

New Jersey Department of Education, Office of School Facilities
Educational School Project – FEA Submission Transmittal Form

Email this completed project transmittal form and all project applications documents to Submission.projects@doe.nj.gov and the OSF project reviewer, if known. Additional project application information can be found at <https://www.nj.gov/education/facilities/projectapplication/>.

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

Check the box next to each required submission document to confirm compliance. Email Project.Submission@doe.nj.gov or the project reviewer for guidance if a box cannot be checked. Do not email the FEA Submission unless all items are included. Partial submissions will not be accepted.

- MS Excel Project Application Workbook** with the worksheets listed below completed. (file name: Project Number>FEA Submission>Project Application Workbook)
 - Form: DOE-001 Welcome Form
 - Transmittal Form 100A
 - Form DOE-120
 - Form DOE-122 Project Schedule Form
 - Form DOE-123
 - Costs entered on Form DOE-130 and 131

- Signed Project Cost Estimate** (file name: Project Number>FEA Submission>Cost Estimate)

- Final Drawing Set**, signed & sealed, **maximum 12 MB** (to allow approved drawings can be sent back via email), (file name: Project Number>FEA Submission>Final Plans)

- Educational Specifications**, including furniture calculations, with cover signed by Chief School Administrator and Board President. (file name: Project Number>FEA Submission>Educational Specifications)

- This completed and signed **Transmittal Form**.

FEA Fee Submission Confirmation

The Final Educational Adequacy (FEA) submission requires a review fee, as calculated in Form DOE-123 within the Project Application Workbook. The review fee, Form DOE-123, and the FEA Fee Transmittal Form must be mailed to the Office at School Facilities at **PO Box 500, Trenton, NJ 08625**. A separate fee submission is required for each educational project application.

Check the box below to confirm compliance with submission requirements.

- The associated FEA Fee Submission, including a check payable to the "Treasurer, State of New Jersey," consistent with amount calculated on Form DOE-123, has or will be mailed to the Office of School Facilities for this project application after the FEA email submission.

Transmittal Form Assured By

Name: _____ Title: _____

Date: _____