



NJ Child Care Facilities Improvement Program – Phase 1 PROJECT EXTENSION REQUEST

Grantees must complete all construction within one year, or 12 months, of their construction start. 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 have the possibility of up to two, three-month extensions.

Required Documentation:

Please complete this form and provide NJEDA with:

1. Revised timeline.
2. Revised scope of work, if there are any new emergency related repairs or modified plans due to the emergency.

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

Grantee Questions:

1. Please indicate the type of extension you are requesting.

Reminder: All projects regardless of start dates must be completed by 12/31/2026 due to federal guidelines. As a result, there is a possibility that depending on when you execute your grant agreement, you may not be eligible for an extension.

Number of Extension Requests	Please Indicate Below	Total Extension Granted
This is my first extension request.	<input type="checkbox"/>	3 months
This is my second extension request.	<input type="checkbox"/>	6 months

2. Please indicate why you need this extension and explain the current gap in projected timeline.



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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:

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