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**MEMO TO NJTL NETWORK**

November 23, 2020

TO: NJTL Network

FROM: USTA Foundation

RE: Star Levels, Enrollment, Funding & Charter Updates

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This information is being sent on behalf of the USTA Foundation Incorporated (USTAF) to communicate a number of important changes regarding the USTAF's Star Levels criteria, annual NJTL enrollment, Charter Process, and other items. The following changes have been approved by the USTAF's Program & Services Committee on October 15, 2020:

**A. STAR LEVELS CRITERIA**

Due to the impacts of the COVID-19 pandemic, the USTAF will temporarily suspend the calculation of Star Levels for calendar years 2020 and 2021. Current NJTL enrolled organizations will keep their current Star Level status as of the date of this Memorandum. This change will not impact funding eligibility outlined in the section C below. An optional webinar on the contents of this memo and to address questions has been scheduled for Wednesday, December 2, 2020, 1-2 PM EST.

**B. ANNUAL NJTL ENROLLMENT**

The annual NJTL enrollment process, primarily used to classify each organization correctly according to the NJTL Star Level criteria, will continue in 2020 and 2021. The purpose of continuing to collect enrollment information without a Star Level calculation is to provide the USTAF pertinent information pertaining to your organization, as well as confirm compliance with its requirements. This data will assist USTAF with the development of strategies on how to best support the NJTL Network. We anticipate providing each of you an Individual Chapter Report in April 2021 that incorporates 2019 and 2020 enrollment data.

We anticipate 2020 enrollment to mimic the same schedule as last year, opening in early January and closing at the end of January 2021. Please note, your organization will be asked to

submit a current list of all Safe Play approved staff, consultants, coaches, and volunteers who have regular and ongoing contact in-person *or* virtually with minors. This list should cover the time period of 9/1/2020 and anticipated through February 2021. Webinars covering changes to annual NJTL enrollment and Grant Guidelines, grant cycle timing have been scheduled for Thursday, January 7, 2021, 1-2 PM EST and Thursday, January 21, 2021 from 1-2 PM EST.

#### **C. GRANT FUNDING IMPLICATIONS**

The USTAF Program & Services and Disbursement Committees of the Board approved a temporary suspension in grant funding award ranges tied to Star Levels classification. An updated Grant Guidelines document will be shared with the NJTL Network in mid-December, with a webinar covering these and other topics such as grant cycle timing, and funding priorities have been scheduled for Thursday, January 7, 2021, 1-2 PM EST and Thursday, January 21, 2021 from 1-2 PM EST. A webinar to address the Cycle 1 grant application/reporting requirements and related topics has been tentatively scheduled for Thursday February 18, 2021 from 1-2 PM EST.

#### **D. CHAPTER CHARTERS**

Currently, any USTAF NJTL recognized organization 1 star or higher has an executed Charter Agreement. This agreement outlines the expectations and requirements for being a chartered NJTL chapter. When the temporary suspension of Star Levels calculations is lifted, NJTL organizations without charters who achieve 1 Star Level or higher will be required to complete the Charter Agreement.

#### **E. PREVIOUS NJTLS WITH LAPSED ENROLLMENTS**

Any previously enrolled USTAF recognized NJTL organization that did not satisfy the requirements of the last cycle will be permitted to submit an application for consideration, but will be classified as a Network member. When the temporary suspension of Star Level calculations is lifted, organizations in this category will be classified according to their enrollment data at that time.

#### **F. NEW ORGANIZATIONS SEEKING TO ENROLL**

Any new organization seeking to become a USTAF recognized NJTL organization will be permitted to submit an enrollment survey for consideration after they have been vetted by USTAF and/or USTA Section NJTL Staff. After successful vetting, completion of the enrollment survey, and acceptance by USTAF, the newly recognized NJTL organization will be classified as a Network Member. When the temporary suspension of Star Level calculations is lifted, organizations in this category will be classified according to their enrollment data at that time.

We will send calendar holds to the main and secondary contacts we have on file. Please email [njtl@usta.com](mailto:njtl@usta.com) to submit comments or questions related to this memo no later than Monday, November 30, 2020 close of business.

**TIMELINE (Dates Subject to Change)**

11/10/2020 – Draft Memo Shared with Section NJTL Staff and Section ED's  
11/23/2020 - Memo sent to NJTL Network via constant contact & posted on the USTAF website  
12/2/2020 – Memo Focused Webinar  
12/11/2020 – Updated Grant Guidelines sent via constant contact & posted on the USTAF website  
1/5/2020 – Anticipated NJTL Enrollment Open Date  
1/7/2021 – Enrollment & Grant Guidelines Focused Webinar (1/7 or 1/21)  
1/21/2021 – Enrollment & Grant Guidelines Focused Webinar (1/7 or 1/21)  
1/25/2021 – Anticipated NJTL Enrollment Close Date  
2/18/2021 – Cycle 1 Grant Funding/Application Focused Webinar  
3/2021 – Cycle 1 Funding Open  
4/2021 – Cycle 1 Funding Close  
5/2021 – Cycle 1 Funding Decisions/Disbursement of Funds  
7/2021 – Cycle 2 Grant Funding/Application Focused Webinar (7/21)  
7/2021 - Cycle 2 Funding Opens  
8/2021 – Cycle 2 Funding Closes  
9/2021 – Cycle 2 Funding Decisions/Disbursement of Funds  
12/2021 – NJTL Enrollment Open Date

Thank you,

Rob Howland  
Director, Programs & Services