



New Jersey Department of Education, Office of School Facilities Planning
**LRFP Major Amendment Guidelines
for County Vocational School Districts**

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 in the web-based LRFP reporting system and the email 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, including the existing and proposed room inventories represented in the LRFP system. 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 extent of future change are major determinants of the amendment effort. In general, districts with few inventory changes since its last LRFP approval and no plans for significant program space changes can quickly update their plans. In contrast, districts with significant completed and/or proposed inventory changes typically require more time to complete an amendment.

This document summarizes the tasks and reporting requirements that must be completed by County Vocational School Districts (CVSD) for a Major Amendment. The NJDOE’s [OSF LRFP web page](#) offers helpful documents for those 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 at LRFPsubmission@doe.nj.gov.

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

The following describes the LRFP amendment tasks, which should be completed in the order noted:

- 1. In the LRFP system, update the LRFP name in the LRFP section 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.”** 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” or “Submitted,” 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.

2. Update the School List in the Inventory section of the LRFP system.

Update district school names and three-digit 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.) **All schools included in the list must have an official NJDOE code or the LRFP will be marked deficient.** In some cases, a school (population of students) will be served by multiple buildings that may serve specific CTE programs. Those buildings should be associated with the school under which the enrollments are reported by selecting the applicable school as the “school served” for the building asset.

Please note that 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. If you receive an error message when saving a school record, a different school record likely has the same NJDOE code.

3. Update existing Sites, Assets, and Rooms in the Inventory section of LRFP system.

The *School Asset Report*, *Site Asset Report*, and *Existing Room Inventory Report*, generated in the Report section of the LRFP system, should be used to quickly review the inventory entered in the LRFP system and the need for updates. As a starting point, review the *School Asset Report* to confirm that existing assets (buildings, parking lots, etc.) are properly represented for each school. Assets used by the entire district, such as administration buildings, should appear at the top of the report with no school noted. Next, review the *Site Asset Report* to confirm that assets are assigned to the correct sites. After sites and assets are corrected, review the *Existing Room Inventory Report* for accuracy.

Any previously identified potential inventory that is now existing **must be deleted** and re-entered as existing. (Generate and save the *Proposed Room Inventory Report* before deleting the potential inventory records to facilitate re-entering the rooms as existing.)

The following offers guidance on inventory conditions that are frequently misrepresented and prevent LRFP approval:

- 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. The school that is not associated with the assets will be cited in the *LRFP Data Check Report*. This is acceptable if the school name references the school that is associated with the shared building.
- A building addition is proposed for an existing asset by creating “potential” rooms in the Inventory section and assigning them “new construction” actions in the LRFP section.
- 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*.)

4. Update the Inventory section and inventory actions in the LRFP section of the system to represent proposed work to be included in the amendment.

Refer to the *School Asset Report*, *Site Asset Report*, and the *Proposed Room Inventory Report* to review inventory changes proposed in the prior LRFP submission and to determine editing needs. Inventory actions other than reassignment, offline, and demolition involve a two-step process. First, identify “Potential” sites, assets, and/or rooms in the Inventory section of the LRFP system. Then, edit the scope of work in the LRFP>Edit Actions section. **Potential sites, assets, and rooms identified in the Inventory section will not included in the LRFP amendment unless assigned an inventory action in the LRFP section of the system.**

An error message will appear when “Edit Actions” is clicked in the LRFP summary screen. Acknowledge the message by clicking “OK” and proceed to the left toolbar to make a selection.

5. Update capital maintenance (“systems”) in the Inventory and LRFP sections of the system or compile a spreadsheet for an offline submission as a supporting document.

The *Systems Action Report* provides an overview of proposed capital maintenance currently represented in the LRFP system. **The district may either update the proposed systems work in the LRFP 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.

6. Enter Proposed Enrollments in the Enrollment section of the LRFP system.

CVSDs are not required to submit enrollment projections, since enrollments are based on program approval and available building capacity. Instead, proposed enrollments for each grade level should coordinate with the proposed District Practices Capacity.

The tasks listed below must be completed to address enrollment reporting requirements. **Proposed inventory actions, as described in step #4, must be completed first.**

- a. After completing all site, asset, and room updates in the Inventory section and assigning all inventory actions in the LRFP section, generate the *FES and District Practices Capacity Report*.
- b. Review the Proposed District Practices Capacity total for grades 9-12 at the bottom of the *FES and District Practices Capacity Report*. This capacity is based on information entered in the room inventory and includes an 85% utilization factor prescribed in the FES. If the District Practices Capacity total does not reflect district objectives, the room inventory must be altered by (1) changing class size practices and/or (3) eliminating or adding capacity-generating rooms.
- c. If the Proposed District Practices Capacity represents district objectives, create a new projection record in the Enrollment section of the LRFP system.
- d. Using the Proposed District Practices Capacity total calculated at the bottom of the *FES and District Practices Capacity Report*, distribute enrollments across the applicable levels. For the LRFP to be approvable, the total Proposed Enrollments entered in the LRFP system must be within 5% of the total Proposed District Practices Capacity. (Flagged in #9 of the *LRFP Data Check Report*.)

Please note that existing enrollments are no longer updated in the LRFP system and should be ignored on the enrollment screen and all reports.

7. In the LRFP section of the LRFP reporting system, distribute Proposed Enrollments among the schools.

In the Grade Alignments section of the LRFP screen, select the new enrollment projection record for the amendment and save the selection. Then enter the Grade Alignments screen and distribute the district-wide proposed enrollments among the schools. The sum of the proposed school enrollments must equal the district-wide proposed enrollments displayed at the bottom of the School Grade Alignment screen.

The proposed school capacities must coordinate with the proposed school enrollments. The *LRFP Data Check Report* identifies coordination issues, and the *FES and District Practices Capacity Report* provides the calculated capacities. In some cases, school grade alignments, class sizes 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.)

8. Generate and review Data Check Report.

The *LRFP Data Check Report* 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 of each data check and potential corrective actions for each data check.

A summary of the critical data checks **requiring action for LRFP approval** are listed below.

- **#4/Enrollment-Grade Alignment Coordination:** Must be corrected.
- **#5/Proposed Schools and Enrollments** 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 self-contained special education classrooms.
- **#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.

9. After all LRFP reporting system updates are completed, email a full set of supporting documents to LRFPsubmission@doe.nj.gov.

The emailing of the supporting documents indicates that the district’s LRFP amendment is complete and ready for review. All documents listed below must be emailed in **PDF format** regardless of whether the information has changed from the prior LRFP approval. Districts can resubmit documents from prior submissions if still current.

- **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 and with project application floor plans if applicable.

- **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.

Email all documents to LRFPsubmission@doe.nj.gov at one time. DO NOT email a partial set of documents or before all LRFP system updates are complete unless otherwise directed by the OSF. The date of the email containing the complete set of supporting documents will be the official submission date of the LRFP amendment.

The OSF highly recommends that districts maintain all LRFP amendment supporting documents and download all LRFP system reports for future reference.