



Local Recreation Improvement  
Grant Management Guidelines  
Fiscal Year 2025

**State of New Jersey  
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**Department of Community Affairs  
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## **INTRODUCTION**

Congratulations on being awarded a FY 2025 Local Recreation Improvement Grant (LRIG). Local Recreation Improvement Grant is a competitive grant that supports improvement and repair of public recreation facilities including local parks, municipal recreation centers, public school recreational facilities and local stadiums. LRIG provides each grant recipient funding to help cover costs associated with updating community centers, playgrounds, pools, fields, walking or bicycle trails, rail trails, multi-sport courts, and recreational facilities; project development professional services costs; equipment costs including playground and recreation facilities equipment; and environmental remediation costs required to prepare recreation sites for use.

## **GRANT MANAGEMENT**

Now that your local government entity has been awarded this grant, managing your Local Recreation Improvement Grant will be an important part of the grant process. The Department of Community Affairs utilizes “The System for Administering Grants Electronically (SAGE)”, a web-based application to accept and approve grant applications and manage executed grants. Sage can be located at: <https://dcasage.intelligrants.com/portal.asp>. The SAGE User Manual is available on the grantee’s SAGE home page.

The grant will be administered by the Division of Local Government Service. All communications and actions in administering the grant between the grantee and the Division of Local Government Services will occur through SAGE.

## **LOCAL GOVERNMENT ENTITY RESPONSIBILITIES – AGENCY INFORMATION**

Each local government entity has an Agency Profile or Agency Information page. Each local government entity is required to keep this information up to date. For example, when mayors change due to elections and/or other circumstances the mayor’s information is required to be updated. **Please note:** the mayor or executive director are the only authorized individuals that can approve a grant agreement. Other contact information for the financial officer and other agency contacts must be updated when there is turnover in responsibilities.

SAGE requires a minimum of (2) agency contacts, the mayor or executive director and the financial officer. The Division of Local Government Services is requiring additional agency contacts be added for the agency staff that will be administering the grant on behalf of the local government entity.

Each local government entity is also required to have accurate information regarding certain fields listed on the Agency Information page as listed below:

- Entity Name, Address, City, State, Zip Code, and Phone Number
- Main Contact, Mayor/Executive Director, Financial Officer
- Federal Employer I.D. Number
- SAM Unique Entity ID
  - Please note that your entity’s DUNS number is no longer valid. Entities are required to use SAM’s 12-digit alpha-numeric Unique Entity Identifier (UEI), that took effect on April 1, 2022. Your Financial Officer should know the UEI.

**VENDOR NUMBER**

Applicants who do not already have a NJSTART Vendor ID number are required to complete a [W9 form](#). You will also need to complete an [ACH form](#) for electronic receipt of grant funds. Please email complete forms to [AAIUNIT@treas.nj.gov](mailto:AAIUNIT@treas.nj.gov). For assistance, please call (609) 984-5210. Once you receive your vendor number, please update your agency profile.

**GRANT ADMINISTRATION PROCESS**

**GRANT APPLICATION – MODIFICATIONS**

Following the announcement of the Local Recreation Improvement Grant awards, the Division of Local Government Services will return each grantee’s grant application through SAGE to the grantee as “Modifications Required” when the grantee’s initial “DCA Funds Requested” budget amount differs from the grantee’s grant award amount. Grantees are required to modify the grantee’s “DCA Funds Requested” budget amount to match the awarded amount of the grant.

**Please note:** Notification will appear on the grantee’s task list when signing into SAGE. An email notification will also be sent to the agency contacts listed in SAGE.

Once the grantee has made the required budget modifications necessary to match the award of the grant, the grantee will submit the modified application.

Upon acceptance of the grantee’s budget modifications, the Division will process internally, and grant award letters will be distributed to grantees through SAGE. Once an award letter is received by the grantee, the agency’s CFO can set up a grant receivable and a grant appropriation on the grantees financial books and the grantee may move forward with the project.

**Please note: A LRIG may supplement new and existing projects, but funding duplication is not permitted and cannot supplant allocated grant funding from other sources.** This means that a grantee cannot replace funding that has already been allocated for the project either through a capital ordinance, bonding, or appropriation in the annual budget. **Therefore, any purchase orders, vendor invoices and proof of payment documentation dated prior to the award announcement date are not eligible for reimbursement.**

### **GRANTS AGREEMENTS**

After the award letters are distributed the Division of Local Government Services will create grant agreements for each applicant. The grant agreement outlines the terms and conditions of the grant. More importantly, the grant agreement will identify the term of the grant which will be 2 years and 6 months from the date the award letters are sent out. Grant agreements will be distributed through SAGE and will appear on the mayor’s or executive director’s task list for approval. Once approved the grant agreement will be executed.

### **PROGRESS/PERFORMANCE REPORTING REQUIREMENTS**

Grantees are required to submit periodic progress/performance reports. Progress/Performance reports are required to be submitted by the grantee bi-annually (every 6 months). SAGE will reflect the progress/performance report schedule listed on the grantee’s grant menu as Grant Report Periods. Sage will not send out a reminder that progress reports are due. The division recommends

that the grantee's grant administrator update a personal calendar to remind them of filing progress reports.

### **GRANT FUNDING PROCESS – MAINTENANCE OF RECORDS**

Following execution of the agreement, the grantee can seek reimbursement of eligible costs, provided that all award conditions have been satisfied.

Grantees shall maintain and retain accounting and other grant-related records and information for the duration of the project funded by the grant, as required by applicable state and local laws and regulations, for no less than two (2) calendar years.

Such records shall be subject to examination, audit, and inspection by DLGS and/or any other federal, state, or local agency that has jurisdictional authority.

DLGS reserves the right to rescind or reclaim funds, withhold future grant funding and/or disqualify a grantee from participating in future grant awards if any condition of the grant program is unmet, including if grant funds received by the grantee are not properly accounted for, or if the grantee fails to meet reporting or certification requirements.

### **REIMBURSEMENT PROCESS**

Following execution of the agreement, the grantee is permitted to move funds between authorized categories within these guidelines for eligible items without requesting prior approval from the Division.

Local Recreation Improvement Grants are reimbursement based. There will be no advance payment of grant funds. While reimbursements may be made semi-annually when semi-annually progress reports are due, the Division recommends filing for reimbursement after all grant funds have been expended. Eligible costs are reimbursed to the grantee upon submission of evidence of payment by the grantee. **Please note: Purchase orders, vendor invoices and copies of cancelled checks dated prior to the award announcement date are not eligible for reimbursement.**

Requests for payment must be made through NJDCA SAGE portal by submitting a Financial Status Report (FSR), Expense Report, and Project Progress Report filings are up to date. The recipient is required to upload a PDF file containing copies of fully executed purchase orders, vendor invoices and copies of cancelled checks (front & back) documenting the expenditure of funds for which reimbursement is sought.

### **WHEN FULL AWARD AMOUNT WILL NOT BE EXPENDED**

Prior to submitting a final Financial Status Report (FSR) when exact award amount is not fully expended, which results in a grant balance, the grantee must 1<sup>st</sup> file a grant amendment to amend the grant amount to the amount equal to grant funds expended. Once the grant amendment is approved by DLGS, the grantee may file the final Financial Status Report (FSR).

Reimbursement requests are required to be received by the division no later than two (2) months after the expiration of the agreement.

Payment will be made via electronic transfer of funds to the account and financial institution identified within the vendor number listed on your agency information page.

### **GRANT CLOSEOUT PROCESS**

At the conclusion of the approved project period, which may coincide with the date upon which the grantee requests final payment but shall not be before the completion of the recreation improvement project components for which funding was provided, except as otherwise provided in writing by DLGS, the recipients must submit a final report documenting that all administrative responsibilities and required activities under the grant agreement have been satisfactorily completed.

### **ASSISTANCE**

For assistance, please submit your questions via e-mail to [LRIG@dca.nj.gov](mailto:LRIG@dca.nj.gov).