



## **DREXEL PROJECT STEERING COMMITTEE**

April 2, 2024

**Attendees:** Brian Gross, Chris Harrell, Clark Henry, Paula Swepson, Heather Cotton, Vance McNees, Alan Toney, Jordan Thompson.

### **Executive Summary**

Heather Cotton provided an overview of the agenda for the meeting, which included an update on the status of the request for proposals (RFPs) for environmental services to assist the City of Marion, a presentation by Vance McNees to provide an overview of the Disadvantaged Business Enterprise (DBE) program, and a presentation by Paula Swepson on the donation of property to West Marion, Inc. and the organizations plans for the property,

### **Discussion Topics**

#### City to Review Proposals for QEP Services

The City received four proposals from qualified firms to assist the City of Marion with oversight of the Drexel property cleanup efforts. Four qualified proposals were received. The firms include Hart and Hickman, BLE, ECS Southeast, and Headwaters Environmental. Heather noted that ECS Southeast assisted the City with the first round of cleanup in 2018, and Hart and Hickman recently completed a phase one environmental assessment for the Mountain View Property that West Marion, Inc. is receiving as a donation. Heather Cotton indicated that the City's project team is currently evaluating the proposals using a scoring system based on six criteria. A meeting is scheduled for April 5, 2024 to review the proposals and make recommendation to the City Council on April 16, 2024.

Additionally, the City announced the owner's change of heart to donate the Mountain View School property, which would be a significant asset for the West Marion community. The City also discussed the importance of firm qualifications and past performance in reviewing proposals for an upcoming project, with a deadline for feedback by Friday. Finally, Vance was invited to discuss the DBE program with the steering committee.

#### DBE Program Overview and Requirements

Vance presented a detailed overview of the Disadvantaged Business Enterprise (DBE) program's goals, objectives, and requirements. He emphasized the program's importance in ensuring non-discrimination in EPA financial assistance agreements and the need for annual form submissions by October 30th. He also explained the concept of the simplified acquisition threshold, which is the dollar amount below which a non-federal entity can purchase property or services using small purchase methods. The conversation ended

with Vance briefly discussing the form-filling process, specifically mentioning that the form had already been completed for the current reporting period. Presentation slide deck attached.

#### West Marion, Inc. Presentation on the Donation of the Mountain View School Property

Paula Swepson provided an update on the Mountain View School property. Paula said that her organization would be hosting a community input session and had submitted a proposal to NCDEQ for a Phase 2 environmental assessment for the property.

Jordan Thompson said she is getting a cost proposal approved from their contractor to complete the environmental work.

#### **Next steps**

- The City's Project Team will review the proposals from the qualified firms and submit a recommendation to City Council for the April 16th City Council meeting.
- Heather Cotton will provide an update on the QEP selection at the next Steering Committee Meeting.
- Vance will submit the annual Disadvantaged Business Enterprise (DBE) program form by October 30th each year, reporting on the total procurement amount and the total dollar amount of procurements awarded during the reporting period.
- Freddie Killough will present information on the WNC Passenger Rail initiative at the May 7, 2024 meeting.
- The next steering committee meeting was scheduled for May 7th.

# EPA Form 5700-52A

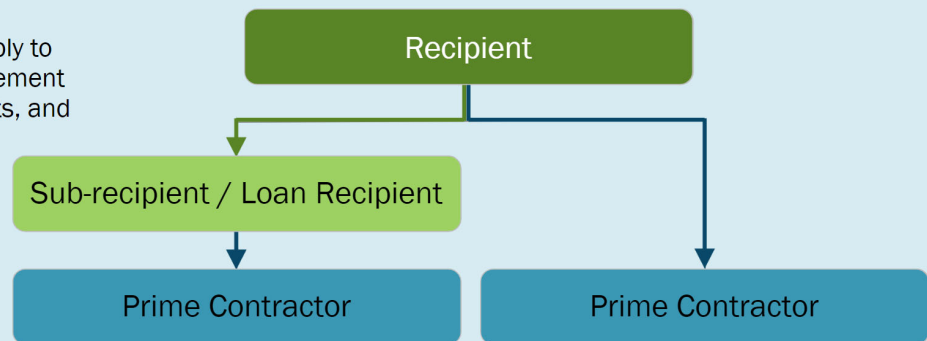
U.S. Environmental Protection Agency MBE/WBE Utilization Under  
Federal Grants and Cooperative Agreements

## Disadvantaged Business Enterprise (DBE) Program

- 1) **Ensure nondiscrimination** in the award of contracts under EPA financial assistance agreements.
- 2) **Operate harmoniously** with U.S. Supreme Court rulings.
- 3) **Help remove barriers** to the participation of DBEs in the award of contracts under EPA financial assistance agreements
- 4) **Provide appropriate flexibility** to recipients of EPA financial assistance in establishing and providing contract opportunities for DBEs

**EPA's DBE program requires recipients to make good faith efforts to use DBEs whenever procuring construction, equipment, services, and supplies under an EPA financial assistance agreement.**

These requirements apply to all EPA assistance agreement recipients, sub-recipients, and prime contractors.



## Good Faith Efforts

**01**

### **Make DBEs aware of contracting opportunities**

This will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources

**02**

### **Facilitate DBE participation in the competitive process**

This includes, whenever possible, posting solicitations for bids/proposals a minimum of 30 calendar days before the bid/proposal closing date.

**03**

### **Consider subcontracting to DBEs**

This will include dividing total requirements into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process

**04**

### **Encourage use of a DBE consortium for large contracts**

**05**

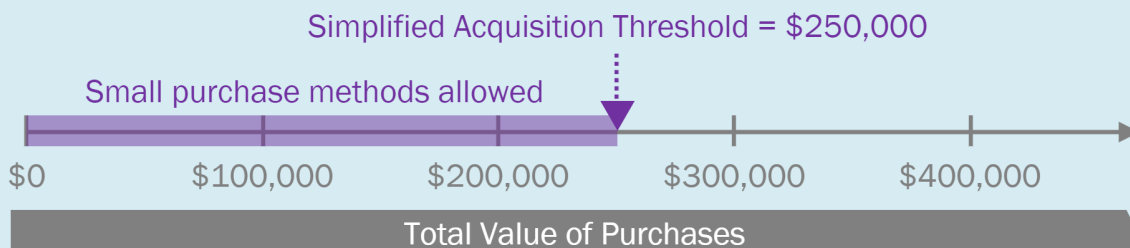
### **Use Small Business Administration (SBA) and Minority Business Development Agency of the Department of Commerce (MBDE) services and assistance**

**06**

### **Require prime contractors to take steps 1-5**

**“Simplified acquisition threshold”** means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods to expedite transactions and minimize administrative burden and cost. (See [2 CFR 200.320](#))

As of June 20, 2018, the Simplified Acquisition Threshold is \$250,000.



Must be  
completed and  
submitted by  
October 30 of  
each year

OMB CONTROL NO. 2000-0028  
APPROVAL EXPIRES 06/30/2024

**EPA**  
U.S. ENVIRONMENTAL PROTECTION AGENCY MBE/WBE UTILIZATION  
UNDER FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2000-0028). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 95, 49 CFR Part 15, and 49 CFR Part 15) for awards made prior to December 26, 2014, and 49 CFR Part 15, 49 CFR Part 15, and 49 CFR Part 15 for awards made after December 26, 2014. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated to be 1 hour per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (EPA), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

1A. REPORTING PERIOD October 1, 2022 – September 30, 2023		1B. REPORT TYPE <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final Report (Project completed)	
1C. Revision of a Prior Year Report? <input checked="" type="radio"/> No <input type="radio"/> Yes If yes, what reporting period is being revised and briefly describe the changes made. Note: The revised report will replace the associated original report in its entirety.			
2A. RECIPIENT UNIQUE ENTITY IDENTIFIER V17KUZDJRT98			
2B. RECIPIENT REPORTING CONTACT Name: Heather Cotton Email: hcotton@marionnc.org Phone: 628-652-3551 ext. 311			
3. FEDERAL AWARD IDENTIFICATION NUMBER (FAIN) (For SAP state recipients, please include all numbers for all open assistance agreements being reported on this form.) 4B-02D63223			
4A. If NO procurements were made this reporting period (by the recipient, sub-recipient(s), loan recipient(s), and prime contractor(s)), CHECK and mark Box No. 6. (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete federal assistance programs.) <input checked="" type="checkbox"/> 6. NO PROCUREMENTS MADE			
4B. Total Procurements & MBE/WBE Accomplishments This Reporting Period (in dollars)			
Construction		Non-Construction	
Total Procurement:	\$	\$	\$
MBE/WBE Combined Procurement:	\$	\$	\$
5A. Good faith efforts: If procurements were made, indicate whether your organization has followed the six Good Faith efforts found in 40 CFR Part 15, Subpart C, 49 CFR 33.301 and 49 CFR 200.301. <input type="checkbox"/> Yes, my organization has implemented and documented each of the six Good Faith efforts on the procurements made during this reporting period. <input type="checkbox"/> No, my organization has not implemented and documented each of the six Good Faith efforts on the procurements made during this reporting period.		5B. If procurements were made, but no MBE/WBE procurements are being reported, then check the applicable box(es) for the reason(s) why no MBE/WBE procurements were made. <input type="checkbox"/> No MBE/WBE(s) applied <input type="checkbox"/> No MBE/WBE(s) were qualified <input type="checkbox"/> Other:	
6. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE Vance McNeese		TITLE City Planner	
7. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE Vance McNeese		DATE 03/26/2024	

EPA FORM 5700-52a available electronically at: <https://www.epa.gov/grants/epa-form-5700-52a-united-states-environmental-protection-agency-minority-business>

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1C: Revision of a Prior Year Report? <input checked="" type="radio"/> No <input type="radio"/> Yes If yes, what reporting period is being revised and briefly describe the changes made. <b>Note:</b> The revised report will replace the associated original report in its entirety.			
2A. RECIPIENT UNIQUE ENTITY IDENTIFIER <b>V17KUZDJRT98</b>			
2B. RECIPIENT REPORTING CONTACT Name: Heather Cotton Email: hcotton@marionnc.org Phone: 828-652-3551 ext. 311			
3. FEDERAL AWARD IDENTIFICATION NUMBER (FAIN) (For SRF state recipients, please include all numbers for all open assistance agreements being reported on this form.) <b>4B-02D63223</b>			

4B. Total Procurements & MBE/WBE Accomplishments This Reporting Period (in dollars)			
	Construction	Non-Construction	Total
Total Procurement:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
MBE/WBE Combined Procurement:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

The Total Procurement row specifies the full amount of assistance agreement funding used for **all procurements** during the reporting period, including the MBE/WBE procurement expenditures. Note that this is the grand total, not only the portion of procurement expenditures that exceeds the Simplified Acquisition Threshold. The total procurement amount must not exceed the assistance agreement amount.

4A. If NO procurements were made this reporting period (by the recipient, sub-recipient(s), loan recipient(s), and prime contractor(s)), **CHECK and SKIP to Block No. 6.** (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs.)

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4B. Total Procurements & MBE/WBE Accomplishments This Reporting Period (in dollars)

	Construction	Non-Construction	Total
Total Procurement:	\$	\$	\$
MBE/WBE Combined Procurement:	\$	\$	\$

The MBE/WBE Combined Procurement row captures the total dollar amount of **MBE/WBE procurements ONLY** that were awarded during the reporting period, separated by construction and non-construction categories.

Enter the grand total of MBE/WBE procurements, not just the portion that exceeds the threshold.

4A. If NO procurements were made this reporting period (by the recipient, sub-recipient(s), loan recipient(s), and prime contractor(s)), **CHECK and SKIP to Block No. 6.** (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs.)

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4B. Total Procurements & MBE/WBE Accomplishments This Reporting Period (in dollars)

	Construction	Non-Construction	Total
Total Procurement:	\$	\$	\$
MBE/WBE Combined Procurement:	\$	\$	\$

5A. Good Faith Efforts: If procurements were made, indicate whether your organization has followed the six Good Faith efforts found in 40 CFR Part 33, Subpart C, 40 CFR 33.501 and 2 CFR 200.321.

☐

Yes, my organization has implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period.

☐

No, my organization has not implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period.

5B. If procurements were made, but no MBE/WBE procurements are being reported, then check the applicable box(es) for the reason(s) why no MBE/WBE procurements were made.

☐

No MBE/WBE(s) applied

☐

No MBE/WBE(s) were qualified

☐

Other:

**DBE Program Coordinator for our Region (4)**

Shantel Shelmon  
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(402) 562-9817