



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION
**OFFICE OF EQUAL OPPORTUNITY
AND PUBLIC CONTRACT ASSISTANCE**
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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

BOB MARTIN
Commissioner

Guidelines for the Development and Submission of a Utilization Plan for the Project Sponsor and the Contractor

Project Sponsor:

The following elements are necessary in formulating a clear and concise utilization plan:

1. **Project Sponsor's
Obligation:** Outline of the project sponsor's awareness of and assurance in providing equal opportunity to SED business concerns.
2. **Scope and Purpose:** A simple explanation of SED business concerns, the origin of SED and the statutes which mandate and regulate participation (N.J.A.C. 7:22-9.1).
3. **Definitions:** N.J.A.C. 7:22-9.2.
4. **Contractors/Subcontractors
Obligation:** Outline the SED utilization goals, how the goal may be achieved, contractor's obligation to submit a Contractor's Plan and the penalty for lack of submission.
5. **In-House Procedures:** Outline the duties and responsibilities of the Project Compliance Officer.
6. **The Contractor:** Outline the entire project or contract work on the Contractor's letterhead. The estimated length of time it will take to complete the project or contract, each significant segment of the project or contract on which SED's will or may participate and a description of how SED's will be contracted.

The project sponsor should submit its Project Plan along with the completed DEP/Trust loan application. The Contractor's Plan is to be submitted to the address below within 30 days of contract award. All inquiries regarding small business concerns owned and controlled by socially and economically disadvantaged individuals may be directed to:

Hester Agudosi, Esq., Director
Office of Equal Opportunity and Public Contract Assistance
428 East State Street/1st Floor
PO Box 420
Trenton, NJ 08625
(609) 984-9742
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