

Part A: Introduction and Getting Started



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Logging On

Type in your User Name
and Password.

“Click” on the Login button.

If this is the first time that you are
accessing the System on your
computer, “click” on Setup Instructions.

State of New Jersey, Department of Education
LRFP and Project Application Tracking System

SCC
NJ Schools Construction Corporation
BUILDING GREAT SCHOOLS FOR THE CHILDREN OF NJ
A SUBSIDIARY OF VFA

LOGIN

User Name

Password

[Forgot Password?](#)

Powered by
VFA

First Time User?
▶ Setup Instructions
▶ System Requirements

Need help?
▶ Support Requests

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Getting Help

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HELP is only a “click” away!

The “*Support Requests*” link brings up a blank email message addressed to VFA Help. You can also call VFA using the toll-free number 888-506-8500.

Consult with your IT support staff if administrative access is required to change your browser security settings or download any files onto your computer, such as Adobe Acrobat.

Website Organization | Home Page

new jersey
department of education

My Profile | Favorites | Help | Feedback | Logout

Home | Inventory | Enrollment | LRFP | Projects | Reports | Admin

County	District	LRFP	Status
Training County	Training District - 1	Proposed LRFP	Work In Progress

1 of 1

Favorites

Links

- NJDOE
- NJSCC
- VFA

After you successfully login, you will be at the **HOME PAGE**.

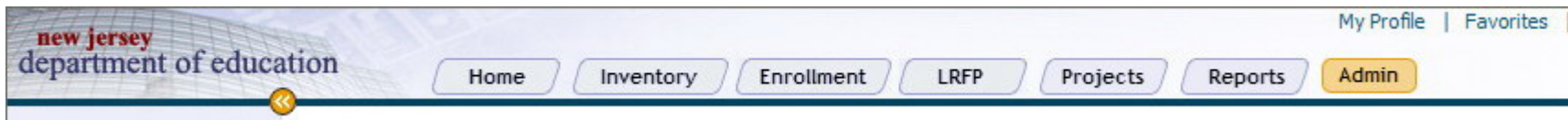
The **HOME PAGE** provides access to the features described below.

Main Menu allows you to navigate among the various components of the website and appears at the top of every screen. (*The "Admin" tab will only be available to the District Administrator and will not appear on the screen for District Users.*)

LRFP lists the LRFP(s) that the District has created and their status.

Links provide "1-click" access to relevant websites and LRFP information.

Favorites provide "1-click" access to items that you have added as a "Favorite." (See *Appendix II for information on using favorites.*)



The Main Menu allows you to access all the work areas on the website. It always displays at the top of each screen.

- Home** View and access your District's LRFPs, access your favorites, and view links to other relevant sites.
- Inventory** View and edit data about your existing and proposed sites, schools, buildings, rooms, and system deficiencies. The inventory is used as a foundation to complete other LRFP tasks.
- Enrollment** Indicate the number of students, on a district-wide basis, that should be accommodated in the LRFP using the Cohort-Survival Projection provided on the website or district-developed data. Multiple enrollment projection scenarios can be created, although only one can be associated with each LRFP.
- LRFP** Assemble your LRFP: (1) Select an Enrollment Projection; (2) Distribute the enrollments among the proposed Schools; and (3) Indicate inventory and building systems work to include in plan, estimated budgets, and proposed project start years. One or more LRFPs can be created, but only one version can be submitted to the Department of Education.
- Projects** Select proposed work from the LRFP to initiate construction projects. Submit project documents to the DOE for approval and track projects to completion. *(Instruction for this section will be provided in a separate tutorial.)*
- Reports** Generate and print formatted reports that feature District data. Access the Data Browser tool to create your own custom reports.
- Admin** Add or remove user access and security permissions *(for District Administrators only)*.

Website Organization and District LRFP Reporting Tasks

The following provides an overview of LRFP website reporting tasks and their Main Menu location.

Inventory

Review and update existing inventory.

- Review and modify existing inventory data transferred from the previous LRFP.
- Add existing inventory that is new to the District since the last LRFP or that has Schematic Approval.
- Record information on existing undeveloped sites, parking lots, athletic fields, and playgrounds.
- Add “grossing factor” spaces for instructional buildings.

Identify potential new inventory.

- Add potential new sites, schools, assets, and rooms for possible inclusion in the LRFP. *(Do not forget to include potential “grossing factor” spaces for instructional buildings.)*

Identify system upgrades for existing assets.

- Describe systems upgrades *(HVAC systems, finishes, etc.)* under consideration for possible inclusion in the LRFP.

Enrollment

Determined district-wide enrollments.

- Identify district enrollments to be accommodated in the LRFP by utilizing the website cohort-survival projection or by entering the findings of district created projections.
- Create at least one enrollment projection scenario (or more, if desired).

LRFP

Construct and submit a LRFP.

- Select a district-wide enrollment projection.
- Assign grade alignments to each proposed school, with the sum of the proposed school enrollments equal to the district-wide projections.
- Select system upgrades to be included in the LRFP and assign estimated budgets and project start years.
- Assign “actions” *(new construction, demolition, reconfiguration, etc.)*, estimated budgets, and projected start years to identify existing and potential inventory changes to be included in the LRFP.
- Create at least one LRFP (or more, if desired for comparison).
- Electronically submit one LRFP and print out transmittals to send “off-line” supporting documentation to the DOE.

Abbott and ECPA Districts: Complete Preschool Community Provider Survey *(pending website availability)*.

- Record survey information for all preschool centers housing district students that are not owned or operated by the district and for which no state facilities is being requested. *(The preschool center should be included in the district’s inventory if state funding is desired or the district owns the building and leases it to the community provider.)*