Reporting Procedures and Procurement Requirements
for Recipients of Federal Grants from
U.S. Environmental Protection Agency (EPA)

GUIDELINES:

I. Notification of Award (NOA)

Upon Notification Of Award acceptance, the Emory University recipient (Principal Investigator (PI) or their administrator) must notify Audrey Kelley, Emory University Supplier Diversity Manager, at audi.r.kelley@emory.edu. The Supplier Diversity Manager will:

1. Meet with the PI and selected staff to discuss the reporting and purchasing data requirements for the EPA Form 5700-52A MBE/WBE Utilization under Federal Grants by recipients.
2. The Office of Supplier Diversity requires the following information be provided by the PI office:
   a. A copy of the EPA Grant Agreement.
   b. The budget with a breakdown of all supplies, services, equipment and other expenses to be procured during the duration of the Grant.
   c. The name of the person responsible for administering the Grant.
   d. The name of the person responsible for ordering supplies and services for the Grant.
   e. The contact name in Emory’s Office of Sponsored Program (OSP) and Office of Grants and Contract Administration associated with the Grant.

II. Identification and Sourcing Minority and Women-Owned Businesses (MBE/WBE)

Reference: The EPA NOA Agreement – “Accepting the Fair Share Objectives/Goals of Another Recipient”

The following process will occur to locate MBE/WBE for the Grant:

1. The Office of Supplier Diversity will provide the procurement e-bid template to the recipient (PI) to enter supplies, equipment and any additional purchasing requirements for the Grant. (If a sole source is requested, the Sole Source/Single Source Exemption Form must be completed by the Principal Investigator.)

2. Once the template is returned to the Office of Supplier Diversity from the PI’s office, the information will be provided to the Procurement Commodity Manager who will submit a Request for Quote (RFQ) for the supplies, equipment and any additional purchasing requirements.

3. Upon receipt of bids from the vendors, the Office of Supplier Diversity will verify their profiles are registered in the Central Contractor Registration (CCR).
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4. The bid results will be submitted to the recipient (PI) of the EPA Grant by the Supplier Diversity Manager or Procurement’s Commodity Manager.
   a. If there are no RFQs received, the PI’s Administrator is to reference Procurement’s Diversity Supplier Listing of diverse suppliers at Emory.
   b. If the Procurement Diversity Supplier Listing of MBE/WBE does not handle the products or services required for the Grant, the Supplier Diversity Manager will source the MBE/WBE by the product description. The results will be provided to the PI’s Administrator.

III. Internal Reporting by Principal Investigator to Office of Supplier Diversity

The PI will be provided two forms for reporting purposes. These forms are to be completed quarterly and sent to the Office of Supplier Diversity. Forms are required to be completed even if no procurements are made during the reporting period.

1. Form - EPA Grant: Excel Spreadsheet / MBE/WBE Spend Data for Quarter Reporting Period
   (This worksheet is to include the MBE/WBE spend data for the quarter reporting period.)

2. Form - EPA Grant: Quarterly Report for Individual Grant
   (This form should indicate the MBE/WBE spend for the EPA Grant for the current reporting period and the cumulative total of all periods.)

3. Forms are to be submitted quarterly to the Office of Supplier Diversity no later than the following dates:
   1st Quarter-January 15 : 2nd Quarter-April 15 : 3rd Quarter-July 15 : 4th Quarter-October 15
   a. Each Quarterly Report form submitted must include a copy of the Compass Financial/Transaction report for the Grant. The MBE/WBE dollar spend on the Compass report is to be color highlighted to reflect the MBE/WBE spend that is detailed on the Excel Spreadsheet/ MBE/WBE Spend Data for the Quarter Reporting Period.

IV. External Reporting by Office of Supplier Diversity

The Office of Supplier Diversity is responsible to do the following:

1. Submit the EPA Form 5700-52A semi-annual or annually to the EPA dependent upon Grant agreement.
   Semi –Annual due April 30 / Annual due October 30
2. Mail Carrier: Fed-Ex