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July 26, 2016

TO: Chief School Administrators
School Business Administrators/Board Secretaries
SDA District Chief School Administrators

FROM: Kevin Dehmer, Chief Financial Officer
Division of Executive Services
New Jersey Department of Education

Andrew Yosha, Executive Vice President /s/
New Jersey Schools Development Authority

SUBJECT: 2016 Potential Emergent Projects Program

The New Jersey Department of Education (NJDOE) and the New Jersey Schools Development Authority (NJSDA) are launching our third statewide effort since 2007 to identify and evaluate potential emergent projects for SDA Districts. We will be working with each district over the coming months to review potential emergent conditions that may be eligible for funding utilizing available program resources.

In order to facilitate the identification, review, and prioritization of potential emergent projects, we are seeking information from each district. Potential projects to be considered will be limited to those with scopes that address the following:

- Building envelope conditions allowing water infiltration, including roofing and wall systems
- Existing mechanical system failures or anticipated failures
- Structural issues
- Fire and life safety issues, including existing fire alarm and fire suppression systems

In all instances, potential projects must be for the repair or replacement of existing systems that are either failing or are anticipated to fail in the near future and for conditions that can no longer be addressed through general maintenance. The purpose of the potential emergent project program is not intended to provide upgrades to existing functional systems based solely on age and life cycle expectancy. In general, the conditions should already be known to the district due to the severity of the deficiency and the implementation of past corrective measures, which should eliminate the need for new building condition surveys to identify potential emergent projects.

To facilitate the validation and prioritization of potential projects, the application process for each district consists of the three steps outlined below. Potential projects will be evaluated at each step of the process to determine whether they will continue to be considered for funding.

STEP ONE

Deadline:	Friday, August 19, 2016
District Action:	Completion of online survey identifying potential emergent project(s) for consideration
Survey Link:	https://www.research.net/r/PEPS2016 <i>(Can also be accessed from NJDOE School Facilities homepage at: http://www.state.nj.us/education/facilities/)</i>

To initiate the process of submitting a potential emergent project for consideration, the district must complete an online survey available at the above link. The survey can also be accessed through the NJDOE School Facilities webpage at <http://www.state.nj.us/education/facilities/>. The purpose of the survey is to determine if the proposed project scope complies with the previously described parameters for a potential project to be considered for funding. A separate survey must be completed for each project type and for each school and submitted no later than Friday, August 19, 2016. No additional project requests will be considered after this deadline.

Immediately upon submission of the survey, a determination will be made regarding the eligibility of the potential project for further consideration. If the potential project is determined to meet the criteria for consideration, the project will be assigned a temporary identification number and the district will be supplied with information concerning the next step in the process. Only potential projects issued the preliminary identification number can continue in the process.

STEP TWO

Deadline:	Friday, September 16, 2016
District Action:	Submission of supporting documentation

For those projects determined eligible to proceed, the district will be required to submit additional information. Detailed information concerning next steps and submission requirements will be provided at the conclusion of the survey. Information required will include, but may not be limited to:

- Video and/or photographic evidence of the condition requiring remediation
- Documentation of system age, maintenance history of the affected system, and prior remediation efforts and expenditures
- Inspection report by a licensed professional that details the existing condition and demonstrates that the existing system is failing or has the potential to fail and requires replacement or extensive rehabilitation
- Proposed scope of work and cost estimate by a licensed professional

The NJDOE and NJSDA will review the documentation to make a determination whether the requested project scope is eligible for prioritization within the emergent program. Districts will be informed if a potential project is found not to conform or if more information is required to make a determination.

STEP THREE

District Action: Submission of NJDOE project application and other supporting documentation
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After the conclusion of the Step Two submission period, the NJDOE and NJSDA will prioritize potential projects conforming to program scope parameters based upon severity of need and availability of funding. Upon completion of the prioritization, the district will be notified of potential project(s) selected for advancement at this time. Districts will then be invited to submit a completed NJDOE project application for pre-construction approval, a cost estimate on NJDOE forms 130 and 131 of the NJDOE project application, and other supporting documentation.

Any submission failing to address documentation requirements or that differs from previously submitted information will not be considered for funding. Additional support materials and site visits by the NJDOE and NJSDA may be required prior to project approval. The district will receive further correspondence if additional action or information is required at each of the steps. We appreciate district's cooperation in expediting this process.

Please note that:

- **Only emergent capital projects related to the systems identified on page one are being advanced through this initiative.** Upgrades to existing functional systems, non-emergent rehabilitation and new construction are outside the scope of this initiative.
- **Routine and required maintenance work is always the responsibility of the school district.** This work is not a School Facilities Project as defined under EFCFA and is not eligible to be funded by the NJSDA.
- **Emergent condition** means a condition is so injurious or hazardous that it causes an imminent peril to the health and safety of students and staff.
- **Emergent project** means a capital project necessitating expedited review and, if applicable, approval, in order to alleviate a condition that, if not corrected on an expedited basis, would render a building or facility so potentially injurious or hazardous that it causes an imminent peril to the health and safety of students or staff.

Please be mindful that a district may choose not to participate in this program in whole or in part. Instead, an SDA district may include in its annual capital outlay budget and submit for approval one or more other capital school facilities projects if the NJDOE Commissioner or designee, in consultation with the NJSDA, approves the inclusion of the project upon a demonstration by the district that its budget includes sufficient funds to finance the project. A district may also withdraw funds from a capital reserve account for such purpose with the approval of the Commissioner or designee.

If you have any questions regarding this effort, please contact Bernie Piaia, NJDOE's Office of School Facilities, at (609) 984-5351 or bernie.piaia@doe.state.nj.us.

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