

## **How to Amend/Update a District's Long-Range Facility Plan (LRFP)**

In accordance with P.L. 2007, c.137, each NJ school district must amend its Long-Range Facility Plan (LRFP) at least once every five years, which is referred to as a "Major Amendment." The amendment will include updates on the web-based LRFP reporting system and the submission of supporting documents to the Office of School Facilities Planning (OSF). As of April 23, 2019, a school district's LRFP must be consistent with an application for a school facilities project. If a 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 the project approval to address the five-year reporting requirements, as well as, the proposed project.

This presentation will illustrate the steps necessary to submit the reporting requirements for a Major Amendment:

1. How to request the Office of School Facilities Planning (OSF) to unlock a District's LRFP System Data.
2. How to update the LRFP name in the LRFP section of the LRFP system.
3. How to complete an enrollment projection using the Department of Education's MS Excel template.
4. How to enter proposed enrollments in the LRFP system.
5. How to update the school list, existing sites, assets and rooms in the inventory section of the LRFP system.
6. How to update inventory actions in the LRFP reporting system.
7. How to update capital projects (systems) in the inventory and LRFP sections and alternative methods that are available.
8. How to select enrollment projection and distribute proposed enrollments among the District's Schools List.
9. Review the list of supporting documents that must be submitted to the OSF in support of the proposed Major Amendment to the District's LRFP.