



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 22, 2021

To: Chief School Administrators, Charter School and Renaissance School Project Leads

Route To: School Business Administrators, School Facilities Managers

From: Kevin Dehmer, Assistant Commissioner/CFO
Division of Finance and Business Services

Office of School Facility Projects Announces Streamlined Project Approval Process

The Office of School Facility Projects (OSFP) is pleased to announce a revised process for the submission and approval of school facilities projects. The revisions will streamline the approval of projects and improve communication with districts and contracted construction professionals about the status of pending approvals.

Key steps/actions

The OSFP's [Project Application webpage](#) has been updated to outline the process in detail and provide new forms to facilitate the process. Important changes include:

- The introduction of Checklist Transmittal Forms to guide districts on the requirements for a complete project application submission, based on the type of project. No applications will be accepted for review by OSFP without a completed Checklist Transmittal Form.
- One email inbox for all project submissions: All project submissions shall be directed to Submission.Project@doe.nj.gov. Submission to individual Department of Education employees or through other email addresses will not be accepted for review by OSFP.
- Effective today, project numbers will be issued only for school facilities project applications accepted for review by OSFP, including the submission of a complete Checklist Transmittal Form, and sent to Submission.Project@doe.nj.gov. Project numbers will not be issued in advance of submission of a complete school facilities project application.
- Accelerated turnaround for initial project completeness review: Department staff will conduct an initial review of project submissions, with the goal of informing districts **within ten business days** of any documentation missing from the district's submission. Submissions that include all required documentation will be issued a project number and advanced for substantive review by Department staff. Please note that submissions lacking required documentation will be returned to the district as incomplete and will not be assigned a project number.
- Prioritization of HVAC projects: Districts submitting an HVAC project for review must include "HVAC" in the subject line of the email to Submission.Project@doe.nj.gov. Project submissions including this subject

line will be prioritized for review, with the goal of informing districts ***within five business days*** of any documentation missing from the district's submission.

The Department is asking for the cooperation of districts and construction professionals in adhering to this revised process, which will ensure that school facilities projects are directed to the appropriate staff, efficiently tracked, and substantively reviewed, based on the time of submission and level of priority.

Contact information

Project application submissions and questions regarding the process should be directed to

Submission.Project@doe.nj.gov.

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
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