

Community Center Digital Connect CPF Grant FAQs

Reporting on Public Engagement

- What level of notification, reporting, or “proof” would NJSL like for the public engagement activities?
- One of US Treasury’s requirements is that subrecipients engage targeted population(s) as much as possible throughout each stage of the project – from site location and construction to delivery of services. We will need periodic (not more than quarterly) reporting on the success of community engagement. Please collect and share quantitative (i.e. Number of sessions/participants) as well as qualitative (“we heard from residents that …”) data. NJSL will provide appropriate reporting tools for grantees to use. These are currently under development.
- What reporting in general is expected?
There will be monthly financial and quarterly programmatic reporting requirements. There will also be an annual report. Information about this will be gone over in a webinar and will also be included as attachments to the grant agreement.

Reimbursements and Purchasing

- How does the reimbursement process work, if we don’t have reserves to purchase first and wait to be reimbursed?
The payment schedule will consist of advance payments, including one upon execution of the grant agreement, that should put funds in grantees’ hands prior to them needing the funds – but the final payment will be contingent on the project’s completion, so they may need to lay out some funds towards the end, then seek reimbursement. The payment schedule will be included in the grant agreement.
- For loose furniture purchases, do we have to follow our city procurement procedures?
 - If the items that I want to order are not affiliated with an ESCNJ vendor or State Contract, am I allowed to purchase? Or do I need to issue an RFP?
Grantees should follow their current, local procurement practices
- Who is responsible for the bookkeeping, us or the municipality?
The accounting for grant funds should be done by whomever is the fiscal/legally responsible party. This will differ from grantee to grantee.

Turnaround Time for Award

- If the project plan and budget look good, how long will it take to receive our award letter?
Once the final project plan and budget/budget narrative have been reviewed and approved, it should take approximately two weeks for the grant agreement to be sent out for signatures.

Coordinated Press Release

- Is NJSL: putting out a coordinated press release? Do we need to wait to sharing the news widely?
The State Library will not be issuing any statements until all grant agreements are fully executed. In the meantime, we recommend only sharing the news on a “need to know” basis.

Marketing

- Is there specific language that needs to be included on programs that are part of the grant?
The grant agreement will have specific attribution language that should be included.



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Square footage

- Our library is using \$500/SF for building costs. Does NJSL have a suggested number?
We do not have a suggested cost per square foot for the projects. Amounts will vary depending on what is being done. Grantees should attempt to get the best value for the work being performed, in order to provide the services described in the grant application.

Matching funds

- Anything worrisome about bidding out the full cost of the project, not just this portion?
No worries; we would expect that if the CPF award is part of a larger project, the grantees would need to price out the full project. The project plan and budget/narrative will only reflect the CPF portion of the project, though.

Visual Rendering

- How thorough does the visual rendering in the project plan need to be?
- A floor plan diagram with information would suffice?
As long as the budget and budget narrative are reflective of true estimated costs, a floor plan diagram should suffice. If more detail is needed in order to price everything out, then please submit a more detailed schematic.

Budget

- What is meant by the line item “personnel costs required for carrying out the project”? What might this look like?
A revised budget that includes US Treasury descriptions of several of the budget line items, including this particular one, was sent out to all grantees on 2/7.
- Will there be any additional funds available if needed? No additional funding is available.
- Inflation - There is no extra money available supplement for inflation, correct? Correct.
- Will there be a webinar around how to submit and receive funds?
NJSL will host a webinar on submitting/receiving funds, as well as monthly/quarterly/annual reporting requirements, in the coming months.

Unforeseen Circumstances

- What if we can't complete by the deadline in 2026 (but are underway)? There can be unforeseen delays with the RFP process, contractors, etc.
- What if we have a severe budget shortfall, lay people off, or can no longer lead this project?
The deadlines are driven by US Treasury guidelines so we would need to follow their guidance regarding incomplete projects, projects that get canceled, unforeseen costs, etc.