



**State of New Jersey**  
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TO: Chief School Administrators

FROM: David F. Corso, Assistant Commissioner  
Division of Administration and Finance

SUBJECT: **New LRFP Reporting System and Amendment Submission Requirements**

As previously announced, the Department of Education will be transitioning to a new web-based Long Range Facilities Plan (LRFP) reporting system by the end of 2014. The updated system is necessary to address dated operating systems, utilize the Department's electronic databases, and coordinate with a new project application component that will be available in early 2015. The re-designed system will also streamline and simplify LRFP reporting tasks based on user input.

The Department has posted preliminary LRFP guidelines at <http://www.state.nj.us/education/facilities/> to help districts plan for and facilitate amendment submissions. The guidelines provide an overview of system enhancements, new and altered LRFP reporting requirements, and required tasks. Although LRFP reporting requirements are not significantly different, system enhancements limit data migration from the existing system. Site, asset, and room data for existing inventory will be migrated whereas potential inventory and proposed system work will not. Also, archived reports and supporting documents will not be transferred to the new system. Each district will be responsible for downloading these documents from the existing system for future reference.

The incorporation of a project application component necessitates that each district update its LRFP with a major amendment when first using the new system. Districts should consult the guidelines and immediately begin planning for an amendment submission utilizing the new system if:

- The district plans to submit a project application after the system's release, regardless of current LRFP approval status; or
- Prior LRFP approval was not issued within the last five years.

If LRFP approval was issued within the last five years *and* no projects are planned for Department submission, the district is not required to immediately amend its LRFP upon the release of the new system. If your district is planning to submit an educational project application prior to the release of the new system, please contact your County Manager or Frank LoDolce at the Office of School Facilities (609-292-7078) for further guidance.