



NJ Child Care Facilities Improvement Program – Phase 1

CONTRACTOR REQUIRED DOCUMENTS EXTENSION REQUEST

Grantees have 90 calendar days from their grant execution date to submit the following documents for EVERY approved public works contractor and professional service vendor, if applicable, listed in your project.

1. **Submission of Insurance** that adheres to all the requirements in Section 8.2, A-D, of your grant agreement.
2. **Executed Contract Agreements** that adheres to section 6(N) of your grant agreement.

In cases where the approved contractor/professional service vendor is no longer available, you must identify a new contractor and may request (1) 45-day extension to the 90-day deadline using this form.

Required Documentation:

1. Department of Labor Public Works Registered Contractor certificate:
 - a. Must be up to date. Please note that if the certificate is set to expire this may cause delays.
2. Itemized Quote
3. NJ Business Registration Certificate (BRC)
4. Verification Form: Must include SAM.GOV number.
 - a. Contractor Eligibility Form (Link [HERE](#)):
 - b. Professional Services Eligibility Form (Link [HERE](#))
5. Submission of Insurance that adheres to all the requirements in Section 8.2, A-D, of your grant agreement.
6. Executed Contract Agreements that adheres to section 6(N) of your grant agreement.

Failure to submit the documents will delay NJEDA’s ability to consider your request.

****Your newly identified contractor(s) must be approved prior to any construction beginning.****

Grantee Questions:

1. Which approved contractor(s) is no longer available?

2. Please explain why you’re requesting an extension.



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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

Authorized Representative Title

Date

Authorized Representative Signature

Approval Confirmation

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

Reviewed by (Grant Officer):

Approved by (Child Care Director):

Date:

Date:

Submission Instruction:

- Please label the document using the following naming convention:
 - Your CAPP ID
 - Contractor Required Documentation Extension Form
 - Today's Date
- Submit the form using the [Document Submission Link](#).