



**New Jersey State Library  
New Jersey Library Construction Bond Act**

**Moving, Rent and Off-Site Storage Expenses Extension Request Form**

Name of Grantee: \_\_\_\_\_

Project Reference: \_\_\_\_\_

Application Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Instructions:** Please complete this form to request an extension of the time period for incurring expenses listed below:

- Expenses for moving to and from a temporary public library facility when the existing facility is under construction and is no longer safe to inhabit as determined by the architect and rent thereof for up to 18 months. N.J.A.C. 15:24-2.6(a)6
- Expenses for off-site storage and related moving costs, when necessary, for up to 18 months. N.J.A.C. 15:24-2.6(a)7

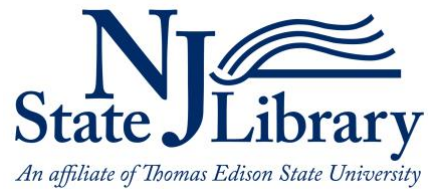
Please email the completed form to Jennifer R. Nelson, State Librarian at [jnelson@njstatelib.org](mailto:jnelson@njstatelib.org).

The State Librarian, in consultation with the President of Thomas Edison State University, may grant an extension of time for good cause with documentable reasons. Such approval applies only to an extension of the time period for incurring expenses. There will be no increase to the grant amount. Any additional costs incurred for the project due to the extension, should the extension be granted, are the responsibility of the Grantee in accordance with Section 1.2(c) of the Grant Agreement.

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- A. To request an extension of time to incur expenses for moving to and from a temporary public library facility when the existing facility is under construction and is no longer safe to inhabit as determined by the architect, and rent thereof beyond 18 months, please provide the following information:**



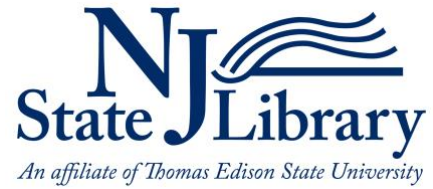
1. A full and detailed explanation of why an extension beyond 18 months is required for moving and renting expenses to and from a temporary library facility.
  
2. Original time period and specified dates for moving and rent expenses.
  
3. Additional time period request and specified dates for moving and rent expenses.
  
4. Describe any delays that the project has experienced that is beyond the control of the grantee and not caused by any fault or negligence of the grantee.
  
  
  
  
  
  
  
  
  
  
5. Advise if the project has been proceeding forward in a timely manner but for any delays as described in (A4) above.



6. Any other information supporting your request.

**B. To request an extension of time to incur expenses for off-site storage and related moving costs, when necessary, beyond 18 months, please provide the following information:**

1. A full and detailed explanation of why an extension beyond 18 months is required for off-site storage and related moving costs.
  
  
  
  
  
  
  
  
  
  
2. Original time period and specified dates for off-site storage and related moving costs.
  
  
  
  
  
  
  
  
  
  
3. Additional time period requested and specified dates for off-site storage and related moving costs.



4. Describe any delays that the project has experienced that is beyond the control of the Grantee and not caused by any fault or negligence of the Grantee.
  
  
  
  
  
  
  
  
  
  
5. Advise if the project has been proceeding forward in a timely manner but for any delays as described in (B4) above.
  
  
  
  
  
  
  
  
  
  
6. Any other information supporting your request.

The undersigned hereby represents and certifies that the above information is true and accurate.

Signature of Authorizing Official \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_