Managing Small Business and MBE WBE Reporting

**Initiator**
Small Business / MBE WBE Terms & Conditions added

**Preparer**
- Notice of Vendor Maintenance Completion Via Email
- PS Query Run developed Query for all Awards with SBA or MBE/WBE Terms & Conditions
- Review Query for PCard Purchases and determine qualifying expenses
- SFR use SBA Plan, query and PCard purchases to complete Sponsor Report Form
- Send completed Sponsor Report Form and SBA query details to PI for review change
- Vendor or PCard changes?
  - No
  - Yes
    - Vendor or PCard changes Needed?
      - No
      - Yes
        - Review SBA Report Forms to determine which are electronic submission and Complete SF 295 if Required
        - Reply via Email of Changes
        - Electronic Submission
        - Submit by U.S. Mail SBA MBE/WBE Report Form

**PI**
SBA/MBE Reporting

**Narrative**
Small Business Report (SBR) is required by all federal agencies for contracts that are greater than $500,000.

Minority Owned Business Enterprise/Women Owned Business Enterprise (MBE/WBE) Report is required by the EPA for all grants & contracts regardless of value.

Identifying qualifying SBA or MBE/WBE P-Card purchases will be a manual process.

The Sponsor is the initiator per the requirement of SBA Plan or EPA requirement of 2% MBE WBE spending. The Term & Conditions tab will indicate if SBA or MBE WBE reporting is a requirement.

**RICE**
- SF 294
- EPA 5700
- SF 295