



State of New Jersey
DEPARTMENT OF ENVIRONMENTAL PROTECTION

**OFFICE OF EQUAL OPPORTUNITY
AND PUBLIC CONTRACT ASSISTANCE**

**MUNICIPAL FINANCE
AND CONSTRUCTION ELEMENT**

**SED PARTICIPATION
BUILDING PHASE
COMBINED QUARTERLY REPORTING**

**FOR:
CONTRACTING AGENCIES & CONTRACTORS**

**INCLUDING:
PROJECT COMPLIANCE OFFICER CONTRACTOR'S
PROCUREMENT ACTIVITY REPORT**

(OEO-002R)

Questions or concerns:

NJDEP, Office of Equal Opportunity and Public Contract Assistance (609) 940-4086 / publiccontractasst@dep.nj.gov

V.1-2025



**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
REPORTING REQUIREMENTS ON SOCIALLY AND ECONOMICALLY
DISADVANTAGED (SED) BUSINESS UTILIZATION**

These instructions apply to reporting on the utilization of Socially and Economically Disadvantaged Businesses (SEDs) that are certified MBEs, WBEs, and/or DBEs under the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Financing Programs. The instructions are intended to provide guidance to Project Sponsors and Contractors in filling out the Building Phase SED Utilization Form. The reporting requirements apply to all Contracting Agencies and Contractors pursuing New Jersey Financing Assistance through programs administered by the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust pursuant to N.J.A.C. 7:22-3.; N.J.A.C. 7:22-4.; N.J.A.C. 7:22-6; N.J.A.C. 7:22A-6; N.J.A.C. 7:22-7.

Each Project Sponsor and Contractor must submit this building SED Report (Form OEO-002) quarterly on SED utilization for each contract for which a Project Sponsor or its Contractor(s) awards a sub-agreement. The form must be submitted to the New Jersey Department of Environmental Protection (NJDEP), Office of Equal Opportunity and Public Contract Assistance within 15 days following the close of each fiscal year quarter (i.e., January 15, April 15, July 15, and October 15).

INSTRUCTIONS FOR FILLING OUT SED UTILIZATION REPORT

1. Read instructions carefully before completing form and refer to N.J.A.C. 7:22-9.1 et seq. for further guidance.
- 2a. The name, address, and email of Project Sponsor participating in the grant/loan programs for environmental infrastructure facilities.
- 2b. Name, address, and email of the Project Compliance Officer responsible for submitting periodic reports.
3. Name, address, and email of party contracting directly with the Project Sponsor.
4. Self-explanatory.
- 5a. The grant/loan project number for the agreement between the State of New Jersey and the Project Sponsor.
- 5b. The grant/loan project number for the contract between the Project Sponsor and its contractor(s).
6. Include brief description of project.
- 7a. - 7c. Self-explanatory.
- 8a. The county in which the Project Sponsor is located.
- 8b. The municipality in which the Project Sponsor is located.
9. The date of the agreement between the State of New Jersey and the Project Sponsor.
- 10a. The date of agreement between the Project Sponsor and the contractor.
- 10b. Self-explanatory.
11. Identify MBE and WBE goals based upon project plan for SED utilization developed in consultation with The Office. These goals may vary depending upon local law. Where a Project Sponsor has an SED participation goal which exceeds ten percent, the Project Sponsor's goal shall take precedence.
12. Enter the name, address and telephone number of each SED participating in the building phase as a subcontractor under agreement with the construction management firm or the Project Sponsor. Note applicable MBE, WBE, and/or DBE status of each listed SED. Explain type of service rendered and list the total dollar amount of the subcontract. Each entry must be accompanied by a copy of the signed subcontract, purchase order, or an invoice. Each Change Order (CO) entry must be accompanied by a copy of the signed CO agreement.
13. See instructions for Item 12. This section is designated for SEDs participating in the building phase of a project as a subcontractor under agreement with building contractor(s).
14. The Project Compliance Officer signer must be the designated Project Compliance Officer of the Project Sponsor. The Contractor signer must be the project contractor(s) or the authorize representative of the contractor(s).
15. Additional comments or explanations. Refer to the specific item number on the form, if applicable.
16. Self-explanatory.

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QUARTERLY CONSTRUCTION REPORT

SOCIALLY AND ECONOMICALLY DISADVANTAGED (SED) BUSINESS UTILIZATION

1. *Read Instructions Before Completing Form.*

2a. Project Sponsor Name: _____

Address: _____

Email: _____

2b. Project Compliance Officer: _____

Address: _____

Email: _____

3. Contractor Name: _____

Address: _____

Email: _____

4. Financing Program (check applicable program(s))

_____ a. Clean Water SRF _____ b. Drinking Water SRF _____ c. Pinelands Infrastructure Trust

5a. Agreement Number _____ 5b. Project Number _____

6. Project Name: _____

7a. Contract Name: _____

7b. Contract Number: _____ 7c. Original Contract Amount \$ _____

8a. County _____ 8b. Municipality _____

9. Date of Grant/Loan Agreement _____

10a. Date of Contract Award _____ 10b. Duration of Contract: Mo. _____ Days _____

11. IDENTIFY GOAL OR OTHER STANDARDS (IF ANY)

Contracting Agency's Requirement

	<u>DOLLAR AMOUNT</u>	<u>PERCENTAGE OF CONTRACT AMOUNT</u>	
MBE	\$ _____	_____ %	
WBE	\$ _____	_____ %	
TOTAL SED	\$ _____	_____ %	



14.

(Signature of Project Compliance Officer)

(Signature of Contractor)

(Title)

(Title)

(Date)

(Date)

15. Space Provided for Additional Comments or Explanations

16. PROJECT COMPLIANCE OFFICER CONTRACTOR'S QUARTERLY PROCUREMENT ACTIVITY REPORT

SED PARTICIPATION

THIS SECTION MUST BE COMPLETED BY PROJECT COMPLIANCE OFFICER ONLY

(Formerly Form OEO-002.CQPA)

The project sponsor is required to provide aggregated information reflecting the procurement dollars expended on a quarterly basis. The procurement dollars expended is the amount of money the project sponsor or municipality has paid the contractor for the current quarter. Completion of this section is required as part of the quarterly reporting submittal.

Procurement Dollars Expended this Quarter: _____

Please check applicable quarter:

_____ 1st (Oct – Dec)

_____ 2nd (Jan – March)

_____ 3rd (April – June)

_____ 4th (July – Sept)

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