



The mission of the New Jersey Center for Hispanic Policy, Research and Development is to improve the quality of life and the empowerment of the state's Hispanic community.

# Fiscal Year 2022

## Grants and SAGE Technical Assistance Workshop

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# Section 1 - Registering and accessing the System for Filing Grants Electronically (SAGE)

## Operating System

- NJDOS SAGE was designed to work with both of the two most common computer operating systems - Windows and Macintosh.

## World Wide Web Connection

- NJDOS SAGE is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage.

## Web Browser

- This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

- **DO NOT USE GOOGLE CRHOME**



## Adobe Acrobat Reader

- Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will generate grant documents in PDF format using information that has been saved into the various narrative and budget pages.

# Acceptable Attachment File Size and Types

**SIZE: 13 MB** for a single file

File types supported by SAGE for attachments (**.doc, .pdf, .jpg, .gif, .bmp, .txt, .avi, .wmv, .psd, .vsd, .ppt, .xls, .mov**)

Microsoft Office 2007 formats (**xlsx, docx, etc.**) are **not accepted**.

# Registering and Accessing the System for Filing Grants Electronically (Blue SAGE)



# NJDOS SAGE System Homepage

To access SAGE, type [www.njsage.intelligrants.com](http://www.njsage.intelligrants.com) into the address bar of your web browser and hit “Enter”.

The page you see should look like the image shown on the next slide.



# Log In Screen



If you are a new user, you must click on New User.

## Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

**NOTE:** Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#).

**ATTENTION:** Users for the New Jersey Department of Transportation and Division of Highway Traffic Safety must navigate to [njsagelegacy.intelligrants.com](http://njsagelegacy.intelligrants.com) to manage and apply for grant opportunities. Users for the New Jersey Department of Education should also use the link to access their FY13-15 IDEA and FY14-15 Perkins applications.



# New User Registration

## Registration

**NOTE: Municipality and County Authorized Official and staff must not make changes here. You should make any necessary changes in NJDCA SAGE.**

If you are a municipality or county staff please [Click Here](#). You must first access the DCA SAGE system to gain access to Statewide SAGE

The 'Username' field must consist of all letters and numbers and must be between 5 and 20 characters long.

The 'Password' fields must consist of all letters and numbers and must be between 7 and 20 characters long.

### Contact Information

<b>Federal Employer Tax ID Number (FEIN)</b>	<input type="text"/>	*			
<b>Granting Department/Agency</b>	<input type="text"/>				*
<b>Name</b>	<b>Prefix</b>	<b>First</b>	<b>Middle</b>	<b>Last</b>	<b>Suffix</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Organization</b>	<input type="text"/>				*
<b>Title</b>	<input type="text"/>				
<b>Address</b>	<input type="text"/>				*
<b>City</b>	<input type="text"/>	<b>State</b>	<input type="text"/>	<b>Zipcode</b>	<input type="text"/>
<b>County</b>	<input type="text"/>				
<b>Phone #1</b>	<input type="text"/>	<b>Phone #2</b>	<input type="text"/>		

# New User Registration

- \* Select the **Department of State** as the Granting Department
- \* Complete the user form in its entirety.
- \* Fill in all information as required. All items marked with an ‘\*’ are required.
- \* The 'Username' field must consist of all letters and numbers.
- \* The 'Password' field must consist of all letters and numbers and must be at least 7 characters long.
- \* The fields 'Password' and 'Confirm Password' must be the same.

# New User Registration

- \* Make a note of your username and password. We will not know your password so please make sure you write it down.
- \* The Person who is to be the Authorized Official for the Organization completes the page, including Organization and title. (See Section 5 “Applicant User Types” for definitions of Authorized Officials and other user types.)
- \* If Organization and Title are not included your validation will be delayed.
- \* Click “Save” to save the data.
- \* When staff changes occur you must make the changes in SAGE as well as inform the CHPRD.

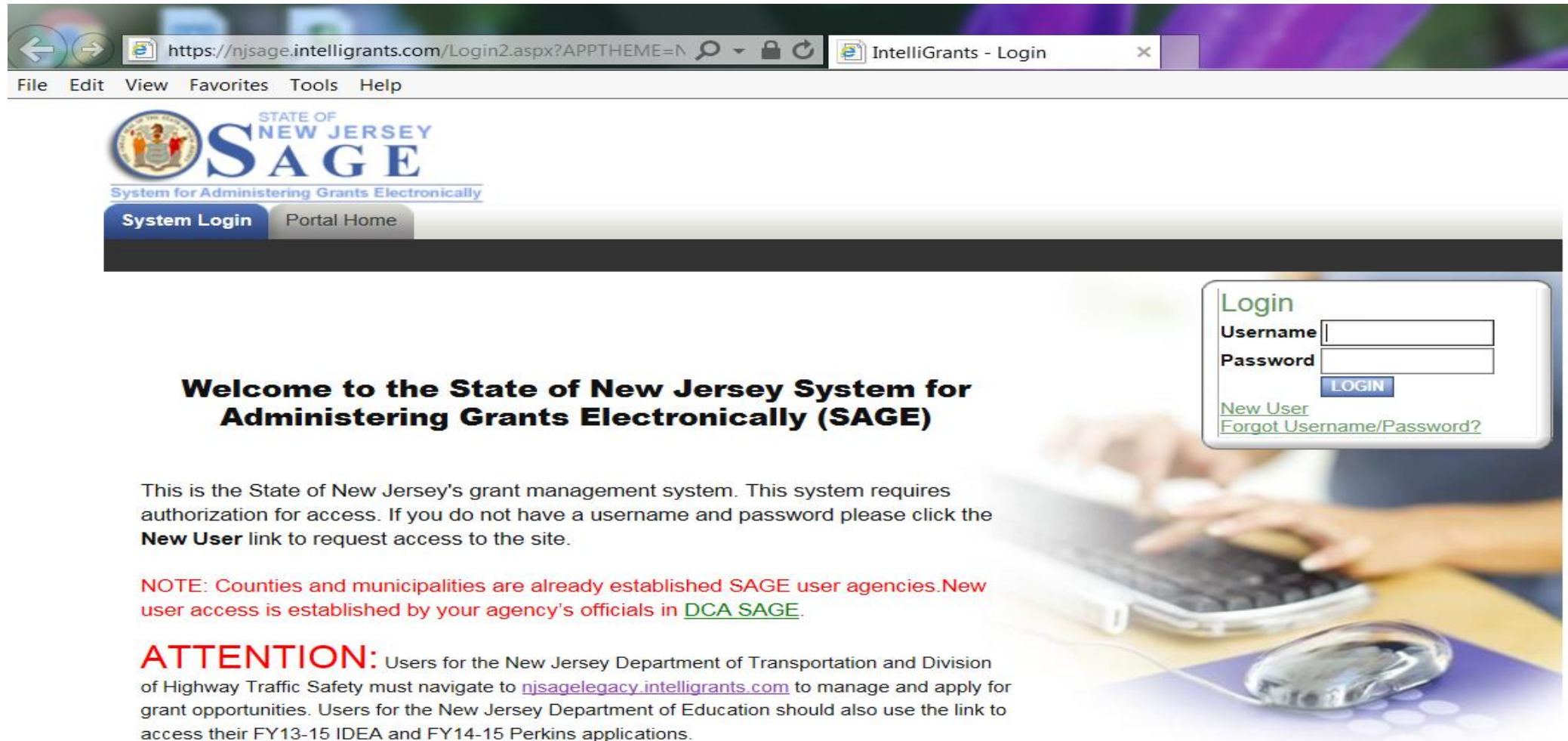


- NOTE: Once you create a user account and gain access to the system, you will never have to request access again. There is no need for multiple accounts within NJDOS SAGE. Having saved your contact information, your account must then be approved by a Department of State administrator before you can access the system.
- If you attempt to log in to the system prior to getting approved/validated by a system administrator you will receive the following message: **Your account has not been validated yet.**
- When access has been granted you will receive an email message confirming that your account has been validated.



# Section 2 Completing the Application


## Logging In After You Have Been Granted Access

A screenshot of a web browser displaying the login page for the State of New Jersey System for Administering Grants Electronically (SAGE). The browser's address bar shows the URL https://njsage.intelligrants.com/Login2.aspx?APPTHEME=N. The page features the SAGE logo at the top left, which includes the State of New Jersey seal and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". Below the logo are two buttons: "System Login" and "Portal Home". The main content area has a heading "Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)" and a paragraph explaining that the system requires authorization and provides a "New User" link. A "NOTE" section states that counties and municipalities are already established SAGE user agencies, and new user access is established by agency officials in DCA SAGE. An "ATTENTION" section provides specific instructions for users from the New Jersey Department of Transportation and Division of Highway Traffic Safety, and for users from the New Jersey Department of Education. On the right side of the page, there is a "Login" form with fields for "Username" and "Password", a "LOGIN" button, and links for "New User" and "Forgot Username/Password?". The background of the page shows a person's hands typing on a laptop keyboard.

https://njsage.intelligrants.com/Login2.aspx?APPTHEME=N

IntelliGrants - Login

File Edit View Favorites Tools Help

 STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

System Login Portal Home

### Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

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**ATTENTION:** Users for the New Jersey Department of Transportation and Division of Highway Traffic Safety must navigate to [njsagelegacy.intelligrants.com](https://njsagelegacy.intelligrants.com) to manage and apply for grant opportunities. Users for the New Jersey Department of Education should also use the link to access their FY13-15 IDEA and FY14-15 Perkins applications.

**Login**

Username

Password

**LOGIN**

[New User](#)  
[Forgot Username/Password?](#)

# Your Main Page

Keep Scrolling until you see the next screen shot which is the **“View Available Opportunities”**

## My Tasks

Group By  Export Results to

-  AmeriCorps Competitive Fixed Final Report 2017
-  AmeriCorps Formula Final Report 2018
-  AmeriCorps Planning Grant 2020
-  AmeriCorps Targeted Priority 2020
-  Business Action Center – SBDC 2020
-  Business Action Center Final Report 2020
-  Business Action Center Payment Voucher 2020
-  Center for Hispanic Policy and Research Development 2015
-  Center for Hispanic Policy and Research Development 2019
-  CHPRD Final Report 2019
-  CHPRD Final Report 2021
-  CHPRD Interim Report 2019
-  CHPRD Payment Voucher 2016
-  CMP Final Report 2019
-  Cultural Trust Arts Capital Facilities Interim Report 2019
-  Cultural Trust IFS Historv 2020

# Your Main Page

▶ Volunteer Generation Fund Interim Report 2018

▶ Volunteer Generation Fund Interim Report 2019

## View Available Opportunities

You have **660** opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.




[VIEW OPPORTUNITIES](#)

## My Inbox

You have **50** new messages.  
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

 [Top of the Page](#)

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# Application Search and Applying

## **Center for Hispanic Policy and Research Development 2022**

**Offered By:**

NJSAGE\_DOS

**Application Availability Dates:**

01/29/2020-open ended

**Application Period:**

01/01/2021-12/31/2021

**Application Due Date:**

not set

**Description:**

Center for Hispanic Policy Research and Development 2022

[APPLY NOW](#)

[NOT INTERESTED](#)

# Application Search and Applying

[System for Administering Grants Electronically](#)

Home | Calendar | Documents

[Reports](#) | [Training Materials](#) | [Organization\(s\)](#) | [Profile:agonzalez1](#) | [Logout](#)

[SHOW HELP](#)

## Agreement

Please make a selection below to continue.

### DOS SAGE

#### Center for Hispanic Policy Research and Development

DOCUMENTS to open

- [NJ DEPARTMENT OF STATE GENERAL FUNDING GUIDELINES](#). This document identifies requirements for all organizations that are eligible to apply for funding from the Department of State. It briefly describes the review process and provides information on regulations governing grant awards.
- [CHPRD Agreement](#). Upon receipt of an award, this document contains the programmatic and financial compliance requirements.
- [CHPRD Application Handbook and Funding Guidelines](#).

Click on "I AGREE" to acknowledge your acceptance and proceed with completing the CHPRD Grant Application.

[I AGREE](#) [I DO NOT AGREE](#)

# Application Main - Page – (Items to edit)

Reports | Training Materials | Organization(s) | Profile:agonzalez1 | Logou

ADD NOTE

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Document Information: [CHPRD21-003](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Center for Hispanic Policy and Research Development 2021	 <a href="#">Servicios Latinos De Burlington County</a>	Authorized Official	Application in Process	01/01/2020 - 12/31/2020 02/08/2020 11:59PM EST

**DOCUMENT SNAPSHOT**

**Award Amount:** \$0

**Organization Name:**

**FEIN:**

**Address:**

**City:**

**County:**

**Phone:**

**Email:**

**Wehsite:**

# My Information – Profile

ADD NOTE

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

## Forms Menu

Status	Page Name	Note
--------	-----------	------

	<a href="#">CHPRD Application Guidelines</a>	
--	--	--

	<a href="#">Profile Information</a>	
--	-------------------------------------	--

### Application Forms

	<a href="#">Organization Contact Information</a>	
--	--	--

	<a href="#">Executive Summary</a>	
--	-----------------------------------	--

	<a href="#">Organizational Background</a>	
--	---	--

	<a href="#">Board Chart Information Review</a>	
--	--	--

	<a href="#">Statement of Need</a>	
--	-----------------------------------	--

Role	Current Status	Period Date / Date Due
------	----------------	------------------------

Agency Administrator	Application Submitted	01/01/2019 - 12/31/2019 02/08/2019 11:59PM EST
----------------------	-----------------------	---

**Organization Name:** Ministerio Apostolico Internacional, Jesus es el Senor, Inc.

**FEIN:** 223367935

**Address:** 4276 Rt. 130  
PO Box 1002

# My Information – Profile

**SAVE** **SAVE/NEXT** **NEXT** **PRINT VERSION** **ADD NOTE** **CHECK GLOBAL ERRORS**

**PROFILE INFORMATION**

Please click the **SAVE** button to populate the most current information.

**Instructions:**

- To proceed to the next page you may click the **NEXT** button or use the Related Pages section at the bottom of the page.
- To return to the application menu click the **Application Menu** link above.

To populate this area you must roll over "Main Menu" at the top corner of the page, roll over "My Organizations" and click on the name of organization for which you are applying. Once on that page, scroll down below "Organization Information" boxes to "NJDOS Organization Profile Information" and click on it. Fill out that information and click **SAVE**. Return to Profile Information Review, click on **SAVE** to populate the new information, review the information for accuracy, check off the box at the bottom, left of the page if you agree and click **SAVE** again.

Name  
Federal Tax I.D. Number  
Address  
City State Zipcode  
County  
Phone Fax  
Email  
Website

Charities Registration # \*

Division of Revenue Registration # \*

Executive Director of applicant \* \* \*

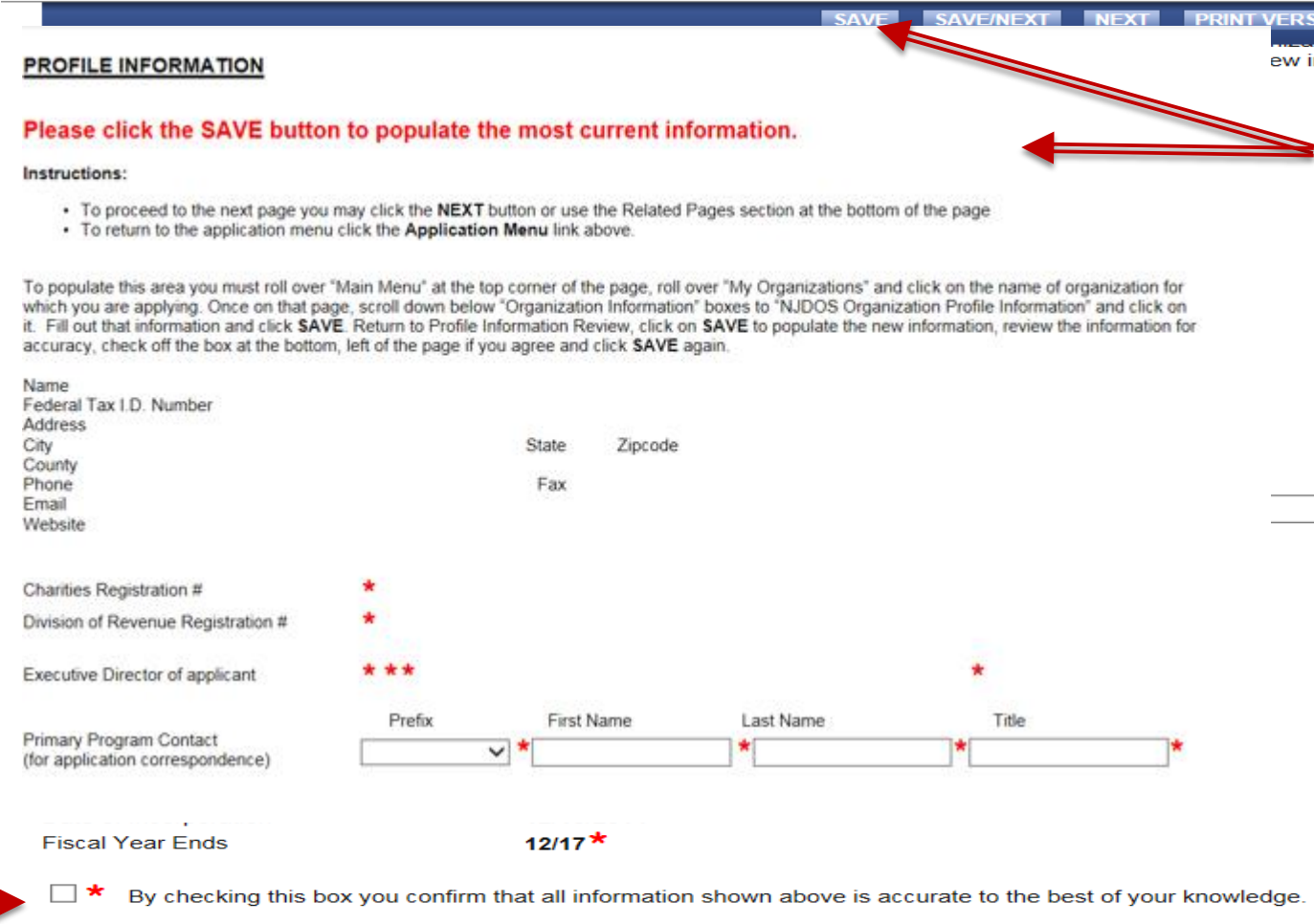
Primary Program Contact (for application correspondence)

Prefix \* First Name \* Last Name \* Title \*

Fiscal Year Ends 12/17 \*

\* By checking this box you confirm that all information shown above is accurate to the best of your knowledge.

**A \***  
Title  
**A \***



Hit the Save button to populate information. Fill out any blank boxes.

# My Information – Profile

[NEXT](#)[PRINT VERSION](#)[ADD NOTE](#)[CHECK GLOBAL ERRORS](#)

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

[Back](#)

Document Information: [CHPRD20-001](#)

[Details](#)

You are here: > [Center for Hispanic Policy and Research Development 2020 Menu](#) > [Forms Menu](#)

## PROFILE INFORMATION

Please click the **SAVE** button to populate the most current information.

### Instructions:

- To proceed to the next page you may click the **SAVE/NEXT** or **NEXT** button.
- To return to the application menu click the **Forms Menu** link above.

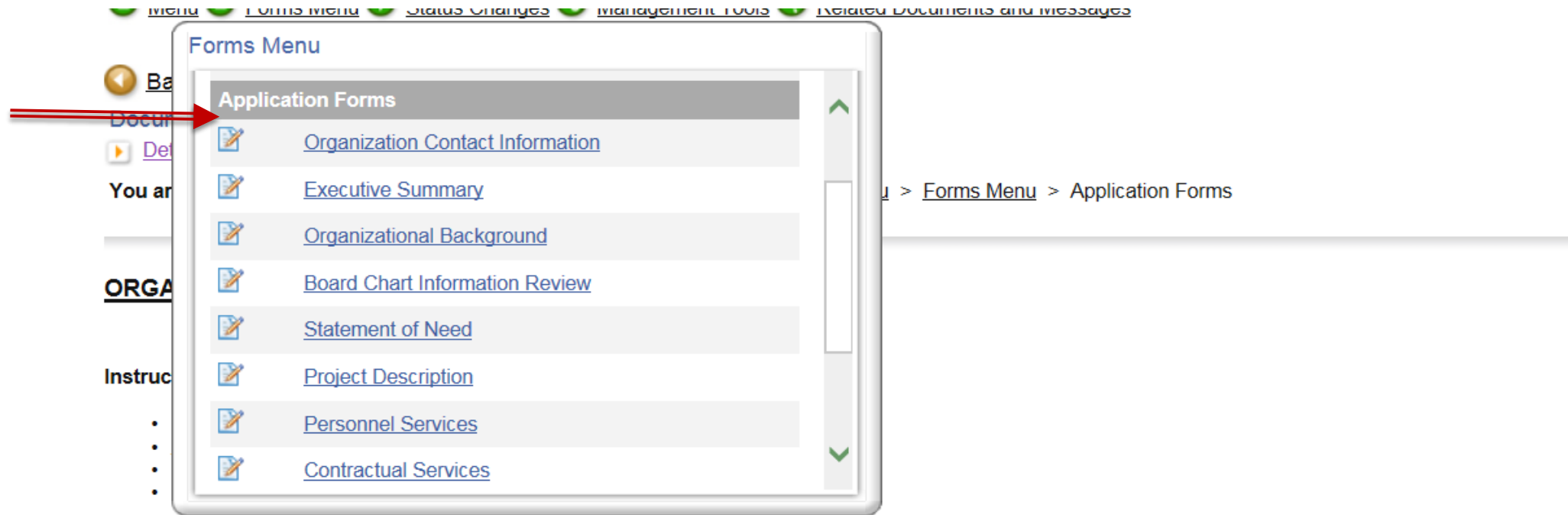
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Name	<b>Ministerio Apostolico Internacional, Jesus es el Senor, Inc.</b>		
Federal Tax I.D. Number	<b>223367935</b>		
Address	<b>4276 Rt. 130</b>		
	<b>PO Box 1002</b>		
City	<b>Willingboro</b>	State	<b>New Jersey</b>
County	<b>Burlington County</b>	Zipcode	<b>08046</b>
Phone	<b>(555) 555-5555</b>	Fax	
Email	<b>Imjesuseselsenor@live.com</b>		
Website			

Charities Registration # **1\***

Division of Revenue Registration # **1234\***

# Organization Contact Information



## **Name and Address**

Ministerio Apostolico Internacional, Jesus es el Senor, Inc.  
4276 Rt. 130  
PO Box 1002  
Willingboro, NJ 08046  
Phone: (555) 555-5555

**Legislative District:** 8

**Congressional District:** 5

# Organization Contact Information

Please enter the authorizing official and organization name and address that should be used for all OTHER program documents (not including payments) and correspondence below. (This will not change your name and address in the New Jersey Treasury database. If the above name and address is incorrect, you need to contact the Treasury Department directly. If the above name and address is correct, please copy and paste it below.)

Authorizing Official: Ms. \* First Name: Angela \* Last Name: Gonzalez \*

Organization/Individual Name: Ministerio \*

Address: 4276 Rt. 130  
PO Box 1002 \*

City: Willingboro \* State: New Jersey \* Zip: 08046 \*

Phone: (555) 555-5555 \* Fax: \*

Email: Imjesusesensenor@live.com \*

Web: \*

Project Director: Ms. \* First Name: Leila \* Last Name: Gonzalez \*

Street Address: 4276 Rt. 130  
PO Box 1002 \*

City: Willingboro \*

State: New Jersey \* Zip: 08046 \*

Telephone: (555) 555-5555 \*

Fax: \*

Email: Imjesusesensenor@live.com \*

Chief Financial Officer: Mr. \* First Name: Carloa \* Last Name: Stone \*

Telephone: (555) 555-5555 \*

Fax: \*

Email: Imjesusesensenor@live.com \*

Institution's Annual Budget: \$150,000,000

Hit the Save button to populate information. Fill out any blank boxes.



# Application Forms

Application Forms

- Organization Contact Information
- Executive Summary
- Organizational Background
- Board Chart Information Review
- Statement of Need
- Project Description
- Personnel Services
- Contractual Services

Make sure to go into each form and complete. A check mark will appear if everything in each form is completed. If it is not completed, an orange error will appear.

To populate this area you must roll over "Main Menu" at the top corner of the page, roll over "My Organizations" and click on the name of organization for which you are applying. Once on that page, scroll down below "Organization Information" boxes to "NJDOS Organization Profile Information" and click on it. Fill out that information and click **SAVE**. Return to Profile Information Review, click on **SAVE** to populate the new information, review the information for accuracy, check off the box at the bottom, left of the page if you agree and click **SAVE** again.

# Your Main Page – Looking for Your Grant

- ▶ Business Action Center Final Report 2020
- ▶ Business Action Center Final Report 2021
- ▶ Business Action Center Payment Voucher 2020
- ▶ Center for Hispanic Policy and Research Development 2015
- ▶ Center for Hispanic Policy and Research Development 2019
- ▶ Center for Hispanic Policy and Research Development 2021
- ▶ Center for Hispanic Policy and Research Development 2022

→ Select CHPRD 2022

# Your Main Page – Looking for Your Grant

## ✓ My Tasks

33

Group By  Export Results to

<input type="checkbox"/>	AmeriCorps Competitive Fixed Final Report 2017					
<input type="checkbox"/>	AmeriCorps Formula Final Report 2018					
<input type="checkbox"/>	AmeriCorps Planning Grant 2020					
<input type="checkbox"/>	AmeriCorps Targeted Priority 2020					
<input type="checkbox"/>	Business Action Center – SBDC 2020					
<input type="checkbox"/>	Business Action Center Final Report 2020					
<input type="checkbox"/>	Business Action Center Payment Voucher 2020					
<input type="checkbox"/>	Center for Hispanic Policy and Research Development 2015					
<input type="checkbox"/>	Center for Hispanic Policy and Research Development 2019					
<input type="checkbox"/>	Center for Hispanic Policy and Research Development 2021					
Info	Name	Organization	Current Status	Date Received	Date Due	Fiscal Year
<u>Application in Process</u>						
	<a href="#">CHPRD21-003</a>	<a href="#">Servicios Latinos De Burlington County</a>	Application in Process	1/27/2020	2/8/2020	2021
<input type="checkbox"/>	CHPRD Final Report 2019					



Your application will open. Click on it to continue filling out the forms

# Section 3:

## 2022 Eligibility Criteria, Funding Categories, & Program Provisions



# ELIGIBILITY CRITERIA

## CHPRD Eligibility Criteria

To be eligible to receive a grant under the CHPRD, an applicant must:

- Have a clearly articulated Hispanic mission and focus for the organization and its program. Primary consideration for CHPRD funding will be provided to organizations who provide direct services and whose staff and clients mirror the community it serves.
- At the time of application, applicants must have been in existence and actively providing public programs or services for at least the past three years.

# ELIGIBILITY CRITERIA

- Must have a valid Business Registration and Certificate of Incorporation, and Standing Certificate. Standing Certificates may be obtained from the Division of Revenue and Enterprise Services within the Department of Treasury.  
<http://www.state.nj.us/treasury/revenue/stancert.shtml>.
- Institutions of Higher Education, K-12 schools and school districts are not eligible, but may be a partner or collaborator on a project with an eligible applicant.
- Must be tax-exempt by determination of the Internal Revenue Service in accordance with Sections 501 (c) 3.

# ELIGIBILITY CRITERIA

- Be registered with the NJ Charities Registration Bureau, a bureau within the New Jersey Department of Law and Public Safety at:  
**<https://www.njconsumeraffairs.gov/>**
- Have organizational bylaws and a board of directors empowered to formulate policies and be responsible for the governance and administration of the organization, its programs and finances.
- Must be in good standing with prior year monitoring of program and financial reports if you were a FY 2021 grantee.





# FUNDING CATEGORIES

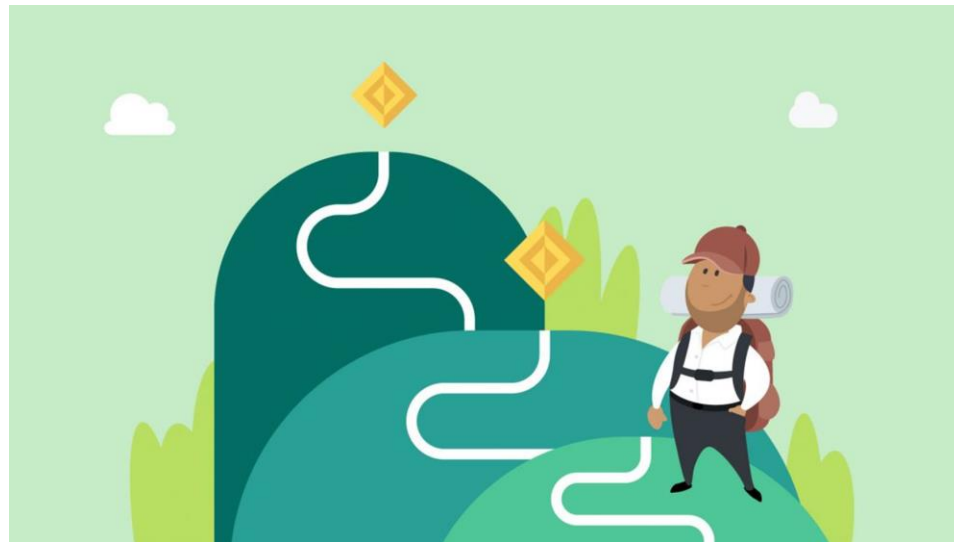
The grant award period will be July 1, 2021 through June 30, 2022. The award will be based upon availability of funding.

Applicants can apply for a **maximum of two (2)** funding categories  
 New agencies applying for CHPRD funding can only apply for one (1) category

Service Category	Maximum Request
<b>Hispanic Entrepreneurship</b>	<b>\$75,000</b>
<b>Citizenship and Integration</b>	<b>\$65,000</b>
<b>Workforce Development</b>	<b>\$70,000</b>
<b>Workforce Investment In-School and Out-of-School Youth Program</b>	<b>\$60,000</b>
<b>Community Service</b> <b>Program Sub-Categories</b> <ul style="list-style-type: none"> <li>• <b>Children at Risk</b></li> <li>• <b>Prevent Health Risks and Disease</b></li> <li>• <b>Senior Citizen Assistance</b></li> <li>• <b>Mental Health Service</b></li> </ul>	<b>\$75,000</b>
<b>Family Violence Prevention and Services Program Grant</b>	<b>\$60,000</b>

# FUNDING CATEGORIES

You **must** provide key milestones if you applying for the same program that was awarded in FY 2021.



# Hispanic Entrepreneurship Category

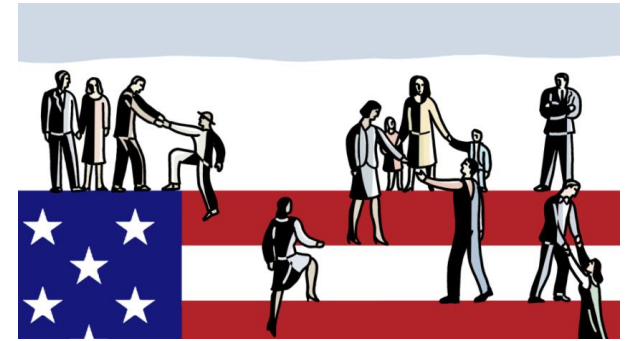


**Maximum amount that can be applied for is \$75,000**

*Hispanic Entrepreneurship Assistance Program (HEAP)* – is designed to develop and implement Hispanic Entrepreneurship Assistance Programs. Funded agencies will serve as community HEAP Centers, providing entrepreneur development services to Hispanic residents who have recently started a business and in depth assistance to those looking to create a new business.

# Citizenship and Integration Category

**Maximum amount that can be applied for is \$65,000**



*Citizenship and Integration Program* – The Citizenship and Integration Grant offers a salient opportunity for naturalization programs across New Jersey. Permitted organizations must promote civic integration through improved knowledge of English, U.S. history and civics, and properly prepare residents for naturalization. Prospective grantees must demonstrate a need for such services in their community and promote mutual benefits for newcomers that allows enhanced civic participation and improved economic mobility.

# Workforce Development Category



**Maximum amount that can be applied for is \$70,000**

*Empowerment Centers for Workforce Development to Adults and Dislocated Workers Program* – This program will create and develop a comprehensive workforce development system that will engage the entire Hispanic community towards increasing levels of self-sufficiency.

# Workforce Investment In-School and Out-of-School Youth Program Category

**Maximum amount that can be applied for is \$60,000**

*Workforce Investment In-School and Out-of-School Youth Program* – This program is designed to provide workforce development program services to at-risk youth.



# Community Service Program Category

**Maximum amount that can be applied for is \$75,000**

*Community Service Programs* – This category promotes and encourages community service programs that are culturally competent, whose effective services address the following target areas.

- **Children at Risk**
- **Prevent Health Risks and Disease**
- **Senior Citizen Assistance**
- **Mental Health Service**



# Family Violence Prevention and Services Program Category

**Maximum amount that can be applied for is \$60,000**

*Family Violence Prevention and Services Program* – The Family Violence Prevention and Services Program Grant is to support the establishment, maintenance, and expansion of programs and projects.





# Budget Requirements

## INELIGIBLE USE OF CHPRD GRANT FUNDS

- Capital improvements and acquisitions
- Hospitality costs (i.e. meals, entertainment)
- Domestic or Foreign travel
- Deficits or replacement of funds normally budgeted for previously established programs, initiatives and or activities
- IRS Payments
- Fundraising events
- Student publications or scholarship fund
- Mortgage, Mortgage Interest, Amortization



# Examples of Eligible Use of CHPRD Funds

- Program Supplies
- Rent only a certain percentage allowed towards this – **7% of the total Grant Award amount can be used for Facility Rental Space.** Refer to the numbers below.
- \$0.00 - \$15,000            cannot exceed            \$1,050.00
- \$15, 000 - \$25,000        cannot exceed            \$1,750.00
- \$25,001 - \$50,000        cannot exceed            \$3,500.00
- \$50,001 and above        cannot exceed            \$5,000.00

Technology Equipment and/or Technology Upgrades (not to exceed \$5,000)

- Staff Development (not to exceed over \$3,000)
- **15% of the grant's total budget award may be earmarked for Administrative expenses (i.e. Fiscal and or other administrative personnel's .salary).**
- **7% of the grant's total budget award can be earmarked for the agency's Executive Director.**

All budget items are subject to CHPRD final approval and can be reduced or disallowed.



Wishing you much success with FY2022.

Sara Peña, Director  
sara.pena@sos.nj.gov

Maria Miranda, Program Development Specialist  
maria.miranda@sos.nj.gov