



2005 Long Range Facilities Plan
Addressing the
LRFP Submission Data Check Report

Issued by the New Jersey Department of Education, Division of Finance, Office of School Facilities

Version 3.0



Addressing the LRFP Submission Data Check Report

The *LRFP Submission Data Check Report* is a standard report for the Long Range Facilities Plan (LRFP) available on the LRFP and Project Application and Tracking System website. The report lists possible LRFP data errors and omissions. Many of the data checks highlight issues that may prevent LRFP approval by the Department of Education (DOE).

The DOE strongly recommends that the *LRFP Submission Data Check Report* be carefully reviewed, and the proposed LRFP revised as necessary, to address the cited items, *before* the LRFP is electronically submitted to the DOE for review. This document explains the data checks and how to address them if cited. Typically, if “yes” is marked for an issue, data confirmation or adjustment is required.

This document presents the data checks in the same numerical order as the website report. The following guidance information is provided for each data check:

REPORTING AREA notes where the data in question can be accessed on the LRFP and Project Application and Tracking System.

ISSUE describes the data check.

DATA CHECK GOAL explains why the data check has been included in the report and its importance for LRFP approval.

REQUIRED ACTION describes corrective actions, if needed, to address the cited issue.

LRFP TUTORIAL notes applicable pages in the *LRFP Tutorial* that provide detailed guidance concerning the reporting requirements and website use. The *LRFP Tutorial* can be accessed from the **Help** section on the website.

LRFP REPORT refers to the website report that contains the referenced data.

Each district must sign and submit the *LRFP Submission Data Check Report* to the DOE as part of their Long Range Facilities Plan. The transmittal of this report to the DOE signifies that (1) the report has been reviewed and all data is properly represented and (2) the LRFP is complete and all required supporting documentation has been sent to the DOE. The LRFP status will NOT be changed from “submitted” to “in review” until the Submission Complete document is scanned into the system by the DOE. Do not send the signed LRFP Submission Data Check Report until all other required supporting documentation has also been transmitted.

Please note that the signed *LRFP Submission Data Check Report* must be sent to the DOE with the transmittal form titled “*Submission Complete*.” This transmittal form, as well as transmittal forms needed to send other supporting documentation, can be accessed in the LRFP section of the website once the LRFP has been electronically submitted. The transmittals can only be generated by website users registered as the “District Manager” and cannot be accessed until the LRFP is submitted. Please see page G:4, Creating Transmittals for Supporting Documentation, in the *LRFP Tutorial* for additional guidance.

REPORTING AREA

Enrollment

ISSUE Proposed District-wide Enrollments deviate from the website Baseline Cohort-Survival Projection for the cited grades. (Supporting documentation must be submitted to the DOE.)

DATA CHECK GOAL The purpose of this data check is to highlight whether the district modified the website enrollment projection and must therefore submit supporting documentation to the DOE.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, the district’s Proposed District-wide Enrollments do not deviate from the website Baseline Cohort-Survival Projection for any grade.

If “yes” is indicated on the report, make sure that the required supporting documentation is sent to the DOE with or before the district signed copy of the *LRFP Submission Data Check Report*. The required documentation depends upon why the website cohort-survival projection is altered.

- If the district is NOT an ECPA (Early Childhood Program Aid) district and has only modified the baseline projections to represent “zero” general education pre-kindergarten students, no supporting documentation is required to be submitted to the DOE. (Only PK should be cited as a modified grade in the *LRFP Submission Data Check Report*.)
- If the district is not utilizing the website projection due to a disagreement with the historic enrollments, birth data, and/or projected pre-kindergarten enrollments (ECPA districts), and a standard cohort-survival projection based on six years of historic enrollments is proposed, the district only needs to submit a revised cohort-survival spreadsheet, highlighting the data changes, and 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 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/lrfp in a folder for supporting documentation.
- If the proposed enrollments are *not* based on a standard cohort-survival projection averaging six years of historic enrollment, the district 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 support the projections, including new housing construction.

Please note that all proposed enrollments must be based on one projection year three to five years in the future from the last year of historic enrollments. The projection year selected from the supporting documentation must exactly match the data entered in the “Proposed Enrollments” fields in the Enrollment section of the LRFP website.

LRFP TUTORIAL Part E: Identifying District Enrollments

LRFP REPORTS Cohort Survival Projection Report

REPORTING AREA

Enrollment

ISSUE Proposed District-wide Enrollments deviate from the website Baseline Cohort-Survival Projection by more than 10% for the cited grades.

DATA CHECK GOAL The purpose of this data check is to highlight whether the district proposed enrollments significantly deviate from the website projections.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, the district's Proposed District-wide Enrollments do not deviate from the website Baseline Cohort-Survival Projection by more than 10% for any grade.

If “yes” is indicated on the report, the district should verify that the Proposed District-wide Enrollments are properly represented in the website and that the district can supply appropriate supporting documentation. The proposed enrollments must be based on one projection year three to five years in the future from the last year of historic enrollments. The projection year selected from the supporting documentation must exactly match the data entered in the “Proposed Enrollments” fields in the Enrollment section of the LRFP website.

- To review the district's Proposed Enrollments, go to the Enrollment section of the website. Review the district-entered *Proposed Enrollment* data in the projection that is used in the LRFP. Verify that the district-wide grade level enrollments match the supporting documentation. (Remember that the website enrollment data is organized under three tabs: general education, pre-kindergarten, and self-contained special education and each tab must be accessed separately.)
- See Data Check 1 for supporting documentation requirements if the website projection is not used.

LRFP TUTORIAL Part E: Identifying District Enrollments

LRFP REPORTS Cohort Survival Projection Report

REPORTING AREA

Enrollment

ISSUE Proposed District-wide Enrollments deviate from Current School Year Enrollments by more than 10% for the cited grades.

DATA CHECK GOAL The purpose of this data check is to highlight whether the district is planning for a significant enrollment increase in its LRFP.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, the district’s Proposed District-wide Enrollments do not deviate from the Current School Year Enrollments by more than 10% for any grade.

If “yes” is indicated on the report, the district should verify that the Proposed District-wide Enrollments are properly represented in the website and that the district can supply appropriate supporting documentation.

- To review the district’s Proposed Enrollments, go to the [Enrollment](#) section of the website. Review the district-entered Proposed Enrollment data in the projection that is used in the LRFP. Verify that the district-wide grade level enrollments match the supporting documentation. (Remember that the website enrollment data is organized under three tabs: general education, pre-kindergarten, and self-contained special education and each tab must be accessed separately.)
- See Data Check 1 for supporting documentation requirements if the website Baseline Cohort-Survival Projection is not used.

LRFP TUTORIAL Part E: Identifying District Enrollments

LRFP REPORTS Cohort Survival Projection Report

REPORTING AREA

Enrollment

LRFP

Enrollment/ Grade Alignment

ISSUE Proposed District-wide Enrollments do not equal the proposed School Grade Alignment totals for the cited grades.

DATA CHECK GOAL The Proposed District-wide Enrollments MUST EQUAL the Proposed School Grade Alignment totals for LRFP approval. This data check ensures that the Proposed District-wide Enrollments are distributed among the Proposed Schools so that there are zero unassigned and over-assigned students.

REQUIRED ACTION If “no” is indicated on the report, no action is required.

If “yes” is indicated on the report, the district must adjust the Proposed School Grade Alignments so that the sum of the school grade level enrollments equals the proposed district-wide grade level enrollments. To review the discrepancy between the proposed district-wide enrollments and the school enrollments, go to the LRFP section of the website. The “*Enrollment/Grade Alignment*” section of the Summary View of the LRFP lists “*unassigned*” and “*over assigned*” students.

- “*Unassigned Students*” represent the number of students proposed in excess of the Proposed School Grade Alignments. The district should increase the proposed enrollments in its Schools if this number is not zero for each grade level.
- “*Over-assigned Students*” represent the number of students proposed in the schools that exceed the proposed district-wide enrollments. The district should reduce the number of students proposed in its schools if this number is not zero for each grade level.

If the district changes its LRFP Enrollment Projection selection after modifying the School Grade Alignments, adjustments to the School Grade Alignments may be needed.

Please note that assigning students to a school does not ensure that the school has adequate capacity to support the student population. The district should review the *Existing and Proposed Capacity Report* and make adjustments to District Class Size Practices or the Proposed Room Inventory as necessary. (See *Data Check 9*.)

LRFP TUTORIAL Part E: Identifying District Enrollments
Part F: Creating a LRFP, pages F:18 – F:22

LRFP REPORTS Enrollment and Grade Alignment Report

REPORTING AREA LRFP Enrollment/ Grade Alignment

ISSUE **No students are assigned to a Proposed School.**

DATA CHECK GOAL The purpose of this data check is to make sure enrollments are assigned to each Proposed School or that the School is eliminated from the Proposed Inventory.

REQUIRED ACTION If “no” is indicated on the report, no action is required.

If “yes” is indicated on the report, the district should either assign student enrollments to the cited School or assign “deconstructive” Inventory Actions to remove ALL assets associated with the School from the district’s Proposed Inventory.

- To assign enrollments to the School, go to the LRFP section of the website and select “*Edit Grade Alignment.*” Enter proposed enrollment data for the School in question. Make sure that other schools are adjusted as needed to balance the Proposed District-wide Enrollments and the School Grade Alignment totals. (See *Data Check 4.*)
- To remove the School from the district’s Proposed Inventory, go to the LRFP section and select “*Edit Actions.*” Make sure that a “deconstructive” action (*demolish, offline, reassign*) is assigned to **all Assets** associated with the School, including parking lots and playgrounds/athletic fields. Any Asset associated with a School that is not proposed to be reassigned or eliminated from the inventory will prevent the School from being eliminated from the Proposed Inventor. No Action should be taken at the School level unless the school name or school FES School Model is proposed to change.

Understanding School and Site Inventory Actions: A School should be regarded as a collection of Assets. In general, the Actions associated with a School are derived from the Actions assigned to its Assets. The only Inventory Action that can be applied at the School level is “Reassignment.” The School Reassignment Action does not affect the Assets associated with the School. (*“Reassigning” a school allows you to assign a new school name or FES Model type. Reassignment does NOT take a school off-line.*)

Other Considerations:

- Any inventory action assigned at the Site level will automatically be assigned to all Assets/ Rooms associated with the Site. Therefore, if all School assets are located on one site and the same action is proposed, you only need to assign the action at the Site level. If the action does not apply to all Site Assets, it must be indicated at the Asset level and not the Site level.
- If a Proposed School does not appear in the School Grade Alignment list, an Inventory Action has not been assigned to include the School in the LRFP.
- If a School is proposed to remain open for construction phasing considerations and to then be taken offline or demolished, the “offline” or “demolition” Inventory Action should be assigned to its assets.

LRFP TUTORIAL Part F: Creating a LRFP, pages F:18 – F:22

LRFP REPORTS Enrollment and Grade Alignment Report
School Asset Inventory Report

REPORTING AREA [Inventory](#) Assets

ISSUE No Assets are assigned to a Site.

DATA CHECK GOAL This check confirms that the district has not forgotten to record Assets (*Buildings, Playgrounds, Parking Lots, etc.*) that may be located on a particular Site.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, assets have been noted for each site.

If “yes” is indicated on the report, confirm that the cited Site is undeveloped, with no building, playground, athletic field, or parking lot assets or is proposed to expand an existing site and support a building addition. Also confirm that the Site is only listed once.

- If the Site does have assets, or is proposed to have assets, go to the [Inventory](#) section of the website to enter them.
- If the Site’s asset(s) do not exist, and are proposed to be included in the LRFP, go to the [LRFP](#) section of the website and assign an Inventory Action to include them in the LRFP.
- If a Potential Site is proposed to expand an existing Site, associate any assets that are proposed to be developed wholly on the new portion with the Potential Site. If a proposed building addition is proposed, the Proposed Rooms should be added to the existing building asset that is associated with the Existing Site.
- If the Site record is a duplicate entry, go to the [Inventory](#) section of the website and delete the duplicate record. Make sure you delete the record that does NOT have associated Assets!

Remember to include a room inventory if an instructional building is added to the inventory.

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, pages B:16 – B:20
Part D: Defining Potential Inventory and System Needs, pages D:3 and D:6

LRFP REPORTS Site Asset Inventory Report

REPORTING AREA [Inventory](#) Assets

ISSUE **No Instructional Buildings are assigned to a School.**

DATA CHECK GOAL This check makes sure that the district has associated at least one instructional building with each school.

REQUIRED ACTION If “no” is indicated on the report, no action is required.

If “yes” is indicated on the report, the district must edit the Inventory to associate at least one instructional building with each Proposed School.

- Go to the [Inventory](#) section of the website to edit existing building asset records, or create new ones, to properly represent instructional building(s) that serve the school in question.
- If the building(s) do not exist, and are proposed to be included in the LRFP, go to the [LRFP](#) section of the website and assign an Inventory Action. Remember to include a room inventory if an instructional building is added.

Also see Data Check 5 if the school is proposed to be discontinued. *(It is likely that only the associated building asset was assigned an action to remove it from the district's inventory and not the parking and playground/athletic field assets.)*

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, pages B:12 – B:20
Part D: Defining Potential Inventory and System Needs, pages D:3 and D:6

LRFP REPORTS School Asset Inventory Report

REPORTING AREA Inventory Assets

ISSUE **A preschool community provider-owned building is included in the district's Inventory.** *(Please confirm that the district plans to request, or has already received, state facilities funding for the center. If this is not true, the center should be included in the ECCP Survey section of the website and not in the Inventory section.)*

DATA CHECK GOAL The Early Childhood Community Provider (ECCP) Survey is a new LRFP reporting requirement for ECPA districts. The purpose of this data check is to ensure that ECPA districts do not inadvertently include Early Childhood Community Provider (ECCP) Centers that are not owned or operated by the school district in the district Inventory.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, the district did not include a preschool community provider building in the Inventory section of the website.

If “yes” is indicated on the report, confirm that the district owns the building or that the district has requested, or plans to request, facilities funding for the community-provider owned building. If not, the ECCP Center should be deleted from the Inventory section of the website and recorded in the ECCP Survey section.

LRFP TUTORIAL Appendix III: Early Childhood Community Provider (ECCP) Survey

LRFP REPORTS School Asset Inventory Report
Early Childhood Community Provider Facilities Survey Report

REPORTING AREA	<div style="display: flex; gap: 10px; margin-bottom: 5px;"> Inventory Rooms </div> <div style="display: flex; gap: 10px;"> LRFP Enrollment/ Grade Alignment </div>
ISSUE	A Proposed School’s capacity, based on district practices, is not within 5% of the Proposed School Enrollments.
DATA CHECK GOAL	Each proposed school should offer adequate capacity to accommodate the proposed student enrollments. This check notes schools in the proposed LRFP whose capacity is not within 5% of the proposed school enrollments. This includes schools with deficient or surplus capacity.
REQUIRED ACTION	<p>If “no” is indicated on the report, no action is required.</p> <p>If “yes” is indicated on the report, the proposed school enrollments and/or room inventory must be adjusted. If no adjustments are made, additional information explaining the deviation may be required to be submitted to the DOE for LRFP approval. <i>(In general, surplus capacity is acceptable if new construction is not proposed for the applicable grade group.)</i></p> <p>Review the <i>FES and District Practices Capacity Report</i> to assess cited schools.</p> <ul style="list-style-type: none"> ▪ To alter the proposed school enrollments to match available capacity, go to the LRFP section of the website and click on “<i>Edit Grade Alignment</i>.” If the proposed enrollment for one school is altered, make sure the other school enrollments are adjusted so that the proposed district-wide enrollments and the sum of the school enrollments still equal zero. <i>(See Data Check 4.)</i> ▪ Room inventory options to address school capacity issues can consist of one or both of the following measures: <ul style="list-style-type: none"> ✓ Change district class size practices: Go to the Inventory section of the website to either increase class size practices for capacity generating rooms or consider more rooms to be capacity generating. Please note, however, the DOE does not recommended that general classrooms be assigned more students than the FES and that media centers, gymnasiums, cafeterias, and other large group spaces be assigned capacity. Also, do not assign more students that the room square footage can accommodate. ✓ Propose more capacity-generating rooms: Reassign or reconfigure existing rooms or propose a building addition to address capacity issues. Go first to the Inventory section of the website to create potential room(s) and then to the LRFP section to assign an action to include the room(s) in the LRFP. <p>Please note that the <i>FES Capacity Calculation</i> and the <i>District Practices Capacity Calculation</i> include a utilization factor of 90% for grades K-8 and 85% for grades 9-12.</p>
LRFP TUTORIAL	Part B: Reviewing and Updating Existing Inventory, pages B:21 – B:25 Part D: Defining Potential Inventory and System Needs, pages D:1 – D:7 Part E: Identifying District Enrollments Part F: Creating a LRFP, pages F:18 – F:22
LRFP REPORTS	FES and District Practices Capacity Report Proposed Room Inventory Report

REPORTING AREA [Inventory](#) Rooms
[LRFP](#) Enrollment/ Grade Alignment

ISSUE **Proposed FES Capacity Generating Rooms in Instructional Building(s) assigned to a Proposed School do not match the Proposed School Grade Alignments.** *(For example, room type General Classroom, grades 9-12, is included in a Proposed School that is only assigned enrollments for grades K-5; or self-contained special education enrollments are proposed for a school but there are no proposed self-contained special education classrooms in its Instructional Buildings.)*

DATA CHECK GOAL This check confirms that grade specific room types (*Kindergarten; General Classroom, Grades 1-5; General Classroom, Grades 6-8; etc.*) and the proposed school grade alignments are coordinated. The data check will cite general classrooms and self-contained special education classroom room types applicable for the proposed school enrollments. Room types that do not coordinate, as well as room types applicable for the proposed school enrollments that are not proposed to be provided, are cited.

REQUIRED ACTION If “no” is indicated on the report, no action is required.

If “yes” is indicated, the district must coordinate the proposed school grade alignments and room types for the cited school(s) or, if only self-contained special education classrooms are cited, confirm that the rooms are not required. *(Self-contained special education enrollments are reported on a PK/K-5/6-8/9-12 basis. If a school has SCSE students in grades 1-5, but not kindergarten, a SCSE kindergarten classroom will be cited.)*

- Go to [LRFP](#) section of the website to confirm that the proposed School Grade Alignments are correctly entered.
- If a self-contained special education (SCSE) classroom is cited, confirm that the cited room is not needed to support the proposed special education enrollments or that SCSE enrollments have been proposed for the school.
- If the school grade level enrollments are correctly represented, review the school’s *Room List* in the [Inventory](#) section of the website or the *Proposed Room Inventory Report* to find any room types with grades other than those represented in the school enrollments. Go to the [Inventory](#) section of the website to correct the cited rooms. *(The website list “filter” can sort the room types to facilitate the update.)*

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, pages B:21 – B:25
 Part D: Defining Potential Inventory and System Needs, pages D:1 – D:7
 Part F: Creating a LRFP, pages F:11 – F:13, F:18 – F:22

LRFP REPORTS Enrollment and School Grade Alignment Report
 Proposed Room Inventory Report

REPORTING AREA Inventory Rooms
LRFP Actions

ISSUE **Proposed Schools are missing Specialized or Administrative/Support FES Room Types from the Room Inventory.**

DATA CHECK GOAL This check will help confirm that existing or proposed rooms were not inadvertently omitted from the room inventory.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, all applicable FES Room Types are proposed at each school.

If “yes” is indicated on the report, review the *FES Room Type and Square Footage Analysis Report* and the *Proposed Room Inventory Report* for the cited School(s) to verify that the rooms in the school’s instructional buildings are properly represented.

- Go to the Inventory section of the website to edit or add rooms.
- Go to the LRFP section of the website to assign Room Inventory Actions if required.

Please note that all FES room types do not necessarily need to be provided in a school building for LRFP approval. This particularly pertains to food services, physical education, and assembly multi-use spaces that may not be provided in the same configuration as the FES. The DOE will review each situation individually to determine educational adequacy and may request supporting documentation from the district to address the ability of an instructional building to accommodate the Core Curriculum Content Standards.

See the Facilities Efficiency Standards, located in Appendix A of the *LRFP Preliminary Guidelines* for detailed room information.

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, pages B:21 – B:25
 Part D: Defining Potential Inventory and System Needs, page D:7
 Part F: Creating a LRFP, pages F:11 – F:13, F:18 – F:22

LRFP REPORTS FES Room Type and Square Footage Analysis Report
 Proposed Room Inventory Report

REPORTING AREA Inventory Rooms
LRFP Actions

ISSUE **Proposed Instructional Buildings do not have “Grossing Factor Spaces” included in the Room Inventory.**

DATA CHECK GOAL The recording of grossing factor spaces is a new LRFP reporting requirement. This check confirms that the district entered grossing factor spaces for an existing or proposed instructional building.

REQUIRED ACTION If “no” is indicated on the report, no action is required.

If “yes” is indicated on the report, grossing factor spaces must be reported for the instructional building. (See the *LRFP Preliminary Guidelines* if guidance on how to collect grossing factor space data.)

- To add existing grossing factor spaces, go to the Inventory section of the website and add room records to the cited instructional building asset.
- Go to the LRFP section of the website to assign Room Inventory Actions to include “potential” grossing factor spaces as required.

The *LRFP Tutorial*, accessed from the Help section of the website, provides helpful hints on how to quickly address grossing factor space reporting requirements by cutting and pasting rooms from one asset to another and then editing the required fields.

Remember, a Potential Room is not included in the LRFP unless it is assigned an Inventory Action. Also, actions applied to schools, sites, or assets are only automatically applied to the room records in existence at the time the action is assigned. For example, if a district is proposing a new building, and has already assigned the inventory action (*new construction, purchase, etc.*) at the building asset level before creating grossing factor space room records, the inventory action WILL NOT automatically be applied to grossing factor space records once recorded. The potential grossing factor space records must be created in the Inventory section of the website and actions applied to include them in the LRFP section.

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, page B:24
 Part D: Defining Potential Inventory and System Needs, page D:7
 Part F: Creating a LRFP, pages F:11 – F:13

LRFP REPORTS Proposed Room Inventory Report

REPORTING AREA [Inventory](#) Rooms
[LRFP](#) Actions

ISSUE **Proposed Instructional Buildings have a grossing factor, based on the Room Inventory that is not within a 1.30-1.70 range.** *(Please confirm that the Room Inventory is accurately represented.)*

DATA CHECK GOAL This data check cites potential room data errors or omissions concerning the representation of net program and grossing factor spaces.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, the school’s grossing factor is within a 1.30 – 1.70 range.

If “yes” is indicated on the report, review the *Proposed Room Inventory Report* for the cited School and confirm that all rooms are properly represented. Also, check that the “Total School Gross Square Feet” listed at the bottom of the *Proposed Room Inventory Report* is consistent with the sum of the gross square feet for each instructional building serving the school as entered on the website in the Asset Detail View. Go to the [Inventory](#) section of the website to correct any errors.

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, page B:24
 Part D: Defining Potential Inventory and System Needs, page D:7
 Part F: Creating a LRFP, pages F:11 – F:13

LRFP REPORTS Proposed Room Inventory Report

REPORTING AREA Inventory Rooms

ISSUE Proposed Instructional Buildings have Proposed Room(s) assigned a District Class Size Practice of 25 or greater.

DATA CHECK GOAL This check highlights rooms with district-entered Class Size Practices greater than 25 students that are included in the *District Practices Capacity Calculation*.

REQUIRED ACTION **There is no required corrective action. However, districts may be required to submit additional information to the DOE for LRFP approval explaining proposed class sizes that do not conform with, or greatly exceed, the FES.** Class size justifications should be based on district program objectives and not overcrowding. Districts should NOT manipulate District Practices Class Size to match the proposed enrollments.

If “no” is indicated on the report, all classrooms that are proposed to generate capacity based on district practices have been assigned a capacity of 25 students or less.

If “yes” is indicated on the report, a capacity-generating classroom, based on district practices, has been assigned a class size greater than 25 students. The district should verify that this is a correct data entry and that the room should be included in the District Practice Capacity Calculation. Go to the Inventory section of the website to correct any errors. Class sizes in Abbott districts must NOT exceed the FES.

Considerations are as follows:

- The “*Class Size if Capacity Generating*” field in the Room Record Detail View should be blank (“0” will appear for *District Practices Class Size in the Proposed Room Inventory Report*), if the room is not considered by the district to add capacity to the school and should not be included in the *District Practices Capacity Calculation*.
- Confirm that the room square footage is adequate for the proposed class size.
- Half-day pre-kindergarten or kindergarten programs will likely be cited since the room capacity should represent the two sessions accommodated daily. For example, the capacity of a kindergarten classroom serving 21 students in two half-day sessions would be 42.

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, pages B:21– B:23
Part D: Defining Potential Inventory and System Needs, page D:7

LRFP REPORTS Proposed Room Inventory Report
FES and District Practices Capacity Report

REPORTING AREA [Inventory](#) Rooms
[LRFP](#) Actions

ISSUE **Proposed School(s) contain FES Capacity Generating Rooms with no District Practices Capacity assigned.** *(Capacity will automatically be assigned in the reports and included in the FES and District Practices Capacity Calculations.)*

DATA CHECK GOAL The *Facilities Efficiency Standards (FES) Capacity Calculation* assigns capacity to pre-kindergarten, kindergarten, general education, and self-contained special education classrooms at the prescribed FES class size, with a utilization rate. (Capacity will be prorated lower if the classroom square footage is less than the FES standards.) This check highlights schools that do not have district-entered “*Class Sizes if Capacity Generating*” data for FES capacity generating classrooms. In these cases, the prescribed FES class size is used as a default to calculate the *District Practices Capacity*.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, the district has assigned class size practices to all FES capacity generating rooms and the district-entered *Class Size if Capacity Generating* will be used to calculate the *District Practices Capacity*.

If “yes” is indicated on the report, go to the [Inventory](#) section of the website and edit the Room Records to include a class size for capacity generating rooms if the FES default is not indicative of district practices. This is particularly important if the district assigns more students to a classroom and considers more rooms to be capacity-generating than the FES since the additional *District Practices Capacity* may be needed to accommodate the proposed school enrollments. *(Also see Data Check 14 for additional class size considerations.)*

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, pages B:21– B:23
 Part D: Defining Potential Inventory and System Needs, page D:7

LRFP REPORTS Proposed Room Inventory Report
 FES and District Practices Capacity Report

REPORTING AREA Inventory Rooms
LRFP Actions

ISSUE **Proposed Instructional Buildings do not contain Rooms.** *(Please complete the Room Inventory.)*

DATA CHECK GOAL The room inventory is a critical component of the LRFP since it is the basis for capacity and unhoused student calculations. This data check cites any instructional buildings that do not have room records.

REQUIRED ACTION If “no” is indicated on the report, no action is required.

If “yes” is indicated on the report, room records must be added for the cited instructional building(s).

- To add existing rooms to the inventory, go to the Inventory section of the website. Create new room records for the cited instructional building. Remember to note the correct status of “Existing” or “Potential” for each room and to include grossing factor spaces.
- Go to the LRFP section of the website to assign Room Inventory Actions if “Potential” rooms are to be included in the LRFP.

The LRFP Tutorial, which is accessed from the website Help section, provides helpful hints on how to quickly address room inventory requirements by cutting and pasting rooms.

Remember, a Potential Room is not included in the LRFP unless it is assigned an Inventory Action. Also, actions applied to schools, sites, or assets are only automatically applied to the room records in existence at the time the action is assigned. For example, if a district is proposing a new building, and has already assigned the inventory action (*new construction, purchase, etc.*) at the building asset level before creating grossing factor space room records, the inventory action WILL NOT automatically be applied to grossing factor space records once recorded. The potential grossing factor space records must be created in the Inventory section of the website and actions applied to include them in the LRFP section.

Note: If an ECPA district is including a preschool community-provider owned building in the Inventory because state facilities funding has been received, or is being requested, a comprehensive room inventory, similar to the district-owned instructional building room inventory, must be completed.

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, pages B:21– B:25
 Part D: Defining Potential Inventory and System Needs, page D:7
 Part F: Creating a LRFP, pages F:11 – F:13

LRFP REPORTS Proposed Room Inventory Report
 Inventory Action Detail Report

REPORTING AREA [Inventory](#) Rooms

ISSUE **Proposed Instructional Buildings contain Net Program Room Types sized greater than 10,000 NSF.** *(Please check that the room size was entered correctly.)*

DATA CHECK GOAL This check highlights room square footage data that may have been entered incorrectly.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, no action is required unless the district has a large group space, such as a gymnasium or auditorium, that is over 10,000 square feet and should have been cited. Go to the [Inventory](#) section of the website to edit room records.

If “yes” is indicated on the report, review the cited rooms to make sure they are properly represented. If there is an error, or the room needs to be reviewed in more detail, go to the [Inventory](#) section of the website.

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, page B:21 – B:23
Part D: Defining Potential Inventory and System Needs, page D:7

LRFP REPORTS Proposed Room Inventory Report

REPORTING AREA [Inventory](#) Rooms

ISSUE **Proposed Instructional Buildings contain FES Capacity Generating or Specialized Space room types sized less than 100 square feet.** *(Please check that the room size was entered correctly.)*

DATA CHECK GOAL This check highlights room square footage data that may have been entered incorrectly.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, no action is required unless the district has a room sized less than 100 square feet that should have been cited. Go to the [Inventory](#) section of the website to edit room records.

If “yes” is indicated on the report, review the cited rooms to make sure they are properly represented. If there is an error, or the room needs to be reviewed in more detail, go to the [Inventory](#) section of the website.

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, page B:21 – B:23
Part D: Defining Potential Inventory and System Needs, page D:7

LRFP REPORTS Proposed Room Inventory Report

REPORTING AREA Inventory Rooms
LRFP Actions

ISSUE Proposed Buildings contain Reconfiguration Actions in which the total square feet of Existing Room Reconfiguration Actions, including Support Spaces, is not within 3% of the total square feet of the Potential Room Reconfiguration Actions. *(Check that the existing rooms proposed for reconfiguration have been assigned a Reconfiguration Action so that they are excluded from the Proposed Inventory.)*

DATA CHECK GOAL Existing room square feet, including support spaces, proposed to be reconfigured must approximate the proposed room square feet that will result from the reconfiguration. This data check will highlight buildings that have too great a deviation between existing and proposed Reconfiguration square feet.

REQUIRED ACTION If “no” is indicated on the report, no action is required.

If “yes” is indicated on the report, the Proposed Room Inventory or Inventory Actions must be adjusted. Reconfiguration Actions must minimally be assigned to one Existing Room Record *(to eliminate the room(s) from the inventory)* and one Potential Room Record *(to add the new room(s) resulting from the reconfiguration to the inventory)*.

- Confirm that all Existing Rooms that are proposed to be reconfigured are assigned a Reconfiguration Inventory Action in the LRFP section of the website. *(The Reconfiguration Action will change the existing room’s square feet to “zero” in the Proposed Room Inventory.)*
- Confirm that the Reconfiguration Actions are properly assigned to Potential Rooms that will result from the reconfiguration of existing space in the LRFP section of the website. Also confirm that the room square footage, including the support spaces, is properly represented. *(Edit or create Potential Rooms in the Inventory section of the website.)*

Please note that the Reconfiguration Action pertains to rooms that are proposed to have their walls reconfigured, resulting in a change in room square footage. *(The reconfigured room may or may not be the same room type.)* The “Reassignment Action” should only be assigned to Existing Rooms that are proposed to undergo a usage change and will NOT have walls (square footage) altered.

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, page B:21– B:25
 Part D: Defining Potential Inventory and System Needs, page D:7
 Part F: Creating a LRFP, page F:13

LRFP REPORTS Detailed Inventory Action Report
 Proposed Room Inventory Report

REPORTING AREA Inventory Rooms
LRFP Actions

ISSUE **Proposed School(s) provide less gross square feet per student than prescribed in the Facilities Efficiency Standards.**

DATA CHECK GOAL This data check assesses whether proposed schools minimally meet the area allowance prescribed in the Facilities Efficiency Standards.

REQUIRED ACTION If “no” is indicated on the report, no further review is required.

If “yes” is indicated on the report, confirm that the room inventory for the instructional building(s) serving the cited school is correct by reviewing the “Proposed Room Inventory Report.” The LRFP can be submitted to the DOE if the room inventory is correctly represented. However, the DOE may require additional supporting documentation illustrating that the proposed facilities are educationally adequate and that an FES waiver should be granted. *(Justifications should be based on program delivery in accordance with the Core Curriculum Content Standards and NOT building limitations or budget limitations.)*

LRFP TUTORIAL Part B: Reviewing and Updating Existing Inventory, page B:21– B:26
 Part D: Identifying Potential Inventory and System Needs, pages D:7
 Part F: Creating a LRFP, pages F:11 – F:13

LRFP REPORTS FES Room Type and Square Footage Analysis Report
 Proposed Room Inventory

REPORTING AREA **LRFP** Actions

ISSUE **Buildings proposed to be demolished are assigned work.**

DATA CHECK GOAL This data check confirms that the district wants to upgrade a building that is proposed to be taken off-line.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, no further review is required.

If “yes” is indicated on the report, confirm that the proposed inventory or system work is needed to keep the building operational or meet critical program needs until other aspects of the LRFP.

LRFP TUTORIAL Part D: Identifying Potential Inventory and System Needs, pages D:8 – D:10
Part F: Creating a LRFP, pages F:15 – F:17

LRFP REPORTS Detailed System Action Report
Detailed Inventory Action Report
Site and Asset Inventory Report

REPORTING AREA LRFP Actions

ISSUE **Leased buildings are assigned work.**

DATA CHECK GOAL This data check confirms that the district wants to upgrade a leased building.

REQUIRED ACTION There is no required corrective action.

If “no” is indicated on the report, no further review is required.

If “yes” is indicated on the report, confirm that the proposed work represents the district’s intentions.

LRFP TUTORIAL Part D: Identifying Potential Inventory and System Needs, pages D:8 – D:10
Part F: Creating a LRFP, pages F:15 – F:17

LRFP REPORTS Detailed System Action Report
Detailed Inventory Action Report
Site and Asset Inventory Report