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

**MUNICIPAL FINANCE
AND
CONSTRUCTION ELEMENT**

SED PARTICIPATION

MONTHLY PROGRESS REPORT
(OEO-003)

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION SED UTILIZATION IN ENVIRONMENTAL INFRASTRUCTURE FINANCING PROGRAM

MONTHLY PROGRESS REPORT

Contractor _____

Project Number _____

Project Name _____

Contract Amount _____

Report Month/Year _____

The following information is required in order to assist the Project Compliance Officer and the New Jersey Department of Environmental Protection in monitoring the SED (small business enterprises owned and controlled by socially and economically disadvantaged individuals) Utilization progress and activity in the Environmental Infrastructure Financing Program. Each contractor shall respond to each of the listed items. Whenever evidence of completion of each item is available, copies of itemized documents are to be submitted to the Project Compliance Officer.

Over the past month has any action on any item taken place? Please explain each.

- | | | | | | |
|----|---|-------|-----|-------|----|
| 1. | Copies of Solicitation to SED=s | _____ | Yes | _____ | No |
| 2. | Advertisement of bidding or procurement opportunities | _____ | Yes | _____ | No |
| 3. | Evidence of negotiation with SEDs | _____ | Yes | _____ | No |
| 4. | Copies of telephone quotes/negotiations | _____ | Yes | _____ | No |
| 5. | Copies of signed subagreements | _____ | Yes | _____ | No |
| 6. | Have any subcontracts been awarded in the past month | _____ | Yes | _____ | No |

Please provide an explanation for Questions 1 through 6.

Signature of Contractor

Signature of Project Compliance Officer

Date

Date