

Child Care Facilities Improvement Program

Monthly Grantee Updates

September 2024

Our goal is to partner with you.

The NJEDA is committed to supporting you through the grant process. Each month these newsletters will highlight part of the process to make your life easier. This month we are focusing on project management and making sure you know who to contact while preparing for your Pre-Construction Meeting.

What does it mean to be your own project manager

You, the Grantee are responsible for overseeing and managing the planning, execution and successful completion of the project within the dates, guidelines and standards outlined in the EDA Grant agreement.

CCFIP Grantee Requirements



Child Care Providers are the **PROJECT MANAGERS**

- You are the liaison between NJEDA and your contractor(s)
- You are the primary contact regarding your project status, changes, etc.
- You are responsible for processing disbursement requests
- You are responsible for managing your budget



PAYMENT REQUISITION FORMS

- Must be approved and returned by grantees within reasonable timeframe to compensate contractors

CCFIP Grantee Requirements

- Grantees have 12 months from the start of construction to complete the project. If not completed, grantees will be in default and NJEDA may claw back payment or terminate the agreement.
- Project changes must be approved before work is completed. Grantees must contact their Grantee Project Specialist as soon as any project changes are identified.
- FFE reimbursements require paid invoices/proof of purchase and photos of the items unboxed and set up in the facility. Payments to grantees will be delayed if clarifications are necessary.

Forms and documents available to grantees can be found [here](#) in the Grantee Resources section of the Child Care Facilities Improvement Program website.



CCFIP Grantee Requirements



Grant Agreement

Signed with the [child care](#) center, making them the **Project Manager** and liaison between contractors and NJEDA



Payment Requisition Forms

Must be approved and returned by grantees within a reasonable timeframe to compensate contractors



Grantee Project Specialist

Primary point of contact to answer questions; processes disbursements for FFE and contractors; and ensures program compliance. Will not communicate directly with contractors.



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 Manual: [EN](#)

Exhibit J – Contractor requirements for contract: [EN](#)

Pre-Construction Packet: [EN](#)

Project Completion Extension Form: [EN](#)

Contractor Required Documentation Extension: [EN](#)

Change in Ownership Form: [EN](#)

Next Steps and Closing

Here's a brief overview of what to expect in next month's newsletter:

- Requisition Forms
- FFE Submissions



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