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"Protecting Public Health and the Environment"
PASSAIC VALLEY SEWERAGE COMMISSION
600 Wilson Avenue
Newark, New Jersey 07105
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ADDENDUM No. 3

for

CONTRACT NO. B436

PLANTWIDE SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM IMPROVEMENTS PROGRAM – WET TRAIN/LINE OPERATIONS

New Jersey Water Bank Project No. S340689-61

August 7, 2026

Hazen

Hazen and Sawyer
99 Wood Avenue South, 8th Floor, Suite 803
Iselin, NJ 08830

George Markou, P.E.
N.J. Professional Engineer
Lic. No. 24GE05777400

To All Concerned:

By order of the Passaic Valley Sewerage Commission (PVSC), all bidders of the above-captioned project are hereby notified, pursuant to the New Jersey Local Public Contracts Law, that the Contract Documents are hereby being modified by issuance of this Addendum No. 3, which is to be made part of the Contract Documents. Receipt of this Addendum shall be acknowledged in writing on Page 00 27 00-1 of Section 00 27 00 - Acknowledgement of Receipt of changes to Bid Documents Form. The Contract Documents are hereby amended as follows:

GENERAL

1. Per new SED policy, specification sections 00 11 13, Advertisement to Bid, is being modified accordingly:

In specification section 00 11 13, DELETE paragraph:

“The project or contract will be subject to regulations contained in, Local Public Contracts Law, Department of Labor and Workforce Development Current Wage Rate Determinations, Prevailing Wage Act pursuant N.J.S.A. 34:11-56.25 et seq., Contract Work Hours and Safety Standard Act, Copland Act, Davis Bacon Act, Buy American Clause pursuant to N.J.S.A. 52:32-1, Debarment and Suspension pursuant to Executive Order 34, and Socially and Economically Disadvantaged (SED) (N.J.A.C. 7:22-9.1 et seq.). Pursuant to N.J.S.A. 10:5-33: “Bidders are required to comply with the requirements of P.L. 1975, c.127.””

and REPLACE with paragraph:

“The project or contract will be subject to regulations contained in, Local Public Contracts Law, Department of Labor and Workforce Development Current Wage Rate Determinations, Prevailing Wage Act pursuant N.J.S.A. 34:11-56.25 et seq., Contract Work Hours and Safety Standard Act, Copland Act, Davis Bacon Act, Buy American Clause pursuant to N.J.S.A. 52:32-1, and Debarment and Suspension pursuant to Executive Order 34. Pursuant to N.J.S.A. 10:5-33: “Bidders are required to comply with the requirements of P.L. 1975, c.127.””

DELETE paragraphs:

“The project or contract is funded in part by New Jersey wastewater treatment financing programs and the successful bidder must comply with all the provisions of N.J.A.C. 7:22-9.1 et seq. for the participation of small business enterprises owned and controlled by socially and economically disadvantaged individuals. N.J.A.C. 7:22-3.17(a)24, 4.17(a)24, 6.17(a)24 and 7:22A-2.4(a) provide that a goal of not less than 10 percent be established for the award of contracts to small business concerns owned and controlled by one or more socially and economically disadvantaged individuals. The goal of 10 percent applies to the total amount of all contracts for building, materials and equipment, or

services (including planning, design and building related activities) for a construction project.

N.J.A.C. 7:22 Subchapter 9 establishes procedures for providing opportunities for socially and economically disadvantaged ("SED") contractors and vendors to supply materials and services under State financed construction contracts for environmental infrastructure facilities. To implement the policies established in N.J.S.A. 58:11B-26, 40:11A-41 et seq., and 52:32-17 et seq., this subchapter applies to environmental infrastructure projects receiving financial assistance from the Department and the Trust pursuant to N.J.A.C. 7:22-3, 4 and 6 and 7:22A-6 and 7. Under the provisions of N.J.A.C. 7:22-3, 4 and 6 and 7:22A-6 and 7, the Department and the Trust require recipients of Trust and Fund loans and other assistance to establish such programs for socially and economically disadvantaged small business concerns, to designate a project compliance officer, and to submit to the Department and Trust procurement plans for implementing the SED program. All project sponsors, at least 10 days prior to public advertisement for bids, shall notify the NJDEP Office of Equal Opportunity and Public Contract Assistance via H2Loans, of the availability of opportunities for SEDs to provide services, to bid on unrestricted contracts or subcontracts, or to provide any other necessary purchase or procurement. N.J.A.C. 7:22-9.7 requires project sponsors to adhere to specific advertisement criteria and duration. Specifically, relating to advertisement duration: In no case shall the advertisement for bids be published less than 30 days prior to the date fixed for receiving bids on the purchase or contract.

Bids shall be solicited on an unrestricted basis. The bid documents, however, shall include a statement to the effect that the successful bidder must fulfill the 10 percent SED utilization requirements by subcontracting portions of the work to SEDs. Contractors also have the option of establishing unrestricted bidding procedures to fulfill the requirement for the project.

If the contracting agency determines that the acceptance of the lowest responsible bid will result either in the payment of an unreasonable price or in a contract otherwise unacceptable pursuant to the statutes and rules governing public contracts, the contracting agency shall reject all bids. Bidders and the office shall be notified of the rejection of all bids, the reasons for the rejection, and the contracting agency's intent to solicit bids for a second time. If the contracting agency determines a second time that the acceptance of the lowest responsible bid will result either in the payment of an unreasonable price or in a contract otherwise unacceptable pursuant to the statutes and rules governing public contracts, the contracting agency shall reject all bids and notify the NJDEP Office of Equal Opportunity and Public Contract Assistance and, after receipt of the NJDEP Office of Equal Opportunity and Public Contract Assistance's approval, shall amend the project plan accordingly. Bidders shall be notified of the cancellation, the reasons for the cancellation and the contracting agency's intent to resolicit bids on an unrestricted basis. SEDs may participate in the bidding on an unrestricted basis.

Awards will be made only to socially and economically disadvantaged business concerns that are certified by the New Jersey Commerce, Economic Growth and Tourism Commission, the New Jersey Department of Transportation, the Port Authority of New

York and New Jersey, New Jersey Transit or other agencies deemed appropriate by the Office as eligible minority businesses or female businesses. The invitation to bid is on an unrestricted basis whereby the successful bidder must fulfill the SED utilization requirements.

Further details regarding special requirements of contractors to comply with the Project Plan developed by the Owner for SED participation are included in the Information for Bidders and the Supplemental General Conditions.”

2. Per new SED policy, specification section 00 21 13, Instructions to Bidders, is being modified accordingly:

In specification section 00 21 13, DELETE sentence:

“All bids shall include a commitment to the use of small, minority, women's and labor surplus area firms and shall be in conformity with N.J.A.C. 7:22-3.17(a)(24) and 7:22-4.17(a)(24) with a goal of not less than 10% participation of small business enterprises owned and controlled by socially and economically disadvantaged individuals (SED's).”

3. Per new SED policy, specification section 00 73 00, Supplemental General Conditions, is being modified accordingly:

Under 00 73 00-2, DELETE exhibit:

“5 N.J.A.C. 7:22-9 and N.J.A.C. 7:22-10, 11, 12”

and REPLACE with exhibit:

“5 N.J.A.C. 7:22-10, 11, 12”

DELETE exhibit

“6 SED Participation Building Phase Quarterly Report (Form OEO-002)”

and REPLACE with exhibit:

“6 DBE Utilization Building Phase Initial & Quarterly Report (Form OEO-004DBE)”

DELETE exhibits:

“7 SED Participation Monthly Progress Report (Form OEO-003)

8 PVSC SED Utilization Plan”

DELETE section header:

“19.09 Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals (SEDs)”

and REPLACE with section header:

“19.09 Small Business Concerns Owned and Controlled by Disadvantaged Business Enterprises (DBEs)”

DELETE paragraphs:

“It is the policy of the PVSC to promote the award of contracts to Socially and Economically Disadvantaged (SED) small business enterprises by stipulating specific requirements for involving such businesses in contracting. The failure of the Contractor to demonstrate a good faith effort to achieve the goals set forth herein by utilizing best efforts to implement the SED utilization plan will constitute an event of default of the Agreement. PVSC shall designate a compliance officer who shall be responsible for coordinating SED utilization efforts for the Agreement and for monitoring compliance with the plan. PVSC reserves the right to audit the Contractor's SED records to insure compliance with this provision. Socially and economically disadvantaged businesses definitions and associated terms are defined in NJAC 7:22-9.2.

A goal of not less than 10 percent (or a higher percentage as may be required by Federal law) of the total amount of all contracts for building, materials and equipment, or services for a project funded by a New Jersey environmental infrastructure facilities financing program must be awarded to SEDs. The project sponsor has identified that the SED utilization goal for this project is 10 percent.

The Contractor is advised that not less than ten (10) percent of the total amount of all contracts for building, materials or services for the project shall be awarded to small business concerns owned and controlled by socially and economically disadvantaged individuals as defined N.J.A.C. 7:22-9.2 and any regulations promulgated thereto. To ensure comprehensive awareness, knowledge, and compliance relative to SED utilization, the recipient shall insert into the contracts, and shall ensure that their contractor(s) include within their subcontract(s) the following in entirety: the most current N.J.A.C. Title 7:22 Subchapter 9. Awarding Contracts for State Assisted Projects to Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals.

When soliciting services from subcontractors, the Contractor must include the 10% goal in its Proposals. Contract work cannot commence until PVSC has approved the Contractor's SED Utilization Plan.

Each project sponsor shall develop, in consultation with the NJDEP Office of Equal Opportunity and Public Contract Assistance, a plan for achieving its SED utilization requirements (the "project plan"). Development of a plan shall be completed before the Department and, when relevant, the Trust may approve an application pursuant to the applicable program rules. The project plan shall identify those contracts proposed to be

bid on an unrestricted basis. For each unrestricted contract, the project plan shall also identify the SED utilization requirements that the successful bidder shall meet.

The successful bidder must submit to the project sponsor and to the NJDEP Office of Equal Opportunity and Public Contract Assistance a Contractor's SED Utilization Plan. The Contractor's Plan shall contain provisions to meet the specific SED utilization requirements imposed upon the contractor by the project sponsor as well as to meet the general SED utilization requirements for the project pursuant to N.J.A.C. 7:22-9. The Contractor's SED plan must be submitted to the project sponsor's Project Compliance Officer for review, approval, and submission to the NJDEP Office of Equal Opportunity and Public Contract Assistance within 14 days of the pre-construction meeting.

Additional guidance on implementation of SED Requirements is included under N.J.A.C.7:22-9 et seq. as given in the attached. Copies of Form OEO-002, SED Participation Building Phase Quarterly Reporting Form for Contracting Agencies and Contractors; and Form OEO-003, SED Participation Monthly Progress Report are included for Contractor's use. The Contractor shall comply with all requirements imposed by the Owner in order to fulfill the SED Utilization Requirements, as further clarified in PVSC's SED Utilization Plan as given in the attached. (See exhibits 5 through 8 for the aforementioned documents)."

and REPLACE with paragraphs:

"It is the policy of the PVSC to promote the award of contracts to Disadvantaged Business Enterprises (DBEs) and to involve such businesses in contracting. PVSC shall designate a compliance officer who shall be responsible for coordinating DBE utilization efforts for this Agreement. PVSC reserves the right to audit the Contractor's DBE records to ensure compliance with this provision.

Project sponsors are required to make the following good faith efforts to engage disadvantaged business enterprises (DBEs) in New Jersey Water Bank projects whenever procuring construction, equipment, services, and supplies under an EPA financial assistance agreement 40 CFR Part 33 Subpart C.

The six good faith efforts required for DBE engagement are:

1. Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities.
2. Make information on forthcoming opportunities available to DBEs, arrange time frames for contracts, and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. This will include dividing total requirements when economically

feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

5. Use the services and assistance of organizations and agencies.

6. If the contractor awards subcontracts, require the contractor to take the steps in items 1 through 5.

Project sponsors are required to submit initial and quarterly reporting documentation. Form: DBE Utilization Building Phase Initial & Quarterly Reporting (OEO-004DBE) must be completed initially (14 days after the Preconstruction meeting) and quarterly to the Office of Equal Opportunity and Public Contract Assistance via the H2Loans system.

All project sponsors, at least 10 days prior to public advertisement for bids, shall provide the bid schedule to the NJDEP Office of Equal Opportunity and Public Contract Assistance via the H2Loans system, of the availability of opportunities for DBEs to provide services, to bid on unrestricted contracts or subcontracts, or to provide any other necessary purchase or procurement. In no case shall the advertisement for bids be published less than 30 days prior to the date fixed for receiving bids on the purchase or contract.

Copies of Form OEO-004DBE DBE Utilization Building Phase Initial & Quarterly Reporting for Contracting Agencies and Contractors are included for Contractor's use."

In specification section 00 73 00, Exhibit No. 5, DELETE NJAC 7:22-9 in its entirety.

In specification section 00 73 00, Exhibit No. 6, DELETE:

"SED Participation Building Phase Quarterly Report (Form OEO-002R)"

and REPLACE with:

"DBE Utilization Building Phase Initial & Quarterly Report For Contracting Agencies & Contractors (Form OEO-004DBE)"

In specification section 00 73 00, DELETE Exhibit No. 7 in its entirety.

In specification section 00 73 00, DELETE Exhibit No. 8 in its entirety.



State of New Jersey
DEPARTMENT OF ENVIRONMENTAL PROTECTION

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

**MUNICIPAL FINANCE
AND CONSTRUCTION ELEMENT**

DBE UTILIZATION

BUILDING PHASE

INITIAL & QUARTERLY REPORTING

FOR:

CONTRACTING AGENCIES & CONTRACTORS

INCLUDING:

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

(OEO-004DBE)

Questions or concerns:

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

V.1-2026

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION REPORTING REQUIREMENTS ON DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

These instructions apply to reporting on the utilization of Disadvantaged Business Enterprises (DBEs) under the New Jersey Department of Environmental Protection and the New Jersey Water Bank program. 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 DBE Report (Form OEO-004DBE) quarterly related to good faith efforts towards DBE utilization for each contract for which a Project Sponsor or its Contractor(s) awards a sub-agreement.

Good faith efforts” means the efforts demonstrated by the Project Sponsor or contractor to endeavor to utilize Disadvantaged Business Enterprise (DBE) business concerns whenever procuring construction, equipment, services, and supplies associated with conveyance of a project. The following constitute good faith efforts:

1. Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities.
2. Make information on forthcoming opportunities available to DBEs, arrange time frames for contracts, and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. This will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
4. Encourage contracting with a collective of DBEs when a contract is too large for one DBE firm to handle individually.
5. Use the services and assistance of organizations and agencies.
6. If the contractor awards subcontracts, require the contractor to take the steps in items 1 through 5.

INSTRUCTIONS FOR FILLING OUT DBE UTILIZATION REPORT

1. The form must be submitted to the New Jersey Department of Environmental Protection (NJDEP), Office of Equal Opportunity and Public Contract Assistance via the H2Loans system: **INITIAL:** Within 14 days following the contract pre-construction meeting.
QUARTERLY: Within 15 days following the close of each federal fiscal year quarter (i.e., January 15, April 15, July 15, and October 15).
- 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. Self-explanatory.
12. Enter the name, address and telephone number of each business participating as an Architectural/Engineering or professional services subcontractor under agreement with the construction management firm or the Project Sponsor. Please note MBE, WBE, and/or DBE certification where applicable. 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 for all other subcontractors besides professional services subcontractors.
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.

Questions or concerns:

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



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
OFFICE OF EQUAL OPPORTUNITY & PUBLIC CONTRACT ASSISTANCE
MUNICIPAL FINANCE & CONSTRUCTION ELEMENT

INITIAL & QUARTERLY CONSTRUCTION REPORT

DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

1. **CHECK APPLICABLE SUBMITTAL: INITIAL REPORT _____ QUARTERLY REPORT _____**

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. Anticipated Duration of Contract: Mo. _____ Days _____

11. Please describe good faith efforts made to identify DBE service providers for this contract: _____



12. Architectural/Engineering and Other Professional Service Subcontracts Awarded for this Contract

1. Name, Address, and Email MBE/ WBE/ DBE Type of Service Rendered Subcontract Award Date Total Subcontract Amount Total PD (Incl CO) Subcontract This QTR Total PD (Incl CO) Subcontract To DATE Number of Full-time Employees CHANGE ORDER (CO) SECTION ONLY Subcontract CO Agreement Detail Reason Reason CO Date CO Amount w/CO- New Total Subcontract Amount
2. Name, Address, and Email MBE/ WBE/ DBE Type of Service Rendered Subcontract Award Date Total Subcontract Amount Total PD (Incl CO) Subcontract This QTR Total PD (Incl CO) Subcontract To DATE Number of Full-time Employees CHANGE ORDER (CO) SECTION ONLY Subcontract CO Agreement Detail Reason Reason CO Date CO Amount w/CO- New Total Subcontract Amount
3. Name, Address, and Email MBE/ WBE/ DBE Type of Service Rendered Subcontract Award Date Total Subcontract Amount Total PD (Incl CO) Subcontract This QTR Total PD (Incl CO) Subcontract To DATE Number of Full-time Employees CHANGE ORDER (CO) SECTION ONLY Subcontract CO Agreement Detail Reason Reason CO Date CO Amount w/CO- New Total Subcontract Amount
4. Name, Address, and Email MBE/ WBE/ DBE Type of Service Rendered Subcontract Award Date Total Subcontract Amount Total PD (Incl CO) Subcontract This QTR Total PD (Incl CO) Subcontract To DATE Number of Full-time Employees CHANGE ORDER (CO) SECTION ONLY Subcontract CO Agreement Detail Reason Reason CO Date CO Amount w/CO- New Total Subcontract Amount



13. Other Subcontracts Awarded for this Contract

1.	Name, Address, and Email	MBE/ WBE/ DBE	Type of Service Rendered	Subcontract Award Date	Total Subcontract Amount	Total PD (Incl CO) Subcontract This QTR	Total PD (Incl CO) Subcontract To DATE
		CHANGE ORDER (CO) SECTION ONLY					
		Subcontract CO Agreement Detail		CO Date	CO Amount	w/CO- New Total Subcontract Amount	
		Reason					
		Reason					
	Number of Full-time Employees						
2.	Name, Address, and Email	MBE/ WBE/ DBE	Type of Service Rendered	Subcontract Award Date	Total Subcontract Amount	Total PD (Incl CO) Subcontract This QTR	Total PD (Incl CO) Subcontract To DATE
		CHANGE ORDER (CO) SECTION ONLY					
		Subcontract CO Agreement Detail		CO Date	CO Amount	w/CO- New Total Subcontract Amount	
		Reason					
		Reason					
	Number of Full-time Employees						
3.	Name, Address, and Email	MBE/ WBE/ DBE	Type of Service Rendered	Subcontract Award Date	Total Subcontract Amount	Total PD (Incl CO) Subcontract This QTR	Total PD (Incl CO) Subcontract To DATE
		CHANGE ORDER (CO) SECTION ONLY					
		Subcontract CO Agreement Detail		CO Date	CO Amount	w/CO- New Total Subcontract Amount	
		Reason					
		Reason					
	Number of Full-time Employees						
4.	Name, Address, and Email	MBE/ WBE/ DBE	Type of Service Rendered	Subcontract Award Date	Total Subcontract Amount	Total PD (Incl CO) Subcontract This QTR	Total PD (Incl CO) Subcontract To DATE
		CHANGE ORDER (CO) SECTION ONLY					
		Subcontract CO Agreement Detail		CO Date	CO Amount	w/CO- New Total Subcontract Amount	
		Reason					
		Reason					
	Number of Full-time Employees						



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**

THIS SECTION MUST BE COMPLETED BY PROJECT COMPLIANCE OFFICER ONLY

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)

Questions or concerns:

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