



New Jersey Department of Education, Office of School Facilities Planning LRFP Major Amendment Guidelines

In accordance with P.L. 2007, c. 137, each school district must amend its Long-Range Facilities Plan (LRFP) at least once every five years, which is referred to as a “Major Amendment.” The amendment includes updates on the web-based LRFP reporting system and the submission of supporting documents to the Office of School Facilities Planning (OSF).

The district’s LRFP must be consistent with an application for a school facilities project. If your district is planning to submit a project and the most recent LRFP approval letter was issued more than five years ago, a Major Amendment to the LRFP must be submitted and approved prior to project approval to address five-year reporting requirements as well as the proposed project.

The amount of time and effort needed to amend the LRFP will vary for each district. Unlike first approval in the LRFP system, amendment tasks center more on review and editing. Therefore, the degree to which existing inventory in the LRFP system reflects current conditions and the scope of future changes are major determinants of the amendment effort. In general, LRFPs in districts with stable enrollments and no major past or proposed inventory changes can quickly update their plans with the completion of the enrollment projection template, minor edits in the LRFP system, and the submission of supporting documents. In contrast, districts with significant facilities changes since their last LRFP approval or inadequate student capacity typically need more time to amend their LRFP. In these cases, districts may elect to submit an amendment focused on capital maintenance and/or an imminent project and enter “placeholder” inventory actions to address capacity, if needed, pending more detailed analysis for a subsequent amendment.

District administrators can email the [OSF](#) to request account information to access the LRFP reporting system. Each school district is responsible for creating and assigning additional user accounts; the OSF will not issue account information to consultants. Refer to the [District Administrator Instructions](#) for guidance on how to create new accounts and delete the accounts of former staff and consultants who should no longer have access to the district’s LRFP data.

The following summarizes district reporting requirements for a Major Amendment. The DOE’s [OSF LRFP web page](#) offers helpful documents if you are unfamiliar with the LRFP reporting process and system. For detailed guidance on how to navigate and enter information in the LRFP system, refer to the [LRFP Tutorial](#) and [Addressing the LRFP Data Check Report](#). The [OSF](#) can also be contacted for assistance. A district administrator should be included on all email correspondences.

- 1. Update the LRFP name in the LRFP section of the LRFP system to reflect the new amendment and request the district’s data be unlocked for editing if needed.**

In the LRFP section, rename the previously submitted LRFP record, identified by a status of “Deficient,” “Amendable,” “Submitted,” or “Approved,” with the current year and type of amendment, such as “2019 Major Amendment.” **DO NOT create a new LRFP record or use a previously created LRFP record with a status of “Work in Progress” unless your district has never received LRFP approval using the LRFP reporting**

system. Email the [OSF](#) before proceeding if you are unsure which LRFP record should be updated for the amendment.

Although districts have the capability to create multiple LRFP records to test different scope of work scenarios, **only the previously submitted LRFP can be submitted for an amendment.** LRFPs with a status of “Work in Progress” can only be submitted for the first LRFP approval in the system. Data cannot be transferred from one LRFP to another and must be re-entered if the wrong LRFP record is used.

If the LRFP status is “Approved,” complete and email the [LRFP System Data Unlocking Request Form](#) to the [OSF](#) to have LRFP data unlocked for editing. District account information can also be requested on this form. If the LRFP status is “Submitted,” users with district administrator privileges can unlock the LRFP themselves by clicking the “Deficient” or “Amend” button near the top of the screen.

2. Complete an enrollment projection using the DOE MS Excel template.

The LRFP system no longer updates historic enrollments or provides a standard cohort-survival enrollment projection. Therefore, all references to existing enrollments and grades in the LRFP system and in the automated reports should be ignored, and the district must submit an enrollment projection as a supporting document. Minimally, all districts must submit a standard cohort-survival enrollment projection using the [Department’s template](#). The historic enrollments entered in the template must match either ASSA reports or NJ Smart and not a combination of the two. Districts may also submit an alternative methodology for consideration. However, it is recommended that the projection be emailed to [Susan Kutner](#), Director of the Office of School Facilities Planning, for review prior to LRFP completion and submission.

The Office of School Facilities Planning will provide a completed standard cohort-survival enrollment projection template using ASSA data upon request. Please include the district name and county in the [email](#) request. A district administrator must be copied if the request is submitted by a consultant.

3. Enter Proposed Enrollments in the Enrollment section of the LRFP reporting system.

Create a new projection record in the Enrollment section of the LRFP system and enter “Proposed Enrollments” from the offline projection at the bottom of screen. The entered data must exactly match one year of the offline projections at least three years into the future.

4. Update the School List in the Inventory section of the LRFP reporting system.

Update district schools and DOE ID codes to coordinate with the district’s most recent ASSA report and identify potential new schools. ([The New Jersey School Directory](#) also provides an official school list.) Existing and potential school records cannot be deleted from the LRFP system once saved. Therefore, invalid records should be renamed “---” for easy identification and dismissal.

5. Update existing and proposed Sites, Assets, and Rooms in the Inventory section of LRFP reporting system.

The *School Asset Report*, *Site Asset Report*, *Existing Room Inventory Report*, and the *Proposed Room Inventory Report*, which are generated in the Report section of the LRFP system, allow a quick overview of the inventory represented in the LRFP system and the need for updates. Please note that the identification of proposed inventory is a two-step process in which the proposed site, asset, or room is named in the Inventory section and

the action to achieve the change is noted in the LRFP section. Also, previously identified potential inventory that is now existing must be deleted and re-entered as existing. If relating to a school building, be sure to print out the *Proposed Room Inventory Report* before deleting the data so it can be re-entered as existing.

The existing inventory will be imported into future LRFP system updates. Therefore, it is worthwhile to correct reporting mistakes. **Common reporting mistakes are as follows:**

- Contiguous sites should be represented as one site regardless of the number of buildings on the site, different functions, different schools served, etc.
- Rooms in a single building should be grouped together under one asset regardless of the number of schools served. If a building serves more than one school, add “see School X” to the name of the school not selected as the school served.
- A building addition (potential rooms with new construction actions) should be listed under the existing asset.
- Facilities used by the entire school district, such as administration buildings, should not be associated with a school. (The “schools served” field for the asset, accessed through the site menu, should display “none selected.”) Assets that are not associated with a school are listed at the beginning of the *School Asset Report*.

6. Update inventory actions in the LRFP section of the LRFP reporting system as needed.

Potential sites, assets, and rooms identified in the Inventory section are not included in the LRFP unless assigned an inventory action in the LRFP section. Refer to the *School Asset Report*, *Site Asset Report*, and the *Proposed Room Inventory Report* to determine required updates. If the district elects to identify systems, or capital maintenance work, in a supporting document, no edits in the LRFP system are required. (See Step 10 below.)

An error message will appear when “Edit Actions” is clicked. Acknowledge the message and proceed to the left toolbar to make a selection.

7. Update capital maintenance (“systems”) in the Inventory and LRFP sections or compile a spreadsheet for offline submission.

The *Systems Action Report* provides an overview of proposed capital maintenance currently represented in the LRFP. **The district may either update proposed systems work in the LRFP reporting system or submit as a supporting document.** If the district elects to submit capital maintenance as a supporting document, website data will be ignored. If reporting capital maintenance on the LRFP system, the work must be identified in the Inventory section and selected for inclusion in the LRFP, Edit Actions section.

Proposed system work can be eliminated from the LRFP by de-selecting the work for inclusion in the LRFP, Edit Actions section. The record does not have to be deleted from the Inventory section. However, systems records can only be deleted in the Inventory section if not included in the LRFP.

8. Select enrollment projection and distribute Proposed Enrollments among the schools in the LRFP section of the LRFP reporting system.

In the Enrollments/Grade Alignment section of the LRFP screen, select the new enrollment projection record and distribute the proposed enrollments among the schools. The sum of the proposed school enrollments must equal the district-wide projections as calculated on the bottom of the School Grade Alignment screen, and the proposed school capacities must coordinate with the proposed enrollments. The *LRFP Data Check Report*, generated in the Reports section of the LRFP reporting system, identifies coordination issues, and the *FES and District Practices Capacity Report* provides the calculated capacities. In some cases, school grade alignments, district practices capacity represented in the room inventory, and/or inventory actions may require adjustment for coordination. (See [Addressing the LRFP Submission Data Check Report](#) for detailed instructions.)

9. Generate and review Data Check Report.

The *LRFP Data Check Report*, generated in the Reports section of the LRFP reporting system, highlights potential reporting errors and critical issues requiring action for LRFP approval. The [Addressing the LRFP Submission Data Check Report](#) guidance document provides detailed descriptions and potential corrective actions for each data check. A summary of critical data checks requiring action for LRFP approval are listed below.

- **#4/Enrollment-Grade Alignment Coordination:** Must be corrected.
- **#5/Proposed Schools and Enrolments and #7/Proposed Schools and Instructional Buildings:** Only invalid records (“---“) and schools that share buildings with other schools should be cited.
- **#9/Enrollment and Capacity Coordination:** This is one of the major review points of the LRFP. If a school is cited for deficient capacity, the LRFP is still approvable if the deficiency is less than the maximum capacity before the application of the utilization rates. Otherwise the district must redistribute the school capacity or edit the room inventory and/or actions. If a school is cited for surplus capacity and no new construction is proposed districtwide for the grades served by the school, no action is needed. If new construction is proposed at the cited school or another school serving the same grade levels, the district must redistribute school enrollments, eliminate proposed new capacity, and/or submit a statement explaining why existing capacity cannot be used.
- **#10/Room-Grade Alignment Coordination:** Must be corrected except for PKSE.
- **#12/Grossing Factor Spaces:** Must be corrected.
- **#16/Room Inventory:** Must be corrected.
- **#19/Reconfiguration Actions:** Must be corrected.
- **#20/FES Compliance:** The district must either increase proposed square footage or submit a statement verifying that the building appropriately accommodates the curriculum and programs.

10. Electronically submit the LRFP.

If steps 1-8 have been completed and no critical errors are cited in the Data Check Report, the district should “submit” the LRFP in the LRFP system. In some cases, the submit function will not work, and the district should proceed to step 11. **It is highly recommended that districts generate and download all reports for future reference.**

11. Email a full set of supporting documents after LRFP reporting system updates are completed, which indicates that the amendment is ready to be reviewed.

The emailing of the supporting documents listed below signals to the DOE that the district's LRFP amendment is complete and ready for review. The documents can be emailed directly to the OSF staff member reviewing the LRFP or to the [OSF email](#) if the reviewer is unknown.

The documents listed below must be emailed with each major amendment in **PDF format**, except for the completed MS Excel enrollment projection template, regardless of whether the information has changed from prior LRFP approval. Districts can download supporting documents from the LRFP reporting system and resubmit if the document does not require updating.

- **Enrollment Projection:** The projections should include the completed DOE cohort-survival enrollment projection in MS Excel and alternate projections in PDF format if applicable.
- **Board of Education Resolution:** The resolution should authorize submission of the LRFP amendment.
- **District Map:** The map should display district boundaries and the location of each existing and proposed school.
- **Existing Site Plans:** The site plans should minimally show site boundaries, building footprint(s), PE/recreation fields, and hard surfaces. Google maps are acceptable if site boundaries are added.
- **Existing Floor Plans:** The floor plans should be to scale but can be single-line diagrams. Room names should coordinate with the room inventory entered in the LRFP system.
- **Proposed Systems/Capital Maintenance:** The district should submit a list of proposed capital maintenance work, including a description of the proposed work, deficiency to be addressed, estimated costs, and anticipated year of completion, if not reported in the LRFP system. Please note that systems work identified in the LRFP system will be not be considered part of the approved LRFP amendment if this supporting document is submitted.
- **FES Waiver:** If Data Check #20 applies, the district should submit a statement verifying that the buildings are able to adequately support the curriculum and programs.

Please email all documents at one time after the LRFP has been submitted in the LRFP system. DO NOT email a partial set of documents or before LRFP system updates are complete unless directed otherwise by the reviewer. The date of the email containing the complete set of supporting documents will be the official submission date of the LRFP amendment (not the date of the electronic submission in the LRFP reporting system).

It is highly recommended that districts maintain all LRFP amendment supporting documents and download LRFP system reports for future reference. These documents may not be accessible in the LRFP system in the future.