



NJ Child Care Facilities Improvement Program

CHANGE IN OWNERSHIP FORM

A. Instructions:

Grantees may not sell, assign, or otherwise transfer the interests of their Agreement to a third-party without submitting a request through this form and receiving prior written consent. Please note, that while your request is pending approval, and prior to receiving a grant modification, any obligations under your Agreement shall remain your obligation, as the Grantee.

B. Grantee Questions:

Current Owner(s) Name:	
Current Owner(s) Phone Number:	
Current Owner(s) Email	
New Owner(s) Name:	
New Owner(s) Phone Number:	
New Owner(s) Email:	
Date of Expected Transfer in Ownership:	

C. Signature and Attestation: *Please note that both the current and prospective owner's signature are required.*

The new owner agrees to assume all duties, obligations, and liabilities of the previous owner's grant agreement as of the date of the assignment, including, but not limited to:

1. Commencing the Facility Improvement Project within one (1) year of original contract execution date and complete it within one (1) year of construction start, with possibility of

two (2) three-month extensions with all projects completed by 12/31/2026, at the request of the child care provider and at the discretion of the Authority.

2. Remaining a Licensed Child Care Provider throughout the Compliance Term.
3. Enrolling in DHS's Grow NJ Kids Quality Rating Improvement System within one (1) year of the original contract's Effective Date, if not already enrolled.
4. Obtaining, evidencing, and maintaining mandatory insurance requirements for Grantee in accordance with the insurance requirements under Section 8 the Agreement.
5. The prior Grantee agrees to remain liable for anything that arises prior to the assignment.

Terms used in this Certification shall have the same meaning as ascribed to them in the Grant documents that relate to the Child Care Facilities Improvement Program unless expressly indicated otherwise. Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Your signature below shall serve as evidence that the Grantee also agrees to be bound by electronic signatures.

• Authorized Representative Name:

• Title:

• Date:

• Signature of Current Owner:

• Authorized Representative Name:

• Title:

• Date:

• Signature of Prospective Owner:

D. Submission Instruction:

1. Please label the document using the following naming convention:

- Your PROD ID
- Project Extension Request Form
- Today's Date

For example, PROD 123456789 Project Extension Request Form 8.15.23

2. Submit the form and required documents using the [Document Submission Link](#).

E. Approval Confirmation

DO NOT WRITE BELOW THIS LINE –

FOR USE BY NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY ONLY

Reviewed by (FPR&C Team):	Approved by (Child Care Director):
Date: __/__/	Date: __/__/