



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

Complete and email this form with a complete set of supporting documents to LRFPsubmission@doe.nj.gov after data entry in the LRFP system is complete and the LRFP is ready for review by the NJDOE. **(The electronic submission of the LRFP on the web based LRFP Reporting System is not required.)**

Section 1: District and Consultant Contact Information

District Name:

District DOE Code:

County:

Name of District Contact:

District Contact Title:

District Contact Email:

Name of Consultant Contact:

Consultant Firm Name:

Consultant Email:

Section 2: Assurances

Check each box to confirm compliance with LRFP submission and approval requirements. If a statement is not true and a box cannot be checked, the LRFP submission may not be complete and/or approvable and should not be submitted. Consult the [LRFP Major Amendment Guidelines](#) for additional instructions or email LRFPsubmission@doe.nj.gov to discuss the compliance issue.

1. The proposed enrollments entered in the Enrollment section of the LRFP system exactly match an enrollment projection year three to five years in the future that is included in the supporting document submission.
2. If the district is not proposing to use the NJDOE standard cohort survival enrollment projection, the proposed projection uses historic enrollments from the ASSA or NJ Smart and has been approved prior to LRFP submission by the NJDOE Office of School Facilities Planning.
3. The list of existing schools in the Inventory section of the LRFP system exactly match the school names and DOE school codes found in the [New Jersey School Directory](#).
4. Existing school records that are no longer valid have been renamed “---” since they cannot be deleted from the LRFP system.

5. District administration and support buildings that do not house students have “none selected” as the “school served.” (Review the School Asset Report from the LRFPS system to confirm. Non-school assets are listed at the top of the report.)
6. All existing district-owned and operated sites and assets, including temporary classroom units that were not installed to support building construction, are represented in the Site Asset Report.
7. Contiguous district-owned or leased parcels of land are represented as one site regardless of the number of schools, functions, or buildings located on the site. (For example, a site with a district administration building and instructional buildings serving two schools should still be represented as one site. The school buildings would have different “schools served” selected.)
8. Rooms in one building, regardless of construction date(s), are listed under one building asset. (Use the “move” function if multiple assets based on construction year have been created for one building.)
9. The four data checks listed below are represented as *not* true in the LRFPS Data Check Report. (Under no circumstances will an LRFPS be approved if the Data Check Report indicates “yes.”)
 - Check #4
 - Check #12 (except for instructional buildings with only one room)
 - Check #16
 - Check #19
10. For #5 in the LRFPS Data Check Report, only invalid school records named “---” and schools that share a building with another school are listed.
11. For #10 in the LRFPS Data Check Report, only self-contained special education classrooms are cited.

Section 3: Supporting Document Submission

Check each box to confirm that the documents listed below will be included with this form in the email submission to LRFPSsubmission@doe.nj.gov. Consult the [LRFPS Major Amendment Guidelines](#) for additional instructions.

The NJDOE’s standard cohort survival projection and, if applicable, an alternative projection approved by the Office of School Facilities Planning

A Board of Education resolution authorizing the submission of the LRFPS amendment

A district map showing district boundaries and the location of existing and proposed school buildings

Site plans for each existing school building

Floor plans for each existing school building

A list of proposed capital maintenance (including applicable school, building name, scope of work, estimated cost, and estimated project start year) if systems work is not updated in the LRFPS system

The LRFPS Data Check Report, generated and downloaded from the LRFPS Reporting System

If #20 concerning FES compliance is cited as “true” in the LRFPS Data Check Report, an FES waiver request for the listed school(s), stating that the facilities are educationally adequate for the enrollments and curriculum, is included in the supporting document submission