

## Part G: Submitting and Amending a LRFP



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# Understanding Your LRFP Status

Each LRFP is automatically assigned a status on the website that indicates its current state and the actions that have, or may be, performed on it. Districts can only have one LRFP with a status other than Work in Progress at any given time.

**Work in Progress:** When the LRFP is first created, its initial status is Work in Progress. This means that the district is currently assembling the information required to submit the LRFP for DOE review. Districts can create multiple Work in Progress LRFPs in order to experiment with various scenarios.

**Submitted:** The LRFP status changes to Submitted when a district electronically submits it to the DOE for review. A district can only have one Submitted LRFP at any given time. (In order for the LRFP submission to be complete, the district must also mail supporting documentation to the DOE.)

**In Review:** When the DOE receives all supporting LRFP documentation, the LRFP status changes to In Review.

**Deficient:** The LRFP has been reviewed by the DOE and it has been determined that the district must modify the LRFP before it can be approved. When the district has corrected the LRFP, the district resubmits the LRFP, and the status is once again In Review. Districts may also submit a different LRFP in place of the Deficient LRFP. If another LRFP is submitted, then the Deficient LRFP's status reverts to Work in Progress.

**Draft Approval:** The LRFP is approved by the DOE. A Draft Final Determination letter is generated by the DOE and is sent to the district so that its Board of Education can review and approve the letter. The Board of Education's resolution letter regarding the Draft Final Determination letter must be sent to the DOE to be imported into the website. The DOE considers the Board of Education's resolution in order to create the Final Determination letter.

LRFP Status	Can Modify?	Can Delete?	Can Submit?	Can Transmit Documents?	Can Amend?
Work in Progress	Yes	Yes	Yes if no other LRFPs are Submitted or In Review	No	No
Submitted	No	No	No	Yes	No
In Review	No	No	No	Yes	No
Deficient	Yes	No	Yes	Yes	No
Draft Approval	No	No	No	Yes	No
Approved	No	No	No	Yes	Yes

During the draft approval process, it is possible that circumstances may require the LRFP to be changed. If the changes are considered minor by the district and the DOE, then the DOE will make the required edits to the LRFP or ask the district to handle the change through an amendment to the Approved LRFP. If the changes are considered major by the district or the DOE, then the LRFP status is changed to Deficient.

**Approved:** The LRFP is acceptable to the DOE and the district and the Final Determination letter has been sent. Only Approved LRFPs can be used to propose projects. In order to modify an Approved LRFP, an amendment must be submitted.

Once your have completed your LRFP, you can electronically submit it to the DOE for Review and Approval.

Before you hit the “submit” button, you should:

- Carefully review all reports to make sure that your existing and proposed inventory is properly represented; the projected enrollments equal the sum of the proposed school enrollments; and each school has adequate capacity for the proposed enrollments.
- Print out and review the LRFP Submission Data Check Report. *(This report is also required to be signed and submitted by the district to the DOE.)*
- Have Board of Education approval.

To submit a LRFP from the List View of the LRFP Record, highlight the LRFP that you want to submit and “click” on the Submit icon. To submit a LRFP from the Summary View of the LRFP Record, “click” on the Submit icon.

Once submitted, the Status of the LRFP will change from **“Work In Progress”** to **“Submitted”**. At this point, no other LRFP’s may be submitted and the Submitted LRFP cannot be modified unless it is indicated to be Deficient by the DOE. Approved LRFPs can be amended.

You cannot generate transmittals for Supporting LRFP Documentation until the LRFP has been submitted.

## LRFP Record – List View

new jersey department of education

Home Inventory Enrollment **LRFP** Projects Reports Admin

Proposed LRFP > P.S. 1 Site > P.S. 1 Building > System Action

New Summary Save Copy Delete Print **Submit**

Name	Status	Date
Proposed LRFP	Work In Progress	2005-04-22 16:30:27.0

## LRFP Record – Summary View

new jersey department of education

Home Inventory Enrollment **LRFP** Projects Reports Admin

Proposed LRFP > P.S. 1 Site > P.S. 1 Building > System Action

New List Save Copy Delete Print **Submit**

**LRFP Overview**

Name: \* Proposed LRFP Date Created: 2005-04-22 16:30:27.0 Status: Work In Progress

Description: Description goes here

County Manager:

Actions			Edit Actions		
Name	Type	Action	Year	Estimated Cost	
Former P.S. 10 Site	Site	OFF-LINE	2005	\$0.00	
Former P.S. 10 Site > P.S. 10 Building	Asset	OFF-LINE	2005	\$0.00	
Former P.S. 10 Site > P.S. 10 Building > 101 - Kindergarten Classroom	Room	OFF-LINE	2005	\$0.00	
Former P.S. 10 Site > P.S. 10 Building > 102 - Small Group Room	Room	OFF-LINE	2005	\$0.00	
Former P.S. 10 Site > P.S. 10 Building > 103 - Nurse's Office	Room	OFF-LINE	2005	\$0.00	

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Enrollment/Grade Alignment	Enrollment	District Enrollment Projct				Edit Grade Alignment	
		PreK	K-5	6-8	9-12	SCSE	K-12
Proposed	870	3092	1326	1823	350	6241	
Unassigned Students	0	0	0	0	0	0	
Over-assigned Students	0	0	0	0	0	0	

# Assembling Supporting Documentation

**Each district must submit supporting “offline” documentation to the DOE to complete its LRFP submission.** The paper documentation will be scanned by the DOE and posted to the LRFP website. Supporting documentation requirements are as follows:

## ALL DISTRICTS

**Existing Site Plans:** Existing site plans are required for all school sites. The site plans are not required to be scaled drawings. If you do not have a site plan, you can use the tax map, which can be obtained from your municipal office.

**Existing Floor Plans:** Existing floor plans listing room usages are required for all school buildings. The floor plans do not have to be to scale. If you do not have architectural plans, you can submit the “exit diagrams” that are required to be posted in all schools.

**Proposed Enrollment Projections and Substantiation:** You must submit supporting documentation if you alter one of the projection years from the website cohort-survival projection for your proposed enrollments. The required supporting documentation depends upon the reason as to why the website cohort-survival projection is altered.

- If you are not utilizing the website projection due to a disagreement with the historic enrollments, birth data, and/or projected pre-kindergarten enrollments due to the use of community providers, and a standard cohort-survival projection based on six years of historic enrollments is proposed, you only need to submit a revised cohort-survival spreadsheet that highlights data changes and provides a brief explanation as to why the enrollments from the Fall Reports, births, and/or proposed pre-kindergarten enrollments are not accurate on the website projection. A five-year cohort-survival enrollment projection spreadsheet template with a brief questionnaire is available on the DOE Office of School Facilities website at [www.state.nj.us/njded/facilities](http://www.state.nj.us/njded/facilities).
- If the proposed enrollments are *not* based on a standard cohort-survival projection, you must provide information explaining (1) why a standard cohort-survival projection is not used as the basis for the projections, (2) why the proposed projection methodology is an appropriate forecasting tool for the district, and (3) how demographic data supports the projections, including new housing construction.

**District Map with Existing and Proposed Schools:** Provide a map of the district showing existing and proposed school building locations.

**Board of Education Resolution Approving the LRFP:** Submit a copy of the BOE resolution that approves the submitted LRFP.

**LRFP Submission Data Check Report:** You must submit a signed copy of this report, which can be accessed from the Report section on the website. It is critical that you print out and review the Data Check Report *prior* to submitting your LRFP in order to ensure that your plan is complete and the data properly represents existing and proposed conditions.

**District Transmittal to the Local Planning Board:** Each district is required to send their BOE approved LRFP to the local planning board. The transmittal that accompanies the LRFP to the local planning board must be submitted to the DOE.

## ABBOTT DISTRICTS

In addition to the previously described supporting documentation requirements, Abbott Districts are also required to submit the following items to the DOE to complete their LRFP submission.

**List of Facilities Advisory Board Members:** Provide a list of the names of each member of the Facilities Advisory Board. Also note each member’s occupation and community positions, if any.

**Facilities Advisory Board Meeting Minutes:** Submit minutes of each meeting. The minutes should show that all aspects of the plan were discussed.

**Facilities Advisory Boards Resolution Endorsing the LRFP:** The Facilities Advisory Board must approve the submitted LRFP. A resolution or meeting minutes that indicate endorsement is required.

**LRFP Schedule and Task List:** The district’s schedule and task list for completing the LRFP should be provided. This does not have to be resubmitted if already provided to the DOE in March as requested.

## Overview of Educational Goals and Objectives and School Programs

**Summary Report:** Abbott Districts must complete the templates available on the DOE Office of School Facilities website at [www.state.nj.us/njded/facilities](http://www.state.nj.us/njded/facilities).

# Creating Transmittals for Supporting Documentation

Once you have submitted your LRFP, you must print out transmittal pages to send with the Supporting Documentation to the DOE.

The DOE will not accept supporting documents unless it is accompanied by an electronically-generated transmittal. All documentation will be scanned by the DOE and be available for viewing on the website.

**STEP 1** - To generate transmittals, “click” on the Transmit Icon in the LRFP Summary View.

**STEP 2** - Select Document Type and Subtype. See pages 80-81 of LRFP Website User Manual for a list of available options.

**STEP 3** - Type the Name of the document that you are submitting.

**STEP 4** - The Replace Document field is automatically populated with all previous documents that you have submitted of the same Type and Subtype. If you are resubmitting a document, choose the appropriate selection from this pull down menu.

**STEP 5** - To send transmittal cover sheet “click” OK. Print out the transmittal sheet.

**STEP 6** - **Don't forget to mail the actual hard copy of the supporting document and the transmittal sheet to the DOE.**

## LRFP Record – List View

## Transmittal Screen



Only a LRFP with an Approved or Deficient status can be changed.

A LRFP with an Approved Status can only be “amended” to include additional Supporting Documentation. Inventory Actions, Systems Actions, and Grade Alignments cannot be changed unless the district contacts the DOE to have the Status of their LRFP changed to Deficient. (The district, however, can create a new LRFP at any time without contacting the DOE.)

To include additional supporting documentation for an Approved LRFP:

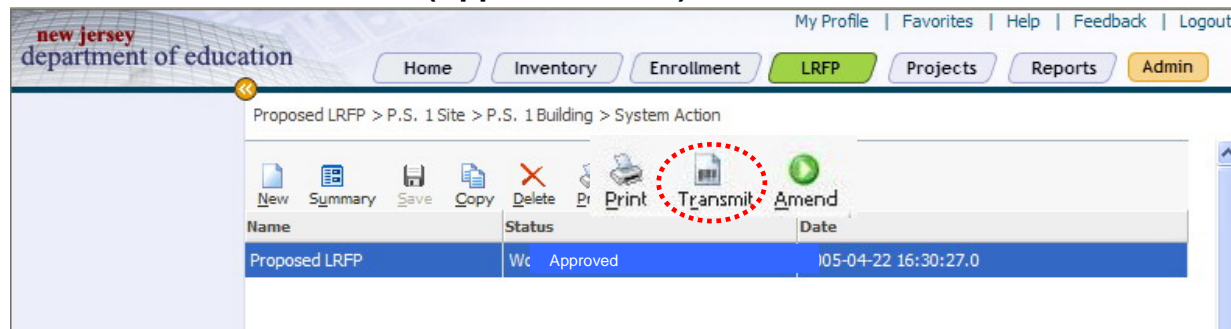
**STEP 1** - “Click” on the LRFP Tab to access the LRFP Work Area.

**STEP 2** - Highlight the LRFP record to be amended and “click” on the Transmit Icon. Follow directions on Page G.3 for completing and sending transmittal and supporting documentation.

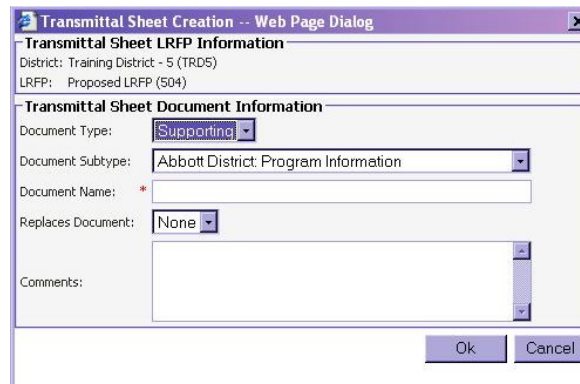
**STEP 3** – When transmittals have been generated for all additional supporting documentation, “click” on the Amend Icon to send notice to the DOE that you have Amended your LRFP. The status of your LRFP should change to Submitted.

**Note:** A copy of the original Approved LRFP can be made prior to Amending the original. The copy should be renamed and only the original should be Amended.

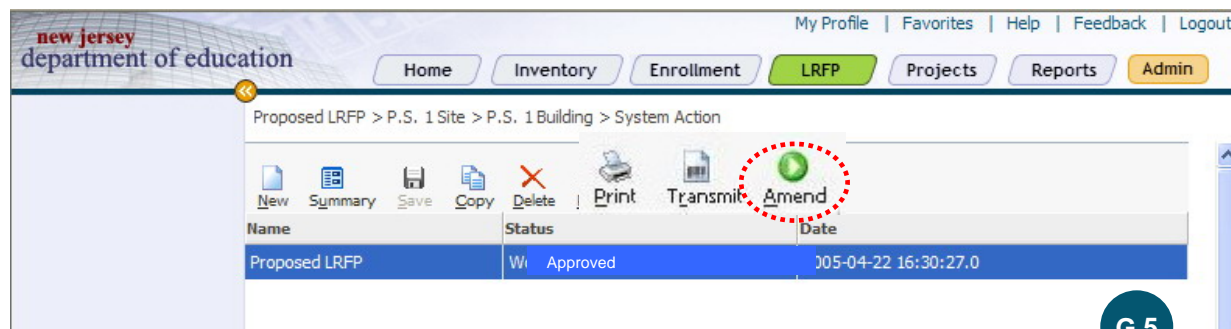
### LRFP Record – List View (Approved LRFP)



### Transmittal Screen



### LRFP Record – List View (Approved LRFP)



# Editing a Deficient LRFP

## An LRFP with an Deficient status may be edited.

A LRFP may have a Deficient status based on DOE review or if the district has found a need to change Inventory Actions, Systems Actions, and/or Grade Alignments after it has Submitted an LRFP.

If a district needs to change its Submitted LRFP, the district will need to contact the DOE to have the Status of its LRFP changed to Deficient before any editing can be done.

**STEP 1** - "Click" on the LRFP Tab to access the LRFP Work Area.

**STEP 2** - Highlight the LRFP record to be edited. "Click" on the Summary Icon. Follow the directions in Section F for Creating an LRFP to edit Inventory/Systems Actions and/or Grade Alignments

**STEP 3** - When editing is complete, "click" on the Submit Icon. You should see a dialog box indicating that the LRFP has been successfully submitted.

**Note:** A copy of the original Approved LRFP can be made prior to Editing the original. The copy should be renamed and only the original should be Edited and re Submitted..

## LRFP Record – List View (Deficient LRFP)

new jersey department of education

My Profile | Favorites | Help | Feedback | Logout

Home | Inventory | Enrollment | **LRFP** | Reports | Admin

New Summary Save Copy Delete Print Submit

Name	Status	Date
Proposed LRFP	Deficient	2005-04-29 11:31:55

## LRFP Record – Detail View

new jersey department of education

My Profile | Favorites | Help | Feedback | Logout

Home | Inventory | Enrollment | **LRFP** | Reports | Admin

New List Save Copy Delete Print Submit

**LRFP Overview**

Name: Proposed LRFP Date Created: 2005-04-29 11:31:55 Status: Deficient

Description: Description goes here

County Manager: MGR, COUNTY

**Actions**

Name	Type	Action	Year	Estimated Cost
Former P.S. 10 Site	Site	OFF-LINE	2005	\$0.00
Former P.S. 10 Site > P.S. 10 Building	Asset	OFF-LINE	2005	\$0.00
Former P.S. 10 Site > P.S. 10 Building > 101 - Kindergarten Classroom	Room	OFF-LINE	2005	\$0.00
Former P.S. 10 Site > P.S. 10 Building > 102 - Small Group Room	Room	OFF-LINE	2005	\$0.00
Former P.S. 10 Site > P.S. 10 Building > 103 - Nurse's Office	Room	OFF-LINE	2005	\$0.00

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**Enrollment/Grade Alignment**

	District Enrollment Proje					
	Enrollment	PreK	K-5	6-8	9-12	SCSE
Proposed	870	3092	1326	1823	350	6241
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