

Child Care Facilities Improvement Program

Monthly Grantee Updates



December 2024 - Project Changes

Each project is unique and EDA handles these requests on a case by case basis. Our goal is to help get to project completion while also monitoring the costs and spending of your project. There are times when these requests are denied, or we ask Grantees to make modifications to their project.

What is a Project Change or Cost Overrun

Grantees should complete a [Project Change Form](#) in partnership with their contractor(s) to request approval for any changes to their project plan and/or cost overrun requests.

Request may include:

1. Modifying your construction project's scope of work to ensure sufficient funding to cover all repairs.
2. Repurposing costs, such as Furniture, Fixture, and Equipment (FFE) to hard costs
3. Replacing a previously approved contractor
4. Emergency unforeseen circumstances (i.e., flooding, fire, etc.) that require additional funding,

NJEDA should approve requests before work is started.



GRANTEES:

- The form should be completed by you, the Grantee and **not** your Contractor.
- In the sections asking to describe the change, you should explain as clearly as possible the request you are making. The more information you can provide here the better so we can cut down on the back and forth between you and the Child Care team.
 - Please answer questions such as : What has happened or changed? What issues are you trying to solve? Is this an emergency unrelated to your project or is it an unexpected change to the existing project? How far long in your project are you? Has construction started? Why wasn't this included in your approved scope of work?



FFE Cost Overruns and Reallocation

If you are submitting a form to request money for FFE but your construction is not complete, we will not review and/or approve your request. Construction can come with many unexpected costs, and we want to make sure you have the maximum amount of funding available to you for those instances. Once construction is complete, we would be happy to review your FFE cost overrun requests.

Contractors may not purchase FFE.

If it is an item that a contractor is installing and is not moveable, then it is not FFE. These costs would be considered construction costs.

Requesting Cost Overrun for Construction

Below are some things EDA will consider when approving cost overrun requests for construction:

- How many improvements are included in your project?
- Is this an emergency either related or unrelated to the current project?

- Has construction started and how fall along is the project?
- Why weren't the requested changes included in the original scope of work?

Grantee Resources

These resources are all available in direct communication from the EDA Childcare team. To help you work smarter, not harder, we have included the most used documents below. Click the links below for more information.

[Grantee Resources](#)

What to expect in January

- Timeline Updates



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