



New Jersey Department of Education, Office of School Facilities Planning LRFP Minor Amendment Instructions and Request Form

Complete and email this form and the required submission documents to the [Office of School Facilities Planning](#) if the district wishes to submit a Minor Amendment to the previously approved LRFP.

To be eligible for consideration for a Minor Amendment, the following must be true:

- The district has an approved LRFP amendment issued within the last five years. *(Prior LRFP Determination Reports can be found on the [Office of School Facilities webpage](#). Please email the [Office of School Facilities Planning](#) if you believe your most recent report is not posted.)*
- Inventory action updates to the previously approved LRFP are limited to (1) systems work, (2) the reassignment of rooms, and/or (3) the updating of proposed inventory to coordinate with a school facilities project submission.
- Proposed inventory updates in the LRFP reporting system, if applicable, do not result in capacity coordination issues or other critical data flaws noted in the LRFP Data Check Report, generated in the LRFP reporting system, and described in the [LRFP Major Amendment Guidelines](#), Section 9.

County:

District Name:

District DOE Code:

District Contact Information

Name:

Title:

Street Address:

City, State, Zip Code:

Email:

Phone:

Consultant Contact Information (if applicable)

Name:

Title, Firm:

Street Address:

City, State, Zip Code:

Email:

Phone:

Proposed Changes to Previously Approved LRFP

Date of last approved LRFP:

Check each box if applicable.

- Updates to proposed systems (capital maintenance) work.** If the LRFP amendment is limited to changes to proposed systems work, updates in the LRFP reporting system are not required. (See “Required Supporting Documents” below for amendment submission requirements.)
- Updates to inventory (sites, assets, rooms).** Inventory changes must be represented in the LRFP reporting system. If data in the LRFP reporting system cannot be edited (text appears grey and records cannot be edited), the LRFP is “locked.” To have a LRFP’s data unlocked for editing, complete and email the [LRFP System Data Unlocking Request Form](#) to the [Office of School Facilities Planning](#). Similar to a Major Amendment, the LRFP should be “submitted” in the LRFP reporting system when updates are completed.

Required Submission Documents

Check each box to indicate the documents that will be submitted with the completed Minor Amendment Request form. All documents should be submitted in PDF format.

- Board of Education resolution** authorizing the LRFP amendment submission. *(Required with all submissions.)*
- LRFP Data Check Report** if the amendment includes inventory updates other than systems work or the LRFP was unlocked for editing. Do not submit the Minor Amendment for review if critical data checks, as described in the [LRFP Major Amendment Guidelines](#), section 9, are cited.
- A list of all proposed systems/capital maintenance work**, including building name, school(s) served, description of proposed work, and estimated costs if the data in the LRFP reporting system is not updated. The list should be comprehensive and include all proposed systems work even if included in a previous amendment. *(If this box is not checked, it will be assumed that all proposed systems work is represented in the LRFP reporting system.)*
- Updated existing site and floor plans** if different from previously submitted supporting documents.

Please wait to email documents to the [Office of School Facilities Planning](#) until all submission requirements are completed, including updates in the LRFP reporting system if applicable. Email the [Office of School Facilities Planning](#) if you require additional guidance concerning whether a Major Amendment is required. You will be notified with the name of the school facilities specialist reviewing the amendment after receipt of the submission.