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## Long-Range Facilities Plan Amendments Frequently Asked Questions

The following answers the mostly frequently asked questions pertaining to amending Long Range Facilities Plans (LRFP). Please refer to the Office of School Facilities LRFP web page at <http://www.state.nj.us/education/facilities/lrfp/> for additional information.

### LRFP Website Access and Functionality

#### 1. Has the LRFP website changed?

The LRFP website has not changed except for its address at <http://lrfp.mkspd.org/>.

However, for the time being, **historic enrollments are no longer being annually updated in the system**. Therefore, the cohort-survival enrollment projection found on the LRFP website will no longer be accepted for LRFP approval. A standard cohort-survival enrollment projection template can be downloaded from the Office of School Facilities web page at <http://www.state.nj.us/education/facilities/lrfp/>. This template must be completed and submitted as supporting documentation, with enrollments for the selected projection year entered into LRFP website. (*See "Part E: Identifying District Enrollments" of the tutorial posted in the Help section of LRFP website for detailed instructions.*)

#### 2. What should I do if I can't remember my username/password or I am a district consultant in need of access to the LRFP website?

If you were previously issued a password, go to the home page of the LRFP website at <http://lrfp.mkspd.org/> and click on "forget password?" to receive an email with password information.

**Districts are responsible for issuing passwords to consultants.** District administrator instructions can be found at <http://www.state.nj.us/education/facilities/lrfp/dainst.pdf>.

#### 3. Why isn't the website displaying properly?

**The LRFP website only works with Internet Explorer 8 or earlier.** It will not work with Internet Explorer 9 or other browsers. (Future updates to the system will include other browser options.)

#### 4. Where should I start if I have never used the LRFP website?

First, **do not delete anything!** Deleted information cannot be retrieved. A tutorial providing step-by-step instructions for each LRFP section can be downloaded from <http://www.state.nj.us/education/facilities/lrfp/>. This tutorial, as well as a user manual and other helpful information, can also be found in the LRFP website's Help section.

#### 5. Why can't I make changes to my LRFP?

For data fields to be editable, an LRFP must have a status of "amendable" or "deficient."

An Amendment Request Form must be submitted to the Office of School Facilities (OSF) for approved LRFPs to be unlocked for editing (*See Question 10*). Based upon the information provided on the form, the entire LRFP or just specific schools will be unlocked for editing. You can see which data has been unlocked by going to the LRFP section, Summary view, and clicking on "Edit Reasons." Please contact the OSF if you have submitted an Amendment Request Form and required portions of the LRFP have not been unlocked. The name of the OSF staff member reviewing the LRFP can be found in the LRFP Summary view, top section.

If the LRFP has an "amendable" or "deficient" status but fields cannot be edited, the problem is likely due to access privileges associated with the user name. Please contact [project\\_app@doe.state.nj.us](mailto:project_app@doe.state.nj.us) for further assistance.

### Amendment Requirements and Approval Issues

#### 6. When do I need to update my approved LRFP?

The section of the Educational Facilities Construction and Financing Act (EFCFA) pertaining to the LRFP was amended as part of P.L. 2007, c.137. **School districts are no longer required to automatically prepare and submit a new LRFP every year ending in a "0" or a "5"**. Instead, following the approval of the 2005 LRFP, each school district shall amend its LRFP **at least every five years** to update enrollment projections, building capacities, and health and safety conditions. The five-year timeline begins on the date of the final determination or amendment letter sent to each school district. An online copy of the final determination letter can be found on the Office of School Facilities web site at <http://www.state.nj.us/education/facilities/lrfp/fdl>.

#### 7. What happens if I do not amend my LRFP after five years?

We understand that districts have many priorities and may not be able to complete an LRFP amendment by the fifth year anniversary date of the last approval. However, compliance is required to submit projects.

**8. My LRFP was approved within the last 5 years but I need to add or edit proposed work to coordinate with a project application. What do I need to do?**

**If planning to submit a non-education project**, such as a system maintenance project that does not impact the district's inventory (roof, boiler, etc.), the district only needs to submit an "LRFP Amendment Request Form" and a signed and a sealed Board Resolution authorizing the LRFP change. No LRFP website updates are required. Please note that this does not constitute a major amendment fulfilling five-year LRFP reporting requirements.

**If planning to submit an educational project involving capacity changes**, a major amendment, as outlined in Question 10, is needed.

**If planning to submit an educational project not involving capacity changes**, the district should submit an "LRFP Amendment Request Form" and a signed and a sealed Board Resolution authorizing the LRFP change. The Office of School of Facilities will then unlock the specific inventory section of the LRFP website for district editing. Please note that this does not constitute a major amendment fulfilling five-year reporting requirements.

**9. I thought my LRFP was approved. Why is the status "deficient" or "submitted"?**

If the status of the LRFP is "deficient," it was either never approved or had its status changed to "deficient" in order to allow the editing of existing inventory for an amendment.

The most recent LRFP approval letter, including those for amendments, for all districts can be found at <http://www.state.nj.us/education/facilities/lrpf/fdl/>. If a letter is not posted for your district, it is likely that approval for the 2005 LRFP was never issued. If you believe this to be in error, contact the Office of School Facilities staff member assigned to your district for further clarification.

The Department is currently working on updating the LRFP system. In the interim, LRFPs approved after 2011 will only have a "submitted" status.

**10. What is the minimum that I have to do for my five-year update to the LRFP?**

The amendment process is similar to that of the 2005 LRFP except the tasks center more on reviewing and editing. The amount of work required depends upon how much has changed since the last approved LRFP.

The first step in the amendment process is to **submit an "Amendment Request Form"** to the Office of School Facilities so that the district's LRFP can be unlocked for editing. The form and instructions can be found at <http://www.state.nj.us/education/facilities/lrpf/> under "LRFP Amendment Information."

Components of the previously approved LRFP should be updated to reflect existing conditions and future building objectives based on updated enrollment projections and district educational objectives. Specific tasks should minimally include the following:

- **Update enrollment projections and proposed school grade alignments.**

Complete the downloadable cohort survival enrollment projection spreadsheet found at <http://www.state.nj.us/education/facilities/lrfp/> and enter the selected projection year in the LRFP website in the “Enrollments” section. The district may also submit a projection using a different methodology but the standard cohort must also be included with the supporting documentation. *(See “Part E: Identifying District Enrollments” of the tutorial posted in the Help section of LRFP website.)*

In the LRFP section, select the updated enrollment projection for the “School Grade Alignments” and update accordingly. Remember to review the “Data Check Report” to make sure that the proposed school enrollments equal the projected enrollments and that proposed school capacities are consistent with the proposed enrollments. *(See “Part F: Creating a LRFP” of the tutorial posted in the Help section of LRFP website.)*

- **Review and update existing and proposed room inventory.**

In the “Inventory” section, review the existing room inventory for each instructional building, updating for current uses. Edit the previously proposed room changes to coordinate with capacity needs based on the updated enrollment projections, completed work, and district educational objectives. *(See “Part B: Reviewing and Updating Existing Inventory Data” and “Part D: Defining Potential Inventory and Systems Needs” of the tutorial posted in the Help section of LRFP website.)*

In the “LRFP” section, edit room inventory actions as needed. If previously proposed room inventory actions are maintained, update the proposed project completion year. *(See “Part F: Creating a LRFP” of the tutorial posted in the Help section of LRFP website.)*

- **Review and update proposed systems work.**

In the “Inventory” section, add proposed systems work.

In the “LRFP” section, exclude systems work proposed in the previous LRFP that has been completed or is no longer valid and add newly proposed work. If previously proposed work is still relevant, minimally update proposed project completion year. *(See “Part D: Defining Potential Inventory and Systems Needs” of the tutorial posted in the Help section of LRFP website.)*

- **Electronically submit the LRFP.**

Before the amended LRFP is submitted, it is recommended that the preparer contact the DOE reviewer so that he/she can review the amended LRFP. Once the DOE reviewer has reviewed the amended LRFP, the district can click the submit button and the reports will be automatically updated and can be printed. The Submission Data Check Report can then be printed and signed by the preparer.

- **Send supporting documentation to the Office of School Facilities.**

After you “submit” the LRFP on the website and review reports to confirm accuracy, mail or email *pdfs* to Office of School Facilities staff member noted as the district’s LRFP reviewer in the LRFP summary page, top section. **LRFP website transmittals are not required.**

**LRFP submission will not be reviewed until supporting documentation is received.** Electronically submitting the LRFP website does not initiate DOE review.

Supporting documentation should include the following:

- ✓ Board resolution authorizing the amendment should include the wording “ This board resolution amending the approved Long-range Facilities Plan complies with the five-year reporting requirements per the Educational Facilities Construction and Financing Act, P.L. 2000, c.72 (N.J.S.A. 18A:7G-1 *et seq.*), as amended by P.L. 2007, c.137 (Act), N.J.A.C. 6A:26-1 *et seq.*, (Educational Facilities Code)”
- ✓ Enrollment projections, including a standard cohort-survival enrollment projection
- ✓ Signed Submission Data Check Report
- ✓ Updated district map if different from prior approval
- ✓ Updated existing site and floor plans if different from prior approval
- ✓ Properly completed “LRFP Amendment Request Form” found at <http://www.state.nj.us/education/facilities/lrfp/>

## Technical Questions

### 11. Can I start a new LRFP?

No, **you must amend the LRFP that was originally approved.** This does not prohibit you from trying different scenarios, but you can only submit the LRFP with the “amendable” or “deficient” status. Please note that you cannot copy and paste data from one LRFP to another.

### 12. Can I change the name of the LRFP?

Yes, the LRFP can be renamed in the top section of the “Summary” view. The preferred naming format is “<District Name> <Year> LRFP Amendment” (Washington School District 2013 LRFP Amendment).

### 13. How do I remove a “System Action” that is completed or no longer valid?

Actions are edited in the LRFP section, “Summary” view under “Edit Actions.” (See “Part F: Creating a LRFP” of the tutorial posted in the Help section of LRFP website.) Please note that you do not have to delete a proposed action to exclude it from the LRFP, only change the action from “Include in LRFP” to “No Action” in the LRFP section.

**14. I have completed a construction project. How do I change previously “potential” inventory to “existing”?**

At this time, the “potential” inventory must be deleted and re-entered as “existing” since inventory status cannot be edited. (Future system upgrades will address this issue.)

**15. How do I remove an “Inventory Action” that is no longer valid.**

If the inventory action is assigned to a “potential” site, asset, or room, you can either delete the inventory item in the Inventory section (*See Part D of the tutorial*) or select “no action” in the LRFP, Edit Actions section (*See Part F of the tutorial*).

If the inventory action is assigned to an “existing” site, school, asset, or room, select “no action” in the LRFP, Edit Actions section (*See Part F of the tutorial*).

**16. Why can’t I delete school records?**

The system currently does not allow the deletion of existing or proposed school records. A proposed school will not appear in the LRFP reports if no action is assigned (*See Part F of the tutorial*). Please contact the LRFP reviewer for guidance if an existing school is no longer in operation.