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## UPDATED PROJECT APPLICATION GUIDANCE DOCUMENT FOR VERSION 2.4 (and up)

### Step 1: Downloading and Saving the File:

***PLEASE NOTE: There are two (2) different application versions, depending upon which version of MS Office your office is running.***

Download the appropriate file: “proj\_appv2.5\*.c.xls” (for those running MS Office 2003 and below or MS for Mac), or “proj\_appv2.5\*.db\_.xlsb” (for those running MS Office 2007 and above) from the NJDOE Office of School Facilities website found here:

**<http://www.state.nj.us/education/facilities/projectapplication/>**,

to your local drive. ***DO NOT*** save the file as .xlsX or .xlsM (the .xlsm file will no longer go through our security filters).

After saving the file to your own drive, open the file using MS Excel.

***When opening the file, you may be notified that the file contains macros and MS Excel will ask you if you wish to disable the macros when opening the file. YOU MUST ENABLE MACROS for the file to function properly. If you do not enable macros, the file may not function properly and you will not be able to take advantage of automation put in place to assist you in completing the application package. Please name the file something OTHER than the original file name. See Step 2 for further instructions.***

The file ending in “.xls” should be compatible with MS Excel 2003 and below and is a MS Office Excel 97-2003 workbook. The file ending in “.xlsB” should be compatible with MS Excel 2007 and above and is a MS Office Excel Binary Workbook. They both consist of multiple worksheet tabs, with each tab representing a separate DOE Form. Altogether, these forms represent a School Facilities Project Application Package.

When emailing the file to NJDOE (i.e., submitting the workbook/file), submit the entire workbook/file,

***DO NOT ATTEMPT TO SEPARATE SINGLE WORKSHEETS/FORM/TABS in the workbook. In addition, EXCEL is the ONLY format accepted as a project application - no PDFs or other formats will be accepted.***

*A separate application package/workbook must be completed for EACH SCHOOL project being undertaken, and must be updated and re-sent as the project moves through its stages (Predevelopment, Schematic, Final, etc.)*

## **Step 2: Application Process:**

The application process consists of several steps:

Copy (“download”) the \*.xls or \*.xslm file to your hard drive. Please be sure to download a “fresh” application each time you request a project number, as the file is being updated regularly with minor tweaks. Major version changes will be made known on the webpage and via email. The current version of the file is stated in the name of the files when downloading from the webpage.

***Again, MS 2007+ users - DO NOT SAVE THE FILE AS AN .xlsx file - ALWAYS USE .xlsB or you will have to start all over with a brand new application.***

Upon opening the file, please use “save as” to name the file something OTHER than the default name (“proj\_appv2.4\*”), preferably one that reflects at least the name of the school district (and school, if more than one application is being sent in). In the case where there are multiple school districts with the same name (like Washington Twp., Franklin Twp., etc.), please indicate the County name, e.g.

“Morris\_Washington\_HavenES.xslm.” If there are multiple projects for the same school, please add a ONE WORD descriptor at the end, e.g.”Morris\_Washington\_HavenES\_Roof.xslm.”

Abbreviations are accepted and strongly encouraged. Any applications sent in with the default name (i.e.,

“proj\_app2.4\*.xls” or “proj\_appv2.4\*.xlsb”) will be returned in order to be renamed.

Obtain a DOE state Project number by completing the following three forms in the application workbook IN THEIR ENTIRETY, then emailing the application to DOE:

- Welcome Form DOE-001
- Transmittal Form-100A and,
- Project Application Form-120 or Pre-Development Form-110 (use Form 110 only if the District is required to use the Schools Development Authority (SDA) to construct their projects).

*When sending multiple files for a single school district, please indicate in the Subject line of the email the County/School District name and number of*

*applications being sent, e.g. Morris County, Washington Twp., 1 or 15.*

*Again, abbreviations are strongly encouraged within the subject line.*

Send via email the partially completed application(s) to DOE at this address:

**project.app@doe.nj.gov(project.app@doe.nj.gov).**

Indicate on the Welcome Form (DOE-001), in Section 3, that this is to request a project number.

Stop at this point and wait until you receive a return email from DOE with the State Project number assigned. Pay special attention to any directives written in the cover email. **At this point, this file becomes the working copy.** **DO NOT** rename the file once it is returned by the DOE with the number assigned.

The project numbering system is summarized below:

### **Project numbering system: DDD-SSS-YY-PTEX:**

- **DDDD** = 4-Digit District Code,
- **SSS** = 3-Digit School/Building Code\*,
- **YY** = Fiscal Year in which Project Number is Assigned
- **P** = Parent Project Number. One “Project” as defined by NJDOE may have several parts (such as Land or TCUs), now identifiable as sub-project numbers, e.g., **1230-567-15-1100** or **1230-567-15-1200**, which all share the same “Parent” project number, **1230-567-15-1000**. Most projects will not have sub-project numbers.
- **T, E, X** = Numbers signifying the type of sub-project or the sub-project number. Not all projects will have sub-projects. ROD Grant packages for the same school will have sequential numbers, e.g., **1230-567-15-1001**, **1230-567-15-1002**, **1230-568-15-1003**, etc.
- **1000** indicates the first parent project for the particular school/building in the same fiscal year. **2000** indicates the second parent project for the particular school/building in the same fiscal year, and so on.
- **X100** will be assigned if the parent project includes a land portion (sale, disposal, purchase, etc.).
- **X200** will be assigned if the parent project includes Temporary Facilities (TCUs, Temporary Leased Spaces, etc.)
- **X400** will be assigned if the parent project is designated an Emergent Project (mainly for SDA projects).

*\*School codes are three-digit (3-digit) codes that can be found on the NDOE website following this link: <http://education.state.nj.us/directory/pub.php/>. If you cannot find the school code on the webpage for the particular school district, please leave that section blank and a temporary school code will be assigned by the Office of School Facilities.*

Complete the remainder of the application forms that are required for the type of project the District is undertaking. These will be identified on Forms 001 (Welcome) and 002, as well as Form 110 (OR Forms 120 and 121), which provide further assistance.

***PLEASE NOTE THAT FORM 160 (School Construction and Racial/Ethnic Enrollment Questionnaire) IS NO LONGER REQUIRED AND HAS BEEN REMOVED FROM THE PROJECT APPLICATION AS OF 7/24/2015.***

Email the completed application workbook to DOE at this address (project\_app@doe.state.nj.us). Indicate on Form 001 (Welcome), Sections 3 and 4 that this is an UPDATED file and that it is in the Pre- application, Schematic, Final, or “Other” phase of the application process.

***During the ROD Grant period, due to the number of applications received it is strongly suggested that if there will be more than six (6) applications sent in for project numbers, that all applications be sent in on a CD/DVD in a mode where it can be written over and sent back. Updated electronic copies of the project applications should also be sent via CD/DVD. This prevents the project application inbox from shutting down and applications sent not being received in a timely manner.***

Print all applicable Forms, collect signatures as required, and include a signed Transmittal -100A (or B) Form with every submission being mailed to the DOE, See project application form, transmittal sheet, land acquisition form, checklist forms , etc. to verify that all requisite submittal packages have been gathered. The District manager assigned (found on Welcome Form 001 as well as in the body of the email sent with the project number assignment) may also be contacted directly for any questions regarding the project.

**INCOMPLETE SUBMISSIONS WILL NOT BE REVIEWED AND WILL BE RETURNED**  
**ALL PAPER SUBMISSIONS MUST BE ACCOMPANIED BY A PRINTED, SIGNED COPY OF THE TRANSMITTAL (FORM 100A OR 100B) AS APPLICABLE.**  
**IF APPLYING FOR ROD GRANT FUNDING (DURING INDICATED ROD GRANT PERIODS ONLY), SUBMISSION(S) MUST BE COMPLETED BY APPLICATION DEADLINE.**

**INPUT LEGEND:**

The various tabs/forms in the workbook include colored cells and data inputs, which translate as follows:

 White cells indicate unchangeable or automatically generated information (editing by the user is not allowed).

 Yellow cells indicate that data input is required by the user;

 Purple cells indicate that particular attention should be paid to this data, which may be critical to your project;

 Yellow Checkbox: check those that apply or are appropriate by clicking in the box;

 Pull down: click on the arrow and select the information appropriate to your district.

***PLEASE NOTE: IF YOU GET A MESSAGE STATING THAT A PASSWORD IS REQUIRED, YOU ARE ATTEMPTING TO ENTER INFORMATION INOT AN INCORRECT CELL. CHECK THE COLOR OF THE CELL AND MAKE SURE THAT ONLY YELLOW OR PURPLE SHADED AREAS ARE BEING FILLED OUT.***

**DATA INPUT HINTS:**

Once downloaded, proceed to fill out the application by undertaking the following steps:

1. **Welcome Form (DOE-001):**
  - a. Select the **County Name**,
  - b. Select the **District Name**,
  - c. Check off/fill in items appropriate to describe the various aspects of the project being undertaken. Please make sure to input a **3-digit code** for the school code, if available;
  - d. Fill out ALL ITEMS (1-13) on Form-001 - you will need to scroll down to see them all.
2. Information on Form -001 will pre-populate into other forms in the workbook, to reduce input time and error. Continue filling out the other required forms **IN THEIR ENTIRETY OR THE APPLICATION WILL BE RETURNED.**
3. After the State Project number has been received and all other required forms have been completed, forward the Project Application package to DOE (1 copy of all application forms and checklists) to (Remember: submission MUST have Transmittal Form DOE-100A or DOE-100B);

03/02/2018

all printed forms MUST show the assigned State Project Number pre-populated into box at top of each form):

- a. **Regular Mail:**  
New Jersey Department of Education  
Office of School Facilities  
P.O. Box 500  
Trenton, NJ 08625-0500
  
- b. **Courier/Express Mail:**  
New Jersey Department of Education  
Office of School Facilities  
200 Riverview Plaza, 2<sup>nd</sup> Floor  
Trenton, NJ 08611-3419