

INSTRUCTIONS ON HOW TO CREATE AND SUBMIT AN APPLICATION IN SAGE

New Jersey
Puerto Rico Commission



English:

Welcome to today's presentation hosted by the New Jersey Puerto Rico Commission. We are excited to guide you through the process of accessing grant opportunities through the System for Administering Grants Electronically, known as SAGE. Our goal is to provide you with the tools and knowledge necessary to successfully navigate the application process and maximize the potential for your organization's growth and impact.

Thank you for joining us. We look forward to assisting you in this journey toward securing valuable resources for your initiatives.

Spanish:

Título de la Diapositiva: Bienvenidos a la Presentación de la Comisión de Nueva Jersey y Puerto Rico

Bienvenidos a la presentación de hoy organizada por la Comisión de Nueva Jersey y Puerto Rico. Estamos emocionados de guiarte a través del proceso de acceso a oportunidades de subvención a través del Sistema para Administrar Subvenciones Electrónicamente, conocido como SAGE. Nuestro objetivo es proporcionarte las herramientas y el conocimiento necesario para navegar exitosamente el proceso de solicitud y maximizar el potencial de crecimiento e impacto de tu organización. Gracias por acompañarnos. Esperamos poder ayudarte en este camino hacia la

obtención de recursos valiosos para tus iniciativas.

REGISTER FOR SAGE

Getting Started with the System for Administering Grants Electronically (SAGE)

To access Blue SAGE, new users must first complete the registration process.

- Open your web browser and visit www.sage.nj.gov.
- You will land on the Blue SAGE home page.
- To begin, click on the “New User” link located in the top right corner of the login box.

English:

To begin your journey with the System for Administering Grants Electronically, known as SAGE, new users must first complete the registration process. Open your web browser and visit www.sage.nj.gov to access Blue SAGE. You will land on the Blue SAGE home page, where you can initiate your setup. To start, click on the “New User” link located in the top right corner of the login box. This will guide you through the necessary steps to create your account and gain access to the system.

Spanish:

Título de la Diapositiva: Comenzando con SAGE

Para comenzar tu experiencia con el Sistema para Administrar Subvenciones Electrónicamente, conocido como SAGE, los nuevos usuarios primero deben completar el proceso de registro. Abre tu navegador web y visita www.sage.nj.gov para acceder a Blue SAGE. Llegarás a la página de inicio de Blue SAGE, donde puedes iniciar tu configuración. Para empezar, haz clic en el enlace “Nuevo Usuario” ubicado en la esquina superior derecha del cuadro de inicio de sesión. Esto te guiará a través de los pasos necesarios para crear tu cuenta y obtener acceso al sistema.

- ▶ 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.

REGISTRATION SCREEN

Complete the Registration Form

Ensure that all fields marked with an asterisk (*) are filled out accurately. Once all required information is entered, click the **SAVE** button located in the top right corner of the screen.

Complete all required sections with an asterisk *

English:

To successfully register for SAGE, you must complete the registration form. Ensure that all fields marked with an asterisk (*) are filled out accurately, as these are mandatory. Once you have entered all the required information, click the SAVE button located in the top right corner of the screen. This will save your details and complete the registration process, allowing you to access the system.

Spanish:

Título de la Diapositiva: Completar el Formulario de Registro

Para registrarte exitosamente en SAGE, debes completar el formulario de registro. Asegúrate de que todos los campos marcados con un asterisco (*) estén llenos correctamente, ya que son obligatorios. Una vez que hayas ingresado toda la información requerida, haz clic en el botón GUARDAR ubicado en la esquina superior derecha de la pantalla. Esto guardará tus detalles y completará el proceso de registro, permitiéndote acceder al sistema.

REGISTRATION COMPLETE

Confirmation of Registration

After clicking SAVE, a pop-up notification will appear with the message "Registration Complete." This indicates that you have successfully completed this step. Please note, it may take up to 10 business days to gain access to SAGE. Be sure to monitor your inbox for an email with your approval notice.

English:

After clicking the SAVE button, you will see a pop-up notification with the message "Registration Complete." This indicates that you have successfully completed the registration process. Please note that it may take up to 10 business days to gain access to SAGE. During this period, be sure to monitor your inbox for an email containing your approval notice. This email will confirm your access and provide instructions for logging into the system.

Spanish:

Título de la Diapositiva: Confirmación de Registro

Después de hacer clic en el botón GUARDAR, verás una notificación emergente con el mensaje "Registro Completo." Esto indica que has completado exitosamente el proceso de registro. Ten en cuenta que puede tomar hasta 10 días hábiles para obtener acceso a SAGE. Durante este periodo, asegúrate de revisar tu bandeja de entrada para un correo electrónico que contenga tu aviso de aprobación. Este correo confirmará tu acceso y proporcionará instrucciones para iniciar sesión en el sistema.

INITIATING, COMPLETING AND SUBMITTING AN APPLICATION IN SAGE

Make sure to use compatible browsers such as Firefox, Safari and Microsoft Edge.



DO NOT USE GOOGLE CHROME, it is not compatible with SAGE in any way shape or form!

English:

To ensure optimal functionality while using SAGE, make sure to use compatible browsers such as Firefox, Safari, and Microsoft Edge. These browsers are fully supported by the system and will provide a seamless user experience.

Important Note: Do not use Google Chrome, as it is not compatible with SAGE in any way, shape, or form. Using an incompatible browser can lead to technical issues and hinder your ability to complete tasks effectively.

Spanish:

Título de la Diapositiva: Compatibilidad de Navegadores para SAGE

Para asegurar una funcionalidad óptima mientras usas SAGE, asegúrate de utilizar navegadores compatibles como Firefox, Safari y Microsoft Edge. Estos navegadores son totalmente compatibles con el sistema y brindarán una experiencia de usuario fluida.

Nota Importante: No uses Google Chrome, ya que no es compatible con SAGE de ninguna manera. Usar un navegador incompatible puede causar problemas técnicos y dificultar tu capacidad para completar tareas de manera efectiva.



STATE OF NEW JERSEY
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.

Effective Jan 31, 2022, established SAGE County and Municipality users will manage all organization and user information separately within each system (OCA SAGE and SAGE).
Please contact your granting department with any questions. Contacts for each department can be found in the **SAGE Help Desk and Support Services** link below.

NOTE: Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials. Please contact your Agency's Officials for access to SAGE.

Helpful Links

- Reset Your Password
- SAGE Help Desk and Support Services
- FAQ for County/Municipality Users
- Search programs available through SAGE
- Request Access to SAGE

Logging into SAGE

Begin by entering your Username and Password. Once your credentials are entered, click the Login button to proceed.

English:

To access your SAGE account, start by entering your Username and Password. Ensure that your credentials are correct to avoid any login issues. Once you've entered your information, click the Login button to proceed. This action will take you into the system, where you can begin managing your grant applications and accessing all available resources.

Spanish:

Título de la Diapositiva: Iniciar Sesión en SAGE

Para acceder a tu cuenta de SAGE, comienza ingresando tu Nombre de Usuario y Contraseña. Asegúrate de que tus credenciales sean correctas para evitar problemas de inicio de sesión. Una vez que hayas ingresado tu información, haz clic en el botón de Iniciar Sesión para continuar. Esta acción te llevará al sistema, donde podrás comenzar a gestionar tus solicitudes de subvención y acceder a todos los recursos disponibles.

VIEW AVAILABLE OPPORTUNITIES

Accessing Available Opportunities

After logging into SAGE and reaching the welcome page, scroll down to the section titled "View Available Opportunities". Then, click the "View Opportunities" button to proceed.

English:

After logging into SAGE and reaching the welcome page, you'll want to explore the opportunities available to you. Scroll down to the section titled "View Available Opportunities." This section provides access to various grant options that may align with your organization's goals. To proceed, click the "View Opportunities" button. This action will open up a list of current opportunities, allowing you to review and select those that best fit your needs.

Spanish:

Título de la Diapositiva: Acceder a Oportunidades Disponibles

Después de iniciar sesión en SAGE y llegar a la página de bienvenida, querrás explorar las oportunidades disponibles para ti. Desplázate hacia abajo hasta la sección titulada "Ver Oportunidades Disponibles." Esta sección proporciona acceso a diversas opciones de subvención que pueden alinearse con los objetivos de tu organización. Para continuar, haz clic en el botón "Ver Oportunidades". Esta acción abrirá una lista de oportunidades actuales, permitiéndote revisar y seleccionar aquellas que mejor se ajusten a tus necesidades.

OPPORTUNITIES SCREEN

Selecting the Opportunity

- Click the drop-down menu next to “Provider” and select “NJSAGE_DOS”.
- In the “Document Instance” field, enter “NJ Puerto Rico”, then click the Filter button.
- You should see the listing for “NJ Puerto Rico Commission Energy Resiliency Grant 2025 for Servicios Latinos de Burlington County”. While your organization's name will appear here, for demonstration purposes, we will proceed with “Servicios Latinos de Burlington County”.
- To apply, click the “Apply Now” button beneath the grant title.

English:

To select the grant opportunity, begin by clicking the drop-down menu next to "Provider" and choose "NJSAGE_DOS." In the "Document Instance" field, enter "NJ Puerto Rico," then click the Filter button. This action will display the listing for "NJ Puerto Rico Commission Energy Resiliency Grant 2025 for Servicios Latinos de Burlington County." While your organization's name will appear in this list, for demonstration purposes, we will proceed with "Servicios Latinos de Burlington County."

To apply for this grant, click the "Apply Now" button located beneath the grant title. This will initiate the application process, allowing you to begin entering the necessary information for your proposal.

Spanish:

Título de la Diapositiva: Seleccionar la Oportunidad

Para seleccionar la oportunidad de subvención, comienza haciendo clic en el menú desplegable junto a "Proveedor" y elige "NJSAGE_DOS". En el campo "Instancia del Documento", ingresa "NJ Puerto Rico" y luego haz clic en el botón Filtrar. Esta acción mostrará la lista para "Subvención de Resiliencia Energética de la Comisión de NJ Puerto Rico 2025 para Servicios Latinos de Burlington County". Aunque el nombre de tu organización aparecerá en esta lista, para fines de demostración, procederemos

con "Servicios Latinos de Burlington County".

Para solicitar esta subvención, haz clic en el botón "Solicitar Ahora" ubicado debajo del título de la subvención. Esto iniciará el proceso de solicitud, permitiéndote comenzar a ingresar la información necesaria para tu propuesta.

English:

Before you begin creating your grant application, make sure that your Grant Guidelines are open for reference. Do this by clicking on the PRC Application Handbook and Funding Guidelines link. These documents contain essential information that will guide you through the application process.

Once you have reviewed the guidelines and are ready to proceed, click the “I Agree” button. This action confirms your understanding of the guidelines and allows you to begin creating your grant application. Following these steps ensures that you are well-prepared to meet all requirements and submit a comprehensive proposal.

Spanish:

Título de la Diapositiva: Revisar las Pautas de la Subvención y Comenzar la Solicitud

Antes de comenzar a crear tu solicitud de subvención, asegúrate de tener las Pautas de la Subvención abiertas para consulta. Haz esto haciendo clic en el enlace del Manual de Solicitudes PRC y las Pautas de Financiamiento. Estos documentos contienen información esencial que te guiará a lo largo del proceso de solicitud. Una vez que hayas revisado las pautas y estés listo para proceder, haz clic en el botón "Estoy de Acuerdo". Esta acción confirma tu comprensión de las pautas y te permite comenzar a crear tu solicitud de subvención. Seguir estos pasos asegura que estés bien preparado para cumplir con todos los requisitos y presentar una propuesta

completa.

DOCUMENT SNAPSHOT

Grant Application Document Snapshot Page

This is the main page of your grant application. You will find the following information:

Document Information: This is your unique grant application number.

Details Box:

Document Type: NJ Puerto Rico Commission Energy Resiliency Grant 2025, indicating the grant category you are applying for.

Organization: Displays your organization's name.

Current Status: This will display "Application in Process" at this stage.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	NJ Puerto Rico Commission Energy Resiliency Grant 2025	Servicios Latinos De Burlington County	Authorized Official	Application in Process	01/01/2026 - 12/31/2026 N/A

DOCUMENT SNAPSHOT

Award Amount: \$0

Organization Name:

FEIN:

Address:

City:

County:

English:

Welcome to the Grant Application Document Snapshot Page—this is the main page of your grant application. Here, you'll find all the key information related to your application.

Document Information: This section contains your unique grant application number, which is essential for tracking and reference.

Details Box: This box provides important details such as:

Document Type: Indicates "NJ Puerto Rico Commission Energy Resiliency Grant 2025," specifying the grant category you are applying for.

Organization: Displays your organization's name, confirming the entity associated with the application.

Current Status: At this stage, it will show "Application in Process," indicating that your application is underway.

Spanish:

Título de la Diapositiva: Página de Vista General del Documento de Solicitud de Subvención

Bienvenido a la Página de Vista General del Documento de Solicitud de Subvención—esta es la página principal de tu solicitud de subvención. Aquí encontrarás toda la información clave relacionada con tu solicitud.

Información del Documento: Esta sección contiene tu número único de solicitud de subvención, esencial para seguimiento y referencia.

Cuadro de Detalles: Este cuadro proporciona detalles importantes como:

Tipo de Documento: Indica "Subvención de Resiliencia Energética de la Comisión de NJ Puerto Rico 2025," especificando la categoría de subvención para la que estás aplicando.

Organización: Muestra el nombre de tu organización, confirmando la entidad asociada con la solicitud.

Estado Actual: En esta etapa, mostrará "Solicitud en Proceso," indicando que tu solicitud está en marcha.

The screenshot shows the SAGE application interface. At the top, there is a navigation bar with links for Home, Calendar, Documents, Reports, Training Materials, Organization(s), Profile Agonzalez1, and Logout. Below this is a menu bar with options: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. The Forms Menu is expanded, showing a list of application forms: PRC Application Guidelines, Profile Information (highlighted with a red arrow), Application Forms, Organization Contact Information, Executive Summary, Organizational Background, Statement of Need, and Project Description. To the right of the menu, there is a table with the following data:

Role	Current Status	Period Date / Date Due
Authorized Official	Application in Process	01/01/2026 - 12/31/2026 N/A

Below the table, there is a field for "Organization Name:".

NAVIGATING THE APPLICATION

Navigating the Application

Hover over **Forms Menu** to begin completing each section of the application.

Start with the first link: "**Profile Information**".

Important: Avoid using the back buttons, as they will erase any progress made in the sections you've completed.

Always remember to **save your work** after completing each section, as SAGE does not automatically save your progress.

English:

As you begin completing your grant application, navigate efficiently by using the Forms Menu. Hover over this menu to access and fill out each section of the application. Start with the first link, "Profile Information," to input your basic details.

Important: Avoid using the browser's back buttons, as doing so will erase any progress you've made in the sections you've already completed. Instead, use the navigation tools within the SAGE platform.

Always remember to save your work after completing each section, as SAGE does not automatically save your progress. This ensures that your information is secure and up-to-date.

Spanish:

Título de la Diapositiva: Navegación de la Solicitud

Al comenzar a completar tu solicitud de subvención, navega de manera eficiente utilizando el Menú de Formularios. Pasa el cursor sobre este menú para acceder y llenar cada sección de la solicitud. Comienza con el primer enlace, "Información del Perfil," para ingresar tus datos básicos.

Importante: Evita usar los botones de retroceso del navegador, ya que hacerlo borrará cualquier progreso que hayas hecho en las secciones que ya completaste. En su lugar, utiliza las herramientas de navegación dentro de la plataforma SAGE.

Recuerda siempre guardar tu trabajo después de completar cada sección, ya que SAGE no guarda tu progreso automáticamente. Esto asegura que tu información esté segura y actualizada.

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.

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: **Servicios Latinos De Burlington County**

Federal Tax I.D. Number: 222710219

Address: 755 Woodlane Road, Box 10, Second Floor

City: Mount Holly State: New Jersey Zipcode: 08060

County: Burlington County

Phone: (609) 518-7171 Fax: (555) 555-5555

Email: servicioslatinos@hotmail.com

Website: www.selbuc.org

Charities Registration #: 0000000 *

Division of Revenue Registration #: 0000000 *

Executive Director of applicant: **Mrs. *Angela *Gonzalez *** Executive Director *

Primary Program Contact (for application correspondence): Prefix: Ms. First Name: *Rosa Last Name: *Rojas Title: *Executive Director *

Board President or Chairman: **Mr. *Mark *Remsa *** Chairman *

Address: 10 DENBERRY COURT

Phone: Mount Laurel, *New Jersey *08054 *

Email: (856) 802-9522 *

mremsa@cbbridges.org *

Congressional District of Applicant

State legislative District of Applicant

Date of Incorporation: 1/1/1995

Fiscal Year Ends: 12/31 *

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

PROFILE INFORMATION

Completing the Additional Profile Information Section

Before proceeding, ensure you have reviewed the second webinar on our website, "Step 1: Organization Information", to complete the Additional Profile Information section for your organization. This step must be completed prior to starting your application. If not, the information will not populate in this section, and SAGE will display an error each time you click the **Save** button.

Assuming you have completed Step 1: Organization Information, let's proceed with the next steps.

Scroll to the "Organization Contact" section and enter the contact information. Refer to the screenshot on the left for guidance.

Scroll down to the bottom left corner and check the box provided.

Click the **SAVE** button.

Important: If you encounter an error, click the **SAVE** button again. This will allow SAGE to populate the information entered in Step 1. You should see a pop-up notification confirming that all your information has been saved. For further details, refer to the second slide for **Profile Information**.

English:

Before you proceed with your application, ensure you have reviewed the second webinar on our website, titled "Step 1: Organization Information." This is crucial for completing the Additional Profile Information section for your organization. You must complete this step prior to starting your application; otherwise, the information will not populate in this section, and SAGE will display an error each time you click the Save button.

Assuming you have completed Step 1: Organization Information, let's move forward with the following steps:

Scroll to the "Organization Contact" section and enter the contact information. Refer to the screenshot on the left for guidance.

Scroll down to the bottom left corner and check the box provided.

Click the **SAVE** button.

Important: If you encounter an error, click the **SAVE** button again. This will allow SAGE to populate the information entered in Step 1. You should see a pop-up notification confirming that all your information has been saved. For further details, refer to the second slide for Profile Information.

Spanish:

Título de la Diapositiva: Completar la Sección de Información Adicional del Perfil

Antes de continuar con tu solicitud, asegúrate de haber revisado el segundo seminario web en nuestro sitio web, titulado “Paso 1: Información de la Organización.” Esto es crucial para completar la sección de Información Adicional del Perfil de tu organización. Debes completar este paso antes de comenzar tu solicitud; de lo contrario, la información no se llenará en esta sección y SAGE mostrará un error cada vez que hagas clic en el botón Guardar.

Asumiendo que has completado el Paso 1: Información de la Organización, avancemos con los siguientes pasos:

Desplázate hasta la sección “Contacto de la Organización” e ingresa la información de contacto. Consulta la captura de pantalla a la izquierda para obtener orientación.

Desplázate hacia la esquina inferior izquierda y marca la casilla proporcionada.

Haz clic en el botón GUARDAR.

Importante: Si encuentras un error, haz clic en el botón GUARDAR nuevamente. Esto permitirá que SAGE complete la información ingresada en el Paso 1. Deberías ver una notificación emergente confirmando que toda tu información ha sido guardada. Para más detalles, consulta la segunda diapositiva sobre Información del Perfil.

PROFILE INFORMATION CONTINUE...

Handling the Save Error

After clicking SAVE, an error message may appear. This is normal. Simply click the SAVE button again to resolve the issue. SAGE is in the process of populating the sections by gathering the information you entered during Step 1, and it needs a second save to complete the update.

Once the save is successful, you will see a pop-up notification confirming that your work has been saved.

English:

When working on your application in SAGE, you might encounter an error message after clicking the SAVE button. Don't worry—this is a normal part of the process. Simply click the SAVE button again to resolve the issue.

SAGE is actively populating the sections by gathering the information you entered during Step 1, and it requires a second save to complete the update. Once the save is successful, you will see a pop-up notification confirming that your work has been saved. This ensures that all your information is securely stored and up-to-date.

Spanish:

Título de la Diapositiva: Manejo del Error al Guardar

Al trabajar en tu solicitud en SAGE, podrías encontrar un mensaje de error después de hacer clic en el botón GUARDAR. No te preocupes—esto es parte normal del proceso. Simplemente haz clic en el botón GUARDAR nuevamente para resolver el problema.

SAGE está activamente llenando las secciones al recopilar la información que ingresaste durante el Paso 1, y requiere un segundo guardado para completar la actualización. Una vez que el guardado sea exitoso, verás una notificación emergente que confirma que tu trabajo ha sido guardado. Esto asegura que toda tu información esté almacenada de manera segura y actualizada.

NAVIGATING YOUR APPLICATION

There are several ways to navigate through your application, depending on your preference:

Option 1: Hover over **Forms Menu** link, complete the section, and click the **SAVE** button. After saving, return to the **Forms Menu** and select the next available section to continue.

Option 2: Hover over **Forms Menu**, complete the section, click the **SAVE** button, and once you see the confirmation that your work is saved, click the "Next" button (indicated by an arrow) to move forward.

Option 3: Hover over **Forms Menu**, complete the section, then click the "SAVE/NEXT" button. This will both save your work and automatically take you to the next section.

Now that you're familiar with these navigation options, we'll proceed with completing the application. Moving forward, I will be using the **Forms Menu** and the **SAVE** button to complete the remaining sections.

Let's begin by hovering over the **Forms Menu** link and selecting "Selection of Grant Category".

English:

Navigating through your application in SAGE can be done in several ways, depending on your preference:

Option 1: Hover over the **Forms Menu** link, complete the section, and click the **SAVE** button. After saving, return to the **Forms Menu** and select the next available section to continue.

Option 2: Hover over the **Forms Menu**, complete the section, click the **SAVE** button, and once you see the confirmation that your work is saved, click the "Next" button (indicated by an arrow) to move forward.

Option 3: Hover over the **Forms Menu**, complete the section, then click the "SAVE/NEXT" button. This will both save your work and automatically take you to the next section.

Now that you're familiar with these navigation options, we'll proceed with completing the application. Moving forward, I will be using the **Forms Menu** and the **SAVE** button to complete the remaining sections. Let's begin by hovering over the **Forms Menu** link and selecting "Selection of Grant Category".

Spanish:

Título de la Diapositiva: Navegación de tu Solicitud

Navegar a través de tu solicitud en SAGE se puede hacer de varias maneras, según tu

preferencia:

Opción 1: Pasa el cursor sobre el enlace del Menú de Formularios, completa la sección y haz clic en el botón GUARDAR. Después de guardar, regresa al Menú de Formularios y selecciona la siguiente sección disponible para continuar.

Opción 2: Pasa el cursor sobre el Menú de Formularios, completa la sección, haz clic en el botón GUARDAR, y una vez que veas la confirmación de que tu trabajo está guardado, haz clic en el botón “Siguiente” (indicado por una flecha) para avanzar.

Opción 3: Pasa el cursor sobre el Menú de Formularios, completa la sección y luego haz clic en el botón “GUARDAR/SIGUIENTE”. Esto guardará tu trabajo y automáticamente te llevará a la siguiente sección.

Ahora que estás familiarizado con estas opciones de navegación, procederemos a completar la solicitud. De aquí en adelante, utilizaré el Menú de Formularios y el botón GUARDAR para completar las secciones restantes. Comencemos pasando el cursor sobre el enlace del Menú de Formularios y seleccionando “Selección de Categoría de Subvención”.

Organization Contact Information

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

English:

To enter your organization's contact information, begin by hovering over the Forms Menu. Click on the "Organization Contact Information" link to access this section. This is a crucial step for ensuring that all communication regarding your application is directed to the correct contact within your organization.

Spanish:

Título de la Diapositiva: Información de Contacto de la Organización

Para ingresar la información de contacto de tu organización, comienza pasando el cursor sobre el Menú de Formularios. Haz clic en el enlace "Información de Contacto de la Organización" para acceder a esta sección. Este es un paso crucial para asegurar que toda la comunicación respecto a tu solicitud se dirija al contacto correcto dentro de tu organización.

Executive Director of Applicant: Mrs. Angela Gonzalez

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: * First Name: * Last Name: *

Organization/Individual Name: *

Address: *

City: * State: * Zip: *

Phone: * Fax:

Email: *

Web:

Project Director: * First Name: * Last Name: *

Street Address: *

City: * State: * Zip: *

Phone: * Fax:

Email: *

Chief Financial Officer: * First Name: * Last Name: *

Telephone: * Fax:

Email: *

Institution's Annual Budget:

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ORGANIZATION CONTACT INFORMATION

Complete all fields marked with an asterisk (*). The following staff members must be currently employed by your organization and must have an active telephone number and email address. These contact details are essential for communication throughout the fiscal year.

Once you've completed the section, click the SAVE button.

English.

In the "Organization Contact Information" section, ensure that all fields marked with an asterisk (*) are completed. It's essential to provide accurate details for the following staff members, who must be currently employed by your organization: Ensure each contact has an active telephone number and email address. These contact details are crucial for effective communication throughout the fiscal year. Once you've filled in all the required fields, click the SAVE button to secure your entries. This step is vital for maintaining clear communication channels for any updates or requirements related to your application.

Spanish:

Título de la Diapositiva: Completar Información de Contacto de la Organización

Narrador: En la sección "Información de Contacto de la Organización," asegúrate de completar todos los campos marcados con un asterisco (*). Es esencial proporcionar detalles precisos para los siguientes miembros del personal, quienes deben estar actualmente empleados por tu organización:

Asegúrate de que cada contacto tenga un número de teléfono y correo electrónico activos. Estos detalles de contacto son cruciales para una comunicación efectiva durante todo el año fiscal.

Una vez que hayas completado todos los campos requeridos, haz clic en el botón

GUARDAR para asegurar tus entradas. Este paso es vital para mantener canales de comunicación claros para cualquier actualización o requisito relacionado con tu solicitud.

The screenshot displays a web application interface for grant administration. At the top, there are navigation tabs for 'Home', 'Calendar', and 'Documents'. A secondary navigation bar includes links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile: Agonzalez1', and 'Logout'. Below this, a row of buttons contains 'SAVE', 'SAVE/NEXT', 'NEXT', 'DELETE', 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. A main menu bar features 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The 'Forms Menu' is expanded, showing a list of 'Application Forms' including 'Organization Contact Information', 'Executive Summary' (highlighted with a red arrow), 'Organizational Background', 'Statement of Need', 'Project Description', 'Personnel Services', 'Contractual Services', and 'Other Direct Costs'. To the right, a table displays user details:

Role	Current Status	Period Date / Date Due
Authorized Official	Application in Process	01/01/2026 - 12/31/2026 N/A

At the bottom of the screenshot, it indicates 'Modified By: Gonzalez, Mrs. Angela on 5/16/2025 11:19:28 AM'. Below the screenshot, the text reads: **Executive Summary Section** and 'Hover over the Forms Menu link and click on the Executive Summary link.'

Slide Title: Executive Summary Section

English:

To begin drafting your Executive Summary, hover over the Forms Menu link and click on the Executive Summary link. This section provides a concise overview of your grant application, highlighting key objectives and anticipated outcomes. It's crucial to articulate your vision clearly in this section.

Spanish:

Título de la Diapositiva: Sección de Resumen Ejecutivo

Para comenzar a redactar tu Resumen Ejecutivo, pasa el cursor sobre el enlace del Menú de Formularios y haz clic en el enlace de Resumen Ejecutivo. Esta sección ofrece un resumen conciso de tu solicitud de subvención, destacando los objetivos clave y los resultados anticipados. Es crucial articular tu visión claramente en esta sección.

EXECUTIVE SUMMARY

As you proceed with this section, ensure that your grant guidelines are open and readily available for reference. Each bullet point must be addressed within the provided space.

The maximum character limit for this section is 7,000 characters, so be sure to complete it within the provided space. Once finished, click the SAVE button.

English:

As you work through the Executive Summary section, make sure your grant guidelines are open and readily available for reference. It's important to address each bullet point within the space provided.

Keep in mind that the maximum character limit for this section is 7,000 characters, so you'll need to ensure your summary is concise yet comprehensive. Once you've completed the section, click the SAVE button to secure your input. This step is crucial for capturing the essence of your project and aligning it with the grant's objectives.

Spanish:

Título de la Diapositiva: Completar el Resumen Ejecutivo

Al trabajar en la sección de Resumen Ejecutivo, asegúrate de tener las pautas de la subvención abiertas y disponibles para consulta. Es importante abordar cada punto dentro del espacio proporcionado.

Ten en cuenta que el límite máximo de caracteres para esta sección es de 7,000 caracteres, por lo que debes asegurarte de que tu resumen sea conciso pero completo. Una vez que hayas completado la sección, haz clic en el botón GUARDAR para asegurar tu entrada. Este paso es crucial para capturar la esencia de tu proyecto y alinearlo con los objetivos de la subvención.

Organizational Background

Hover over the Forms Menu link and click on the “Organizational Background” link.

Role	Current Status	Period Date / Date Due
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English:

To provide the necessary context about your organization, hover over the Forms Menu link and click on the “Organizational Background” link. This section allows you to showcase your organization's history, mission, and relevant achievements, setting the stage for your grant application.

Spanish:

Título de la Diapositiva: Antecedentes de la Organización

Para proporcionar el contexto necesario sobre tu organización, pasa el cursor sobre el enlace del Menú de Formularios y haz clic en el enlace “Antecedentes de la Organización”. Esta sección te permite destacar la historia, misión y logros relevantes de tu organización, estableciendo el contexto para tu solicitud de subvención.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	NJ Puerto Rico Commission Energy Resiliency Grant 2025	 Servicios Latinos De Burlington County	Authorized Official	Application in Process	01/01/2026 - 12/31/2026 N/A

You are here: > [NJ Puerto Rico Commission Energy Resiliency Grant 2025 Menu](#) > [Forms Menu](#)

ORGANIZATIONAL BACKGROUND

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- 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.

Indicate a brief history and governing structure of the organization, target population(s), and services provided.

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ORGANIZATIONAL BACKGROUND

Please have your grant guidelines open and available for your review. Each section contains bullet points that need to be answered in the provided space.

The maximum character limit for this section is 7,000 characters. Once you've completed the section, click the SAVE button.

English:

As you complete the Organizational Background section, ensure that your grant guidelines are open and available for review. Each section contains specific bullet points that need to be addressed within the space provided.

Remember, the maximum character limit for this section is 7,000 characters, so make sure your responses are thorough yet concise. Once you've completed this section, click the SAVE button to secure your entries. This step is essential for accurately presenting your organization's qualifications and alignment with the grant's objectives.

Spanish:

Título de la Diapositiva: Completar los Antecedentes de la Organización

Al completar la sección de Antecedentes de la Organización, asegúrate de tener las pautas de la subvención abiertas y disponibles para revisión. Cada sección contiene puntos específicos que deben abordarse dentro del espacio proporcionado.

Recuerda, el límite máximo de caracteres para esta sección es de 7,000 caracteres, así que asegúrate de que tus respuestas sean completas pero concisas. Una vez que hayas completado esta sección, haz clic en el botón GUARDAR para asegurar tus entradas. Este paso es esencial para presentar con precisión las calificaciones de tu organización y su alineación con los objetivos de la subvención.

The screenshot displays a web application interface. At the top, there is a navigation bar with links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile Agonzalez1', and 'Logout'. Below this is a secondary bar with buttons: 'SAVE', 'SAVENEXT', 'NEXT', 'DELETE', 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. A main menu is visible with options: 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The 'Forms Menu' is expanded, showing a list of application forms: 'Application Forms', 'Organization Contact Information', 'Executive Summary', 'Organizational Background', 'Statement of Need' (highlighted with a red arrow), 'Project Description', 'Personnel Services', 'Contractual Services', and 'Other Direct Costs'. To the right of the menu, a table displays application details:

Role	Current Status	Period Date / Date Due
Authorized Official	Application in Process	01/01/2026 - 12/31/2026 N/A

Statement of Need

Hover over the **Forms Menu** and click on the "**Statement of Need**" link.

English:

To articulate the necessity of your project, hover over the Forms Menu and click on the "Statement of Need" link. This section is crucial for conveying the importance and urgency of the issues your project aims to address, providing a compelling rationale for your grant request.

Spanish:

Título de la Diapositiva: Declaración de Necesidad

Para articular la necesidad de tu proyecto, pasa el cursor sobre el Menú de Formularios y haz clic en el enlace "Declaración de Necesidad". Esta sección es crucial para transmitir la importancia y urgencia de los problemas que tu proyecto pretende abordar, proporcionando una justificación convincente para tu solicitud de subvención.

STATEMENT OF NEED

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- 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.

Must indicate why this project is necessary. Utilize facts and statistics that best support the need for the project. Assume that the program addresses the need differently or better than other projects that preceded it.

[Testing]

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Top of the Page

STATEMENT OF NEED

Please have your **grant guidelines** open and available for your review. Each section contains bullet points that need to be answered in the provided space.

The maximum character limit for this section is **7,000 characters**. Once you've completed the section, click the **SAVE** button.

English:

As you work on the Statement of Need section, ensure that your grant guidelines are open and available for your review. Each section contains specific bullet points that must be addressed within the provided space.

The maximum character limit for this section is 7,000 characters, so be sure to make your responses comprehensive yet concise. Once you've completed this section, click the SAVE button to secure your entries. This step is essential for effectively communicating the significance of your project and aligning it with the grant's objectives.

Spanish:

Título de la Diapositiva: Completar la Declaración de Necesidad

Al trabajar en la sección de Declaración de Necesidad, asegúrate de tener las pautas de la subvención abiertas y disponibles para tu revisión. Cada sección contiene puntos específicos que deben abordarse dentro del espacio proporcionado.

El límite máximo de caracteres para esta sección es de 7,000 caracteres, así que asegúrate de que tus respuestas sean completas pero concisas. Una vez que hayas completado esta sección, haz clic en el botón GUARDAR para asegurar tus entradas. Este paso es esencial para comunicar efectivamente la importancia de tu proyecto y alinearlo con los objetivos de la subvención.

Project Description

Hover over Forms Menu and click on the “Project Description” link.

Role	Current Status	Period Date / Date Due
Authorized Official	Application in Process	01/01/2026 - 12/31/2026 N/A

English:

To detail the scope and specifics of your project, hover over the Forms Menu and click on the “Project Description” link. This section allows you to outline your project's objectives, methodology, and expected outcomes, providing a comprehensive overview of what you plan to achieve with the grant.

Spanish:

Título de la Diapositiva: Descripción del Proyecto

Para detallar el alcance y las especificaciones de tu proyecto, pasa el cursor sobre el Menú de Formularios y haz clic en el enlace “Descripción del Proyecto”. Esta sección te permite delinear los objetivos, la metodología y los resultados esperados de tu proyecto, proporcionando una visión integral de lo que planeas lograr con la subvención.

SAVE SAVE/NEXT NEXT CHECK GLOBAL ERRORS

Document Information: [PRCE25-015](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	NJ Puerto Rico Commission Energy Resiliency Grant 2025	Servicios Latinos De Burlington County	Authorized Official	Application in Process	01/01/2026 - 12/31/2026 N/A

You are here: > [NJ Puerto Rico Commission Energy Resiliency Grant 2025 Menu](#) > [Forms Menu](#)

PROJECT DESCRIPTION

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the **SAVE** button.
- 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.

Lead Organization Name: *

Project Title: *

Program Category: *

Must provide key milestones applying for the same program that was awarded in FY2024

Project Description: *

Summarize the elements of the proposal. Provide the title of the District and names of those that will be working on the project. Provide the

PROJECT DESCRIPTION

In this section please answer the following drop down sections.

- Lead Organization Name
- Project Title
- Program Category
 - You can select either
 - Solar Energy Projects
 - Generator Projects

Make sure to scroll down as this section is lengthy. You will need to complete the following: Have your Grant Guidelines available as you provide details for all sections.

- Project Description
- Methodology
- Project Goals
- Project Outcomes Objectives (Measurable)
 - Target Number
- Program Target Population
 - Target Number
- Evaluation
- Sustainability
- Project Timetable & Days and Hours of Operation

English:

In the Project Description section, you'll need to provide detailed information by answering the following dropdown sections:

Lead Organization Name

Project Title

Program Category

For the Program Category, you can select either:

Solar Energy Projects

Generator Projects

This section is comprehensive, so make sure to scroll down to complete everything.

Keep your Grant Guidelines available as you will need them to provide details for each part. The key areas to address include:

Project Description: Outline the main components and purpose of your project.

Methodology: Describe the approach and techniques you will use.

Project Goals: State the overall aims of your project.

Project Outcomes Objectives (Measurable): Define the specific, measurable results you expect.

Program Target Population: Identify the audience your project intends to serve.

Target Number: Specify the number of people or entities you aim to impact.

Evaluation: Explain how you will assess the project's success.

Sustainability: Discuss how the project will continue to have an impact after the grant period.

Project Timetable & Days and Hours of Operation: Provide a schedule and operational details.

Once you have completed all sections, ensure to click the SAVE button to secure your information.

Spanish:

Título de la Diapositiva: Completar la Descripción del Proyecto

En la sección de Descripción del Proyecto, deberás proporcionar información detallada respondiendo a las siguientes secciones desplegadas:

Nombre de la Organización Principal

Título del Proyecto

Categoría del Programa

Para la Categoría del Programa, puedes seleccionar:

Proyectos de Energía Solar

Proyectos de Generadores

Esta sección es extensa, así que asegúrate de desplazarte hacia abajo para completar todo. Ten tus Pautas de la Subvención disponibles, ya que las necesitarás para proporcionar detalles en cada parte. Las áreas clave a abordar incluyen:

Descripción del Proyecto: Esboza los componentes principales y el propósito de tu proyecto.

Metodología: Describe el enfoque y las técnicas que utilizarás.

Objetivos del Proyecto: Indica los objetivos generales de tu proyecto.

Resultados y Objetivos del Proyecto (Medibles): Define los resultados específicos y medibles que esperas.

Población Objetivo del Programa: Identifica al público que tu proyecto pretende servir.

Número Objetivo: Especifica el número de personas o entidades que deseas impactar.

Evaluación: Explica cómo evaluarás el éxito del proyecto.

Sostenibilidad: Discute cómo el proyecto continuará teniendo un impacto después del período de la subvención.

Calendario del Proyecto y Días y Horas de Operación: Proporciona un cronograma y detalles operativos.

Una vez que hayas completado todas las secciones, asegúrate de hacer clic en el botón GUARDAR para asegurar tu información.

PROJECT DESCRIPTION CONTINUE

Refer to your grant guidelines to answer each bullet point in this section.

The maximum character limit is listed under each space provided. Note, each section has their own limitation for characters, please make sure you review prior to entering data.

Once you have completed all required fields (marked with an asterisk), click the SAVE button.

English:

As you work through the Project Details section, refer to your grant guidelines to accurately answer each bullet point. Each part of this section has a specified character limit, indicated under the space provided. It's important to note that each section has its own character limitations, so please review these restrictions carefully before entering your data. This will ensure your responses fit within the allotted space and maintain clarity. Once you have completed all required fields, marked with an asterisk (*), click the SAVE button to secure your entries. This step is essential for ensuring your application is complete and aligns with the grant requirements.

Spanish:

Título de la Diapositiva: Completar los Detalles del Proyecto

Al trabajar en la sección de Detalles del Proyecto, consulta tus pautas de la subvención para responder con precisión a cada punto. Cada parte de esta sección tiene un límite de caracteres especificado, indicado debajo del espacio proporcionado. Es importante tener en cuenta que cada sección tiene sus propias limitaciones de caracteres, por lo que revisa estas restricciones cuidadosamente antes de ingresar tus datos. Esto asegurará que tus respuestas se ajusten al espacio asignado y mantengan

claridad.

Una vez que hayas completado todos los campos requeridos, marcados con un asterisco (*), haz clic en el botón GUARDAR para asegurar tus entradas. Este paso es esencial para garantizar que tu solicitud esté completa y se alinee con los requisitos de la subvención.

PROJECT DESCRIPTION CONTINUE

Refer to your grant guidelines to answer each bullet point in this section.

The maximum character limit is listed under each space provided. Note, each section has their own limitation for characters, please make sure you review prior to entering data.

Once you have completed all required fields (marked with an asterisk), click the SAVE button.

English:

As you navigate the Project Details section, it's crucial to refer to your grant guidelines to accurately address each bullet point. Each space provided has a maximum character limit listed beneath it.

Keep in mind that each section has its own character limitations. Review these restrictions carefully before entering your data to ensure your responses are concise and within the allowed space.

After you have filled out all required fields, marked with an asterisk (*), click the SAVE button to preserve your work. This step is vital for confirming that your application is complete and meets the grant's criteria.

Spanish:

Título de la Diapositiva: Completar la Sección de Detalles del Proyecto

Al navegar por la sección de Detalles del Proyecto, es crucial que te refieras a tus pautas de la subvención para abordar con precisión cada punto. Cada espacio proporcionado tiene un límite máximo de caracteres indicado debajo.

Ten en cuenta que cada sección tiene sus propias limitaciones de caracteres. Revisa estas restricciones cuidadosamente antes de ingresar tus datos para asegurar que tus respuestas sean concisas y dentro del espacio permitido.

Después de haber completado todos los campos requeridos, marcados con un

asterisco (*), haz clic en el botón GUARDAR para preservar tu trabajo. Este paso es vital para confirmar que tu solicitud esté completa y cumpla con los criterios de la subvención.

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home | Calendar | Documents

Reports | Training Materials | Organization(s) | Profile: Agonzalez1 | Logout

SAVE | SAVE NEXT | NEXT | DELETE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Forms Menu

Application Forms

- Organization Contact Information
- Executive Summary
- Organizational Background
- Statement of Need
- Project Description
- Personnel Services
- Contractual Services
- Other Direct Costs

Role	Current Status	Period Date / Date Due
Authorized Official	Application in Process	01/01/2026 - 12/31/2026 N/A

Create: [blank]
Modified By: Gonzalez, Mrs. Angela on 5/16/2025 11:44:47 AM

Personnel Services

Hover over “Forms Menu” link and click on the “Personnel Services” link.

English:

To enter details about your project's staffing, hover over the “Forms Menu” link and click on the “Personnel Services” link. This section allows you to outline the roles, responsibilities, and qualifications of the personnel involved in your project, ensuring you have the right team in place to achieve your objectives.

Spanish:

Título de la Diapositiva: Servicios de Personal

Para ingresar detalles sobre el personal de tu proyecto, pasa el cursor sobre el enlace “Menú de Formularios” y haz clic en el enlace “Servicios de Personal”. Esta sección te permite describir los roles, responsabilidades y calificaciones del personal involucrado en tu proyecto, asegurando que tengas el equipo adecuado para alcanzar tus objetivos.

SAVE | SAVE/NEXT | NEXT | CHECK GLOBAL ERRORS

Instructions:

- If you wish to upload an attachment for this schedule, please go directly to the Miscellaneous Attachments page.
- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- To add additional personnel with different fringe calculations, click the ADD button.
- After clicking the SAVE button, the calculations will be done.
- 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.

Fringe Benefit Breakdown

F.I.C.A.	%
Health Insurance	%
Unemployment Insurance	%
Disability Insurance	%
Life Insurance	%
Workers Compensation	%
Pension/Retirement	%
Other (Explain):	%
Total	%

List all full time paid staff, including fringe benefits.

Position Title	Staff Name	Annual Salary	Standard Weekly Hours	Weekly Hours on Project	% of Weekly Work Time on Project	Grant Funds Requested From State	Funds From Other Sources	Total Funds Needed
Executive Director	Sophia Sosa	45000	40	35	%	200		
Title Name 1	Angela Gonzalez	45000	40	35	%	150		
Title Name 2	Hector Paz	45000	40	35	%	150		
Title Name 3	Sonia Fernandez	45000	40	35	%	150		
Sub-Totals						\$0	\$0	\$0
% Fringe Benefits						\$0	\$0	\$0
Total personnel costs for this page						\$0	\$0	\$0

PERSONNEL SERVICES

When completing this section, ensure that all staff members with fringe benefits are listed on one page, while those without fringe benefits are placed on a separate page.

It is important that all staff members have unique position titles, even if they share the same job role.

For example, if adding three (3) teachers, their titles should be listed as "Title Name 1," "Title Name 2," and "Title Name 3" to distinguish them.

English:

Narrator: When filling out the Personnel Services section, it's essential to organize your entries correctly. Ensure that all staff members who receive fringe benefits are listed on one page, while those without fringe benefits are placed on a separate page. Additionally, each staff member must have a unique position title, even if they share the same job role. For instance, if you are adding three teachers, their titles should be listed as "Title Name 1," "Title Name 2," and "Title Name 3" to distinguish them. This helps maintain clarity and organization in your application.

Spanish:

Título de la Diapositiva: Completar la Sección de Servicios de Personal

Narrador: Al completar la sección de Servicios de Personal, es fundamental organizar tus entradas correctamente. Asegúrate de que todos los miembros del personal que reciben beneficios adicionales estén listados en una página, mientras que aquellos sin beneficios adicionales se coloquen en una página separada. Además, cada miembro del personal debe tener un título de posición único, incluso si comparten el mismo rol laboral. Por ejemplo, si estás agregando tres maestros, sus títulos deben ser listados como "Nombre del Título 1," "Nombre del Título 2," y "Nombre del Título 3" para distinguirlos. Esto ayuda a mantener claridad y organización en tu solicitud.

Contractual Services

Hover over “Forms Menu” link and click on “Contractual Services” link

English:

To provide details about any external services related to your project, hover over the “Forms Menu” link and click on the “Contractual Services” link. This section is where you can outline agreements with third-party providers, ensuring that all contractual arrangements are properly documented within your application.

Spanish:

Título de la Diapositiva: Servicios Contractuales

Para proporcionar detalles sobre cualquier servicio externo relacionado con tu proyecto, pasa el cursor sobre el enlace “Menú de Formularios” y haz clic en el enlace “Servicios Contractuales”. Esta sección es donde puedes delinear los acuerdos con proveedores externos, asegurando que todos los arreglos contractuales estén debidamente documentados dentro de tu solicitud.

CONTRACTUAL SERVICES

Instructions:

- If you wish to upload an attachment for this schedule, please go directly to the Miscellaneous Attachments page.
- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- To add additional Consultant Service click the SAVE button.
- After clicking the SAVE button, the calculation will be done.
- To proceed to the next page you may click the SAVENEXT or NEXT button.
- To return to the Application menu click the Forms Menu link above.

Only services which provide direct program or client benefit and are contracted for on a cost per client, percentage or time, or number of hours basis. Examples of consultant services: accounting, medical, psychological, psychiatric, and other professional services. A copy of individual agreements will be required if an award is made. All consultants are subject to approval by CHSPD.

Do consultant services demonstrate a true employer/employee relationship as per IRS regulations? * Yes No

Description of Consultant Service to be Provided	Basis for Cost Estimate	Cost Estimate	Grant Funds Requested From State	Funds From Other Sources	Total Funds Needed
Accounting/Bookkeeping	2023 AUG8 10 of 900	1500	1500	0	1500
				0	0

CONTRACTUAL SERVICES

Before entering line items, ensure that you check the appropriate answer for this section that has a Yes/No option.

Refer to your grant guidelines for instructions on how to complete this section.

Once you have finished, click the SAVE button to save your work.

English:

As you prepare to enter line items in the Contractual Services section, first ensure that you check the appropriate answer for the Yes/No option provided. This initial step is crucial for aligning your entries with the requirements outlined in the grant guidelines.

Refer to your grant guidelines for detailed instructions on how to complete this section accurately. Once you have finished entering all necessary information, click the SAVE button to secure your work. This step is essential for maintaining the integrity and completeness of your application.

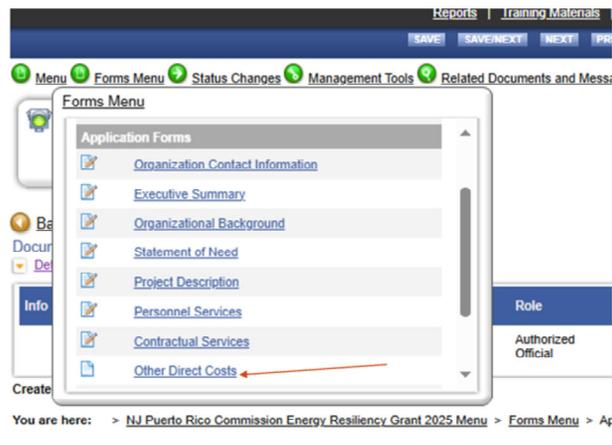
Spanish:

Título de la Diapositiva: Completar la Sección de Servicios Contractuales

Al prepararte para ingresar las partidas en la sección de Servicios Contractuales, primero asegúrate de marcar la respuesta apropiada en la opción de Sí/No proporcionada. Este paso inicial es crucial para alinear tus entradas con los requisitos descritos en las pautas de la subvención.

Consulta tus pautas de la subvención para obtener instrucciones detalladas sobre cómo completar esta sección con precisión. Una vez que hayas terminado de ingresar toda la información necesaria, haz clic en el botón GUARDAR para asegurar tu trabajo. Este paso es esencial para mantener la integridad y la completitud de tu

solicitud.



Other Direct Costs

Hover over “Forms Menu” link and click on “Other Direct Costs” link

English:

To account for additional expenses related to your project, hover over the “Forms Menu” link and click on the “Other Direct Costs” link. This section is designed to capture costs that don't fall under personnel or contractual services, ensuring a comprehensive budget overview for your application.

Spanish:

Título de la Diapositiva: Otros Costos Directos

Para contabilizar los gastos adicionales relacionados con tu proyecto, pasa el cursor sobre el enlace “Menú de Formularios” y haz clic en el enlace “Otros Costos Directos”. Esta sección está diseñada para capturar costos que no se incluyen en servicios de personal o contractuales, asegurando una visión completa del presupuesto para tu solicitud.

OTHER DIRECT COSTS

Instructions:

- Fields with an * need to them must be completed.
- After entering all information click the SAVE button.
- After clicking the SAVE button, the calculations will be done.
- To add additional other costs click the SAVE button.
- To proceed to the next page you may click the SAVENEXT or NEXT button.
- To return to the Application menu click the Forma Menu link above.

Other Cost Categories (Specify)	Justification for Cost	Cost Estimate	Grant Funds Requested From State	Funds From Other Sources	Total Funds Needed	Attachments
Consumable Supplies If space rental selected, list below: Office Supplies 15 of 250	Office Supplies for operations 30 of 500	1500	1500	0	1500	[Choose File] No file chosen
Equipment rental If space rental selected, list below: Fax Machine 11 of 250	Fax Machines 12 of 500	700	700	0	700	[Choose File] No file chosen

OTHER DIRECT COSTS

Refer to your grant guidelines for guidance on completing this section, including the maximum allowances for each line item.

Ensure that you enter the justification in the justification box.

Once completed, click the SAVE button to save your work.

English:

As you work through the Other Direct Costs section, refer to your grant guidelines for guidance on completing this section, including the maximum allowances for each line item. These guidelines will help ensure your budget aligns with the grant's requirements.

Be sure to enter detailed justification for each expense in the justification box provided. This information is crucial for explaining why each cost is necessary and how it supports your project objectives.

Once you have completed all entries, click the SAVE button to save your work. This step is vital for preserving the accuracy and completeness of your application.

Spanish:

Título de la Diapositiva: Completar la Sección de Otros Costos Directos

Al trabajar en la sección de Otros Costos Directos, consulta tus pautas de la subvención para obtener orientación sobre cómo completar esta sección, incluyendo los máximos permitidos para cada partida. Estas pautas te ayudarán a asegurar que tu presupuesto se alinee con los requisitos de la subvención.

Asegúrate de ingresar una justificación detallada para cada gasto en el cuadro de justificación proporcionado. Esta información es crucial para explicar por qué cada costo es necesario y cómo apoya los objetivos de tu proyecto.

Una vez que hayas completado todas las entradas, haz clic en el botón GUARDAR para guardar tu trabajo. Este paso es vital para preservar la precisión y completitud de tu solicitud.

The screenshot shows a web application interface. At the top, there are navigation tabs for 'Home', 'Calendar', and 'Documents'. Below these are links for 'Reports' and 'Training Materials', along with buttons for 'SAVE', 'SAVE/NEXT', 'NEXT', and 'PR'. A main menu bar includes 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Mess'. A 'Forms Menu' dropdown is open, listing several options: 'Organizational Background', 'Statement of Need', 'Project Description', 'Personnel Services', 'Contractual Services', 'Other Direct Costs', 'Overall Budget/Organization Budget' (highlighted with a red arrow), 'Required Appendices', and 'Appendices'. On the right side, there is a 'Role' dropdown menu with 'Authorized Official' selected. At the bottom of the page, a breadcrumb trail reads: 'You are here: > NJ Puerto Rico Commission Energy Resiliency Grant 2025 Menu > Forms Menu > A'. To the left of the screenshot is a red circular logo. Below the screenshot is a grey banner with the following text:

Overall Budget/Organization Budget

Hover over the “Forms Menu” link and click on “Overall Budget/Organizational Budget” link

English:

To consolidate all financial aspects of your project, hover over the “Forms Menu” link and click on the “Overall Budget/Organizational Budget” link. This section is essential for presenting a comprehensive view of your project's financial plan, including all anticipated income and expenses.

Spanish:

Título de la Diapositiva: Presupuesto General/Presupuesto de la Organización

Para consolidar todos los aspectos financieros de tu proyecto, pasa el cursor sobre el enlace “Menú de Formularios” y haz clic en el enlace “Presupuesto General/Presupuesto de la Organización”. Esta sección es esencial para presentar una visión completa del plan financiero de tu proyecto, incluyendo todos los ingresos y gastos anticipados.

OVERALL BUDGET/ORGANIZATION BUDGET

Instructions:

- Please complete the information related to the Indirect Cost if applicable.
- After entering all information click the SAVE button.
- After clicking the SAVE button, the numerical values and calculations will be populated.
- 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.

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

Provide your organization total budget (No file chosen)

Cost Category	Grant Funds Requested From State	Funds from Other Sources	Total Funds Needed
Personnel Costs	\$650	\$156,850	\$157,500
Fringe Benefits	\$0	\$0	\$0
Consultants/Contractors	\$1,500	\$0	\$1,500
Travel in State	\$0	\$0	\$0
Space Rental	\$0	\$0	\$0
Equipment Rental	\$0	\$0	\$0
Consumable Supplies	\$0	\$0	\$0
Staff Development	\$0	\$0	\$0
Technology Equipment or Upgrade	\$0	\$0	\$0
Utilities/Telephone	\$0	\$0	\$0
Legal Services	\$0	\$0	\$0
Total Direct Cost	\$0	\$0	\$0

OVERALL BUDGET/ORGANIZATION BUDGET

Instructions:

- Please complete the information related to the Indirect Cost if applicable.
- After entering all information click the SAVE button.
- After clicking the SAVE button, the numerical values and calculations will be populated.
- 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.

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

Provide your organization total budget (No file chosen)

Cost Category	Grant Funds Requested From State	Funds from Other Sources	Total Funds Needed
Personnel Costs	\$650	\$156,850	\$157,500
Fringe Benefits	\$0	\$0	\$0
Consultants/Contractors	\$1,500	\$0	\$1,500
Travel in State	\$0	\$0	\$0
Space Rental	\$0	\$0	\$0
Equipment Rental	\$700	\$0	\$700
Consumable Supplies	\$1,500	\$0	\$1,500
Staff Development	\$0	\$0	\$0
Technology Equipment or Upgrade	\$0	\$0	\$0
Utilities/Telephone	\$0	\$0	\$0
Legal Services	\$0	\$0	\$0
Total Direct Cost	\$4,350	\$156,850	\$161,200

OVERALL BUDGET/ ORGANIZATIONAL BUDGET

In the Overall Budget screen, click the SAVE button to populate all the budget sections in your application.

If your total exceeds the requested budget, adjust the figures in each relevant budget section to reflect your request.

Remember to return to the Overall Budget section and click the SAVE button again after making any revisions, so the changes are reflected in the budget sections.

English:

When you're on the Overall Budget screen, start by clicking the SAVE button to populate all the budget sections in your application. This step is crucial for ensuring that all financial details are accurately reflected across your application.

If your total exceeds the requested budget, you'll need to adjust the figures in each relevant budget section to align with your request. Carefully revise the numbers to ensure they meet the grant's financial limits and requirements.

After making any revisions, remember to return to the Overall Budget section and click the SAVE button again. This ensures that all changes are correctly updated and reflected in the budget sections, maintaining the integrity of your financial plan.

Spanish:

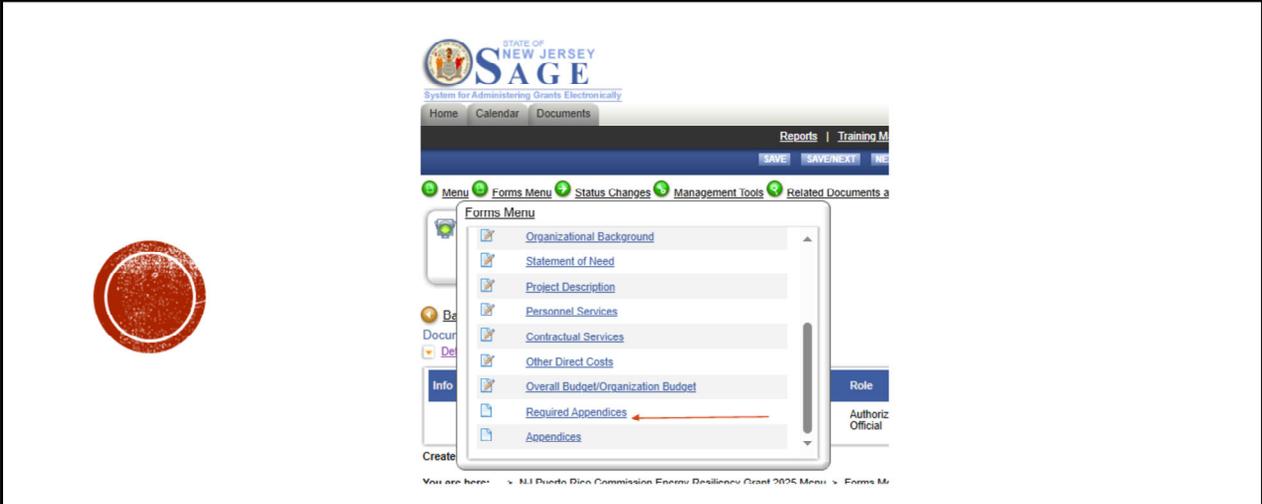
Título de la Diapositiva: Finalizar el Presupuesto General

Cuando estés en la pantalla de Presupuesto General, comienza haciendo clic en el botón GUARDAR para completar todas las secciones de presupuesto en tu solicitud. Este paso es crucial para asegurar que todos los detalles financieros estén reflejados correctamente en toda tu solicitud.

Si tu total supera el presupuesto solicitado, necesitarás ajustar las cifras en cada sección de presupuesto relevante para que se alineen con tu solicitud. Revisa cuidadosamente los números para asegurarte de que cumplan con los límites

financieros y requisitos de la subvención.

Después de realizar cualquier revisión, recuerda regresar a la sección de Presupuesto General y hacer clic en el botón GUARDAR nuevamente. Esto asegura que todos los cambios se actualicen correctamente y se reflejen en las secciones de presupuesto, manteniendo la integridad de tu plan financiero.



Required Appendices

Hover over “Forms Menu” link and click on “Required Appendices” link

English:

To complete your application with essential supplementary materials, hover over the “Forms Menu” link and click on the “Required Appendices” link. This section is where you'll upload and organize additional documents that support your grant proposal, ensuring you meet all submission requirements.

Spanish:

Título de la Diapositiva: Apéndices Requeridos

Para completar tu solicitud con materiales suplementarios esenciales, pasa el cursor sobre el enlace “Menú de Formularios” y haz clic en el enlace “Apéndices Requeridos”. Esta sección es donde cargarás y organizarás documentos adicionales que apoyan tu propuesta de subvención, asegurando que cumplas con todos los requisitos de presentación.

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the **SAVE** button.
- 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.

All files must be 13MB or smaller. Required attachment files that exceed 13MBs may be split into multiple files and uploaded on the miscellaneous attachments form.

Attachments may be uploaded in any of the following file types: doc, pdf, jpg, gif, bmp, txt, avi, wmv, psd, vsd, ppt, xls, mov. Documents saved using the default formats for Microsoft Office 2007 and 2010 (docx, xlsx, pptx, etc.) will not upload. If you have a file in this format, please re-save it to one of the accepted formats. For instructions on how to do this please click [here](#).

Please select where the Non Profit organization resides: Puerto Rico *

Copy of Certificate of Incorporation Choose File Sample Certificate of Incorporation.pdf *

Copy of IRS 501(c)3 Status Determination Letter Choose File IRS Determination Letter.pdf

PR 1103.03 Certification Choose File IRS Determination Letter.pdf

Board Resolution Choose File Business Registration revised.pdf *

Audit Choose File Charity Letter of Compliance.pdf *

REQUIRED APPENDICES

In this section, you will need to upload the following required documents:

- Select either option for residency
 - New Jersey
 - Puerto Rico
- Certificate of Incorporation
- IRS Determination Letter
- PR 1103.03 Certification
- Audit

English:

In the Required Appendices section, you will need to upload several essential documents to complete your application. Ensure that you have the following materials ready for submission:

Residency Selection: Choose either New Jersey or Puerto Rico to indicate your organization's residency.

Certificate of Incorporation: Provide the official document that verifies your organization's legal formation.

IRS Determination Letter: Upload the letter that confirms your organization's tax-exempt status.

PR 1103.03 Certification: Include this certification as part of your compliance documentation.

Audit: Submit the most recent audit of your organization's financial statements. These documents are critical for validating your organization's eligibility and compliance with grant requirements. Once uploaded, double-check each file to ensure accuracy and completeness.

Spanish:

Título de la Diapositiva: Cargar Apéndices Requeridos

En la sección de Apéndices Requeridos, deberás cargar varios documentos esenciales

para completar tu solicitud. Asegúrate de tener los siguientes materiales listos para su presentación:

Selección de Residencia: Elige entre Nueva Jersey o Puerto Rico para indicar la residencia de tu organización.

Certificado de Incorporación: Proporciona el documento oficial que verifica la formación legal de tu organización.

Carta de Determinación del IRS: Carga la carta que confirma el estatus de exención de impuestos de tu organización.

Certificación PR 1103.03: Incluye esta certificación como parte de tu documentación de cumplimiento.

Auditoría: Presenta la auditoría más reciente de los estados financieros de tu organización.

Estos documentos son críticos para validar la elegibilidad de tu organización y el cumplimiento de los requisitos de la subvención. Una vez cargados, revisa cada archivo para asegurar su precisión y completitud.

Appendices

Hover over “Forms Menu” link and click on “Appendices” link

English:

To further supplement your grant application, hover over the “Forms Menu” link and click on the “Appendices” link. This section allows you to include additional documents and materials that reinforce your proposal, providing extra context and support to enhance your application.

Spanish:

Título de la Diapositiva: Apéndices

Para complementar aún más tu solicitud de subvención, pasa el cursor sobre el enlace “Menú de Formularios” y haz clic en el enlace “Apéndices”. Esta sección te permite incluir documentos y materiales adicionales que refuercen tu propuesta, proporcionando contexto y apoyo extra para mejorar tu solicitud.

[SAVE]
[SAVE/NEXT]
[NEXT]
[CHECK GLOBAL ERRORS]

APPENDICES

NOTE: The job descriptions and resumes of key personnel (executive leadership, fiscal management, program staff) should be uploaded on this form.

Instructions:

- To attach documents, upload them individually by clicking the BROWSE button next to the first available blank box.
- After the documents are attached, please save them to the form by clicking the SAVE button. Documents that are not saved will be removed from the form when you leave this page.
- If you want to add more documents than this form will allow, you can add another Miscellaneous Attachments form by clicking the ADD button.

All files must be 13MB or smaller. Required attachment files that exceed 13MBs may be split into multiple files and uploaded on the miscellaneous attachments form.

Attachments may be uploaded in any of the following file types: doc, pdf, jpg, gif, bmp, txt, avi, wmv, psd, vsd, ppt, xls, mov. Documents saved using the default formats for Microsoft Office 2007 and 2010 (docx, xlsx, pptx, etc.) will not upload. If you have a file in this format, please re-save it to one of the accepted formats. For instructions on how to do this please click [here](#).

Description
 No file chosen

APPENDICES

In this section, you can upload job descriptions, resumes of key personnel, and any other documents that will strengthen your application.

Once you have uploaded any documents, click on the SAVE button to save your work.



English:

To further supplement your grant application, hover over the “Forms Menu” link and click on the “Appendices” link. This section allows you to include additional documents and materials that reinforce your proposal, providing extra context and support to enhance your application.

Spanish:

Título de la Diapositiva: Apéndices

Para complementar aún más tu solicitud de subvención, pasa el cursor sobre el enlace “Menú de Formularios” y haz clic en el enlace “Apéndices”. Esta sección te permite incluir documentos y materiales adicionales que refuercen tu propuesta, proporcionando contexto y apoyo extra para mejorar tu solicitud.

Status Changes - Application Submitted

Once all sections are complete, hover over “Status Changes” and click on Apply Status under Application Submitted.

English:

Once you have completed all sections of your grant application, it's time to officially submit it. Hover over the “Status Changes” menu and click on “Apply Status” under “Application Submitted.” This action finalizes your application, signaling that it is ready for review by the grant committee.

Spanish:

Título de la Diapositiva: Cambios de Estado - Solicitud Enviada

Una vez que hayas completado todas las secciones de tu solicitud de subvención, es hora de enviarla oficialmente. Pasa el cursor sobre el menú “Cambios de Estado” y haz clic en “Aplicar Estado” bajo “Solicitud Enviada”. Esta acción finaliza tu solicitud, indicando que está lista para ser revisada por el comité de subvenciones.

English:

On the Agreeing to Terms screen, you have the option to enter any additional information or notes in the space provided, if you choose to do so. This is an opportunity to include any final remarks or details that may enhance your application.

Once you have completed this section, click the “I Agree” button to proceed. This step is crucial for confirming your acceptance of the terms and conditions associated with the grant application.

Spanish:

Título de la Diapositiva: Aceptar los Términos

En la pantalla de Aceptar los Términos, tienes la opción de ingresar información adicional o notas en el espacio proporcionado, si decides hacerlo. Esta es una oportunidad para incluir cualquier comentario final o detalle que pueda mejorar tu solicitud.

Una vez que hayas completado esta sección, haz clic en el botón “Estoy de Acuerdo” para continuar. Este paso es crucial para confirmar tu aceptación de los términos y condiciones asociados con la solicitud de subvención.

DOCUMENT SNAPSHOT

In the Details box, you should see the following:

Document Type – The grant category you have applied for.

Organization – The name of your organization.

Current Status – "Application Submitted."

Once you submit your application, the status should display "**Application Submitted.**"

To confirm, you can reach out to a Puerto Rico Commission staff member to verify that your application was successfully submitted.

Please ensure you are using a compatible browser, such as Microsoft Edge, Firefox, or Safari, when using SAGE.

Google Chrome is not compatible with SAGE, so please avoid using this browser while completing your application.

Thank you for taking the time to review this presentation. We hope it was helpful and easy to follow.

English:

As you finalize your application, check the Details box to ensure the following information is correctly displayed:

Document Type: Reflects the grant category you have applied for.

Organization: Displays the name of your organization.

Current Status: Should show "Application Submitted."

Once your application is submitted, the status should update to "Application Submitted." To confirm your submission, you can reach out to a Puerto Rico Commission staff member for verification.

Please make sure you are using a compatible browser, such as Microsoft Edge, Firefox, or Safari, when accessing SAGE. Remember, Google Chrome is not compatible with SAGE, so please avoid using it while completing your application.

Thank you for taking the time to review this presentation. We hope it was helpful and easy to follow.

Spanish:

Título de la Diapositiva: Finalizando tu Presentación

Al finalizar tu solicitud, revisa el cuadro de Detalles para asegurarte de que la siguiente información se muestre correctamente:

Tipo de Documento: Refleja la categoría de subvención para la que has aplicado.

Organización: Muestra el nombre de tu organización.

Estado Actual: Debería mostrar "Solicitud Enviada."

Una vez que tu solicitud esté enviada, el estado debería actualizarse a "Solicitud Enviada." Para confirmar tu presentación, puedes contactar a un miembro del personal de la Comisión de Puerto Rico para verificar.

Por favor, asegúrate de estar usando un navegador compatible, como Microsoft Edge, Firefox, o Safari, al acceder a SAGE. Recuerda, Google Chrome no es compatible con SAGE, así que evítalo mientras completas tu solicitud.

Gracias por tomarte el tiempo para revisar esta presentación. Esperamos que haya sido útil y fácil de seguir.



QUESTIONS

If you have any questions, please feel free to contact

Awilda Pomales-Diaz

Awilda.Pomales-Diaz@sos.nj.gov

English:

If you have any questions or need further assistance, please feel free to reach out to Awilda Pomales-Diaz at the following email address: Awilda.Pomales-Diaz@sos.nj.gov. She is available to provide support and guidance regarding your grant application process.

Spanish:

Título de la Diapositiva: Información de Contacto

Si tienes alguna pregunta o necesitas más ayuda, no dudes en contactar a Awilda Pomales-Diaz en la siguiente dirección de correo electrónico: Awilda.Pomales-Diaz@sos.nj.gov. Ella está disponible para ofrecer apoyo y orientación respecto al proceso de tu solicitud de subvención.