

**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.



An affiliate of Thomas Edison State University

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

Name of Grantee: _____
 Project Reference: _____
 Application Number: _____

Revised Sources of Funds

Funding Sources	Amount	Date Funding Will Be Available
i. Total grant award		
ii. Cash on hand		
iii. Budgeting appropriations		
<i>Please document:</i>		
iv. General obligation bonds or debt to be authorized		
<i>Please explain:</i>		
v. Negotiable or non-negotiable securities		
<i>Please explain:</i>		
vi. Gifts or bequests		
<i>Please explain:</i>		
vii. Federal funds		
<i>Please explain:</i>		
viii. Other		
<i>Detail other funding source:</i>		
Total Matching Funds		
Total Funding, All Sources		

Name of Grantee: _____
Project Reference: _____
Application Number: _____

Revised Cost Estimate

Costs by category (only eligible costs are to be included)	Costs
1 Cost of purchase of land and/or building(s)	_____
2 Site grading and improvement of land Architectural, engineering, planning, legal, financial, inspection, permit fees, or other 3 professional services	_____ _____
4 Hazardous materials abatement and/or remediation	_____
5 Cost of construction of new building	_____
6 Cost of rehabilitation and/or renovation	_____
7 Cost of an addition to an existing or purchased building	_____
8 Cost of repair project	_____
9 Cost of barrier-free improvements	_____
10 Furniture and equipment *	_____
11 Moving expenses to a new or purchased building and/or its addition Expenses for moving to, and from a temporary public library facility and rent for up to eighteen 12 months	_____ _____
13 Expenses for off-site storage for up to eighteen months and related moving costs	_____
TOTAL REVISED PROJECT COST:	_____

* Not to exceed 30% of the total eligible costs of the proposed project.

Line item 10 furniture and equipment should not exceed: _____