In addition, Panel Members shall be provided with this guidance for their use in the review and selection process.

- Chair - OSDBU representative, who shall be a non-voting member, except in the case of a tie
- Representative from the Office of Acquisition Solutions
- Representative from a Headquarters program office
- Representative from a Regional office
- EPA's Small Business Ombudsman or representative, who shall vote only on awards involving small businesses impacted by EPA regulations and Technical Environmental Assistance awards.

G. Responsibility of the Awards Panel

The Awards Panel will review and evaluate each award nomination in accordance with the selection criteria cited in Part D. The Panel may consider additional factors as appropriate under the particular circumstances. The Panel may recommend the top two nominees and provide a justification for the recommendations to the Chair for submission and final selection by the OSDBU Director. Any panel Member who has a nomination originating from his/her Regional office or AAship will not vote during the consideration of the nominee.

The Panel Chair will prepare a cover memo nominating the potential award recipients in the Panel's order of preference. The Chair will sign the memo and submit it with related backup documentation to the OSDBU Director.

H. OSDBU Director Selection

The OSDBU Director will review the Panel's recommendations and select the award recipients(s) for each category or determine that no award be made for a specific category or categories. The selection will be final once cleared through the Office of the Inspector General and Office of Enforcement and Compliance Assurance review process. Once cleared, OSDBU will notify the Awards Panel of the selection decisions and coordinate the logistics for presentation of the awards.

NOMINATION FORM

This form is to be completed by the nominator, signed by the appropriate official and electronically submitted to thomas.tammy@epa.gov. Electronic signature or scanned pdf of original signature must be that of approving official.

Email:	Phone Number:

Period of Performance: <input type="checkbox"/> FY2021

Award Category (choose one):

- Administrator's Award for Outstanding Direct Procurement Program Achievement
- Administrator's Award for Outstanding Accomplishments by a Large Prime Contractor (Direct Procurement).
- Administrator's Award for Outstanding Accomplishments by a SB Contractor
- Administrator's Award for Outstanding Accomplishments by an SDB Contractor
- Administrator's Award for Outstanding Accomplishments by a WOSB Contractor
- Administrator's Award for Outstanding Accomplishments by a HubZone Contractor
- Administrator's Award for Outstanding Accomplishments by a SDVOSB Contractor
- Administrator's Award for Outstanding Accomplishments by a Tribal Contractor
- Administrator's Award for Outstanding Accomplishments by an EPA Employee or Group in Support of Small Businesses Impacted by EPA Regulations
- Administrator's Award for Outstanding Accomplishments by a Small Business Trade Association or State Small Business Environmental Assistance Provider in Providing Technical Environmental Assistance to the Small Business Community

Your Name (nominator):	
Office/ Region:	
Email:	Phone Number:

Approving Official Name:	Title:
Signature:	

AA, Associate AA,
RA, Assistant RA
General Counsel
Inspector General
Chief Financial Officer
Chief Information Officer

NARRATIVE STATEMENT

Justification: *[Include a justification, giving a clear explanation of the accomplishments underlying the award nomination. Include the name, phone number, and e-mail address of the person who should be contacted in the event questions arise regarding the nomination.]*

Proposed Citation: *[Include a proposed citation (not to exceed four sentences), to be included as part of the award cover letter. This citation must clearly explain what the nominee is being recognized for.]*