



State of New Jersey

DEPARTMENT OF EDUCATION

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January 29, 2010

TO: Chief School Administrators
Chief School Business Administrators
Executive County Superintendents
Executive County School Business Administrators

FROM: Bernard E. Piaia, Jr.
Director, Office of School Facilities

SUBJECT: **New Timeline for Required Long-Range Facilities Plan Update**

The purpose of this memorandum is to address recent inquiries concerning the updating requirements for the Long Range Facilities Plan (LRFP). Specifically, school districts have asked whether they need to budget funds for costs related to updating their LRFP.

The section of the Educational Facilities Construction and Financing Act (EFCFA) pertaining to the LRFP was amended as part of P.L. 2007, c.137. **School districts are no longer required to automatically prepare and submit a new LRFP every year ending in a "0" or a "5".** Instead, following the approval of the 2005 LRFP, each school district shall amend its LRFP **at least every five years** to update enrollment projections, building capacities, and health and safety conditions. The five year timeline begins on the date of the final determination or amendment letter sent to each school district. An online copy of the final determination letter can be found on the Office of School Facilities web site at <http://www.state.nj.us/education/facilities/lrfp/fdl> .

Long Range Facilities Plan amendment instructions can be found at:
http://www.state.nj.us/education/facilities/lrfp/amendment_instructions.pdf

If the final determination letter is not available online or you have any other questions regarding this matter, please contact the Office of School Facilities via email at project_app@doe.state.nj.us .

c: John Hart
Frank LoDolce
Susan Kutner