



UNITED STATES DEPARTMENT OF  
COMMERCE

**National Telecommunications and  
Information Administration**

Washington, DC 20230

**March 25, 2014**

**MEMORANDUM TO THE GRANTS FILE**

**FROM:** Christopher Holt  
Broadband Technology Opportunities Program (BTOP)  
National Telecommunications and Information Administration

**SUBJECT:** Addition of New Jersey Office of Homeland Security and Preparedness (“NJ HSP”) as a Subrecipient to the New Jersey Department of Treasury (“NJ Treasury”) BTOP Grant Award NT10BIX5570105) as requested in Award Action Request 2474418.

**BACKGROUND:** Early in 2014, the NJ Treasury proposed transferring its BTOP Public Safety award to the NJ HSP, as sister agency within the State’s government. When notified by the BTOP Program Office that such a transfer would not be possible at this point in the award, the parties agreed that a sub-award transfer to the NJ HSP would be the most efficient mechanism to involve the NJ HSP in this Public Safety award.

The NJ Treasury made a compelling argument that the NJ HSP would be best positioned to implement the project, and the BTOP Program Office concurred. The current phase of the project calls for close interaction between the State agencies and the Public Safety community. As such, NJ Treasury’s proposal to involve the NH HSP group is reasonable and has support of the BTOP Program Office. Please see the memo from the NJ Treasury for additional information on this matter.

**ANALYSIS:** To analyze this request, BTOP staff evaluated a number of topics, using information submitted to NTIA by NJ Treasury:

1. NJ Treasury has indicated that the execution of the agreement with NJ HSP, and the addition of NJ HSP as a subrecipient, will not negatively impact the grant project’s budget;
2. NJ Treasury has verified that NJ HSP has the resources and technical expertise to be best suited to implement this Public Safety;
3. NJ Treasury has indicated that the addition of NJ HSP as a subrecipient will not adversely affect the project’s schedule;

4. NJ Treasury has confirmed that NJ HSP has agreed to comply with all of the requirements and conditions of the award applicable to a subrecipient;
5. NJ Treasury has confirmed that it will monitor the activities of NJ HSP to ensure that the subrecipient's activities are consistent with the award and compliant with applicable terms and conditions;
6. NJ Treasury has confirmed that it will remain the only party authorized to draw Federal funds under the BTOP grant using the ASAP system, following approved requests for reimbursement;
7. NJ Treasury has confirmed that this partnership does not modify the goals and objectives of the grant award.

**RECOMMENDATION:** Following the analysis of this request, program staff finds NJ Treasury request to add NJ HSP as a subrecipient to the award to be reasonable and consistent with the objectives of BTOP. Program staff also finds that the proposed action does not affect the feasibility of the project and is compliant with program requirements. As a result, BTOP staff recommends that this request be approved.