

EPA Office of Small Business Programs  
Disadvantaged Business Enterprise (DBE) Program

Computer-Based Learning Series



**MINORITY BUSINESS ENTERPRISE/  
WOMAN BUSINESS ENTERPRISE  
(MBE/WBE) REPORTING**

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## Who is Required to Report MBE/WBE Participation?



MBE and WBE participation must be reported by all recipients, including those recipients exempted under § 33.411 from the requirement to apply the fair share objectives, on EPA Form 5700–52A (40 CFR 33.502).



# Purpose of MBE/WBE Reporting



The purpose of MBE/WBE reporting is to monitor the grant recipient's:

- Accomplishments in Utilizing MBEs and WBEs;
- Adherence to the Good Faith Efforts (i.e., outreach to MBEs, WBEs, and other DBEs); and
- Progress in Achieving MBE and WBE Goals.



# Grant Recipient Responsibilities

1

Complete & submit EPA Form 5700-52A for each reporting period at a frequency specified in the grant agreement, to the appropriate EPA office and personnel as identified in their financial assistance agreement.

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# Grant Recipient Responsibilities



2

Submit “negative reports” (e.g., reports where there were no MBEs or WBEs utilized, or no procurement expenditures of any kind were made during the reporting period).

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# Grant Recipient Responsibilities



3

Collect and retain/document data on MBE, WBE, and total procurement expenditures made for the grant project up to the “Total Assistance Agreement Amount” (i.e., the grantee’s total procurement budget).

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# Grant Recipient Responsibilities



4

**Report procurement expenditures from all sources [i.e., the EPA grant recipient, sub-recipients, loan recipients (and the prime contractors of all three entities)].**

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# Reporting Frequencies & Due Dates



## Annual Reporters

Must submit their completed EPA Form 5700-52A to EPA within 30 days of the end of the annual reporting period (October 30th).

- Recipients of Continuing Environmental Program Grants under [40 CFR Part 35, Subpart A](#);
- Recipients under [40 CFR Part 35, Subpart B](#);
- [General Assistance Program \(GAP\)](#) grants for tribal governments and intertribal consortia; and
- Institutions of higher education, hospitals and other non-profit organizations receiving financial assistance agreements under [40 CFR Part 30](#).

## Semi-Annual Reporters

Must submit their completed EPA Form 5700-52A to EPA within 30 days of the end of the semiannual reporting period (April 30th and October 30th).

- Recipients of financial assistance agreements that capitalize revolving loan funds; and
- All other recipients not specified as “annual reporters.”

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# Things to Consider when Counting MBE/WBE Participation



MBEs & WBEs must be officially certified as such in order to claim/report them as MBE/WBE on EPA Form 5700-52A. ([See Certification Fact Sheet](#))

MBEs and WBEs may not act as Brokers or Passive conduits of funds.

A MBE or WBE Trucker must serve a “commercially-useful” function.

The amount counted towards a MBE or WBE Prime Contractor may not exceed 100% of the contract value.

To be claimed 100% MBE or WBE, a Prime Contractor who is a MBE or WBE may not sub-award more than 49% of its contract value to a non-MBE/WBE.

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# MBE/WBE Reporting Under Revolving Loan Programs



EPA financial assistance recipients that capitalize Revolving Loan Programs need only report “Total Procurement Dollars” in the amount of loans equal or up to the capitalization grant amount.

Entities receiving identified loans must submit their MBE/WBE participation reports/data to the EPA grant recipient (rather than to EPA).

EPA financial assistance recipients that capitalize Revolving Loan Programs must ensure that they receive procurement reports from revolving loan recipients in time to meet EPA’s MBE/WBE Reporting deadlines.



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# Knowledge Check



Recipients that are exempt from the fair share objective requirements are also exempt from reporting MBE/WBE participation.

TRUE

FALSE

MBE/WBE participation should be reported on EPA Form 5700-52A.

TRUE

FALSE

A grant recipient should submit “negative reports” (e.g., reports where there were no MBEs or WBEs utilized, or no procurement expenditures of any kind were made during the reporting period).

TRUE

FALSE

GAP grant recipients should report semi-annually.

TRUE

FALSE

MBEs & WBEs must be officially certified as such in order to claim/report them.

TRUE

FALSE

EPA financial assistance recipients that capitalize Revolving Loan Programs need only report “Total Procurement Dollars” in the amount of loans equal or up to the capitalization grant amount.

TRUE

FALSE

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Finish

# Congratulations!!



You have completed the MBE/WBE Reporting computer-based learning module.

For more information on the EPA DBE Program, please visit the OSBP [website](#).