

**Fiscal Year 2027
Grants & SAGE Technical Assistance
Workshop**



Overview

- ▶ Navigate the CHPRD Website
- ▶ Review Grant Guidelines
- ▶ Registering for System for Filing Grants Electronically SAGE (SAGE)
- ▶ Accessing Application

Download application and access supporting documents

- ▶ Go to our website at <https://www.nj.gov/state/chprd.shtml>
- ▶ Go to SAGE at www.sage.nj.gov
- ▶ Browsers that are compatible with SAGE
 - ▶ Microsoft Edge
 - ▶ Safari
 - ▶ Firefox
- ▶ **Do NOT use Google Chrome as it is NOT compatible with SAGE**



Questions

► Arely Hernandez, MHS

► 609-777-4413

► Arely.Hernandez@sos.nj.gov

► Gladys Giron-Ricci

► 609-875-3836

► Gladys.Giron-Ricci@sos.nj.gov

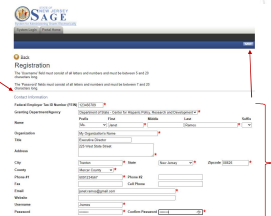
Register in SAGE

- If you are a new applicant please follow the instructions below.
- Click on the "New User" link in the Login Box.



Register in SAGE

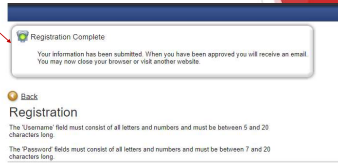
- You will see the Registration Screen. Complete all required sections with an asterisk *
- Please ensure that you use an active email address that you check daily, as this will be the sole method through which SAGE administration will communicate with you.
- Click on the **SAVE** button on the top right corner.



Complete all required sections with an asterisk *

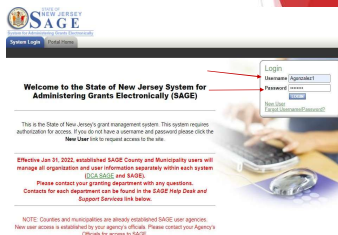
Register in SAGE

- ▶ Once you click on the SAVE button, a prompt on the left top corner will appear letting you know, you submitted your registration for SAGE.
- ▶ Once you have created an account, please email us to let us know, so we can follow up accordingly. The SAGE administration will take approximately 10 business days to review and approve your submission.
- ▶ Please make sure you register in advance so that you have time to get familiar with SAGE.



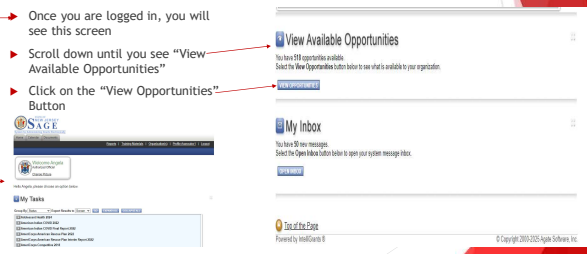
Access SAGE and Create/Submit a CHPRD Grant Application

- ▶ Log into SAGE using your approved Username and password.
- ▶ Username: Your username
- ▶ Password: Your password



Access SAGE and Create/submit a CHPRD Grant Application

- ▶ Once you are logged in, you will see this screen
- ▶ Scroll down until you see "View Available Opportunities"
- ▶ Click on the "View Opportunities" Button



Access SAGE and Create/submit a CHPRD Grant Application

- ▶ Scroll to "Center for Hispanic Policy, Research and Development 2026"
- ▶ Click on "APPLY NOW" button

Center for Hispanic Policy and Research Development 2026 for Servicios Latinos De Burlington County
 CHPRD 2026
 Application Availability Date: 01/01/2026
 Application Period: 01/01/2026 - 03/31/2026
 Application Due Date: 04/01/2026
 Description: Center for Hispanic Policy Research and Development 2026
[APPLY NOW](#) [VIEW DOCUMENTS](#)

Center for Hispanic Policy and Research Development 2026 for Ministerio Asesores Internacionales, Jersey as el Senor, Inc.
 CHPRD 2026
 Application Availability Date: 01/01/2026
 Application Period: 01/01/2026 - 03/31/2026
 Application Due Date: 04/01/2026
 Description: Center for Hispanic Policy Research and Development 2026
[APPLY NOW](#) [VIEW DOCUMENTS](#)

Access SAGE and Create/submit a CHPRD Grant Application

- ▶ When in the "Agreement" screen, please review all of the "Documents"
- ▶ Click on "I AGREE" button

Agreement
 Please click a selection below to continue.

DOCUMENTS TO REVIEW

- Center for Hispanic Policy Research and Development
- NEW JERSEY DEPARTMENT OF AGING (NJDOA) CHPRD 2026: This document outlines requirements for all organizations that are eligible to apply for funding from the Department of Aging. It details the review process and provides information on regulatory compliance requirements.
- CHPRD Application: Open review of all items. This document contains the programmatic and financial compliance requirements.
- CHPRD Application Checklist and Funding Guidelines

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

[I AGREE](#) [VIEW DOCUMENTS](#)

Powered by: SAGE 2026 ©

Access SAGE and Create/submit a CHPRD Grant Application

- ▶ You are now going to be in the "Document Snapshot" of the application.
- ▶ Make sure to SAVE all of your work as you go through each section.
- ▶ Make sure to NOT use any of the **BACK** buttons as this will erase any work you completed/saved.

BACK

Document Information: CHPRD2026-020

Info	Document Type	Organization	Role	Current Status	Document Type	Document Date
	Center for Hispanic Policy and Research Development 2026	Ministerio Asesores Internacionales, Jersey as el Senor, Inc.	Agency Administrator	Application in Progress	CHPRD 2026	01/01/2026 - 03/31/2026

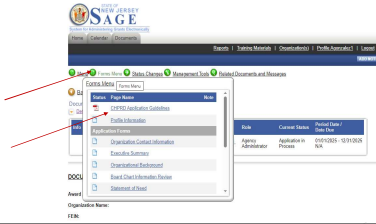
DOCUMENT SNAPSHOT

Agency Name: 01
 Organization Name:
 FEN:
 Address:

This is how your main screen for your application/grant looks like.

Access SAGE and Create/submit a CHPRD Grant Application

- ▶ Hover "Forms Menu"
- ▶ Click on "Profile Information" link



Access SAGE and Create/submit a CHPRD Grant Application

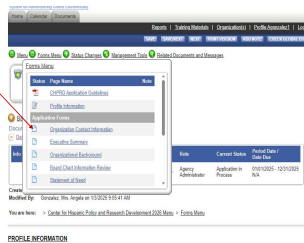
- ▶ Once you are in the "Profile Information" Section, complete the sections that have an **asterisk *** next to it and then scroll to the bottom left corner of the screen and check the box with the **asterisk *** as well. Scroll back to the top and click on the "SAVE" button. You may need to click on the "SAVE" button twice as it will auto populate the information in the sections that are blank.

The screenshot shows the 'Profile Information' section of the SAGE system. It includes fields for 'Organization Name', 'Address', 'City', 'State', 'Zip', 'Phone', 'Fax', 'Email', and 'Website'. There are also sections for 'Organization Information' and 'Contact Information'. Annotations include:

- A red arrow pointing to the 'SAVE' button with the text: 'Always click on the "SAVE" button once you complete each section. DO NOT HIT any of the "Back Buttons" as it will erase your work!'.
- A red arrow pointing to the 'Organization Information' section with the text: 'Complete these sections, as they are required fields.'.

Access SAGE and Create/submit a CHPRD Grant Application

- ▶ Hover over "Forms Menu" and click on the link "Organization Contact Information"



Access SAGE and Create/submit a CHPRD Grant Application

ORGANIZATION CONTACT INFORMATION

Organization Name:

Address:

City: State: Zip:

Phone: Fax:

Email: Website:

Individual Contact Information

Name:

Address:

City: State: Zip:

Phone: Fax:

Email: Website:

Callouts:

- Complete each required field in this section
- Click on "Save" button once complete.
- Complete each required field and then click on the "SAVE" button.

Access SAGE and Create/submit a CHPRD Grant Application

EXECUTIVE SUMMARY

Executive Summary:

Project Description:

Project Goals:

Callouts:

- Complete the Executive Summary section.
- Click on SAVE once you complete
- Complete the Executive Summary section.

Access SAGE and Create/submit a CHPRD Grant Application

ORGANIZATIONAL BACKGROUND

Organizational Background:

Project Description:

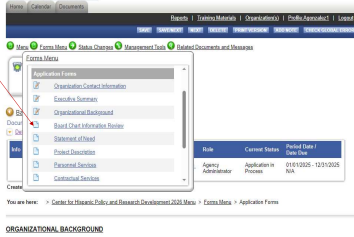
Project Goals:

Callouts:

- Complete the Organizational Background section and then click on the SAVE button.
- Click on SAVE once you complete
- Complete the Organizational Background section and then click on the SAVE button.

Access SAGE and Create/submit a CHPRD Grant Application

➤ Hover over "Forms Menu" and click on "Board Chart Information Review"



Access SAGE and Create/submit a CHPRD Grant Application

There are eight sections within a row that you must complete. This screen will NOT save if you do not complete each section!

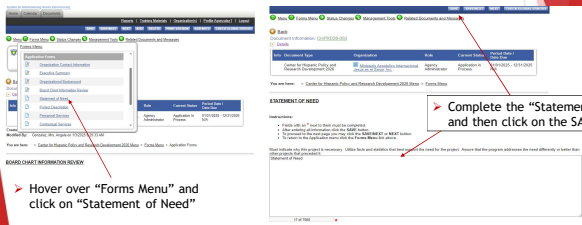
Once you are in this section, you **MUST** complete **EACH** section for each **ROW** you are adding to this section. Please see the **RED ARROWS** to show you each field required within **A ROW** that is added. Once you complete, click on the "SAVE" button.

First Name	Last Name	Phone	Cell Phone	Email	Position	Organization	County	Agency	Project	Start Date	End Date	Status	Comments
Michael	Johnson	503.555.1234	503.555.1234	mjohnson@chprd.org	Executive Director	CHPRD	Clark	Clark County	Clark County	2025-01-01	2025-12-31	Active	
John	Smith	503.555.1234	503.555.1234	jsmith@chprd.org	Manager	CHPRD	Clark	Clark County	Clark County	2025-01-01	2025-12-31	Active	
Jane	Smith	503.555.1234	503.555.1234	jane.smith@chprd.org	Manager	CHPRD	Clark	Clark County	Clark County	2025-01-01	2025-12-31	Active	
John	Smith	503.555.1234	503.555.1234	jane.smith@chprd.org	Manager	CHPRD	Clark	Clark County	Clark County	2025-01-01	2025-12-31	Active	
John	Smith	503.555.1234	503.555.1234	jane.smith@chprd.org	Manager	CHPRD	Clark	Clark County	Clark County	2025-01-01	2025-12-31	Active	
John	Smith	503.555.1234	503.555.1234	jane.smith@chprd.org	Manager	CHPRD	Clark	Clark County	Clark County	2025-01-01	2025-12-31	Active	
John	Smith	503.555.1234	503.555.1234	jane.smith@chprd.org	Manager	CHPRD	Clark	Clark County	Clark County	2025-01-01	2025-12-31	Active	
John	Smith	503.555.1234	503.555.1234	jane.smith@chprd.org	Manager	CHPRD	Clark	Clark County	Clark County	2025-01-01	2025-12-31	Active	
John	Smith	503.555.1234	503.555.1234	jane.smith@chprd.org	Manager	CHPRD	Clark	Clark County	Clark County	2025-01-01	2025-12-31	Active	
John	Smith	503.555.1234	503.555.1234	jane.smith@chprd.org	Manager	CHPRD	Clark	Clark County	Clark County	2025-01-01	2025-12-31	Active	

Access SAGE and Create/submit a CHPRD Grant Application

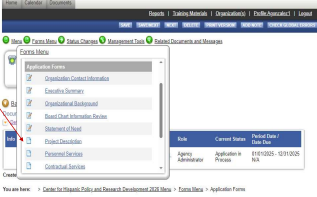
➤ Hover over "Forms Menu" and click on "Statement of Need"

➤ Complete the "Statement of Need" and then click on the SAVE button



Access SAGE and Create/submit a CHPRD Grant Application

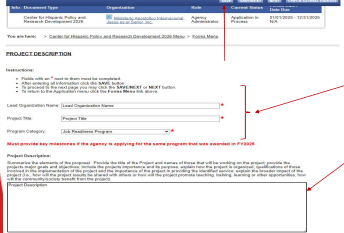
Hover over "Forms Menu" click on "Project Description"



The screenshot shows the SAGE application interface. At the top, there is a navigation bar with tabs: Home, Forms Menu, Data Change, Assessment Data, and Project Description and Overview. Below the navigation bar, there is a sidebar menu with options: Create New, Open Existing, and Project Description. The 'Project Description' option is highlighted. On the right side, there is a table with columns: Date, Current Status, and Action. The table contains one row with the date 10/1/2025, the status 'Draft', and the action 'Save'.

Access SAGE and Create/submit a CHPRD Grant Application

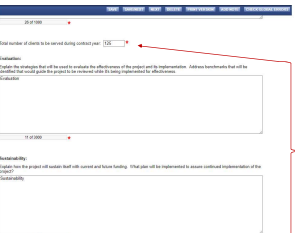
Once in the "Project Description" make sure to complete each section. Notice that all sections are required fields; make sure to scroll down as this section has many sections to complete. Click on the "SAVE" button once you have completed all sections.



The screenshot shows the 'Project Description' section of the SAGE application. It contains several input fields and a 'SAVE' button. The fields are: Project Title, Project Type, Project Category, and Project Description. The 'Project Description' field is a large text area. The 'SAVE' button is located at the bottom right of the section.

Access SAGE and Create/submit a CHPRD Grant Application

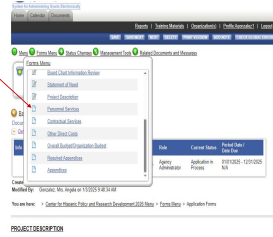
Notice, that all sections are required in the "Project Description" section; make sure to scroll down as this section has many sections to complete. Click on the "SAVE" button once you have completed all sections. (Project Description continue....)



The screenshot shows the 'Project Description' section of the SAGE application. It contains several input fields and a 'SAVE' button. The fields are: Project Title, Project Type, Project Category, and Project Description. The 'Project Description' field is a large text area. The 'SAVE' button is located at the bottom right of the section.

Access SAGE and Create/submit a CHPRD Grant Application

- ▶ Hover over "Forms Menu" and click on "Personnel Services"



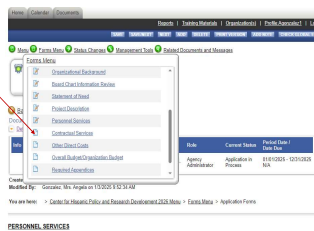
Access SAGE and Create/submit a CHPRD Grant Application

- ▶ Complete all sections of the Personnel Services section.
- ▶ If you are going to add personnel with and without fringe benefits, you must add them in separate sections. Simply, complete one with fringe benefits and save. Then click on the "ADD" button on the same space where the "SAVE" button is, then add the other staff members.
- ▶ When adding fringe benefits you must enter the total in the section under "Grant Funds Requested From State" in the line specified.
- ▶ If you are entering an Executive Director, please make sure it is only 7% of the approved total funds for personnel. SAGE will not allow you to submit an application if you are over the maximum of 7% for an Executive Director.
- ▶ Once you complete, click on the SAVE button.

The screenshot shows the 'PERSONNEL SERVICES' section of the SAGE application. It includes a table for 'PERSONNEL SERVICES' with columns for 'Personnel Type', 'Fringe Benefits', 'Total Salary', 'Total Fringe', 'Total Personnel', 'Total State', and 'Total Federal'. The table is populated with data for various personnel types, including 'Executive Director', 'Program Manager', 'Chief Financial Officer', and 'Administrative Assistant'. A red arrow points to the 'ADD' button at the bottom of the table. Another red arrow points to the 'SAVE' button at the bottom of the page. A text box on the right says 'Complete all sections of the Personnel Services section.'

Access SAGE and Create/submit a CHPRD Grant Application

- ▶ Hover over "Forms Menu" and click on the "Contractual Services" link



[illegible]

Access SAGE and Create/submit a CHPRD Grant Application

- Hover over "Forms Menu" click on "Overall Budget/Organization Budget" link

OVERALL BUDGET/ORGANIZATION BUDGET

Instructions:

- 1. This form is used to enter the overall budget for the organization.
- 2. The budget should be entered in the table below.
- 3. The budget should be entered in the table below.
- 4. The budget should be entered in the table below.

NOTE: You must review this form in order to populate the most current budget information.

Provide your organization's total budget: \$1,000,000.00

Cost Category	Personnel	Travel	Supplies	Other	Total
Personnel	500,000.00	100,000.00	50,000.00	50,000.00	700,000.00
Travel	100,000.00	50,000.00	25,000.00	25,000.00	200,000.00
Supplies	50,000.00	25,000.00	12,500.00	12,500.00	100,000.00
Other	50,000.00	25,000.00	12,500.00	12,500.00	100,000.00
Total	700,000.00	200,000.00	100,000.00	100,000.00	1,000,000.00

SAVE

Upload the Organization's total budget and then hit the "SAVE" button. This section will auto populate and provide the total amount requested.

Access SAGE and Create/submit a CHPRD Grant Application

- Hover over "Forms Menu" and click on "Required Appendices"

► Notice, once you complete a section, you will see a "pencil". This will show that you have completed it correctly.

REQUIRED APPENDICES

Instructions:

- 1. This form is used to enter the required appendices for the organization.
- 2. The appendices should be entered in the table below.
- 3. The appendices should be entered in the table below.
- 4. The appendices should be entered in the table below.

NOTE: You must review this form in order to populate the most current appendices information.

Provide your organization's total budget: \$1,000,000.00

Appendix	Description	File Name	File Type
1	Organizational Chart	Organizational Chart.pdf	PDF
2	Project Description	Project Description.pdf	PDF
3	Financial Statements	Financial Statements.pdf	PDF
4	Organizational Chart	Organizational Chart.pdf	PDF
5	Organizational Chart	Organizational Chart.pdf	PDF
6	Organizational Chart	Organizational Chart.pdf	PDF
7	Organizational Chart	Organizational Chart.pdf	PDF
8	Organizational Chart	Organizational Chart.pdf	PDF
9	Organizational Chart	Organizational Chart.pdf	PDF
10	Organizational Chart	Organizational Chart.pdf	PDF

SAVE

Access SAGE and Create/submit a CHPRD Grant Application

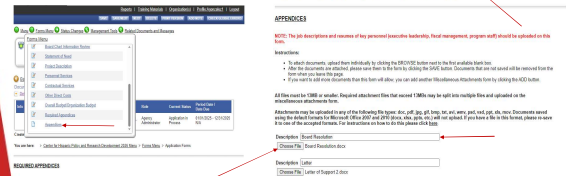
REQUIRED APPENDICES

- Instructions:
- 1. This form is used to enter the required appendices for the organization.
 - 2. The appendices should be entered in the table below.
 - 3. The appendices should be entered in the table below.
 - 4. The appendices should be entered in the table below.
- NOTE: You must review this form in order to populate the most current appendices information.**
- Provide your organization's total budget: \$1,000,000.00
- | Appendix | Description | File Name | File Type |
|----------|----------------------|--------------------------|-----------|
| 1 | Organizational Chart | Organizational Chart.pdf | PDF |
| 2 | Project Description | Project Description.pdf | PDF |
| 3 | Financial Statements | Financial Statements.pdf | PDF |
| 4 | Organizational Chart | Organizational Chart.pdf | PDF |
| 5 | Organizational Chart | Organizational Chart.pdf | PDF |
| 6 | Organizational Chart | Organizational Chart.pdf | PDF |
| 7 | Organizational Chart | Organizational Chart.pdf | PDF |
| 8 | Organizational Chart | Organizational Chart.pdf | PDF |
| 9 | Organizational Chart | Organizational Chart.pdf | PDF |
| 10 | Organizational Chart | Organizational Chart.pdf | PDF |
- SAVE**

Upload all required documents here. Then click on the SAVE button.

Access SAGE and Create/submit a CHPRD Grant Application

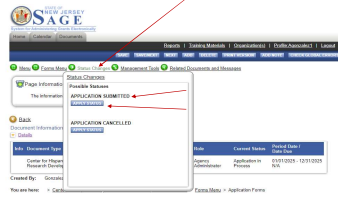
Hover over "Forms Menu" and click on the "Appendices" link



The job descriptions and resumes of key personnel (Executive director, fiscal manager, program staff), should be uploaded in this section.

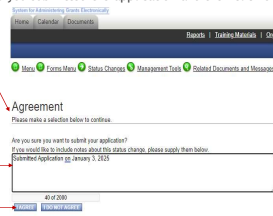
Access SAGE and Create/submit a CHPRD Grant Application

- Once you have completed all sections in the "Forms Menu" section and ALL sections have a "pencil" showing, hover over **"Status Changes"** and click on the **"Apply Status"** under **"APPLICATION SUBMITTED"**



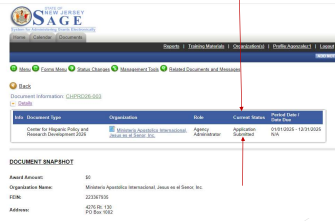
Access SAGE and Create/submit a CHPRD Grant Application

- Once you click on the "Apply Status" under "Application Submitted" under the "Status Changes" link, it will prompt you to this screen shot. **"Agreement"** Screen. You can enter the date you submitted the application and then click on the **"I AGREE"** button.



Access SAGE and Create/submit a CHPRD Grant Application

- Once you have clicked on the **"I AGREE"** button, your "Document Snapshot" screen should show **"Current Status"** **"Application Submitted"**





Q & A
