



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 051
TRENTON, NJ 08625-0051

PHILIP D. MURPHY
Governor

LT. GOVERNOR SHEILA Y. OLIVER
Commissioner

Office of Community Services (OCS)
Community Services Block Grant Non-Discretionary
(CSBG-ND)

PROGRAM POLICY BULLETIN #19-03

DATE: July 23, 2019

TO: NJ Community Action Agencies (CAA)
Executive Directors

AFFECTED PROGRAMS: All Programs Utilizing Community Services Block Grant Non-Discretionary (CSBG-ND) Funds

SUBJECT: **Amendments / Revisions of grant contracts**

POLICY SUMMARY: This policy outlines the amendment process for CSBG-ND grant contracts. As of the date of this policy and beginning with each grantee's FFY2020 grant contract, each non-profit grantee shall be required to add additional allocation funds to the agency's contract within 45 days of DCA's announcement of funding availability and governmental grantees shall be required to amend contract documents within 90 days of such an announcement. Amendment requests will not be approved when a grantee's SAM.gov registration is expired, but shall be processed upon the grantee's demonstration that the agency's SAM.gov account is once again active.

DISCUSSION: The Department receives CSBG funding for CSBG-ND grantees in approximately four installments throughout the contract year. While the first allocation is incorporated into the grant at contract creation, all subsequent allocations must be added to the grantee's contracts via the grantee's submission of an amendment request through the System for Administering Grants Electronically (SAGE).

DCA certifies that CSBG-ND grantees have active SAM.gov account registrations at the time of application approval, at contract creation and at the time of amendments which add additional funds to existing contracts. Requests for amendments where the agency's SAM.gov account registration is expired will not be processed until the agency can demonstrate that the SAM.gov is once again active. Amendments will be processed if the SAM.gov account is active, but notes a debt offset. The grantee takes upon itself the risk that any federal debt owed by the agency may be collected by the debtor through the intercession of the debtor with the NJ Treasury payment of grant funds at the time the grantee draws on the amended funds.

Grant Managers will provide governmental grantees with a grant award letter specifying the amount of the award to be used in securing a resolution for the amendment and it is expected that these resolutions will be included on the next governing body agenda to ensure timely approval.

Amendments to contracts may be made by grantees in SAGE to:

- increase funds
- change programs
- add or remove programs
- change description, objectives, scope, components, work plans, or service areas

Revisions may be made by grantees in SAGE to:

- move monies between sections of a contract where contract total does not change, and
- to extend the term end date

Delinquent amendments will affect the scoring calculation for each agency's annual application.



Kate Butler
Administrator
Office of Community Services
Division of Housing & Community Resources