MEMORANDUM

To: Section 319 and 205(j) Project Sponsors
From: Jennifer Zygmunt, WDEQ NPS Program Coordinator
Date: 4/5/2012
Re: Instructions for Completing MBE/WBE Forms

Dear 319 and 205(j) Project Sponsors,

A condition required in your Section 319 or 205(j) cooperative agreement is to complete the MBE/WBE form (EPA form 5700-52A) for minority business enterprises (MBEs) and woman business enterprises (WBEs). See Part 6.G of your cooperative agreement:

The Recipient shall submit, by October 30 of each year and with Recipients’ final reimbursement request, the EPA Form 5700-52A “MBE/WBE Utilization Under Federal Grants and Cooperative Agreements,” to the DEQ Project Officer.

A link to the MBE/WBE form is posted on the NPS Program website under “Information for Project Sponsors”. The form is also available directly from the EPA website at the following link: http://www.epa.gov/osbp/pdfs/5700_52a.pdf. This form will need to be completed and mailed/e-mailed/faxed back to my attention by October 30th of each year. My contact information is shown below:

Jennifer Zygmunt
WDEQ-Water Quality
Herschler Building, 4W
122 W. 25th Street
Cheyenne, WY 82002
Phone: 307-777-6080
Fax: 307-777-7610
Email: jennifer.zygmunt@wyo.gov
A final MBE/WBE is also due at the same time you submit your final reimbursement request for the project. Instructions for completing the form are included in the last two pages of the form. Some additional instructions and/or information to assist you with completing some of the fields are shown below:

- **1A:** Enter the last two digits of the federal fiscal year you are reporting for. The federal fiscal year runs 10/1 – 9/30. For example, Federal Fiscal Year (FFY) 2012 runs 10/1/11 – 9/30/12. The report that is due October 30th, 2012 will be for FFY2012. The report due October 30th, 2013 will be for FFY2013, etc...

- **1B:** Please check “Annual”. You are only required to submit the MBE/WBE report annually during the life of the project, in addition to a final MBE/WBE with the final project reimbursement request. All MBE/WBE submissions should be checked “Annual”.

- **1C:** Please circle “N” for No.

- **2A – 2C:** Please use the following for the EPA Contact Information:
  - Office Address: U. S. EPA – Region 8, 1595 Wynkoop Street, Denver, CO 80202 – 1129
  - Name: Marshall Pullman
  - E-mail: Pullman.marshall@epa.gov
  - Phone: 303-312-6499
  - Fax: 303-312-6685

- **3A-3C:** This is the contact information for your agency/organization. Please enter the name, email, phone, and fax for the person to contact concerning this report.

- **4A:** The financial assistance agreement ID number is the grant number. You can find your grant number(s) in the “Update Project Task Information” section of your Project Management Database. An example would be C9008630-12. If you have more than one grant number, please list all of them.

- **4B:** Please use 66.460 for Section 319 projects and 66.454 for Section 205(j) projects.

- **5A:** Under “EPA Share”, put the federal amount of the contract or agreement. Under “Recipient Share” put the match amount.

- **5C-5D and 6:** Refer to instructions provided on form.

- **Page 2:** List the amounts of MBE and WBE procurements (payments) made. Check “Sub-Recipient” and follow the instructions provided on the form for the rest of the columns.

Please do not hesitate to contact me if you have any questions about MBE/WBE requirements or completing this form.

Jennifer

**JZ/jz**