



## State of New Jersey

DEPARTMENT OF EDUCATION  
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JON S. CORZINE  
Governor

LUCILLE E. DAVY  
Acting Commissioner

DATE: March 10, 2006

TO: Chief School Administrators

FROM: Gordon MacInnes, Assistant Commissioner 

SUBJECT: **Facilities Efficiency Standards and the 2005 LRFP**  
**\*\*\*DISTRICT ACTION REQUIRED\*\*\***

Please be advised that the 2004 Biennial Report, which included the revised Facilities Efficiency Standards (FES) currently used in the 2005 Long Range Facilities Plan (LRFP), was not filed in a timely manner with the State Legislature as required by N.J.S.A. 18A:7F-4. Therefore, **the FES must revert to the original FES version included in the 2002 Biennial Report. This FES change must be incorporated in the 2005 LRFP.** We apologize for any inconvenience this change creates. The original FES can be found in the *LRFP Preliminary Guidelines*, issued January 2005. The Guidelines are available on the Department of Education's Office of School Facilities' website at: <http://www.state.nj.us/njed/facilities/lrpf/>.

**On March 14, 2006, the LRFP website will be updated with the original FES.** The automated LRFP website reports that will reflect the FES change include the *FES and District Practices Capacity Report*, the *Functional Capacity and Unhoused Students Report*, the *Functional Capacity Excluded Square Feet Report*, and the *FES Room Type and Square Footage Analysis Report*. The *LRFP Submission Data Check Report* will also be updated to indicate compliance with the original FES. **In most cases, the FES change should not require LRFP revision.** The major implications of reverting to the original FES in the 2005 LRFP are as follows:

- The original FES has a lower square feet per student allowance. Therefore, the preliminary LRFP calculations pertaining to Functional Capacity, Unhoused Students, and Eligible Square Feet for New Construction will be impacted. Districts will have a higher Functional Capacity and less unhoused students than previously calculated. However, capacity planning and the LRFP scope of work should have been based on the FES or "District Practices" capacity calculations.
- "FES Capacity" may increase for pre-kindergarten classrooms, kindergarten classrooms, general classrooms for grades four and five, and self-contained special education classrooms since the square footage requirements for these rooms are less in the original FES. However, "District Practices" capacity will not change if the district entered class size practices in the LRFP website.

The actions required by your district to incorporate the FES change in the 2005 LRFP depend on the status of the district’s LRFP submission.

**1. The LRFP website status is “In Progress.”**

If the district’s LRFP has not been electronically submitted, no action is needed to address the FES change.

**2. The LRFP website status is “Submitted” but supporting documents have NOT been sent to the Department.**

If the LRFP has been electronically submitted, but all required supporting documents, including the Signed LRFP Submission Data Check Report (“*Submission Complete*” document), have not been submitted to the Department, the District should:

- Mark the submitted LRFP “Deficient” on the website;
- Generate and review the previously referenced reports that incorporate the FES and adjust the plan if necessary;
- Electronically resubmit the LRFP; and
- Transmit all required supporting documentation.

The “Deficient” button can be accessed in the same screen as the “Submit” button in the LRFP section of the website. See website “Help” for detailed instructions on how to mark the LRFP “Deficient.”

Please note that supporting documentation must be transmitted to the Department to initiate LRFP review. A list of required supporting documents and the name of the transmittal that must accompany each document is provided below. Refer to website Help for detailed instructions on how to access and print transmittals. It is important that the appropriate transmittal sheet accompany each document. Do not staple or fold transmittals and documents. Referenced templates can be found at the Office of School Facilities’ website at <http://www.state.nj.us/njded/facilities/lrfp/documentation/>.

<b>Supporting Documentation Type</b>	<b>Transmittal Name</b>
Existing School Site Plans	School Site Plan
Existing School Floor Plans	School Floor Plan
Proposed Enrollment Justification ( <i>If website projection is modified; Must include completed DOE cohort-survival template.</i> )	Enrollment Modification Justification
District Map with Existing and Proposed Schools	District Map
Board of Education Resolution Approving LRFP	BOE – LRFP Submission Approval
Evidence of LRFP Submission to the Local Planning Board	Other/Misc.
Project Status Summary ( <i>If applicable; List of incomplete projects with Schematic Approval entered as existing in the LRFP; Must use DOE template.</i> )	Other/Misc.
Signed LRFP Submission Data Check Report	Submission Complete
Abbott Districts: List of Facilities Advisory Board Members	FAB Meeting Minutes / Members
Abbott Districts: FAB Meeting Minutes	FAB Meeting Minutes / Members

Abbott Districts: FAB Resolution Endorsing LRFP	FAB LRFP Endorsement
Abbott Districts: LRFP Schedule and Task List	Schedule and Task List
Abbott Districts: Educational Goals and Objectives Report Abbott Districts: School Programs Summary Report ( <i>Must use DOE templates.</i> )	Abbott Program Information

**3. The LRFP website status is “Submitted” and supporting documents have been sent to the Department.**

If the LRFP has been electronically submitted and supporting documents have been transmitted to the Department, but the LRFP status has not changed to “In Review,” the District should:

- Mark the submitted LRFP “Deficient” on the website;
- Generate and review the previously referenced reports that incorporate the FES and adjust the plan if necessary;
- Electronically resubmit the LRFP; and
- Generate, sign, and transmit to the Department a new “LRFP Submission Data Check Report.” (*This updated report must be accompanied by a new “Submission Complete” transmittal. Do not reuse transmittals.*)

The “Deficient” button can be accessed in the same screen as the “Submit” button in the LRFP section of the website. See website “Help” for detailed instructions on how to mark the LRFP “Deficient.”

**4. LRFP Status is “In Review”**

If the LRFP status is “In Review,” the Department will mark the LRFP “Deficient” in order to unlock the plan and allow the District to review the LRFP with the revised FES. The person registered as the “District Manager” in the LRFP website will receive an email notification when the LRFP status is changed to Deficient. The Department had requested that the District Manager account, which is the original user name and password sent to the District by the Department, be maintained by the District. If this account was transferred to a consultant, it is recommended that the district regain control of the account and create new user accounts for any consultants as needed. Also, it is important that the “Profile” for the District Manager account, which is accessed in the LRFP website in the top right portion of the screen, is updated with an email address in order to receive the notifications.

Once the LRFP status has been changed to “Deficient,” the District should:

- Generate and review the previously referenced reports that incorporate the FES and adjust the plan if necessary;
- Electronically resubmit the LRFP; and
- Generate, sign, and transmit to the Department a new “LRFP Submission Data Check Report.” (*This updated report must be accompanied by a new “Submission Complete” transmittal. Do not reuse transmittals. The LRFP status will not change back to “In Review” until this document is received by the Department and scanned into the website.*)

## 5. LRFP Status is “Deficient”

If the District’s LRFP status is “Deficient,” no action other than review is needed to address the FES change. All automated website reports should be carefully reviewed prior to resubmitting the LRFP. Please refer to the letter issued by the Department describing LRFP submission problems.

**It is critical that your District complete the required actions to incorporate the FES update in the 2005 LRFP as soon as possible. The review of your District’s LRFP will not continue until the LRFP is resubmitted and a new signed LRFP Submission Data Check Report, dated after March 14, 2006, is received by the Department.** Please contact [helpnj@vfa.com](mailto:helpnj@vfa.com) if you have any technical questions concerning use of the website. Other questions can be directed to Susan Kutner in the Office of School Facilities at (609) 943-5681 or by email at [susan.kutner@doe.state.nj.us](mailto:susan.kutner@doe.state.nj.us).

GM/BP/SK/i/Gordon/Facilities/CSA Memo FES change  
c: Acting Commissioner Lucille Davy  
Deputy Commissioner  
Chief of Staff  
Assistant Commissioners  
County Superintendents  
LEE Group  
Garden State Coalition of Schools