



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 [LRFPsubmission@doe.nj.gov](mailto:LRFPsubmission@doe.nj.gov) 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.)*
- Proposed inventory updates in the LRFP reporting system 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.

**Date of Last Approved LRFP:**

(Amendment request will not be accepted if left blank.)

County:

**District Name:**

District DOE Code:

**District Contact Information**

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Name:

Title:

Street Address:

City, State, Zip Code:

Email:

Phone:

**Consultant Contact Information (if applicable)**

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Name:

Title, Firm:

Street Address:

City, State, Zip Code:

Email:

Phone:

## Proposed Changes to Previously Approved LRFP

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Check each box as applicable to indicate the proposed changes to the LRFP.

- Updates to proposed systems actions (capital maintenance).** 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 [LRFPsubmission@doe.nj.gov](mailto:LRFPsubmission@doe.nj.gov). Do not email the Minor Amendment request and supporting documents until all LRFP system updates are complete.

## Required Submission Documents

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Check each box as applicable to indicate the documents that are being submitted with this completed Minor Amendment Request form. All documents should be submitted in PDF format.

- Board of Educational resolution authorizing the LRFP amendment submission.**
- LRFP Data Check Report** if the amendment included updates in the LRFP Reporting system. 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.**

**This form and the required submission documents, as checked above, should be included in one email to [LRFPsubmission@doe.nj.gov](mailto:LRFPsubmission@doe.nj.gov).** DO NOT email documents until all submission requirements are completed, including updates in the LRFP reporting system if applicable. Email the [Office of School Facilities Planning](#) if additional guidance is needed concerning the qualifications for a Minor Amendment.