



New Jersey Child Care Facilities Improvement Program

Grantee Manual

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1. INTRODUCTION

As the project manager of your facility improvements, you are responsible for coordinating and tracking:

- ✓ That your project will be completed in time.
- ✓ That your project will be completed within the allotted budget, including requested cost overrun as needed.
- ✓ If you will need to modify your scope of work due to any unforeseen construction related costs.

While this may seem straightforward, actively managing these components is critical to your project's success. NJEDA can provide you guidance to questions you may have related to your project, but it is not the role of any NJEDA employee to manage the specifics of your project.

This guide outlines best practices and provides guidance to support your success as a project manager. Some items are requirements of the grant, others are recommendations from NJEDA. We highly recommend that you read this manual thoroughly and reference it frequently.

2. SIGNING YOUR CONTRACT WITH NJEDA

The following items are required for NJEDA to fully execute your grant agreement (also referred to as a contract):

Closing Requirements:

- ✓ Grant Agreement signed by you (Reminder: this is different than a fully executed agreement which is signed by you and NJEDA)
- ✓ Submission of Insurance that adheres to all the requirements in Section 8.1 of your grant agreement.
- ✓ Current New Jersey Business Tax Clearance Certificate dated no more than 180 days prior to signing a Grant Agreement .
 - Please note that although you submitted a Tax Clearance Certificate as part of your application process, this document must be kept up to date throughout the continuation of your project. As a result, you will be asked to resubmit once the certificate fails to meet the 180 day requirement.

Once you have met all the closing requirements listed above, NJEDA will sign your grant agreement, and you will receive an email labeled "Preparing For Your Project."

3. NJEDA PREPARING FOR YOUR PROJECT EMAIL

Please allow up to five business days after your agreement is fully executed to receive your "Preparing For Your Project" email. If five business days have passed, you may reach out to childcarefacilitiesimprovementprogram@njeda.gov.

REMINDER: You may not begin your project until a pre-construction meeting has occurred. More information on this meeting is available in the next section.

In the "Preparing For Your Project" email, you will receive the following information:

- Point of contact for construction-related questions, support, and payment process
- Point of contact for Furniture, Fixture, and Equipment (FFE) questions, support, and payment process, if applicable
- Point of contact for your assigned Affirmative Action (AA) and Prevailing Wage (PW) Compliance Officer
- Reminder to contact your Office of Licensing (OOL) Inspector to discuss your improvements and any requirements from their office
- Link to upload any disbursement requests and required documentation (see relevant sections below)
 - **Important:** This is a unique link that you will use for the entirety of your project. Please keep this link and email safe, as you will use the link frequently throughout the lifecycle of your project.

Additionally, if you have multiple applications that have been approved, **you must ensure that you are using the link associated with the correct location.** This is incredibly important and could delay payments to both you and your contractor if done incorrectly!
- Link to the Grantee Manual (this document)
- Project Management Spreadsheet (recommended tool) to track your project. This spreadsheet will be pre-filled with:
 - Your approved contractor(s) and any professional service vendor(s), if applicable, and their associated approved project cost
 - Your total approved total project award, construction award, FFE award, if applicable
 - Important deadlines

- Planning Guidance (recommended resource)

4. PRE-CONSTRUCTION REQUIREMENTS

Prior to starting construction, your contractor(s) must have a pre-construction meeting with NJEDA. **You may NOT start any construction activities until this meeting has been completed.**

Prior to scheduling the pre-construction meeting, grantees are required to submit the following documents for **EVERY** approved Public Works contractor and professional service vendor listed in your project.¹ If your project has a professional service vendor, you will find them listed in the Project Management spreadsheet attached in your "Preparing For Your Project" email.

Contractor and Professional Service Vendor Requirements

- **Submission of Insurance** that adheres to all the requirements in Section 8.2, A-D, of your grant agreement.
 - Please note: Construction cannot begin until NJEDA is in receipt of these documents.

Executed Contract Agreement(s) Between Grantee and Approved Public Works Contractor(s) and/or Professional Service Vendor(s)

- Please note: you have 90 days from the date of your fully executed NJEDA grant agreement to enter into this contract.
- The contract must include required language as specified in Section 6(N) and Exhibit J of your grant agreement with NJEDA.
- **Attendance of a pre-construction meeting** (see section IV.B).

The Federal Programs Reporting & Compliance Team (FPR&C) will work with you to coordinate and collect the required documentation from your approved contractor(s) and if applicable, any professional service vendor(s) listed in your project.

¹ A professional service vendor is a person or organization that primarily provides architectural, engineering, construction management, or environmental assessment services, if these services are **NOT being subcontracted out by your approved contractor(s) and included as part of your approved contractor's quote.**

- If during this process one of your approved contractor(s) is no longer available, you may request a 45-day extension to enter into an agreement with the new contractor. You will need to submit a [Contractor Requirement Documentation Extension Form](#), along with all the required contractor documents which include:
 - DOL Public Works certificate,
 - NJ Business Registration Certificate,
 - [Verification of Contractor Eligibility form](#), and
 - New project quote.
 - **Reminder:** the new quote must be less than or equal to the quoted amount from your previous contractor.
 - **Reminder:** the new quote may not add to the project's approved scope of work.
- Should you run into any issues, please communicate that immediately to the Federal Programs Reporting & Compliance Team (FPR&CT) by emailing ChildCareConstruction@njeda.gov.

4A. Submitting Your Required Documentation

Once you have all your required documentation for **EVERY** contractor and professional service vendor, complete the following:

- A. Label your documents accordingly:
 - Your PROD#_Required Documentation Type_Name of Contractor or Professional Service Vendor_Date of Submission.
 - Example: PROD-123456789_Insurance_Larry's Construction_6.30.23
 - Example: PROD- 123456789_Contract Agreement_Larry's Construction_6.30.23
 - Note: Your PROD # can be found in your "Preparing For Your Project" email and your grant agreement. If you are not able to find your PROD#, please reach out to your assigned Child Care Project Officer.
- B. Upload your document using the Document Submission Link you received in your "Preparing For Your Project" email. (*See instructions below in the "Document Submission Instructions"*)
- C. Please upload your required documents ONLY once you have all the required documentation for every contractor or professional service vendor. Please DO NOT

upload documents one at a time as you receive them. This will delay our ability to move you to the next stage of the process.

D. The pre-construction meeting will only be scheduled once all these documents are submitted and verified.

- If you are experiencing challenges acquiring these documents from your contractor(s) or professional service vendor(s), reach out to the FPR&CT for further guidance at ChildCareConstruction@njeda.gov.

4B. Pre-Construction Meeting

The purpose of a pre-construction meeting is to communicate state and federal requirements related to your construction project. During these meetings, members of NJEDA's Labor and Compliance Team and Federal Programs Reporting & Compliance Team (FPR&CT) will share and explain these requirements. Additionally, these meetings are intended to:

- Convene the project team.
- Review the **NJEDA Pre-Construction Packet** (click [here](#) for a copy).
- Re-affirm prevailing wage, affirmative action, the relevant monitoring requirements.
- Gather necessary banking information for ACH payments to contractor(s).

As a result, it is critical that every contractor and professional service vendor for your project attend the pre-construction meeting.

Things to note:

- These pre-construction meetings are a requirement. NJEDA will NOT make any deposits/payments before this meeting is held, and construction cannot be started prior to the pre-construction meeting. You and your approved contractor(s) and professional service vendor(s) must attend a pre-construction meeting. Meetings will be held virtually via Microsoft Teams.
- Your selected contractor(s) may have already attended a meeting with another child care provider.
- If your project has multiple contractors and professional service vendors, you are responsible for coordinating their attendance.
 - We understand that this can be challenging. Ultimately, you should remind the contractor(s)/professional service vendor(s) that attendance is a requirement for payment.
 - Please proactively communicate with the FPR&CT if you foresee that your contractor(s) or professional service vendor(s) will not be able to attend at the scheduled time.

- Attendance will be tracked through a sign-in sheet.
- Contractor(s) and professional service vendor(s) are asked to bring their banking information and a voided check with them to these meetings.
 - If they have already attended a meeting with another Child care provider and submitted this information, they may omit this step.

5. PREPARING FOR YOUR PROJECT

The pre-construction meeting signals the completion of all the pre-construction requirements. After this meeting is complete, you can begin construction!

Before starting project construction, we recommend considering the following to help prioritize the order of your projects:

- Which of these projects is most important to the health and safety of my program?
- Do any of these improvements need to take place when the children are not present?
- Which of these projects are likely to encounter unforeseen costs?
 - Have this discussion with your contractor(s). Tap into their professional expertise to help you manage your expectations and the project itself.
- Which of these projects will likely take the longest to complete given the complexity of the project?
- If you are working with multiple contractors/professional service vendors, what does their availability look like?

Use those considerations to organize the order of which project you start first, your scope of work, and helping to manage your budget and know when you may need to request cost overrun funding. Once you've decided which project you will begin first, your contractor may require a deposit to begin work. Please see the disbursement section below (*Section 2* for further guidance).

6. MANAGING YOUR PROJECT

This section is intended to provide you with some best practices as it relates to managing your project and/or budget. NJEDA will not be monitoring the progress of your improvements as they relate to your budget – this is your responsibility as the Grantee. These steps are not

mandatory but rather suggestions we've compiled to ensure the successful completion of your entire scope of work.

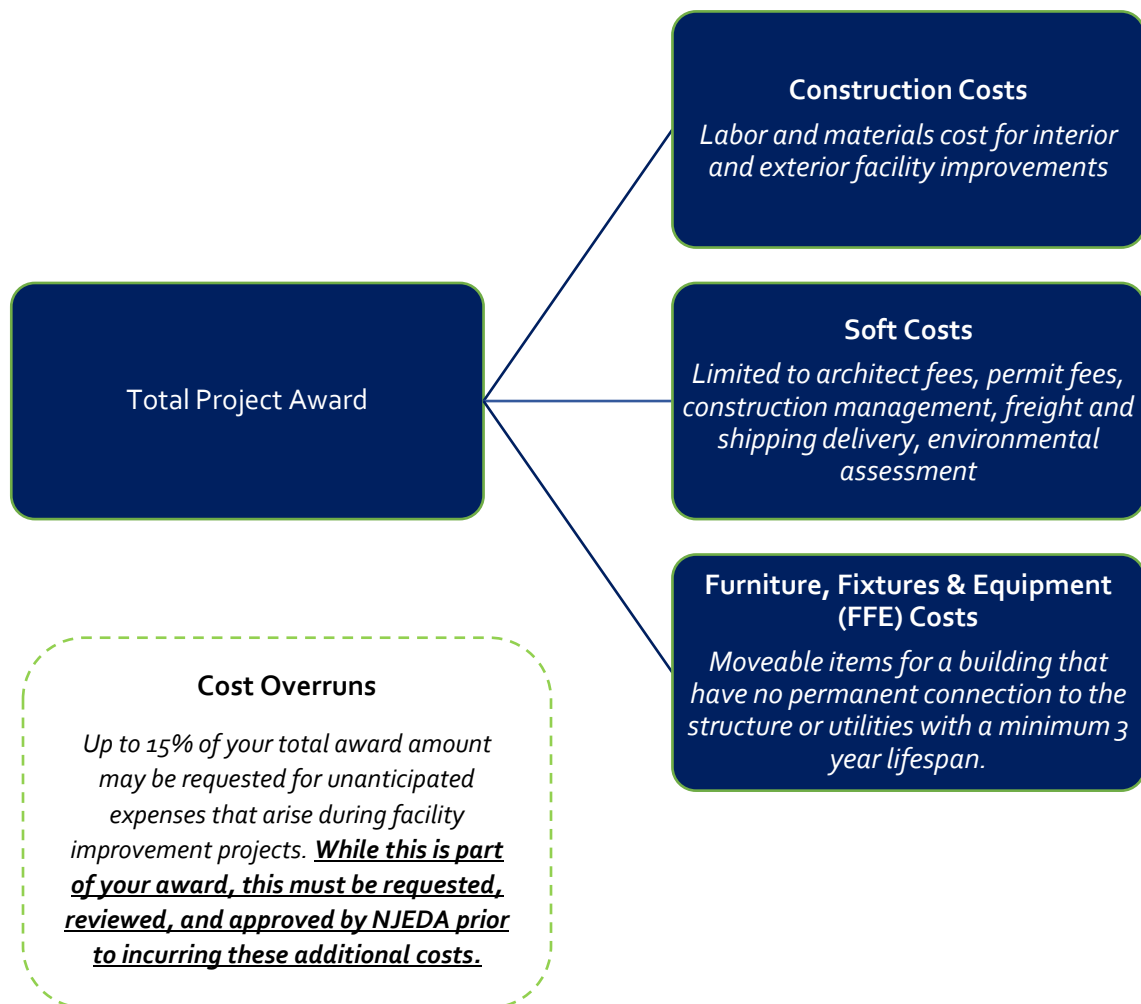
As a project manager, you will need to actively manage these areas of your project:

1. Budget
2. Construction Projects
3. Timeline
4. Scope of Work

The guidance below and the Project Management spreadsheet will assist you with this.

6A. Budget Management

Your project has several types of costs:



- Total Project Award
- Total Construction Cost + Soft Cost Award
- Furniture, Fixtures, and Equipment (FFE) Award, if applicable
- Cost Overrun Total Award

You can find these award amounts in several locations, including your award letter, your approved budget, grant agreement, and Project Management tracker.

You will need to monitor your spending against these award amounts. While some unexpected expenses may be unavoidable, it is important that you proactively plan as much as possible.

Proactive Planning Recommendations:

- ✓ If a substantial amount of your total project costs is related to FFE, consider holding off on purchasing these items until most of your repairs have been completed. If a project incurs unexpected costs, you may want to shift funds from the FFE category to cover construction costs needed to complete the project.

Monitoring Construction Costs:

If you're working with multiple contractors and professional vendors, you will need to monitor how each project's spending is affecting your overall Total Project Award balance. The Project Management Tracker is an optional tool that can assist with this tracking. Reminder: the tool has been customized to your specific project to help you manage costs against your grant award. It is critical that you are proactively addressing any budget concerns or issues as early and quickly as possible. Please reach out to your assigned Child Care Project Officer if anything comes up.

If you are substantially through your facility improvements and believe that you will not have sufficient funding to cover remaining expenses you may request access to your cost overrun. Your cost overrun amount is up to 15% of your total project award amount.

Prior to Requesting Cost Overrun:

- Determine whether there are any available funds that can be repurposed (this could be funds for FFE, or unused funds from another aspect of your project).
- Reconsider your current scope of work.
- If this request is related to FFE, consider holding on purchasing those items until all construction has been completed.

Remember, this cost overrun is your only contingency. This means once you have exhausted this funding, you will not have any additional funding to cover unexpected cost throughout the

lifecycle of your project. **Reminder: you may not use other funds to complete your project.** If you choose to make any of these changes to your scope of work or how your budget is allocated, please contact your Child Care Project Officer for further guidance. NJEDA will need to track these changes.

To **Request Cost Overrun funding**, you will need to:

- Complete the [Cost Overrun Request Form](#)
- Submit an updated quote
- Submit a revised scope of work, if there are any new emergency-related repairs or modified plans.

6B. Project Management

It's critical that you establish a system of communication between you and your contractor(s). This is especially important if you have multiple construction projects happening simultaneously. Critical information you will need to receive updates on includes:

- **Project Start Date and Anticipated End Date**
 - You are required to start your project within 12 months from the date your grant agreement is executed.
 - You must also complete ALL construction within 12 months from your initial project start date.
- **Payment Requests**
 - You are only allowed to submit one construction payment request every 30 days. This means that if you have multiple projects underway, you will need to coordinate a payment request schedule that works for all contractors.
 - One payment request may include payments to multiple contractors working on your project
- **Project Completion Status**
 - Expect that there will be delays during construction projects– some may be small, others more significant. You will need to monitor how a delay in one project may impact the start time of another project. For larger adjustments, you must actively monitor how this will affect your overall timeline.

Remember you are responsible for the relationship with the contractor(s) and the ultimate finished product. Therefore, it is important that you stay involved in all decision-making for the project.

6C. Scope of Work Management

Because you have up to 12 months to complete all construction from your start date, you will need to actively monitor how your projects are progressing against this 12-month deadline.

If you believe that you will be unable to complete all construction within 12 months, or if a project is already underway and it will not be completed before this 12-month deadline, you may request an extension.

Project Completion Extensions:

- You may have the possibility of up to two, 90-day extensions.
- However, regardless of start date, all projects must be completed by 12/31/2026 due to federal requirements. Depending on when you execute a grant agreement, please note you may not be eligible for an extension if that would push project completion until after this date. Speak to your Child Care Project Officer with any questions.

To **Request an Extension**, you will need to submit the following:

- [Project Completion Extension Form](#),
- Revised timeline
- Revised scope of work

If this is your second extension request, you will need to attest that your project will be completed by the end of the requested extension and within budget.

7. REQUESTING A DISBURSEMENT

Disbursement means that you are requesting that a portion of your grant award be paid out. There are two types of disbursement requests:

1. **Construction Payment Disbursement:** These payments will be sent directly to the contractor or professional service vendor who has completed the work. If a deposit is required, you may request a disbursement prior to any work being completed.
2. **Reimbursement-Based Disbursement:** These payments are for items that you have paid for, and you are requesting to be reimbursed for that expense. Items eligible for this type of disbursement process include:
 - a. **Approved Furniture, Fixture, and Equipment (FFE)**
 - b. **Approved Installation of FFE by a contractor:** less than \$2,000 and not requiring a Public Works contractor.

- c. Permits that are not already included in your contractor(s)' quote.

7A. Disbursement Requirements

You are only permitted to submit one of each type of disbursement every 30 days.

As a result, if you are working with multiple contractors simultaneously, we strongly advise that you coordinate a contractor payment schedule that aligns with the disbursement schedule outlined above.

If you need to request less than the minimum noted below, you must get approval from NJEDA. Please contact your assigned Child Care Project Officer to make this request. .

	Reimbursement Disbursement	Construction Payment Disbursement
Request Minimum:	The disbursement request <u>may not be less than \$1,000</u> , unless specifically approved by NJEDA.	The disbursement request <u>may not be less than \$10,000</u> , unless specifically approved by NJEDA.
Required Documentation:	<p>FFE:</p> <ul style="list-style-type: none"> ✓ Proof of purchase that includes ALL the following information: <ul style="list-style-type: none"> • Vendor name • Date of purchase • Description of purchase(s) • Quantity purchased • Unit Price • Total Amount Paid ✓ Estimated delivery/Photo of Item in Facility <p>Approved Installation of FFE:</p> <ul style="list-style-type: none"> ✓ Proof of payment to approved non-Public Works contractor, totaling less than \$2000, in the form of: <ul style="list-style-type: none"> • Electronic purchase confirmation • Cancelled check • Bank statement • Credit card receipt or statement 	<p><u>ALL</u> of the following documents must be submitted <u>for each Public Works contractor/professional service vendor, including any non-Public Works registered contractor who is installing FFE under \$2,000:</u></p> <ul style="list-style-type: none"> ✓ Contractors Application for Payment (AIA) G702/ G703 (or equivalent) ✓ Associated SWMVB ✓ Work progress photos that support disbursement request <p>FYI - contractors are required to submit documentation directly to NJEDA related to Prevailing Wage/Affirmative Action requirements on a weekly basis as well as debarment status and updated certificates.</p>

	<ul style="list-style-type: none"> • Paid invoice <p>✓ Photos of work completed</p> <p>Permits, not included in contractor's quote:</p> <p>✓ Proof of payment in the form of one of the following:</p> <ul style="list-style-type: none"> • Electronic purchase confirmation • Cancelled check • Bank statement • Credit card receipt or statement • Paid invoice 	<p>Please Note: Disbursements will not be processed unless all required Prevailing Wage/Affirmative Action documentation has been provided to the Labor Compliance Team. NJEDA will also be checking on contractor's debarment status and certification including, insurance, NJ Public Work Certificate and SWMBE certificates.</p>
<p>Changes in Cost:</p>	<p>FFE: If your approved item is no longer available and you cannot find a comparable item at a similar price point, you must contact your assigned Child Care Project Officer to discuss your options.</p> <p><u>Please note that your disbursement request cannot exceed the approved FFE amount.</u></p>	<p>Construction: If there are any changes in cost due to unforeseen conditions during construction, please reach out to the FPR&CT for further guidance.</p> <p><u>If NJEDA approves unforeseen conditions costs,</u></p> <ol style="list-style-type: none"> 1. You will need to determine whether there are any available funds that can be repurposed (ex. FFE) or; 2. You may want to reconsider the scope of your project; or 3. You may also consider a cost overrun request if these expenses will exceed your total project award.

7B. Submitting Disbursement Requests

Please ONLY upload your documents once you have all the required documentation available. Incomplete submissions will delay our ability to process your request.

Your documents must be labeled correctly with the following labeling convention: Your PROD ID_Required Documentation Type_Name of Contractor, Vendor, Professional Service_Date of Submission.

- Ex. PROD-123456789_Contract Agreement_Larry's Construction_6.30.23
- Ex. PROD-123456789_FFE Disbursement Invoice_School Supply_6.30.23

Once you are ready to submit your documents, you will use the Document Submission link provided to you. If you have multiple awarded sites, please ensure you are using the correct link!

For construction related disbursements, please email ChildCareConstruction@njeda.gov to notify them that a request has been submitted.

7C. Disbursement Reviews and Approvals

NJEDA staff will review all disbursement documentation provided.

- If there are contractor related questions, staff from the FPR&CT may reach out directly to that contractor and may request that they resubmit documents with needed corrections.
- If there are reimbursement related questions, staff from the Child Care Team will reach out directly to you for further information.

Should contractor invoices and other related documents need updates, they will be shared with you for your review and approval. Please note: any delays in submissions will cause a delay in NJEDA's ability to process payment.

Once NJEDA staff has completed their review and all materials are corrected, you will be asked to complete a **Requisition Form**. Depending on the type of disbursement you will either complete a **FFE Requisition Form** (click [here](#)) or a **Contractor Payment Requisition Form** (click [here](#)).

For both forms you will be asked to complete the following :

1. Enter or verify the banking information for yourself or the contractor receiving payment.
 - If this is your first time submitting a **Reimbursement Requisition Form**, you will be asked to also submit a voided check and to enter your banking information.

ACH INSTRUCTIONS:
 NJEDA is instructed and authorized to transfer funds electronically to the grantee using the information detailed below. If NJEDA is unable to transfer funds electronically a paper check will be mailed to the address listed below.

GRANTEE:
 Full Name: _____
 Mailing Address: _____
 Bank Name: _____
 Bank Account Type: _____
 Bank Account Number: _____
 Bank's Routing Number: _____
 SWIFT or BIC code: _____
(if applicable)
 Transfer Amount: _____

ACH INSTRUCTIONS:
 NJEDA is instructed and authorized to transfer funds electronically to the contractor/subcontractor using the information detailed below.

Contractor Name:	1)	2)	3)
Last 4 Digit of Contractor's Bank Account Number:			
Amount:			
Initial:			

Contractor Name:	4)	5)	6)
Last 4 Digit of Contractor's Bank Account Number:			
Amount:			
Initial:			

2. Certify that accuracy of the information provided and attest that these funds to not duplicate benefits received through other grants.

CERTIFICATION
 The undersigned, a duly authorized representative of Grantee, hereby certifies to the Authority on his/her behalf and on behalf of Grantee, that:

1. This requisition and all requisitions previously disbursed to or on behalf of Grantee under the Grant have been expended for pre-approved furniture, fixtures, and equipment at the listed project location in your application and not for any other use or purpose; and
2. The expenses covered by this requisition do not duplicate benefits received under any other program or from insurance or from any other source for the same purpose in accordance with the grant documents.

Terms used in this Certification shall have the same meaning as ascribed to them in the Grant documents that relate to the Child Care Facilities Improvement Program unless expressly indicated otherwise. Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Your signature below shall serve as evidence that the Grantee also agrees to be bound by electronic signatures.

- Authorized Representative Name: _____
- Title: _____
- Date: _____
- Signature: _____

CERTIFICATION
 The undersigned, a duly authorized representative of Grantee, hereby certifies to the Authority on his/her behalf and on behalf of payee, that:

1. This requisition, and or all requisitions previously disbursed to or on behalf of the Grantee, have been expended to pay for the costs of the Project and not for any other use or purpose.
2. The work and expenses covered by this requisition have been or will be performed and incurred towards completion of the Project in accordance with the grant documents.
3. To the best of the undersigned knowledge, information and belief, the remaining, undisbursed portion of the Grant is sufficient to complete the Project.
4. The expenses covered by this requisition do not duplicate benefits received under any other program, insurance, or any other source for the same purpose in accordance with the grant documents.

Capitalized terms used in this Certification shall have the same meaning as ascribed to them in the Agreement documents that relate to the Grant unless expressly indicated otherwise. Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Your signature below shall serve as evidence that the Grantee also agrees to be bound by electronic signatures.

GRANTEE:

- Name: _____
- Title: _____
- Date: _____
- Signature: _____

3. Review the information provided by NJEDA below for accuracy.

DO NOT WRITE BELOW THIS LINE – FOR USE BY NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY ONLY

Grantee Name:	Total Amount of Grant: \$
Product Number:	Total Amount of Prior Payment(s): \$
Fund:	Total Amount this Payment: \$
Closing Date:	Total Grant Funds Remaining: \$
Reviewed by:	
Approved by:	
Officer:	Director – Tara Colton, EVP for Economic Security
Date: / / 23	Date: / / 23

4. Completed forms should be sent using your submission link.

8. USING YOUR PROJECT MANAGEMENT SPREADSHEET

Using the Project Management Spreadsheet is not mandatory, but NJEDA is highly encouraging its use as a resource. Keep in mind it will only be helpful when you actively track the project areas outlined throughout this manual. Preparing For Your Project

This tracker is individualized to your project and will have the project-specific information already inserted.

8A. Budget Tracking

1. Review the information in the “**Budget Tracking**” table for accuracy. If you’re unsure if the numbers are correct, cross-reference the award totals against your award letter and your grant agreement. If you’re still unsure about the accuracy of the award totals after reviewing these documents, please reach out to your Child Care Project Officer.
2. Do NOT edit the “Budget Tracking” table. There are formulas that will update based on what you enter in the “**Disbursement Tracker**” Below.

The following information will be pre-populated in your Project Management Tracker, under "Budget Tracking." Review for accuracy.

- Total Project Award
- Total Construction Cost + Soft Cost
- Total Furniture, Fixture, Equipment
- Total Cost Overrun
- Available Disbursements

Do NOT edit this table.

BUDGET TRACKING			
Award Type	Award Total	Total Spent	Current Balance
Total Project Award	\$ 200,000.00	\$ -	\$ 200,000.00
Total Construction Cost +Soft Cost	\$ 130,000.00	\$ -	\$ 130,000.00
Total Furniture, Fixture, Equipment (FFE)	\$ 50,000.00	\$ -	\$ 50,000.00
Total Cost Overrun	\$ 30,000.00	\$ -	\$ 30,000.00
Remaining Reimbursement Disbursements Available (Maximum 12)	12		
Remaining Construction Disbursements Available (Maximum 12)	12		

3. If the information is correct in the "Budget Tracking" table, then you can begin using the table below labeled the "Disbursement Tracker", to track your disbursements against these award totals.
4. While there are only two disbursement types (construction and reimbursement), when using the "Disbursement Tracker", you will be prompted to select one of the following disbursement types:
 - **Construction Disbursement**
 - **FFE Disbursement:** Furniture, Fixture, and Equipment disbursements
 - **Other:**
 - Examples of eligible uses under the "other" category include permit fees, not included in your contractor's quote, or approved installation of FFE by a non-Public Works contractor totaling less than \$2000.
 - In general, if you're unsure how and when to use this "other" category, you should reach out to your Child Care Project Officer.
 - Additionally, any expenses related to permits or contractor installation less \$2000 will be deducted from your "Total Construction Cost + Soft Cost."

Disbursements Tracker			
Type of Disbursement	Request Date	Disbursement Requested Amount	Description
Construction Disbursement	7/7/2023	\$ 10,000.00	Labor and LLC Deposit
FFE Disbursement	7/7/2023	\$ 5,000.00	Tables and chairs
Other	7/7/2023	\$ 200.00	Permit

5. As you begin submitting disbursements and tracking them in the “Disbursement Tracker” table, you will see the following changes take place in the “Budget Tracker.”
 - The “Total Spent” in “Construction +Soft Cost” and “FFE total Disbursement” updated with the total disbursed amount.
 - The column in the “Budget Tracking” table labeled “Current Balance” will update to show much funding is left in each award type.

Your Disbursement Tracker will cause your “Total Spent” and “Current Balance” to update.

For the “other” category, this come out of your “Total Construction Cost + Soft Cost” line item.

Disbursements Tracker			
Type of Disbursement	Request Date	Disbursement Requested Amount	Description
Construction Disbursement	7/7/2023	\$ 10,000.00	Labor and LLC Deposit
FFE Disbursement	7/7/2023	\$ 5,000.00	Tables and chairs
Other	7/7/2023	\$ 200.00	Permit

BUDGET TRACKING			
Award Type	Award Total	Total Spent	Current Balance
Total Project Award	\$ 200,000.00	\$ 15,200.00	\$ 184,800.00
Total Construction Cost +Soft Cost	\$ 130,000.00	\$ 12,000.00	\$ 118,000.00
Total Furniture, Fixture, Equipment (FFE)	\$ 50,000.00	\$ 5,000.00	\$ 45,000.00
Total Cost Overrun	\$ 30,000.00	\$ -	\$ 30,000.00
Remaining Reimbursement Disbursements Available (Maximum 12)		10	
Remaining Construction Disbursements Available (Maximum 12)		11	

Your “Remaining Disbursements” will countdown based on how many disbursements are entered in your “Disbursement Tracker”.

For “other” category, this will be count towards your “Reimbursement Disbursement” total.

6. You should cross-reference your “Budget Tracker” against the bottom table of the **Requisition Forms** sent to you, which reflects NJEDA’s current understanding of your award balance.
 - If there are any changes in the actual disbursement amounts due to NJEDA’s disbursement review process, and your approved disbursement amount is different from your requested disbursement amount, please update the disbursement tracker total, as this will result in an incorrect balance in your “Budget Tracker.”
7. The “Budget Tracker” is designed to help you monitor your spending. Be sure to review it frequently as you request disbursements to determine how your spending is affecting your overall funding.

1. Review the information in the “**Construction Project Tracking**” table for accuracy. If you’re unsure if the numbers are correct, cross-reference your approved quotes.
2. Do NOT edit the “Construction Project Tracking” table. There are formulas that will update based on what you enter in the “**Construction Tracker**” below.

The following information will be pre-populated in your Construction Management Tracking table. Please review for accuracy.

- The name of your approved contractor(s)/professional service vendor(s).
- Total approved for each project.

Do NOT edit this table.

CONSTRUCTION PROJECT TRACKING				
Service Type	Organization Name	Total Project Cost	Total Spent Per Project	Project Balance
Contractor	Labor and Construction LLC	\$ 38,000.00	\$ -	\$ 38,000.00
Contractor	Flooring Specialist of NJ	\$ 150,000.00	\$ -	\$ 150,000.00
Professional Service	Eagles Architect & Engineers	\$ 12,000.00	\$ -	\$ 12,000.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

3. **Tracking Updated Quote Amounts:** If you requested an updated quote prior to construction and it exceeds your total approved amount on your previous quote, you should:
 - Determine whether there are any available funds that can be repurposed (ex. FFE) or reconsider your current scope of work. If you choose to make any of these changes, please contact your Child Care Project Officer for further guidance on how to track these changes. Additionally, NJEDA will need to track these reappropriated funds and changes in your scope of work.
 - You may need to request cost overrun. If approved, reflect the additional amount under “Overrun Approved” in the “Disbursement Tracker”.
4. If the information is correct in the “**Construction Project Tracking**” table or has been updated accordingly, then you can begin using the table below labeled the “**Construction Tracker**”, to track your construction projects.
5. You will be prompted to select from your approved contractor(s)/professional service vendor(s) list in the Construction Tracker. If there are changes to your approved contractor(s), please contact your Child Care Project Officer for further support.

Construction Tracker				
Contractor Name	Payment Requested	Payment Date	% of Total Work Completed	Description of Work Completed
Labor and Construction LLC				
Flooring Specialist of NJ				
Eagles Architect & Engineers				
Labor and Construction LLC				
Flooring Specialist of NJ				
Eagles Architect & Engineers				

CONSTRUCTION PROJECT TRACKING				
Service Type	Organization Name	Total Project Cost	Total Spent Per Project	Project Balance
Contractor	Labor and Construction LLC	\$ 38,000.00	\$ -	\$38,000.00
Contractor	Flooring Specialist of NJ	\$ 150,000.00	\$ -	\$150,000.00
Professional Service	Eagles Architect & Engineers	\$ 12,000.00	\$ -	\$12,000.00
			\$ -	\$0.00
			\$ -	\$0.00
			\$ -	\$0.00

6. You will also need to enter:

- **Payment Requested**

- Enter how much each contractor(s) or professional service vendor(s) is requesting in payment.
- This total will NOT be reflected in your “**Budget Tracking**” table. This requested amount will only be accounted for in your “Budget Tracking” table once you include it in one of your requested Construction Disbursements.


- **Payment Date**

- Enter when you anticipate the contractor(s) or professional service vendor(s) will be paid.
- If you have multiple projects underway, then use this column to coordinate a payment schedule.
 - For example, if you have two contractors that need to get paid for the month, enter the date which you anticipate their payment will be included in your construction disbursement request.

- **Percentage of Total Work Completed**

- You will need to monitor each project’s progress against their spending. When speaking to your contractor, make sure you’re explicitly asking how much of the project has been completed, review their work to verify what’s reported out, and cross reference this against your approved project quote.


- Afterwards, use this information to determine how much of the work has been completed (0%, 25%, 50%, 75%, 100%).
- **Description of Work Completed**
 - Enter a brief description of what has been completed for each project. The photos you submit with your Construction Disbursement request should align with your description.



Construction Tracker				
Contractor Name	Payment Requested	Payment Date	% of Total Work Completed	Description of Work Completed
Labor and Construction LLC	\$ 5,000.00	7/7/2023	0%	Deposit
Flooring Specialist of NJ	\$ 25,000.00	7/7/2023	25%	Removed tile flooring, will install new flooring next

7. As you populate the “Construction Tracker” this will update the “Total Spent Per Project” and the “Project Balance” in your “Construction Project Tracking” table.

Your “Requested Payment” will cause your “Total Spent Per Project” and “Project Balance” to update.



Construction Tracker				
Contractor Name	Payment Requested	Payment Date	% of Total Work Completed	Description of Work Completed
Labor and Construction LLC	\$ 5,000.00	7/7/2023	0%	Deposit
Flooring Specialist of NJ	\$ 25,000.00	7/7/2023	25%	Removed tile flooring, will install new flooring next

CONSTRUCTION PROJECT TRACKING				
Service Type	Organization Name	Total Project Cost	Total Spent Per Project	Project Balance
	Labor and Construction LLC	\$ 38,000.00	\$ 5,000.00	\$33,000.00
	Flooring Specialist of NJ	\$ 150,000.00	\$ 25,000.00	\$125,000.00
Professional Service	Eagles Architect & Engineers	\$ 12,000.00	\$ -	\$12,000.00
			\$ -	\$0.00
			\$ -	\$0.00
			\$ -	\$0.00

8. You should cross-reference your “Construction Project Tracking” table against the bottom table of the **Requisition Forms** sent to you, which reflects NJEDA’s current understanding of the disbursed amount to your contractor.

- If there are any changes in the actual disbursement amounts due to NJEDA's disbursement review process, and your *approved* disbursement amount is different from your *requested* disbursement amount, please update the "Payment Requested" to match what the contractor received. Otherwise, this will result in an incorrect balance in your "Total Spent Per Project".
9. The "**Construction Project Tracking**" table is designed to help you monitor your project spending. Be sure to review it frequently as your project is underway to determine how your project spending aligns with your project's progress and total project award.
- Additionally, your "**Project Balance**" will become **red if less than \$5,000**. This should trigger that you are approaching the end of your available funding for this project.

8C. Scope of Work Tracking

You will have several deadlines to track:

- You must start your project within 12 months from your grant execution date.
- You must complete all construction within 12 months from the start of construction.

The "**Scope of Work Tracking**" table will help you track both of these areas.

1. Review the information in the "**Scope of Work Tracking**" table for accuracy. If you're unsure if the information is correct, cross-reference the date your grant agreement was countersigned and sent to you. This is your Grant Execution Date. Your required start date would be 12 months from then. If you're still unsure about the accuracy of this date after reviewing these documents, please reach out to your Child Care Project Officer.
2. Do NOT edit the "**Scope of Work Tracking**" table. There are formulas that will update based on what you enter in the "Project Completion Tracker" Below.

The following information will be pre-populated in your Scope of Work Tracking table. Please review for accuracy.

- Grant Execution Date
- Required Construction Start Date= 12 months from your Grant Execution Date
- Number of Projects, based on your contractor(s)/professional service vendor(s)

Do NOT edit this table.



SCOPE OF WORK TRACKING		
Grant Execution Date	7/7/2023	
Key dates	Deadline	Weeks Remaining
Required Construction Start Date	7/7/2024	52
Required Construction End Date		
Number of Projects	3	
Number of Project Completed	0	
Percentage of Construction Completed	0.00%	



- If the information is correct in the **“Scope of Work Tracking”** table, then you can begin using the table below labeled the **“Project Completion Tracker”**, to track how you’re progressing in completing all your projects.
- In your **“Project Completion Tracker”** you will be prompted to enter:
 - **Project Contractor:**
 - This will be a pre-populated dropped down menu based on your approved contractor(s)/professional service vendor(s).
 - If there are changes to your approved contractor(s), please contact your Child Care Project Officer for further support.
 - **Project Start Date:**
 - You will need to enter this date for every project.
 - However, once you enter your first project start date that will populate the **“Required Construction End Date”** in your **“Scope of Work Tracking”** table. This will be 12 months from your start date.
 - This will also begin the countdown on how many weeks you have remaining to complete all construction in the “Weeks Remaining” table.
 - Furthermore, it will also cause the “Weeks Remaining” in the “Required Construction Start Date” row to erase, as you have now satisfied that requirement.
- Project End Date:**
 - As your projects are completed enter their end date in the **“Project Completion Tracker”** under **“End Date”**.

- This will cause the “Number of Project Completed” and the “Percentage of Construction Completed” to populate.

The first date you enter here will populate your “Required Construction End Date” in the “Scope of Work Tracking” table, or 12 months from your start date. This is date that you’re required to complete ALL of your construction. This will also populate the “Weeks Remaining”

It will also cause the “Weeks Remaining” in the “Required Construction Start Date” to erase as this requirement is complete.

As you enter the project “End Date” this will cause the “Number of Project Completed” and “Percentage of Construction Completed” to populate.

Project Completion Tracker		
Project Contractor	Start Date	End Date
Labor and Construction LLC	7/13/2023	10/3/2023
Flooring Specialist of NJ	11/1/2023	
Approved Extension in Weeks		

SCOPE OF WORK TRACKING		
Grant Execution Date	7/7/2023	
Key dates	Deadline	Weeks Remaining
Required Construction Start Date	7/7/2024	
Required Construction End Date	7/13/2024	52
Number of Projects	3	
Number of Project Completed	1	
Percentage of Construction Completed	33.33%	

5. The “Scope of Work Tracking” table was designed to help monitor how your overall project is progressing against the required contractual deadlines. Be sure to reference it frequently to determine whether you will meet your contractual deadlines.
 - If you believe your construction will not be completed in time, you may need to request an Extension. Please see above for relevant guidance.

6. Tracking Approved Extensions

- If you request and are approved for an extension, use the drop-down menu in the “Project Completion Tracker” under “Approved Extension in Weeks” to either select:
 - 13 weeks: first extension request of 3 months

- 26 weeks: a total of 6 months from your required completion date.
- This will cause your weeks remaining to update to include the additional time.

Project Completion Tracker		
Project Contractor	Start Date	End Date
Labor and Construction LLC	7/13/2023	10/3/2023
Flooring Specialist of NJ	11/1/2023	
Approved Extension in Weeks	13	
	13	
	26	

SCOPE OF WORK TRACKING		
Grant Execution Date	7/7/2023	
Key dates	Deadline	Weeks Remaining
Required Construction Start Date	7/7/2024	
Required Construction End Date	7/13/2024	65
Number of Projects	3	
Number of Project Completed	1	
Percentage of Construction Completed	33.33%	

Once you make a selection the "Approved Extension in Weeks" this will add time to your "Weeks Remaining".

9. USING THE DOCUMENT SUBMISSION LINK

1. Open the Document Submission Link provided by NJEDA.
2. At the home page, click on **Upload Documents**

Home > Additional Document Upload

Additional Document Upload

To add requested documents, please click on the Upload Documents button below.

General

Applicant
Test Company

Primary Contact
Angela [REDACTED]

Product ID
PROD [REDACTED]

Application ID
CAP [REDACTED]

Program Name
[REDACTED]

[Upload Documents](#) ←

3. Click on **Add Files**

Upload Documents

Please upload additional documentation

Document	Files
Additional Documents *	Add Files

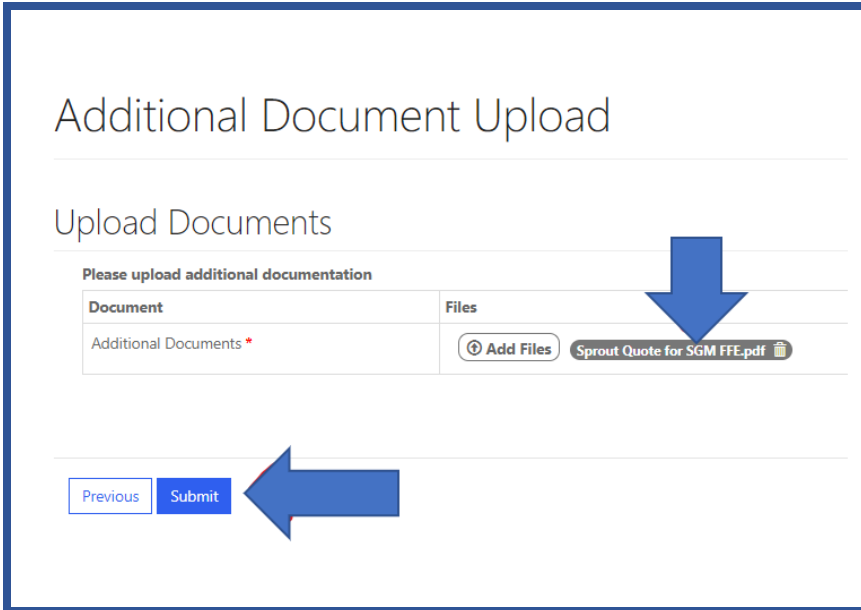
4. Select the files from your computer and click **Open**
5. Your documents will be listed under **Files**. Then click on **Submit**.

Additional Document Upload

Upload Documents

Please upload additional documentation

Document	Files
Additional Documents *	<input type="button" value="Add Files"/> Sprout Quote for SGM FFE.pdf



Additional Resources

If you'd like additional support, review the *Child Care Center Facilities Development & Financing Resource Guide (Section 5: Construction)* created by Local Initiatives Support Corporation (LISC). It provides recommendations on overseeing a construction project which may be helpful as a Grantee. Please note that the *Resource Guide* includes references to new construction, which is not an allowable use in this program.