

State of New Jersey
 Department of Transportation
DIVISION OF CIVIL RIGHTS & AFFIRMATIVE ACTION
MONTHLY REPORT, UTILIZATION OF DBE/ESBE*, SBE or DVOB

Reporting Period

1 _____
 Month Year

DBE * ESBE* SBE DVOB
 (Indicate type of goal set on contract)

Project Name _____

3 Prime Contractor: _____

2 DP No _____

Company Address: _____

Current Adjusted Contract Amount: \$ _____

4 Total Payment to Contractor as of End of Reporting Period: \$ _____

Estimated Contract Completion Date _____

5	6	7	8	9	10	11
NAME OF FIRM *	DESCRIPTION OF WORK PERFORMED . IF SUPPLIER, DESCRIBE MATERIALS SUPPLIED	CONTRACT ITEM SEQUENCE NUMBERS	TOTAL SUBCONTRACT VALUE	PAID THIS MONTH	TOTAL PAID TO DATE	COMMENTS

TOTAL: _____

12 Percent of Firm participation to date: _____

AMOUNT, INCLUDING REVISED AMOUNT

*** NOTE:** Include all firms listed on the approved initial and subsequent revised commitments (Form CR-266) for the project. For federally funded projects, pursuant to 49 CFR 26, all current DBE or ESBE firms must be reevaluated under the new certification standards. On contracts let prior to 10/3/25, DBE or ESBE participation cannot be counted toward the project DBE or ESBE goal. Payment information is being captured for reporting purposes.

To the best of my information and belief, the above information is complete and correct.

 Signature - RE

 Date

 Contractor DBE/ESBE/SBE or DVOB Liaison Officer

NOTE: SIGNATURE OF THE CONTRACTOR/LIAISON OFFICER INDICATES CERTIFICATION THAT THE INFORMATION PRESENTED ON THIS FORM TO BE TRUE AND ACCURATE.

INSTRUCTIONS

1. Indicate the month and year of this report. Only one month should be indicated and all information should correspond with this month. The reporting period should be from the first calendar day of the month to the last calendar day of the month.
2. Place the DP Number on this line.
3. Place the full name of your company, and company address. Do not use AKA for the name.
4. Indicate the total payment to prime contractor as of end of the month. Do not include change orders.
5. Indicate the full business name of the DBE, ESBE, SBE or DVOB firm. A DBE firm must be certified and listed in the NJUCP. A SBE or DVOB firm must be currently registered and listed in NJSAVI or the NJSAVI dataset. Firms with expired DBE certifications or firms without current SBE or DVOB registrations, or revoked or expired registrations should not be listed.
6. Provide a brief description of the work performed. If a material supplier, describe materials supplied. If a service provider, describe the service provided. For example: Concrete Sidewalk, Supply of electrical conduit, Construction Layout, Scheduling, Trucking, etc.
7. Indicate the Contract Sequence Number. This should be the same as indicated for the specific item of work in the contract.
8. Indicate the actual total dollar amount of the executed agreement with the firm. This amount should be the original executed contract amount, plus any subsequent revisions to the executed agreement.
9. Indicate the full amount paid to the DBE, ESBE, SBE or DVOB firm during the full reporting calendar month.
10. This is an accumulative dollar amount paid to the firm from the start of the first day through the reporting period.
11. Use this space to indicate any special circumstances related to this reporting period. Also, you may clarify information in this space.

SPECIAL NOTE: Use the "+" to add additional rows if needed.
Use the "-" to remove the row. Totals will recalculate automatically.

12. Percentage of DBE, ESBE, SBE or DVOB participation to date is self-calculating.

This form must be sent to the RE within five working days of the first day of the month. Send original to RE and email one (1) copy to the Division of Civil Rights & Affirmative Action - Contract Compliance at: ContCompl@dot.nj.gov

NJDOT
Division of Civil Rights & Affirmative Action
Contract Compliance Unit
PO Box 600
1035 Parkway Avenue