

New Jersey Department of Community Affairs Grant Application Instructions

Before you get started, make sure that—

- Your **Agency Information** is up to date, including your—
 - Board of Directors list, if applicable
 - SAM ID Number
 - Federal Congressional District
 - Vendor ID Number

The screenshot shows the 'AGENCY INFORMATION UPDATE' form. At the top, there are links for 'Back to Main Menu' and 'Instructions: Click on the links below to begin completing/updating your Agency Information Update.' Below this, there are fields for 'Agency Information Update' (Agency: Trenton City, Status: In Progress, Certificate of Corporation: N/A) with 'Submit Update' and 'Delete Update' buttons. The main form area has tabs for 'Agency Information', 'Service Areas', 'Grant - Transfer Ownership', and 'Comments'. The 'Agency Information' tab is active, showing fields for Name, Legal Name, Type, Address Street, Address continued, City, State, Zip Code, County (Location), Municipality (Location), Legislative Districts (Location), Federal Congressional District, Phone, Extension, Fax, Fiscal Year Start, Fiscal Year End, Federal Employer I.D. Number, DUNS Number (Obtain a DUNS number), Vendor Number, Mayor, Financial Officer, Certificate of Corporation, Charity Code, Name of CPA Firm Appointed by Grantee, Tax Exempt ID, and Agency Number. A legend at the bottom right indicates '* = Required Field'. The footer shows 'Powered by Intellicore' and 'Copyright 2000-2005 Agate Software'.

...and that—

- Staff members in your agency who will be working on this application have been added to SAGE as **Agency Contacts**

-

DO NOT add outside consultants as Agency Contacts.

These two tasks must be performed by your **SAGE Agency Authorized Official** or **SAGE Agency Administrator**.

- Refer to the **DCA SAGE User Manual** for instructions on updating your Agency Information and adding Agency Contacts. To download the User Manual, click the hyperlink on the SAGE login page or in Quick Links in your Start Menu.

The screenshot shows the 'EDIT AGENCY CONTACT INFORMATION' form. At the top, there are links for 'Return to Previous Page' and 'Instructions: Use the form below to give a new user access to this system, on behalf of your agency, or to update an existing user's account information. If you are adding a new user to the system, a login name and password will be automatically assigned. You will be notified via email of the new login name and password. Please inform the new user of this assignment and remind them to change their password after logging in for the first time. After you are done making changes, click the Save button to continue. Click Cancel to cancel your changes and return to the previous screen. To insure data integrity, once you save a contact first and last name they and the system created login cannot be changed except by a SAGE System Administrator.' Below this, there are fields for 'Agency Contact' (Salutation, First Name, Middle Name, Last Name, Correspondence Greeting, Suffix, Title, Address Street, Address continued, City, State, Zip Code, County, Active, System Security Level, Phone, Extension, Fax, Interest, Email, Disable Drop Menus, Agency Type, Executive Director). A legend at the bottom right indicates '* = Required Field'. The footer shows 'Powered by Intellicore' and 'Copyright 2000-2005 Agate Software'.

Getting Started

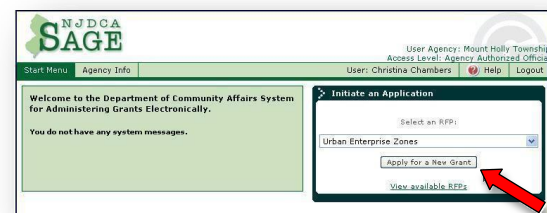
Initiating a new application

This task must be performed by your SAGE **Agency Authorized Official** or **SAGE Agency Administrator**.

At the **Start Menu**...

In the **Initiate an Application** box—

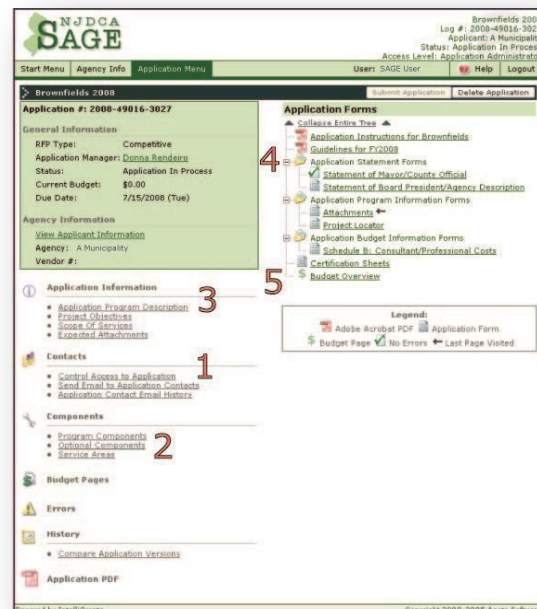
- Select the appropriate RFP (Grant Program) from the pull-down list
 - Click **Apply for a New Grant**
 - Click **OK** at the confirmation pop up box
- You will be brought to the **Application Menu**



Completing the Application

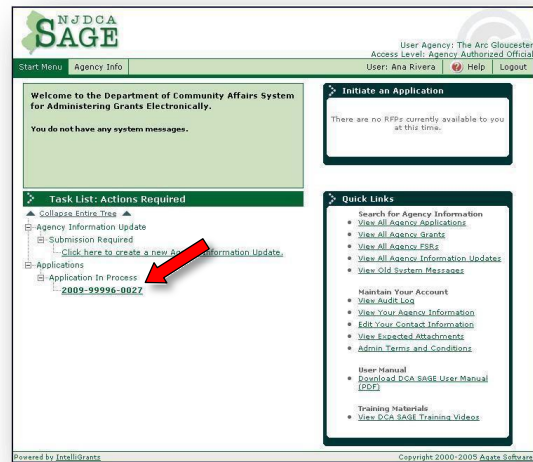
Work on the **Application Menu** in this order—

1. Application Contacts
2. Components
3. Application Information
4. Application Forms
5. Budget



After an application is initiated, it will appear on the initiator's **Task List** under **Application In Process**. When additional staff members are added to the application as Main Contacts, the application will appear on their Task Lists, too.

To access the application, click its application number [hyperlink](#).



1. Application Contacts

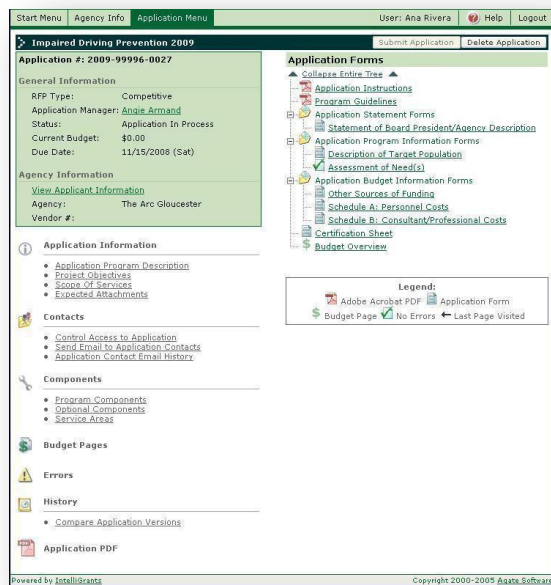
(If the initiator of the application will be the **only** person working on it, proceed to [Program Components](#).)

If additional staff members and/or consultants will be working on this application, you must add them as **Application Contacts**. Only the Application Contacts and the Agency Authorized Official have access to the application.

Adding Staff Members as Application Contacts

If other members of your staff will be working on this application, in the Application Menu under **Contacts**—

- Click Control Access to Application



In the **Assign additional Agency Contacts to application** section—

- Select a **Name** from the pull-down list
- In the **Contact Type** field, select whether this person will be a Main Contact or a Staff Member (Main Contacts see the application on their Task Lists)
- Select the appropriate **Level of Access** from the pull-down list
- Click Grant This User Access
- Continue to add staff members, if desired (to add a consultant, see below)

Return to Application Menu **GIVE PEOPLE ACCESS TO THIS APPLICATION**

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this application, select the radio button next to the name of the person you would like to delete and click the **Delete** button. Click the **Add Agency Consultant** button to allow a person outside of your agency access to this application.

Name	Assigned By	Level of Access	Contact Type
<input type="radio"/> Rivers, Ana	Process, Automatic	Application Administrator	Applicant Main Contact

Assign additional Agency Contacts to application:

To allow another person access to this application:

- **Agency Contacts** - Agency Contacts should be direct employees only. Direct employees are defined as receiving a W-2, "Wage and Tax Statement" from the agency as a result of their agency employment related to this grant activity.

1. Select the person's name.
2. Select the level of access that this person should have.
3. Select the type of contact that this person is.
4. Click the **Grant This User Access** button.

Name:

Contact Type: *

Level of Access: *

*** = Required Field**

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Agency Consultants hyperlink

When finished, you may return to the **Application Menu** or add a consultant as an Application Contact.

Adding Consultants as Application Contacts

At the bottom of the **Assign additional Agency Contacts to application** section—

- Click the **Agency Consultants** hyperlink
 - At the Agency Consultant Search screen, enter all or part of the consultant's name and/or the consulting firm's name (check alternate spellings)
 - Click Search
 - Select a consultant by clicking on their magnifying glass.
 - Select the Level of Access you want to give to the consultant
 - Click Grant this User Access

When finished, return to the **Application Menu**.

Return to Previous Page **AGENCY CONSULTANT SEARCH**

Instructions: Type in known information about the contact you are looking for and click the **Search** button to find all of the contacts in the system that match that criteria. To start a new search click the **Clear** button. To select the person you want to add as a grant contact click the image next to the name of that person. To go back to the Contact page without adding a contact click the **Return to Previous Page** link in the top-left corner of the page.

Agency Consultant Search

Name First:

Name Last:

Agency Name:

Search criteria: Agency Name like "JGSC"

	Name First	Name Last	Agency Name	Title
<input type="radio"/>	Joe	Getz	JGSC Group, LLC	Principal
<input type="radio"/>	Caroline	Jones	JGSC Group, LLC	Principal
<input type="radio"/>	Mark	Lohbauer	JGSC Group, LLC	Principal

(Records 1 - 3 of 3)

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Return to Application Menu **GIVE PEOPLE ACCESS TO THIS APPLICATION**

Instructions: To edit the contact type or security level for any of the contacts in the grid, select the radio button next to the name of the person you would like to modify and click the **Edit** button. To delete a contact from this application, select the radio button next to the name of the person you would like to delete and click the **Delete** button. Click the **Add Agency Consultant** button to allow a person outside of your agency access to this application.

Name	Assigned By	Level of Access	Contact Type
<input type="radio"/> Rivers, Ana	Process, Automatic	Application Administrator	Applicant Main Contact

Assign additional Agency Consultants to application:

To allow another person access to this application:

- Select the level of access that this person should have.
- Click the **Grant This User Access** button.

Name: *

Contact Type: *

Level of Access: *

*** = Required Field**

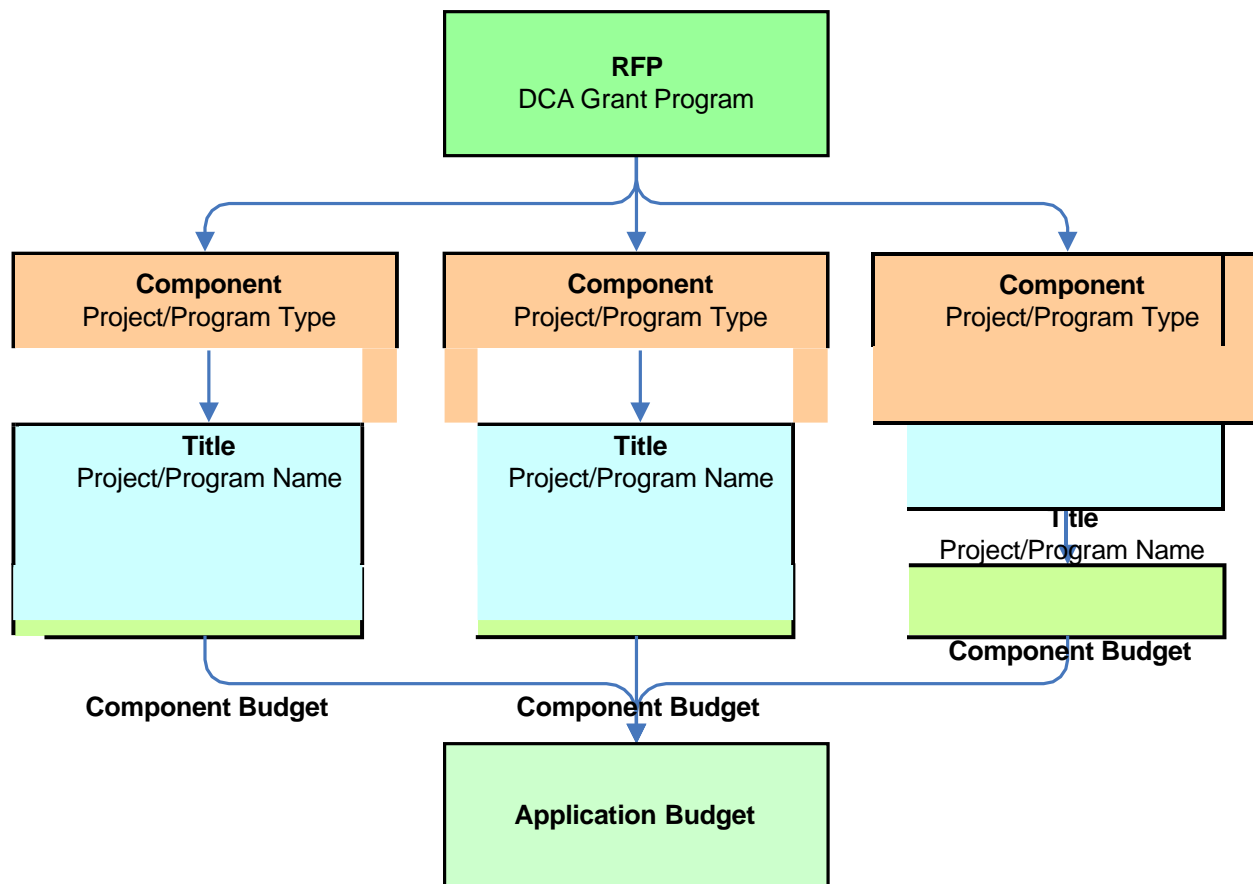
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If the consulting firm you want to use is not on the list, it means that they are not registered in SAGE. They can apply for SAGE access by clicking **Request SAGE Access** at the SAGE login screen. After the consulting firm has been approved by DCA, go back into the **Assign additional Agency Contacts to application** section and **Add** them to the Application Contact list.

DO NOT add outside consultants as Agency Contacts.

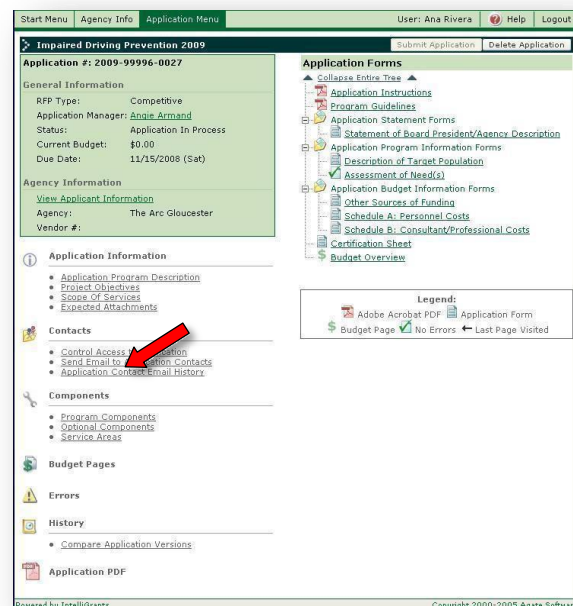
2. Components

The **RFP** is the DCA Grant Program. A **Component** is a Program Type (a “component” of the project as a whole) that will be implemented if a grant is awarded. Some RFPs have only one Component; others have more than one and *may or may not* allow you to pick more than one. Each application must have at least one component.



Program Components

- Click **Program Components** on the left side of the Application Menu



- In the **Program Type/Sub-Type** field, select a Component from the drop-down list
- In the **Name** field, enter a name for the Component (what you will call this part of the grant program)
- For **Location**, specify the municipality (city and county) of the program
- In the **Address** fields, provide the address of the program's day-to-day administrator

If your program has multiple components, repeat the steps above until you have selected and described each component that will be a part of your program.

When finished, select the **Service Areas** tab, or return to the **Application Menu**

Special Program Component Instructions

The DCA Program Manager or Application Manager will enter special instructions for completing the Program Components section here, if applicable.

Service Areas

In this section, indicate the areas (counties and/or municipalities) that will benefit from *this* grant program – which may or may not be the area that your agency serves as a whole.

- Click on **Service Areas**

If your program/project has multiple Components, you will get a list of the Components you chose.

You need to assign a Service Area for **each** Component.

IMPORTANT:

If your grant program (or component of the grant program) benefits an **entire county** or counties, or the **entire State of NJ**, select the **Counties** tab.

If the grant program (or component of the grant program) will benefit one or more **municipalities** – but **not the entire county** – select the **Municipalities** tab

Counties Tab

- Select the county or counties to be served
- Click **Add**.

If this program benefits the **entire State of NJ**—

- Scroll down to the bottom of the **Counties** list and select **2200: Statewide (NJ)**
- Click **Add**

Return to the **Application Menu**

Return to Application Menu **PROGRAM COMPONENT SERVICE AREAS**
BENEFITING

Instructions: View/Edit the service areas benefiting for the selected program component on the Counties, Municipalities, and Legislative Districts tabs. To view/edit the service areas benefiting for another program component, click the Service Areas tab.

Program Components **Optional Components** **Service Areas**

Service Area

Program Component Information

Name: Mount Holly UEZ Administration
Program Type/Sub-Type: Administrative Budget
The County tab is used to view/add counties where this program component is serving the WHOLE county.

Counties **Municipalities** **Legislative Districts**

Areas Benefiting

County: 0100: Atlantic 0200: Bergen 0300: Burlington 0400: Camden 0500: Cape May **Add**

No records found
No Records Found

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Municipalities Tab

- Select the County where the project will be located from the drop-down list and click on List – a second drop-down list will display all of the municipalities in the selected County
- Select the municipality or municipalities that will benefit from this program
- Click **Add**

Return to the **Application Menu**

Return to Application Menu **PROGRAM COMPONENT SERVICE AREAS**
BENEFITING

Instructions: View/Edit the service areas benefiting for the selected program component on the Counties, Municipalities, and Legislative Districts tabs. To view/edit the service areas benefiting for another program component, click the Service Areas tab.

Program Components **Optional Components** **Service Areas**

Service Area

Program Component Information

Name: Mount Holly UEZ Administration
Program Type/Sub-Type: Administrative Budget
The Municipality tab is used to view/add municipalities in which this program component is serving.

Counties **Municipalities** **Legislative Districts**

Areas Benefiting

County: 0100: Atlantic 0200: Bergen 0300: Burlington 0400: Camden 0500: Cape May **List**

Municipality: 0300: Burlington - 0319: Township of Maple Shade 0300: Burlington - 0320: Township of Medford 0300: Burlington - 0322: Township of Moorestown 0300: Burlington - 0324: Township of Mount Laurel 0300: Burlington - 0325: Township of New Hanover 0300: Burlington - 0326: Township of North Hanover 0300: Burlington - 0329: Township of Pemberton 0300: Burlington - 0330: Township of Riverside 0300: Burlington - 0332: Township of Shamong **Add**

No records found
No Records Found

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3. Application Information

Application Program Description

- Under **Application Information**, click on **Application Program Description**

- Click **Edit**
- Enter your **Application Title** (what you are calling the grant program/project)
- Enter your **Program Description**.
 - Briefly describe how you will use the funds requested in this application
 - Your description should start with either the word **“to”** or **“for”** (lower case) and end with a period
 - If your application results in an award, the **Program Description** you enter here will be used in your award letter and grant contract
 - Your entry in this field should be no longer than a standard sentence
- Save**

When finished click the **Objectives** tab or return to the **Application Menu**

Note: If this RFP (DCA Grant Program) has **specific objectives** that must be used in the **Project Objectives** section, the DCA Program Manager or Application Manager will specify them in this section.

Project Objectives

An Objective is a distinct, quantifiable element that must be achieved in order to attain the goals of a program or project.

- Click on **Objectives** and enter the appropriate information—
 - Number – You may use your own numbering system to group or prioritize your objectives
 - Short Description – Provide an abbreviated version of the objective
 - Detailed Description – Use this field to elaborate on the Short Description you entered in the previous field
 - Method(s) – List the method(s) to be used to attain the objective(s) described in the Detailed Description section
 - Evaluation – Briefly describe how you will determine the success of the objective.
 - Application Program Component – Use the drop-down menu to select the Program Component that corresponds to this Objective (not necessary if your program has only one Component)
 - **Save**

Your objective will appear under **Current Objectives** at the bottom of the screen. You will get a blank screen to enter a new Objective, if desired. Add as many Objectives as needed. Be sure to **Save** each Objective.

When finished, click the **Scope of Services** tab or return to the **Application Menu**.

Scope of Services

A Scope of Services is a description of what will be accomplished if a grant is awarded. Check with your [Application Manager](#) for advice on how brief or detailed the Scope of Services should be.

- Click on **Scope of Services**
 - Summarize the program in the text box
 - Click Save

When finished, return to the **Application Menu**

The screenshot shows the 'OBJECTIVES' form in the SAGE application. The form has tabs for 'Application Program Description', 'Objectives', and 'Scope Of Services'. The 'Objectives' tab is active. The form contains the following fields:

- Number:** A text box with an asterisk indicating it is a required field.
- Short Description:** A text box with an asterisk indicating it is a required field.
- Detailed Description:** A text box with a character count '00 of 500 Characters*'. The asterisk indicates it is a required field.
- Methods:** A text box with a character count '00 of 500 Characters*'. The asterisk indicates it is a required field.
- Evaluation:** A text box with a character count '00 of 500 Characters'.
- Application Program Component:** A drop-down menu.

At the bottom, there is a table titled 'Current Objectives:' with columns: Number, Short Description, Detailed Description, Methods, Evaluation, and Application Program Component. The table contains one row with the following data:

Number	Short Description	Detailed Description	Methods	Evaluation	Application Program Component
1	Manage the UEZ	Administer and manage all phases of the Mount Holly UEZ	Two staff members and an administrator		Mount Holly UEZ Administration

The screenshot shows the 'Scope Of Services' form in the SAGE application. The form has tabs for 'Application Program Description', 'Objectives', and 'Scope Of Services'. The 'Scope Of Services' tab is active. The form contains the following field:

- Scope Of Service:** A text box containing the text: 'The Urban Enterprise Zone in our city has been established for three years, and will continue to be improved annually to bring increased business, tax revenue, and employment to our Zone.'

4. Application Forms

The forms in your application are customized for the specific Grant Program and Component(s) you have chosen. Complete each required application form and **Save**. You may return to the **Application Menu** to select another form (or exit the application) or click the **Next** button (at the upper right of the form) to work on the next form on the list. You do not need to complete the forms in order, and more than one Application Contact can work on the forms.

Required fields are marked with an asterisk (*). If you have no information for a field or it doesn't apply to your agency or program, enter **N/A** or **0** (zero).

Special Program-specific Application Instructions

The DCA Program Manager or Application Manager will enter specific information on how to complete each customized form in the Application in the table below.

Form	Special Instructions

Contact your [Application Manager](#) if you have questions about the type of information required in any of the forms.

Certification Sheets

- Items 1 through 5—
 - Select **Yes** or **No** to each item listed, or, if an item does not apply to your organization, select **N/A**.
 - If you answered No to item 5, enter your explanation in the text field provided
- Items 6 and 7 apply to **non-government** agencies only
 - Item 6
 - ... If you **have** received a grant from DCA within the current fiscal year, click **N/A**
 - ... If you **have not** received a grant from DCA within the current fiscal year, click **Yes**
 - Item 7
 - ... The Board of Directors list in your Agency Information must be current
 - ... If you need to modify the list, follow the procedures outlined in **Mid-year changes to your Agency Information Update** in the **DCA SAGE User Manual**
- Item 8 applies to **government** agencies only. To see the text of Executive Order 134, click the [hyperlink](#).
 - Select **Yes**, **No**, or **N/A**
- ATTACHMENTS
 - Click the appropriate radio button for each item, indicating whether you will mail or hand deliver the attachment or that the attachment is not applicable to your organization.
 - When you click the link to Schedules G, H, and I, each form is displayed as an Adobe PDF document. Print each of the forms from this window. Forward each signed document to DCA. Go to <http://www.adobe.com> if you need Adobe PDF instructions.

- If a resolution is required, and it has not been signed prior to the deadline for submission, a memorandum (indicating the date the resolution will be submitted and signed by the appropriate Official of your agency) must be forwarded to your DCA Grant Program.

Budget

To create your Project/Program budget in SAGE—

- Click on [Budget Overview](#) at the bottom of the **Application Forms** list.

Each of the **Program Components** you selected will be displayed as a [hyperlink](#) on the **Budget Overview** page.

- Click on a [Program Component](#) hyperlink; it will take you to the **Budget Detail** page for that component.

- Click the **Add a Budget Item** tab.

- Select a **Budget Category** from the drop-down list in the top field.

- Fill in the Provide a short description for this budget item field.

- Fill in the Provide a more detailed description of this budget item field.

- Enter the amount(s) you are requesting in the appropriate field(s).

- If your program requires matching funds, enter the amount in the field.

- **Save**

- Continue adding Budget Items until you have added all the items for this component of your program

If your program has more than one **Program Component**—

- Click [Go to Budget Overview](#) at the top left of the page.
- Select another [Budget Component](#) hyperlink and create its budget, following the instructions above.
- Continue this process until you have created the Budget for each Program Component.

SAGE will create the budget for each component and accumulate the totals into the combined program budget.

[Return to Previous Page](#) **BUDGET OVERVIEW**

Instructions: To view a budget, click on the Program Component hyperlink.

Application Information
 Amount Required: \$190,012.00
 Amount Requested: \$190,012.00
 Balance: \$0.00

Budget Overview [Back](#)

ADMINISTRATION: O.C.E.A.N., Inc.		DCA Funds Requested
Budget Category		
ADM - Personnel		\$57,572.00
ADM - Operating Cost		\$1,120.00
ADM - Purchase Services		\$32,508.00
Sub-Total		\$91,200.00
Allocated Amt.		\$0.00
Balance		-\$91,200.00

School Readiness/Child Development: O.C.E.A.N., Inc.		DCA Funds Requested
Budget Category		
PROGRAM - Personnel		\$95,862.00
PROGRAM - Operating Cost		\$2,950.00
Allocated Amt.		\$0.00
Balance		-\$95,862.00
Sub-Total		\$98,812.00

Total		DCA Funds Requested
Allocation		\$190,012.00
Balance		\$0.00
		-\$190,012.00

[Back](#)

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Submission Requirements

Attachments

Attachments are additional documents that must be submitted with the application. Some attachments can be uploaded electronically; some must be signed. Click the **Expected Attachments** hyperlink on the left side of the **Application Menu** (under **Application Information**) for a list of the documents that must be forwarded to your DCA Grant Program.

Address

Click the **Application Manager** [hyperlink](#) in the green box at the top left of the **SAGE Application Menu** for the correct address.

Application #: 2008-49016-3027

General Information

RFP Type: [Competitive](#)

Application Manager: [Name of Application Manager](#)

Status: Application In Process

Current Budget: \$0.00

Due Date: 7/15/2008 (Tue)


Agency Information

[View Applicant Information](#)

Agency: Your Agency Name


Vendor #: V-216001242-99

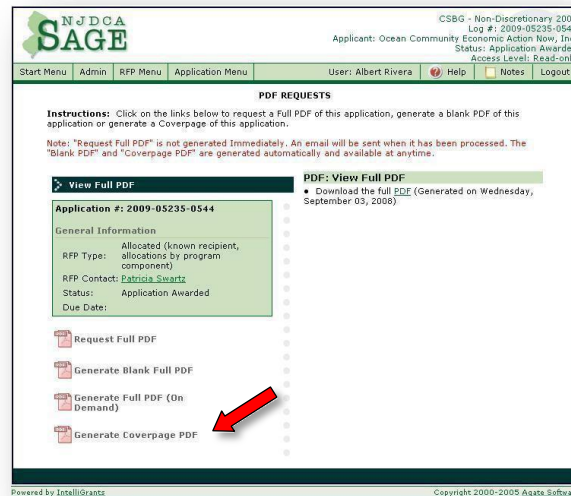
Printing the Application (optional)

- Click  **Application PDF** (lower left of the Application Menu)
- Click **Generate Full PDF**

A full version of the application will be produced overnight, which can be printed or saved for your records. You will receive an email when the file is ready, and you can retrieve it from the same screen. Go to <http://www.adobe.com> if you need Adobe Acrobat instructions.

Printing the Application Cover Sheet

- Click  **Application PDF** (lower left of the Application screen)
- Click **Generate Cover page PDF**
- Print** the document



The screenshot shows the SAGE application interface. At the top, there's a header with the SAGE logo and user information: User: Albert Rivera, Help, Notes, Logout. Below this is a navigation bar with Start Menu, Admin, RFP Menu, and Application Menu. The main content area is titled 'PDF REQUESTS'. It contains instructions on how to request a full PDF or generate a coverpage. There's a section for 'View Full PDF' with application details: Application #: 2009-05235-0544, General Information, RFP Type: Allocated (known recipient, allocations by program component), RFP Contact: Patricia Swartz, Status: Application Awarded, Due Date. Below this are buttons for 'Request Full PDF', 'Generate Blank Full PDF', 'Generate Full PDF (On Demand)', and 'Generate Coverpage PDF'. A red arrow points to the 'Generate Coverpage PDF' button. At the bottom, it says 'Powered by IntelliGrants' and 'Copyright 2000-2005 Axalta Software'.

Submitting the Application

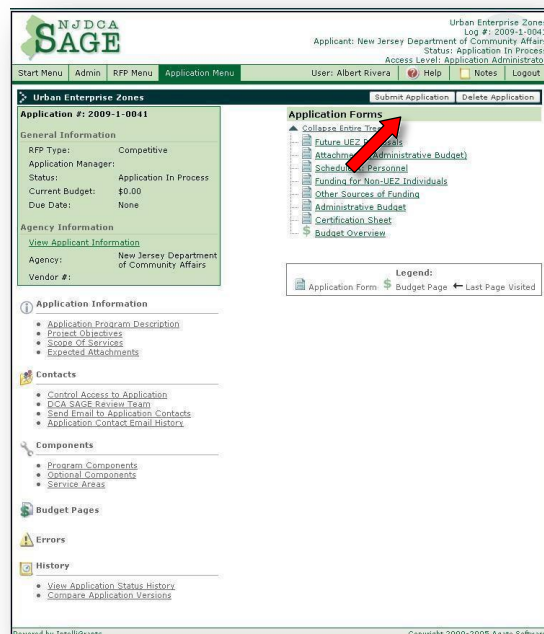
When you have completed all the Application Forms, Certifications, and Budget—

- Click the **Submit Application** button on the upper right side of the Application Menu.

This task must be performed by your SAGE **Agency Authorized Official** or SAGE **Agency Administrator**.

If the application has input errors, the system will alert you. Correct them and click **Submit Application**. If you have trouble submitting the application, contact your [Application Manager](#).

Be sure to turn pop-up blockers OFF in your Internet browser or you may not be able to see the explanations of the errors.



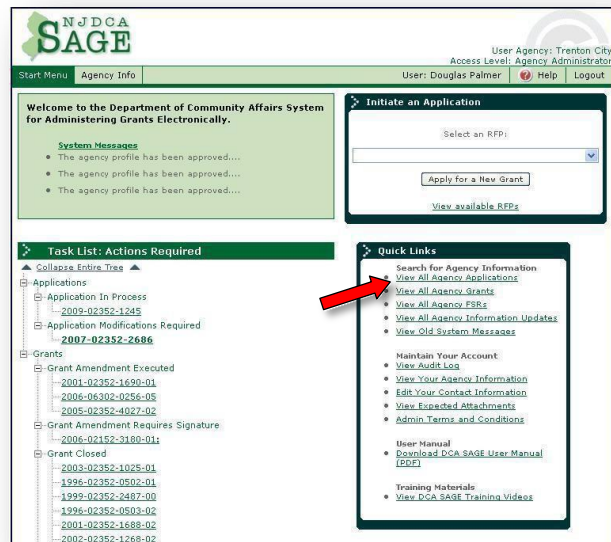
The screenshot shows the SAGE application interface. At the top, there's a header with the SAGE logo and user information: User: Albert Rivera, Help, Notes, Logout. Below this is a navigation bar with Start Menu, Admin, RFP Menu, and Application Menu. The main content area is titled 'Application Forms'. It contains a list of application forms: Future UEZ, Attachments, Schedule, Funding for Non-UEZ Individuals, Other Sources of Funding, Administrative Budget, Certification Sheet, and Budget Overview. A red arrow points to the 'Submit Application' button in the top right corner. Below the list of forms is a 'Legend' section with 'Application Form', 'Budget Page', and 'Last Page Visited'. At the bottom, it says 'Powered by IntelliGrants' and 'Copyright 2000-2005 Axalta Software'.

After you submit...

You cannot modify an application once it is submitted. Your Application Managers must send it back to you (electronically in SAGE) as “Modifications Required.” If you think you’ve made a mistake or omitted important information, contact your Application Manager.

After you submit an application, it disappears from your **Task List**. To access a submitted application, on your **Start Menu**, in **Quick Links**—

- Click **View All Agency Applications**



- At the **Search** screen, click **Clear** to erase any previously entered criteria
- If desired, enter or select criteria to narrow down your search
- Click **Search**
- Scroll down to see your results at the bottom of the page
- To access an application, click on its magnifying glass

