

SBA 8(a) Data Call Discussion for ANC Firms

Best Practice Recommendations

Jody King, Assistant Director,
Alaska APEX Accelerator

December 16, 2025

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Compliance, Ahtna Netiyé'

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Katmai Government Services

- ❖ Quick review of What is Known Now
 - Roll up from earlier presentations today
- ❖ MySBA Data Call Screenshots
- ❖ Open Q&A discussion w/Pamela & Craig
 - Any firms NOT receive the SBA letter?
 - Access difficulties?



SBA Data Call Letter

From: NoReplyNotifications1@sba.gov <NoReplyNotifications1@sba.gov>
Sent: Friday, December 5, 2025 5:38 AM
To: >
Subject: SBA 8(a) Business Data Call CSH Email ID:0008004039491

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



OFFICE OF GENERAL COUNSEL

**U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416**

December 5, 2025

To:

Dear,

Recent reports by journalists and independent investigators have raised questions about widespread misconduct within the 8(a) Businesses Development Program, adding to years of credible concerns that the program designed to serve "socially and economically disadvantaged" businesses has become a vehicle for institutionalized abuse at taxpayer expense.

The Small Business Administration ("SBA") administers and oversees compliance with the 8(a) federal contracting program (15 U.S.C. 637), in which your firm is a participant. To address waste, fraud, and abuse in the 8(a) Program, the Administrator of the SBA is given broad power to conduct investigations deemed necessary to determine whether a recipient of such assistance violated any applicable laws or regulations.^[1]

In furtherance of this responsibility, the SBA is requesting the data and items listed in Exhibit A of this letter by January 5, 2026, as part of a broader evaluation of fraud, waste and abuse among 8(a) Program participants. To the extent that your firm submitted any particular information in routine annual reporting, that particular information need not be submitted again.^[2] The requested data submissions should be uploaded to our portal at <https://certifications.sba.gov>.

Failure to respond to the SBA's inquiry may result in a determination that your firm is not eligible for continued participation in the 8(a) Program and may result in further investigative or additional remedial action.

Sincerely,

/s/
Wendell G. Davis

EXHIBIT A: DATA REQUESTED

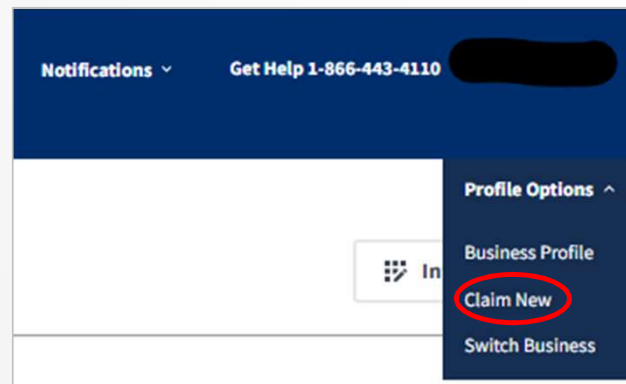
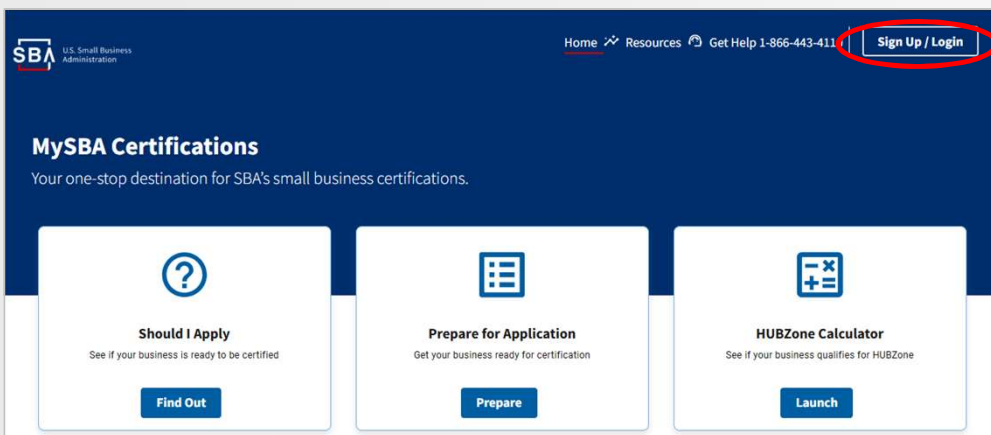
The SBA Requests, by January 5, 2026, that you provide your:

1. **General Ledger** for the last three full fiscal years (CSV Files Only)
2. **Trial Balance** as of the last day for each of the last three fiscal year-ends (CSV Files Only)
3. **IRS Form 4506** covering the last three full fiscal years (PDF Files Only)
4. **Bank Statements** as of the last day for each of the last three fiscal year-ends (PDF Files Only)
5. **Bank Reconciliations** as of the last day for each of the last three fiscal year-ends (PDF Files Only)
6. **Payroll Register and Reconciliation** (including any distributions to any owner) monthly for the last three full fiscal years (PDF Files Only)
7. **List of All Employees**, broken out by contracts those employees are servicing, for the last three full fiscal years (PDF Files Only)
8. **List of all Vendors** (as well as all joint ventures) for the last three full fiscal years (PDF Files Only)
9. **Copy of all 8(a) Contracts** on which the firm is currently working for the last three full fiscal years (PDF Files Only)
10. **Subcontracting Agreements** related to the contracts in item 9 (for the last three full fiscal years) (PDF Files Only)
11. **Financial Statements** which include, at a minimum, the year-end Balance Sheet, YTD P&L, Cash Flow Statement, and the Statement of Equity for each of the last three fiscal years (CSV Files Only)
12. **Financial Statement Reconciliation to the year-end Trial Balance** for the last three fiscal years (CSV Files Only), and
13. For each of the last three full fiscal years, a **Sub-Ledger Schedule** tying to the year-end trial balance accounts for: all Accounts Receivable accounts, all Accounts Payable accounts and all P&L accounts (CSV Files Only)

^[1] See, e.g., 15 U.S.C. § 634(b)(11).

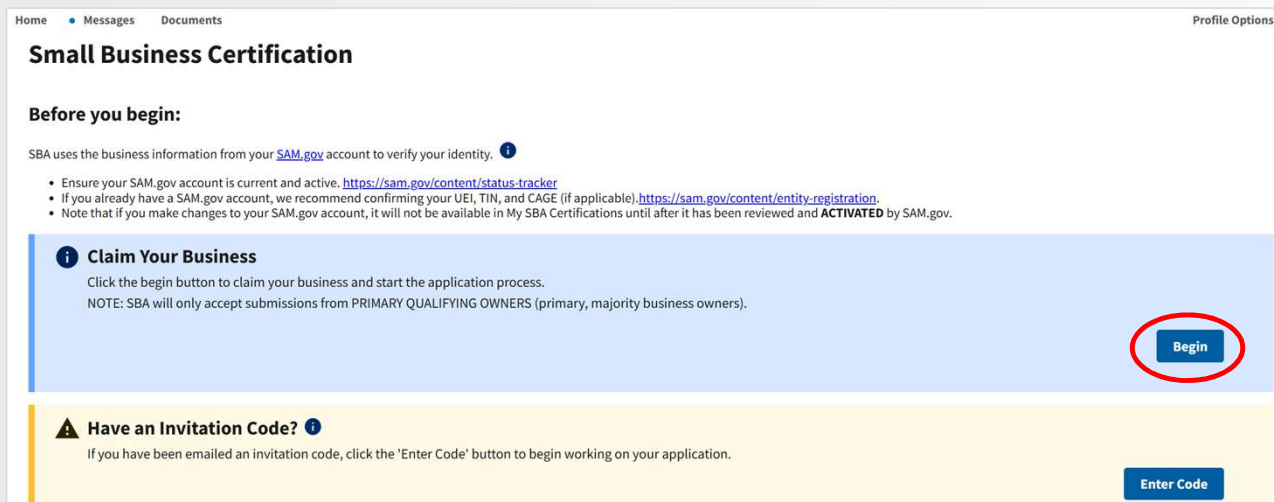
^[2] For clarification, data requested in a monthly increment would not be duplicative of the same data already submitted in an annualized form, and would have to be submitted in the monthly increment.

MySBA Screenshots



Once you log into MySBA, you will see Profile Options.

- Roll your cursor over the words and a dropdown menu will appear.
- Click on Claim New.



Below screen will pop up.
Click on Begin

My SBA Screenshots

Claim Your Business

To claim your business, you must verify your business information with SAM.gov. If you have multiple businesses, you will need to verify each business separately.

This process must be completed by the Primary Qualifying Owner of the business

The Primary Qualifying Owner is also responsible for attesting to the legally-required verification of information during the application process.

Verify your business ownership with SAM.gov.

SBA uses the business information from your [SAM.gov](#) account to verify your identity.

Before you begin:

- Ensure your SAM.gov account is current and active. <https://sam.gov/content/status-tracker>
- If you already have a SAM.gov account, we recommend confirming your UEI, TIN, and CAGE (if applicable) in SAM.gov. <https://sam.gov/content/entity-registration>
- Note that if you make changes to your SAM.gov account, it will not be available in My SBA Certifications until after it has been reviewed and **ACTIVATED** by SAM.gov.

IMPORTANT NOTE: SBA will only accept submissions from Primary Qualifying Owners (primary, majority business owners).

For sole proprietorships

You can use your Social Security Number (SSN) for business purposes. However, it is highly recommended that businesses obtain an Employer Identification Number (EIN). Applying for an EIN is simple and using your SSN for business can pose security and privacy risks. Please visit [IRS.gov](#) to apply for an EIN.

Unique Entity ID (UEI) ¹

12 Alphanumeric characters. No spaces allowed.

CAGE Code ¹

If applicable. If you have multiple, enter any valid one.

Taxpayer Identification Number (TIN) ¹

TIN must contain only numeric digits and must be 9 digits in length. No spaces or hyphens allowed.

If you are not the Primary Qualifying Owner, DO NOT PROCEED.

Find

1-866-443-4110 certifications@sba.gov

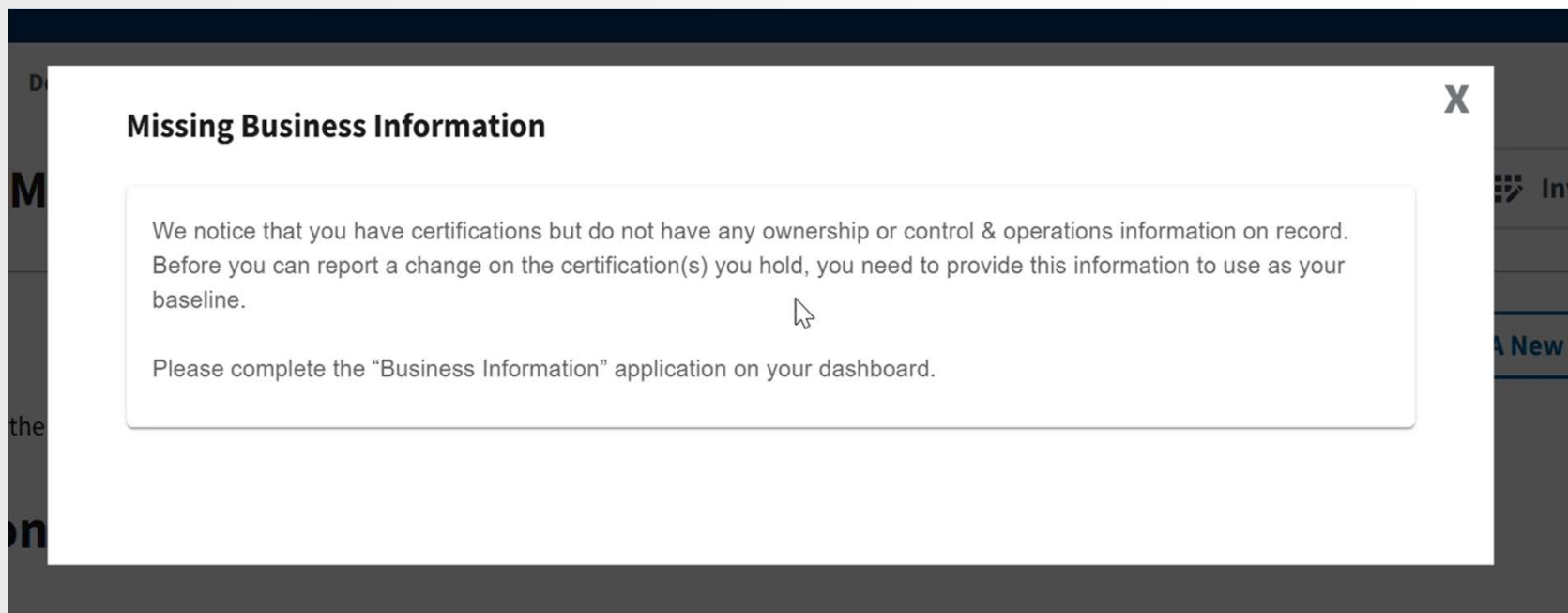
[Accessibility](#)


- Fill out requested data then click Find.
- If you get an error, make sure the information you are putting in those blocks are identical to what's in the SAM registration.
- If you get an error that says this business has already been claimed, you'll need to submit a help desk ticket by clicking on **Get Help**

Or call: 1-866-443-4110

Missing Business Information

After claiming the individual subsidiaries, you might see this error:



 U.S. Small Business Administration

Notifications ▾ Get Help 1-866-443-4110

[Home](#) [Messages](#) [Documents](#) [Profile Options ▾](#)

Welcome, [Redacted]

Invitation Code

Switch Business

If you have claimed multiple businesses, you can switch between them here.

COLUMNS FILTERS

Search...

Legal Business Name ↑	Structure	Action
[Redacted]	LLC	<div>Select</div>
[Redacted]	LLC	<div>Select</div>
[Redacted]	LLC	<div>Select</div>
[Redacted]	LLC	<div>Select</div>

Once you claim your business, you'll see a screen like this. Just click on Select for the business you want to respond to the data call.



Where Government Contracting Starts

My SBA Screenshots

Applications

Business Development Dashboard

Draft

Data Call: Primary Qualifying
Owner

**Deadline
countdown!** **25**
Days Left

8(a) Business Development

Application ID

To begin your Data Call response, click the green "Continue" button to the right of this message

Continue



Where Government Contracting Starts

My SBA Screenshots – General Ledger

Request 1: **General Ledger** for the last three full fiscal years (CSV files only)

Data Call

Document Upload

Sign

i You must upload a document for every item. If you don't have a document or if you believe an item does not apply to you, upload a statement in its place explaining why. Once you complete an upload, it is saved. You are free to return to upload additional documents later.

i Uploaded documents will not be available until virus scan has been completed.

Current Year: General Ledger

General Ledger

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type	
No documents have been uploaded for this question yet.				

Prior Year 1: General Ledger

General Ledger

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type	
No documents have been uploaded for this question yet.				

Prior Year 2: General Ledger

General Ledger

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type	
No documents have been uploaded for this question yet.				

My SBA Screenshots – Trial Balance

Request 2: **Trial Balance** as of the last day for each of the last three fiscal year-ends (CSV files only)

Current Year: Trial Balance as of the last day of the fiscal year-end

Trial Balance Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 1: Trial Balance as of the last day of the fiscal year-end

Trial Balance Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 2: Trial Balance as of the last day of the fiscal year-end

Trial Balance Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				



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Sub-Ledger Schedule

Request 13: For each of the last three full fiscal years, a **Sub-Ledger Schedule** tying to the year-end trial balance accounts for: all Accounts Receivable accounts, all Accounts Payable accounts and all P&L accounts (CSV files only)

Current Year: Sub-Ledger Schedule tying to the year-end trial balance accounts: all accounts receivable, all accounts payable and all profit-and-loss accounts

Sub-Ledger Schedule Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 1: Sub-Ledger Schedule tying to the year-end trial balance accounts: all accounts receivable, all accounts payable and all profit-and-loss accounts

Sub-Ledger Schedule Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 2: Sub-Ledger Schedule tying to the year-end trial balance accounts: all accounts receivable, all accounts payable and all profit-and-loss accounts

Sub-Ledger Schedule Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				



Where Government Contracting Starts

IRS Form 4506

Request 3: **IRS Form 4506** covering the last three full fiscal years (PDF files only)

Current Year: IRS Form 4506

IRS Form 4506

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *
No documents have been uploaded for this question yet.			

Upload

Prior Year 1: IRS Form 4506

IRS Form 4506

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *
No documents have been uploaded for this question yet.			

Upload

Prior Year 2: IRS Form 4506

IRS Form 4506

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *
No documents have been uploaded for this question yet.			

Upload



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Bank Statement(s)

Request 4: **Bank Statements** as of the last day for each of the last three fiscal year-ends (PDF files only)

Current Year: Bank Statement(s) as of the last day of the fiscal year-end :

Bank Statement Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 1: Bank Statement(s) as of the last day of the fiscal year-end :

Bank Statement Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 2: Bank Statement(s) as of the last day of the fiscal year-end :

Bank Statement Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				



Where Government Contracting Starts

Bank Reconciliation(s)

Request 5: **Bank Reconciliations** as of the last day for each of the last three fiscal year-ends (PDF files only)

Current Year: Bank Reconciliation(s) as of the last day of the fiscal year-end :

Bank Reconciliation Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 1: Bank Reconciliation(s) as of the last day of the fiscal year-end :

Bank Reconciliation Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 2: Bank Reconciliation(s) as of the last day of the fiscal year-end :

Bank Reconciliation Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				



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Payroll Register(s)

Request 6: **Payroll Register and Reconciliation** (including any distributions to any owner) monthly for the last three full fiscal years (PDF files only)

Current Year: Payroll Register(s) and Reconciliation as of the last day of the fiscal year-end

Payroll Register and Reconciliation

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 1: Payroll Register(s) and Reconciliation as of the last day of the fiscal year-end

Payroll Register and Reconciliation

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 2: Payroll Register(s) and Reconciliation as of the last day of the fiscal year-end

Payroll Register and Reconciliation

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				



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Employee List

Request 7: **List of All** Employees, broken out by contracts those employees are servicing, for the last three full fiscal years (PDF files only)

Current Year: Employee List broken out by contracts those employees are serving, for the full fiscal year

Employee List

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type
No documents have been uploaded for this question yet.			

Prior Year 1: Employee List broken out by contracts those employees are serving, for the full fiscal year

Employee List

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type
No documents have been uploaded for this question yet.			

Prior Year 2: Employee List broken out by contracts those employees are serving, for the full fiscal year

Employee List

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type
No documents have been uploaded for this question yet.			



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My SBA Screenshots

Request 8: **List of all** Vendors (as well as all join ventures) for the last three full fiscal years (PDF files only)

Current Year: Vendor List for the full fiscal year ...

Employee List

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 1: Vendor List for the full fiscal year ...

Employee List

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 2: Vendor List for the full fiscal year ...

Employee List

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Request 9: **Copy of all 8(a) Contracts** on which the firm is currently working for the last three full fiscal years (PDF files only)

In reporting your 8(a) contracts, **DO NOT** upload any material with classification markings above “Unclassified” (i.e., Unclassified is acceptable, anything above that level is not).

Are you withholding 8(a) contracts due to classification higher than Unclassified? *

☐ Yes ☐ No

Current Year: 8(a) Contract(s) on which the firm is currently working, for the full fiscal year *

8(a) Contract

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	Contract Value *
No documents have been uploaded for this question yet.				

Prior Year 1: 8(a) Contract(s) on which the firm is currently working, for the full fiscal year *

8(a) Contract

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	Contract Value *
No documents have been uploaded for this question yet.				

Prior Year 2: 8(a) Contract(s) on which the firm is currently working, for the full fiscal year *

8(a) Contract

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	Contract Value *
No documents have been uploaded for this question yet.				



Where Government Contracting Starts

Subcontracting Agreement(s)

Request 10: **Subcontracting Agreements** related to the contract in item 9 (for the last three full fiscal years) (PDF files only)

Current Year: Subcontracting Agreement(s) related to the 8(a) Contract(s) on which the firm is currently working, for the full fiscal year :

Subcontracting Agreement

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *
No documents have been uploaded for this question yet.			

Upload

Prior Year 1: Subcontracting Agreement(s) related to the 8(a) Contract(s) on which the firm is currently working, for the full fiscal year :

Subcontracting Agreement

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *
No documents have been uploaded for this question yet.			

Upload

Prior Year 2: Subcontracting Agreement(s) related to the 8(a) Contract(s) on which the firm is currently working, for the full fiscal year :

Subcontracting Agreement

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *
No documents have been uploaded for this question yet.			

Upload

Financial Statements

Request 11: **Financial Statements** which include, at a minimum, the year-end Balance Sheet, YTD P&L, Cash Flow Statement, and the Statement of Equity for each of the last three fiscal years (CSV files only)

Current Year: Financial Statement(s) which include, at a minimum, the year-end balance sheet, year-to-date profit-and-loss, cash flow statement(s), and the statement of equity, for the fiscal year ..

Financial Statement Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *
No documents have been uploaded for this question yet.			

Prior Year 1: Financial Statement(s) which include, at a minimum, the year-end balance sheet, year-to-date profit-and-loss, cash flow statement(s), and the statement of equity, for the fiscal year ..

Financial Statement Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *
No documents have been uploaded for this question yet.			

Prior Year 2: Financial Statement(s) which include, at a minimum, the year-end balance sheet, year-to-date profit-and-loss, cash flow statement(s), and the statement of equity, for the fiscal year ..

Financial Statement Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *
No documents have been uploaded for this question yet.			



Where Government Contracting Starts

Financial Statement Reconciliation

Request 12: **Financial Statement Reconciliation to the year-end Trial Balance** the last three full fiscal years (CSV files only)

Current Year: Document(s) pertaining to Financial Statement Reconciliation to the year-end Trial Balance, for the fiscal year :

Financial Statement Reconciliation

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 1: Document(s) pertaining to Financial Statement Reconciliation to the year-end Trial Balance, for the fiscal year :

Financial Statement Reconciliation

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Prior Year 2: Document(s) pertaining to Financial Statement Reconciliation to the year-end Trial Balance, for the fiscal year :

Financial Statement Reconciliation

Upload

UPLOADED DOCUMENTS

PDF only (max 25MB)

Name	Author	Created	Document Type *	
No documents have been uploaded for this question yet.				

Missing contract value. Please scroll up and enter the contract value to continue.

Missing required classification answers. Please scroll up and answer all required questions to continue.

Previous

Next

SBA's Data Call to all 8(a) Participants:

- Check all spam folders – look for that email
- Make sure you are responding for each 8(a) Entity – is the firm graduated?
 - If the firm has graduated, but you received a request – submit data any – *Comments?*
- Compare the questions in the portal to the questions in the letter
- Use the requested format from the letter – not the portal; although you can upload both formats
 - CSV files vs. Excel files – *Comments?*
- Letters of Explanation: Explain assumptions/logic that produced the data – make the bridge between what was provided vs. what was requested.
- Breakdown documents in order to upload for every category upload request
- System Issues:
 - Errors in claiming an entity – Submit a help ticket, grab screenshots of the help ticket and note date and time submitted
 - Errors in linking hierarchy – *Comments?*
 - *Upload before 1/5/2026 – Christine is predicting a system shutdown on the 5th!*

CMMC Compliance

*Provided by Christine Williams
and Sam Le*

CMMC Level Compliance

- Does SBA have CMMC data ports and levels for the federal safeguarding of CMMC data? An area of larger concern is CMMC level 3 (I think of it off hand as one step below classified).
- As you likely know, CUI is covered here as well and has to be identified and controlled as it is “not intended for public release.” So we know SBA should not release but how will it know it has that data?
- As you likely know, DoW f/k/a DOD (those links are still being used by DoW) require the government identify CMMC level two data in solicitations.
- ***I cannot find where, if at all, SBA has issued guidelines for certain levels of CMMC data or believes it does not apply.*** As you know, if the portal is not cleared, it may have to go to a third party vendor like FedRamp Moderate (or equivalent) to ensure encryption while in transmission/transit.
- ***Guidance would be appreciated.***

Check your Contract!!

Protect your own Data:

- Mark as proprietary & confidential information – subject to this investigation only.
- Redact bank account numbers
- Redact PII (?)



search here



Where Government Contracting Starts

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Answers to Common Questions

Our FAQ area has info on UEI, SAM, GSA, and other government contracting topics.

[see our extensive FAQ »](#)

Are you new to government contracting?

Government contracting is a more complex, involved business process than what is usually found in the private sector.

[ARE YOU READY
for government contracting? »](#)

[THE 10-STEP APPROACH
to government contracting »](#)

Program Introduction

- Free assistance with all aspects of government contracting, from cradle to grave (start to finish) for federal, state and local purchasing activity
- Free one-on-one appointments
- Free workshops (Special events and extended training session may have registration fees)
- The Alaska APEX is one of 96+ other APEX Accelerators across the US, Puerto Rico, & Guam

<https://apexalaska.org/>

<https://www.napex.us/>

<https://www.apexaccelerators.us/#/>



**UAA Business
Enterprise Institute**
UNIVERSITY of ALASKA ANCHORAGE

The Alaska APEX is a program of the UAA Business Enterprise Institute and is funded in part through a cooperative agreement with the Department of Defense Office of Small Business Programs



Where Government Contracting Starts

Questions?

Alaska APEX Accelerator Staff Contact Information

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capratt@alaska.edu

907-786-7259

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907-786-7270

Jeannette Caswell, Contract Specialist

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907-786-7239

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imgregory@alaska.edu

907-786-7258

Fairbanks: Phone: 907-450-8979

Pierre Thompson, Center Director/Contract Specialist

pdthompson@alaska.edu

General email: info@apexalaska.org

Website: <https://alaskapex.org>

To request assistance, sign up here: <https://akapex.ecenterdirect.com/signup?reset=1>



LinkedIn

How can the Alaska APEX help you?