



U.S SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416

July 31, 2012

The Honorable Darrell E. Issa
Chairman
Committee on Oversight and Government Reform
U.S. House of Representatives
Washington, DC 20515

Dear Mr. Chairman:

Administrator Mills has asked me to respond to the Committee's request for additional documents and information regarding two U.S. Small Business Administration (SBA) conferences identified for further review by the Committee.

The two events that were identified by the Committee based on the cumulative cost per attendee and total cost per attendee per day are:

- I. Office of Disaster Assistance's Program/Media Training for Public Information Officers in Minnetonka, MN, September 22-24, 2009; and
- II. Small Business Managers Performance Management Training in Baltimore, MD, April 4-7, April 18-21, April 25-28, May 2-5 and September 19-22, 2011.

The following items are the materials prepared in response to the Committee's specific requests:

1. Additional documents for both of the conferences identified by the Committee have been included in separate zip files, submitted as attachments 1 & 2. The zip files contain documentation such as the event attendee lists, related procurement records as well as general event information (conference itineraries, training course schedules, agendas, etc.).
2. All available materials on the conference budgets are included in attachments 1 & 2. SBA Program Offices are allocated an overall operating budget and must plan conference and training budgets within those parameters. SBA instituted a process in September, 2011 to comply with OMB Memorandum 11-35 to implement a centralized process for conference review and approval.
3. No applicable documentation to provide for additional conferences above the cost benchmarks provided in the Committee's request.

The Honorable Darrell E. Issa
Page 2

A similar response is being sent to Representative Cummings. For more information concerning this matter, please contact me at (202) 205-6335.

Sincerely,

Nicholas Coutsos
Assistant Administrator
Office of Congressional and Legislative Affairs

Attachments