



New Jersey Library Construction Bond Act Substantial Changes to Project Request Form

Name of Grantee: _____

Project Reference: _____

Application Number: _____

Date of Request: _____

Contact Person: _____

Phone: _____ Email: _____

Instructions: Complete this form in order to request a substantial change to your project. Email the completed form and additional documentation to Jennifer R. Nelson, State Librarian at jnelson@njstatelib.org.

IMPORTANT REMINDERS:

A “substantial change” means a ten percent (10%) or more change in the eligible project costs as submitted in the grant application. N.J.A.C. 15:24-1.3

A “substantial change” also means any internal structural changes that alter the function of the public library building or the allocation of space as submitted in the grant application. N.J.A.C. 15:24-1.3

Any additional project costs incurred because of the substantial change are the responsibility of the Grantee.

Approval of the substantial change request is necessary to receive any grant funding.

1. Provide a summary of the original project as approved by the New Jersey State Legislature.

2. If the substantial change does not include a change in project costs of at least ten percent (10%), skip this question. If the substantial change includes a change in project costs of at least ten percent (10%), please complete and submit the following items:
 - (i) a revised Cost Estimate, template enclosed;
 - (ii) a revised Sources of Funds, template enclosed;
 - (iii) and, if the change in project costs is an increase (as opposed to a decrease), also submit sufficient evidence to show that the Grantee is able to cover the increased costs. An ordinance of appropriation passed on final reading and approved; bank statements; and grant award notifications are all examples of “sufficient evidence.” Any other documentation shall be deemed acceptable at the discretion of the State Librarian.

3. If the substantial change does not include any internal structural changes that alter the function of the library building or the allocation of space, skip this question. If the substantial change does include any internal structural changes that alter the function of the library building or the allocation of space, use the space below (and additional sheets if necessary) to describe the internal structural changes. You must also submit a letter and certification from the project’s architect to verify the need for this change to the project and if applicable, explain why the need for this change was not known or could not have been known at the time the original grant application was submitted.



4. If your project will not be completed within the construction timeline provided in the original grant application, please note that you may be required to submit additional documentation. The time limit for completion of construction is measured from the date of execution of the grant agreement. N.J.A.C. 15:24-6.1(d). If the construction period exceeds (or is expected to exceed) the original timeline by more than twelve (12) months, you are required to submit a Project Timeline Extension Request Form and, if applicable, a Moving Rent and Off-Site Storage Extension Request Form. N.J.A.C. 15:24-6.1(f). These additional forms are located on the New Jersey State Library website.

THE UNDERSIGNED HEREBY REPRESENTS AND CERTIFIES THAT THE INFORMATION PROVIDED IN THE GRANTEE'S REQUEST FOR A SUBSTANTIAL CHANGE IS TRUE AND ACCURATE.

Signature of Authorized Representative

Date

Print Name

Title