

Child Care Facilities Improvement Program

Monthly Grantee Updates



March 2025 When to call your GPS (Grantee Project Specialist)

At the NJEDA we value transparency and collaboration, ensuring that NJEDA remains well-informed about our project's progress and any challenges you may encounter. Our motto is simple: "The more information, the better!"

To maintain open communication, we kindly ask you to provide updates at key milestones and whenever you encounter hurdles that may impact the project's success. Below is some guidance on when we would like to hear from you—but please don't hesitate to reach out at any time.

- ◆ Project Milestones & Progress Updates
 - ◆ Challenges & Roadblocks
- ◆ Funding & Compliance Considerations
- ◆ Opportunities for Collaboration & Support

Your insights help us work together effectively to ensure success.
Feel free to reach out whenever you have updates or require assistance.

PREPARING FOR A PRE CONSTRUCTION MEETING

- If you are having issues getting required documents back from a contractor or they are unresponsive
- If a contractor drops out during the 90 days after agreement execution

COMMENCEMENT

- If you have attended the pre-construction meeting and have any questions
- If you are 90 days away from commencement date (a year from agreement execution) and construction or FFE disbursement haven't been requested

DISBURSEMENTS

- If you cannot return a signed requisition form within 2 business days
- If you have questions about FFE and disbursements process
- If you have any questions about what qualifies as an FFE allowable item
- If you have any questions regarding when a contractor received payment

COMPLIANCE

- If you have questions about program requirements
- If you are unsure of when your updated Tax Clearance (TCC) or Certificate of Insurance (COI) will expire
- If you are having trouble getting an updated TCC or COI

PROJECT CHANGES

- If a contractor drops out.
- If you think you will need additional time to complete your project. Please note that you must also adhere to the deadlines noted below so in some cases extension may not be granted.
- If you are within your 12 months to start a project and there are delays to your timeline.
- Before approving work that would require additional costs and you have accessed all of your cost overrun funding.

PROJECT COMPLETION

- If you think you will need additional time to complete your project. Please note that you must also adhere to the deadlines noted below so in some cases extension may not be granted.

Important Dates for Grantees to Consider



As a reminder, under the terms of your grant agreement with NJEDA , funds for this program must be expended by December 31, 2026. To meet this deadline, EDA wants to ensure you have key deadlines to track the successful completion of projects.

You must commence your project within 12 months of executing your grant agreement

Projects (both construction and FFE) must be completed within 12 months of your project commencement. In some cases, you may request an extension, however the dates above supersede those requests.

If you miss either of these deadlines, you will be in default of your grant agreement (Section 11) and EDA may take action as noted in Section 12.

All construction, regardless of start date must complete by 09/15/2026

This completion deadline applies to all all contractors working on your project, regardless of when they started construction.

All construction payment applications and disbursements must be submitted to EDA by 10/01/2026

All FFE disbursements must be submitted to EDA by 11/15/2026

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](#)

Missed a Newsletter? Find them here...

- [Childcare September 2024](#)
- [Childcare November 2024](#)
- [Childcare December 2025](#)
- [Childcare February 2025](#)



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