

GENERAL INFORMATION CONCERNING MBE/WBE REPORTING

(Electronic form: (www.epa.gov/osbp))

- Report the total procurement dollars incurred for the quarter(s) or year under the EPA grant (EPA/State share) regardless of the amount. (Refer to assistance agreement to determine reporting frequency.)
- Procurement dollars include but are not limited to money spent towards a contract, equipment, supplies, contracted travel agencies, construction, etc.
- Procurement dollars awarded by sub-grantees, loan recipients, prime contractors to certified MBE/WBE firm should be **reported to EPA by the grantee**.
- Procurement dollars to small businesses that are not certified MBE/WBE firms are not counted towards your Agency's MBE/WBE goal, but are encouraged.
- Procurement dollars to firms classified as both certified MBE/WBE can be reported either under one category or both categories, not exceeding the total procurement value.
- Page 2 of the form, identifying the certified MBE/WBE businesses, is to be completed when procurement dollars are reported on the form in block 5E.
- Report, in Block 5C, total procurement to all businesses (not just MBE/WBE businesses) made by your agency for the reporting period, as well as, procurement made by your subrecipients and SRF Loan Recipients. (Do not report activities reported by Prime Contractors or activities reported on a previous report.)
- Report, in Block 5E, certified MBE/WBE accomplishments made by your agency for the reporting period.
- Report, in Block 5E, certified MBE/WBE accomplishments made by your subrecipients, SRF loan recipients and prime contractors for the reporting period.
- Include an explanation on the form, in Block 6, for negative participation of certified MBE/WBE businesses when procurement dollars are reported in block 5C.
- If reporting the last (final) report for the project, please state this on the form in Block 1B.

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- Reports are due 30 days after the end of reporting period. Refer to assistance agreement to determine reporting frequency. Quarterly submission dates are January 30, April 30, July 30, and October 30. Semi-Annual dates are April 30 and October 30. Annual submission date is October 30.
- An annual report is not required **if quarterly or semi-annual reports** are submitted.
- A MBE/WBE report form is not required at the end of the project that **summarizes procurement activities.** Submit MBE/WBE reporting forms in a timely manner based on the reporting frequency. (Refer to assistance agreement to determine reporting frequency.)
- Reports are required even if no procurement dollars were expended during the reporting period.
- Submit reports to the EPA Region 6 Small and Disadvantaged Business Coordinator:
Ms. Debora N. Bradford
Grants Section (6MD-CG)
Telephone: 214-665-7406
FAX: 214-665-8505
Internet Address: Bradford.Debora@epa.gov
- Additional reporting information is available in the 1997, EPA Guidance for Utilization of Small, Minority, and Women's Business Enterprise in Procurement Under Assistance Agreements _ 6010, which is available at www.epa.gov/osbp, under "Publications".

MBE/WBE REPORTING CYCLE

(Refer to assistance agreement for reporting frequency: quarterly, semi-annual or annual)

- January 30** Grant recipients submit 1st quarter reports, as applicable
- February 15** EPA Regional office compiles data submitted by grant recipients and reports to EPA Office of Small Business Programs (OSBP)
- April 30** Grant recipients submit 2nd quarter or semi-annual reports, as applicable
- May 15** EPA Regional office compiles data submitted by grant recipients and reports to OSBP
- July 30** Grant recipient submit 3rd quarter reports, as applicable
- August 15** EPA Regional office compiles data submitted by grant recipients and reports to OSBP
- October 30** Grant recipients submit 4th quarter, semi-annual or annual reports, as applicable.
- November 15** EPA Regional office reports year-end data to OSBP

NOTES: The last report (final) MBE/WBE reports must be submitted within 90 days after the end of the project period or by October 30 whichever comes first. Your grant cannot be officially closed without all MBE/WBE reports.