

Community Center Digital Connect

A CAPITAL PROJECTS GRANT FUND GRANT OPPORTUNITY - UPDATED AUGUST 1, 2023
NEW JERSEY STATE LIBRARY



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CAPITAL PROJECTS FUND: COMMUNITY CENTER DIGITAL CONNECT

The Community Center Digital Connect grant program is administered by the New Jersey State Library (NJSL), an affiliate of Thomas Edison State University (TESU), with the assistance of the New Jersey Division of Community Affairs (DCA). Funds are available through the Coronavirus Capital Projects Fund (Capital Projects Fund or CPF), established by Section 604 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, CFDA 21.029. Execution of grant awards under this grant opportunity is contingent upon the execution of a Memorandum of Understanding between NJSL and DCA which will set forth the terms and conditions for the disbursement of said CPF funds.

Purpose of the Grant Opportunity

The purpose of this grant is to enable the construction or improvement of buildings designed to jointly and directly enable work, education, and health monitoring located in communities with critical need for the project. Capital Projects Fund grant funding can also be used for the ancillary costs related to eligible capital projects that are necessary to put the asset to full use. The purpose is also to address needs in communities that were most impacted by the COVID-19 public health emergency.

The grant application requires applicants to assess and document need as it relates to the impact or effects of the Coronavirus pandemic on individuals and the community. If selected to receive an award, NJSL will provide, as needed, technical assistance to grantees in conducting community outreach and in finalizing project and implementation plans prior to executing the grant agreement.

Definitions

Capital Project: For the purposes of the CPF program, “Capital Project” or “Project” means the construction, purchase and installation of, and/or improvements to capital assets where the costs of such assets are capitalized or depreciated, including ancillary costs necessary to put the capital asset to use as further described in the Treasury’s Guidance and FAQs.

Community Center: The term Community Center means a facility owned and operated by a governmental agency or a nonprofit community organization, provided that the primary purpose of the facility is for recreation, social welfare, community improvement, or public assembly.

Full Service Community School: A full-service community school (FSCS) means a school that improves the coordination, integration, accessibility, and effectiveness of services for children and families, particularly for children attending high-poverty schools, including high-poverty rural schools. An FSCS provides comprehensive academic, social, and health services for students, students’ family members, and community members that will result in improved educational outcomes for children.

Health Center: Health centers are community-based and patient-directed organizations that deliver comprehensive, culturally competent, high-quality primary health care services to the nation’s most vulnerable individuals and families, including people experiencing homelessness, agricultural workers, residents of public housing, and veterans. Health centers integrate access to pharmacy, mental health, substance use disorder, and oral health services in areas where economic, geographic, or cultural barriers limit access to affordable health care.



Public Library: A Public Library is one established pursuant to Chapter 33 or Chapter 54 of Title 40 of the New Jersey Revised Statutes or established pursuant to N.J.S.A. 15A:1-1 et seq., and receiving public funds pursuant to N.J.S.A.40:54-35.

Eligible Applicants

Communities with a critical need for the Project include those that do not have access to the resources or services that are provided by the proposed project, whether because of the physical absence or insufficiency within the community of the type of resources provided by the project, or because access to those resources is unaffordable, resulting in impediment(s) to participation in work, education, and health monitoring that were caused or exacerbated by the COVID-19 public health emergency.

An eligible applicant organization must be a:

- Community Center (registered 501(c)3 or unit of local government);
- Full Service Community School;
- Health Center; or a
- Public Library.

The construction project must be located in and services must take place and benefit a community listed below. A project may serve residents of other communities, but **must** benefit the residents of the community selected. Organizations serving the communities listed below may apply for a grant. Need-based eligibility was determined by the community’s score on a Census-derived index that rates municipalities, boroughs and towns on: percent of population with less than a high school degree; population size; percent of households without internet access; percent of families living in poverty; and predominant racial/ethnic group (> 25). The methodology assures that at least one community from each county is eligible to benefit.

Atlantic County

Absecon
 Atlantic City
 Buena
 Egg Harbor City
 Pleasantville
 Somers Point
 Ventnor City

Bergen County

Bergenfield
 Cliffside Park
 Englewood
 Fort Lee
 Hackensack
 Lodi
 Palisades Park
 Teterboro



Burlington County

Beverly
Burlington
Pemberton
Willingboro
Wrightstown

Camden County

Camden
Lawnside
Lindenwold
Pennsauken
Winslow/Sicklerville
Woodlynne

Cape May County

Woodbine

Cumberland County

Bridgeton
Dorchester/Maurice River/Heislerville
Fairfield/Gouldtown
Vineland

Essex County

Belleville
City of Orange
East Orange
Irvington
Newark

Gloucester County

Clayton
Harrisonville
Westville

Hudson County

Bayonne
East Newark
Guttenberg
Harrison
Jersey City
Kearny
North Bergen
Secaucus
Union City

Hudson County (cont'd)

West New York

Hunterdon County

Three Bridges

Mercer County

East Windsor
Trenton

Middlesex County

Carteret
Dunellen
Edison
Iselin/Keasbey/ Heathcote
North Brunswick
New Brunswick
Perth Amboy
Princeton Meadows
Sayreville
South Brunswick/Dayton/Monmouth Junction
Woodbridge

Monmouth County

Asbury Park
Fairview
Freehold
Long Branch
Neptune

Morris County

Dover
Parsippany
Victory Gardens
Wharton

Ocean County

Barnegat Light
Holiday City-Berkeley
Lakewood
Seaside Heights

Passaic County

Clifton
Haledon
Passaic
Paterson
Prospect Park



Salem County

Carney’s Point
Penns Grove
Pennsville
Quinton
Salem

Somerset County

Belle Mead
Bound Brook
Hillsborough
North Plainfield
Somerset

Sussex County

Andover Borough
Stanhope
Sussex

Union County

Elizabeth
Hillside
Linden
Plainfield
Rahway
Roselle
Vauxhall

Warren County

Belvidere
Hope
Philipsburg

Eligible Applications

An eligible application is one that is submitted on time by an eligible applicant with all questions completely answered with all forms and attachments included.

Eligible Projects

For a Capital Project to be an eligible use of Capital Projects Fund grant funds, it must meet **all** of the following criteria:

1. The Capital Project invests in capital assets designed to directly enable work, education, **and** health monitoring.
2. The Capital Project is designed to address a critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency.
3. The Capital Project is designed to address a critical need of the community to be served by it.

Important note: In addition, NJSL will require awardees to commit that the Capital Projects will provide services or activities that directly enable work, education, and health monitoring for at least five years from the completion of the Project.

Examples of Multi-Purpose Community Facility Projects

Projects must be designed to jointly and directly enable work, education, and health monitoring, but these activities need not be the exclusive function or purpose of the Project. For example, a building, such as a library or community center providing the public with access to computers with high-speed internet service, can meet this criterion even if the completed Project is also used for other functions, such as community recreational activities. Examples include:



- Projects to construct or improve full-service community schools that provide a comprehensive academic program to their students and adult education in the community at large; health monitoring to their students and the community; and workforce training or career counseling services that provide community members with the knowledge needed to engage in work, including digital literacy training programs.
- Projects to construct or improve libraries that provide public access to the internet for purposes including work, education, and health monitoring such as offering digital skills programs and support for community members engaging in virtual learning.
- Projects to construct or improve community health centers that, in addition to engaging in health monitoring, provide a broader range of services to the communities they serve, including activities such as access to job counseling employment services, as well as health education classes or internship programs for medical professionals.

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/capital-projects-fund>

Ineligible Projects

Custodial building maintenance, such as preventative maintenance (inspection of fire extinguishers and alarms, etc) and minor repairs (for damaged plumbing, wiring, windows, equipment, paint, etc.).

Certification Statements/Assurances

As a condition of receiving a CPF award, recipients are required to certify agreement with certain federal and state assurances. A signed certification statement must be submitted with the application. Assurances will be supplied to applicants that are offered a grant award.

Funding Available

NJSL estimates that \$18,438,477 is available for approximately 15-20 grants. Minimum grant award is anticipated to be \$100,000 with a maximum award of \$3,000,000. Up to \$7,400,000 is available for grants \$100,000 to \$1,000,000 and no less than \$11,000,000 is available for grants between \$1,000,001 and \$3,000,000.

NJSL reserves the right to grant fewer or more grants in amounts that differ from what the applicant requested. Grant funds will be available as follows:

- 25% payment after a detailed project plan and budget are approved and upon execution of the grant agreement;
- 65% upon 50% completion of the Project, documentation of all costs must be provided; and
- 10% upon completion of Project and submission of temporary or final certificate of occupancy and final grant report.

Documentation for all expenditures to date is required starting with the second payment. No matching or cost sharing funds are needed.

Grant Period

The grant period is estimated to be from March 1, 2024 through June 30, 2026. No-cost extensions through September 30, 2026 may be considered.



Open Public Records Act

All applications will be subject to public disclosure, including but not limited to, a request pursuant to the Open Public Records Act (“OPRA”), *N.J.S.A. 47:1A-1, et seq*, the New Jersey Open Public Meeting Act (“OPMA”), *N.J.S.A. 10:4-6, et seq*, and common law right to know. If an Applicant believes that information contained in its application merits confidential treatment pursuant to OPRA, OPMA and/or common law right to know, any such purportedly confidential information submitted in an application must be specifically identified and marked by the Applicant. Notwithstanding any such designation, the State, the State Librarian, Thomas Edison State University, and the TESU President reserve the right in their respective and separate sole discretion to disclose all information contained as part of the application submission.

Reservation of Rights

The State Librarian reserves the right to request additional information or clarification, if necessary, or to reject all applications with or without cause, and waive any irregularities or informalities in the applications submitted. The State Librarian further reserves the right, in her sole and absolute discretion, to make such investigations as she deems necessary as to the qualifications of any Applicant submitting application(s). In the event that all applications are rejected, the State Librarian reserves the right to re-solicit applications through an additional cycle of grant funding.

Agency Approvals

If the project requires Department of Environmental Protection, State Historic Preservation Office or other agency approvals, applicant must include proof of submission for any necessary approvals from such agency.

Important Dates

Application Guidelines Available	July 10, 2023
Technical Assistance Webinar	July 25, 2023
Questions Due	August 25, 2023
Responses to Questions Posted	July 18, 2023 - September 8, 2023 (weekly)
Applications Due	September 25, 2023
Awards offered	November 22, 2023
Project Technical Assistance	November 22, 2023 – February 15, 2024
Pre-Award Risk Assessment	November 22, 2023 – December 22, 2023
Grant Agreements sent out	February 15, 2024
Projects start	March 1, 2024

Project Partners

Partners are likely to be required to fully implement all facets of the project. Letters of commitment, signed by the organization’s designated authority, must accompany the application. Letters must identify what contributions the organization will make to the project, financial or otherwise, that will lead to the project’s intended outcome(s).



General Application Criteria

Application Questions/Technical Assistance

Technical assistance on the application and on conducting community engagement is available. Applicants with questions in advance of the due date may email them to grants@njstatelib.org with the subject title “CPF Fund Grant Question.” An initial question and answer document will be posted on NJSL’s website (<https://www.njstatelib.org/CPF>) by July 18, 2023 and will be updated once per week through September 8, 2023.

An application Technical Assistance webinar will be held on Tuesday July 25, 2023 at 10am. Registration is not required. You may log on here:

<https://us02web.zoom.us/j/87823723313?pwd=VVdEeVhITUE1cTlnVWtWSjVlWFVoz09>.

Threshold Screening

Submissions that are from an eligible entity, propose to benefit a community identified in the guidelines, and are complete will be reviewed and scored by a review committee.

Budget Guidelines

Expenses included in the project budget must be allowable under federal and state laws and must be expended for purposes and items described in the grant application. No more than 30% of the grant award may be allocated for furniture and equipment; no more than 10% may be allocated for ancillary services. For additional guidance on allowable and unallowable costs, see also the [Uniform Guidance in the Code of Federal Regulations, 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E](#).

Allowable Costs

All expenditures/costs must be reasonable, allocable, allowable and necessary for the grant. Allowable costs are determined in accordance with the cost principles identified in 2 C.F.R. Part 200, Subpart E. Federal funds committed to an award may only be used to cover allowable costs incurred during the period of performance and for allowable closeout costs incurred during the grant closeout process.

Examples of Allowable Costs (non-exhaustive list)

- Pre-project development costs and uses, including data-gathering, feasibility studies, community engagement and public feedback processes, equity assessments and planning, and needs assessments; permitting, planning, architectural design, engineering design; and work related to environmental, historical, and cultural reviews;
- Costs of construction of a new building and/or addition to existing building; acquisition of land and/or an existing building; rehabilitation or repair to an existing building; site grading and improvement of land; acquisition and installation of equipment including all necessary building fixtures, furniture and office equipment and utilities, and telecommunications equipment, including infrastructure for backhaul, middle, and last mile networks;
- Cost of long-term leases (for terms greater than one year) of facilities required to provide qualifying broadband service, including infeasible right-of-use (IRU) agreements and capital leases;
- Personnel costs including salaries and fringe benefits for staff and consultants required for carrying out a Capital Project (such as project managers, program directors, subject matter experts, equity consultants,



grant administrators, financial analysts, accountants, and attorneys);

- Ancillary costs necessary to operationalize and put the capital assets to full use, including costs to increase broadband adoption and improve digital literacy;
- Costs associated with monitoring of and reporting on Projects in compliance with Treasury requirements, including award closeout costs;
- Costs associated with collecting and measuring performance data and conducting activities needed to establish and maintain a performance management and evaluation regime related to Projects funded by the Capital Projects Fund program.

Ineligible Project Costs

Unless otherwise permitted by Treasury, Capital Projects Fund grant funds may not be used for the following purposes (not an exhaustive list):

- Acquisition of spectrum licenses;
- Operating expenses, other than grant administration costs;
- Short-term operating leases;
- Payment of interest or principal on outstanding debt instruments, or other debt service costs incurred prior to March 15, 2021;
- Fees or issuance costs associated with the issuance of new debt;
- Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding; or
- To support or oppose collective bargaining. This does not affect the ability to use funds to comply with 41 C.F.R. 60-1.4.

Appeal Procedure

Applicants whose projects are not awarded a grant may submit a written request for an informal, fair hearing before the State Librarian. A hearing will be held only if it is alleged that the State Library has violated a statutory or regulatory provision in the awarding of a grant. An appeal that challenges the final evaluation score of the application will not be accepted.

Right to Cancel

This grant opportunity does not obligate NJSL to award a contract and NJSL reserves the right to cancel the solicitation if it is considered in its best interest due to lack of funding, agency priorities or other considerations.

Acknowledgement of Support

Any publication produced with funds from this award must display the following language: “This project [is being] [was] supported, in whole or in part, by federal award number CPFFN0185 awarded to the State of New Jersey by the U.S. Department of the Treasury.” Logos will be supplied upon request.

Reporting and Monitoring

Quarterly financial and narrative reporting will be required using the forms to be provided. The purpose of the quarterly reports is to track construction and programmatic progress during the grant period in compliance with



federal Capital Projects Fund reporting requirements. Desk audits and/or site monitoring visits may be conducted during the grant period.

Risk Assessment

Applicants selected to receive an award will complete an initial risk assessment supplied by the New Jersey State Library prior to signing the grant agreement. The grant agreement may include terms and conditions identified as necessary through the risk assessment.



Grant Application Instructions

The New Jersey State Library uses an online grants management system for applications. It is called Foundant. You must create an Organizational Profile before you create your application.

Foundant instructions and links are found on the NJSL website <https://www.njstatelib.org/CPF>

You do not have to complete the application in one sitting.

Organizational Profile

Information entered here automatically attaches to your application. The Organizational Profile requires that you provide:

Organization Legal Name

Organization Email

Organization address, city, zip code and county

Tax ID # (TIN/EIN)

Unique Entity Identifier (UEI):

The Federal government has transitioned from the use of the Dun and Bradstreet Data Universal Numbering System (DUNS) to the Unique Entity Identifier (UEI) as the primary means of entity identification for Federal awards government-wide. All entities wishing to receive Federal grants and subgrants must obtain a UEI in order to be awarded funds. This [fact sheet](#) contains information and instructions on obtaining a UEI for your organization if you do not already have one.

Community Center Digital Connect Grant Application

After you have created an Organizational Profile, you can create an application for the Community Center Digital Connect grant opportunity. You will need to fill out the following fields in the online system:

Project Name

Project Address

Project Location [Drop Down list of eligible communities]

Congressional District of project location

Project contact name, title, phone and email

Organization Type: [Drop Down]

Is your Organization a registered nonprofit? Y/N

Project Type [Select one]

Fiscal Year end date

Anticipated Square Footage of Project

Annual Estimated Total Number of People Using Facility

Anticipated Number of Facility Features:

- # of Classroom(s)
- # of Computer Lab(s)
- # of Multipurpose Space(s)
- # of Telemedicine Room(s)

Proximate Access to Public Transportation

CPF Funds Use as Matching Funds for Certain Federal Programs

Total approximate grant request amount



Narrative Questions

Applicants must explain why the community they have identified to be served by Multi-Purpose Community Facility Projects have a critical need for such projects and what the intended impact is.

Please compose a narrative response (5000-character limit per question) in Foundant to the following:

1. Describe your organization and its **capacity** to undertake a community facilities capital project and provide workforce, health monitoring, and education programs and services during the grant period and for an additional five years. In addition, please outline the proposed project site's accessibility to underserved populations. For example, is there a nearby public transit stop? Is it in walkable distance from a concentration of underserved people? Is on-site parking available?
2. Using at least one data source, please describe the **critical need(s) caused or exacerbated by the pandemic** this project will address. Overall, what are the challenges that this community and audience is facing as it recovers from the impact of the pandemic? How did you engage the community in determining need(s)? What demographic or community indicators provide evidence of the need(s)? (Please cite data sources).

Please note: When determining the communities to be served by Multi-Purpose Community Facility Projects, Recipients may choose to consider any available data, including but not limited to federal and/or state collected data, such as the American Community Survey or the U.S. Department of Housing and Urban Development's Qualified Census Tracts, related to internet use, device ownership, income, poverty, health, education, and employment; interviews with community members and business owners; reports from community organizations; documentation of existing facilities providing similar or identical services to those the Capital Project is intended to provide; and any other information they deem relevant.

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/capital-projects-fund>

3. Please describe the **proposed impact** of the CPF investment on the audience to be served in the areas of:
 - i. Education programs;
 - ii. Workforce/Employment; and
 - iii. Health Monitoring.
4. Describe your organization's overall approach to **community partnerships and community engagement**. For this project, what partners will you engage and how will they contribute to achieving the goals of the project? Describe how community engagement will take place and how on-going community engagement will inform the project design, implementation and evaluation in the areas of:
 - Education programs and services
 - Workforce/Employment programs and services
 - Health Monitoring programs and services
5. Provide a narrative describing major expenditures and their purpose. Alternatively, provide a 'best estimate' for project and construction cost, documenting how the figure was derived. Using the budget form (Form B), create **project and construction budget** with as much detail as is available. If your project is selected for funding and if necessary, NJSL will work with you to develop a more detailed budget.



Attachments

Form A – Certification (provided)

Form B – Budget (provided)

Partnership Letter(s) of Commitment:

Please upload a letter of partnership from each organization identified as a project partner to the online system.

Most recent audit report or 990, or proof of nonprofit status



Application Checklist

Your complete application consists of a complete response to the questions in the Foundant portal and the following documents uploaded through the portal:

A complete application *requires*:

FORM A: Certifications (provided)

- This form must be signed. When you sign the application, you certify that you have read these guidelines and that you will comply with the approved application and budget, the assurances herein and in the official grant agreement, and all other applicable federal regulations, state statutes, and local policies, if awarded a grant.

FORM B: Budget Summary Form

- Enter the amount of funds requested in each category. Enter a zero (0) if no funds will be spent in the category.

PARTNER LETTER(S) OF COMMITMENT

AUDIT and/or 990 (most recent) OR

PROOF OF NONPROFIT STATUS: A nonprofit institution must submit a copy of the letter from the Internal Revenue Service indicating its eligibility for nonprofit status under the applicable provision of the Internal Revenue Code of 1954, as amended. (See 2. C.F.R. § 3187.7(b)).

IMPORTANT! All applicants must submit **all** necessary forms to be reviewed for this grant opportunity.



Application Scoring Criteria

Applications that pass initial screening will be reviewed and scored. The score will determine the ranking of the project and will be used as one factor in decision-making.

Question 1: Describe your organization and its **capacity** to undertake a community facilities capital project and provide workforce, health monitoring, and education programs and services during the grant period and for an additional five years. In addition, please outline the proposed project site’s accessibility to underserved populations. For example, is there a nearby transit stop? Is it in walkable distance from a concentration of underserved people?

Marginal Response 1-5 Points	Acceptable Response 6-20 Points	Excellent Response Maximum 21-30 Points
<p>The applicant’s response is incomplete, lacks clarity and does not provide assurance as to their ability to perform the work proposed or to carry out the programs as required.</p>	<p>The applicant’s response was clear, thorough and provides reasonable assurance as to their capacity to undertake a community facilities capital project and provide workforce, health monitoring, and education programs and services during the grant period and for an additional five years.</p> <p>The proposed location is somewhat close to public transit options but may not be walkable from a concentration of underserved people.</p> <p>Adjacent parking is available for a fee.</p>	<p>The applicant’s response provides significant assurance as to their capacity to undertake a community facilities capital project and provide workforce, health monitoring, and education programs and services during the grant period and for an additional five years.</p> <p>The proposed location is in direct proximity to transit options and/or walkable from a concentration of underserved people. Free adjacent parking is available.</p>



Question 2: Using at least one data source, please describe the **critical need(s) caused or exacerbated by the pandemic** this project will address. Overall, what are the challenges that this community and audience is facing as it recovers from the impact of the pandemic? How did you engage the community in determining need(s)? What demographic or community indicators provide evidence of the need(s)? (Please cite data sources).

Marginal Response 1-5 Points	Acceptable Response 6-20 Points	Excellent Response 21-30 Points
<p>The applicant’s response is incomplete and does not provide sufficient data to document community or audience need. No community engagement occurred.</p>	<p>The applicant’s response provides a clear description of community and audience need and provided sufficient data. A few indicators of need were used and the documented level of need is low to medium.</p> <p>Some community engagement was conducted.</p>	<p>The applicant’s response provides a clear, detailed description of community and audience need caused or exacerbated by the pandemic as well as ample data documenting need. The documented level of need is high.</p> <p>Extensive community engagement (surveys, focus groups, design charettes, etc.) conducted.</p>



Question 3: Please describe the **proposed impact** of the CPF investment on the audience to be served in the areas of:

- Education programs;
- Workforce/Employment; and
- Health Monitoring.

A logic model for the program may be submitted to demonstrate intended impact.

Marginal Response 1-4 Points	Acceptable Response 5-9 Points	Excellent Response 10 -15 Points
The applicant’s response is incomplete. Intended impact is not provided or is not aligned with goals of CPF program.	Intended impact is partially described and mostly aligned with goals of CPF program.	Intended impacts are clearly detailed and completely align with goals of the CPF program.



Question 4: Describe your organization’s overall approach to **community partnerships and community engagement**. For this project, what partners will you engage and how will they contribute to achieving the goals of the project? Describe how community engagement will take place and how on-going community engagement will inform the project design, implementation and evaluation in the areas of:

- Education programs and services
- Workforce/Employment programs and services
- Health Monitoring programs and services

Scoring Criteria

Marginal Response 1-4 Points	Acceptable Response 5-9 Points	Excellent Response 10-15 Points
The applicant’s response is incomplete and does not provide sufficient data to document facility with partnerships. No community engagement plan is provided.	The applicant’s response demonstrates sufficient organizational experience with partnerships. A community engagement plan is provided.	The applicant’s response provides a clear and detailed description of organizational experience with multiple partnerships in the areas of health, education and workforce. The community engagement plan is well-thought out and detailed.

Question 5: Provide a proposed **project and construction budget** with as much detail as is available. If your project is selected for funding and if necessary, NJSL will work with you to develop a detailed budget. Provide a narrative describing major expenditures and their purpose.

Marginal Response 1-5 Points	Acceptable Response 6-10 Points
The applicant’s response is incomplete and did not provide sufficient information about proposed spending.	The applicant’s response is complete, the proposed budget appears to be in line with scope of proposed project and all costs appear to be reasonable, necessary and allowable.