



State of New Jersey

Department of Education
Office of School Facilities

The LRFP Amendment Process

(For LRFPs with "Approved" Status Only)

Updated March 2, 2018

OVERVIEW

After a school district has an approved 2005 Long-Range Facilities Plan (LRFP), all future updates will consist of "amendments" to the originally approved plan. A school district must amend its approved LRFP to:

1. Be consistent with a proposed school facilities project;
2. Update inventory; and/or;
3. Address **five-year reporting requirements**.

The Educational Facilities Construction and Financing Act, P. L. 2000, c. 72 (C.18A:7G-4) was amended by P. L. 2007, c. 137 to change LRFP submission requirements from years ending with a "0" or a "5" to at least once every five years following the approval of the 2005 LRFP. To satisfy the new **five-year reporting requirements**, a district must update its LRFP in all three of the following areas: (1) enrollment projections, (2) building capacities (*room inventories*), and (3) health and safety conditions (*capital maintenance needs*). This type of amendment will be considered a "Major Amendment," satisfying the five year legislative requirement. Amendments to address capital maintenance projects, in which the LRFP is only modified to address proposed "systems" work, and amendments to update existing inventory after the completion of a school facilities project, do not fulfill five-year reporting requirements. These will be considered "minor" amendments.

All LRFP reporting will continue to be performed on the Department's [LRFP website](http://lrfp.mksd.org/) at <http://lrfp.mksd.org/>. **The district should immediately update all authorized LRFP website users.** The Department had previously requested that the "District Manager" account, which was the original account issued by the Department to the district, be retained by the district and additional accounts be created for consultants. Please see "[District Administrator Instructions](#)" on the Office of School Facilities website and LRFP website "Help" for guidance on how to update your account profile, create additional user accounts, and delete existing accounts.

The LRFP amendment process consists of the following steps:

1. The district completes and submits the "[LRFP Amendment Request Form](#)" to the Department's Office of School Facilities (heretofore known as OSF) to initiate the LRFP amendment process.
 - If the purpose of the amendment is to ONLY add capital maintenance project(s) to the LRFP, skip to end of this section. (see "Minor" Amendments to the LRFP).
2. After the OSF processes the Amendment Request Form, the district and consultant, if applicable, will be notified via email that the applicable sections of the LRFP website have been "unlocked" for editing. The district and consultant will also be provided with the name of the OSF staff member who will be reviewing the LRFP amendment.
3. The district completes all electronic updates on the LRFP website.

4. After all LRFP website updates are complete, the district electronically submits the LRFP and mails the required supporting documentation with the appropriate LRFP website transmittal to the OSF.

5. The OSF reviews the LRFP amendment submission and informs the district that the amendment is approved or that the submission is deficient and requires corrective actions. Process should conclude with a “Major” Amendment Approval Letter. This letter should clearly state that the amendment complies with the requirements for the **five-year reporting requirements**.

“Minor” Amendments to the LRFP - adding only capital maintenance project(s) to the LRFP

It is not uncommon that a district may need to amend their LRFP to add capital maintenance project(s) in between the five year requirement for a “Major” amendment. This can be driven from the need to get a capital maintenance project approved or just to include the project(s) in the LRFP for budgeting/planning purposes. In both cases the inclusion of the project(s) will be memorialized in the LRFP without the need to unlock or modifying the data stored in the LRFP database.

- For an amendment needed to allow the approval of a school facility project (with the intent of executing the project soon after), the “LRFP Amendment Request Form” ***should be submitted with the school facilities project application***. After review, the approval letter for the project will include language stating that the LRFP is amended through the approval of the project. A separate amendment letter will not be issued.

- For an amendment needed to document the inclusion of projects(s) for budgeting/planning purposes the “LRFP Amendment Request Form” can be submitted at any time. After receipt of the form and subsequent review, a “Minor” amendment approval letter will be issued to document the inclusion of projects in the LRFP. This letter will clearly state that this amendment ***does not*** comply with the **five-year reporting requirements**. This amendment approval letter will be scanned and electronically placed in the supporting documentation section of the LRFP database. If the district desires to have the budget costs for the project(s) included in the amendment, they must be included in the description on the “LRFP Amendment Request Form.”

INSTRUCTIONS FOR COMPLETING LRFP AMENDMENT REQUEST FORM

To initiate the LRFP amendment process, the district must complete and submit the “LRFP Amendment Request Form” to the OSF. The form can be found on the [OSF website](#). Required information is as follows:

A. Contact Information

Provide district and consultant (if applicable) contact information. A representative from the OSF will contact the district and consultant representatives after the amendment request has been processed and a staff member from the OSF has been assigned to review the amendment request.

B. Purpose of Proposed Amendment

Note the reason for the LRFP amendment.

- Address a proposed capital maintenance project. (Plan will not be unlocked)
- Address a proposed educational project.
An amendment for projects requiring an educational adequacy determination (educational projects) involves changes to the room inventory and requires an enrollment projection that incorporates the current school year in the historic enrollments.

If district validates that all other inventory and proposed projects are still correct, this could fulfill the five-year reporting requirements.
- Fulfill five-year LRFP reporting requirements, and/or update LRFP website inventory data.
To fulfill five-year reporting requirements, the LRFP website sections titled “Enrollments,” “Inventory” and “LRFP” must be comprehensively updated.
- Update inventory.
Used to coordinate inventory of an approved project or move proposed inventory to permanent status.

C. General Description

Provide a narrative overview of the scope of the proposed amendment.

D. Required LRFP Website Updates

From the checklist, select the LRFP website sections and schools that are impacted by the proposed amendment. This information will be used to determine which LRFP website sections should be “unlocked” for editing. If the scope of the amendment changes to include additional schools after the form is submitted to the Department, the district must submit another “LRFP Amendment Request Form” with the additional information.

The completed form should be sent to:

Office of School Facilities, NJ Department of Education

P.O. Box 500

Trenton, NJ 08625-0500

It can also be emailed to project.app@doe.nj.gov . Please do not fax. (Please convert signed copy to PDF format)

INSTRUCTIONS FOR SUBMITTING AN LRFP AMENDMENT

After the OSF processes the LRFP Amendment Request Form, the District's LRFP website status will be changed from "Approved" to "Amendable" and the applicable sections of the LRFP website, based on information provided in the form, will be "unlocked" for editing. **You must edit and resubmit the website LRFP with "Amendable" status.** Multiple LRFPs can be created on the website to test various building scenarios, but only the original approved LRFP with "Amendable" status can be resubmitted. Any LRFP with a status other than "Amendable" cannot be submitted to the Department for review.

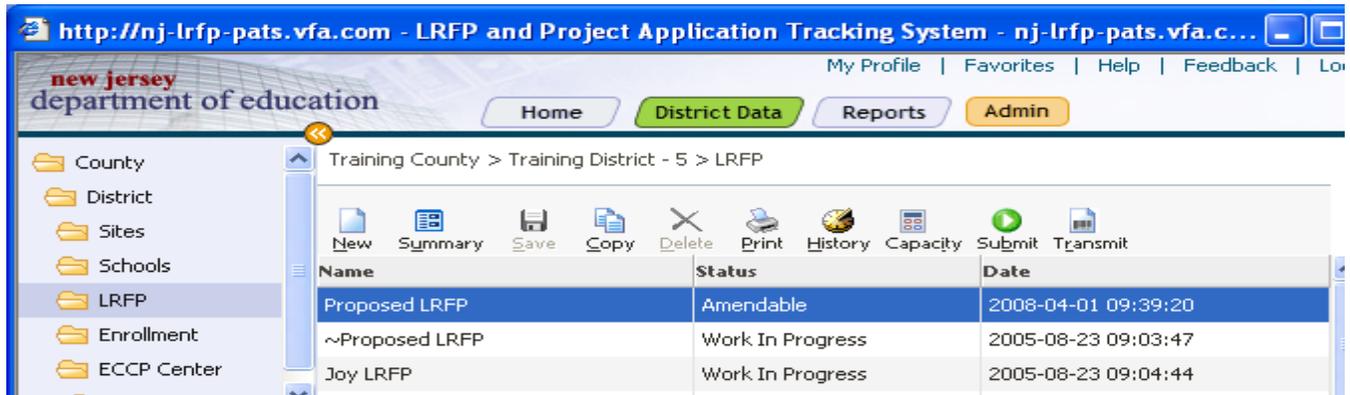


Figure 1: You can only "Submit" the LRFP with "Amendable" Status.

After the updates to the LRFP website are complete the district should rename/add the **year** of the proposed LRFP (e.g. Proposed **2013** LRFP, **2013** Main District LRFP, ETC.). The district should electronically **Submit** the LRFP and generate new transmittals from the LRFP section of the website to send updated or new supporting documentation to the Department. **Supporting documentation must minimally include:**

1. A new signed version of the *LRFP Submission Data Check Report*, accompanied by the *Submission Complete* transmittal form, to indicate that the District's LRFP Amendment request is complete and ready for review.
2. A Board of Education resolution, accompanied by the *BOE – LRFP Submission Approval* transmittal form, authorizing the amendment request.
3. A cohort-survival enrollment projection that matches the "District Proposed" enrollments entered into the web site.

The cohort-survival enrollment projection found on the LRFP website will no longer be updated annually and therefore will no longer be accepted for LRFP approval. A standard cohort-survival enrollment projection template can be found on the Office of School Facilities web page at:

<http://www.state.nj.us/education/facilities/lrfp/documentation/CohortSurvivalpreadsheet.xls>

This template must be completed and submitted as supporting documentation. Enrollments for the selected projection year must be entered into LRFP website. See "Part E: Identifying District Enrollments" of the tutorial posted in the Help section of LRFP website for more detailed instructions.

Other supporting documentation, and corresponding LRFP website transmittal forms, that may be required depending upon the nature of the proposed amendment and changes to the district's facilities inventory since the last LRFP supporting documentation submission, are as follows:

- Existing school site plans showing buildings and site boundaries (*no scale required*)
- Existing school floor plans showing room use (*no scale required*)
- Proposed enrollment projections and substantiation if DOE standard Cohort Survival Spreadsheet is not used

- District map showing existing and proposed schools

See LRFP website “Help” for instructions on how to access and print transmittals. **Do not reuse transmittal forms from previous LRFP supporting documentation submissions.** All LRFP website data must be updated and the LRFP electronically submitted, prior to transmitting supporting documentation to the Department.

HELP

If your district’s 2005 LRFP has not been approved, you have questions concerning the LRFP Amendment process, or need help using the LRFP website, contact the Department’s Office of School Facilities County Manager who has been reviewing your LRFP.

If you are a district representative and do not know your district’s LRFP website username, contact Jacinta DeCohen by email at project.app@doe.nj.gov or by phone: (609) 376-3673.

If you have technical questions concerning operation of the LRFP website, email doeit@doe.nj.gov

If you have never used the LRFP website, it is recommended that you download and review the “LRFP Tutorial” from the Department’s [Office of School Facilities website](#). This document can also be found in the “Help” section of the LRFP website.

For useful LRFP information, including tutorials and templates, consult the Department’s [Office of School Facilities website LRFP page](#).