



ECONOMIC DEVELOPMENT AUTHORITY

Child Care Facilities Improvement Program Grantee Webinar

Alex Himmel | Director, Child Care | May 28 & 29

AGENDA

1 | Housekeeping and Reminders

2 | Federal Deadlines

3 | Pre-Construction Meetings

4 | Project Commencement

5 | Project Changes and Cost Overruns

6 | Project Completion

7 | Compliance

8 | FFE

We will be using the Q&A feature to take all your questions



Open (2)

Answered (1)

Dismissed

Anonymous Attendee 11:26 AM

How can I schedule a meeting?

Answer live

Type answer

Where to find the resources on our site

- Please visit <https://www.njeda.com/child-care-improvement-program/> to view and download all these resources.
- The most up to date forms and resources are here.
- Make sure to click the V button next to Grantee Resources to see all of the documents on that list.
- Delete any old versions as they will no longer be accepted.
- **COMING SOON:** Grantee FAQ

The screenshot shows the NJEDA website for the Child Care Facilities Improvement Program Phase I. A large green circle highlights the 'PROGRAM GUIDE' and 'GRANTEE RESOURCES' sections. Two green arrows point from the text 'FAQs' and 'Grantee Resources' to their respective sections in the guide. The 'GRANTEE RESOURCES' section lists various documents with checkboxes and download icons.

NJEDA
ECONOMIC DEVELOPMENT AUTHORITY

ABOUT US PUBLIC INFORMATION FINANCING AND INCENTIVES STRATEGIC INDUSTRY SUPPORT REAL ESTATE CAREERS

CHILD CARE FACILITIES IMPROVEMENT PROGRAM PHASE I

The application window for this program closed on October 26th, 2023 at 5pm.

Since opening applications for Phase I of the New Jersey Child Care Facilities Improvement Program in 2022, hundreds of child care centers throughout the state have submitted applications for funding. Collectively, these centers serve tens of thousands of the youngest New Jerseyans and employ thousands of staff in our vital early childhood workforce.

We are pleased to share that as of February 2025, NJEDA has made more than 500 grant award approvals. While approved projects move forward to construction, NJEDA staff are continuing to review the remaining applications.

What this means:

- ✓ We have NOT run out of funding. The program has enough funding for all eligible applications.
- ✓ Applications are being reviewed based on submission date and time. Application processing speed and approval may be impacted by how complete and thorough the application is at the time of submission (e.g., missing or incorrect documentation). As a result, it may take months for an application to move from initial submission to grant approval. We highly recommend that you address any identified issues quickly and thoroughly once identified. Please also find a complete list of documentation and requirements here.
- ✓ As your application moves into the final stages of the review process, you will receive an email from a Grant Project Specialist at the NJEDA. You may also get emails from ChildCareFacilitiesImprovementProgram@njeda.gov with other updates and information. We strongly recommend that you check your junk and spam filters to ensure that all emails from @njeda.gov are routed to your inbox.

The first-of-its-kind program has multiple stages of review and analysis, and more information can be found [HERE](#). The NJEDA is working hard to quickly and efficiently process applications. We appreciate your patience and understanding as we work to establish a brand-new program that delivers on Governor Murphy's commitment to strengthening the child-care sector and building a stronger, fairer New Jersey.

We will provide additional updates as the program continues to move forward. However, you can find answers to frequently asked questions or points of clarification that NJEDA has encountered in responding to the Child Care Facilities Improvement Application in November 2022 [HERE](#).

Should you have additional questions, you can also contact CustomerCare@njeda.gov, call (844) 965-1125, or use the Customer Care chat feature found on the NJEDA website.

The Child Care Facilities Improvement Program provides grants to New Jersey child care providers for facilities improvements that will contribute to high quality early childhood learning environments.

PROGRAM GUIDE

- CHILD CARE FACILITIES IMPROVEMENT PROGRAM PHASE I
- BOARD MEMORANDUM AND SPECIFICATIONS
- ELIGIBLE IMPROVEMENT PROJECTS
- FREQUENTLY ASKED QUESTIONS EN | SP
- APPLICATION PREPARATION DOCUMENTS EN | SP
- APPLICATION REVIEW PROCESS
- APPLICATION REVIEW PROCESS
- INTERESTED PUBLIC WORKS CONTRACTOR LIST
- PUBLIC WORKS CONTRACTOR RESOURCES
- GRANTEE RESOURCES
- RECURSOS ADICIONALES (SP)

AMOUNT

Grants to cover the full amount of project costs between \$50,000 and \$100,000.

Up to 20% of grant may be used for soft costs (e.g., architects, environmental assessment).

BENEFITS

Child care providers may propose interior and exterior facility improvements to enhance the quality of their facility and receive funding to cover the full project cost.

ELIGIBILITY

Applicants must be registered with the NJ Department of Children, Youth, and Families through their local Child Care Resource & Referral Agency.

Prior to approval, applicants must be required to do business in NJ and must provide a Tax Clearance Certificate.

At time of application, applicants must enroll or have enrolled in the 12 months prior to application, at least one child receiving support through the DHS Child Care Assistance.

GRANTEE RESOURCES

- ✓ Grantee Manual [EN](#)
- ✓ Exhibit 1 - Contractor requirements for contract [EN](#)
- ✓ Pre-Construction Packet [EN](#)
- ✓ Project Completion Extension Form [EN](#)
- ✓ Contractor Required Documentation Schedule [EN](#)
- ✓ FTS Requisition Form [EN](#)
- ✓ Contractor Payment Requisition Form [EN](#)
- ✓ Project Change-Cost Question Form [EN](#)
- ✓ Change in Ownership Form [EN](#)
- ✓ Ownership Confirmation Form [EN](#)

Federal Deadlines

In accordance with the American Rescue Plan (ARP) and the U.S. Treasury CSLFRF final rule, funds for this program must be expended by **December 31, 2026**.



Last Extension
Approved

3/15/2026



All construction
completed

9/15/2026



Construction
Payment requests
submitted

10/1/2026



FFE Reimbursement
requests submitted

11/15/2026

How to manage your project

Know your project-specific timelines related to commencement and completion



Update EDA regularly on status of your project. Call with questions regarding program compliance



You are the customer! Be in constant contact with your contractor(s) regarding timelines, payments and progress.



Manage your budget and cost overrun



Preparing for Pre-Con Meeting

DO NOT START CONSTRUCTION UNTIL YOU AND YOUR CONTRACTOR(S) HAVE ATTENDED A MEETING

- ▶ Grantees have 90 days from executing their contract to submit contracts and certificates of insurance.
- ▶ Do not wait to get this process started.
 - ▶ If contractor is unresponsive or slow to respond, Grantees may want to think about identifying a new contractor
- ▶ The longer it takes to attend the meeting, the longer you will have to wait to start construction

Contractor Extension Form

ONLY FOR PREPARATION FOR PRE-CONSTRUCTION MEETING

- ▶ Used only when a contractor pulls out of your project **BEFORE** attending a pre-construction meeting
- ▶ Changes to contractors **AFTER** pre-con meeting should be documented in a Project Change/Cost Overrun form



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.

Updated Apr 2024

Project Commencement



Defined as contractor deposit requested, FFE reimbursement requested or “shovel in ground”

Outlined in Section 6D in your grant agreement

- ▶ Project must **COMMENCE** within 12 months of your closing date.
- ▶ You may **not** request an extension to commence your project.
- ▶ If you do not have a confirmed or tentative start date with your contractor(s), **CALL THEM IMMEDIATELY**
- ▶ Projects who miss this deadline have experienced an event of **Default**



Keep your GPS informed and updated on the status of your project

Project Changes and Cost Overruns



- ▶ The **Grantee** is responsible for completing this form
- ▶ Section related to request must be **detailed** and filled out in its entirety
- ▶ Forms should be submitted using Document Upload link
- ▶ Any questions should be directed to your GPS.

MODIFYING SOW

- Be descriptive in your explanation
- Submit itemized quote
- Supply photos demonstrating need/issue
- New improvements **only** for emergencies
- Project extension may also be necessary

REPURPOSING COSTS

- Repurposing FFE to hard cost allowable at any time
- Only allowed to repurpose hard costs to FFE **if** FFE was part of original SOW
 - Hold on requests until all construction is completed.

COST OVERRUN

- This is your only contingency; project must be funded 100% with this money
- Know your balance and overall budget
 - Requests over 50% of total cost overrun must have strong justification and you may be asked to reduce your scope of work
- Reminder that EDA funds must pay for **100%** of the project

REPLACING A CONTRACTOR

- Must be DOL PW Certified contractor
- Submit additional documentation:
 - Verification of Contractor Eligibility
 - PWC
 - BRC
 - Itemized Quote
 - SWMVE, if applicable

Project Completion

EDA defines **COMPLETION** as when all construction and if applicable, all FFE has been paid out

Projects must be completed within 12 months of starting construction

- ▶ To process your final payment (10% retainment) to contractors, EDA will conduct an onsite visit
- ▶ All construction must be completed by **9/15/2026**
- ▶ All FFE requested must be submitted by **11/15/2026**
- ▶ Please complete your post-completion survey

Project Extensions



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.

Extensions will only be considered for project's where **construction has begun** and moving into 2026 extensions will no longer be an option.

- ▶ Grantees may request up to two (3) month extensions with a strong justification around why the additional time is needed.
- ▶ Requests should be made in **ADVANCE** of a completion date and should include a tentative completion date

Last day to approve 3
month extension is **March
15, 2026**

Compliance

Missing or outdated documents will result in Event of Default. See Section 11 of grant agreement for details.

Tax Clearance Certificate (TCC)	<ul style="list-style-type: none">• Valid for 180 Days• Must be on file with EDA throughout duration of your project
Certificate of Insurance	<ul style="list-style-type: none">• Must be on file with EDA throughout duration of your project
Grow NJ Kids (GNJK)	<ul style="list-style-type: none">• Must enroll within 12 months of executing grant agreement• Verified with DHS
Licensing	<ul style="list-style-type: none">• Must maintain DCF license for 4 years after executing grant agreement• Verified with DCF

FFE Disbursements



Attach a voided check with your requisition form



Designate authorized rep if you will be unavailable



Invoices must show full amount has been paid



Photos should show items unboxed and in facility



You may submit smaller reimbursement requests



Call your GPS to determine eligibility before purchasing items

What is next?

Webinar will be posted online for future reference

EDA will compile questions and answers from the session in a "Grantee FAQ" document

Utilize your GPS as a resource!

THANK YOU!