



NJ Child Care Facilities Improvement Program PROJECT CHANGE REQUEST AND COST OVERRUN FORM

A. Instructions

Please complete this form to request approval for any **changes to your project plan and/or cost overrun requests**. During your project, you may need to make project changes and/or request cost overrun following changes:

- ✓ Modifying your construction project's scope of work to ensure sufficient funding to cover all repairs.
- ✓ Repurposing costs, such as Furniture, Fixture, and Equipment (FFE) to hard costs
- ✓ Replacing a previously approved contractor
- ✓ Emergency unforeseen circumstances (i.e. flooding, fire, etc.) that require additional funding or total expenses will exceed your total project award
- ✓ Other

All changes **must be approved by NJEDA** before work is changed/started. To approve this request, EDA will also need the following documents to be uploaded along with this form.

Required Additional Documentation	
Requesting Cost Overrun	<ul style="list-style-type: none">▪ New quote; and/or change order form▪ Contractor contract with revised costs
Modifying your construction project's scope of work including an emergency, unforeseen conditions	<ul style="list-style-type: none">▪ New quote▪ Updated timeline
Repurposing costs	<ul style="list-style-type: none">▪ Updated budget
Replacing a previously approved contractor	<ul style="list-style-type: none">▪ Verification of Contractor Eligibility Form▪ DOL Public Works Certificate▪ NJ Business Registration Certificate▪ SWMVBCE Certifications, if applicable▪ Project Quote▪ Updated budget▪ Updated timeline
Requesting access to your construction project's cost overrun	<ul style="list-style-type: none">▪ A revised quote or change order▪ A revised scope of work, if there are any new emergency related repairs or modified plans due to the emergency

Other	▪ Subject to the request
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B. Other Relevant Requirements

There may be additional steps that may need to be taken as part of the approval process and/or additional documents you may need to complete.

- If you will also need an extension to your project's completion date, please use the [Project Completion Extension Form](#).
- If you have a signed grant agreement, but have not participated in a pre-construction meeting, and have a contractor change, please use the [Contractor Required Documentation Extension Form](#).

If you are still unsure of which form to you will need to complete, please contact your Child Care Project Officer for further guidance.

C. Project Changes: Please complete this section **ONLY** if you are requesting to change your project's scope of work. If you are not changing your scope of work, please complete Section D.

1) PROD Number You can find this number in your "Starting Your Project" email.	
2) Project Address	
3) Change Type	Choose an item.
4) Description of Change Please describe why this change is needed and provide any relevant details. You may attach any additional documentation if more detail is necessary.	
5) Will this requested change impact the timeline to complete your project? (YES/NO) If yes, please also completed the Project Completion Extension Form	

D. Cost Overrun: Please complete this section **ONLY** if you are requesting to access your cost overrun funding.

Reminder: Your cost overrun is 15% of your total project award amount. You do not need to request the full amount and may access the remaining balance at any point during your project period.

Remember, this cost overrun is your only contingency. Meaning, once you have exhausted this funding, you will not have any additional funding to cover unexpected cost throughout the lifecycle of your project. Before proceeding consider:

- Whether there are any available funds that can be repurposed (ex. FFE).
- Areas of your current scope of work can be reconsidered.
- Holding on purchasing FFE items until all construction has been completed.

1. Enter the Following Information related to your funding:

Requested Cost Overrun	\$
Available Cost Overrun Balance as of date of request	\$

2. Please indicate what these funds will go towards and explain the current gap in funding:

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3. Refer to table on page 2 to determine the documentation requirements for cost overrun requests.

E. Signature:

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:

F. Submission Instruction

1. Please label the document using the following naming convention:

- ✓ Your PROD ID
- ✓ Project Change Request and Cost Overrun Form
- ✓ Today's Date

For example, PROD 123456789 Change Order Request and Cost Overrun form 8.15.23

2. Submit this form and other relevant forms, if applicable, using your [Document Submission Link](#).

G.Approval Confirmation

DO NOT WRITE BELOW THIS LINE –

FOR USE BY NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY ONLY

Reviewed by (FPR&C Team):	Approved by (Director, Child Care):
Date: __/__/	Date: __/__/