

**SECTION 6: FEDERAL/STATE SMALL BUSINESS PROGRAMS**

**SUBJECT: EPA GRANT FAIR SHARE GOALS**

**Procedure 6.3**

**POLICY:**When the University of Washington receives a grant from the Environmental Protection Agency (EPA) that incorporates “fair share” goals for purchasing from disadvantaged businesses (40 CFR Parts 30, 31, 33 and 40)<sup>1</sup>. As a recipient of these funds, the University sets goals for purchasing from Disadvantaged Business Enterprises<sup>2</sup> (DBEs), Minority Business Enterprises (MBEs) and Women’s Business Enterprises (WBEs) and provides reports to the EPA on utilization.

**PROCEDURE:**

The Principal Investigator (PI) is responsible for setting “fair share” goals for MBEs and WBEs within 120 days of accepting the EPA award, making progress toward achievement of the fair share objectives and completing and submitting EPA Form 5700-52A. PIs may search for vendors that fit the above criteria for the fair share goals by using the Federal Government’s System for Award Management (SAM)<sup>3</sup> site, the UW Contracts website<sup>4</sup> or through a consultation with the Procurement Manager responsible for Small Business Plan Preparation and Reporting.

The University is required to report its MBE/WBE utilization under certain EPA grants annually in October of each year. Reporting is accomplished using EPA Form 5700-52A.<sup>5</sup> Reporting is required when:

- a. There are funds of any amount budgeted for procurement in any category other than supplies;
- b. \$3,000 or more is budgeted for supplies; or
- c. There are funds budgeted for subawards or loans in which the expected budget(s) meet the conditions as described in items 1) and/or 2).

For many EPA grants, the UW will meet one or more of these conditions and will be required to submit the designated reports.

UW Procurement Services can assist in developing the required reports by providing recipients with spend detail by supplier classification based on the budget numbers and reporting period.

EPA accepts SBA 8(a) and Small Disadvantaged Business (SDB) certifications, DBE certifications (as administered by the Washington State Office of Minority and Women’s Business Enterprises), Tribal, State, local government, and private organization certifications if the certification standards meet or exceed EPA’s standards.<sup>6</sup>

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<sup>1</sup>For more information about the EPA DBE/Fair Share program, see: [http://www.epa.gov/osbp/dbe\\_resources.htm](http://www.epa.gov/osbp/dbe_resources.htm)

<sup>2</sup>DBE (as defined by EPA) Includes: Small Business Enterprise (SBEs); Small Businesses in a Rural Area (SBRAs); Labor Surplus Area Firms (LSAFs); Historically Underutilized Business (HUB) Zone Small Business Concern, or a concern under a successor program; or Historically Black Colleges and Universities (HBCUs).

<sup>3</sup> <https://www.sam.gov/portal/public/SAM/>

<sup>4</sup> [http://themis.pur.washington.edu/prd/con\\_index.php](http://themis.pur.washington.edu/prd/con_index.php)

<sup>5</sup> EPA Form 5700-52A is available at: [http://www.epa.gov/osbp/dbe\\_reporting.htm](http://www.epa.gov/osbp/dbe_reporting.htm)

<sup>6</sup>Additional information for businesses regarding certification is available at: [http://www.epa.gov/osbp/dbe\\_firm.htm](http://www.epa.gov/osbp/dbe_firm.htm)

EPA Grants do not require the submission of a Small Business Subcontracting Plan. Small Business Subcontracting Plans are only required for Federal Contract Awards over \$650,000. For more information about Small Business Subcontracting Plans, see Policy 6.1.