



**NJ DEPARTMENT OF EDUCATION**  
**SCHOOL FACILITIES**  
**WELCOME FORM**

Parent	<b>4550-050-17-2000</b>
Land	0
Temporary	0
Feasibility	0
Emergent	0

Welcome to the NJDOE's School Facilities Project Application with Guidance Documents

**Before using this application, read the various steps outlined on sheet entitled "Process-010"**

**1 Provide Basic District Information:**

**A. Select County:** UNION

**B. Select District:** ROSELLE PARK BORO

County Name: UNION  
 County Code: 39  
 District Name: ROSELLE PARK BORO  
 District Code: 4550  
 School Name: Roselle Park High School  
 School Code: 050  
 Current District Aid% (DAP): 48.88%

**Type of District:**  
 SDA District  
 Regular Operating District  
 Private School for Disabled  
 Level II

**CHECK BOX BELOW and explain, if other category(s) apply:**  
 Other: \_\_\_\_\_

**6 To Obtain a State Project Number:**

To obtain a State Project Number: (1) Complete Welcome Form-001; Transmittal Form-100A or B; & Project Application Form-120 or Pre-Development Request-110; (2) email app. to Project\_App@doe.state.nj.us

**For DOE Use Only** (Private schools have even Cty Codes)

(N## = New or Replacement Schools)	Land Project	1100
(X## = Non-Ed. Facility Or Other Facilities)	Temporary Facilities	1200
<b>Project Assignment:</b>	Emergent Projects	1400
Date: 27-Feb-17	Private Schools	1010

DOE Manager: Tom Lakavitch Phone: (609) 943-5879

**7 If SDA District - explain scenario:**

This App'n submitted by SDA; work performed by A/E who was hired by the SDA to perform work on behalf of School District.

This App'n submitted by School District personnel Requesting Pre-Development services to be performed by SDA.

This App'n submitted by A/E who was hired by the District under 13A Grant.

This App'n submitted by A/E who was hired by the District, for Other Capital Project

**2 Components of the Project:**

Check all components that apply:

**a) Type of Project (if "Pre-Development Ap," see Item 4 below):**

School Facilities Project  
 Other Capital Project (no state funding)  
 Emergent Project

School Facilities Project Requested as Demonstration Project  
 Land Acquisition  
 Disposal of Land Request  
 Closing of School Facility Request  
 Energy Service Project

**b) New Construction Component (if applicable):**

New School (if also Land Purchase, see also 2d below)  
 Replacement School (w/ disposal/demolition of existing school)  
 New Wing or Bldg Add'n, and/or Partial Demolition/Replacement  
 Acquisition of Existing Educational Facility  
 Acquisition of, Construction of, or Add'n to a Non-Educ'l Facility

**c) Renovation/Alteration Construction Component (if applicable):**

Educational: Alteration of any educational space  
 Non-Educational: Impacts only Non-Educ'l space/system/site  
 Educational: Change-of-Use that requires Alterations, or that requires Mech. or Elec. changes per NJAC 5:23 or NJAC 6A:26  
 Site or Facility Change or other Alteration For Barrier Free, per NJAC 5:23, Sec. 504 of Federal Rehabilitation Act and ADA Act.  
 (This Project Requires Final Ed. Adequacy Review & Review Fee)

**d) Land Acquisition Component (if applicable):**

Acquire new site or additional parcels to expand an existing site

**e) Temporary Space Component (if applicable):**

For Educational Purposes  
 For Non-Educational Purposes

**8 Explanation/Uses of Forms Pertinent to this Request or Application:**

Form	Notes (a ✓ indicates signature(s) required on this form)
N/A Index-002	District or A/E use: Review carefully for critical information & assistance, including funding possibilities
N/A Process-010	District or A/E use: Review carefully for critical info.
S/F/C 001	Welcome: Required with All Project Applications ("Project Apps") and all Pre-Develop't Requests ("Pre-Dev't Reqs")
S/F/C 100 ✓	Use Transmittal 100A or 100B: Required with All Project Apps
S/F/C 120	Project Application: Required for all Project Applications (NOT Pre-Development Request.)
S/F/C 121	Various Project Submission Checklists - Your guide to exact submission requirements. For all Project Aps.
S 122	Project Schedule. Required for all Project Aps
F 123	DOE Final Review Fee Schedule - BOTH schedule & Fee are Required with ALL Final [Educational] Project Aps
S or F 124 ✓	Request for Local Release of Plans Form - required when UCC review of Project is requested to be undertaken by Local Code Official. Applies to Non-SDA managed projects only
S/F 130 ✓	Project Cost Estimate Summary Form [For both New Construction or Rehabilitation] - Required for all Project Aps
S/F 131	Rehabilitation Detailed Cost Estimate Form [Rehab Only] - Required in addition to DOE-130 for All Rehab Projects
C 170 ✓	Payment Voucher Form - For non-grant projects only
C 171 ✓	Contract Procurem't Compl. Cert. - For non-grant projects only
C 172 ✓	List of Executed Contracts Form - For non-grant projects only
C 173 ✓	Constr'n Plan Compl. Cert. Form - For non-grant projects only

**3 Phase of this Project Submission (Pre-Dev't Apps-See #4):**

To Request a State Project #  Schematic Submission  
 Final Submission  Update to Existing Application  
 Project Close-out  Other: \_\_\_\_\_

**NOTE: Once assigned, the State Project # must show on all DOE Forms or project application will be rejected!**

**4 Applicant is requesting these, also:**

Request for Educational Variance  
 Request for Change Order  
 Request for Pre-Development Services

**5 Is Project or Pre-Development Request consistent with District's Approved LRF?P?**

If "No," submit an "Amendment Request Form," found at <http://www.nj.gov/education/facilities/lrfp/> under separate cover as instructed.

Yes  No  LRF?P not Required

**KEY:**

I Form required at Project Initiation (Request for SP#)  
 S Form required at Schematic Project Ap Submission

F Form required at Final Project Ap Submission  
 C Form required at Close-out

**For Additional Information - Click on DOE link at top of sheet!**

	<b>4550-050-17-2000</b>
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Temporary	0
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Emergent	0

**Essential Details:**

**9. More Project and Contact Information:**

Project Title:	<b>STEAM Classroom Renovation</b>	A/E Firm:	<b>di cara rubino architects</b>
Project Street Address:	<b>185 West Webster Avenue</b>	A/E Contact & Title:	<b>Kenneth Ross, Senior Project Architect</b>
Lot / Block:		A/E Telephone #:	<b>973-256-0202</b>
Municipality:	<b>Roselle Park</b>	A/E Fax #:	<b>973-256-0227</b>
Zip Code:	<b>07204</b>	A/E E-Mail:	<b>kross@dicararubino.com</b>

District Contact:	<b>Susan Guercio</b>	<b>To be Completed by SDA for SDA-Managed Projects Only:</b>	
Contact Title:	<b>Business Admin./ Board Secretary</b>	SDA Division:	
Contact Telephone #:	<b>908-245-2103</b>	SDA Contact:	
Contact Fax #:	<b>908-245-1226</b>	SDA Phone #:	
Contact E-Mail:	<b>squercio@msd.org</b>	SDA Fax #:	
		SDA E-Mail:	

**10. Brief Description of Project:**

Renovation of two (2) classrooms into one (1) STEAM classroom

**11. Detailed Scope of Work (including list of program spaces proposed to be constructed new or renovated for existing schools):**

Remove divider wall and combine rooms #9 and #11 into one large room to accommodate a STEAM program including lab tables, storage cabinets and countertop space, technology upgrades, etc.

**12. Estimated New Construction:**  Gross Square Feet

**13. Referendum Information, if applicable:** Proposed Year:

<input type="radio"/> January (4th Tuesday)	<input checked="" type="radio"/> September (Last Tuesday)
<input type="radio"/> March (2nd Tuesday)	<input type="radio"/> December (2nd Tuesday)
<input type="radio"/> April (3rd Tuesday)	<input type="radio"/> None

**14. APPLICATION FOR GRANT FUNDING**

**Complete this section only if you are a Regular Operating District requesting consideration for grant funding.** The previous process for grant funding allocations has changed significantly. **For a school facilities project to be considered for grant funding, the proposed scope of work must be 100% eligible for State support and be included in one of the priority "levels" described in Section 12B.** If the project scope is not 100% eligible for State support and/or the scope of work is not included in one of the three prioritization levels, the project will not be considered for grant funding. However, a district may request debt service aid if the proposed scope of work, or a portion of the proposed scope of work, is eligible for State support. Please review the grant funding information available on the Office of School Facilities web page at <http://www.nj.gov/education/facilities> for additional information, including the application process, eligibility, and critical deadlines.

**A. Grant Funding Priority Levels and Proposed Scope of Work: Indicate the proposed project scope of work in accordance with the three grant funding prioritization levels. If the proposed scope of work is not applicable to any of the prioritization levels and/or is not 100% eligible for State support, the project does not qualify for grant funding. If the project has work applicable to more than one level, the project will be prioritized in the lower level.** Please note that the Department will not confirm the district's priority level selection or make a final determination concerning priority level prior to grant approval or rejection notification.

**LEVEL ONE**

**Critical capital maintenance needs and program mandates**

- Upgrades to essential building systems (Structural, HVAC, electrical, plumbing systems; Includes required refinishing work.)
- Building skin (Repair or replacement of roof, windows, masonry, etc.)
- Building code issues
- ADA upgrades (incl. site and building access, toilet room renovations.)
- Hazardous materials abatement
- Security and communications systems (incl. essential systems such as public address, telephone, security; Excludes program space relocation.)
- Site drainage (To remediate an existing problem; Not in conjunction with new construction.)
- Elementary school playgrounds (Upgrades to existing playgrounds only; Not applicable for new playgrounds.)
- Renovated or new early childhood classrooms (See Grant Funding Guidelines at <http://www.nj.gov/education/facilities>)
- Special population needs (See Grant Funding Guidelines at <http://www.nj.gov/education/facilities>)

**LEVEL TWO**

**Renewal of existing buildings, overcrowding, and improving quality of instructional spaces**

- Repair/replacement of existing building systems and components not included in Level One.
- Existing site upgrades, **excluding** athletic fields and tracks (incl. upgrades to paving, sidewalks, fencing, security lighting)
- Renovation and/or new construction of capacity-generating classrooms (Must pertain to at least 75% of impacted square feet)
- Technology infrastructure upgrades (Per Department's Technology Plan; Does not include equipment)

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14. CONTINUED

**LEVEL THREE**

Major school facilities projects involving renovation and new construction

*Projects will be ranked in accordance with various educational criteria. Grant allocations will depend upon demand.*

- Renovation and/or new construction project (Proposed new square feet must be 100% eligible for State support.)

General Description:  
 Proposed Grades:

**B. Proposed Funding of Local Share:** Select one below. (Status of local share does not impact grant eligibility or prioritization.)

- Pending referendum (Complete Item 13 on page 2.)  
 Local share funded in current budget.  
 Local share to be funded in next budget.

15. **District, BOE and A/E Contact Information (THIS MUST BE COMPLETED FOR ALL PROJECTS):**

**District Chief School Administrator:**

Name: Pedro Garrido  
 Phone: 908-245-1197  
 Fax: 908-245-1226  
 Email: pgarrido@rpsd.org

**District Business Administrator:**

Name: Susan Guercio  
 Phone: 908-245-2103  
 Fax: 908-245-1226  
 Email: sguercio@rpsd.org

**District Board President:**

Name: Christopher Miller  
 Phone: 908-245-1197  
 Fax: 908-245-1226  
 Email: cmiller@rpsd.org

**CSA Mailing Address:**

510 Chestnut Street  
 Roselle Park, NJ 07204

**BA Mailing Address:**

510 Chestnut Street  
 Roselle Park, NJ 07204

**Bd. Pres. Mailing Add's:**

510 Chestnut Street  
 Roselle Park, NJ 07204

**A/E Firm Mailing Address:**

30 Galesi Drive  
 Wayne, NJ 07470

**IN THE CASE OF A PRIVATE SCHOOL FOR THE DISABLED:**  
 "Chief School Administrator" shall be the Executive Director & BOE shall be the Board of Trustees, & All Projects shall be "Other Capital" and include all requirements for an "Other Capital" Project - except these items are not required: Cohort-Survival Enrollment, Room Inventory, and Feasibility Study.

16. Send electronic files to DOE at the following email address:  
[project\\_app@doe.state.nj.us](mailto:project_app@doe.state.nj.us)

**NOTE: THIS ELECTRONIC APPLICATION MUST BE E-MAILED TO DOE IN ADVANCE OF ANY "PAPER" PROJECT APPLICATION SUBMISSION. ANY SUBSEQUENT CHANGES TO THE APPLICATION MUST ALSO BE TRANSMITTED ELECTRONICALLY.**



FORM: DOE-002  
STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION - CHIEF OF STAFF  
OFFICE OF SCHOOL FACILITIES

**INDEX OF ALL FORMS & THEIR USES**

**Form: Title/Description:**

<b>001</b>	<b>WELCOME FORM</b> This form gathers general information about the project type, scope, and special characteristics and helps you understand what other forms and types of information will be required by the DOE to process your application in a timely manner. Form 121 has complete checklists.	<b>000 Series Forms</b>
<b>100A/B</b>	<b>TRANSMITTAL FORM 100A</b> Choose A or B. These forms require signature(s) and MUST accompany ALL "paper" submissions to DOE.	<b>100 Series Forms</b>
<b>110</b>	This form is to be submitted by all districts required to use SDA when requesting pre-development services, and is the first step to advance this type of district's school facility project. Remember - this form must be submitted with an authorizing Board Resolution. Use Transmittal Form 100A with this Form.	<b>110 Series Forms</b>
<b>120</b>	<b>PROJECT APPLICATION</b> This form identifies general information about the project type, scope, other special characteristics of a project (including funding sources) and is to be submitted with all project applications to the DOE, regardless of project type.	<b>120 Series Forms</b>
<b>121</b>	<b>SCHOOL FACILITIES PROJECT SUBMISSION CHECKLIST</b> Various Checklists outlining project submission requirements for various project types. N.J.A.C. 6A:26-3.2, 5.2, 5.3, 5.4 & 7.1	
<b>122</b>	<b>PROJECT SCHEDULE FORM</b> This form is required for all Project Aps, and will assist the District in scheduling projected milestones with consideration of DOE required timelines for review and approval. DOE will review the schedule for any necessary revisions. N.J.A.C. 6A:26-5.3	
<b>123</b>	<b>FINAL EDUCATIONAL REVIEW FEE SCHEDULE</b> The final review fee for education adequacy review is required for ALL projects requiring educational review. <u>Note that the fee will be based on the total estimated construction cost as presented in the approved "Project Cost Estimate Form 130" at the time of FEC approval.</u> N.J.A.C. 6A:26-5.5.	
<b>124</b>	<b>REQUEST FOR LOCAL RELEASE OF SCHOOL CONSTRUCTION PLANS</b> This form is required when the District requests to have the local code enforcing agency review plans for code compliance. This form is to be executed by the District and the local code enforcing agency and submitted to DOE at the Final Project Submission. (Authority projects must use DCA) N.J.A.C.6A:26-5.4(b). DOE will transmit the Request Form with an approved set of plans to DCA. DCA will determine if the local code enforcing agent selected by the district is qualified to review the plans. <u>For Private Schools for the Disabled, DOE will review and approve the Request for Local Release of Plans.</u>	
<b>125</b>	<b>EDUCATIONAL VARIANCE APPLICATION AND CHECKLIST</b> This form shall be executed by the District and must be submitted to DOE if a deviation from an educational adequacy requirement is being requested by the District. N.J.A.C. 6A:26-6.3 (c)	
<b>126</b>	<b>TEMPORARY FACILITIES APPLICATION AND CHECKLIST</b> Applies only in the case that Temporary Facilities (TCU, temporary lease of space, etc.) are being initiated in association with a school facilities project or independently. N.J.A.C. 6A:26-3.2, 3.14, 5.2, 5.3, 5.4, 7.1 & 8.1	
<b>130</b>	This form is required for all projects. The total estimated project construction cost (at time of FEC approval) will be used in determining the final review fee (if applicable). Cost Estimate is to be the <u>estimated actual costs</u> for both New Construction and Rehabilitation. N.J.A.C. 6A:26-5.3.	<b>130 Series Forms</b>
<b>131</b>	<b>DETAILED REHABILITATION COST ESTIMATE FORM</b> This form is required [in addition to Form 130] for all projects with a Rehabilitation/Renovation component. The estimated rehabilitation construction cost information is transferred to the 'Summary Cost Estimate Form' DOE-130. Forms DOE-130 and 131 are required to be submitted together when rehabilitation is a component of a project.	
	<b>LRFP AMENDMENT REQUEST</b> The proposed project must be included in an approved LRFP per N.J.A.C. 6A:26-2.3(c). To amend an approved LRFP, see instructions found on the Department's Office of School Facilities website at <a href="http://www.nj.gov/education/facilities/lrpf/">http://www.nj.gov/education/facilities/lrpf/</a> . To initiate an amendment, the district must submit the Amendment Request Form and a Board of Education This form is designed to be used as an administrative tool to assist DOE in identifying changed reports and expediting the amendment review process.	<b>DOE Office of School Facilities Website</b>



## INDEX OF ALL FORMS & THEIR USES

**Form: Title/Description (CONTINUED...):**

<b>150</b>	<b>LAND ACQUISITION APPLICATION AND CHECKLIST</b> This is an <u>additional checklist</u> for land acquisition projects, when stand-alone or part of a project. N.J.A.C. 6A:26-7.1	<b>150 Series Forms</b>
<b>151</b>	<b>DISPOSAL OF LAND APPLICATION AND CHECKLIST</b> This is an <u>additional checklist</u> for Disposal of Land projects, when stand-alone or part of a project. N.J.A.C. 6A:26-7.4	
<b>152</b>	<b>CLOSING OF SCHOOL FACILITY APPLICATION AND CHECKLIST</b> This is an <u>additional checklist</u> for School Closure projects, when stand-alone or part of a project. N.J.A.C. 6A:26-7.5	
<b>160</b>	<b>SCHOOL CONSTRUCTION AND RACIAL/ETHNIC ENROLLMENT QUESTIONNAIRE</b> This form is required for all projects in accordance with Federal regulations including (but not limited to) <b>any project in which educational spaces are changed, or projects which include land and/or building acquisition.</b> N.J.A.C.6A:26-5.3(c).	<b>160 Series Forms</b>
<b>170</b>	<b>PAYMENT VOUCHER FORM</b> <b>For Non-SDA Grant Projects only</b> This form is for non-grant projects and is to be executed by the District and consultants prior to paying any Vendor. N.J.A.C. 6A:26-4.7(b). Districts choosing a grant as state funding source shall use the SDA Request For Disbursement Voucher. This form must be retained in the district project file.	<b>170 Series Forms</b>
<b>171</b>	<b>CONTRACT PROCUREMENT COMPLIANCE CERTIFICATION</b> <b>For Non-SDA Grant Projects only</b> This form is for non-grant projects whenever a design and/or construction contract is awarded. This form is to be executed by the District Business Administrator and approved by Board Resolution. N.J.A.C. 6A:26-4.7. Districts choosing a grant as state funding source shall use the SDA Form of Contractor Certification and Consent upon award of contract.	
<b>172</b>	<b>LIST OF EXECUTED CONTRACTS</b> <b>For Non-SDA Grant Projects only</b> This form is for non-grant projects and is to be executed by the District.	
<b>173</b>	<b>CONSTRUCTION PLAN COMPLIANCE CERTIFICATION</b> <b>For Non-SDA Grant Projects only</b> This form is for non-grant projects. This form is to be executed by the District Business Administrator and approved by Board Resolution. It certifies that the project was constructed in compliance with the approved plans and specifications. N.J.A.C. 6A:26-4.7(b). Districts choosing a grant as state funding source shall use the SDA Certification by School Business Administrator and SDA Design Consultant Certification Upon Final Completion Forms.	
<b>174</b>	<b>CHANGE ORDER REQUEST FORM</b> This form to be executed by the District, A/E, District Board Secretary and submitted to the DOE per N.J.A.C. 6A:26-4.9 et seq.	

### *Helpful Web Links:*

**➡ To Access Downloadable Forms:**

This Project App is a MS Excel file available at the following url (**Download a new file for each application**):

<http://www.state.nj.us/njded/facilities/projectapplication/>

Various Long Range Facility Plan (LRFP) forms can be downloaded from the DOE, Office of Facilities website at the following url:

<http://www.state.nj.us/education/facilities/lrpf/>

**➡ To Access Other Relevant Sites:**



**New Jersey's gas and electric utilities** have teamed up to offer commercial and industrial customers an extensive array of services and incentives to improve construction, renovation and equipment upgrade projects!

**Click on the SmartStart® Logo to learn more about this unique, statewide energy-efficiency program!**



**NJDEP ONE STOP  
PROCESS**

**ONE STOP** is a total facility approach; a coordinated permitting and compliance assistance process. A permittee can now turn to one source to identify all permits required for a development or significant facility start-up or expansion project and maintain consistent contact throughout the process. This process will allow the Department to provide better customer service to the public and regulated entities.

**Click on the NJDEP-ONE STOP Logo to learn more about this helpful guidance program!**



**Schools Development Authority (A Subsidiary of EDA)** maintains a **website posting of current school construction information including project status, bidding information, forms, guidance, and other**

**Click on the SDA Logo to connect with Schools Development Authority Website!**



**Leadership in Energy and Environmental Design (LEED)** Green Building Rating System™ is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings. Members of the U.S. Green Building Council.

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FORM: DOE-010  
**STATE OF NEW JERSEY**  
**DEPARTMENT OF EDUCATION - CHIEF OF STAFF**  
**OFFICE OF SCHOOL FACILITIES**

**PROJECT SUBMISSION PROCESS OVERVIEW -- SEE ALSO THE SEPARATE "DIRECTIONS FOR PROJECT APPLICATION"**

**I. Determine if project requires New Jersey Department of Education (DOE) review:**

**a. District is to determine if project requires DOE submission:**

All Capital Projects (incl. Capital Maintenance) are required to be submitted to DOE for review and approval. DOE review is not required for "Required" or "Routine" Maintenance Projects intended solely to achieve the design life of a school facility (N.J.A.C. 6A:26 3.2 & 3.3). Also, "Required" and/or "Routine" Maintenance Projects or such project components are not eligible for funding.

**b. Mandatory Pre-Development Services for Districts required to use the Schools Development Authority (SDA):**

Prior to an actual Project Application Submission, these Districts shall submit a "Pre-Development Services Request" setting forth all activities (including but not limited to feasibility studies, remediation, site development, design work, acquisition of temporary facilities and acquisition of land) which need to be undertaken prior to submission of a school facilities project application. The District is to fill in the "Welcome Form" (Form-001) and "Predevelopment Services Request and Checklist" (Form-110), with all information and send the electronic file to the DOE to this e-mail address: project\_app@doe.state.nj.us. After NJDOE sends back the electronic information with a project number assigned, the District is to send paper copies of all items listed on Form DOE-110 to NJDOE Office of School Facilities accompanied with Transmittal Form 100A.

The DOE will review each application for eligibility, consistency with the district's approved LRFP, and, if approved, the request will be forwarded to the SDA which shall undertake such activities, or the SDA may, in its discretion, delegate portion or all predevelopment activities to be undertaken by the district. N.J.A.C.6A:26-3.9(d)

**II. If the District determines that the proposed project requires DOE review, the District/SDA shall pursue the following steps:**

**Step I-Project Initiation:**

**A.** The District is to fill in the "Welcome" (Form-001), and "Project Application" (Form-120) with ALL information and send the electronic file to the DOE to this e-mail address: [project\\_app@doe.state.nj.us](mailto:project_app@doe.state.nj.us). If upon initial review the project qualifies as a **capital project** and is consistent with the district's LRFP (or if a LRFP amendment is proposed), the **DOE will return** the electronic file after assigning a State Project Number (**forementioned procedure II.A can be skipped if project # was already obtained via Predevelopment Request**). **B.** Then the District is to complete all requisite forms of the workbook, print all applicable forms, obtain required signatures, and gather hard ("paper") copies of signed forms with other items being submitted to DOE (drawings, ed. specs, etc.). District must submit a completed electronic application file to the DOE prior to submitting the paper submission of a project application WITH TRANSMITTAL FORM 100A OR 100B (AS APPLICABLE).

**Step II-Preparation of "Paper" Project Application (For Districts required to use the SDA: Projects MUST come to DOE via SDA):**

The District/SDA is to carefully review all applicable checklists for required submission items. Every Project Application package is to be topped with a Transmittal Form DOE-100 A or B prior to being sent to DOE. ALL PLANS MUST BE FOLDED! also: ALL Paper Project Application Submissions received without a Transmittal Form

**Step III-Forward the Project Application Package to DOE (1 copy of all application forms & checklists):**

Send the package to the attention of the reviewing DOE Manager to the following address: (**Remember: MUST have Transmittal Form DOE-100A or DOE-100B; All printed forms must show the assigned State Project Number pre-populated into box at top of each form**)

<p><b>Mail:</b> New Jersey Department of Education          Division of Education System Efficiency          Office of School Facilities          P.O. Box 500, Trenton, N.J. 08625-0500</p>	<p><b>Courier/Express Mail:</b> New Jersey Department of Education          Division of Education System Efficiency          Office of School Facilities          200 Riverview Plaza, 2nd Floor, Trenton, N.J. 08625</p>
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**Step IV-DOE Review Process:**

- 1) When received at the DOE, the QC Unit or other personnel will review it to see if all required documents are included in the application. Once all required documents are received, the project folder will be assigned and forwarded to a Manager for review.
- 2) If the project qualifies as a school facilities project, is consistent with the approved LRFP, meets educational specifications and schematics requirements if applicable, is consistent with the FES/District programmatic model, the District will receive a letter from DOE approving the project and determining preliminary eligible costs (PEC) of the project. For districts required to have the SDA to construct the project, the DOE will instead transmit a preliminary project report with project and cost information to SDA.
- 3) If the project does not meet the standards of (2) above, the DOE will notify the district, indicating the reason(s). If the district re-submits/revises the project and remedies the deficiencies, the DOE will then send a letter to the district approving the project and determining PEC of the project.
- 4) **All districts receiving a DOE school facilities project approval/PEC must respond to the DOE determination within 30 days (see (6) below) relative to the PEC and any space inconsistent with either the FES or programmatic model (e.g., request additional space eligible for State support). Absent such notification, the DOE may assume district agreement with the parameters of the PEC/Approval letter that was issued.**

Districts not required to use the SDA to construct a school facilities project have 30 days of the date of the school facilities project approval/PEC letter to notify the DOE of the following additional elections: (i) district or SDA to do the construction, (ii) if district, State support funding through debt service aid or grant, and (iii) acceptance of or deferral of decision on PEC. The above information is to be submitted to the DOE with a board resolution signed and sealed.

For districts electing or required to have the SDA construct a school facilities project, the DOE will prepare a preliminary project report with project and cost information for the SDA. Districts notifying the DOE of deferral of a decision on PEC, may appeal the PEC within 30 days of the preparation of detailed plans and specifications by a design professional, for an increase in the PEC.

PROJECT SUBMISSION PROCESS OVERVIEW -- SEE ALSO THE SEPARATE "DIRECTIONS FOR PROJECT APPLICATION"

**Step IV-DOE Review Process (continued...)**

- 5) Districts not required to use the SDA nor electing the SDA to construct their projects, whose PEC is either accepted or decided on appeal, will receive a letter from the DOE calculating final eligible costs (FEC). Establishment of FEC is required prior to referendum in all cases.

For districts using the SDA to construct their projects, SDA will determine, based on detailed plans and specifications, whether the school facilities project can be completed within PEC. If the answer is yes, the DOE will notify the district that PEC equals FEC. If the answer is no, the SDA will consult with the district and the DOE, and make a cost recommendation to the DOE that may include changes to the project or an increase in eligible costs of the project. The DOE will then notify the district of FEC and issue a final project report with project and cost information to the SDA.

- 6) Local support (if required):  
A district may not seek voters' approval of the local support (e.g. school bonds, capital reserve, lease purchase, etc.) for the school facilities project until the DOE has notified the district of the FEC for the project. No school facilities project may be constructed unless, if there is a local support amount, such local support has received voters approval as set forth in N.J.A.C. 6A:26-3.7. However, where a district is not using the SDA, it may seek approval of the estimated local share in its annual budget prior to a determination of FEC.

- 7) Grant Agreement (Section 15):

For those districts which are not required to use SDA to construct their projects and which chose State share in the form of a grant, the DOE will forward a copy of the Approval Letter, the FEC letter, and SDA transmittal letter to SDA. The district will then be contacted by SDA to start the process of submitting for a Section 15 grant agreement.

- 8) Preparing the Final Submission:

Any district advancing a Capital Project that affects educational adequacy must apply for final approval of the educational adequacy of the project. In the case of a SDA school facilities project, the SDA alone may apply to DOE on behalf of the district. If district is not using SDA to construct, and requests to have the local code-enforcing agency review the project, a completed Request for Local Release of School Construction Plans DOE-124 shall be submitted to the DOE at the final submission phase. The DOE will forward this request to DCA for review and approval. The Applicant will be notified directly by DCA if the request has been approved. NOTE: The full amount of any DOE Review Fee is required at the FIRST PHASE of an application for Final Educational Review.

**Step IX-Bid Award and Construction (not to occur until all DOE & UCC approvals are granted and all local/State funding secured):**

**During Bid Award for ROD Grant Projects, the District is required to submit:**

- a. Form DOE-171, Contract Procurement Certification shall be used by non-SDA grant projects. This form shall be executed by the district and maintained in the project file and submitted to DOE as part of project close out documents.

**During Construction of ROD Grant Project, the District is required to submit:**

- a. Form DOE-170, Payment Voucher, shall be used by non-SDA Grant projects. This form shall be used by the district during the life of the project or a similar form that includes the same information. Final Payment Voucher shall be submitted to DOE as part of project close out documents.

**During Construction of ROD Projects, the District is required to submit:**

- a. Form DOE-174, Change Order Request Form, is to be submitted to the DOE for review and approval as defined in N.J.A.C. 6A:26-4.9.

**During Construction of SDA School Facilities Project, SDA is required to submit:**

- a. Change orders that affect the approved number, size, configuration, location or use of educational space shall be submitted to the DOE for review and approval regardless of the amount. N.J.A.C.6A:26:4.10
- b. SDA will submit to the DOE periodic reports on each project being constructed under its auspices, indicating the contract award amounts, the nature and scope of each approved change order, the revised project amounts and the total costs of change orders approved to date (N.J.A.C. 6A:26-4.10).

**Step X-Project Close-out:**

**At the completion of every Authority and Non-Authority School Facilities Project, the DOE requires the District or the Authority to submit the Close-Out submission requirements per Form DOE-121, School Facilities Project Submission Checklist.**

**IMPOTANT NOTE FOR SDA DISTRICT REQUESTING DEPARTMENTAL APPROVAL FOR AN OTHER CAPITAL PROJECT:**

SDA districts may apply for an Other Capital Project application, but prior to assigning a State Project Number the Office of School Facilities will require the district's DOE Budget Manager approval of the inclusion of the project costs in the district's current budget. The Budget Manager's decision will be based on whether the project can be funded under the Act or not.



Submitting which project?  
 (You MUST check one)

Parent  
 Land  
 Temporary  
 Feasibility  
 Emergent

STATE PROJECT#: 4550-050-17-2000

TRANSMITTAL FORM 100A

FORM DOE-100A Use for Projects in Regular Operating Districts And Districts Requesting Predevelopment Services

\*\*\*THIS FORM TO ACCOMPANY ALL "PAPER" SUBMISSIONS TO NJDOE for Non-SDA Projects & Predevelopment Requests\*\*\*

Project and District Information

County: UNION / 39	District Contact: Susan Guercio
District Name: ROSELLE PARK BORO	Contact Title: Business Admin./ Board Secretary
District Number: 4550	District Telephone #: 908-245-2103
School Name: Roselle Park High School	District Fax #: 908-245-1226
School Code: 050	District E-Mail: <a href="mailto:sguercio@rpsd.org">sguercio@rpsd.org</a>
Project Title: STEAM Classroom Renovation	A/E Firm: di cara rubino architects
Project Address: 185 West Webster Avenue	A/E Contact: Kenneth Ross, Senior Project Architect
Municipality: Roselle Park	A/E Phone #: 973-256-0202
Zip Code: 07204	A/E Fax #: 973-256-0227
	A/E E-Mail: <a href="mailto:kross@dicararubino.com">kross@dicararubino.com</a>

Provide a Brief Description of Project:  
 Renovation of two (2) classrooms into one (1) STEAM classroom

**THIS TRANSMITTAL IS:**

<input checked="" type="checkbox"/> Requesting a State Project Number	AND DISTRICT REQUESTS THAT NJDOE:	<input checked="" type="checkbox"/> Review & Approve (This is the 1 <sup>st</sup> Submission of this type!)
<input type="checkbox"/> Ed. Specs & Schematic Submission		<input type="checkbox"/> Receive for NJDOE Records Only
<input type="checkbox"/> Final Submission		<input type="checkbox"/> Review/Approve Additional Items @ Request of DOE's QC Unit
<input type="checkbox"/> Updating an existing application		<input type="checkbox"/> Review/Approve Add'l. Items @ Request of DOE County Mgr.
<input type="checkbox"/> Predevelopment Service Request		County Manager Tom Lakavitch Phone # (609) 943-5879
		<input type="checkbox"/> Other:

<p><b>1. Project Component(s):</b>  <i>(Carried from Essential Details tab)</i></p> <p><input checked="" type="checkbox"/> School Facilities Project  <input type="checkbox"/> Other Capital Project (no state funding)  <input type="checkbox"/> Emergent Project</p> <p><input type="checkbox"/> Land Acquisition  <input type="checkbox"/> Disposal of Land/Building Request  <input type="checkbox"/> Closing of School Facility Request  <input type="checkbox"/> Energy Service Project</p>	<p><b>2. Submission Includes:</b>  <i>(Check all that apply)</i></p> <p><input checked="" type="checkbox"/> Project Initiation (Request for SP#)  <input type="checkbox"/> Predevelopment Request (SDA Project only)  <input type="checkbox"/> Project Application (Schematic)  <input type="checkbox"/> Final Project Submission  <input type="checkbox"/> Project Close-out  <input type="checkbox"/> Variance Request  <input type="checkbox"/> Change Order Request  <input type="checkbox"/> LRFP Amendment Request  <input type="checkbox"/> Other:</p>	<p><b>3. Note Primary Attachments:</b>  <i>(Check all that apply)</i></p> <p><input type="checkbox"/> Educational Specifications  <input type="checkbox"/> Schematic Plans  <input type="checkbox"/> Final Plans  <input type="checkbox"/> Maintenance Plan  <input type="checkbox"/> Fee (All Final Edu'l Project Aps)</p>
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**4. Note Other DOE-Forms included with THIS TRANSMITTAL** (Check all that apply; Utilize Checklists to verify Requirements!):

- Indicates form/submission is eventually required for this project, based on information you entered on "Essential Details-001" tab
- 001 FORM: DOE-001
- 100A TRANSMITTAL FORM FOR NON-SDA PROJECTS
- 100B TRANSMITTAL FORM FOR SDA PROJECTS
- 110 PRE-DEVELOPMENT SERVICES REQUEST AND CHECKLIST
- 120 PROJECT APPLICATION
- 121 SCHOOL FACILITIES PROJECT SUBMISSION CHECKLIST
- 122 PROJECT SCHEDULE FORM
- 123 FINAL EDUCATIONAL REVIEW FEE SCHEDULE
- 124 REQUEST FOR LOCAL RELEASE OF SCHOOL CONSTRUCTION PI
- 125 EDUCATIONAL VARIANCE APPLICATION AND CHECKLIST
- 126 TEMPORARY FACILITIES APPLICATION AND CHECKLIST
- 130 SUMMARY COST ESTIMATE FORM
- 131 DETAILED REHABILITATION COST ESTIMATE FORM
- 150 LAND ACQUISITION APPLICATION AND CHECKLIST
- 151 DISPOSAL OF LAND APPLICATION AND CHECKLIST
- 152 CLOSING OF SCHOOL FACILITY APPLICATION AND CHECKLIST
- 160 RACIAL/ETHNIC ENROLLMENT QUESTIONNAIRE
- 170 PAYMENT VOUCHER FORM
- 171 CONTRACT PROCUREMENT COMPLIANCE CERTIFICATION
- 172 LIST OF EXECUTED CONTRACTS
- 173 CONSTRUCTION PLAN COMPLIANCE CERTIFICATION
- 174 CHANGE ORDER REQUEST FORM
- Other:
- Other:
- Other:

**5. Transmittal Authorization:**

Transmitted by District Representative/Designee (Print Name): Kenneth Ross, RA Date Submitted:

Transmitted by District Representative/Designee (Signature):

**6. Additional Comments regarding Project Transmittal:**

**7. District Board of Education Information (THIS MUST BE FILLED OUT IN ALL CASES):**

<b>District Chief School Administrator:</b>	<b>District Business Administrator:</b>	<b>District Board President:</b>
Name: Pedro Garrido	Name: Susan Guercio	Name: Christopher Miller
Phone: 908-245-1197	Phone: 908-245-2103	Phone: 908-245-1197
Fax: 908-245-1226	Fax: 908-245-1226	Fax: 908-245-1226
Email: <a href="mailto:pgarrido@rpsd.org">pgarrido@rpsd.org</a>	Email: <a href="mailto:sguercio@rpsd.org">sguercio@rpsd.org</a>	Email: <a href="mailto:cmiller@rpsd.org">cmiller@rpsd.org</a>





Parent: 4550-050-17-2000
Land:
Temporary:
Feasibility:
Emergent:

SDA PROJECT TRANSMITTAL TO DOE

County: UNION
District Name: ROSELLE PARK BORO
District Number: 4550
School Name: Roselle Park High School
School Code: 050
Project Title: STEAM Classroom Renovation
Project Address: 185 West Webster Avenue
Municipality: Roselle Park
Zip Code: 07204

Date:
SDA Division:
SDA Project Officer:
SDA Phone #:
SDA Fax #:
SDA E-Mail:

1. District Type: [X] SDA Managed District

2. Category: SDA Managed Project
[ ] Pre Development [ ] Design & Construction [ ] 13 A GRANT
[ ] Land Acquisition [ ] Pre-Development GRANT [ ] TCU GRANT
Submission Type
[ ] Initial Submission
[ ] Additional Information

3. Brief Description of Project:
Renovation of two (2) classrooms into one (1) STEAM classroom

4. Project Context:
nmbmb.mb.jb.

5. Project Type(s): [ ] School Facilities Project [ ] Demonstration Project [ ] Energy Service Project
[ ] Emergent Project [ ] Land Acquisition [ ] Community Provider ECC

6. Level: New Construction [ ] Level 1 [ ] Level 2 [ ] Level 3
Rehabilitation [ ] Level 1 [ ] Level 2 [ ] Level 3

7. Requested Pre-Development Scope:
Site Analysis [ ] Acquisition of New Site [ ] Acquisition of Add. Parcels [ ] District Owned Land
Temporary Facilities [ ] Temporary Classroom (TCU) [ ] Temporary Leased Space [ ] Temporary Leased Facility [ ] Acquisition of Temporary Facility
Feasibility Study [ ]
Pre-Design services: [ ] Ed. Spec./Programming [ ] Schematic Design

8. Project Scope: New Construction: [ ] New Building [ ] Replacement [ ] Addition [ ] Acquisition of Building
Rehabilitation: [ ] Renovation [ ] Alterations [ ] Capital Maintenance [ ] Rehabilitation w/Building Acquisition

9. Temporary Facilities: The Purpose of the Proposed Temporary Facilities:
[ ] To House Excess Enrollment-in advance of permanent construction [ ] Swing Space During Construction
[ ] To House Early Childhood students-in advance of permanent construction

10. Attachments to This Transmittal: For SDA Managed Projects:
[ ] Land Acquisition Approval Request [ ] Educational Spec's & Schematic Approval Request [ ] Change Orders Request
[ ] Feasibility Study Approval Request [ ] Final Educational Adequacy Approval Request [ ] Close out submission
[ ] Disposal of Land Approval Request

Approved Program by DOE: Program Net SF, Program Gross SF, Grossing Factor, Rehab Approved SF
Proposed Project by SDA: Proposed Net SF, Proposed Gross SF, Grossing Factor, Rehab Proposed SF
Change in Project SF: Increase/Decrease Net SF, Increase/Decrease Gross SF, Increase/Decrease Grossing, Increase/Decrease Rehab SF

Statement:
The Proposed Net SF is [ ] GREATER THAN Approved Program [ ] LESS THAN Approved Program [ ] N/A
Explanation:
The Proposed Grossing Area is [ ] GREATER THAN the FES [ ] LESS THAN the FES [ ] N/A
Explanation:
The Proposed Rehab Scope is [ ] GREATER THAN Approved Scope [ ] LESS THAN Approved Scope [ ] N/A
Explanation:

Prepared By A/E for PMF: A/E Firm, Date, A/E Contact, A/E Phone #, A/E Fax #, A/E E-Mail, A/E Signoff
Submitted By PMF to SDA: PMF Firm, Date, PMF Contact, PMF Phone #, PMF Fax #, PMF E-Mail, PMF Signoff

Submitted By SDA to DOE: I reviewed this submission for Scope, Budget and Schedule impact.
SDA Project Officer Name: Signature:
SDA Regional Director Name: Signature:

**PRE-DEVELOPMENT SERVICES REQUEST AND CHECKLIST**

(Districts required to use the SDA to construct their projects must use this form when requesting Pre-Development Services)

County: UNION District Contact: Susan Guercio  
District Name: ROSELLE PARK BORO Contact Title: Business Admin./ Board Secretary  
District Number: 4550 District Telephone #: 908-245-2103  
School Name: Roselle Park High School District Fax #: 908-245-1226  
School Code: 050 District E-Mail: sguercio@rpsd.org  
Project Title: STEAM Classroom Renovation SDA Division:  
Project Address: 185 West Webster Avenue SDA Contact:  
Municipality: Roselle Park SDA Phone #:  
Zip Code: 07204 SDA Fax #:  
SDA E-Mail:

**Brief Description of Project:**  
Renovation of two (2) classrooms into one (1) STEAM classroom

**1. District Type:**

- SDA District
- Regular Operating District
- Private School for Disabled
- Level II

**2. Identification of Project(s) from District's LRFP:**

Project not consistent LRFP; Requires Amendment Request



**LARGE CHECK-BOXES INDICATE REQUIRED ATTACHMENTS; FOR DOE USE ONLY.**

**IN addition to THIS form, provide all of the following:**

- Transmittal Form 100A
- Welcome Form DOE-001

**3. This Request must be accompanied by a Board Resolution:**

- Signed and Sealed Board Resolution approving the submission of the Pre-Development Activities request. ALSO: If the district is requesting the designation of this project as a Demonstration Project, the Resolution must authorize the submission of this request for the designation of this project as a Demonstration Project. (NOTE: State Operated Districts are NOT required to submit Board Resolution)
- Provide copy of LRFP report that indicates proposed project (new/additions/improvements) are in District's approved Plan.

**4. Identify All Requested Pre-Development Activities (Check all that apply, attach submittals):**

- Provide a written description of all the Pre-Development Services requested by the District. These may include (but are not limited to):
  - For SDA Districts only Site acquisition services:** required in order to acquire a site for the above referenced School Facilities Project either by purchase or condemnation (such activities to include site identification, site analysis, environmental and other analyses/investigations, survey, title work, appraisals, and the engagement of design consultants and other consultants to prepare any feasibility studies, reports, or site utilization plans required for land acquisition).

If District is requesting LAND ACQUISITION, District must provide the following (attach supplemental pages if necessary):

<input checked="" type="checkbox"/>	<b>Site #1</b> Block:		All Lot #'s:	
	Current Use(s):		Owner(s):	
	<b>Site #2</b> Block:		All Lot #'s:	
	Current Use(s):		Owner(s):	
	<b>Site #3</b> Block:		All Lot #'s:	
	Current Use(s):		Owner(s):	

- Provide Tax Map(s) of all lots in Sites #1 - 3 noted above, with lots and block numbers clearly showing, and subject property indicated.
- Provide Site Location Map(s) (i.e., USGS Maps or Street Map) for Sites #1 - 3 noted above, with property boundaries indicated.
- N.J.A.C. 6A:26 7.1-1 ( This requirement for any and all Requests for Approval of Land Acquisition):**
  - a) A written request for approval from the district, which shall include a statement, signed by the board president and the chief school administrator, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP;
  - b) Also explain if the Land Acquisition is now, or if it will be, part of a school facilities project.
- N.J.A.C. 6A:26 7.1-2 (Written Statement from governing local / county water and sewerage agencies indicating the following):**
  - a) Land can be adequately provided with the necessary water for the maximum proposed enrollment and use
  - b) Land can be adequately provided with an acceptable sewerage disposal system for the proposed maximum enrollment and use
  - c) Whether the necessary water and/or sewerage infrastructure is, or is not, already in place to service the requirements of the site
- N.J.A.C. 6A:26 7.1-6 (School district map showing the subject property location and the location(s) of other existing schools/sites).**
- N.J.A.C. 6A:26 7.1-7 (School district map showing proposed attendance area to be served and the number of students).**
- N.J.A.C. 6A:26 7.1-8 (Office of Bilingual Education & Equity Issues [OBE & EI] Racial/Ethnic Enrollment Questionnaire showing impact on racial balance). Provide copy of dated Transmittal Letter indicating form DOE-160 was sent to OBE&EI.**
- N.J.A.C. 6A:26 7.1-15 (Recommendation of the County Superintendent of Schools with regard to the Land Acquisition).**

Parent	4550-050-17-2000
Land	
Temporary	
Feasibility	
Emergent	

Pre-Development Service Request (continued..)

LARGE CHECK-BOXES INDICATE REQUIRED SUBMISSION DOCUMENTS; FOR DOE USE ONLY.

For SDA Districts, engagement of design consultants or other consultants to prepare the design work [other than site design] (e.g., educational specifications and schematic plans) to develop an application for the above referenced School Facilities Project.)

If District is requesting ENGAGEMENT OF CONSULTANTS for Educational or Non-Edu'l Project, District must provide:

Copy of the Proposed Room Inventory Report from the LRFP

Copy of the enrollment projection in the approved LRFP. The historic enrollments used in the projections should include the latest Fall Enrollment Report.

**a. New Construction Component (estimated):**

<input type="checkbox"/> New Building	GSF: _____	<input type="checkbox"/> Lot/Block & Descr. of Facility:	_____
<input type="checkbox"/> Replacement	GSF: _____	<input type="checkbox"/> Number of Students:	_____
<input type="checkbox"/> Addition	GSF: _____	<input type="checkbox"/> Grades to be Housed:	_____
<input type="checkbox"/> Demolition	GSF: _____	<input type="checkbox"/> Educational Specifications/other Documents (only if available)	
<input type="checkbox"/> Acquisition of Existing Facility	GSF: _____		

**b. Rehabilitation Constr'n Component(s) (estimated):**

<input type="checkbox"/> Renovation and/or <input type="checkbox"/> Alteration	<input type="checkbox"/> Lot/Block & Descr. of Facility:	_____
<input checked="" type="checkbox"/> Capital Maintenance/Building System	<input type="checkbox"/> Number of Students:	_____
List Systems: _____	<input type="checkbox"/> Grades to be Housed:	_____
<input type="checkbox"/> Renovation of Facility as part of Acquisition	<input type="checkbox"/> Educational Specifications/other Documents (only if available)	
<input type="checkbox"/> Renovation and/or <input type="checkbox"/> Alteration		

I. Engagement of design consultants or other consultants to perform a feasibility study prior to application for approval of the above referenced School Facilities Project.

Type of Feasibility Studies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. Engagement of design consultants or other consultants in connection with site development and/or site remediation.

I. Scope of Site Development: \_\_\_\_\_

\_\_\_\_\_

II. Scope of Site Remediation: \_\_\_\_\_

\_\_\_\_\_

f. For SDA Districts Only: Engagement of design consultants or other consultants in connection with acquisition of Temporary Classroom Units or other temporary facilities and any related design work and construction (these are in addition to requirements of (II) above):

**Type(s) of temporary space (estimated):**

<input type="checkbox"/> Temp. Classroom Unit (TCU)	#: _____	<input type="checkbox"/> Lot/Block & Descr. of Facility:	_____
<input type="checkbox"/> Temp. Leased Space	GSF: _____	<input type="checkbox"/> Number of Students:	_____
<input type="checkbox"/> Temp. Leased Facility	GSF: _____	<input type="checkbox"/> Grades to be Housed:	_____
<input type="checkbox"/> Temp. use of substandard space	GSF: _____	<input type="checkbox"/> Educational Specifications/other Documents (only if available)	
<input type="checkbox"/> Other: _____	GSF: _____		

Additional Comments to assist DOE and/or SDA in understanding this pre-development request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

V.2.4.8db(02.26.16)

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION - CHIEF OF STAFF
OFFICE OF SCHOOL FACILITIES

Table with 2 columns: Category (Parent, Land, Temporary, Feasibility, Emergent) and Value (4550-050-17-2000)

PROJECT APPLICATION

Project and District Information

(Note: Pre-Development Services do not constitute a "project;" use only Forms 001, 100 A& 110 when requesting Pre-Dev't Services.)

Form with fields for County, District Name, District Contact, Project Title, Project Address, etc.

Brief Description of Project: Renovation of two (2) classrooms into one (1) STEAM classroom

1. District Type(s): SDA District
2. Identification of Project(s) from District's LRFP: Project consistent w/LRFP

3. Project Type: School Facilities Project
4. Status of District's LRFP: Final Determination issued by DOE

5. Type of Facility: Educational School Facility

6. Project Scope: 6A. New Construction Component, 6B. Rehabilitation Construction Component(s)

6C. Temporary Space: I. Temporary Space needed for, II. Type(s) of Temporary Space requested

7. Additional Project Characteristics (From 'Welcome-001' tab, provide additional information if required)

8a. Local Funding Sources, 8b. State Funding Sources

**Project Application (continued..)**

**9a. General Information (applicable to all projects):**

Grades Housed at School:  
Existing: **9 to 12** Proposed: **9 to 12**

**9b. General Information (NEW construction only):**

# unhoused students being housed by new construction:  Area Allowance\*:  (GSF/student)

<b>10. Referendum Information (if applicable):</b>		<b>Proposed - Year:</b> <b>2017</b>	<input type="checkbox"/> <b>Referendum Passed</b> Enter Date: <b>                    </b>
<input type="radio"/> January (4th Tuesday) _____ <input type="radio"/> March (2nd Tuesday) _____ <input type="radio"/> April (3rd Tuesday) _____	<input checked="" type="radio"/> September (Last Tuesday) <u>09/26/17</u> <input type="radio"/> December (2nd Tuesday) _____ <input type="radio"/> None		

**One or More Checklists AND THE TRANSMITTAL Must Accompany This Form when sending your submission package to the NJDOE.**  
Please review all checklists to verify which are applicable. They include:

- School Facilities Project Submission Checklist** **DOE Form - 121**  
 Use **Form-121** to I.D. submission requirements for your type of project
- Various Land Acquisition and Disposal and Facility Closing Checklists** **DOE Forms - 150, 151, 152**  
 Use **Forms-150, -151, and -152** to I.D. additional submission requirements for projects involving Land Acquisition/Disposal or Facility Closing(s)
- Temporary Facilities Submission Checklist** **DOE Form - 126**  
 Use **Form-126** to I.D. additional submission requirements for projects involving temporary facilities
- Pre-Development Services Request. This is ALWAYS required for all Districts required to use the Authority.**  
 If this is a Pre-Development Application (a "Request for Pre-Development Services") DO NOT USE THIS APPLICATION FORM: Instead, go to DOE Form-110, and utilize that in place of this form, because a request for pre-development services does not constitute a project application, but, rather, is a request for services prior to a project application.

**Project Application Notes**

**SDA Districts (N.J.A.C.6A:26-3.9(d))**

- Prior to project submission, a Pre-Development request must be filed, and activities must be undertaken by the SDA. One exception is Other Capital Projects approved by the Abbott District's DOE Budget Manager.

**Executive Order 215 of 1989 ("EO-215"):**

- Projects approved for Preliminary Eligible Costs by DOE on or before December 18, 2001 are exempt from the requirements of Executive Order 215 per Executive Order 137 of 2001.
- Projects initiated by the State, as well as school facilities projects in which the State is granting at least 20 percent financial assistance and which meet certain cost thresholds (as in 3 and 4 below) and which are not otherwise exempted (as in 5 below), are required to comply with EO-215, including the preparation and submission of either an environmental assessment or an environmental impact statement, as applicable.  
**NOTE:** The assessment or impact statement shall be prepared as early in the planning and design process as possible, but in all cases submission and review must be completed prior to site preparation and/or any construction activity for the project.  
 In the case of a project to be funded by the State, review of the assessment/impact statement must be completed by the DOE prior to awarding any financial assistance for the commencement of site preparation and/or any construction activity.  
 If the school facilities project is approved by NJDOE, the district must still submit to NJDOE the assessment/impact statement for their submission to NJDEP with sufficient time to review per EO-215, prior to site preparation or any construction activities or receipt of State funds for same.  
 (Submit 7 copies to NJDOE: 1 for NJDOE records, 6 to be forwarded by NJDOE to NJDEP for review).
- Projects are subject to a **Level I Environmental Assessment** requirement if total construction cost > \$1 million
- Projects are subject to a **Level II Environmental Impact Statement** requirement if both total construction cost > \$5 million, and more than 5 acres of land is disturbed.
- Exemptions include: (a) maintenance, or repair projects, (b) facilities or equipment replaced in kind at the same location, (c) Renovations or rehabilitation of existing buildings, (d) Expansion or additions of existing buildings provided that the expansion or addition does not increase the building's capacity by more than 25% (e) Projects subject to review pursuant to the provisions of the Coastal Area Facility Review Act (CAFRA) or the Municipal Wastewater Treatment Financing Program, (f) Projects which will require a full environmental impact statement pursuant to National Environmental Policy Act (NEPA), (g) projects classified as categorical exclusions pursuant to regulations promulgated in accordance with NEPA; or (h) Projects involving loans or tax exempt financing to private sector applications by departments, agencies or authorities of the State.

**Additional Comments:**

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION - CHIEF OF STAFF
OFFICE OF SCHOOL FACILITIES

Table with 2 columns: Category (Parent, Land, Temporary, Feasibility, Emergent) and Value (4550-050-17-2000)

SCHOOL FACILITIES PROJECT SUBMISSION CHECKLIST

(Other Checklists may also apply. Read this checklist and DOE Forms-001, 002 & 010.)

Project and District Information

Form fields for Project and District Information including County, District Name, District Contact, Project Title, Project Address, etc.

Brief Description of Project:

Renovation of two (2) classrooms into one (1) STEAM classroom

All project submissions to be in Quadruplicate (4 sets), except for Project Application Forms, Checklists and Fee, which require only the original to be sent.

IF THIS PROJECT HAS NO CONSTRUCTION COMPONENT, BUT INVOLVES ONLY LAND ACQUISITION, LAND DISPOSAL OR CLOSING OF A SCHOOL FACILITY, DO NOT USE THIS FORM, BUT INSTEAD UTILIZE FORMS 150, 151 AND / OR 152

LARGE CHECK-BOXES INDICATE REQUIRED ATTACHMENTS, BUT ARE FOR DOE USE ONLY.

I. INITIAL (Ed-Spec & Schematic) PROJECT SUBMISSION REQUIREMENTS for ALL Projects:

- List of requirements for initial project submission including Form DOE-001, DOE-100A, DOE-100B, DOE-120, DOE-121, DOE-122, DOE-130, DOE-131, DOE-133, etc.

IN THE CASE OF PRIVATE SCHOOL FOR THE DISABLED: "Chief School Administrator" shall be the Executive Director & BOE shall be the Board of Trustees, & All Projects shall be "Other Capital" and include all requirements for an "Other Capital" Project - except these items are not required: Form 140, Cohort-Survival Enrollment, Room Inventory, Feasibility Study, & LRFP Project Detail Reports.

1a. For Projects That DO NOT REQUIRE Educational Adequacy Review submit the following:

- Requirements for projects not requiring educational adequacy review, including Form DOE-124, description of functional components, and schematic plans.

Parent	4550-050-17-2000
Land	
Temporary	
Feasibility	
Emergent	

**SCHOOL FACILITIES PROJECT SUBMISSION CHECKLIST**

(Other Checklists may also apply. Read this checklist and DOE Forms-001, 002 & 010.)

Project and District Information

**LARGE CHECK-BOXES INDICATE REQUIRED ATTACHMENTS, BUT ARE FOR DOE USE ONLY.**

**lb. For Projects That DO REQUIRE Educational Adequacy Review submit the following:**

(Edu'l Temporary Space, New Construction, Additions, Land Acquisition, Acquisition of existing building, Renovation and/or Alteration of educational spaces, ADA, .....; for complete listing, see N.J.A.C. 6A:26-5.1):

- **IF DESIGN INCLUDES EDU'L VARIANCE:** Submit Form-125 w/ attachments; Must be signed by A/E and Chief School Administrator
- If the project includes new construction, If last approved Cohort is older than one year, an updated Cohort-Survival Enrollment Projections is required; Must be certified (signed) by the Demographer or Chief School Administrator. Email DOE-Version cohort spreadsheet to County Manager
- Four sets of Educational Specifications (include Temporary Edu'l Space if applicable); Cover Page signed by Chief School Administrator.
- Four sets of Schematic Plans (include Temporary Edu'l Space if applicable); Each Sheet signed and sealed by A/E; Cover Sheet signed by the Chief School Administrator & Board President
- Identification and description of any spaces that exceed the facilities efficiency standards for which the district is seeking approval as additional space pursuant to N.J.A.C. 6A:26-3.3;
- LRFP Amendment Request Form if applicable; This form must be accompanied by a board resolution,
- Form DOE-160; Submit to DOE **with a dated transmittal** indicating this form was sent to the Office of Bilingual Education and Equity Issues
- For all **New Construction only:** Provide a completed Functional Capacity Worksheet of **existing spaces in current facilities;** District MUST utilize DOE's latest version of the **Functional Capacity Worksheet** (web-link provided on DOE Form-002) and email to County Manager
- For all **New Construction in Lieu of Rehabilitation only:** A feasibility study; If applicable, submit an attachment that details the reasons why new construction is required and existing structure(s) cannot be rehabilitated

**lc. MORE INITIAL PROJECT SUBMISSION REQ'TS, ONLY for Projects That include ACQUISITION OF LAND:**

- Land Acquisition Application and Checklist (DOE Form-150) and all required supporting documents as outlined on Form-150
- **NOTE 1:** If the project includes **land previously approved by DOE** but District did not acquire the land within a three year period following date of the DOE approval, then District must provide DOE Form-150 and all supporting documents
- **NOTE 2:** If the project includes **new use of land previously acquired by the District,** then must provide DOE Form-150 and all supporting documents

**ld. MORE INITIAL PROJECT SUBMISSION REQ'TS, ONLY for Projects That include DISPOSAL OF LAND:**

- Land Disposal Application and Checklist (DOE Form-151) and all required supporting documents as outlined on Form-151

**le. MORE INITIAL PROJECT SUBMISSION REQ'TS, ONLY for Projects That include CLOSING OF A SCHOOL FACILITY:**

- School Facility Closing Applic'n and Checklist (DOE Form-152) and all required supporting documents as outlined on Form-152
- **NOTE:** For the purposes of NJDOE review and approval, *Closing of a School Facility* will not require any Final Review

**lf. MORE INITIAL PROJECT SUBMISSION REQ'TS, ONLY for Projects That include TEMPORARY FACILITIES:**

- Temporary Facilities Checklist (DOE-126) and all required supporting documents as outlined on Form-126

lg. Deleted

**lh. MORE INITIAL PROJECT SUBMISSION REQ'TS, ONLY for Projects that involve ENTIRELY NEW SCHOOLS:**

- Domestic Security and Preparedness Guidelines shall be followed per the Domestic Security Preparedness Act Best Practices
- **NOTE 1:** For New Schools Only
- **NOTE 2:** It is the Districts' Design Consultant's responsibility to coordinate the Domestic Security Preparedness design guidelines with all applicable codes including, but not limited to, NJ UCC and N.J.A.C. 6A:26. IN the event that a conflict between Domestic Security Preparedness design guidelines and applicable code arise, the applicable code will prevail. Domestic Security Preparedness certification may be required for the construction.
- Certification by the Architect or Engineer that it is both the District and the A/E's intent to comply with the Best Practices



(Click on this DCA logo to download guidelines)



Parent	4550-050-17-2000
Land	
Temporary	
Feasibility	
Emergent	

**SCHOOL FACILITIES PROJECT SUBMISSION CHECKLIST**

(Other Checklists may also apply. Read this checklist and DOE Forms-001, 002 & 010.)

**Project and District Information**

- LEED Guidelines shall be followed per Executive Order 24
  - NOTE 1:** For New Schools Only; Additions are not covered under E. O. 24
  - NOTE 2:** All new schools must achieve a minimum of 26 (Twenty Six) LEED design Points.
  - NOTE 3:** It is the District's Design Consultant's responsibility to coordinate the LEED design guidelines with all applicable codes including, but not limited to, NJ UCC and N.J.A.C. 6A:26. In the event that a conflict between LEED design guidelines and applicable codes arise, the applicable code will prevail. LEEDS Certification may be required for the construction.
- Certification by the Architect or Engineer that it is both the District and the A/E's intent to meet the minimum requirements of Executive Order 24. Note that at Final Educational Adequacy Submission, Evidence of LEED Credits will be required.



LARGE CHECK-BOXES INDICATE REQUIRED ATTACHMENTS, BUT ARE FOR DOE USE ONLY.

**II. FINAL PROJECT SUBMISSION REQUIREMENTS:** (Applies only to Projects Requiring Educational Adequacy Review)

- Completed Form DOE-001 (Welcome Form)
- Completed Form DOE-100A (Transmittal - Non-SDA Projects), OR, Completed Form DOE-100B (Transmittal - SDA-Managed Projects)
- Completed Form DOE-120 (Project Application)
- Completed Form DOE-121 (This Checklist Form)
- Completed Form DOE-122 (Project Schedule)
- Completed Form DOE-123 (Final Educ'l Review Fee Schedule) Fee dependent on the construction costs at time FEC set (See Form-123)
- Optional: Completed Form DOE-124 (Authority Projects must be reviewed by DCA); Must be signed by both chief school administrator and municipal code enforcing agency chief
- IF DESIGN INCLUDES EDU'L VARIANCE not approved at initial ap: Submit Form-125 w/ attach'ts; Must be signed by A/E & CSA
- IF DESIGN INCLUDES TEMPORARY SPACE: Also submit Form-126 w/ attach'ts
- Completed Form DOE-130 (Project Cost Estimate Summary Form); This must be signed by the both BA and A/E.
- IF Rehabilitation Involved: Completed Form DOE-131 (Rehabilitation Costs Form) in addition to Form DOE-130
- Four sets of detailed plans; Each Plan signed and sealed by A/E; Cover Page signed by the Chief School Administrator & Board President
  - NOTE:** The submission for final educational adequacy review shall be construction documents that include the following (only documents related to site information or educational specifications need be submitted):
    - Architectural floor plans
    - Architecture/Engineering Site plan(s) showing R.O.W.s & limits of property, existing & proposed structures, environmentally sensitive areas, easements, deed restrictions and protective covenants and all proposed work outside the building envelope, including but not limited to: Drainage systems and basins, sanitary and potable water systems, drives and parking areas, pedestrian & ADA access, athletic fields, etc.
    - Architecture drawing (s) which allow verification of ceiling height and all other educational requirements of N.J.A.C. 6A:26-1.1 et seq.
- Copies of approval letters from ALL other State and/or Federal agencies having jurisdiction over the project
  - In addition to copies of the approval letters, submit a statement signed by both the A/E and the Chief School Administrator indicating that all other state & federal approvals have been obtained (or are obtainable and WILL BE OBTAINED) prior to any construction activities at site(s).
- A check, payable to the "Treasurer, State of New Jersey;" Use Form DOE-123 to calculate amount

**IN THE CASE OF PRIVATE SCHOOL FOR THE Disabled:**  
"Chief School Administrator" shall be the Executive Director & BOE shall be the Board of Trustees, & All Projects shall be "Other Capital" and include all requirements for an "Other Capital" Project - except these items are not required: Form 140, Cohort-Survival Enrollment, Room Inventory, Feasibility Study, & LRFP Project Detail Reports.

**III. CLOSE OUT PROJECT SUBMISSION REQUIREMENTS:**

- IIIa. For projects having GRANTS as a state funding source, submit:
  - A copy of the Grant close out phase.
  - OR
- IIIb. For NON-GRANT projects (Other Capital Projects or projects having Debt Service Aid as a state funding Source), submit ALL OF the following:



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Parent	4550-050-17-2000
Land	
Temporary	
Feasibility	
Emergent	

**SCHOOL FACILITIES PROJECT SUBMISSION CHECKLIST**

*(Other Checklists may also apply. Read this checklist and DOE Forms-001, 002 & 010.)*

**Project and District Information**

- Transmittal Form 100A
- Project Application Form 120
- Final Payment Voucher Form 170
- Contract Procurement Compliance Certificate Form 171
- List of Executed Contracts Form 172
- Construction Plan Compliance Certification Form 173
- Maintenance Plan. N.J.A.C. 6A:26-12.1 & N.J.A.C. 6:24-3.1
- LRFP amendment request, if applicable

**IV. CHANGE ORDER SUBMISSION REQUIREMENTS:**

Iva. For Districts Required to use the Authority, submit the following AND any other documents required to document the need for a change during construction:

- Transmittal Form 100B
- Change Order Request Form-174 with all attachments

Iva. For Districts NOT Required to use the Authority, submit the following AND any other documents required to document the need for a change during construction:

- Transmittal Form 100A
- Change Order Request Form-174 with all attachments

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Parent	4550-050-17-2000
Land	
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Feasibility	
Emergent	

**PROJECT SCHEDULE FORM**

**Project and District Information**

<b>County:</b>	UNION	<b>District Contact:</b>	Susan Guercio
<b>District Name:</b>	ROSELLE PARK BORO	<b>Contact Title:</b>	Business Admin./ Board Secretary
<b>District Number:</b>	4550	<b>District Telephone #:</b>	908-245-2103
<b>School Name:</b>	Roselle Park High School	<b>District Fax #:</b>	908-245-1226
<b>School Code:</b>	050	<b>District E-Mail:</b>	sguercio@rpsd.org
<b>Project Title:</b>	STEAM Classroom Renovation	<b>A/E Firm:</b>	di cara rubino architects
<b>Project Address:</b>	185 West Webster Avenue	<b>A/E Contact:</b>	Kenneth Ross, Senior Project Architect
<b>Municipality:</b>	Roselle Park	<b>A/E Phone #:</b>	973-256-0202
<b>Zip Code:</b>	07204	<b>A/E Fax #:</b>	973-256-0227
		<b>A/E E-Mail:</b>	kross@dicararubino.com

**Brief Description of Project:**  
Renovation of two (2) classrooms into one (1) STEAM classroom

**NOTE: This Project Schedule Form is required to be submitted for all projects except those undertaken by the AUTHORITY (SDA). For Authority Projects submit this schedule or other schedule containing the same milestones developed by the Authority.**

**1. Characteristics/Requirements of Project:**

Does Project Require Planning Board Submission:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Referendum Required</b> Date Specified on Form 120 (Line 9) <div style="border: 1px solid black; padding: 2px; display: inline-block;">09/26/17</div>
Does Project Require LRFP Amendment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does Project Require Final Education Review	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**2. Project Schedule (Shaded cells require entry):**

Line	Project Milestone	Enter Start Date	Duration (Days)	Start Date	End Date
1	Project Initiation (Request for State Project #)		5		01/05/00
2	Develop Ed. Specs., and Schematics			01/06/00	01/06/00
3	Submission of a complete project application to DOE			01/07/00	01/07/00
4	No amendment to the LRFP is required			01/08/00	01/08/00
5	Planning Board Submission Not Required				01/08/00
6	DOE determining a complete application		<For DOE use only	01/08/00	01/18/00
7	DOE Review and Approval/PEC Issuance		90	01/19/00	04/18/00
8	District review/response period for PEC (from 7 to 30 days)			04/19/00	04/19/00
9	FEC Established (PEC Accepted by District, Issued by DOE)		30	04/20/00	05/20/00
10	Referendum Date		60	04/19/00	06/18/00
11	Development of Final Submission to DOE			06/18/00	
12	DOE Final Educational Adequacy Review		30		
13	Development of Final Bidding Documents			01/01/00	
14	Submission to DCA or Local (UCC review Period)			01/01/00	
15	Bidding Period			01/01/00	
16	Construction Contract Award			01/01/00	
17	Construction Duration-to Final Completion			01/01/00	
18	Project Closeout Submission and DOE review		30	01/01/00	

**Notes:**

- Final Submission can occur to DOE between 60% Final Documents and 100% Final Documents for educational adequacy projects.
- If District chooses to appeal PEC Determination, the appeal process is outlined in N.J.A.C. 6A:26-3.6.
- Calendar Days (7/week) are utilized as schedule is for planning purposes. Dates are therefore approximate.

\*NOTE: The review period for the Local Planning Board(s) for SDA managed project is 45 days and for Non-SDA managed project is 55 days.

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Parent	4550-050-17-2000
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Emergent	

**FINAL EDUCATIONAL REVIEW FEE SCHEDULE**

**Project and District Information (Fill out at time of Final Application only)**

<b>County:</b>	UNION	<b>District Contact:</b>	Susan Guercio
<b>District Name:</b>	ROSELLE PARK BORO	<b>Contact Title:</b>	Business Admin./ Board Secretary
<b>District Number:</b>	4550	<b>District Telephone #:</b>	908-245-2103
<b>School Name:</b>	Roselle Park High School	<b>District Fax #:</b>	908-245-1226
<b>School Code:</b>	050	<b>District E-Mail:</b>	sguercio@rpsd.org
<b>Project Title:</b>	STEAM Classroom Renovation	<b>A/E Firm:</b>	di cara rubino architects
<b>Project Address:</b>	185 West Webster Avenue	<b>A/E Contact:</b>	Kenneth Ross, Senior Project Architect
<b>Municipality:</b>	Roselle Park	<b>A/E Phone #:</b>	973-256-0202
<b>Zip Code:</b>	07204	<b>A/E Fax #:</b>	973-256-0227
		<b>A/E E-Mail:</b>	kross@dicararubino.com

**Brief Description of Project:**  
Renovation of two (2) classrooms into one (1) STEAM classroom

This form supports the calculation of the Final Educational Review Fee for a School Facility Project Submission

**NOTE: This form requires manually entered data. TO LOCATE THE CORRECT COST FIGURES, please reference the District's Project Cost Forms (Forms 130 and 131) AS THEY APPEARED AT THE TIME OF FEC APPROVAL.**

**1. Total Project Cost:**

(Enter Line 41 of Project Cost Estimate Form DOE-130 as existed at the time of F.E.C. Approval)

**2. Total Building Construction Cost subject to Final Review Fee:**

(Enter Line 20 of Project Cost Estimate Form DOE-130 as existed at the time of F.E.C. Approval)

**3. Final Educational Review Fee is based on the following schedule for ALL districts:**

<u>Building Construction Cost</u>	<u>Fee Calculation</u>	
\$0 to \$ 1,000,000	0.005 of Construction cost subject to final review fee	<b>Fee Amount:</b>
\$1,000,001 to \$10,000,000	\$5,000 + 0.0025 of the amount above \$1,000,000	
Over \$10,000,000	\$27,500 + 0.001 of the amount above \$10,000,000	

**NOTE: The "Fee" figure must MATCH Line 21 of CURRENT Project Cost Estimate Form DOE-130; if not - correct costs on Forms 130, 131.**

**NOTES:**

- Final Review Fee is based on District's cost estimate approved at the time the Final Eligible Costs are (or were) approved by DOE.
- Make all checks payable to: "Treasurer, State of New Jersey." Note "NJDOE-Facilities SP#-----" on memo line. Attach this form to the check.
- Final Review Fee is due with the FIRST Final Educational Submission to DOE.

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DEPARTMENT OF EDUCATION - CHIEF OF STAFF  
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Parent	4550-050-17-2000
Land	
Temporary	
Feasibility	
Emergent	

**REQUEST FOR LOCAL RELEASE OF SCHOOL CONSTRUCTION PLANS**

**Project and District Information**

<b>County:</b>	UNION	<b>District Contact:</b>	Susan Guercio
<b>District Name:</b>	ROSELLE PARK BORO	<b>Contact Title:</b>	Business Admin./ Board Secretary
<b>District Number:</b>	4550	<b>District Telephone #:</b>	908-245-2103
<b>School Name:</b>	Roselle Park High School	<b>District Fax #:</b>	908-245-1226
<b>School Code:</b>	050	<b>District E-Mail:</b>	sguercio@rpsd.org
<b>Project Title:</b>	STEAM Classroom Renovation	<b>A/E Firm:</b>	di cara rubino architects
<b>Project Address:</b>	185 West Webster Avenue	<b>A/E Contact:</b>	Kenneth Ross, Senior Project Architect
<b>Municipality:</b>	Roselle Park	<b>A/E Phone #:</b>	973-256-0202
<b>Zip Code:</b>	07204	<b>A/E Fax #:</b>	973-256-0227
		<b>A/E E-Mail:</b>	kross@dicararubino.com

**Brief Description of Project:**  
Renovation of two (2) classrooms into one (1) STEAM classroom

*It is the request of the above-named school district to have this project reviewed for State Uniform Construction Code compliance (including N.J.A.C. 5:23-3.11A(c) and Department of Community Affairs, Division of Codes and Standard Bulletin 00-3) and other applicable State Codes by a municipal code enforcing agency, pursuant to P.L. 1990 c. 23.*

**Chief School Administrator (Signature):** \_\_\_\_\_  
**Chief School Administrator:** Pedro Garrido **Date:** \_\_\_\_\_

*This project will be reviewed for compliance by the below named appropriately licensed municipal code enforcing agency*

**Municipality Name:** \_\_\_\_\_  
**Other Municipality (only if project located in > 1 jurisdiction):** \_\_\_\_\_

**Municipal Code Enforcing Agency Construction Official (Name):** \_\_\_\_\_  
**Municipal Code Enforcing Agency Construction Official (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Municipal Code Enforcing Agency Classification is class:** \_\_\_\_\_

**Municipal Code Enforcing Agency Address:**

Street: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Fax: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

**Comments/Notes for ease of UCC Review:**  
\_\_\_\_\_

**FOR DCA\* USE ONLY**

**\*Note: For all capital projects for NJ Private Schools for the Disabled, DOE will Approve this Form in place of DCA.**

**Request Reviewed By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Date Acted Upon:** \_\_\_\_\_

**Action:**  APPROVED  DENIED (*identify reason below*)  RETURNED NO ACTION (*identify reason below*)

**Comments:** \_\_\_\_\_

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OFFICE OF SCHOOL FACILITIES

Table with 2 columns: Category (Parent, Land, Temporary, Feasibility, Emergent) and Value (4550-050-17-2000)

EDUCATIONAL VARIANCE APPLICATION AND CHECKLIST

No Fee Associated with this Request

Project and District Information

[Use in addition to Project Application Form 120 and any applicable Project Checklists Series - DOE Form #121(a), (b)..., #150, etc.]

Form with two columns of fields: County, District Name, District Number, School Name, School Code, Project Title, Project Address, Municipality, Zip Code, District Contact, Contact Title, District Telephone #, District Fax #, District E-Mail, A/E Firm, A/E Contact, A/E Phone #, A/E Fax #, A/E E-Mail.

Brief Description of Project: Renovation of two (2) classrooms into one (1) STEAM classroom

LARGE CHECK-BOXES INDICATE REQUIRED ATTACHMENTS BUT ARE FOR DOE USE ONLY.

In addition to a signed copy of THIS form, provide all of the following:

1. Describe variation request:

Cite the FES, Educational Facility Standard, or Regulatory requirement from which variation is sought:

Yellow rectangular box for describing variation request.

2. Describe impact of standards or requirements:

Describe the difficulties that will result from compliance with the Department standards:

Yellow rectangular box for describing impact of standards or requirements.

3. Describe alternative approach:

Describe an alternative to the Department standard(s) that will protect the health, safety and welfare of students and assure educational adequacy:

Yellow rectangular box for describing alternative approach.

4. Additional Comments or Descriptions:

Yellow rectangular box for additional comments or descriptions.

NOTE: Attach supporting information to facilitate evaluation of the request including plans, specifications, photographs, evaluations by County office, certifications, etc. as evidence for - and in support of - this variance request.

Signature lines for Chief School Administrator and Architect/Engineer, including Date and Name fields.

FOR DOE USE ONLY

Form for DOE use only, including Request Reviewed By, Title, Signature, Date Acted Upon, Action (APPROVED, DENIED, RETURNED NO ACTION), and Comments.











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DETAILED REHABILITATION COST ESTIMATE FORM

County: UNION / 39  
District Name: ROSELLE PARK BORO  
District Number: 4550  
School Name: Roselle Park High School  
School Code: 050

Date Submitted: \_\_\_\_\_  
Project Title: STEAM Classroom Renovation  
LRFP Project No's: \_\_\_\_\_

NOTE: This form is provided in support of (not in place of) the detailed cost estimates that ARE REQUIRED in the case of rehabilitation projects. Costs entered on this sheet should include all and only rehabilitation scope costs. These figures are transferred automatically to Form 130 - Project Cost Estimate, which is a summation of both New Construction and Rehabilitation Costs.

	Section/System	Scope Description	Quantity	Unit	Unit Price
1	System 36	Site Improvements		SF	\$ -
2	System 37	Athletic Facilities		EA	\$ -
3	Section 1-A	<b>Total Site Improvements:</b>			
4	System	Demolitions		SF	\$ -
5	Section 1-B	<b>Total Demolitions:</b>			
6	System	Hazardous Materials Abatement		SF	\$ -
7	Section 1-C	<b>Total Hazardous Materials Abatement:</b>			
8	System 1	Structural Foundations		LF	\$ -
9	Section 2	<b>Total Foundations:</b>			
#	System 2	Superstructure		GSF	\$ -
#	Section 3	<b>Total Superstructure:</b>			
#	System 3	Walls		SF	\$ -
#	System 4	Windows and Glazed Walls		SF	\$ -
#	System 5	Doors and Frames		EA	\$ -
#	System 6	Roofs		SF	\$ -
#	Section 4	<b>Total Exterior Closure:</b>			
#	System 7	Partitions		SF	\$ -
#	System 8	Interior Doors		EA	\$ -
#	System 9	Stair Construction		Flight	\$ -
#	System 10	Stair Finishes		LF	\$ -
#	System 11	Wall Finishes		SF	\$ -
#	System 12	Floor Finishes		SF	\$ -
#	System 13	Ceiling Finishes		SF	\$ -
#	Section 5	<b>Total Interior Construction:</b>			
#	System 14	Elevators and Lifts		EA	\$ -
#	Section 6	<b>Total Vertical Movement:</b>			
#	System 15	Domestic Water Distribution Piping		GSF	\$ -
#	System 16	Hot Water Supply - Generation		EA	\$ -
#	System 17	Plumbing Fixtures		SF	\$ -
#	System 18	Sanitary Piping		SF	\$ -
#	System 19	Storm Water Riser Piping		SF	\$ -
#	Section 7	<b>Total Plumbing:</b>			

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OFFICE OF SCHOOL FACILITIES

DETAILED REHABILITATION COST ESTIMATE FORM  
Continued, Page 2 of 2

#	System	20	Heating System Types			SF	\$	-	
#	System	21	Cooling System Types			SF	\$	-	
#	System	22	Heating/Cooling Systems			SF	\$	-	
#	System	23	Exhaust Ventilation Types			EA	\$	-	
#	System	24	HVAC Controls			SF	\$	-	
#	<b>Section</b>	<b>8</b>	<b>Total HVAC:</b>						
#	System	25	Fire Sprinkler System Types			SF	\$	-	
#	System	26	Standpipe & Hose Systems			SF	\$	-	
#	<b>Section</b>	<b>9</b>	<b>Total Sprinkler System:</b>						
			<b>Section/System</b>	<b>Scope Description</b>		<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	
#	System	27	Building Service			EA	\$	-	
#	System	28	Branch Panels			EA	\$	-	
#	System	29	Interior Lighting			SF	\$	-	
#	System	30	Exterior Lighting			EA	\$	-	
#	System	31	Exit Signs			EA	\$	-	
#	System	32	Power & Outlets			EA	\$	-	
#	System	35	Emergency Power			Kw	\$	-	
#	<b>Section</b>	<b>10</b>	<b>Total Electrical Distribution System:</b>						
#	System	33	Communication & Security Systems			SF	\$	-	
#	System	34	Special Systems			SF	\$	-	
#	<b>Section</b>	<b>11</b>	<b>Total Communications:</b>						
#	System	38	Fixed Furnishings			EA	\$	-	
#	<b>Section</b>	<b>12</b>	<b>Total Fixed Furnishings:</b>						
#	System	39	ADA Upgrades			EA	\$	-	
#	<b>Section</b>	<b>13</b>	<b>Total ADA:</b>						
#	System	40	Miscellaneous Building Code			EA	\$	-	
#	<b>Section</b>	<b>14</b>	<b>Total Miscellaneous:</b>						
#	System		Alteration			SF			
#	<b>Section</b>	<b>15</b>	<b>Total Alteration:</b>						
#	System		TCU's or other temporary facilities			EA	\$	-	
#	<b>Section</b>	<b>16</b>	<b>Total Temporary Facilities:</b>						
#	System		Furnishing			EA	\$	-	
#	System		Fixtures			EA	\$	-	
#	System		Equipment			EA	\$	-	
#	<b>Section</b>	<b>17</b>	<b>Total Furnishing, Fixtures &amp; Equipment with useful life of 10 years and greater (FF&amp;E &gt; 10 years):</b>						
			<b>FF&amp;E are eligible for funding if the project qualifies as "Reconstruction" as defined in the UCC</b>						
#	<b>Section</b>	<b>18</b>	<b>Total Other Allowable Costs (Fill this section for rehab projects on Form 130)</b>						
#	System		Furnishing			EA	\$	-	
#	System		Fixtures			EA	\$	-	
#	System		Equipment			EA	\$	-	
#	<b>Section</b>	<b>19</b>	<b>Total Furnishing, Fixtures &amp; Equipment with useful life less 10 years (FF&amp;E &lt; 10 years) Not an allowable Cost:</b>						
	<b>Rehabilitation Summation:</b>								
#	<b>Total Rehabilitation Costs:</b>								





STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION - CHIEF OF STAFF
OFFICE OF SCHOOL FACILITIES

Table with 2 columns: Category (Parent, Land, Temporary, Feasibility, Emergent) and Value (4550-050-17-2000)

LAND ACQUISITION APPLICATION AND CHECKLIST

[Use in addition to Project Application Form 120 and any applicable Project Checklists Series - DOE Form #121(a), (b)...]

Project and District Information

Form with two columns of fields: County, District Name, District Number, School Name, School Code, Project Title, Project Address, Municipality, Zip Code, District Contact, Contact Title, District Telephone #, District Fax #, District E-Mail, A/E Firm, A/E Contact, A/E Phone #, A/E Fax #, A/E E-Mail.

IF RENOVATIONS OR NEW CONSTRUCTION OR TCU's OR SITE WORK ARE PART OF THIS APPLICATION, THIS CHECKLIST MUST BE ACCOMPANIED BY FORM-121 AND ALL ITS REQUIRED ATTACHMENTS

IN THE CASE OF A PRIVATE SCHOOL FOR THE DISABLED: "Chief School Administrator" shall be the Executive Director, BOE shall be the Board of Trustees, & All Projects shall be "Other Capital" and include all requirements for an "Other Capital" Project - except these items are not required: Any School District Maps.

LARGE CHECK-BOXES INDICATE REQUIRED ATTACHMENTS BUT ARE FOR DOE USE ONLY.

I. IF there is no construction component to this project, provide the following:

- Completed Form DOE-001
Completed Form DOE-100A (Transmittal - Non-SDA Projects), OR, Completed Form DOE-100B (Transmittal - SDA-Managed Projects)
Completed Form DOE-120

II. IF there is a construction component to this project, provide the following:

- Completed Form DOE-121 (use checklist 121 in addition to Form-150)

III. IN EVERY CASE, provide the following:

- Written Request for Approval of Land Acquisition:
a) A written request for approval from the district, which shall include a statement, signed by the board president and the chief school administrator, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP;
b) Is the Land Acquisition now, or will it be, part of a school facilities project?
Written Statement from governing local / county water and sewerage agency indicating the following:
a) Land can be adequately provided with the necessary water for the proposed maximum enrollment and use
b) Land can be adequately provided with an acceptable sewerage disposal system for the proposed maximum enrollment and use
c) Whether the necessary water and/or sewerage infrastructure is, or is not, already in place to service the requirements of the site
Statements from NJ Department of Environmental Protection or licensed RA/PE/PP (architect, engineer or professional planner):
a) Whether the land is subject to regulation under Wetland, Pinelands, or the Waterfront Development Acts, the Greenacres Act, or other statutes, regulations or Executive Orders administered by agencies of state or federal government.
b) If so subject, adequate documentation to demonstrate such approvals can & will be obtained and not affect the adequacy or timeliness of the site.
c) Whether the land is in an area designated for growth under the NJ State Development and Redevelopment Plan; provide the name and description of the Plan Area.
Written statement from licensed architect or licensed engineer, specifying suitability of land for intended purpose:
a) Whether or not the land is suitable for the current and ultimate proposed school use(s) and if it will meet the requirements of N.J.A.C. 6A:26-7.1(c) and (d)
Plot plan of land to be acquired (a title search and deed research are recommended to properly effect the following):
a) A completed plot plan or survey of the land to be acquired showing: topographical and contour lines, all structures on property and their uses, all streams, easements, deed restrictions, protective covenants, all adjacent properties and access roads. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in NJAC 6A:26-7.1(c),
b) Such plot plan or survey shall indicate the proposed building, parking, other structures, setback and site improvements locations, including a 30' access around any proposed school building(s)
School district map showing the subject property location and the location(s) of other existing schools.
School district map showing proposed attendance area to be served and the number of students.
Office of Bilingual Education & Equity Issues Racial/Ethnic Enrollment Questionnaire showing impact on racial balance
a) Use form DOE-160 which covers the required information. Provide to DOE a copy of Form DOE-160 AND copy of transmittal showing when form was sent to OBE&EI
If the land being acquired includes existing facilities:
a) Indicate the intended use and/or disposition of all existing buildings. Any building to be acquired must conform with UCC req. and educational adequacy requirements of N.J.A.C. 6A:26-5.1 et seq. which apply to construction of facilities.
Submission to local planning board(s) is required:
Provide the recommendations of the local planning board of the municipality(s) in which the site is situated and which board has an approved master plan, as required by N.J.S.A. 40:55D-31, 18A:18A-49 and 18A:18A-16;

This checklist is required to be submitted with any applications to the department for approval of Land Acquisition. It serves to ensure that all submittals and approvals required pursuant to N.J.A.C. 6A:26-7.1 and 7.2 are satisfied prior to Land Acquisition.

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION - CHIEF OF STAFF
OFFICE OF SCHOOL FACILITIES

Table with 2 columns: Category (Parent, Land, Temporary, Feasibility, Emergent) and Value (4550-050-17-2000)

Land Acquisition Checklist (continued..)

LARGE CHECK-BOXES INDICATE REQUIRED ATTACHMENTS BUT ARE FOR DOE USE ONLY.

- Prior approval of or review by other agencies:
a) These may include (but are not limited to) NJDEP, Pinelands Act, Wetlands Delineation, US Corp. of Engineers, etc.
• Documentation that available data on soil conditions has been examined by licensed architect or engineer and was determined to be sufficient for the intended use.
• Reports by a licensed architect or engineer of actual soil test borings and groundwater tests on any site located less than one mile from landfill; alternately, environmental/structural assessment of subject property(s) in format acceptable to DOE
• Detailed appraisal of the property's market value prepared by licensed professional
• Recommendations of the County Superintendent of Schools based on requirements of N.J.A.C. 6A:26-7.1

Requirements/considerations per N.J.A.C. 6A:26-7.1 :

- 6A:26-7.1(c): School sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Acreage except where specifically notes, shall be considered for single use
6A:26-7.1(d): All school sites require sufficient acreage for; (1) the placement of the school facility, (2) expansion of the building to its maximum potential enrollment, (3) placement of other structures, (4) multi-purpose physical education and recreation fields required to support the Core Curriculum Content Standards as defined by the educational specifications, (5) disabled accessible pedestrian walkways, roadways, and parking areas, (6) public access and service roads onto the site including, where warranted, a one-way school bus road of 30 foot width, a two way road of 36 foot width, a school bus drop-off area, and a 18 foot wide posted fire lanes. (7) A 30 foot wide access around the entire building.
6A:26-7.1(e): Land owned by district board of education which does not meet the standards of this section may be supplemented by adjacent municipally-owned land if such land is formally leased on a long-term basis for exclusive use during school hours
6A:26-7.1(f): The approval of the Division shall remain effective for three years after which time Division approval shall again be obtained prior to acquiring land.
DOE Land previously approved for different a project or use must comply with all requirements of this checklist.

For the District's use, some Agency Approvals that may apply to this Land Acquisition include, but are not limited to:

Some of NJ Department of Environmental Protection Programs:

a) Land Use Regulation Program:

- i) Waterfront Development Act
ii) Wetlands Act of 1970
iii) Coastal Area Facility Review Act (CAFRA)
iv) Flood Hazard Area Control Act (Stream Encroachment)
v) Riparian Lands Management Program (Tidelands conveyance)
Contact: NJDEP Land Use Regulation, Application Support Unit
P.O.Box 439, Trenton, NJ 08625-0439
(609) 777-0456

b) Historic Places Encroachment:

Contact: NJDEP Division of Parks and Forestry
Historic Preservation Office
P.O.Box 404, Trenton, NJ 08625-0404
(609) 292-2023

c) Green Acres Program:

Contact: NJDEP Green Acres Program
Bureau of Legal Services and Compliance
P.O.Box 412, Trenton, NJ 08625-0412
(609) 984-0631

Delaware and Raritan Canal

Contact: Delaware and Raritan Canal Commission
Prallsville Mills
P.O.Box 539, Stockton NJ 08559-0539
(609) 397-2000

Delaware River Basin Commission

Contact: Delaware River Basin Commission; P.O.Box 7360 (25 State Police Drive)
West Trenton NJ 883-9499 [(609) 397-2000]

Hackensack Meadowlands

Contact: Hackensack Meadowlands Development Comm.
One DeKorte Park Plaza
Lyndhurst, NJ 07071
(201) 460-1700

Pinelands

Contact: New Jersey Pinelands Commission
P.O. Box 7 (Springfield Road)
New Lisbon, NJ 08604
(609) 894-9344

Regional Soil Conservation Service Office

Contact: New Jersey Soil Conservation Committee
John-Fitch Plaza, Room 204
P.O. Box 330
Trenton, NJ 08625
(609) 292-5540

State Agriculture Development Committee

a) Agricultural Development Area
Phone: (609) 984-2504

b) Farmland Preservation Program

Contact: State Agricultural Development Committee
Health/Agricultural Building – John Fitch Plaza
P.O. Box 330
Trenton, NJ 08625-0330
(609) 984-2504



NJDEP ONE STOP PROCESS

\* ONE STOP is a total facility approach; a coordinated permitting and compliance assistance process. A permittee can now turn to one source to identify all permits required for a development or significant facility start-up or expansion project and maintain consistent contact throughout the process. This process will allow the Department to provide better customer service to the public and regulated entities.

Click on the NJDEP-ONE STOP Logo to learn more about this helpful guidance program!

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION - CHIEF OF STAFF
OFFICE OF SCHOOL FACILITIES

Table with 2 columns: Category (Parent, Land, Temporary, Feasibility, Emergent) and Value (4550-050-17-2000)

DISPOSAL OF LAND APPLICATION AND CHECKLIST

Project and District Information

[Use in addition to Project Application Form 120 and any applicable Project Checklists Series - DOE Form #121(a), (b)..., #152, etc.]

Form with two columns of fields: County, District Name, District Number, School Name, School Code, Project Title, Project Address, Municipality, Zip Code, District Contact, Contact Title, District Telephone #, District Telephone #, District Fax #, District E-Mail, A/E Firm, A/E Contact, A/E Phone #, A/E Fax #, A/E E-Mail.

Brief Description of Project: Renovation of two (2) classrooms into one (1) STEAM classroom

IN THE CASE OF A PRIVATE SCHOOL FOR THE DISABLED: "Chief School Administrator" shall be the Executive Director, BOE shall be the Board of Trustees, & All Projects shall be "Other Capital" and include all requirements for an "Other Capital" Project - except these items are not required: Cohort-Survival Enrollment and LRFPP Reports.

LARGE CHECK-BOXES INDICATE REQUIRED ATTACHMENTS BUT ARE FOR DOE USE ONLY.

I. IF there is no construction component to this project, provide the following:

- Completed Form DOE-001
Completed Form DOE-100
Completed Form DOE-120

This checklist is required to be submitted with any applications to the department for approval of Disposal of Land. It serves to ensure that all submittals and approvals required for a Land Disposal are satisfied.

II. IF there is a construction component to this project, provide the following:

- Completed Form DOE-121 (if project has construction component)

III. IN EVERY CASE, provide the following site information:

- Tax Map of all properties to be disposed of, with subject property denoted thereon
Site Location Map (i.e., U.S.G.S. or Street Map)

a. Identification of Project(s) from District's LRFPP:

Project not in LRFPP - Amendment requested

b. Property Identification (Provide a Tax Map):

Form with fields for Address, Lot #, Block #, Disposal of entire site, Disposal of partial site, Total Acreage, Size disposed.

Does the Site have Improvements? No Yes (If yes, what type of Improvements/Facilities:)

c. How is Property to be Disposed of:

- The property will be sold to private entity through public auction
The property will be sold to a state agent under an exception to the public auction requirements of N.J.S.A.18A:20-10
Transfer/Exchange of entire site ... OR ... Transfer/Exchange of partial site (i.e., easement or subdivision)

d. Site acquisition information:

Form with fields for How did the District acquire the land?, What funding source was used to acquire the land?, When did the District acquired the land?, Are there any deed restrictions, easements or protective covenants associated with the land or any structure on the land?, No Yes, If Yes, explain:

e. Buyer information:

Form with fields for Name, Contact Name, Contact #, Address, Proposed sale price, Fair market value.



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION - CHIEF OF STAFF  
OFFICE OF SCHOOL FACILITIES

Parent	4550-050-17-2000
Land	
Temporary	
Feasibility	
Emergent	

**Disposal of Land Checklist (continued..)**

**IV. IN EVERY CASE, provide the following evidence and authorizing documents:**

- Copy of the request by the District to the County Superintendent.
- Copy of the County Superintendent's recommendations to the NJDOE
- Signed and Sealed Board Resolution authorizing sale/disposal of property, and permitted method by which the disposal is to occur
- Necessary updates to the enrollment projections (if more than 1 year old) in the district's approved LRFP to support the project.
- Superintendent's signed statement indicating the impact that the disposal will have on educational adequacy of the individual site and of the District as a whole
- Where the disposal of land also includes closing of a school, also complete DOE Form-152

**Comments/Notes:**

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION - CHIEF OF STAFF
OFFICE OF SCHOOL FACILITIES

Table with 2 columns: Category (Parent, Land, Temporary, Feasibility, Emergent) and Value (4550-050-17-2000)

CLOSING OF SCHOOL FACILITY APPLICATION AND CHECKLIST

Project and District Information

[Use in addition to Project Application Form 120 and any applicable Project Checklists Series - DOE Form #121(a), (b)..., #151, etc.]

Form with fields for County, District Name, District Number, School Name, School Code, Project Title, Project Address, Municipality, Zip Code, District Contact, Contact Title, District Telephone #, District Telephone #, District Fax #, District E-Mail, A/E Firm, A/E Contact, A/E Phone #, A/E Fax #, A/E E-Mail.

Brief Description of Project: Renovation of two (2) classrooms into one (1) STEAM classroom

IN THE CASE OF A PRIVATE SCHOOL FOR THE DISABLED: "Chief School Administrator" shall be the Executive Director, BOE shall be the Board of Trustees, & All Projects shall be "Other Capital" and include all requirements for an "Other Capital" Project - except these items are not required: Cohort-Surviva Enrollment, Models, Functional Capacity Calculations and LRFP Reports.

LARGE CHECK-BOXES INDICATE REQUIRED ATTACHMENTS BUT ARE FOR DOE USE ONLY.

I. IF there is no construction component to this project, provide the following:

- Completed Form DOE-001
Completed Form DOE-100
Completed Form DOE-120

This checklist is required to be submitted with any applications to the department for approval of the Closing of a School Facility. It serves to ensure that all submittals and approvals required for a School Closing are satisfied.

II. IF there is a construction component to this project, provide the following:

- Completed Form DOE-121 (if project has construction component)

III. IN EVERY CASE, provide the following facility information:

- Site Location Map (i.e., U.S.G.S. or Street Map)

a. Identification of Project(s) from District's LRFP:

Project not in LRFP - Amendment requested
Project in LRFP

b. Building(s) capacity:

The District shall demonstrate that sufficient school building capacity exists to house district students following such closing for the succeeding five years by submitting the following:

- Necessary updates to the enrollment projections in the district's approved LRFP to support the project.

c. Substandard Spaces:

- In Written Form: Demonstrate that the use of substandard spaces in the remaining schools does not result or increase from an overall facilities shortage caused by the school closing.

d. Student Reassignment:

The re-assignment of students to other schools in the district must not produce, sustain nor contribute to unlawful segregation, separation or isolation of student populations on the basis of race or national origin.

- Office of Bilingual Education & Equity Issues Racial/Ethnic Enrollment Questionnaire showing impact on racial balance. Use form DOE-160 which covers the required information. Provide to DOE a copy of Form DOE-160 AND copy of transmittal showing when form was sent to OBE&EI

IV. IN EVERY CASE, provide the following evidence and authorizing documents:

- Copy of the request by the District to the County Superintendent
Copy of the County Superintendent's recommendations to the NJDOE
Signed and sealed Board Resolution authorizing the closing of the school
Where the closing of the school includes disposal of the land on which it lies, also complete Form-151

Comments/Notes:

Large empty box for Comments/Notes

**PAYMENT VOUCHER FORM**  
**This Form is for ROD Grant Projects Only**

County: UNION  
District Name: ROSELLE PARK BORO  
District Number: 4550  
School Name: Roselle Park High School  
School Code: 050  
Project Title: STEAM Classroom Renovation  
Project Address: 185 West Webster Avenue  
Municipality: Roselle Park  
Zip Code: 07204

District Contact: Susan Guercio  
Contact Title: Business Admin./ Board Secretary  
District Telephone #: 908-245-2103  
District Fax #: 908-245-1226  
District E-Mail: sguercio@rpsd.org  
A/E Firm: di cara rubino architects  
A/E Contact: Kenneth Ross, Senior Project Architect  
A/E Phone #: 973-256-0202  
A/E Fax #: 973-256-0227  
A/E E-Mail: kross@dicararubino.com

**Brief Description of Project:**  
Renovation of two (2) classrooms into one (1) STEAM classroom

Contract #	Vendor	Type of Service	Awarded Amount	Total Approved Change orders	Contract Balance	Total Payout to date on Contract
<i>NOTE: List Change Orders for each contract/contracted trade separately. Total payout to date is by contract/contracted trade. Use multiple forms if required.</i>						
			\$ -	\$ -	\$ -	\$ -
<b>Total</b>			\$ -	\$ -	\$ -	\$ -

**Certification by Contractor/Vendor:**  
This Payment Voucher has been reviewed and found to be accurate and in accordance with the contract documents and all other applicable laws. I hereby certify that to the best of my knowledge, all work covered by this Payment Voucher has been completed in accordance with the contract documents.

Contractor/Vendor Authorized person (Signature): \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor/Vendor Authorized person (Type Name): \_\_\_\_\_

**Certification by School Business Administrator:**  
This Payment Voucher and vendor list has been reviewed and found to be accurate and in accordance with the requirements of N.J.A.C. 6A:26 and all other applicable laws. I hereby certify that to the best of my knowledge, all work covered by this Payment Voucher has been completed in accordance with the approved school facilities project.

School Business Administrator (Signature): \_\_\_\_\_ Date: \_\_\_\_\_  
School Business Administrator: Susan Guercio

STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION - CHIEF OF STAFF  
OFFICE OF SCHOOL FACILITIES

Parent	4550-050-17-2000
Land	
Temporary	
Feasibility	
Emergent	

**CONTRACT PROCUREMENT COMPLIANCE CERTIFICATION**

**This Form is for ROD Grant Projects Only**

<b>County:</b>	UNION	<b>District Contact:</b>	Susan Guercio
<b>District Name:</b>	ROSELLE PARK BORO	<b>Contact Title:</b>	Business Admin./ Board Secretary
District Number:	4550	District Telephone #:	908-245-2103
School Name:	Roselle Park High School	District Fax #:	908-245-1226
School Code:	050	District E-Mail:	sguercio@rpsd.org
Project Title:	STEAM Classroom Renovation	A/E Firm:	di cara rubino architects
Project Address:	185 West Webster Avenue	A/E Contact:	Kenneth Ross, Senior Project Architect
Municipality:	Roselle Park	A/E Phone #:	973-256-0202
Zip Code:	07204	A/E Fax #:	973-256-0227
		A/E E-Mail:	kross@dicararubino.com

**Brief Description of Project:**  
Renovation of two (2) classrooms into one (1) STEAM classroom

*This form to be executed by the District Business Administrator and approved by Board resolution as per N.J.A.C. 6A:26-4.7*

*By my signature below, I certify that all contracts procured for the above referenced school facilities project conform to the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq. and any regulations and rules thereunder and all other applicable laws.*

**School Business Administrator (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Business Administrator:** Susan Guercio

**Comments/Notes:**

\_\_\_\_\_

**FOR DOE USE ONLY**

Request Reviewed By: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date Acted Upon: \_\_\_\_\_

Action:  APPROVED  DENIED (*identify reason below*)  RETURNED NO ACTION (*identify reason below*)

Comments: \_\_\_\_\_



STATE OF NEW JERSEY  
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Parent	4550-050-17-2000
Land	
Temporary	
Feasibility	
Emergent	

**CONSTRUCTION PLAN COMPLIANCE CERTIFICATION**

**This Form is for ROD Grant Projects Only**

<b>County:</b>	UNION	<b>District Contact:</b>	Susan Guercio
<b>District Name:</b>	ROSELLE PARK BORO	<b>Contact Title:</b>	Business Admin./ Board Secretary
District Number:	4550	District Telephone #:	908-245-2103
School Name:	Roselle Park High School	District Fax #:	908-245-1226
School Code:	050	District E-Mail:	sguercio@rpsd.org
Project Title:	STEAM Classroom Renovation	A/E Firm:	di cara rubino architects
Project Address:	185 West Webster Avenue	A/E Contact:	Kenneth Ross, Senior Project Architect
Municipality:	Roselle Park	A/E Phone #:	973-256-0202
Zip Code:	07204	A/E Fax #:	973-256-0227
		A/E E-Mail:	kross@dicararubino.com

**Brief Description of Project:**  
Renovation of two (2) classrooms into one (1) STEAM classroom

***This form to be executed by the District Business Administrator and approved by Board resolution as per N.J.A.C. 6A:26-4.7(b)5.***

***By my signature below, I certify the above referenced project was constructed consistent with the approved plans and specifications for the school facilities project and all approvals provided by the Commissioner pursuant to EFCFA.***

**School Business Administrator (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**School Business Administrator:** Susan Guercio

**Required Attachment:**

- Board Resolution Approving the School Business Administrator's Construction Plan Compliance Certification.

**Comments/Notes:**

\_\_\_\_\_

**FOR DOE USE ONLY**

Request Reviewed By: \_\_\_\_\_ Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date Acted Upon: \_\_\_\_\_  
Action:  APPROVED  DENIED (*identify reason below*)  RETURNED NO ACTION (*identify reason below*)  
Comments: \_\_\_\_\_

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION - CHIEF OF STAFF
OFFICE OF SCHOOL FACILITIES

Table with 2 columns: Category (Parent, Land, Temporary, Feasibility, Emergent) and Value (4550-050-17-2000)

CHANGE ORDER REQUEST FORM

Project and District Information

Form fields for County, District Name, District Number, School Name, School Code, Project Title, Project Address, Municipality, Zip Code, District Contact, Contact Title, District Telephone #, District Fax #, District E-Mail, A/E Firm, A/E Contact, A/E Phone #, A/E Fax #, A/E E-Mail.

Brief Description of Project: Renovation of two (2) classrooms into one (1) STEAM classroom

Table with 7 columns: Existing Contract #, Contract Type, Contract Date, Awarded Amount, Prior Approved Change orders, % of Approved Change Orders, C.O. Type. Includes sub-tables for C.O. # and Proposed C.O.#.

Change order Types Approvable by District: (For up to 20% of the original contract awarded amount of each individual contract)

- A Emergencies consistent with N.J.S.A 18A:18A-7;
B Unforeseeable physical conditions; or
C Minor modifications to project scope that achieve cost savings, improve service or resolve construction conditions.

Change order Types that must be approved by DOE:

- D Change orders that, in the aggregate, increase the amount of the original award of each individual contract, or of the entire project, by greater than twenty percent (20%), but for no more than the approved referendum, including changes funded by project contingency.
E Change orders that eliminate or affect the project scope that was the basis of the Division's determination of the final eligible costs of a school facilities project pursuant to N.J.A.C. 6A:26-3.6; or
F Change orders that affect the number, size, configuration, location or use of educational spaces.

- 1) Does the proposed change order affect educational adequacy? If yes, please describe in detail.
2) If educational adequacy is not affected, please describe what was originally approved by DOE and what is being requested.
3) List the costs (additions and/or deductions) associated with this request.

Certify only one of the following statements:
By my signature below, I certify the availability of funds for the above proposed change order, that the proposed change order affects the final eligible costs of the school facilities project, that no other solution is possible, and that no excess scopes are proposed.
District Board Secretary (Signature):
District Board Secretary (Type Name):
Date:

FOR DOE USE ONLY

Request Reviewed By:
Signature:
Title:
Date Acted Upon:
Action: [ ] APPROVED [ ] DENIED (identify reason below) [ ] RETURNED NO ACTION (identify reason below)
Comments:



Parent	4550-050-17-2000
Land	
Temporary	
Feasibility	
Emergent	

**DOE PROJECT TRANSMITTAL TO SDA**

County: UNION  
 District Name: ROSELLE PARK BORO  
 District Number: 4550  
 School Name: Roselle Park High School  
 School Code: 050  
 Project Title: STEAM Classroom Renovation  
 Project Address: 185 West Webster Avenue  
 Municipality: Roselle Park  
 Zip Code: 07204

Date: [Redacted]  
 District Contact: Susan Guercio  
 Contact Title: Business Admin./ Board Secretary  
 District Phone #: 908-245-2103  
 District Fax #: 908-245-1226  
 District E-Mail: sguercio@rpsd.org  
 A/E Firm: di cara rubino architects  
 A/E Contact: Kenneth Ross, Senior Project Architect  
 A/E Phone #: 973-256-0202  
 A/E Fax #: 973-256-0227  
 A/E E-Mail: kross@dicararubino.com

1. District Type:  SDA District  Under 55% district aid %  
 55% & over district aid %  Level II District

<b>2. Submission Category:</b> <u>District managed Project</u> <input checked="" type="checkbox"/> GRANT		<u>SDA Managed Project</u> <input type="checkbox"/> Pre Development <input type="checkbox"/> Design & Construction <input type="checkbox"/> Land Acquisition		<u>Submission Type</u> <input type="checkbox"/> New Project Submission <input type="checkbox"/> Additional Information
--	--	--	--	--

3. Brief Description of Project:  
 Renovation of two (2) classrooms into one (1) STEAM classroom

4. Project Context:  
 [Redacted]

5. Project Type(s):  School facilities Project  Demonstration Project  Energy Service Project  
 Emergent Project  Land Acquisition  Community Provider ECC  
(Check All Applicable)

6. Tier Ranking:  New Construction  Tier I  Tier II  Tier III  Tier IV  
 Rehabilitation  Tier I  Tier II  Tier III  Tier IV

7. Requested Pre-Development Scope:  
Site Analysis  Acquisition of New Site  Acquisition of Add. Parcels  District Owned Land  
Temporary Facilities  Temporary Classroom (TCU)  Temporary Leased Space  Temporary Leased Facility  Acquisition of Temporary Facility  
Feasibility Study [Redacted]  
Pre-Design services:  Ed. Spec./Programming  Schematic Design

8. Project Scope:  
New Construction:  New Building  Replacement  Addition  Acquisition of Existing Building  
Rehabilitation:  Renovation  Alterations  Capital Maintenance  Rehabilitation w/Building Acquisition

9. Temporary Facilities:  
Purpose of Temporary Facilities:  Swing Space  Early Childhood-in advance of permanent construction  To House Excess enrollment-in advance of permanent construction

10. Attachments to This Transmittal:  
For Grant Projects:  PEC Letter  FEC Letter  Board Resolution  Land Approval Letter  Project Cost Estimate  Final Ed. Adequacy Letter  
For SDA Managed Projects:  Pre-Development Letter  Site (Block & Lot)  Proposed Room Inventory  Final Project Report  FEC Letter  Final Ed. Adequacy Approval  Preliminary Project Report  PEC Letter

Submitted/Reviewed By (DOE): *(For DOE Use Only)*  
 Prepared By DOE Manager: [Redacted]  
 Approved By DOE Reg. Director: [Redacted]  
 DOE Signature: [Redacted]



V 2.4.8db(02.26.16) 0 Temp. Fac. Sub-Project #: 0 Feas. Sub-project #: 0 Emergen

County: UNION
District Name: ROSELLE PARK BORO
District #: 4550
School Name: Roselle Park High School
School Code: 50

District Contact: Susan Guercio
Contact Title: Business Admin./ Board Secretary
District Tel #: 908-245-2103
District Fax #: 908-245-1226
District E-Mail: sguercio@rpsd.org

District Type:
[ ] SDA District
[ ] Regular Operating District
[ ] Private School for Disabled
[ ] Level II (Project must be undertaken by SDA)

Project Title: STEAM Classroom Renovation
Project Address: 185 West Webster Avenue
Municipality: Roselle Park
Zip Code: 07204
DOE Manager:

A/E Firm: di cara rubino architects
A/E Contact: Kenneth Ross, Senior Project Architect
A/E Phone #: 973-256-0202
A/E Fax #: 973-256-0227
A/E E-Mail: kross@dicararubino.com

Status of District's LRFP:
Draft Determination issued Date: 1/0/19
Final Determination issued Date: 1/25/20
LRFP previously amended Latest Date 1/0/19
LRFP Incomplete

- Project Type:
[ ] School Facilities Project
[ ] Other Capital Project (no state funding)
[ ] Emergent Project !
[ ] Community Provider Early Childhood Facility
[ ] School Facilities Requested as Demonstration Project
[ ] Land Acquisition
[ ] Disposal of Land Request
[ ] Closing of School Facility Request
[ ] Energy Service Project

- Project Scope:
New Construction Component (if applicable):
[ ] New School (if also Land Purchase, see also 2d below)
[ ] Replacement School (with disposal/demolition of existing school)
[ ] New Wing or Bldg Add'n, and/or Partial Demolition/Replacement
[ ] Acquisition of Existing Educational Facility
[ ] Acquisition of, Construction of, or Add'n to a Non-Educ'l Facility
Temporary Space Component (if applicable):
[ ] For Educational Purposes
[ ] For Non-Educational Purposes

- Renovation/Alteration Construction Component (if applic
[ ] Educational: Alteration of any educational space
[ ] Non-Educational: Impacts only Non-Educ'l space/system/
[ ] Educational: Change-of-Use that requires Alterations, or i
[ ] Mech. or Elec. changes per NJAC 5:23 or NJAC 6A:26.
[ ] Site or Facility Change or other Alteration For Barrier Free
5:23, Sec. 504 of Federal Rehabilitation Act and ADA Act
Land Acquisition Component (if applicable):
[ ] Acquire new site or additional parcels to expand an existi

QC Review:
[ ] Completed by: Date: [ ] Released to manager W/O QC review [ ] Checklist was sent to applicant

- PEC (Preliminary Eligible Cost) Approval:
(Educational Specifications and Schematic Drawings)
[ ] Itemized list of furniture / equipment with areas
[ ] Proposed Room Inventory Report (from approved LRFP)
[ ] Cohort-Survival Enroll Projection (within one year) Date:
[ ] Temporary Facilities Checklist DOE-126
[ ] Other Capital Projects, BOE Resolution - board not seeking funding
[ ] Demonstration Project, DOE 121
[ ] LEED statement (New School only)
[ ] Pre-Development Service Request (Abbott & >55% Only) DOE-110
[ ] Feasibility Study
[ ] Variance Approval Request, DOE-125
[ ] Copy of letter to Local Planning Board Date Submitted:
55 days =
[ ] Pre-Development Service Approval Letter Date:
[ ] PEC Letter Date:
[ ] Other Capital Project Letter Date:

- FEC (Final Eligible Cost) Approval:
[ ] FEC letter Date:
[ ] PEC Letter Attachment "A" received
[ ] Board resolution signed and sealed
authorizing the district's elections
[ ] SDA Transmittal, Date:
[ ] Final Report & FEC Cost Recommendation (SDA Projects)
[ ] Local Release for Authority Projects &
DCA if non-authority Project DOE 124
[ ] DCA Transmittal Date:
FEA (Final Educational Adequacy Approval):
[ ] Fee Paid Date: Amount: Check#:
[ ] 3 copies of final drawings signed & sealed (if required)
[ ] SDA Transmittal, Date:
[ ] DCA Transmittal (FEA letter)
[ ] FEA Letter Date:

NOTES:

Manager's Release:
signature:

