

**Guidelines for the Development and Submission of a Project 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. 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:

Pamela P. Lyons, Director
Office of Equal Opportunity and Public Contract Assistance
428 Easy Sate Street/1st Floor
PO Box 420
Trenton, NJ 08625
(609) 984-9742
Fax (609) 984-9789

