

Grant Request Number	GRN-001995
Funding Program Name	State Digital Equity Capacity Grant Program (2024)
Funding Request Name	New Jersey-DE Capacity 2024-Capacity Application
Applying Organization	NEW JERSEY DEPARTMENT OF TREASURY
Applicant Name	Valarry Bullard

1.1.1 SAM.gov Account

If the provided applicant information is not accurate for the applying organization please contact the NGP helpdesk (ngphelpdesk@ntia.gov) prior to proceeding with the application

Organization Name: NEW JERSEY DEPARTMENT OF TREASURY, Applicant UEI: K3SGJLGNHEZ4

Upload an export of your profile on SAM.gov, ensuring the active dates of the account are visible.

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Enter the expiration date of your SAM.gov account.

05-14-2025

Are your representations and certifications to receive Federal Financial Assistance funds in compliance and up to date?

Yes

1.2.1 Administering Entity (AE) / Administering Organization (AO)

For the purposes of this application, States will designate an Administering Entity and U.S. Territories will designate an Administering Organization. See definitions set forth in Section I.C of the NOFO.

What is the name of the Administering Entity/Organization (AE/AO)?

New Jersey Department of Treasury

Is the administering entity/organization for this State Digital Equity Capacity Grant the same entity that served as the administering entity/organization for the State Digital Equity Planning Grant?

Yes

Describe the entity selected to serve as the administering entity/organization for the State or Territory. (2500 character limit)

NJ Department of Treasury provides the necessary administrative support, including fiscal, human resources, affirmative action, government records access, and ethics functions to all Treasury divisions.

For State agencies, the Division provides fleet management and maintenance, postal services and printing services. We also provide support services for the Governor's Office, numerous interdepartmental accounts, and various grant programs.

Provide a letter from the governor (or equivalent official) of the State or U.S. Territory that designates the entity to administer the State Digital Equity Capacity Grant Program (i.e., the administering entity/organization).

34-30-DP088-Change Letter 01.04.2024-05-28-2024 12-11-NEW JERSEY DEPARTMENT OF TREASURY-GRN-001995.pdf

Indicate which of the following options describes the relationship between the Applicant (as noted in the SF 424) and the Administering Entity/Administering Organization.

*An EIN is the Employer Identification Number issued by the IRS. For more information about EIN numbers, please visit Employer ID Numbers | Internal Revenue Service (irs.gov).

**A UEI number is the Unique Entity ID issued through SAM.gov. For more information about UEI numbers, please visit SAM.gov | Duns - Sam UEI.

***Please note that where the Administering Entity/Administering Organization does not share the same EIN and UEI with the Applicant, both entities will serve as a co-recipients of the State Digital Equity Capacity Grant award made to the Applicant in accord with 47 U.S.C. § 1723(b).

A.) The Applicant and Administering Entity/Administering Organization share the same EIN* and UEI** number.

2.1.1 Digital Equity Plan

Upload the Digital Equity Plan for the State meeting the requirements of 47 U.S.C. §1723(c) or the Digital Equity Plan for the Territory meeting the requirements of the Digital Planning Grant award of the Territory. The uploaded document must be the formal Digital Equity Plan that was reviewed, cured, and accepted by NTIA as part of the State the Digital Equity Planning Grant Program.

NJ DE Plan-05-28-2024 11-34-NEW JERSEY DEPARTMENT OF TREASURY-GRN-001995.pdf

2.2.1 Amendments to Digital Equity Plan

Has the Digital Equity Plan of the State or Territory been amended since it was previously submitted to and accepted by NTIA?

No

3.1.1 Executive Summary

Provide an executive summary of the project(s) and associated activities, the main purpose, and the intended outcomes, using approximately 500 words. Applicants are advised not to incorporate information that concerns business trade secrets or other confidential commercial or financial information as part of the Executive Summary. See 15 C.F.R. §4.9(b) concerning the designation of business information by the applicant. (2500 character limit)

New Jersey's needs related to digital connectivity, device access and digital literacy are nuanced. The state's Digital Equity Plan (DE Plan) uncovers the specific challenges that Covered Populations face in

using the internet in life activities. (DE Plan p 49-69) With its Capacity Grant, New Jersey will address the needs of targeted Covered Populations with a set of activities designed to empower local organizations to establish programs and services that build digital equity through access to appropriate devices, provide meaningful opportunities to improve digital literacy skills and ensure that appropriate technical support is available. (DE Plan p 19) With a focus on building capacity in multiple sectors, the proposed program will carry out digital equity initiatives across community-based organizations through subgrant programs and establish a Digital Literacy Committee to develop digital literacy standards, as well as an approach to teaching and measuring digital literacy skills, a primary gap identified in the state.(DE Plan p 89-92) OBC will lead projects related to improving the user experience of selected state agency websites through collaborative efforts. (DE Plan p 93-94) An updated Digital Equity Plan will deepen the understanding of the needs of targeted Covered Populations and address the gap in adoption and affordability caused by the elimination of the Affordable Connectivity Program. (DE Plan p 50) Consistent and meaningful community and stakeholder engagement will inform all activities. OBC and NJSL highly value collaborative processes in carrying out activities that will serve the specific needs of Covered Populations. The lived experience of Covered Populations must be at the heart of how decisions are made and activities deployed. (DE Plan p 27) To promote transparency and accountability in the use of the Capacity Grant, an Integrity Monitor will be engaged to assure that the subgrant processes, policies, and procedures clearly reflect state standards and best practices in the granting of federal funds. In addition to conducting evaluations of subgrantees, formative and summative evaluation of the overarching program will be carried out to assess the overall operation and impact of the full range of activities. The strategic use of DE Capacity Grant funds with Broadband Equity Access and Deployment funds will narrow New Jersey's gaps in connectivity, device access and digital literacy across targeted Covered Populations.

3.1.2 Digital Equity Plan Elements to be Implemented

Identify the elements of the Digital Equity Plan to be implemented for this fiscal year's allocation of Capacity funding and whether specific elements of the Plan or specific Covered Populations are being prioritized and the rationale for prioritizing those elements or Covered Populations consistent with the needs assessment within the Digital Equity Plan. (2500 character limit)

New Jersey's priority will be on goals 2, 3 & 4 (DE Plan p 4). The state's activities will lead to long-lasting and meaningful change for Aging Individuals (DE Plan p 56-58), English Language Learners (DE Plan p 65-66), Low-Income Households (DE Plan p 53-56), and Communities of Color. (DE Plan p 67-68) New Jersey's priorities are based on the needs of these specific Covered Populations as outlined on pages 52 -68 of the DE Plan. These targeted Covered Populations reside in communities across the state, allowing for equitable statewide distribution of Capacity Grant resources to demographic groups that have high need and represent a high proportion of the state's population. Priority activities are developing objectives, strategies and measures for digital literacy (Goal 2); building the capacity of, and tools for, digital literacy instruction, creating a community of practice, and addressing barriers to adoption. (DE Plan p 21-22, 26) The second priority is analysis and updating of state agency websites (unrelated to Americans with Disabilities Act compliance). The project's targeted Covered Populations identify challenges to accessing essential information on public programs through state agency websites. (DE Plan p 52, 57, 66) Understanding the specific challenges of the targeted Covered Populations will lead to increased access to the state's publicly offered resources. Incorporating best practices in human-centered design for select state executive branch agency websites (Goal 4) will improve the experience of the targeted Covered Populations, but requires user experience research, planning and coordination. (DE Plan p 23-24). Finally, two subgrant programs will focus on digital

literacy (including cybersecurity) (Goal 2) and affordable, appropriate device access and technical support (Goal 3) (DE Plan p 18, 21-22) for Aging Individuals (p 52, 56-58), English Language Learners (DE Plan p 65-66), Low Income Households (DE Plan p 53-66), and Communities of Color. (DE Plan 67-68)

3.1.3 Project Plan

Provide an overall Project Plan that includes:

- 1) A description of all major project activities and timelines, including key milestones and when each major project activity will start and end.
- 2) A description of how progress on measurable objectives will be tracked and recorded alongside key milestones.

(2500 character limit)

In the implementation period OBC will regularly update and evaluate the measurable objective and KPIs in the DE Plan. Program monitoring and reporting will ensure that investments track toward target KPIs for the targeted Covered Populations (DE Plan p 82). Digital Literacy Committee (p 21, 89-90): Jan 2025 – ongoing. Jan 2025 – representatives selected from digital literacy providers to convene monthly; Jan - Mar 2025 research is conducted by consultant. Sept 2026 - Committee proposes standards Jan 2026 - standards decision made, approach for baselining and assessment for Covered Populations piloted. Measures: Count of organizations implementing Digital Literacy standards (DE Plan p 21, 89-90). Community of Practice (CoP) (DE Plan p 90): Oct 2024 – ongoing. Oct 2024 - Call for members. Nov 2024 – begin monthly convening. Jan 2025 - Designate governance model and meeting structure for CoP, cultivate long-term relationships. Measures: Count of community of practice sessions; number of attendees reporting increased confidence in ability to offer digital literacy services to Covered Populations. (DE Plan p 90) State Government Websites: March 2025 – ongoing. An Interagency Taskforce convenes to share best practices that improve the user experience for Covered Populations while protecting resident data and maintain back-end efficiency. Taskforce convenes, holds monthly meetings. Taskforce sets measurable objectives and KPIs to track impact. OBC will report back to NTIA on the aligned approach, targeting Mar 2025. Measures: Activities prioritized; objectives identified; KPIs established. (DE Plan p 21, 22, 23, 93-94) Digital Literacy, Device Access and Technical Support Grant Program. Oct 2024- Sept 2029: Oct 2024 - Application released; Dec 2024 applications due; Feb 2025 - grants awarded. April 2025 - projects start. Measures: Number of opportunities for Covered Populations to access digital literacy, devices and technical support at community locations increased (DE Plan p 21, 22, 23, 89-92). Community Center Digital Connect Capacity Grants (for CPF grantees) Oct 2024- Sept 2029: Oct 2024 - Application released; Dec 2024 applications due; Feb 2025 - grants awarded. April 2025 - projects start. Measures: Number of opportunities for Covered Populations to access digital literacy, devices and technical support at community locations increased. (DE Plan p 21, 22, 23, 89-92)

3.1.4 Updates to DE Plan

Does the State or Territory intend to use a portion of its allocation (up to 20%) to update its Digital Equity Plan?

Yes

Indicate the activities the State or Territory intends to conduct to update the Plan, and a timeline for updates, including publication for public comment. For any aspects of the Digital Equity Plan that are forthcoming, such as quantitative baseline data, specify how and when those updates will be made.

(2500 character limit)

With the end of the Affordable Connectivity Program (ACP), a DE Plan update will let the state identify new objectives, strategies and measures that support adoption and affordability of home-based high-speed internet. (DE Plan p 50) The update will identify sustainable and long-term solutions to affordability and adoption. It will also provide an opportunity to develop new measurement tool(s) and baseline data for digital literacy and State Agency website usage that lead will lead to new objectives, strategies and timelines for Goals 2 & 3 & 4 activities. (DE Plan p 26-27) An updated plan will allow OBC and its partners to engage Covered Populations to gain a better understanding of the connectivity, digital literacy, and/or device access needs (Goals 2 & 3), for English Language Learners who require different strategies for outreach and engagement due to language barriers. The update will also provide opportunity to develop and/or reassess measurement tool(s) and baseline data for adoption and affordability. (DE Plan p 26-27) DE Plan updates and continued maintenance will include community and stakeholder engagement to move the state forward in achieving its objectives and goals (DE Plan p 80). Creating a digitally inclusive state is possible with strategic investments of people who are committed to equity in community engagement and that possess the ability to respond to the differences that the targeted Covered Populations experience in access, adoption, affordability, and digital literacy. DE Plan Update and Maintenance: Update - Sept 2024 -2025; maintenance - ongoing. Oct 2024 - DE Working Group established, meets bi-monthly to review plan and identify all areas in need of updating. Jan - Mar 2025 - Consultation with stakeholders and community members on needs of English Language Learners, for adoption and affordability. Digital literacy work is underway with Digital Literacy Committee. Aug 2025 - Objectives and measures developed. Sept 30, 2025 - first revision completed; released for public comment (as needed). Nov 2025 - plan edited to reflect public comments, submitted to NTIA for approval. Curing happens; plan approved by Dec 30, 2025. Jan 2026 - baseline data updated.

3.2.1 Ongoing Collaboration Efforts

Describe the ongoing collaboration efforts the State or Territory will conduct with key stakeholders in the State or Territory as listed at 47 U.S.C. 1723 (c)(1)(D) and in alignment with the State Digital Equity Plan. (2500 character limit)

Digital Equity and Workforce Development Working Groups will meet monthly with representatives from organizations that serve Covered Populations: nonprofit, commercial, educational and government. Working Groups will collaborate with OBC/NJSL, and suggest activities for successive years. Using their feedback will help to ensure that the needs of the targeted Covered Populations are being met. (DE Plan p 45, 76-80) Community focus groups comprised of members of the Covered Populations will serve to inform program design and program activities, and take place quarterly. (DE Plan p 76-80) OBC and NJSL's Collaboration with state agencies, includes the NJ Department of Corrections, the NJ Department of Labor, the NJ Commission on American Indian Affairs, the NJ Office of New Americans and the Office of Information Technology will assure the alignment of priorities and goals. Collaborators will move forward elements of the DE Plan through direct actions. (DE Plan p 87) OBC will support and convene digital equity programs and plans that exist or are in development. Local plans include Invest Newark Initiative, Jersey City Housing Authority, Atlantic City and City of Plainfield broadband plans. (DE Plan p 18, 86) Key partners will provide insights on aspects of the DE Capacity grant execution to best reach specified Covered Populations. These contributions may include:

- Workforce agencies/organizations: insight on employer needs and in-demand digital skills; inform a possible digital literacy credentialing system; identify opportunities to leverage digital literacy

standards to meet workforce requirements. • Labor/community-based organizations/libraries: pilot and scale digital equity programs; provide insight on state investments; and partner to create new programs for affordability and device access. • Industry partners: create new programs for affordability and device access; sponsor digital equity programs; provide employer insights on in-demand digital skills; and inform the design of potential digital literacy credentialing systems. • Higher education/training organizations: develop and implement digital literacy programs for specific Covered Populations; offer degree-related or credentialed coursework in internet technology, adult learning and industry-certifications related to digital technologies and literacy; and provide subject matter expertise (DE Plan p 30-45, 85-87)

3.2.2 Description of Benefit to Covered Populations

A detailed description of how the State or Territory's implementation of the Digital Equity Plan, through Digital Equity Capacity Grant Program funding, will benefit each of the Covered Populations located within that State or Territory. (2500 character limit)

Benefits to Covered Populations reflect the needs and barriers identified in New Jersey's DE Plan. (DE Plan p 52) The overarching benefits for targeted Covered Populations are more opportunities and improved ability to engage in life activities including education, civic participation, workforce improved access, affordability and increased adoption. (DE Plan p 18-23) Benefits for targeted Covered Populations are: (DE Plan p 52) Low Income People: Improved access to essential government services; increased digital literacy skills; increased access to affordable home-based and community connectivity, appropriate devices, and technical support. Aging Individuals: Increased opportunities to receive technical support; improved access to affordable home-based and community connectivity, appropriate devices and technical support; increased digital literacy skills. English Language Learners: Improved access to essential government services; increased digital literacy skills; increased access to affordable home-based and community connectivity, appropriate devices, and technical support. Communities of Color: Improved access to essential government services; increased digital literacy skills; increased access to affordable home-based and community connectivity, appropriate devices, and technical support.

3.2.3 Measuring Success Across Digital Equity Outcomes

Describe how the State or Territory plans to collect data in alignment with the measurable objectives in the Digital Equity Plan to effectively measure the project's success across the digital equity outcomes identified at 47 U.S.C. 1723(c)(1)(C):

- a. Economic and workforce development
 - b. Education
 - c. Health
 - d. Civic and social engagement
 - e. Delivery of other essential services
 - f. Any other digital equity outcomes specified in the Digital Equity Plan
- (2500 character limit)

Measurable objectives were established in line with the DEA requirements; goals align to specific topics required by the DE Act. (DE Plan p 18-19) The plan notes limitations on available data for establishing measurable objectives for Goals 2 and 4 and limitations on available measurable objectives for Goal 3. (DE Plan p 21- 23). The plan adopted short-term and long-term approaches to developing measurable objectives. (DE Plan p 23-27). OBC/NJSL will establish a baseline of zero (0) when measurable objectives

are developed for digital literacy, availability and use of technical support, and secondary measurable objectives for affordability and device access, with the end of the ACP program. An evaluation consultant will provide technical assistance in developing survey instruments and other evaluation tools. Goal 2: key indicators (DE Plan p 21) are: a count of organizations implementing digital literacy standards, amount of funding allocated to organizations providing Covered Populations with digital skills training and count of CoP sessions and number of CoP attendees reporting increased confidence in their ability to offer digital literacy services to Covered Populations. (DE Plan p 21) Data collected through surveys, analysis of grant and administrative records, and focus groups. Goal 3: key indicators (DE Plan p 22): count of subsidized devices to Covered Populations; total subsidy awarded toward devices supporting Covered Populations; count of residents (Covered Populations) that have received technical support from Capacity Grant programs; count of CoP sessions; and number of CoP attendees reporting increased capacity to offer access to computers, software, assistive technologies, training and technical support. Data collected through surveys, analysis of grant and administrative records, and focus groups. Subgrantees will use report templates developed by OBC/NJSL. (DE Plan p 18-19) Data will be collected with end-user surveys, focus groups; indicators will include the number of activities related to equity outcomes offered by each grantee and the number of attendees. (DE Plan p 21-22). Goal 4: key indicator: percentage of executive branch state agency websites adhering to human centered design best practices. (DE Plan p 23). Data collection methods include: surveys, website analytics, focus groups of users; indicators to include measuring pre-and post-redesign use of the involved websites and a count of the number of visitors and engagements.

3.2.4 Measuring Benefits to Covered Populations

Explain how the benefits delivered to the Covered Populations will be measured to the extent not addressed above and describe any other proposed research activities, as applicable. (2500 character limit)

A summary of the barriers for Aging Individuals, English Language Learners and Communities of Color include internet affordability, digital skills, concerns over safety, accessibility of public resources in non-English languages low-income status. (DE Plan p 52) Increased adoption benefits Covered Populations by supporting affordable access to the internet, while other benefits of the DE Capacity Grant implementation include increasing the skills and confidence of Covered Populations in using the internet and devices and improving their experience with state government websites. (DE Plan p 21-26) Strategies to measure benefits to Covered Populations will include surveys, focus group to assess program impact. Subgrantees will be asked to use standard data collection tools and surveys to ensure that impact can be measured across the range of grantees we expect to serve. Data collected will include the number and amount of grants awarded and subsequent activities Survey questions will be framed to elicit responses that specifically address NJ's goals and objectives and thus reflecting on the benefits to Covered Populations. For example: "Did participation in this program increase your confidence in using the internet?" Or "Did your ability to use the internet improve as a result of this program?" Further, using a Likert scale would allow responses to be given along a continuum that aids in program evaluation. In the implementation period, OBC/NJSL will regularly update and evaluate the strategies, measurable objectives, and KPIs in the Digital Equity Plan. OBC/NJSL will include program monitoring and reporting requirements in grant agreements to ensure that investments are tracking toward the target KPIs for Covered Populations. OBC/NJSL will also publish an annual progress report card against the proposed goals and KPIs. (DE Plan p 82)

3.3.1 Evaluation Plan

Describe the overall plan to evaluate how the proposed projects and activities will achieve the goals of the Digital Equity Plan. (2500 character limit)

The proposed projects and activities will achieve the goals of the digital equity plan by investing in organizations that have projects that are likely to achieve the objectives outlined and updated in the DE Plan. New Jersey is a state of relatively high connectivity and device access; a predominant focus here is addressing digital (and cyber) literacy so that Covered Populations are able to carry out the wide range of life functions that require the use of technology and the internet. (DE Plan p 4) The proposed projects and activities invest in people and programs. People that improve their skills and knowledge in order to provide training and support to Covered Populations. Covered Populations will likewise benefit from increased skills of instructors. (DE Plan p 21) The Community Center Digital Connect Capacity and the Digital Literacy, Device Access, and Technical Support subgrants will provide tangible resources and support to Covered Populations at convenient community locations. (DE Plan p 21-22, 89-92) The work of the Digital Literacy Committee will establish standards in digital literacy for the state's adult learners, and offer a tool for measuring skills and progress in learning digital literacy. These activities, based on collaborative partnerships, are designed to achieve the objectives and goals outlined in NJ's DE Plan. (DE Plan p 21, 89-92) The Interagency Taskforce on Government Websites will improve the experience of Covered Populations in accessing essential government resources by ensuring that state agency websites are streamlined, use appropriate language, and meet human-design standards. (DE Plan p 23-24, 93-94) The information collected will include but not necessarily be limited to the following data points for each project: a. Which Covered Population(s) Served; b. Number of people served within each Covered Population; c. Total Number of People Served; d. Number of programs implemented by type; e. Anecdotal/personal testimony demonstrating the positive impact of the program; f. Quantifiable evidence of progress toward the measurable objectives identified in the DE Plan; and g. Impact on the State or Territory's goals regarding: i. Economic and Workforce Development Outcomes ii. Educational Outcomes; iii. Health Outcomes; iv. Civic and Social engagement; and v. Delivery of essential services.

3.3.2 Preventing Waste, Fraud, and Abuse

Describe the safeguards the applicant will put in place to prevent waste, fraud, and abuse in the implementation of the program. (2500 character limit)

OBC/NJSL will use the highest ethical standards and proven practices for transparent and accountable grants management in order to safeguard Capacity Grant resources. Safeguards in place reflect the adoption of standard state-accepted grant management practices and will focus on the overall management of the grant. The practices of both NJSL/OBC will be reviewed by an Integrity Monitor. New Jersey has a strong legal framework in place to ensure accountability and transparency in the use of public funds. OBC/NJSL will engage an Integrity Monitor early in the performance period. The Integrity Monitor will review and provide guidance that will improve grants management practices, processes and policies. Working with team, the Integrity Monitor will provide an extra layer of safeguard in all areas of program management. All staff working with grant funds will receive grant training covering regulatory compliance, ethical conduct and fraud prevention techniques. OBC/NJSL will use strong internal controls including operating contracts and subgrants on a reimbursement basis, requiring receipts, purchase orders, time and effort logs, etc. Internal auditing can identify gaps in processes, procedures and policies that may create a higher risk of fraud, waste or abuse. Likewise, a whistleblower policy will protect individuals and establish multiple channels of reporting and assure confidentiality. Subgrantee Safeguards Grant processes and decision-making will be transparent and

open; the recipient requirements will be clear, detailed and in writing. Pre-award risk assessments will thoroughly vet potential subrecipients and identify red flags in prior grant or financial management or performance that necessitate additional monitoring. Required training on fraud, waste and abuse at the start of the grant period will help recipients to understand their obligations when receiving government funds. Comprehensive subaward agreements and contracts will include key assurances that detail requirements related to reporting, monitoring and regular audits during the grant performance period. Frequent reporting and monitoring of subgrantees will foster a culture of accountability. A public feedback mechanism (public accountability) will increase the transparency of the full program and solicit valuable information for detecting possible waste, fraud and abuse.

3.3.3 Subgrantee Selection Process

Do you plan to use subgrantees to implement grant projects and activities?

Yes

To the extent the applicant intends to use subgrantees to implement grant projects and activities, describe the process by which subgrantees will be selected and the safeguards in place to ensure the selection process fosters a sense of fairness and accountability by being open, transparent, and equitable; and is in compliance with 2 C.F.R. part 200. (2500 character limit)

Grants will be awarded in two ways – targeted awards and competitive awards. Targeted awards will be issued to organizations that previously received a Community Center Digital Connect (CCDC) grant, to supplement their work. The CCDC grantees were initially selected through an open, objective, and fair competitive process. For competitive subawards, an objective process that clearly outlines what an eligible applicant is, what the criteria for selection are, and where information will be made available will be used. Information about the subgrant program will be transmitted. The application will contain questions related to which Covered Population(s) will be served, geographic location, type of applicant organization (to ensure eligibility), capacity to implement grant program, the quality of the program plan and evaluation plan that focuses on NJSL/OBC required measures. Subgrant review committee(s) will be used to score grant applications according to an established rubric. Questions specific to the subgrant will be compiled and posted as a Frequently Asked Questions (FAQ) document. Grant applicants will then be ranked in order by score. Additional criteria will be applied at this point by program staff. These additional criteria include 1) geographic location (to ensure statewide distribution); 2) type of organization (to ensure a variety of organizations will carry out activities; 3) type of project (device access, digital literacy or technical support or a combination; and 4) Covered Population to be served (to ensure equitable distribution against targeted groups). Information on how DE Capacity Grant funds will be used will be posted publicly on the NJSL and OBC websites. NJSL will have a webpage devoted exclusively to information related to the DE Capacity Grant. An email link will be provided for people to ask questions, report concerns (including fraud, waste or abuse) or otherwise provide feedback. All questions will be responded to individually. OBC/NJSL will develop a marketing plan that includes all methods of engagement. Information will be disseminated through several channels, including social media. The primary mechanism will be through the listservs maintained by OBC and NJSL which reach thousands of New Jerseyans with an interest in broadband, digital literacy and digital equity. Participation in local groups, such as Digital Inclusion Practitioners of NJ will be another way in which information is shared and feedback obtained.

3.4.1 Description of Projects and Activities

Describe the specific projects and activities proposed to be funded by the State Digital Equity Capacity Grant Program.

Complete the form provided, filling out all fields as applicable, and upload it.

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3.4.3 Intention to Submit Additional Projects and/or Project Details

Do you plan to submit additional projects and/or project details via an updated Specific Projects Form within 9 months from the award start date?

Yes

4.1.1 Description of Other Funding

Does the State or Territory intend to use other funding sources to implement its Digital Equity Plan?

No

5.1.1 Consolidated Budget Form

In the field provided, upload the Consolidated Budget Form and (optionally) a budget addendum that provides a detailed explanation of: (a) project expenses for Digital Equity Plan updates and/or maintenance; and (b) project expenses for subsidies for the provision of broadband services through affordable broadband programs. The budget addendum should demonstrate that expenses for Digital Equity Plan updates or maintenance do not exceed 20% of the amount of the grant and that expenses for affordable broadband programs do not exceed 10% of the amount of the grant.

All budget amounts must exactly match or reflect across all budget documentation. For example, do not provide estimates or approximate amounts in the Consolidated Budget Form that do not exactly match amounts in the SF-424 and all relevant sections in the application.

Download the linked

Consolidated Budget Form to fill out and upload; template use is required. See available examples for the budget addendum linked here; example use is not required. Note: the budget addendum is a supporting document for the project, required via Field 15 of the SF-424 (OMB Control No. 4040-0004, Expiration Date: 11/30/2025).

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5.2.1 Negotiated Indirect Cost Rate Agreement (NICRA)

Are indirect costs included in the proposed budget?

No

7.1.1 CD-511: Certification Regarding Lobbying

Applicants must upload a completed Form CD-511 Certification Regarding Lobbying that certifies that Federal funds have not been used and will not be used for lobbying in connection with this request for Federal financial assistance.

7.1.2 SF-LLL: Disclosure of Lobbying Activities

The Standard Form-LLL- Disclosure of Lobbying Activities must be completed and submitted for those applicants that need to disclose lobbying activities that have been secured to influence the outcome of a Federal action.

Use the link provided to download and complete the Standard Form-LLL- Disclosure of Lobbying Activities.

8.1.1 Digital Equity Plan Implementation Certification

Certification that the State or Territory, acting through the administering entity/organization for the State or Territory, shall not later than five (5) years after the date on which the Assistant Secretary awards the Capacity Grant to the State or Territory implement the Digital Equity Plan of the State or Territory and make subgrants in a manner that is consistent with the aims of such Digital Equity Plan.

Yes

8.1.2 Supplemental Funds Certification

Certification that Capacity Grant funds will be used to supplement, not supplant, other Federal or State funds that have been made available to carry out the activities in Digital Equity Plan and the NOFO.

Yes

8.1.3 Build America Buy America (BABA) Act Certification

Certification that the State or Territory, if using Capacity Grant funds for an "infrastructure project" (as defined in 2 C.F.R. 184.3), will abide by the requirements of the Build America Buy America Act (Pub. L. No. 117-58, §§ 70901-52) and by the regulations promulgated thereunder at 2 C.F.R. part 184).

Yes

8.2.1 Assurances

Do you attest to the following assurances? Note that "AE/AO" refers to "Administering Entity / Administering Organization," with "Administering Entity" being applicable for States and "Administering Organization" being applicable for U.S. Territories.

I hereby provide the following assurances required under 47 U.S.C. §1723(e):

1. If an entity described in section 1724(b) is awarded grant funds under this section (referred to in this subsection as a "covered recipient"), provide that-

A. the covered recipient shall use the grant funds in accordance with any applicable statute, regulation, and application procedure;

B. the AE/AO for that State or U.S. Territory shall adopt and use proper methods of administering any grant that the covered recipient is awarded, including by

- i. enforcing any obligation imposed under law on any agency, institution, organization, or other entity that is responsible for carrying out the program to which the grant relates;
- ii. correcting any deficiency in the operation of a program to which the grant relates, as identified through an audit or another monitoring or evaluation procedure; and
- iii. adopting written procedures for the receipt and resolution of complaints alleging a violation of law with respect to a program to which the grant relates; and

C. the AE/AO for that State or U.S. Territory shall cooperate in carrying out any evaluation—

- i. of any program that relates to a grant awarded to the covered recipient; and
- ii. that is carried out by or for the Assistant Secretary or another Federal official;

Yes

2. The AE/AO for that State or U.S. Territory shall—

- A. use fiscal control and fund accounting procedures that ensure the proper disbursement of, and accounting for, any Federal funds that the State is awarded under this section;
- B. submit to the Assistant Secretary any reports that may be necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under this section;
- C. maintain any records and provide any information to the Assistant Secretary, including those records, that the Assistant Secretary determines is necessary to enable the Assistant Secretary to perform the duties of the Assistant Secretary under this section; and
- D. with respect to any significant proposed change or amendment to the State Digital Equity Plan for the State, make the change or amendment available for public comment in accordance with subsection (c)(2); and

Yes

3. the State, before submitting to the Assistant Secretary the State Digital Equity Plan of the State, has complied with the requirements of subsection (c)(2).

Yes
