

Think **BIG** But \$hop \$MALL



Purchasing goods and services. Utilize small and socioeconomic businesses.
EPA Region 6 Small Business Program. Questions, call 214-665-7406 or e-mail:

bradford.debora@epa.gov

EPA DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

REPORT FORM 5700-52A

AGENDA

- DBE RULE
- NEWS FROM THE REGION
- REPORT FORM (5700-52A)
- SUBMISSION OF REPORT
- RESOURCES TO MEET THE CHALLENGE
- Q/A

DBE RULE

- OLD REQUIREMENTS **BEFORE** MAY 27, 2008
- NEW REQUIREMENTS **ON OR AFTER** MAY 27, 2008
- [OSBP WEBSITE](http://www.epa.gov/osbp) (www.epa.gov/osbp)

NEWS FROM THE REGION--

(Communication with EPA-Region 6 Assistance Agreement Recipients)

- PERIODIC MAILOUTS (1st or 2nd Quarter of the Federal Fiscal Year to Recipient's Program Manager on File for the Assistance Agreement)
 - [LETTER](#); [ATTACHMENTS](#)
- CONFERENCE CALLS
- WEBINARS (NEW)

MBE/WBE REPORT FORM (5700-52A)

TWO-FOLD

- 1) CAPTURE TOTAL PROCUREMENTS/EXPENDITURES IN FOUR BUDGET PROCUREMENT CATEGORIES REGARDLESS OF VENDOR TYPE:

SERVICES (CONTRACTUAL)

SUPPLIES

EQUIPMENT

CONSTRUCTION

“OTHER”? (Sub-awards, etc. Contact MBE/WBE Coordinator if not certain if dollars budgeted in this category are to be included)

- 2) CAPTURE AMOUNT OF TOTAL PROCUREMENT AWARDED TO MBE/WBE VENDORS

At end of project, if dollars are proposed in the budget for the Procurement categories in the assistance agreement, there should be **procurement activity reported on the submitted MBE/WBE reports**. “Zero” procurement activity for the entire project is a ‘red’ flag. BUDGET

MBE/WBE REPORT FORM (5700-52A)

OLD FORM OBSOLETE

NEW FORM UPDATED – EXPIRES 12/22/2013

[Completed MBE/WBE Report](#)

[General Information](#)

SUBMISSION OF REPORT (5700-52A)

NO RECIPIENT IS EXEMPTED FROM THIS DBE REPORTING REQUIREMENT

REFER TO CONDITIONS IN ASSISTANCE AGREEMENT FOR REPORTING FREQUENCY (Quarterly, Semi-Annual, Annual)—You can report more frequently but not less than what is stated in the assistance agreement.

NO ELECTRONIC SUBMISSION UNLESS REQUESTED (The Agency's MBE/WBE tracking system is not currently designed to accept electronic submission. However, if recipient is in close-out process or non-compliance status, electronic submission may be requested.)

FAX COPY ACCEPTED BUT FOLLOW-UP AND SEND SIGNED ORIGINAL

“Think BIG (dollars) but Shop Small Businesses”

RESOURCES TO MEET THE CHALLENGE

QUESTIONS?

POINT OF CONTACT:

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