

## **Overview of LRFP Amendment Requirements and Tasks for SDA Districts**

This document provides an overview of the steps required to complete and submit an approvable Long Range Facilities Plan (LRFP) Amendment. As required by N.J.S.A. 18A:7G-4(a), each school district must amend its approved LRFP at least once every five years. To satisfy five-year reporting requirements, districts must minimally update (1) enrollment projections, (2) existing and proposed facilities inventories for building capacity calculations, and (3) work needed to address health and safety conditions.

Amendments that do not address all three reporting areas, such as updates limited to systems work to advance capital maintenance projects, are considered “minor amendment” and do not fulfill five-year reporting requirements.

**The five-year timeline begins on the date of the Final Determination letter indicating prior LRFP approval.** An online copy of the Final Determination letter can be found on the Department’s School Facilities web page at <http://www.nj.gov/education/facilities/lrpf/fdl/>. If you have any questions in this regard, please email School Facilities at [project.app@doe.nj.gov](mailto:project.app@doe.nj.gov).

It is up to the district to determine the type of analysis needed to reach conclusions for an amendment submission. Successful plans consider educational programs and objectives as well as community input. The amount of time required to complete an amendment will vary depending upon district size, facilities objectives, and deviation from the previously approved LRFP. Districts that anticipate major educational projects or school grade alignment and sending area changes should begin the planning process early in order to allow adequate time for data collection, analysis, and stakeholder consensus-building. Districts proposing minimum change to the previously approved LRFP will be able to quickly update.



**All LRFP reporting will continue to be performed on the Department’s web-based LRFP system at <http://lrfp.mksd.org/>.** The district should immediately update all authorized LRFP system users. (See “District Administrator Instructions” at <http://www.state.nj.us/education/facilities/lrpf/dainst.pdf> for guidance on how to update account profile, create additional user accounts, and delete existing accounts.) If you are a district employee and no longer have the user name and password for the district’s administrative account, email School Facilities at [project.app@doe.nj.gov](mailto:project.app@doe.nj.gov) for assistance. If you are a consultant to a school district in need of access to the LRFP system, contact the school district for a user account.

## AMENDMENT TASK SUMMARY

### 1. Determine district-wide projected enrollments, entering conclusions in the LRFP system.

Historic enrollments in the cohort-survival enrollment projection in the Enrollment section of the LRFP system are no longer updated annually. Therefore, the system-generated projection is no longer accepted for LRFP approval. Pending the release of the new LRFP system, School Facilities will provide an offline standard cohort-survival enrollment projection for each SDA district using ASSA data for historic enrollments. The district can accept this projection or submit an alternative for consideration. However, historic enrollments must coordinate with either ASSA or NJ Smart data. To facilitate amendment approval and ensure efficient work effort, the alternative projection, if applicable, should be submitted for approval prior to updates to the proposed work in the LRFP system.

After projections are agreed upon and approved, the proposed district-wide enrollments must be entered in the Enrollment section of the LRFP system. The proposed enrollment for each grade must exactly match the selected projection year.

To request the ASSA enrollment projection or to submit an alternate projection for review:  
Email Susan Kutner at [susan.kutner@doe.nj.gov](mailto:susan.kutner@doe.nj.gov)

For a standard cohort-survival enrollment projection template in MS Excel:  
<http://www.state.nj.us/education/facilities/lrpf/documentation/CohortSurvivalpreadsheet.xlsx>

For birth data:  
<http://www4.state.nj.us/dhss-shad/query/builder/birth/BirthBirthCnty/Count.html>.

For Fall Survey/NJ Smart enrollment data:  
<http://www.nj.gov/education/data/enr/>

For guidance in entering proposed enrollments in the LRFP system:  
[http://lrfp.mkasd.org/facility/help/E\\_Identifying%20District%20Enrollments.pdf](http://lrfp.mkasd.org/facility/help/E_Identifying%20District%20Enrollments.pdf)

### 2. Review and update existing and proposed school list in the LRFP system.

In the inventory section, review and update existing and proposed schools. Existing schools should only include those issued a 3-digit NJDOE school code number. Proposed schools should be assigned a temporary code in the format of P01, P02, etc.

School records, once saved in the system, cannot be deleted. If a previously existing school has been eliminated, edit the school name to reflect its updated status, such as “PS 1 – CLOSED.” If a previously identified potential school is no longer needed, deleting or reassigning its assets to another school, as discussed in task 3, will eliminate the proposed school from inclusion in the LRFP.

For a list of official DOE schools and codes:

<http://education.state.nj.us/directory/>

For guidance in updating school data in the LRFP system:

[http://lrfp.mksd.org/facility/help/B\\_Reviewing%20and%20Updating%20Existing%20Inventory.pdf](http://lrfp.mksd.org/facility/help/B_Reviewing%20and%20Updating%20Existing%20Inventory.pdf)

### 3. Review and update existing site and asset inventories in the LRFP system.

In the Inventory section, review and update existing district-owned and leased sites and assets. It is particularly important to review the “school served” for each asset. (This field can only be accessed through the “site” hierarchy in the left sidebar.) If an asset does not serve a school, such as a district office building or a former school building that has been taken offline, select “unassigned.”

**Incomplete funded projects that minimally have preliminary (schematic) project approval should be entered as existing inventory.**

For guidance as to whether an initiated project should be entered as existing or proposed:

Email Susan Kutner at [susan.kutner@doe.nj.gov](mailto:susan.kutner@doe.nj.gov)

For guidance in updating site and asset data in the LRFP system:

[http://lrfp.mksd.org/facility/help/B\\_Reviewing%20and%20Updating%20Existing%20Inventory.pdf](http://lrfp.mksd.org/facility/help/B_Reviewing%20and%20Updating%20Existing%20Inventory.pdf)

Helpful LRFP system reports accessed in the Reports section:

Inventory – Site Asset (Existing and Proposed Site Asset Inventory Report)

Inventory – School Asset (Existing and Proposed School Asset Inventory Report)

### 4. Review and update existing room inventories in the LRFP system.

Since capacity calculations are based on the room inventories entered in the LRFP system, they must be carefully reviewed and updated to reflect existing school grade assignments and uses. The LRFP system report, “*Existing Room Inventory Report*,” should be generated from the Report section to facilitate review of existing data. Room inventories must coordinate with floor plans submitted as supporting documentation. Updated floor plans should be provided if previously submitted plans are no longer representative of the updated existing room inventories.

An explanation of the different capacity calculations (FES, District Practices, and Functional) can be found in the Final Determination letter. To ensure the representation of approvable building capacities and proposed work, the Office of School Facilities and Finance will provide a preliminary review of the updated existing room inventories and capacity representation prior to amendment submission if notified.

To request a preliminary review of updated existing inventory and capacity representation:  
Email Susan Kutner at [susan.kutner@doe.nj.gov](mailto:susan.kutner@doe.nj.gov)

For guidance in updating room data:

[http://lrfp.mksd.org/facility/help/B\\_Reviewing%20and%20Updating%20Existing%20Inventory.pdf](http://lrfp.mksd.org/facility/help/B_Reviewing%20and%20Updating%20Existing%20Inventory.pdf)

Helpful LRFP system reports accessed in the Reports section:

Inventory – Existing Room (Existing Room Inventory Report)

For the Facilities Efficiency Standards (FES):

<http://www.state.nj.us/education/facilities/lrfp/fes.pdf>

## 5. Review and update potential inventory in the LRFP system to coordinate with updated enrollment projections.

Typically, the proposed District Practices capacity of a school should be within 5% of proposed enrollments. Proposed instructional buildings should also be FES compliant in terms of square feet per student. To gain an understanding of proposed inventory updates needed to coordinate school capacities and projected enrollments, compare the enrollment projections in the previously approved plan (see Final Determination letter) with the updated projections. Also compare “District Practices” school capacities, as calculated in the “*FES and District Practices Capacity Report*,” with projected enrollments to assess deficient or surplus capacity.

Proposing inventory changes involves a two-step process in the LRFP system. The potential site, asset, or room must first be identified in the Inventory section and then assigned an inventory action in the LRFP section in order for the proposed work to be included in the amendment. **Potential inventory is not included in an LRFP or any of the report calculations until it is assigned an inventory action in the LRFP section.**

### IMPORTANT NOTES:

- In the LRFP section of the system, you must edit and resubmit the LRFP with “Amendable” or “Deficient” status. Multiple LRFPs can be created to test various building scenarios but only the original approved LRFP can be resubmitted as an amendment.
- When “Edit Actions” in the LRFP section is clicked, an error message will appear. Click “OK” to close the error message. Potential inventory can be accessed and edited from the left sidebar.

For guidance in identifying potential inventory in the LRFP system:

[http://lrfp.mksd.org/facility/help/D\\_Defining%20Potential%20Inventory%20and%20System%20Needs.pdf](http://lrfp.mksd.org/facility/help/D_Defining%20Potential%20Inventory%20and%20System%20Needs.pdf)

For guidance in including potential inventory in an amendment in the LRFP system:

[http://lrfp.mksd.org/facility/help/F\\_Creating%20a%20LRFP.pdf](http://lrfp.mksd.org/facility/help/F_Creating%20a%20LRFP.pdf)

For the Facilities Efficiency Standards (FES):

<http://www.state.nj.us/education/facilities/lrfp/fes.pdf>

Helpful LRFP system reports accessed in the Reports section:

Inventory – Site Asset (Existing and Proposed Site Asset Inventory Report)

Inventory – School Asset (Existing and Proposed School Asset Inventory Report)

Inventory – Proposed Rooms (Proposed Room Inventory Report)

Capacity – FES and District (FES and District Practices Capacity Report)

## 6. Review and update “systems” work.

Review and update the previously proposed “systems” for each asset in the inventory section. To facilitate review, generate the “*Proposed Systems Work Report*” from the Reports section in the LRFP system. Since systems work will not be imported into the new LRFP reporting system, the district has the option of submitting the information as a supporting document in the same format as the system report rather than updating data in the LRFP system.

The methodology for including systems work in the LRFP system is similar to the two-step process for identifying inventory changes. Proposed work is first identified in the Inventory section and then selected for inclusion in the LRFP section. Proposed system work is not included in an LRFP or any of the reports until it is selected as “included” in the “Edit Actions” area of the LRFP section.

For guidance in identifying systems work in the inventory system:

[http://lrfp.mksd.org/facility/help/D\\_Defining%20Potential%20Inventory%20and%20System%20Needs.pdf](http://lrfp.mksd.org/facility/help/D_Defining%20Potential%20Inventory%20and%20System%20Needs.pdf)

For guidance in including systems work in the amendment:

[http://lrfp.mksd.org/facility/help/F\\_Creating%20a%20LRFP.pdf](http://lrfp.mksd.org/facility/help/F_Creating%20a%20LRFP.pdf)

Helpful LRFP system reports accessed in the Reports section:

LRFP Actions – System (Detailed Systems Action Report)

**7. Edit school grade alignments and enrollments in the LRFP section of the LRFP system.**

Proposed school grade alignments and enrollments must be edited to coordinate with the updated projection. In the LRFP section, the new projection must first be selected and the LRFP saved for the updated enrollment projections to display. Use the “*FES and District Practices Capacity Report*” and the “*LRFP Submission Data Check Report*” (Data Check #9) to coordinate proposed school enrollments and building capacities. Adjustments may be required to the proposed inventory as well as the proposed school enrollments.

For guidance in updating proposed school grade alignments and enrollments:

[http://lrfp.mksd.org/facility/help/F\\_Creating%20a%20LRFP.pdf](http://lrfp.mksd.org/facility/help/F_Creating%20a%20LRFP.pdf)

Helpful LRFP system reports accessed in the Reports section:

Enrollment – Grade Alignment (Enrollment Report)

Capacity – FES and District (FES and District Practices Capacity Report)

Misc. – Data Check (LRFP Submission Data Check Report)

**8. Review *LRFP Submission Data Check Report* and address cited reporting errors as applicable.**

Prior to submitting the LRFP amendment, generate and review the *LRFP Submission Data Check Report*. The responses to Data Check numbers 4, 5, 7, 9, 10, 12, 16, and 19 must typically be “no” for amendment approval.

For guidance interpreting the *Data Check Report* and required corrective actions:

<http://www.state.nj.us/education/facilities/lrfp/LRFPSubmissionDataCheckReport.pdf>

For questions regarding potential LRFP amendment approval

issues: Email Susan Kutner at [susan.kutner@doe.nj.gov](mailto:susan.kutner@doe.nj.gov)

**9. Electronically “submit” the amendment.**

After the above is completed, electronically submit the LRFP by clicking the “submit” button in the LRFP section. Disregard any errors that may appear after the “submit” button is clicked. **Do not click the button a second time or try to edit data after submitting.** The system may take several hours to auto-generate the reports and for the status of the LRFP to change and lock the data.

## **10. Email supporting documentation to the Office of School Facilities and Finance.**

The submission of paper supporting documentation with LRFP system transmittals is no longer required. To complete the amendment submission, the following must minimally be emailed in pdf format to Susan Kutner at [susan.kutner@doe.nj.gov](mailto:susan.kutner@doe.nj.gov):

- Cohort-survival enrollment projection used for the amendment
- Board of Education resolution authorizing amendment submission
- Proposed systems work if not entered into LRFP system

The following should also be provided if updates to the previous submission are needed:

- District map showing existing and proposed school locations
- Existing school site plans showing building footprints and site boundaries
- Existing school floor plans showing room use (single line is acceptable)

### **Additional Help**

If you have never used the LRFP system, review the “LRFP Tutorial” found on the School Facilities web page at <http://www.state.nj.us/education/facilities/index.html>. This document can also be found in the “Help” section of the LRFP system.

If you have technical questions concerning the functionality of the LRFP system, email [doeit@doe.nj.gov](mailto:doeit@doe.nj.gov).

If you have questions concerning the LRFP Amendment process or need guidance addressing reporting requirements, contact Susan Kutner at [susan.kutner@doe.nj.gov](mailto:susan.kutner@doe.nj.gov).