

## FRDAP Amendment FAQs

### OVERVIEW OF AMENDMENTS

- A. Agreements may be amended through a formal amendment or a change order, only by a written agreement between both parties. Keep in mind that amendments are not guaranteed - both the grantee and DEP must agree upon the terms and/or changes being requested.
- B. An amendment can be requested anytime between the time of execution and the project completion date of April 30th. However, try to make sure that you don't wait until the last minute to request an amendment- there are no extensions and it could take a couple weeks to get the amendment fully finalized so you wouldn't want to wait until it's close to your closing date to request an amendment. For this reason, we ask that you notify us at least 60 days prior to the agreement expiration date if an amendment is necessary.
- C. A formal amendment to the agreement is required for modifications if at any time major substantial changes are needed, such as scope reforms, changes to the project activities, implementation schedules or any budget adjustments that affect a cost category that was not included in the applicants budget.

### FREQUENTLY ASKED QUESTIONS WHEN CONSIDERING AN AMENDMENT

Question: Can elements be replaced by a different element?

Answer: Yes, however, we prefer that the replacement element is of the same nature as the original element.

For Example: You decide to delete a basketball court renovation and replace it with a new baseball field. Keep in mind that if the cost associated changes, you will also need to provide us with a revised Budget Cost Analysis Form.

Question: Can new elements be added to the existing elements listed in the grant agreement workplan?

ANSWER: The short answer is yes, however, you must keep in mind that changes have to be approved, as DEP reserves the right to deny a request.

Question: Can elements be deleted from the agreement work plan?

Answer: Yes, however, in this scenario, the application will need to be rescored. If the deletion of an element will cause the points to drop below the required eligible points of 53, then the project will be deemed ineligible for the grant. So again, this is why it's very important to know exactly what you want to do and can do at the

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park before submitting the application...and also re-emphasizing the point of not waiting too close to your project's closing date to request an amendment.

Question: What percentage of funds should support elements total?

Answer: When requesting to add support elements be sure that funds for all support elements combined do not exceed 50% of the total project cost.

For Example: If you decide to add landscaping to your existing support elements, but the total cost of adding the landscaping will cause your support elements total to take up 60% percent of your total cost, you will need to decide, not to add the landscaping, delete one of your existing support elements to accommodate adding the landscaping or work to get the cost for adding the landscaping down so that your support element total will be 50% or less. Again, in this case we will also need a revised completed Budget Cost Analysis Form submitted.

Question: How do I request an amendment?

Answer: When requesting an amendment, you must send us an official request on letterhead of the government entity\grantee requesting the change. If approved for the amendment, we will begin processing it.

Question: When will I not need to request an amendment?

Answer: You do not need an amendment if there are no changes anticipated.

You do not need an amendment if you have a change of grant manger/or project liaison. In this case, please just send us an official letter or email notifying us of the change.

You do not need an amendment if you are simply moving elements to a new section of the park or changing the size of the area the element will take up. In this case, submit a revised site plan for approval.

If it is determined that you will need an amendment and the change is authorized, the amendment will be drafted by DEP. You will receive a copy to sign, date and return to us by the date listed in your email notification. Once the amendment is executed by DEP, you will receive a final copy for your file. At any time, you have questions, please reach out to us.