



Neighborhood Programs Unit

About Changes to the Grant Agreement:

Changes to the activities, budget, or timeframe of a project may require a change to the grant agreement. Grant agreements are changed by revision or amendment. Your grant manager will determine if the requested change requires revision or amendment to the grant agreement. NPU has standardized the process for requesting a change to a grant agreement.

How to Request a Change to the Grant Agreement:

- The grantee enters the details of the requested change on the **Grant Agreement Change Request** form.
- The grantee emails the completed **Grant Agreement Change Request** form to the Grant Manager, copying the program email (NRTC@dca.nj.gov or NPP@dca.nj.gov).
- The Grant Manager reviews the form and advises the grantee if a revision or an amendment is needed and if review in SAGE is necessary before submission of the revision or amendment.
- The grantee initiates the revision or amendment in SAGE and submits as directed by the Grant Manager.

The Approval Process:

Once the Grant Manager recommends the revision or amendment for approval, the process is set in motion. For both changes, there are multiple levels of approval.

While grants are in revision or amendment, other grant management activities, such as initiating and submitting FSRs are suspended until the revision or amendment is fully executed.