

Mailed to Program Manager on file for Assistance Agreement during 1st or 2nd quarter of the Fiscal Year.

Dear Grant Recipient:

Thank you for supporting EPA's Disadvantaged Business Enterprise (DBE) Program. To keep you abreast of the changes in the EPA DBE program, enclosed are the following documents:

- **Enclosure A** - The revised EPA Form 5700-52A used for reporting procurement activities. An electronic version of the form is available at www.epa.gov/osbp.
- **Enclosure B** - A document containing general information about the reporting of MBE/WBE procurement activities.
- **Enclosure C** - An outline that identifies the date and the activity performed during the MBE/WBE reporting cycle.
- **Enclosure D** - A listing of suggested resources for locating small, minority and women-owned businesses.

Additional information about the Agency's DBE program can be obtained at www.epa.gov/osbp. Again, thank you for your help and support. If you have any questions concerning the MBE/WBE program or the documentation provided, please contact Ms. Debora Bradford of my staff at (214) 665-7406.

Sincerely yours,

Lynda F. Carroll
Assistant Regional Administrator
for Management

Enclosures