



Updated August 2021

## Non-Educational School Projects Transmittal Form

This completed project transmittal form and all project applications documents should be emailed to: [Submission.projects@doe.nj.gov](mailto:Submission.projects@doe.nj.gov).

Additional [project application information](#) can be found at: [nj.gov/education/facilities/projectapplication/](http://nj.gov/education/facilities/projectapplication/)

**If this is a new project and a project number was not previously assigned, please substitute the county code plus district code (ie. XX-XXX) for the project number.**

### District Information

County:

District Name:

### Authorized District Representative Information

Name:

Title:

Street Address:

City:

State:

Zip Code:

Email:

Phone:

### Project Application Contact Person Information

Firm:

Name:

Street Address:

City:

State:

Zip Code:

Email:

Phone:

### Project Overview

13 Digit Project Number:

School Name:

Brief Project Description:

## Document Submission Confirmation

Confirm each document submission below with Yes, No or N/A.

Failure to select a response for each statement may result in the project application being determined incomplete or delay its review.

If "No" is selected for one or more assurances and the district plans to proceed with the project application submission, the district must contact the DOE for guidance prior to submission.

### ***All Non-Educational School Projects***

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1. Excel file of the Project Application Workbook with 001 Form completed, 120 Form completed, Project Schedule form completed, and costs entered on page 130 and 131. (file name: Project Number>Initial Submission>Project Application Workbook)
2. Signed District Board of Education resolution approving initial project submission to the DOE (file name: Project Number>Initial Submission>BOE Resolution)
3. Project schedule including major project milestones (file name: Project Number>Initial Submission>Project Schedule)
4. One file of the Schematic Plan/drawing Set Max 12 MB, District/Designee: Use Design Requirements and Schematic Design Requirements Guidance Doc for a complete set of plans. (file name: Project Number>Initial Submission>Schematic Plans)
5. Detailed project scope of work description with cover signed by Chief School Administrator and Board President and Board President (file name: Project Number>Initial Submission>Scope of Work Description)
6. Copy of transmittal to local planning board indicating the date of plan submission to the local planning board for review for all projects disturbing more than 5,000 SF of land (file name: Project Number>Initial Submission>Planning Board Transmittal)

### ***If non-educational project includes a waiver request:***

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1. Detailed information to evaluate waiver request, including regulation section(s) for which waiver is needed, signed by Chief School Administrator and A/E (file name: Project Number>Initial Submission>Waiver Request)

### ***If non-educational project is an energy service project:***

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1. Copy of transmittal letter to local planning board indicating the date of plan submission to the local planning board for review (file name: Project Number>Initial Submission>Planning Board Transmittal)

***If non-educational project is a solar project:***

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1. If solar project is on a roof: A/E letter stating that the roof structure and material has sufficient strength and life span for the length of the solar units/contract and does not void the warranty of any roof. (file name: Project Number>Initial Submission>Solar Project Roof Statement)
2. If project involves site work or solar panels: Transmittal letter to the local planning board (file name: Project Number>Initial Submission> Solar Project Planning Board Transmittal)

***If non-educational project includes temporary facilities:***

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1. Statement describing need for temporary facilities signed by Chief School Administrator and Board President (file name: Project Number>Initial Submission>Temporary Facilities Statement)
2. Letter from County Superintendent approving Implementation Plan concerning temporary facilities (file name: Project Number>Initial Submission>County Supt. Implementation Plan Approval)

***If non-educational project has lease purchase local funding type:***

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1. Narrative describing project (file name: Project Number>Initial Submission>Lease Purchase Project Narrative)
2. Successful proposal and terms (file name: Project Number>Initial Submission>Lease Purchase Project Proposal and Terms)
3. Lease purchase agreement(s) (file name: Project Number>Initial Submission>Lease Purchase Agreement)
4. Evidence of clear title (file name: Project Number>Initial Submission>Lease Purchase Title Search)
5. District Board of Education resolution authorizing lease purchase application (Project Number>Initial Submission>Lease Purchase BOE Resolution)
6. Copy of advertisements for public hearing and notice to bidders (file name: Project Number>Initial Submission>Lease Purchase Public Notices)
7. Proposed payment schedule (file name: Project Number>Initial Submission>Lease Purchase Payment Schedule)

**Transmittal Form Assured By**

Name:

Title:

Date (mm/dd/yy):