



U.S. Small Business
Administration



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SBA's Small Business

The Timber Program and its SBA Points of Contact (POCs)

Not intended for public distribution

Hosts

**Darryl Williams, Procurement Center Representative
SBA Office of Government Contracting, Area IV,
Warren, MI**

**Steven Szalo, Procurement Center Representative
SBA Office of Government Contracting, Area IV,
Rock Island, IL**

Welcome to “SBA Virtual Learning 2023”

1. Questions answered during the final 10 minutes.
2. Technical problems: Contact your IT admin who manages Teams settings for your organization.
3. Captioning available for this presentation.
4. We cover the “**SBA Quick Reference**” as time allows.
5. For more SBA training visit the SBA Learning Center website <https://www.sba.gov/tools/sba-learning-center/search/training>

Important Announcements

National Small Business Week

- National Small Business Week
- Prime Contractor of the Year nominations are now being accepted
- Go to www.sba.gov/nsbw
- Deadline for submission – December 7, 2023
- For more information contact - valerie.coleman@sba.gov

July 3, 2024, First Wednesday

- The July 3 session of First Wednesday is moved to Thursday, July 11, 2024
- This is due to First Wednesday proximity to July 4, 2024 (The Fourth of July Holiday)

The APEX Accelerator Program

The APEX Accelerators are a vital resource partner.

- The APEX Accelerators posts past “First Wednesday” programming at this link:
<http://www.aptac-us.org/for-contracting-officers-sba-webinar-library/>
- Contracting Officer Resources: “How APEX Accelerators partner with federal agencies”: <http://www.aptac-us.org/federal-partners/>
- Find your nearest APEX Accelerators/Procurement Technical Assistance Center at <http://www.aptac-us.org>
- APEX Accelerator Information at <https://www.apexaccelerators.us/#/>

Small Business Administration YouTube Page

SBA YouTube page posts past “First Wednesday” programming at links below.

- October 5, 2022 – 8(a) Business Development Program Updates: <https://youtu.be/Yl5Sp0dP1aE>
- November 2, 2022 – Surety Bond Guarantee Program: <https://youtu.be/QIZJiMLcc5o>
- December 7, 2022 – Subcontracting Program: <https://youtu.be/gMaaeGl8CBs>
- January 4, 2023 – Surveillance Review Program: <https://youtu.be/euUX4Jv6kRI>
- February 1, 2023 – HUBZone Program: <https://youtu.be/YGnS8e6idCc>
- March 1, 2023 – The Mentor Protégé Program: <https://youtu.be/A9KbCm4FP1c>
- April 5, 2023 – Non-Manufacture Rule (NMR): <https://youtu.be/AqwYMWoe9f0>
- May 3, 2023 – Size Program: https://youtu.be/45WZ_oPb1GY
- Jun 7, 2023 – Legislature and Regulatory Updates: <https://youtu.be/ljx9IajQJNY>
- July 5, 2023 – Market Research: [SBA First Wednesday Market Research - July 13, 2023](https://youtu.be/SBA_First_Wednesday_Market_Research_-_July_13,_2023)
- August 2, 2023 – Service-Disabled Veteran Owned Program (SDVOSB):
<https://youtu.be/QxcxJISRhnw>

FY2024

- October 4, 2023 - Certificate Of Competency: <https://youtu.be/VDZ-uuCLlWw>
- November 1, 2023 - 8(a) Program Updates: <https://youtu.be/6fN3dK0EShs>

FIRST WEDNESDAY VIRTUAL LEARNING SERIES FY 2024 SCHEDULE

1:00 to 2:00 PM Central Time

FY 2024	Date	Topic
1	October 4, 2023	COC
2	November 1, 2023	8(a) Program Updates
3	December 6, 2023	The Timber Program and SBA POCs
4	January 3, 2024	Compliance Reviews
5	February 7, 2024	Limitations on Subcontracting
6	March 6, 2024	SBA Mentor Protégé Program and Joint Ventures
7	April 3, 2024	Women Owned Small Business (WOSB)
8	May 1, 2024	Participation Plans versus Subcontracting Plans
9	June 5, 2024	Legislative Updates
10	*July 11, 2024	HUBZone
11	August 7, 2024	Market Research

* Schedule Revision Due to Holiday

The program schedule is for information only and is subject to change.

One Continuous Learning Point

- Self-service process for one CLP of credit: Many of you want to receive credit for today's training. You will be glad to know that today's training is worth one CLP. The slide presentation will include the training certificate on Slide10. Fill, download the training certificate, copy and submit it through regular channels.
- If you listen in groups and you want all attendees to be included on the future mailing list, send email addresses of participants in an excel document to sbalearning@sba.gov.

“SBA 1st Wednesday Virtual Learning 2024”

This Certificate is awarded to

Insert Your Name Here

For completion of

The Timber Program

This training seminar may be credited towards “Continuous Learning Points” as described in OFPP Policy Letter 05-01. Recommendation of One CLP.



Pamela J. Beavers

Director, Area IV
SBA Office of Government Contracting

12/06/2023

DATE

Today's Speakers

**Nichole Villanueva
Industrial Specialist-Forestry
Seattle, WA**

**Kevin Michael
Industrial Specialist-Forestry
Seattle, WA**

**Office of Natural
Resource Sales
Assistance (ONRSA)**

Points of Contact

- Nicholas Manalisay – ONRSA Program Manager
(Area VI Director)
- Vince Mazzotta – ONRSA Deputy Program Manager
(Area II Deputy Director)
- Kevin Michael – Industrial Specialist-Forestry
Seattle, WA
- Nichole Villanueva - Industrial Specialist-Forestry
Seattle, WA

Benefits of the ONRSA Program

- SBA uses small business set-asides to help small businesses get a fair share of government property sales and leases.
- Counseling and other assistance to small businesses on government sales and leasing.
- The program covers five categories of federal resources:
 - Timber and related forest products (approx. 95% of ONRSA Program);
 - Strategic materials;
 - Royalty oil;
 - Leases involving rights to minerals, coal, oil, and gas;
 - Surplus real and personal property.

Timber Program

Small Business Timber Sales Program

- The Program is designed for Small Business Timber Manufacturers (i.e., sawlogs for small business sawmills).
- Loggers participate by qualifying under the size standard &, for set-aside sales, complying with the 30/70 rule.

SBA ONRSA Staff

- Assists Small Timber Purchasers
- Work with Federal Agencies – Forest Service, BLM, Corps of Engineers, DOE, & Military Installations.

Timber and related forest products are sold by the following agencies:

- U.S. Department of Agriculture's (USDA) Forest Service
- U.S. Department of the Interior's (DOI) Bureau of Land Management (BLM)
- Department of Defense*
- Department of Energy*
- Department of the Interior's Fish & Wildlife Service*
- Tennessee Valley Authority*

*The Departments of Defense, Energy, the Interior, and the Tennessee Valley Authority work with the ONRSA Program to create set-asides only on a requested basis.

Background

The following agreements were the initial agreements between SBA, USDA and BLM to establish a Timber Set-Aside Program:

- SBA and USDA initial agreement (1958-59); amended in 1966
- SBA & DOI, Sale of Timber under Jurisdiction of BLM (Mar 1959 & Aug 1966)
- SBA & DOD, Sale of Timber (May 1961)

All in 1971

- Federal District Court in Washington, D.C. determined that the decision to institute set-aside timber sales for small business firms is within the statutory authority of SBA (Duke City Lumber Co v. Butz, No. 2152-72)
- Congress changed three important concepts:
 - A “fair share” volume would be determined based upon historic small business purchases.
 - The “base share” would be determined and the current share revaluated every five years.
 - A “trigger” would be incorporated based on current six-month incremental purchases for both large and small business firms by market area.
- SBA & USDA, Amended Agreement (Dec) “for the development and operation of a small business program in the sale of National Forest timber and related forest products”; superseding the agreement of 1958-59 (as amended in 1966).
 - Fair Share, Base Share, Trigger
 - Directs establishment of standards for initiating set-asides
 - SBA prior review of sales \$2,000 or more in value
 - SBA concurrence on proposed set-asides
 - No bid set-asides sold without re-advertisement
 - SBA Surveillance Reviews
 - Size class issues and Certificate of Competency
 - Self-certification of small business firms
 - Operational procedures developed jointly

Size - Timber Program

NAICS 113310 Logging - This industry comprises of establishments primarily engaged in one or more of the following: (1) Cutting Timber; (2) Cutting and transporting timber; and (3) Producing wood chips in the field

- Be primarily engaged in the logging or forest products industry
- Not exceed 500 employees; includes all affiliates (Special Salvage Timber Sales (SSTS): 25 or fewer employees)
- If it does not intend at the time of the offer to resell the timber....
 - Manufacture the logs with its own facilities or another small business.
 - If it resells the timber from a set-aside sale: 30/70 Rule.

Set-Asides

➤ Set-Asides

- The set aside comes into effect when a market area is “triggered.”
 - If the small business timber purchases fall 10% or more below the “share”, the set-aside program is initiated or “triggered” and timber is set-aside in the next six-month period for bidding by only small business. (i.e. Trigger – cumulative deficit volume of small business purchases equals or exceeds the small business share of volume sold during any six-month period by 10 percent.)
- Initial trigger – any trigger following a period when no volume is set-aside
 - An initial trigger situation is any trigger following a period when no volume is set aside, and specific volumes are set-aside depending upon whether you are in Regions 1 through 6, or Regions 8-9.

SBA Form 441

- SBA and the Forest Service (FS) agree to set-aside sales by signing SBA Form 441, “Small Business Certification Required on All Preferential Sales of Set-Aside Timber”*
- The 441 has three parts: Initial Trigger (Regions 1-6); Triggered (Regions 1-9); and Non-triggered Periods.

The 441 should be completed even in non-triggered periods because:

- Not all market areas provide a forecast of timber sales;
- Often the volume on the forecasts that SBA does receive are not close to what is actually advertised;
- It keeps the market areas aware that there is a need for the form and it is not a surprise when they do trigger;
- It gives SBA an opportunity to discuss the upcoming program with the Forest Service.

SBA Form 723 (30/70 Rule)

2. (a) I agree not to sell and/or exchange more than 30 percent (50 percent in the case of Alaska) of the timber or log volume from this preferential sale to concerns not meeting SBA's small business size standard. Such timber and log volume comprises logs, bolts and pieces that are suitable for manufacture into lumber dimension and/or veneer and normally appraised as such. Timber and log volume of the preferential sale includes the contract rights, standing and down trees or portions thereof

Cumulative Set-Aside Program Analysis Report

- FS 2400-31, “Volume Distribution Worksheet”^{*}
 - Used to monitor the status of timber sales and determine whether the market area is “triggered”
 - Completed every six months (October 1 through March 31 & April 1 through September 30)
 - Due to SBA within 30 days of the end of the six-month period (May 1 & November 1)
 - FS Handbook 2409.18, 92.1

^{*}<https://fsweb.wo.fs.fed.us/fm/saleprep/sba.shtml>

ONRSA Website

[Natural Resource Sales Assistance program | U.S. Small Business Administration \(sba.gov\)](#)

<https://www.sba.gov/federal-contracting/contracting-assistance-programs/natural-resource-sales-assistance-program>

Bonus

SBA Points of Contact

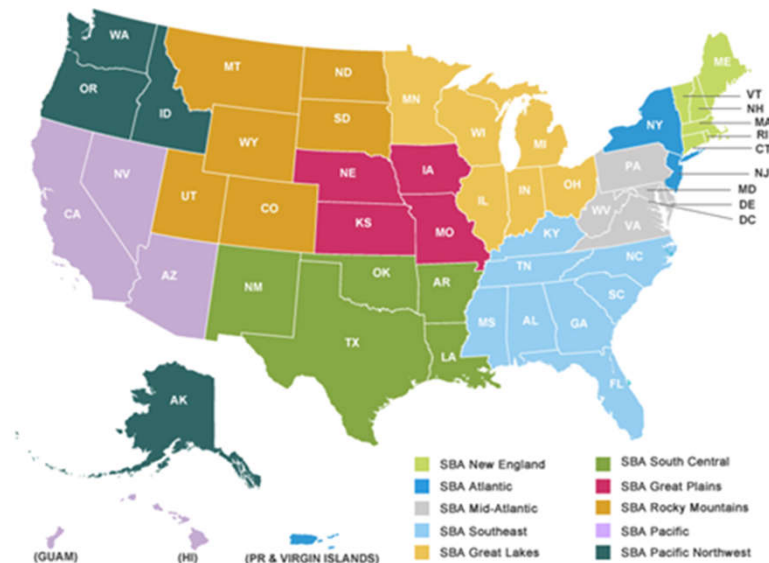
Office of Government Contracting (GC)

Our mission is to assist small businesses in obtaining a fair share of Federal Government contracts, subcontracts and property sales.

Regional/District vs. Area Offices

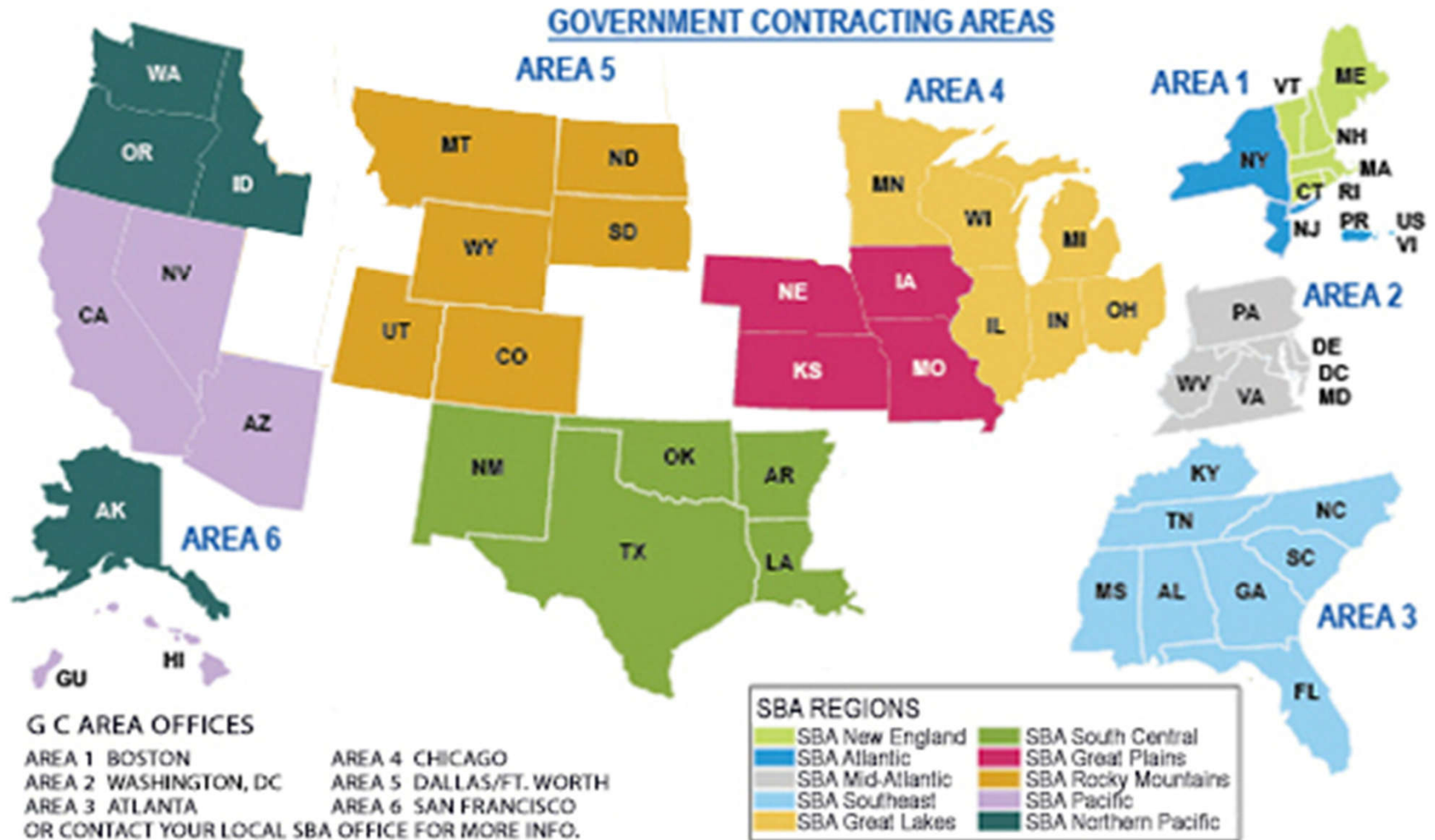
- Regional Offices cover multiple states and are all the same color
- District Offices are in each state – same states have more than one District Office
- <https://www.sba.gov/tools/local-assistance>

To further the mission of helping small businesses succeed, SBA has established offices across the country.



GC Area Offices – covers multiple Regions

[Federal Contracting | U.S. Small Business Administration \(sba.gov\)](https://www.sba.gov)



Area Offices

What Do We Do:

- Prime Contracting
- Subcontracting
- Certificate of Competency Program
- Small Business Size Determinations
- Natural Resources Assistance Program
- Service-Disabled Veteran-Owned Small Business Program
- Waivers of the Nonmanufacturer Rule
- Women-Owned Small Business Program
- Surveillance Reviews
- GC also plays a major role in the formulation of federal procurement policies that affect small businesses

Who Are We:

- GC headquarters staff and field staff positions
- Procurement Center Representatives (PCRs)
- Commercial Market Representatives (CMRs)
- Certificate of Competency (COC) Specialists
- Size Determination Specialists
- Industrial Specialists (IS)
- To locate an SBA Area Office go to [Contracting area directors | U.S. Small Business Administration \(sba.gov\)](#)

So, Who Do I Contact?

ONRSA - Timber Program

Nicholas Manalisay

Nicholas.Manalisay@sba.gov

ONRSA Program Manager

Vincent Mazzotta

Vincent.Mazzotta@sba.gov

ONRSA Deputy Program Manager

Industrial Specialists – Forestry

Kevin Michael

Industrial Specialist – Forestry

253-303-2995

kevin.michael@sba.gov

Nichole Villanueva

Industrial Specialist – Forestry

202-657-9035

nichole.villanueva@sba.gov

Points of Contact

- **COC/Size issues – Goes to the GC Area Office where the HQ of the SB is located**
- SB located in Oklahoma City needs a COC done – send to the Dallas/Fort Worth Area Office
- SB located in Seattle needs a size determination – send to the San Francisco Area Office

Where to send COC referrals

If the HQ of the SB is located in:

AREA I

CT, ME, MA, NH, NJ, NY, RI, VT

AREA II

DE, DC, MD, PA, VA, WV

AREA III

AL, FL, GA, KY, MS, NC, SC, TN

AREA IV

IL, IN, IA, KS, MI, MN, MO, NE, OH,
WI

AREA V

AR, CO, LA, MT, ND, NM, OK, SD, TX,
UT, WY

AREA VI

AK, AZ, CA, HI, ID, NV, OR, WA

Send COC referral to:

Carolyn Clark, Admin. Specialist
U.S. Small Business Administration
Office of Government Contracting, Area I
26 Federal Plaza, Room 3100
New York, NY 10278

carolyn.clark@sba.gov
(212) 264-3231

Adrian Groth, COC Specialist
U.S. Small Business Administration
409 Third Street, S.W.
Washington, DC 20416

adrian.groth@sba.gov
(202) 205-6840

Gary Heard, COC Coordinator
U.S. Small Business Administration
Building 5303, Room 3135
Redstone Arsenal, AL 35898

gary.heard@sba.gov
(256) 842-6240

Phil MacLean, COC Coordinator
U.S. Small Business Administration
65 E. State Street Suite 1350
Columbus, OH 43215

Philip.Maclean@sba.gov
(614) 329-0926

Mia Fagley, Industrial Specialist
U.S. Small Business Administration
721 19th Street, Suite 426
Denver, CO 80202-2517

mia.fagley@sba.gov
(303) 927-3487

Janice Nietes, Commercial
Market Representative
U.S. Small Business Administration
455 Market Street., Suite 600
San Francisco, CA 94105

janice.nietes@sba.gov
(415)914-5117

Where to Send Size Referrals

Area Office	If the headquarters of a protested concern is located in:	Forward the protest to the SBA Office of Government Contracting:
I	CT, ME, MA, NH, NJ, NY, RI, VT	26 Federal Plaza, Room 3100, New York, NY 10278 Carolyn Clark, (212) 264-3231 Carolyn.clark@sba.gov
II	DE, DC, MD, PA, VA, WV	1150 First Avenue, Parkview Towers, King of Prussia, PA 19406 Helen Goza, (610) 382-3190 Helen.Goza@sba.gov
III	AL, FL, GA, KY, MS, NC, SC, TN	233 Peachtree Street NE, Atlanta GA 30303 Eddie King, (202) 941-8051 eddie.king@sba.gov
IV	IL, IN, IA, KS, MI, MN, MO, NE, OH, WI	65 E. State St, Suite 1350, Columbus OH 43215 Philip MacLean, (614) 692-1894 philip.maclean@sba.gov
V	AR, CO, LA, UT, WY, NM, OK, TX, MT, ND, SD	721 19th Street, 4th Floor, Denver CO 80202 Mia Fagley, (303) 927-3487 mia.fagley@sba.gov
VI	AK, AZ, CA, HI, ID, NV, OR, WA, Guam	455 Market Street, 6th floor, San Francisco, CA 94105 Esmeralda Sanchez, (415) 744-4242 Esmeralda.sanchez@sba.gov

Subcontracting Plans

- **Subcontracting Plans – Goes to the GC Area Office where the Administrator named in the Plan is located**
 - Agency is in DC; Work is in Houston; Prime is located in Albany; Administrator of Plan is located in Des Moines – send to the Area Office in Chicago
 - [Commercial Market Representatives | U.S. Small Business Administration \(sba.gov\)](#)
 - Stephanie Lewis – National Subcontracting Program Manager – stephanie.lewis@sba.gov

WOSB

For questions on the WOSB Federal Contracting Program - wosb@sba.gov.

If the firm is denoted as pending, the CO may submit an expedited processing request - WOSBpendingcertification@sba.gov.

If any questions on eligibility arise, file a status protest with SBA - wosbprotest@sba.gov

Eligible WOSB/EDWOSB NAICS Codes - [Eligible NAICS for the Women-Owned Small Business Federal Contracting program | U.S. Small Business Administration \(sba.gov\)](#)

Nonmanufacturer Rule (NMR) Program

All NMR waiver requests are sent to nmrwaivers@sba.gov

Stephanie.lewis@sba.gov – individual waivers

Valerie.coleman@sba.gov – class waivers

NMR Class Waiver Listing

[NMR Class Waiver Database June 2022 \(sba.gov\)](#)

Small Business Coordinations

- **Small Business Coordination Records (DD 2579, GSA 2689, VA 2268, etc.) – send to the assigned PCR.**
 - [Procurement Center Representative directory | U.S. Small Business Administration \(sba.gov\)](#)

8(a) Program

8(a) program – Offering letters; awards/modifications; eligibility questions - Goes to the District Office where the 8(a) firm is located

General Questions - 8aQuestions@sba.gov

8(a) Offer & Acceptance general assistance - OMTA@sba.gov

HUBZone

Lori Gillen, Director, Office of the HUBZone Program,
lori.gillen@sba.gov

Laura Maas, Deputy Director, Office of the HUBZone Program,
laura.maas@sba.gov.

Takeisha Hodge, Program Manager (Certification and Outreach),
Office of the HUBZone Program, takeisha.hodge@sba.gov

Sanaa Andrews, Program Manager (Continuing Eligibility),
Office of the HUBZone Program, sanaa.andrews@sba.gov

Alison Mueller Amann, Attorney-Advisor, Office of
General Counsel, alison.amann@sba.gov

VetCert

- Visit SBA's website: www.sba.gov/vetcert
- Email vetcert@sba.gov
- Contact the dedicated toll-free call center:
 - **800-862-8088**
 - Monday -Friday, 8 a.m. – 6 p.m. ET
 - Excludes federal holidays
- Visit the [Frequently Asked Questions](#) on the VetCert platform
 - Veterans.certify.sba.gov

General Questions

Contracting – contracting@sba.gov

Subcontracting – subcontracting@sba.gov

Mentor-Protégé Program - sbamp@sa.gov

HUBZone – hubzone@sba.gov

HUBZone Map - [HUBZone Map \(sba.gov\)](https://www.sba.gov/hubzone-map)

First Wednesday – sbalearning@sba.gov

Questions????

ONRSA:

Kevin.michael@sba.gov
nichole.villanueva@sba.gov

Points of Contact:

Valerie.coleman@sba.gov