



**NJ COMPLETE COUNT COMMISSION
CENSUS 2020 OUTREACH GRANT PROGRAM**

FAQS:

GENERAL	
QUESTIONS?	ANSWERS:
<p>What is SAGE? Where is it located?</p> <p>I have an existing SAGE account, can I use it to file application?</p> <p>This DOS grant is available only on SAGE BLUE.</p> <p>Use INTERNET EXPLORER or SAFARI SAGE does not like other browsers</p>	<p>SAGE is the State of NJ System for Administering Grants Electronic. DOS uses BLUE SAGE: www.sage.nj.gov</p> <p>If you do not have a SAGE BLUE account, please watch webinar: If You've Never Applied for a Grant to the NJ Dept. of State you Must Register on SAGE</p> <p>*It takes up to 5 business days to activate an account.</p>
<p>How to find grant application in SAGE?</p>	<p>To Access Grant Application in SAGE: >Select ORGANIZATION DETAILS from Menu Bar >Select ADDITIONAL PROFILE INFORMATION – <i>Required for applicants to NJ DOS</i> (vs. DOE, DHS, DOH etc) >Provider: Dropdown>select NJSAGE_DOS >Document Instance: type DOS >click FILTER button Generates a list of all DOS applications from DOS</p> <p>>Look for DOS2020C3-NP for Non-profit or DOS2020C3-CTY for County</p>
<p>Can grant be used to pay salary for employee? Do we have to include Fringe?</p>	<p>Max 20% of grant can be used for personnel who <i>will work directly & solely on the Outreach`</i> Your choice to include fringe but must be included under 20% cap. NOTE: list fringe/non-fringe personnel separately. See * Eligible Expenses in the Grant guidelines for details.</p>
<p>Can Grant pay for Contractors?</p>	<p>Yes, enter under Contractors/Collaborators</p>
<p>Can funds be used to reimburse Census-related purchases made prior to Nov 2019?</p>	<p>No.</p>
<p>When will the funds be distributed? What is the timeline?</p>	<p>75% of the grant award will be made available upon execution of the contract. Interim report due March 31, 2020 Final report due July 30, 2020 Final 25% of the grant award will be released <i>after</i> Interim and Final reports are received and reviewed for accuracy</p>
<p>Are there any specific Census outreach projects that the NJCCC is looking to support?</p>	<p>The NJCCC grants are intended for Census 2020 outreach to Hard-to-Count populations See the 'Goals' section in application for suggested activities.</p>



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QUESTIONS?	ANSWERS:
Where can I find out about the Hard-to-Count populations in my area?	Visit Census Resources section of the NJ Census 2020 for HTC information and more
Guidelines limit responses to 4K characters PROJECT DESIGN, GOALS & OBJECTIVES & EVALUATION. But SAGE allows for 5K: How many characters can applicant use?	Follow the SAGE guidelines. 5K is acceptable. Character count includes spaces, periods, commas, etc. The narrative should be all text, no bullets or numbers.
What if we do not have 3 collaborators?	The applicant may upload a doc in STATEMENT OF COLLABORATION stating that they are looking & understand that the DOS will not execute the contract until they meet this requirement.
Is parking an eligible expense under Transportation?	Yes, parking, tolls, mileage at .34 per mile (not gas).
Where do I upload the BUDGET NARRATIVE?	A budget narrative is not required. The narratives or descriptions detailed in the other budget forms provide the budget narrative. If you want, upload to APPENDICES.
APPENDICES?	Use this form for uploading additional info like flyers: resume & job description of person who will administer this grant: or additional support materials.
How to cancel an Application in SAGE?	My Task" > Application number>Status Change> Cancelled"
Can the grant be used for Census2020 marketing materials like hats, buttons, etc.?	Yes. Also to purchase snacks, light refreshment, water.
What if we do not have all the required documents? Do we have to use the DOS Board Resolution Form?	Due to time or budgetary constraints, if an applicant is unable to upload the following documents to <i>Additional NJDOS Organization Profile information</i>) Charity Registration Number Business Revenue number Certificate of Incorporation Certificate of Standing Board resolution (upload to <i>Appendices</i>) The applicant may upload a word document stating that they understand that the DOS will not execute the contract until all required documents are submitted via the 'Additional Profile Information Page'. NOTE: You can use your County's Board Resolution form.
What do we do with equipment purchased for Census Outreach & Support (like refurb tablets)?	Equipment can be repurposed to support other programs in the organization.



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QUESTIONS?	ANSWERS:
Can we solicit donation of gift cards (Big Box store) and offer as incentives?	Donations are welcomed. The organization has to disclose all donations to the IRS – like a printer or a gift card—as an in-kind donation
NP targeting homeless wants to buy items for hygiene kits as incentive (soap, hand sanitizer, toothpaste)?	Any item not explicitly listed as an approved item is ineligible for funding unless the Department of State has pre-approved the expenditure in writing.



**NJ COMPLETE COUNT COMMISSION
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FAQS:

COUNTY	
QUESTIONS?	ANSWERS:
Who can apply for the County grant?	This grant program is available only to New Jersey County governments. All counties are encouraged to apply.
The County has a SAGE green account, is that the same?	Green & Blue are separate portals. COUNTY only can use SAGE GREEN log-on can be used to log-on SAGE BLUE.
How does County determine how much money it is eligible to receive?	Please visit our website for funding amounts by county.
What is the difference between a Collaborator vs Sub-awardee?	<p>A Collaborator is a municipality, non-profit organization, LCCC or other partner that is not receiving a grant and is willing to work with the County in implementing the project. County/Applicant names each Collaborator with <i>Statement of Collaboration</i> on application.</p> <p>A Sub-awardee is a funded organization. County/Applicant can list Sub-awardees under <i>Consultants/Contractors</i> on application.</p>
Does County need to submit letter of partnership for sub-awardees? How much detail needed about sub-awardees?	This grant program application does not require documentation from County sub-awardees. Under <i>Consultants & Contractors</i> , the County can state 'awarding 30 grants ranging \$5K - \$25K. The detailed breakout is required for Interim report.
What kind of documentation must be submitted for a collaborator? How many collaborators can be enlisted to support?	You can list the collaborators and summarize collaboration in 'Statement of Collaboration'. You must identify a minimum of three (3) collaborators. No letter required but can be uploaded to APPENDICES. (see online Webinar for step-by-step instructions)
What if County Board Resolution is not ready by application deadline?	County can submit a copy of the proposed resolution with the application. The final Board Resolution must be submitted to receive funding.
Does the County need to submit Logic Model for each sub-awardee or HTC?	No, the County only needs to submit one (1) Logic Model addressing the County's overall outreach to HTC populations.
Can county support two (2) different non-profits with overlapping clients/jurisdictions?	Yes
Can the municipalities also apply for the grant directly to the NJCCC?	Municipalities are considered sub-awardees of the Counties and they have to apply directly to the County.
Can the County fund House of Worship?	No, the funds are state appropriated. State funding cannot be used to fund Houses of Worship.
How does the County set up a program to select sub-awardees?	Please contact your local Public Purchasing Official for information on your County grant guidelines.



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FAQS:

NON-PROFITS	
QUESTIONS?	ANSWERS:
How many grants will be awarded to non-profits?	This DOS2020C3-NP grant is open to non-profits* statewide. The DOS anticipates awarding between 15 - 20 grants. (*see guidelines for eligibility requirements details)
Can a non-profit apply for less than \$25K?	Yes
Can a non-profit accept funding from the State and County grants?	No, while a non-profit may apply to both programs, they can accept funding from only one—State or County.
Can a non-profit with offices in different counties apply to and accept money from different counties?	Yes
Can one Non-Profit apply to State on behalf of area non-profits and issue sub-grants? Or do they have to include other NPs in grant budget?	<p>Yes, one non-profit can apply on behalf of a group of non-profits to the DOS2020C3-NP grant program. The other organizations would be listed as collaborators on the application.</p> <p>The maximum State grant is \$50K so depending on group size, target audience and other factors, it may be more effective to apply individually or to the County grant program.</p> <p>A non-profit may apply to both the State and County grant programs but may accept funding ONLY from the State or the County.</p>
<p>The grant guidelines state that our nonprofit should collaborate with a Local Complete Count Committee (LCCC).</p> <p>Where can we get the information about the active LCCCs?</p>	<p>To find Local Complete Count Committees, visit the US Census2020 website: Complete Count Committees</p>
What kind of documentation must be submitted for a collaborator? How many collaborators can be enlisted to support?	List the collaborators with 'Statement of Collaboration'. You must identify a minimum of three (3) collaborators. (see online Webinar for step-by-step instructions)
Can a non-profit apply if it only meets some of the Goals listed in the Grant Guidelines?	Yes, eligible non-profits are encouraged to apply if they can contribute to a Complete Count of the counties they serve.
How does a non-profit apply to the County grant program? What are the guidelines for the County grant program?	A list of contacts for County grant program will be posted shortly on the NJ Complete Count Commission website.



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FAQS:

WEBSITE URLS	
NJ COMPLETE COUNT COMMISSION	https://www.nj.gov/state/njcounts.shtml
County Funding Levels	https://nj.gov/state/assets/pdf/njcounts/njccc-county-funding.pdf
US Census list of Complete Count Committees	https://census.gov/programs-surveys/decennial-census/2020-census/complete_count.html
Dept. of State 2020 Complete Count Commission County Grant Program (DOS2020C3-CTY)	https://www.nj.gov/state/njcounts-grant-opportunities-cty.shtml
Dept. of State 2020 Complete Count Commission Nonprofit Grant Program (DOS2020C3NP)	https://www.nj.gov/state/njcounts-grant-opportunities-np.shtml
Census2020 Resources on NJ CCC website	https://www.nj.gov/state/census-resources.shtml
NJ CENSUS 2020	https://www.nj.gov/state/census.shtml
CONTACT US	
EMAIL: CENSUS2020@SOS.NJ.GOV	
PHONE: 609-633-0522	



**NJ COMPLETE COUNT COMMISSION
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FAQS:

NJ COMPLETE COUNT COMMITTEE contacts by County			
COUNTY	CONTACT	EMAIL	PHONE
ATLANTIC	Bob Lindaw	Lindaw_Robert@aclink.org	609-645-5898 x4435
BERGEN	Rodyn Sanchez		201-336-6285
BURLINGTON	Nick Gangemi	ngangemi@co.burlington.nj.us	609 265-5020 x3
CAMDEN	Jim Rhodes	jrhodes@camdencounty.com	856 225-2130
CAPE MAY			
CUMBERLAND			
ESSEX	Anthony Puglisi	apuglisi@admin.essexcountynj.org	973 621-2542
GLOUCESTER			
HUDSON	Francesca Giarratana	fgiarratana@hcnj.us	201 217-5137 x4443
HUNTERDON	Bonnie Duncan	bonnie@uwhunterdon.org	908-782-3414 x22
MERCER	Terry West	twest@mercercounty.org	773-875-3241
MIDDLESEX			
MONMOUTH			
MORRIS	10/22 e'd		
OCEAN	Anthony M. Agliata	TAGliata@co.ocean.nj.us	732-929-2054
PASSAIC			
SALEM			
SOMERSET	Walter Lane	lane@co.somerset.nj.us	908-231-7178
SUSSEX			
UNION	Phil Kandl	pkandl@ucnj.org	908-527-4273
WARREN			



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FAQS:

Contact for NON-PROFITS for County Grant Program			
COUNTY	CONTACT	EMAIL	PHONE
ATLANTIC	10/22 vm & e'd		
BERGEN	Rodyn Sanchez		201-336-6285
BURLINGTON	Nick Gangemi	ngangemi@co.burlington.nj.us	609 265-5020
CAMDEN	Jim Rhodes	jrhodes@camdencounty.com	856 225-2130
CAPE MAY			
CUMBERLAND			
ESSEX	Anthony Puglisi	apuglisi@admin.essexcountynj.org	973 621-2542
GLOUCESTER			
HUDSON			
HUNTERDON			
MERCER	Terry West	twest@mercercounty.org	773-875-3241
MIDDLESEX			
MONMOUTH			
MORRIS	10/22 e'd		
OCEAN	Victoria Pecchioli	VPecchioli@co.ocean.nj.us	(732) 929-2054
PASSAIC			
SALEM			
SOMERSET	Walter Lane	lane@co.somerset.nj.us	908-231-7178
SUSSEX			
UNION	Phil Kandl	pkandl@ucnj.org	908-527-4273
WARREN			