UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

AUG 27 2015

OFFICE OF
SMALL BUSINESS
PROGRAMS

MEMORANDUM

SUBJECT: Guidance Regarding Use of Expiring Forms Associated with Disadvantaged Business Enterprise Participation in Financial Assistance Agreements

FROM: Kimberly Y. Patrick, Director
Office of Small Business Programs

Teree Henderson, DBE Program National Coordinator
Office of Small Business Programs

TO: EPA Financial Assistance Agreement Recipients, Prime Contractors and DBE Subcontractors

The Information Collection Request (ICR) for the Disadvantaged Business Enterprise (DBE) program contract administration forms listed below is currently under review by the Office of Management and Budget (OMB). While under review, EPA financial assistance agreement recipients, prime contractors and DBE subcontractors are required to continue use of the forms, pursuant to 40 CFR 33, irrespective of the August 31, 2015 expiration date. Once OMB has approved the ICR, EPA will update the forms to reflect the new expiration date and disseminate the forms as necessary. Should you have any questions, please contact Teree Henderson at henderson.teree@epa.gov or at 202-566-2222.

CERTIFICATION:

- EPA Form 6100–1a, Sole Proprietorship;
- EPA Form 6100–1b, Limited Liability Company;
- EPA 6100–1c, Partnerships;
- EPA Form 6100–1d, Corporations;
- EPA Form 6100–1e, Alaska Native Corporations;
- EPA Form 6100–1f, Tribally Owned Businesses;
- EPA Form 6100–1g, Private and Voluntary Organizations;
- EPA Form 6100–1h, Concerns Owned by Native Hawaiian Organizations; and
- EPA Form 6100–1i, Concerns Owned by Community Development Corporations.

CONTRACT ADMINISTRATION:

- EPA Form 6100-2, DBE Subcontractor Participation Form;
- EPA Form 6100-3, DBE Subcontractor Performance Form; and
- EPA Form 6100-4, DBE Subcontractor Utilization Form.

cc: Regional Small Business Coordinators
Office of Grants and Debarment