

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 **3**, 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: Construction for All projects must be completed by 09/15/2026 in order to meet the program’s federal requirements. As a result, depending on when your grant agreement is executed, there may be limited eligibility 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
This is my Third/Final extension request.	<input type="checkbox"/>	9 months

2. Please indicate **in the box below** why you need this extension and explain the current gap in projected timeline answering questions below:

- Original Timeline:** Provide your original start and completion dates as submitted in the grant application
- Reason for Delay:** Briefly explain why the project could not be completed within original time frame
- Current Status:** Indicate if the project has started, the actual start date, current stage of completion, ongoing work
- Revised Timeline:** State the new expected completion date if the extension is approved



NJ Child Care Facilities Improvement Program – Phase 1

PROJECT EXTENSION REQUEST

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

Date

Authorized Representative Title

Authorized Representative Name

Authorized Representative Signature

Title Here

Sign Here

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](#).