

AGENDA

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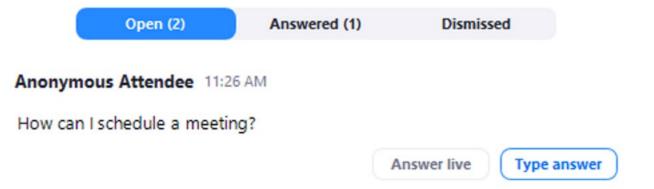
4 Project Commencement

8 FFE



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

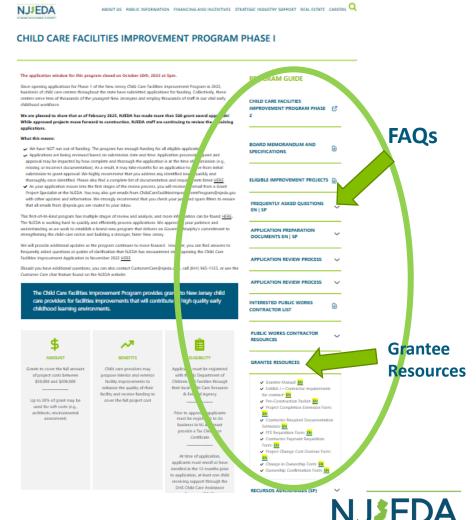






Where to find the resources on our site

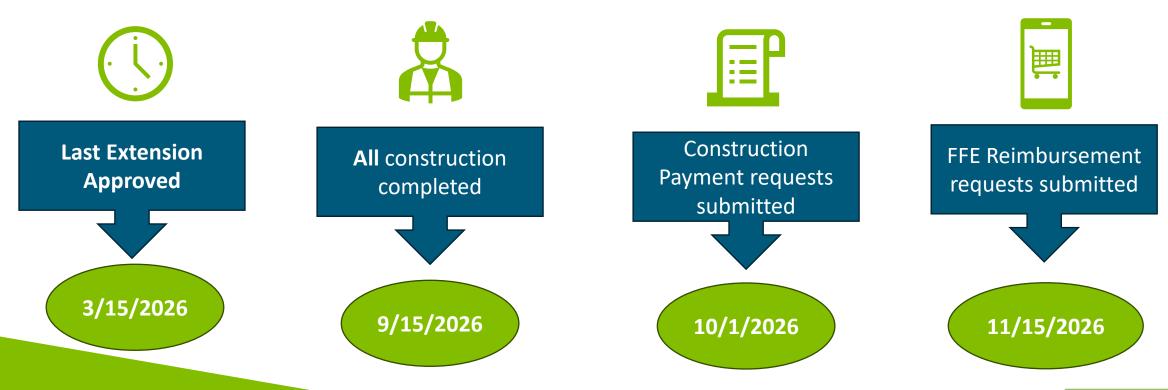
- Please visit https://www.njeda.com/child-care-improvement-program/ to view and download all these resources.
- The most up to date forms and resources are here.
- Make sure to click the V button next to Grantee Resources to see all of the documents on that list.
- Delete any old versions as they will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



ECONOMIC DEVELOPMENT AUTHORITY

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**.





How to manage your project

Know your project-specific timelines related to commencement and completion



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

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





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 preconstruction 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 DOCUM

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.
- Itemized Quot
- 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)

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

- 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:

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**





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
 - SWMVBE, 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:

- Revised timeline
- 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:

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.		3 months
This is my second extension request.	0	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





Compliance

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

Tax Clearance
Certificate (TCC)

- Valid for 180 Days
- Must be on file with EDA throughout duration of your project

Certificate of Insurance

Must be on file with EDA throughout duration of your project

Grow NJ Kids (GNJK)

• Must enroll within 12 months of executing grant agreement

Verified with DHS

Licensing

- 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!

