

How to Apply for a Neighborhood Preservation Program (NPP) Grant



Topics

- What is SAGE?
- Get Started
- Completing the Grant Application
 - Application information
 - Forms
 - Budget
- Help!



What is SAGE?

SAGE is DCA's new **System for Administering Grants Electronically**.

It is a web-based application that automates the process of accepting, reviewing & approving applications, and managing grants.

Almost all the application and grant tasks that were previously done on paper will now be processed electronically in SAGE.

Get Started

What an Agency needs to do...

- Get access to SAGE
- Login to SAGE
- Initiate a new Grant Application

Get Access to SAGE

- All local governments are already registered in SAGE
- Your office needs to get access to SAGE from your Mayor*
- The Agency Authorized Official is the person who can give you (and anyone else in your office who needs to use SAGE) access to SAGE
- If he/she has lost his/her password...

*SAGE calls this person an **Agency Authorized Official**

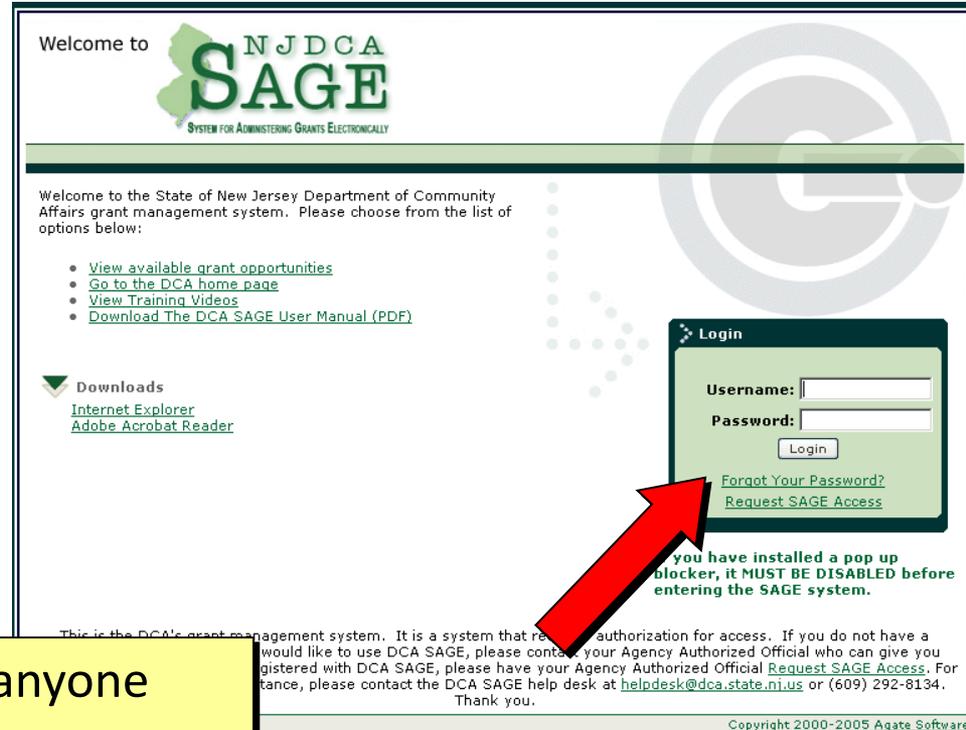


Get Access to SAGE

Forgot Your Password?

Agency Authorized Official

- At the SAGE Login Screen
- Click Forgot Your Password?



Welcome to **NJ DCA SAGE**
SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY

Welcome to the State of New Jersey Department of Community Affairs grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Go to the DCA home page](#)
- [View Training Videos](#)
- [Download The DCA SAGE User Manual \(PDF\)](#)

Downloads
[Internet Explorer](#)
[Adobe Acrobat Reader](#)

Login

Username:

Password:

[Forgot Your Password?](#)
[Request SAGE Access](#)

you have installed a pop up blocker, it MUST BE DISABLED before entering the SAGE system.

This is the DCA's grant management system. It is a system that requires authorization for access. If you do not have a user account, please contact your Agency Authorized Official. If you would like to use DCA SAGE, please contact your Agency Authorized Official. If you are registered with DCA SAGE, please have your Agency Authorized Official [Request SAGE Access](#). For assistance, please contact the DCA SAGE help desk at helpdesk@dca.state.nj.us or (609) 292-8134. Thank you.

Copyright 2000-2005 Agate Software

This procedure works for anyone who has SAGE access

Get Access to SAGE

Forgot Your Password?

Agency Authorized Official

- Fill out the online form
- Click **Send**

The information must match the original information in SAGE

NJDCA SAGE

[Return to Previous Page](#) **REQUEST USER NAME AND PASSWORD**

Instructions: Enter your name, email address, and click the **Send** button to have a new password generated and sent to your email address. The e-mail address entered on this page must match the email address in your profile.

Request User Name and Password

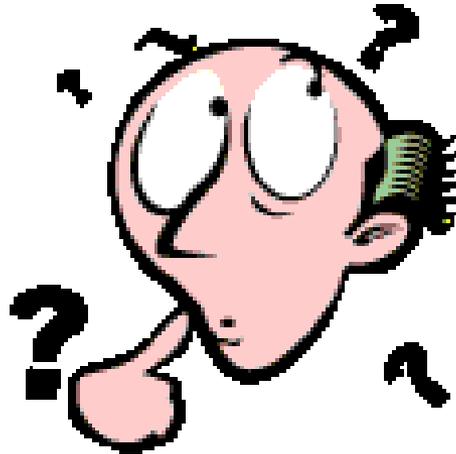
First Name

Last Name *

Email *

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Get Access to SAGE



- Still stuck?
- Contact the DCA SAGE Help Desk
(email and phone number are on the SAGE Login page)

helpdesk@dca.state.nj.us – 609-292-8134

Get Access to SAGE

- You will receive an email from SAGE with your—

Username

and

Password



Get Started

What an Agency needs to do...

- Get access to SAGE
- Login to SAGE
- Initiate a new Grant Application

Login to SAGE

- When you login to SAGE, you will be brought to your personal **Start Menu**
- To work on any of the items in your **Task List**, click the [underlined hyperlink](#)

The screenshot displays the SAGE web application interface. At the top left is the NJ DCA SAGE logo. On the top right, it shows the user's agency as 'Isles, Inc' and their access level as 'Agency Authorized Official'. Below this, the user's name 'Patrick Durkin' is displayed along with 'Help' and 'Logout' links. The main content area is divided into several sections:

- Welcome to the Department of Community Affairs System for Administering Grants Electronically.** A message stating 'You do not have any system messages.'
- Initiate an Application:** A section with a dropdown menu for 'Select an RFP:' and an 'Apply for a New Grant' button. A link for 'View available RFPs' is also present.
- Task List: Actions Required:** A tree view showing a list of tasks. A red arrow points to the underlined hyperlink '2005-02352-0008' under the 'Application In Process' category.
- Quick Links:** A list of links for searching for agency information, maintaining the account, and viewing attachments.

Start Menu

Quick Links

- Find your Agency's—
 - Applications
 - Grants
 - Financial Reports
 - Information Updates
- Download the User Manual
- Watch Training Videos

The screenshot shows the NJ DCA SAGE system interface. At the top, the logo for NJ DCA SAGE is displayed. The user is identified as Patrick Durkin, with an access level of Agency Authorized Official. The page is divided into several sections:

- Welcome to the Department of Community Affairs System for Administering Grants Electronically.** A message stating "You do not have any system messages."
- Task List: Actions Required** A tree view showing the following items:
 - Applications
 - Application In Process
 - [2005-02352-0008](#)
 - Grants
 - Grant Amendment Executed
 - [2004-02110-0061-02](#)
 - Grant Executed
 - [2003-02298-1525-00](#)
 - [2006-99902-3661-00](#)

- Initiate an Application** A section with a dropdown menu for "Select an RFP:" and a button labeled "Apply for a New Grant".
- Quick Links** A list of links including:
- Search for Agency Information
 - [View All Agency Applications](#)
 - [View All Agency Grants](#)
 - [View All Agency FSRs](#)
 - [View All Agency Information Updates](#)
 - [View Old System Messages](#)
- Maintain Your Account
 - [View Audit Log](#)
 - [View Your Agency Information](#)
 - [Edit Your Contact Information](#)
 - [View Expected Attachments](#)
- User Manual
 - [Download DCA SAGE User Manual \(PDF\)](#)
- Training Materials
 - [View DCA SAGE Training Videos](#)

Refer to the SAGE User Manual for more information about the Start Page.

Get Started

What an Agency needs to do...

- Get access to SAGE
- Login to SAGE
- Initiate a new Grant Application

Initiate a NPP Grant Application

- To apply for a new NPP grant go to the Initiate an Application box
- Select **Neighborhood Preservation 2019** from the drop down list.

The screenshot displays the NJDCA SAGE web application interface. At the top left is the logo for NJDCA SAGE. On the top right, user information is shown: 'User Agency: Isles, Inc', 'Access Level: Agency Authorized Official', 'User: Patrick Durkin', and links for 'Help' and 'Logout'. A navigation bar contains 'Start Menu' and 'Agency Info'. The main content area is divided into several sections:

- Welcome to the Department of Community Affairs System for Administering Grants Electronically.** Below this, it states 'You do not have any system messages.'
- Initiate an Application** (highlighted with a red arrow): This section contains a 'Select an RFP:' dropdown menu, an 'Apply for a New Grant' button, and a link for 'View available RFPs'.
- Task List: Actions Required**: Includes a 'Collapse Entire Tree' button and a tree view showing 'Applications' and 'Application In Process'.
- Quick Links**: Lists 'Search for Agency Information' with sub-links for 'View All Agency Applications', 'View All Agency Grants', and 'View All Agency FSRs'.

Initiate a NPP Grant Application

- Click the **Apply for a New Grant** button

The screenshot displays the NJ DCA SAGE web application interface. At the top left is the logo for NJ DCA SAGE. On the top right, user information is shown: "User Agency: Isles, Inc", "Access Level: Agency Authorized Official", "User: Patrick Durkin", and links for "Help" and "Logout". Below the header is a navigation bar with "Start Menu" and "Agency Info".

The main content area is divided into several sections:

- Welcome to the Department of Community Affairs System for Administering Grants Electronically.** Below this, it states "You do not have any system messages."
- Initiate an Application:** This section contains a "Select an RFP:" dropdown menu. A red arrow points to the "Apply for a New Grant" button located below the dropdown. Below the button is a link for "View available RFPs".
- Task List: Actions Required:** This section includes a "Collapse Entire Tree" link and a tree view of applications and grants:
 - Applications
 - Application In Process
 - 2005-02352-0008
 - Grants
 - Grant Amendment Executed
 - 2004-02110-0061-02
 - Grant Executed
 - 2003-02298-1525-00
 - 2006-99902-3661-00
- Quick Links:** This section lists several links:
 - Search for Agency Information
 - View All Agency Applications
 - View All Agency Grants
 - View All Agency FSRs
 - View All Agency Information Updates
 - View Old System Messages
 - Maintain Your Account
 - View Audit Log
 - View Your Agency Information
 - Edit Your Contact Information
 - View Expected Attachments
 - User Manual

Application Process

Complete the Grant Application

- Components
- Application Information
- Forms
- Budget

Submit the Grant Application

Complete the NPP Application

Neighborhood Preservation 2008
 Log #: 2008-02351-0155
 Applicant: Pleasantville City
 Status: Application In Process
 Access Level: Read-only

Start Menu
Admin
RFP Menu
Application Menu
User: Matthew Cohen
Help
Notes
Logout

Neighborhood Preservation 2008
Submit Application

Application #: 2008-02351-0155

General Information

RFP Type: Competitive

Application Manager: [Terence Schrider](#)

Status: Application In Process

Current Budget: \$0.00

Due Date: 7/13/2007 (Fri)

Agency Information

[View Applicant Information](#)

Agency: Pleasantville City

Vendor #: V-216001018-99

Application Information

- [Application Program Description](#)
- [Project Objectives](#)
- [Scope Of Services](#)
- [Expected Attachments](#)

Contacts

- [Control Access to Application](#)
- [DCA SAGE Review Team](#)
- [Send Email to Application Contacts](#)

Components

- [Program Components](#)
- [Optional Components](#)
- [Service Areas](#)

Budget Pages

Errors

Application Forms

▲ Collapse Entire Tree ▲

- Adobe Acrobat PDF [Application Instructions](#)
- Adobe Acrobat PDF [Program Description](#)
- Application Program Information Forms
 - Application Form [Statement of Mayor/County Official](#)
 - Neighborhood Profile
 - Application Form [Neighborhood Inventory](#)
 - Application Form [Existing Conditions](#)
- Stakeholders
 - Application Form [Community Organizations](#)
 - Application Form [Neighborhood Residents](#)
 - Application Form [Lenders](#)
- Commercial Area Profile
 - Application Form [Municipal Government Profile](#)
 - Application Form [Municipal Government Profile -2](#)
 - Application Form [Attachments](#)
- Application Budget Information Forms
 - Application Form [Other Sources of Funding](#)
- Certification Sheets
 - Application Form [Budget Overview](#)

Legend:

Adobe Acrobat PDF
 Application Form
 Budget Page
 Last Page Visited

Complete the NPP Application

Application Steps

- Verify that your **Agency Information** is up-to-date
- Complete the **Components** section
- Complete the **Application Information** section
- Assign **Contacts** to work on the application
- Complete all **Application Forms**
- Develop your **Budget**
- **Submit** the Application

Verify that your Agency Information is up-to-date

- Click **View Applicant Information**

The screenshot displays the NJDCA SAGE web application interface. At the top left is the logo for NJDCA SAGE. On the top right, the following information is shown: Neighborhood Preservation 2008, Log #: 2008-02351-0155, Applicant: Pleasantville City, Status: Application In Process, and Access Level: Read-only. Below this is a navigation bar with tabs for Start Menu, Admin, RFP Menu, and Application Menu. The user is identified as Matthew Cohen, with links for Help, Notes, and Logout. The main content area is titled "Neighborhood Preservation 2008" and includes a "Submit Application" button. The left pane shows "Application #: 2008-02351-0155" and "General Information" with fields for RFP Type (Competitive), Application Manager (Terence Schridder), Status (Application In Process), Current Budget (\$0.00), and Due Date (7/13/2007 (Fri)). Below this is "Agency Information" with a link for "View Applicant Information" (highlighted by a red arrow), Agency (Pleasantville City), and Vendor # (V-216001018-99). The right pane shows a tree view of "Application Forms" including links for Application Instructions, Program Description, Application Program Information Forms, Statement of Mayor/County Official, Neighborhood Profile, Stakeholders, Commercial Area Profile, and Municipal Government Profile.

Application #: 2008-02351-0155

General Information

| | |
|----------------------|-----------------------------------|
| RFP Type: | Competitive |
| Application Manager: | Terence Schridder |
| Status: | Application In Process |
| Current Budget: | \$0.00 |
| Due Date: | 7/13/2007 (Fri) |

Agency Information

[View Applicant Information](#)

| | |
|-----------|--------------------|
| Agency: | Pleasantville City |
| Vendor #: | V-216001018-99 |

Application Forms

- [Collapse Entire Tree](#)
- [Application Instructions](#)
- [Program Description](#)
- [Application Program Information Forms](#)
 - [Statement of Mayor/County Official](#)
 - [Neighborhood Profile](#)
 - [Neighborhood Inventory](#)
 - [Existing Conditions](#)
- [Stakeholders](#)
 - [Community Organizations](#)
 - [Neighborhood Residents](#)
 - [Lenders](#)
- [Commercial Area Profile](#)
- [Municipal Government Profile](#)
 - [Municipal Government Profile](#)
 - [Municipal Government Profile -2](#)

Verify that your Agency Information is up-to-date

- Check the information
- If the information is incorrect, an Agency Authorized Official or Agency Administrator can edit and update the information

[Back to Previous Page](#)
[Agency Applications](#)
[Agency Grants](#)

EDIT AGENCY INFORMATION

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Agency Information | **Service Areas**

Agency | Add | Edit | Delete | Search | Create Update

| | |
|--|--------------------------------|
| Name | Mercer County |
| Legal Name | County of Mercer |
| Org. # | 01100 |
| Type | County |
| Category | Local Governments |
| Address Street | McDade Administration Building |
| Address continued | Post Office Box 8068 |
| Address continued | |
| City | Trenton |
| State | NJ |
| Zip Code | 08650-0068 |
| County (Location) | Mercer |
| Municipality (Location) | 1111: City of Trenton |
| Legislative District (Location) | 15 |
| Phone | (609) 989-6518 |



Complete the Components Section

Neighborhood Preservation 2008 Submit Application

Application #: 2008-02351-0155

General Information

RFP Type: Competitive
Application Manager: [Terence Schrider](#)
Status: Application In Process
Current Budget: \$0.00
Due Date: 7/13/2007 (Fri)

Agency Information

[View Applicant Information](#)
Agency: Pleasantville City
Vendor #: V-216001018-99

Application Forms

- ▲ Collapse Entire Tree ▲
- Adobe Acrobat PDF Application Instructions
- Adobe Acrobat PDF Program Description
- Application Program Information Forms
 - Statement of Mayor/County Official
 - Neighborhood Profile
 - Neighborhood Inventory
 - Existing Conditions
 - Stakeholders
 - Community Organizations
- Other Sources of Funding
- Certification Sheets
- Budget Overview

Application Information

- Application Program Description
- Project Objectives
- Scope Of Services
- Expected Attachments

Contacts

- Control Access to Application
- DCA SAGE Review Team
- Send Email to Application Contact

Components

- [Program Components](#)
- Optional Components
- Service Areas

Budget Pages

Errors

Legend:

- Adobe Acrobat PDF Adobe Acrobat PDF
- Application Form Application Form
- Budget Page Budget Page
- Last Page Visited Last Page Visited

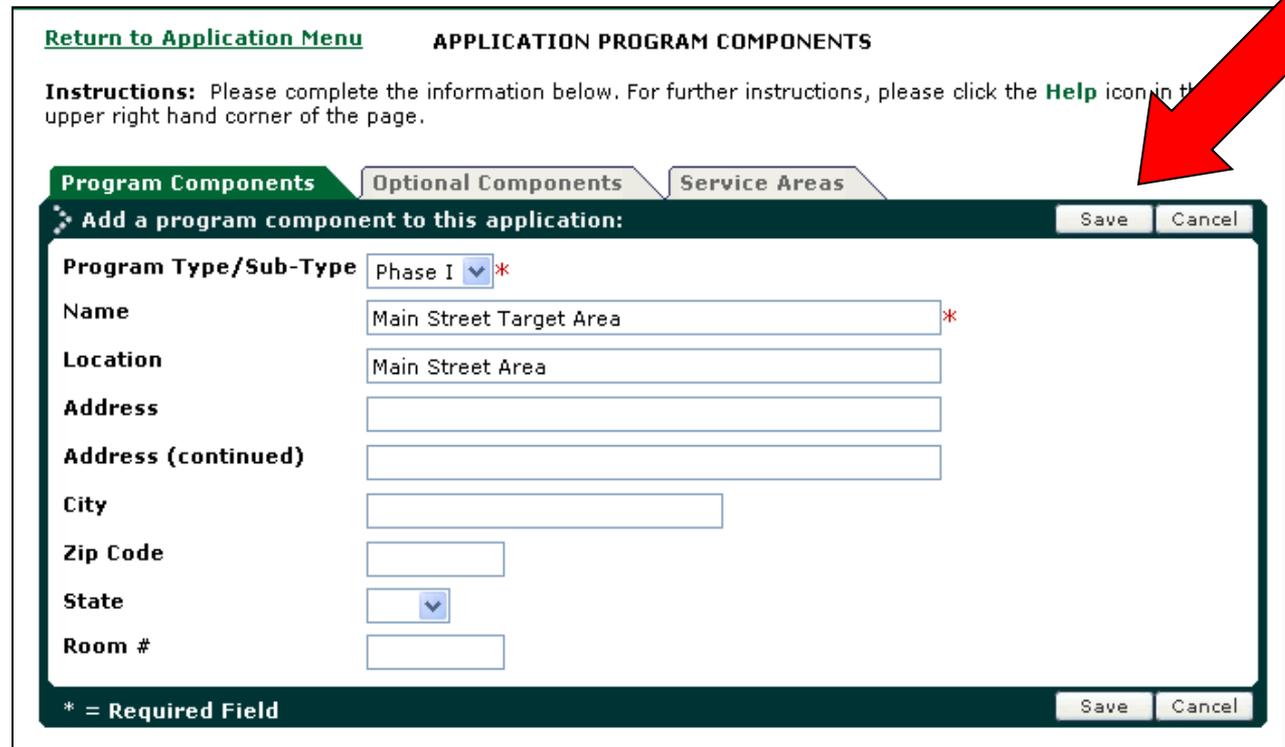
Click Program Components

Program Components

- Each program component creates a separate budget.
- You will need to create two components from the Program Type/Sub-Type drop-down menu:
 - Phase I
 - Year One

Complete the Components Section

- Select the **Program Type/Sub-Type**
- Complete the remaining fields
- Click **Save**



[Return to Application Menu](#) **APPLICATION PROGRAM COMPONENTS**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Program Components Optional Components Service Areas

◆ Add a program component to this application: Save Cancel

Program Type/Sub-Type Phase I ▾*

Name Main Street Target Area *

Location Main Street Area

Address

Address (continued)

City

Zip Code

State ▾

Room #

* = Required Field Save Cancel

A red arrow points to the Help icon in the upper right corner of the form.

Complete the Components Section

- Select the **Program Type/Sub-Type**
- Complete the remaining fields
- Click **Save**

[Return to Application Menu](#) **APPLICATION PROGRAM COMPONENTS**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

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

➤ Add a program component to this application:

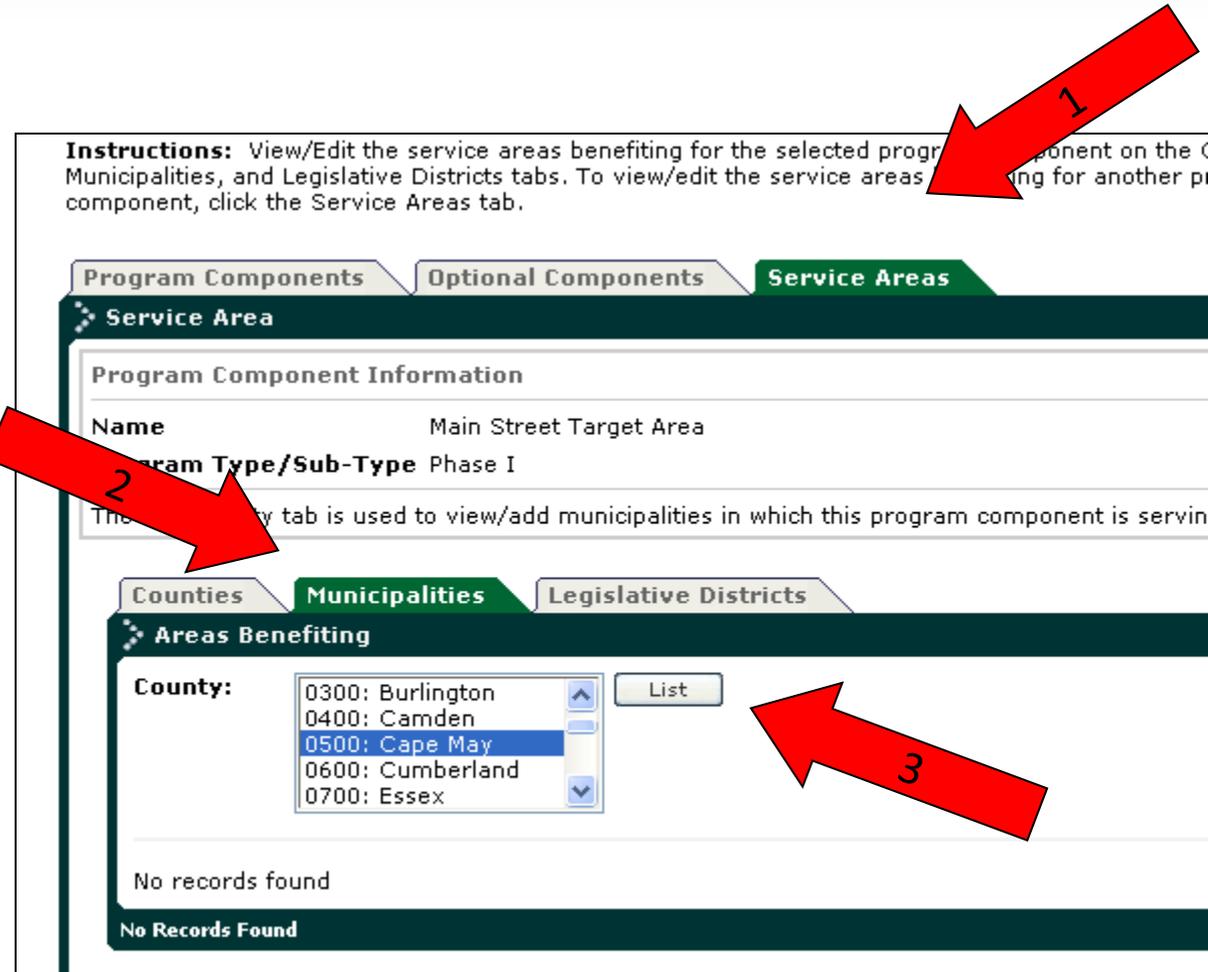
| | |
|------------------------------|---|
| Program Type/Sub-Type | Year 1 <input type="button" value="v"/> * |
| Name | Main Street Target Area * |
| Location | Main Street Area |
| Address | <input type="text"/> |
| Address (continued) | <input type="text"/> |
| City | <input type="text"/> |
| Zip Code | <input type="text"/> |
| State | <input type="button" value="v"/> |
| Room # | <input type="text"/> |

* = Required Field



Complete the Components Section

1. Click on the **Service Areas** tab
2. Click on the **Municipalities** tab, select and highlight your *County*
3. Click on the **List** button



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 Main Street Target Area

Program Type/Sub-Type Phase I

The County tab is used to view/add municipalities in which this program component is serving.

Counties **Municipalities** Legislative Districts

Areas Benefiting

County: 0300: Burlington 0400: Camden 0500: Cape May 0600: Cumberland 0700: Essex List

No records found

No Records Found

Complete the Components Section

1. Highlight your Municipality
2. Click on the add button

[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: Main Street Target Area
Program Type/Sub-Type: Phase I

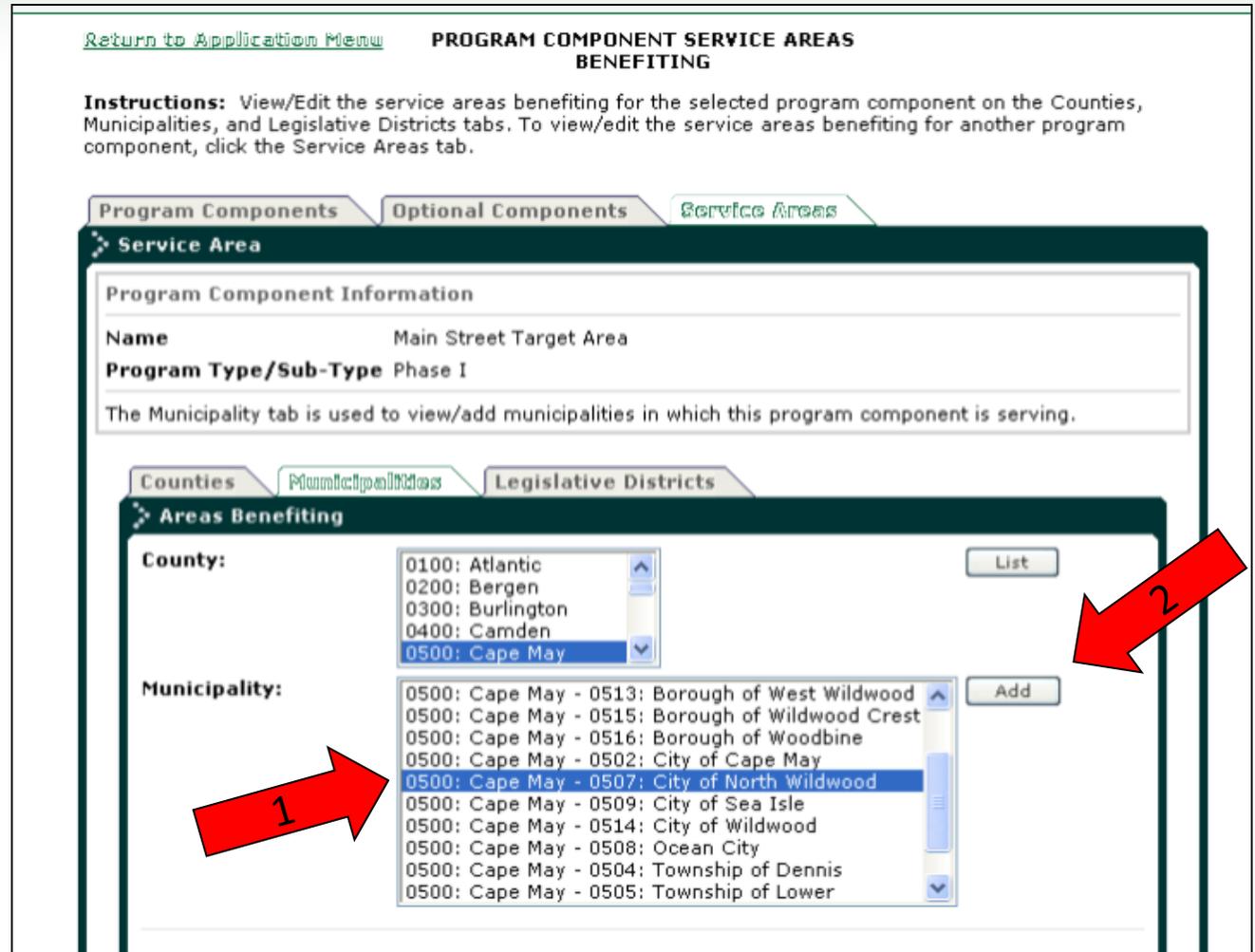
The Municipality tab is used to view/add municipalities in which this program component is serving.

Counties **Municipalities** Legislative Districts

Areas Benefiting

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

Municipality: 0500: Cape May - 0513: Borough of West Wildwood 0500: Cape May - 0515: Borough of Wildwood Crest 0500: Cape May - 0516: Borough of Woodbine 0500: Cape May - 0502: City of Cape May 0500: Cape May - 0507: City of North Wildwood 0500: Cape May - 0509: City of Sea Isle 0500: Cape May - 0514: City of Wildwood 0500: Cape May - 0508: Ocean City 0500: Cape May - 0504: Township of Dennis 0500: Cape May - 0505: Township of Lower Add



Complete the Application Information Section

- Click **Application Program Description**

Neighborhood Preservation 2008 Submit Application

Application #: 2008-02351-0155

General Information

RFP Type: Competitive
Application Manager: [Terence Schrider](#)
Status: Application In Process
Current Budget: \$0.00
Due Date: 7/13/2007 (Fri)

Agency Information

[View Applicant Information](#)
Agency: Pleasantville City
Vendor #: V-216001018-99

Application Information

- [Application Program Description](#)
- [Project Objectives](#)
- [Scope Of Services](#)
- [Expected Attachments](#)

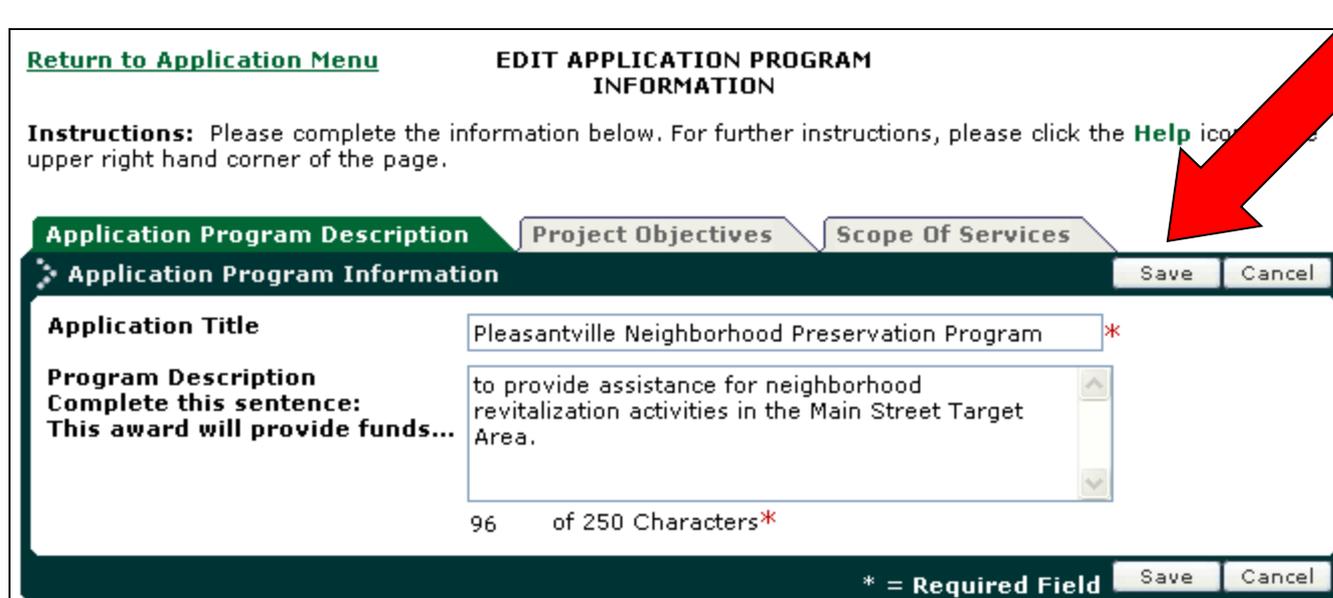
Application Forms

▲ Collapse Entire Tree ▲

- Application Instructions
- Program Description
- Application Program Information Forms
 - Statement of Mayor/County Official
- Neighborhood Profile
 - Neighborhood Inventory
 - Existing Conditions
- Stakeholders
 - Community Organizations
 - Neighborhood Residents
 - Lenders
- Commercial Area Profile
- Municipal Government Profile
 - Municipal Government Profile
 - Municipal Government Profile -2
 - Attachments
- Application Budget Information Forms

Complete the Application Information Section

- Click **Edit**
- Enter the appropriate information in the fields provided
- Click **Save**



[Return to Application Menu](#) **EDIT APPLICATION PROGRAM INFORMATION**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page.

Application Program Description | **Project Objectives** | **Scope Of Services**

Application Program Information Save Cancel

Application Title *

Program Description
Complete this sentence:
This award will provide funds...

96 of 250 Characters*

* = Required Field Save Cancel

Complete the Application Information Section

- Click the **Objectives** tab
- Enter information into the fields
- Click **Save** for each Objective

[Return to Application Menu](#) **OBJECTIVES**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page. Objectives should be specific, measurable, attainable, realistic, and time oriented.

Application Program Description | **Objectives** | Scope Of Services

Add Objective: Save Cancel

Number *

Short Description *

Detailed Description
 00 of 500 Characters*

Methods
 00 of 500 Characters*

Evaluation
 00 of 500 Characters

Application Program Component

* = Required Field Save Cancel

[Return to Application Menu](#)

OBJECTIVES

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page. Objectives should be specific, measurable, attainable, realistic, and time oriented.
NOTE: Add program components to the application before entering the Objective information by clicking [here](#).

Application Program Description **Objectives** Scope Of Services

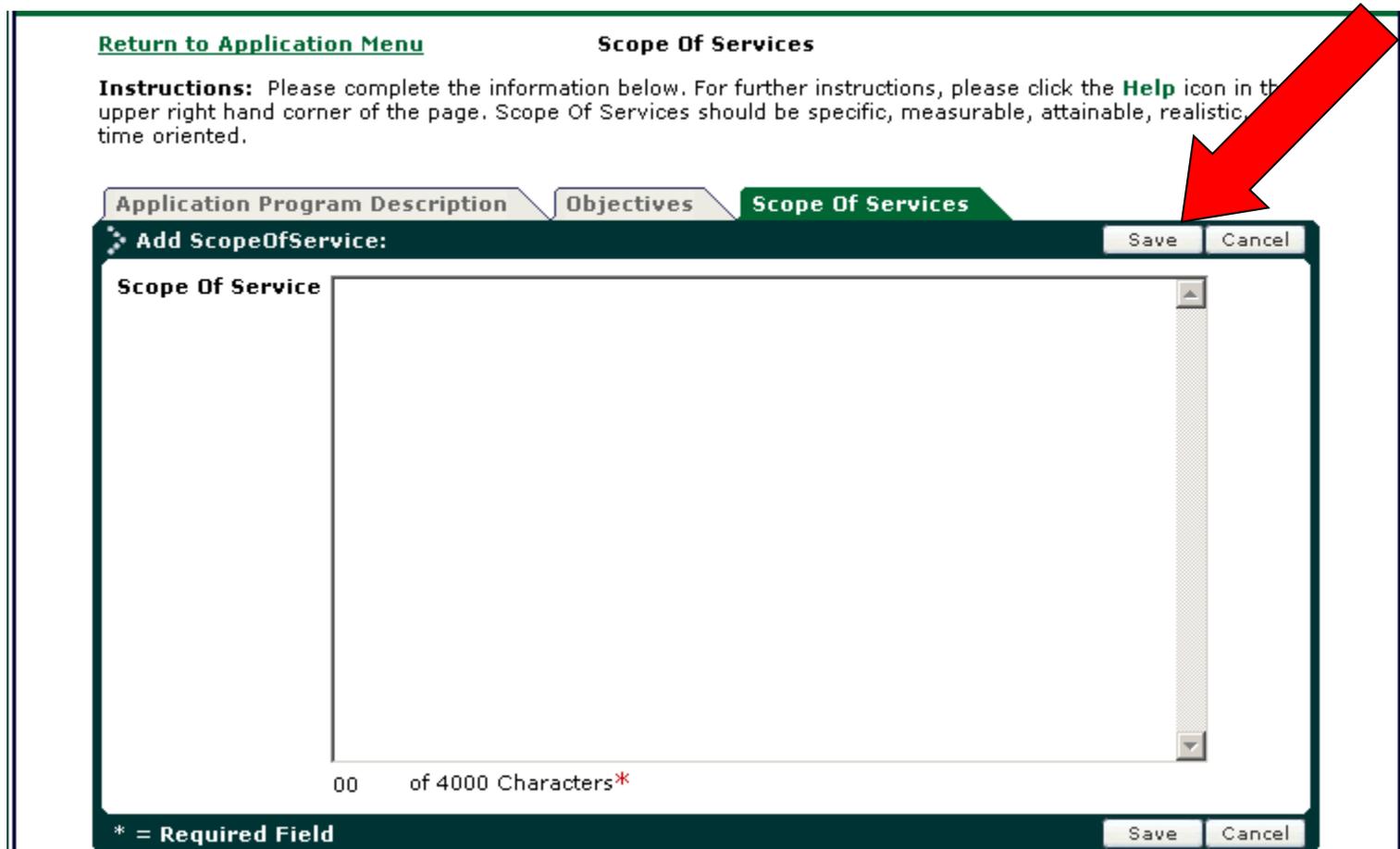
Current Objectives: [Show Comments](#)

| Number | Short Description | Detailed Description | Methods | Performance Measure(s) | Application Program Component |
|--------|-------------------------------|--|--|---|-------------------------------|
| 1 | NPP Coordinator | Identify, provide salary and benefits to and other support for an NPP Coordinator. | NPP Coordinator for Midtown currently exists. | Financial and other oversight provided by Administrator and Chief Financial Officer. | Bradley Park NPP |
| 2 | Neighborhood Needs Assessment | Assess the needs of the Bradley Park neighborhood via a variety of means but particularly a windshield survey assessing housing conditions and consultation with Township Engineer regarding infrastructure. | Windshield survey, community meetings, questionnaires, surveys. | Process will be evaluated and product reviewed by a Bradley Park NPP Steering Committee. | Bradley Park NPP |
| 3 | Community Partnerships | Ongoing partnerships will be maintained with the Midtown Advocacy Partnership, Madonna House, the NAACP, Euphrates Project, Midtown Urban Renaissance Corporation (MURC) and other community partners to be identified. | Initial telephone contact is completed. Regular meetings schedule to be determined. NPP Steering Committee and Township will jointly host meetings and support progress. | Partnerships will be evaluated by regular attendance at meetings, provision of technical assistance and written commitment to the NPP process. | Bradley Park NPP |
| 4 | Five-year Work Plan | The Bradley Park Neighborhood Preservation Program 5 Year Work Plan will present the results of a collaborative effort among neighborhood residents, government officials, private sector partners and others to revitalize the Bradley Park community | The planning process will study the origins of the Bradley Park NPP Steering Committee, the historical and physical description of the neighborhood, | The 5 Year Work Plan will be evaluated by the Steering Committee, select government officials and others through an inclusive drafting process resulting in a consensus final document. The action plan and budget will be evaluated by the NPP Coordinator and select government officials and | Bradley Park NPP |



Complete the Application Information Section

- Click the **Scope of Services** tab
- Enter your Scope of Services in the text box
- Click **Save**



[Return to Application Menu](#) **Scope Of Services**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page. Scope Of Services should be specific, measurable, attainable, realistic, time oriented.

Application Program Description | Objectives | **Scope Of Services**

➤ Add ScopeOfService: [Save] [Cancel]

Scope Of Service

00 of 4000 Characters*

* = Required Field [Save] [Cancel]

A red arrow points to the 'Save' button in the top right corner of the 'Add ScopeOfService' dialog box.



Neighborhood Preservation 2008
 Log #: 2008-02351-0151
 Applicant: Neptune Township
 Status: Application Awarded
 Access Level: Application Manager

Start Menu
Admin
RFP Menu
Application Menu
User: Terence Schrider
 Help
 Notes
Logout

[Return to Application Menu](#) **Scope Of Services**

Instructions: Please complete the information below. For further instructions, please click the **Help** icon in the upper right hand corner of the page. Scope Of Services should be specific, measurable, attainable, realistic, and time oriented.

Application Program Description
Objectives
Scope Of Services

Current Scope Of Services: Edit Delete Show Comments

Scope Of Service

For current homeowners, to provide home repair, improvement and maintenance programs (in partnership with The Home Depot and Habitat for Humanity). For first-time homebuyers, to provide workshops in preparing credit repair plans and the steps involved in becoming a homeowner (in partnership with Commerce, Wachovia and PNC banks). For all residents of Bradley Park, to provide opportunities for grassroots activities to improve and preserve the neighborhood.

Edit Delete Show Comments

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Assign Contacts to work on the application (if needed)

- Click **Control Access to Application**

The screenshot displays the NJDCA SAGE application interface. On the left, there is a sidebar with sections: Agency Information, Application Information, Contacts, and Components. The 'Agency Information' section shows 'Agency: Mercer County' and 'Vendor #: V-216000856-99'. The 'Application Information' section lists 'Application Program Description', 'Project Objectives', 'Scope Of Services', and 'Expected Attachments'. The 'Contacts' section, which is highlighted with a red arrow, lists 'Control Access to Application', 'DCA SAGE Review Team', and 'Send Email to Application Contacts'. The 'Components' section is partially visible at the bottom. On the right, there is a navigation pane with links: 'Other Sources of Funding', 'Schedule A Personnel Cost', 'Schedule B: Consultant/Professional Costs', 'Certification Sheets', and 'Budget Overview'. A legend below the navigation pane identifies icons for Adobe Acrobat PDF, Application Form, Budget Page, and Last Page Visited.

Assign Contacts to work on the application (if needed)

[Return to Application Menu](#) **GIVE PEOPLE ACCESS TO THIS APPLICATION**

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

Application Contacts DCA SAGE Review Team Email Grant Contacts

➤ The following people have access to this application:

| Assigned By | Level of Access | Contact Type | Edit | Delete |
|-------------|---------------------------|--------------|------|--------|
| Automatic | Application Administrator | Applicant | Edit | Delete |

➤ Assign Agency Contacts to application: [Grant This User Access](#)

To allow another person to have access to this application:

- **Agency Contact:** 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 from the drop-down list.
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 *

1 - Select from the drop down lists

2 - Click Grant This User Access

Adding a Consultant

(The consultant must have SAGE access)

- At the bottom of the screen, click **Agency Consultants**

• **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 *

• **Agency Consultants** - If access to this application/grant needs to be granted to a contact not directly employed by your agency, they must be granted access as an Agency Consultant. The consulting agency and specific agency contact can be located and granted access [here](#). If the consulting agency does not have SAGE access, they can establish SAGE presence by following the link **Request SAGE Access** from the SAGE login webpage. Personnel can be added as consulting agency contacts by that agency's Agency Authorized Official.

* = Required Field

Adding a Consultant

- Enter your search criteria
- Click **Search**

Start Menu | Admin | RFP Menu | Application Menu | User: Leon Wolf | ? Help | Notes | Logout

[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 Search Clear

Name First

Name Last

Agency Name

Search Clear



Adding a Consultant

- Click the magnifying glass for the desired consultant

[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 Search Clear

Name First

Name Last

Agency Name

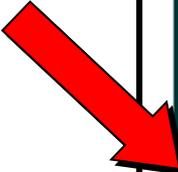
Search Clear

Search criteria: Name Last like "swartz"

➤ Agency Consultant Search

| | <u>Name First</u> | <u>Name Last</u> | <u>Agency Name</u> | <u>Title</u> |
|---|-------------------|------------------|--|----------------------------|
|  | Jeffrey | Swartz | Camden County Improvement Authority | Executive Director and CEO |
|  | Mark | Swartz | Martinsville Rescue Squad, Inc. | President |
|  | Patricia | Swartz | New Jersey Department of Community Affairs | |

[Records 1 - 3 of 3]



Adding a Consultant

- Select the Level of Access from the pull down list

[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.

Application Contacts | DCA SAGE Review Team | Email Grant Contacts

➤ The following people have access to this application: Edit Delete

| | Name | Assigned By | Level of Access | Contact Type |
|-----------------------|----------------------------|--------------------|---------------------------|------------------------|
| <input type="radio"/> | Wolf, Leon | Process, Automatic | Application Administrator | Applicant Main Contact |

Edit Delete

➤ Assign additional Agency Consultants to application: Cancel Grant This User Access

To allow another person access to this application:

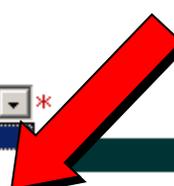
- Select the level of access that this person should have.
- Click the **Grant This User Access** button.

Name: [Patricia Swartz](#)
Contact Type: Agency Consultant
Level of Access: *

* = Required Field

Application Administrator
Application Author
Application Financial Officer
Application Form Writer
Application Viewer

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Adding a Consultant

- Click **Grant This User Access**

[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.

Application Contacts | DCA SAGE Review Team | Email Grant Contacts

➤ The following people have access to this application: Edit Delete

| | Name | Assigned By | Level of Access | Contact Type |
|-----------------------|----------------------------|--------------------|---------------------------|------------------------|
| <input type="radio"/> | Wolf, Leon | Process, Automatic | Application Administrator | Applicant Main Contact |

Edit Delete

➤ Assign additional Agency Consultants to application: Cancel Grant This User Access

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: [Patricia Swartz](#)

Contact Type: Agency Consultant

Level of Access: *

* = Required Field



Complete Application Forms (Right Side)

Neighborhood Preservation 2019
Submit Application Delete Application

Application #: 2019-02351-0424
Application Title: N/A

General Information

RFP Type: Known Recipients (allocation per application)
 Application Manager: [Terence Schrider](#)
 Status: Application In Process
 Current Budget: \$0.00
 Due Date: 1/23/2020 (Thu)

Agency Information

[View Applicant Information](#)

Agency: Ringwood Borough
 Vendor #: 226002255-99
 DUNS #: 080603285

Application Information

- [Application Program Description](#)
- [Project Objectives](#)
- [Scope Of Services](#)
- [Expected Attachments](#)

Contacts

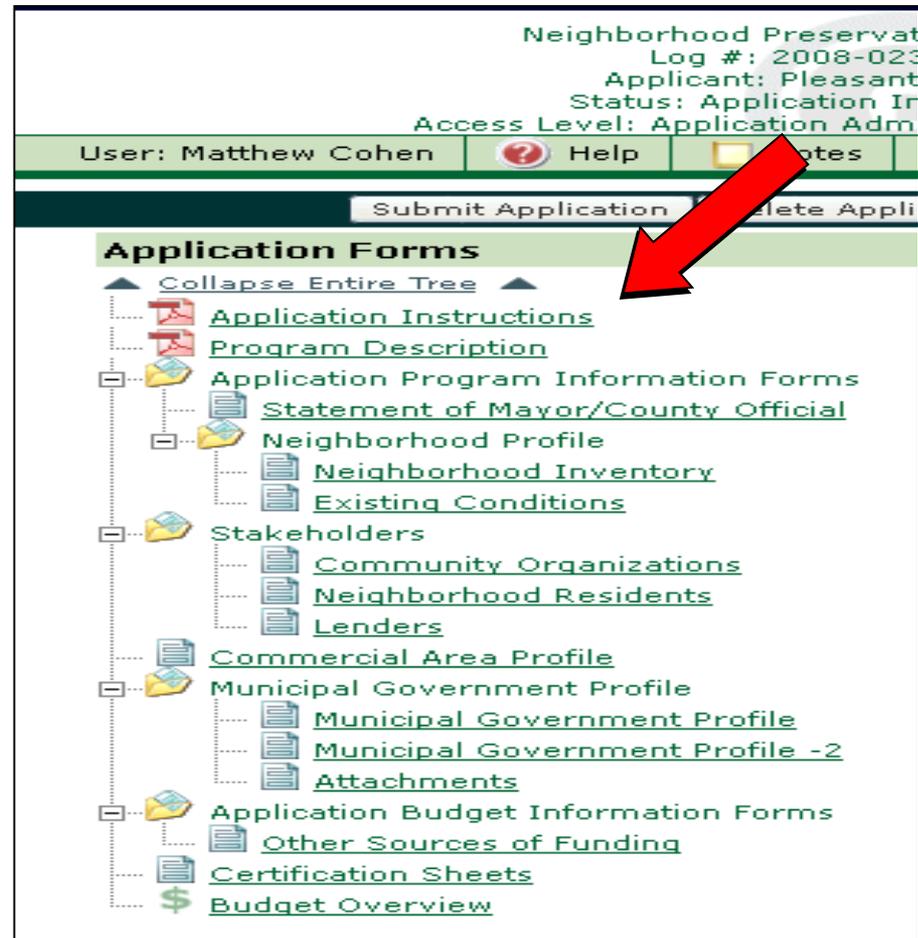
Application Forms

[Collapse Entire Tree](#)

- [Application Instructions](#)
- [Program Description](#)
- [Application Program Information Forms](#)
 - [Statement of Mayor/County Official](#)
 - [Municipal Government Profile](#)
 - [Municipal Government Profile -2](#)
 - [Attachments](#)
- [Neighborhood Profile](#)
 - [Neighborhood Inventory](#)
 - [Existing Conditions](#)
 - [Commercial Area Profile](#)
 - [Municipal Area Profile](#) ←
- [Stakeholders](#)
 - [Partnerships/Stakeholder](#)
 - [NEIGHBORHOOD Profile 1](#)
 - [NEIGHBORHOOD Profile 2](#)
- [Application Budget Information Forms](#)
 - [Other Sources of Funding](#)
- [Certification Sheets](#)
- [Budget Overview](#)

Complete Application Forms

- The **Application Instructions** and **Program Description** are specific to the NPP Program



Complete Application Forms

- Have your mayor accept the application.
- Check if attachments will be mailed or hand delivered.

[Return to Previous Page](#) **STATEMENT OF MAYOR/COUNTY OFFICIAL**  **Check for Errors**
* = Required Field

Instructions: Check the **Application Instructions** to determine whether you should use Option 1 or Option 2. **Save** this form when completed.

◀ Back Save Clear Next ▶ View PDF

Option 1 - Check the checkbox below, add comments, and complete the name and address fields. Print the completed form by clicking **View PDF** and then clicking the Print icon. Select whether you will mail or hand-deliver the signed form to your Application Manager. For the mailing address, click the [hyperlink](#) for the Application Manager's name in the green box on the upper left side of the Application Menu.

I am in support of this application and will work to integrate this service with others in this community, county and/or region.

COMMENTS

0 of 500 Characters

Name:

Title:

Address:

Zip:

Mayor or County Officer:

I will/have mailed this attachment I will/have hand delivered this attachment

Option 2 - Check the checkbox below, add comments, and complete the name and address fields. Print the completed form by clicking **View PDF** and then clicking the Print icon. Select whether you will mail or hand-deliver the signed letter of support (on your letterhead) from the Mayor/County Official stating his/her support for this project. For the mailing address, click the [hyperlink](#) for the Application Manager's name in the green box on the upper left side of the Application Menu.

I will/have mailed this attachment I will/have hand delivered this attachment

◀ Back Save Clear Next ▶ View PDF

◀ Back Save Clear Next ▶ View PDF

| Does The Municipality Have The Following Ordinances? | | | | |
|--|--------------------------|--------------------------|-----------------------------------|--|
| Item | No | Yes | If yes indicate date last revised | Describe briefly how the ordinance is enforced |
| Zoning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| Property Maintenance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| Housing Code | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Does the municipality have a full-time building inspector? *If no, please explain.*

Yes No

0 of 500 Characters

An adopted comprehensive master plan?

Yes No

Year Completed: Date adopted: Date revised:

Please describe the municipality's efforts to comply with the State's Fair Housing Act, including the status of COAH or court compliance and the number of affordable units produced.

00 of 500 Characters

Has the municipality received center designation or plan endorsement from the New Jersey Office of Smart Growth or the State Planning Commission?

Yes No

If yes, indicate date of action. If the municipality is currently part of an application for plan endorsement or is participating in a Smart Growth or similar planning effort.

00 of 500 Characters

Does the municipality have a Community Development office?

Yes No

If so, what role will that office play in managing the proposed program? If no, please explain.

00 of 500 Characters

Please provide the name and title of the person who will be responsible for the direct supervision of the NPP Coordinator.

Please describe any State, Federal or private investment which has been completed (within the preceding five years), are underway or are proposed within the targeted area.

◀ Back Save Clear Next ▶ View PDF

- If you elect to **Upload Electronically**, click the appropriate radio button
- Click the **Browse Button**

[Return to Previous Page](#) **ATTACHMENTS** [? Check for Errors](#)
* = Required Field

Instructions: Choose one of the methods below to forward each attachment to DCA.

◀ Back Save Clear Next ▶ View PDF

Municipal Map

Mail Hand Deliver Upload electronically

Neighborhood Map

Mail Hand Deliver Upload electronically

American Fact Finder Data

Mail Hand Deliver Upload electronically

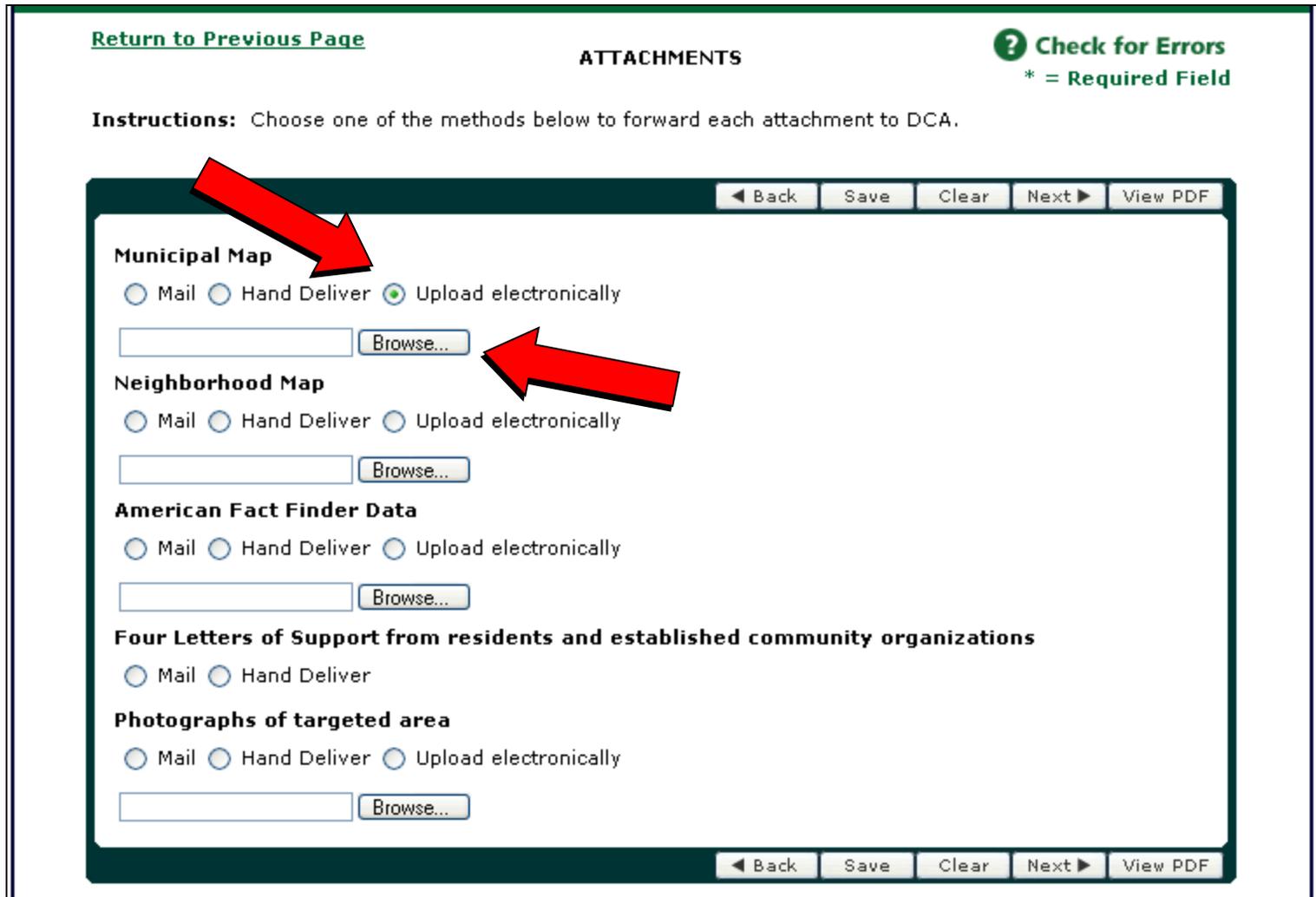
Four Letters of Support from residents and established community organizations

Mail Hand Deliver

Photographs of targeted area

Mail Hand Deliver Upload electronically

◀ Back Save Clear Next ▶ View PDF



- Click on your “Maps” file
 - Click “Open”

The screenshot displays the DCA SAGE web application in Microsoft Internet Explorer. The browser title is "DCA SAGE [Program Information - Detail] - Microsoft Internet Explorer". The application header includes the NJ DCA SAGE logo and user information: "Neighborhood Preservation 2008", "Log #: 2008-02351-0216", "Applicant: Pleasantville City", "Status: Application In Process", and "Access Level: Application Administrator". A navigation menu contains "Start Menu", "Admin", "RFP Menu", "Application Menu", "User: Matthew Cohen", "Help", "Notes", and "Logout".

The main content area features a "Return to Previous Page" link and "Instructions: Choose one of the methods". Below this are several sections, each with radio buttons for "Mail", "Hand Deliver", and "Upload electronically", and a "Browse..." button:

- Municipal Map**: Mail Hand Deliver Upload electronically
- Neighborhood Map**: Mail Hand Deliver Upload electronically
- American Fact Finder Data**: Mail Hand Deliver Upload electronically
- Four Letters of Support from residents**: Mail Hand Deliver
- Photographs of targeted area**: Mail Hand Deliver Upload electronically

A "Choose file" dialog box is open, showing the "My Documents" folder. The file list includes:

- JOB CREATION DIRECTIONS
- Job Creation Retention
- LIHEAP CWA Admin - Boards
- Lobbying Certification
- Maps
- NJ HUD Allocations 2005
- NJ HUD Allocations 2006
- NJBGPOP1 Summary File 1
- nonentitled small cities 032007
- Outline of Proposed Standardized SAGE Budget Categories
- Query Export Instructions
- Resolution
- ROID Payments 2005
- SAGE Presentation
- SCP Reconciliation 0307

The "File name" field contains "Maps" and the "Files of type" dropdown is set to "All Files (*.*)". The "Open" button is highlighted with a red arrow. Another red arrow points to the "Upload electronically" radio button in the "Municipal Map" section.

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, E:\, Microsoft PowerPoint, DCA SAGE [Program I...]), and the system tray with the time 10:55 AM and "Local intranet" indicator.

Your "Maps" file will appear in the box

 Neighborhood Preservation 2008
Log #: 2008-02351-0216
Applicant: Pleasantville City
Status: Application In Process
Access Level: Application Administrator

Start Menu Admin RFP Menu Application Menu User: Matthew Cohen Help Notes Logout

[Return to Previous Page](#) **ATTACHMENTS** [? Check for Errors](#)
* = Required Field

Instructions: Choose one of the methods below to forward each attachment to DCA.

◀ Back Save Clear Next ▶ View PDF

Municipal Map
 Mail Hand Deliver Upload electronically

Neighborhood Map
 Mail Hand Deliver Upload electronically

American Fact Finder Data
 Mail Hand Deliver Upload electronically

Four Letters of Support from residents and established community organizations
 Mail Hand Deliver

Photographs of targeted area
 Mail Hand Deliver Upload electronically

◀ Back Save Clear Next ▶ View PDF

Neighborhood Inventory

- Fill in all of the text boxes (SAGE will calculate percentages for you)
- Click Save after each screen.

[Return to Previous Page](#) **NEIGHBORHOOD INVENTORY** [? Check for Errors](#)
* = Required Field

Save Clear Next ▶

Name of Neighborhood:

Boundaries:

Structural Uses

| | Number of structures | Percentage of Structures |
|-----------------------------|----------------------|--------------------------|
| Housing: | <input type="text"/> | % |
| Commercial: | <input type="text"/> | % |
| Other: | <input type="text"/> | % |
| Total number of structures: | | |

Unit Occupancy

| | Number of residential units | Percentage of housing units |
|------------------|-----------------------------|-----------------------------|
| Owner-Occupied: | <input type="text"/> | % |
| Renter-Occupied: | <input type="text"/> | % |
| Vacant Units: | <input type="text"/> | % |
| Total Units: | | |

Does the community have a marked seasonal population fluctuation due to tourism, seasonal residency, educational facilities, etc? Yes No

If yes, estimate the change in population and explain why it occurs:

00 of 500 Characters

Save Clear Next ▶

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◀ Back Save Clear Next ▶ View PDF

For each type of structure please indicate the percentage that are excellent, good, fair or poor based on the following:

- **Excellent** - new or like new, no repairs needed
- **Good** - structurally sound but needs routine maintenance, painting, etc.
- **Fair** - structurally sound, but requires more than routine maintenance
- **Poor** - structural defects present

| Property Maintenance | Excellent | Good | Fair | Poor |
|---|------------------------|------------------------|------------------------|------------------------|
| Single family housing | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % |
| *Projected Average Cost | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Multi-family housing | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % |
| Commercial and Mixed Use Structures | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % |
| Other Structures (industrial, schools, churches, public facilities) | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % |
| * Projected average cost of rehabilitating a <u>single</u> housing unit in this condition | | | | |

For each type of infrastructure please indicate the percentage that are excellent, good, fair or poor based on the following:

- **Excellent** - new or like new, no repairs needed
- **Good** - structurally sound but needs routine maintenance, painting, etc.
- **Fair** - structurally sound, but requires more than routine maintenance
- **Poor** - structural defects present

Indicate the Projected **Total** Cost** for repair and/or replacement of this infrastructure in this neighborhood.

| Infrastructure | Excellent | Good | Fair | Poor | Projected Cost** |
|-------------------------|------------------------|------------------------|------------------------|------------------------|----------------------|
| Streets | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> |
| Curbs & sidewalks | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> |
| Recreational facilities | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> |
| Storm & sanitary sewers | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> % | <input type="text"/> |
| | | | | | |

◀ Back Save Clear Next ▶ View PDF

◀ Back Save Clear Next ▶

| | |
|---|--|
| Commercial Units | Number of Units |
| Completely occupied: | <input type="text"/> |
| Completely vacant: | <input type="text"/> |
| Vacant on the first floor: | <input type="text"/> |
| Vacant on the second floor: | <input type="text"/> |
| Vacant on the third/plus floor: | <input type="text"/> |
| Total Commercial Units: | |
| Commercial Units | Percentage of Units |
| Owner occupied: | <input type="text"/> % |
| Renter occupied: | <input type="text"/> % |
| Estimated average rent for commercial space in target area: | <input type="text"/> |
| Total Commercial Square Footage: | <input type="text"/> |
| Approximate number of existing housing units located in the commercial area (located within the target area): | <input type="text"/> |
| Is safety/crime a concern in the commercial area? | <input type="radio"/> Yes <input type="radio"/> No |
| <i>If yes, please explain:</i> | |
| <input type="text"/> | |
| 00 of 500 Characters | |

◀ Back Save Clear Next ▶

Municipal Area Profile

[Return to Previous Page](#) MUNICIPAL AREA PROFILE Check for Errors
* = Required Field

1. Does the municipality have a property maintenance ordinance? Yes No

2. Housing Code ordinance Date adopted

3. Does the municipality have an existing District or Municipal Neighborhood plan, including one developed with the NJ Office of Local Planning Services? Yes No

4. Will that office be responsible for administering the program? Yes No

5. Submit a municipal organization chart, as it relates to the NPP Program. Browse...

6. Identify the sources from which the municipality will contribute toward the salary and fringe benefits of the municipal NPP Coordinator.

00 of 2000 Characters

7. Does the municipality have a SAM number (Federal System for Award Management)? Yes No

8. Describe any state or federal grant the municipality's economic development staff has secured for community or economic development in the last 3 years, including:

- The amount of the grant(s)
- The purpose and term of each grant
- Outcomes involving physical, tangible community assets (such as new park, community garden, infrastructure, community center, etc.) achieved with the grant funds
- Whether the municipality is in full compliance with all grant requirements

Browse...

9. Provide documentation of:

- Commitment of municipal funds for a physical project (such as a new park, community garden, infrastructure, community center, etc.) in the neighborhood within the last three years

Browse...

- Commitment of state, federal, or non-profit grant funds by the municipality for a physical project in the neighborhood within the last three years

Browse...

- Designation of any municipal employee within the last three years to do any of the following for the neighborhood:
 - Develop or contribute to a neighborhood or redevelopment plan
 - Update or assist with updating a neighborhood or redevelopment plan
 - Implement or assist with implementing a neighborhood or redevelopment plan
 - Collect and/or analyze neighborhood data to advance a community or economic development project
 - Coordinate local government offices and agencies to support a neighborhood community or economic development project

00 of 2000 Characters

Back Save Clear

Save Clear Next ▶

1. Identify the private lender(s) that have been contacted about the program. Indicate if one or more has agreed to work with the municipality during the planning and development phases of the program.

Lender:

Contact Person:

Lender:

Contact Person:

2. Please summarize partnership ventures, impact achieved, and any significant achievements of a Business Association and/o community groups actively work towards the solution of problems within the target neighborhood over the past 5 years.

3. List any consultants or organizations that currently provide technical expertise to your business community.

4. List the names of any local businesses, lending institutions, community organizations, residents, municipal officials, and/or other stakeholder who have agreed to serve on the NPP Planning Committee.

| Name | Residents |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Save Clear Next ▶

◀ Back Save Clear Next ▶

Name of Neighborhood:

1. Boundaries (bordering streets that define neighborhood):

2. Why is this neighborhood appropriate for the Neighborhood Preservation Program?

00 of 1000 Characters

3. List and prioritize five (5) major assets of the neighborhood, including special characteristics.

00 of 1000 Characters

4. Are there any municipal ordinances that are targeted to the proposed target neighborhood that will facilitate neighborhood revitalization?

00 of 1000 Characters

5. Summarize the three most important municipal improvements planned for the neighborhood. How will these improvements be financed by the Municipality?

00 of 1000 Characters

6. What specific problems are perceived in your neighborhood?

00 of 1000 Characters

7. Describe the neighborhood's needs and how NPP funding will assist in addressing those needs.

00 of 1000 Characters

8. Attach two maps. The first should illustrate the location of the neighborhood within the municipality. The second should show the target area in detail and indicate current zoning, community facilities, problem properties and other relevant sites. Neighborhood maps must show the boundaries of the census tracts in relationship to neighborhood boundaries. **(See attachment Forms Page)**

9. Attach the address and photo of at least two mixed-use properties (commercial or retail use on the first floor and a residential use on at least on upper floor) within the neighborhood, photos of neighborhood assets, and photos showing evidence of municipal investment in the neighborhood. **(See attachment Forms Page)**

◀ Back Save Clear Next ▶

◀ Back Save Clear

1. Does the target neighborhood contain area in need of redevelopment? Yes No
2. Number that are vacant on the first floor.
3. Number that are vacant on the second floor.
4. Estimated average rent for commercial space in program area \$ (per square foot/ per month)
5. Is safety/crime a perceived concern in your Business District? Yes No
6. Does the municipality have any of the following programs in the commercial area?
 - Neighborhood Revitalization Tax Credit Neighborhood
 - Opportunity Zone
 - Main Street NJ District
 - Improvement District
 - Urban Enterprise Zone
 - Downtown Business Improvement Zone
 - NJ DOT Transit Village
 - Recipient of Local Planning Services Assistance
 - Participation in country's or municipality's CDBG program

Other official municipal designation (please describe):

00 of 2000 Characters

◀ Back Save Clear

Certifications of Terms and Conditions - Schedule F

If your Agency type is not required to answer any of the questions below, click the N/A checkbox.

1. I certify that this agency is not delinquent on any Federal or State debt. Yes No N/A *
2. I understand that payments from NJDCA will depend on our submission of all required grant reports. Yes No N/A *
3. I certify that neither members of our organization's governing body nor members of their families will receive any direct or indirect personal or monetary gain from the funding of this grant. Yes No N/A *
4. I certify that neither members of our organization's governing body nor members of their families serve on any board, council, commission, committee, or task force that has regulatory authority or advising influence on the funding program. Yes No N/A *

If no, please explain:

Non-government Agencies only—

5. If our agency has not received funds from NJDCA for the current State Fiscal Year, I will submit our organization's most recent audit. Yes No N/A *
- I will/have mailed this attachment I will/have hand delivered this attachment

Government Agencies only—

6. I certify, that in compliance with [Executive Order 134](#), this agency has not made political contribution to a candidate committee and/or election fund of any candidate or holder of the public office of Governor, or to any State or County political party committee. Yes No N/A *

ATTACHMENTS

See **Application Instructions** for the correct DCA mailing address for this Program.

Certification Regarding Debarment and Suspension - [Schedule G](#)

- I will/have mailed this attachment I will/have hand delivered this attachment Not applicable

Certification Regarding Lobbying - [Schedule H](#)

- I will/have mailed this attachment I will/have hand delivered this attachment Not applicable

CERTIFICATION SHEETS (Bottom of Page)

Certification Regarding Lobbying - [Schedule H](#)

I will/have mailed this attachment I will/have hand delivered this attachment Not applicable

Resolution - [Schedule I](#)

I will/have mailed this attachment I will/have hand delivered this attachment Not applicable

IRS Determination Letter (New Applicants, Non-profit, Non-government only)

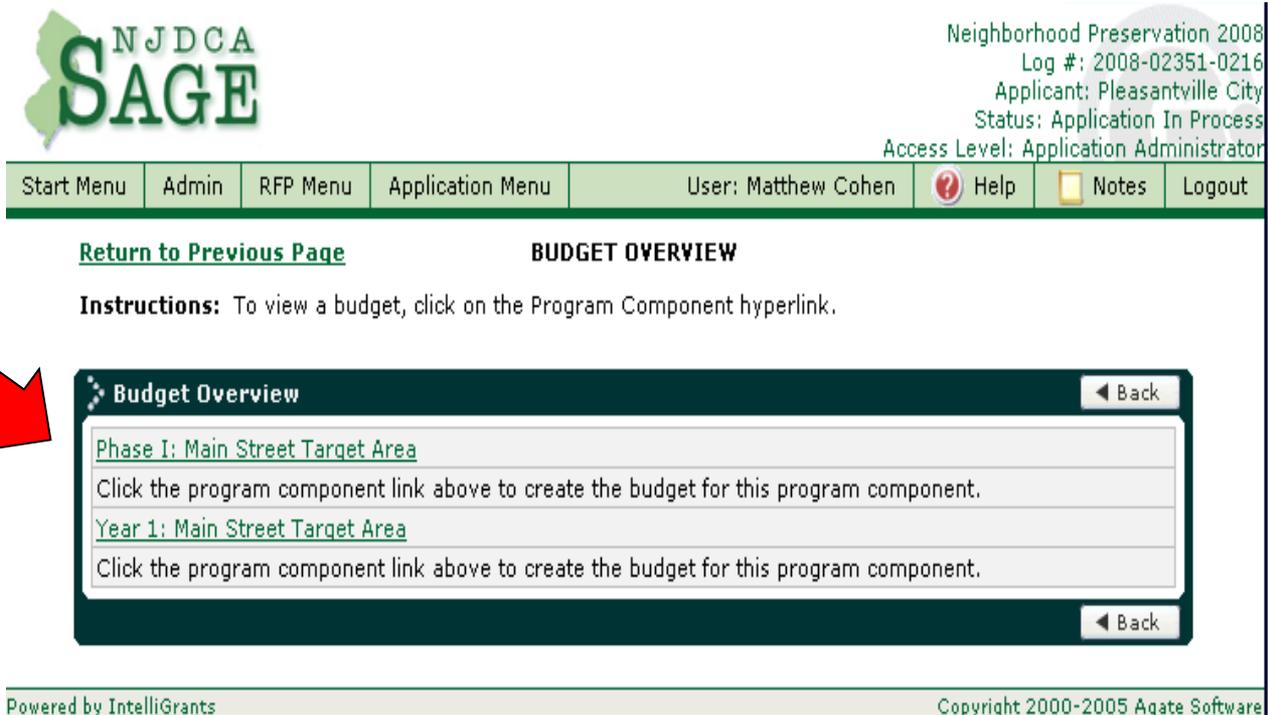
I will/have mailed this attachment I will/have hand delivered this attachment Not applicable

Organizational Chart

I will/have mailed this attachment I will/have hand delivered this attachment Not applicable

[◀ Back](#) [Save](#) [Clear](#) [Next ▶](#) [View PDF](#)

Click on Phase I Component Hyperlink



NJDCA SAGE

Neighborhood Preservation 2008
Log #: 2008-02351-0216
Applicant: Pleasantville City
Status: Application In Process
Access Level: Application Administrator

Start Menu | Admin | RFP Menu | Application Menu | User: Matthew Cohen | ? Help | Notes | Logout

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

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

Budget Overview ◀ Back

[Phase I: Main Street Target Area](#)

Click the program component link above to create the budget for this program component.

[Year 1: Main Street Target Area](#)

Click the program component link above to create the budget for this program component.

◀ Back

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- Select **ADM: Personnel: Salaries/Wages** from the **Budget Categories** drop-down menu
- Click **Save**

The screenshot shows the NJDCA SAGE application interface. At the top, the logo 'NJDCA SAGE' is on the left, and user information 'Neighborhood Preservation 2008', 'Log #: 2008-02351-0216', 'Applicant: Pleasantville City', 'Status: Application In Process', and 'Access Level: Application Administrator' is on the right. A navigation bar contains 'Start Menu', 'Admin', 'RFP Menu', 'Application Menu', 'User: Matthew Cohen', 'Help', 'Notes', and 'Logout'.

The main content area is titled 'BUDGET ITEM DETAIL'. It includes instructions: 'Instructions: Type in necessary information and click **Save** to save the budget item. Refer to the Application Instructions for specific budget information.'

Below the instructions are three tabs: 'Budget Summary', 'Budget Detail', and 'Add Budget Item'. The 'Add Budget Item' dialog box is open, showing a dropdown menu for 'Phase I: Main Street Target Area'. The dropdown is open, displaying a list of budget categories. 'ADM - Personnel: Salaries/Wages' is selected and highlighted in blue. Other categories include 'ADM - Other: Planning Costs', 'ADM - Other: Other', 'ADM - Personnel: Travel', 'ADM - Personnel: Training', 'ADM - Purchased Services: Professional', 'ADM - Purchased Services: Non-Professional', 'ADM - Operating Cost: Space Cost', 'ADM - Operating Cost: Telephone', 'ADM - Operating Cost: Postage', 'ADM - Operating Cost: Equipment Purchase', 'ADM - Operating Cost: Equipment Rental', 'ADM - Operating Cost: Consumable', 'ADM - Operating Cost: Other', 'Program - Development: Rehab-Commercial', 'Program - Development: Rehab-Residential', 'Program - Development: Infrastructure', 'Program - Development: Neighborhood Amenities', 'PROGRAM - Other: Community Organization', and 'PROGRAM - Other: Other'. To the right of the dropdown is a text field with a red asterisk and the label '(Name must be unique to this budget):'. Below that is another text field with a red asterisk and a label 'Description:'. To the right of the description field is a dropdown menu with a red asterisk and a label 'Funds from Other Sources:'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

At the bottom of the application window, it says 'Powered by IntelliGrants' on the left and 'Copyright 2000-2005 Aqate Software' on the right.

- Fill in **Short Description** and **Detailed Description** Text boxes
 - Fill in **Requested Amount** as shown
 - Click **Save**

NJDCA SAGE Neighborhood Preservation 2008
 Log #: 2008-02351-0216
 Applicant: Pleasantville City
 Status: Application In Process
 Access Level: Application Administrator

Start Menu | Admin | RFP Menu | Application Menu | User: Matthew Cohen | Help | Notes | Logout

[Go to Budget Overview](#) **BUDGET ITEM DETAIL**

Instructions: Type in necessary information and click **Save** to save the budget item. Refer to the Application Instructions for specific budget information.

Budget Summary | Budget Detail | **Add Budget Item**

Phase I: Main Street Target Area [Save] [Cancel]

Select the appropriate Budget Category for this budget item:
 ADM - Personnel: Salaries/Wages *

Provide a short description for this budget item (should be unique to this budget):
 NPP Coordinator's Salary *

Provide a more detailed description for this budget item:
 State portion of the NPP Coordinators salary for Year 1. *

Enter the dollar amounts associated with the budget item:

| | |
|--|--------------------------|
| Requested Funds | Funds from Other Sources |
| <input type="text" value="\$25,000.00"/> | <input type="text"/> |

* = Required Field [Save] [Cancel]

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- You will see this message
- Click on the [Go to Budget Overview](#) Hyperlink

NJDCA SAGE Neighborhood Preservation 2008
 Log #: 2008-02351-0216
 Applicant: Pleasantville City
 Status: Application In Process
 Level: Application Administrator

Start Menu | Admin | RFP Menu | Application Menu | User: Matthew Co | Help | Notes | Logout

Your information has been saved.
 If you make additional changes to this page, please remember to click Save.

[Go to Budget Overview](#) **BUDGET ITEM DETAIL**

Instructions: Type in necessary information and click **Save** to save the budget item. Refer to the Application Instructions for specific budget information.

Budget Summary | **Budget Detail** | **Add Budget Item**

Phase I: Main Street Target Area [Save] [Cancel]

Select the appropriate Budget Category for this budget item:
*

Provide a short description for this budget item (should be unique to this budget):
*

Provide a more detailed description for this budget item:
*

Enter the dollar amounts associated with the budget item:

Requested Funds: Funds from Other Sources:

* = Required Field [Save] [Cancel]

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- Click on [Year 1: Main Street Target Area](#) Hyperlink

Neighborhood Preservation 2008
 Log #: 2008-02351-0216
 Applicant: Pleasantville City
 Status: Application In Process
 Access Level: Application Administrator

Start Menu
Admin
RFP Menu
Application Menu
User: Matthew Cohen
Help
Notes
Logout

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

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

Budget Overview

[Phase I: Main Street Target Area](#)

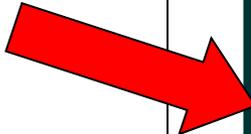
| Budget Category | Requested Funds | Funds from Other Sources | Total Amount |
|-----------------|-----------------|--------------------------|--------------|
| ADM - Personnel | \$25,000.00 | | \$25,000.00 |
| Sub-Total | \$25,000.00 | \$0.00 | \$25,000.00 |

[Year 1: Main Street Target Area](#)

Click the program component link above to create the budget for this program component.

| | | | |
|--------------|--------------------|---------------|--------------------|
| Total | \$25,000.00 | \$0.00 | \$25,000.00 |
|--------------|--------------------|---------------|--------------------|

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- Select **Program – Other: Other** from the **Budget Category** drop-down box
 - Fill in the **short description** and **detailed description** as shown
 - Fill in the **Requested Funds** as shown
 - Click **Save**

Neighborhood Preservation 2008
Log #: 2008-02351-0216
Applicant: Pleasantville City
Status: Application In Process
Access Level: Application Administrator

Start Menu | Admin | RFP Menu | Application Menu | User: Matthew Cohen | Help | Notes | Logout

[Go to Budget Overview](#) **BUDGET ITEM DETAIL**

Instructions: Type in necessary information and click **Save** to save the budget item. Refer to the Application Instructions for specific budget information.

Budget Summary | Budget Detail | **Add Budget Item**

Year 1: Main Street Target Area [Save] [Cancel]

Select the appropriate Budget Category for this budget item:
PROGRAM - Other: Other *

Provide a short description for this budget item (should be unique to this budget):
To Be Determined *

Provide a more detailed description for this budget item:
To Be Determined *

Enter the dollar amounts associated with the budget item:

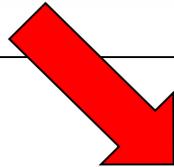
Requested Funds: \$100,000.00
Funds from Other Sources: []

* = Required Field [Save] [Cancel]

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This is your NPP Budget

Click on Application Menu



Neighborhood Preservation 2008
 Log #: 2008-02351-0216
 Applicant: Pleasantville City
 Status: Application In Process
 Access Level: Application Administrator

Start Menu
Admin
RFP Menu
Application Menu
User: Matthew Cohen
Help
Notes
Logout

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

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

Budget Overview

Phase I: Main Street Target Area

| Budget Category | Requested Funds | Funds from Other Sources | Total Amount |
|-----------------|-----------------|--------------------------|--------------|
| ADM - Personnel | \$25,000.00 | | \$25,000.00 |
| Sub-Total | \$25,000.00 | \$0.00 | \$25,000.00 |

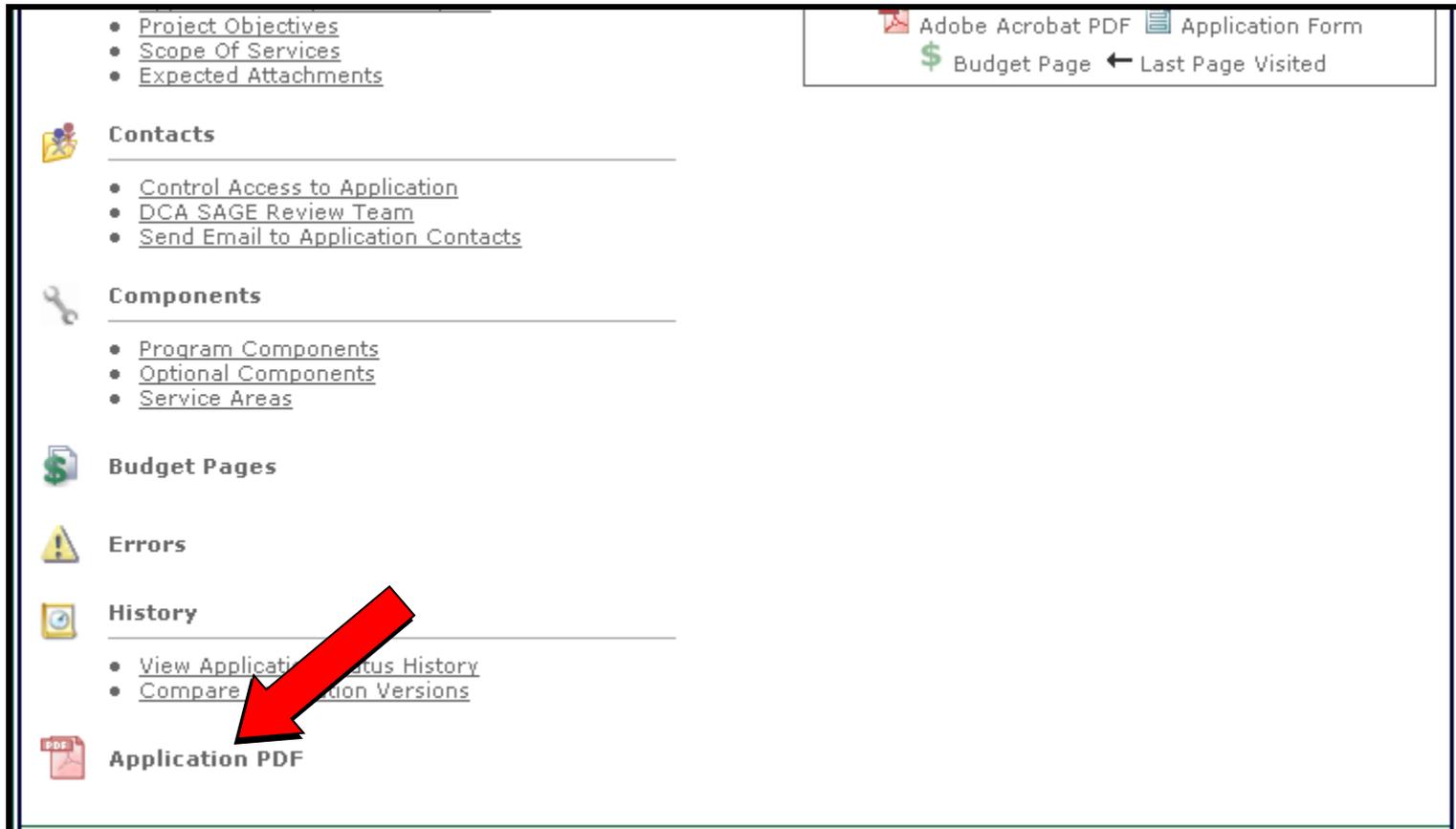
Year 1: Main Street Target Area

| Budget Category | Requested Funds | Funds from Other Sources | Total Amount |
|-----------------|---------------------|--------------------------|---------------------|
| PROGRAM - Other | \$100,000.00 | | \$100,000.00 |
| Sub-Total | \$100,000.00 | \$0.00 | \$100,000.00 |
| Total | \$125,000.00 | \$0.00 | \$125,000.00 |

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Produce Printed Copy of Application

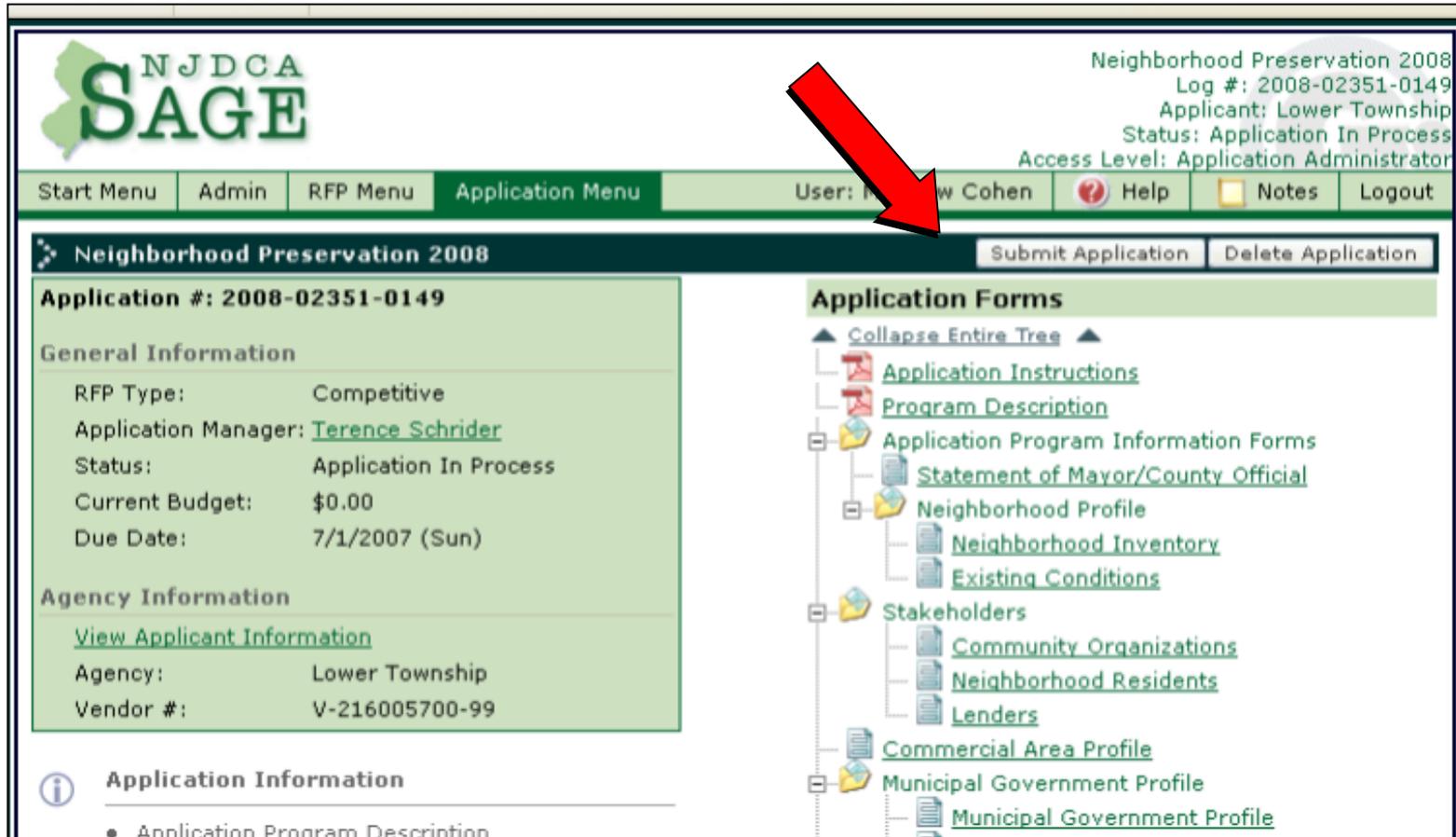
- At the bottom (left hand side of your Application menu) there is a link called Application PDF .
- Click on it to generate a copy of your application.



The screenshot shows a web application interface. On the left side, there is a vertical menu with several sections: 'Project Objectives' (with sub-links: [Project Objectives](#), [Scope Of Services](#), [Expected Attachments](#)), 'Contacts' (with sub-links: [Control Access to Application](#), [DCA SAGE Review Team](#), [Send Email to Application Contacts](#)), 'Components' (with sub-links: [Program Components](#), [Optional Components](#), [Service Areas](#)), 'Budget Pages', 'Errors', 'History' (with sub-links: [View Application Status History](#), [Compare Application Versions](#)), and 'Application PDF'. A red arrow points to the 'Application PDF' link. On the right side, there is a header area with a navigation bar containing 'Adobe Acrobat PDF', 'Application Form', 'Budget Page', and 'Last Page Visited'.

Submit Application

Click on submit application.



The screenshot shows the NJDCA SAGE web application interface. At the top left is the logo for NJDCA SAGE. On the top right, the following information is displayed: Neighborhood Preservation 2008, Log #: 2008-02351-0149, Applicant: Lower Township, Status: Application In Process, and Access Level: Application Administrator. Below this is a navigation bar with tabs for Start Menu, Admin, RFP Menu, and Application Menu. The user is identified as Terence Cohen, and there are links for Help, Notes, and Logout. A red arrow points to the 'Submit Application' button in the top right corner of the main content area. The main content area is titled 'Neighborhood Preservation 2008' and includes a 'Delete Application' button. On the left, there is a section for 'Application #: 2008-02351-0149' with 'General Information' and 'Agency Information'. The 'General Information' section includes: RFP Type: Competitive, Application Manager: Terence Schrider, Status: Application In Process, Current Budget: \$0.00, and Due Date: 7/1/2007 (Sun). The 'Agency Information' section includes: Agency: Lower Township and Vendor #: V-216005700-99. On the right, there is a tree view for 'Application Forms' with a 'Collapse Entire Tree' button. The tree view includes: Application Instructions, Program Description, Application Program Information Forms (with sub-items: Statement of Mayor/County Official, Neighborhood Profile, Neighborhood Inventory, Existing Conditions), Stakeholders (with sub-items: Community Organizations, Neighborhood Residents, Lenders), Commercial Area Profile, and Municipal Government Profile (with sub-item: Municipal Government Profile).

NJDCA SAGE

Neighborhood Preservation 2008
Log #: 2008-02351-0149
Applicant: Lower Township
Status: Application In Process
Access Level: Application Administrator

Start Menu | Admin | RFP Menu | Application Menu | User: Terence Cohen | Help | Notes | Logout

Neighborhood Preservation 2008 | Submit Application | Delete Application

Application #: 2008-02351-0149

General Information

RFP Type: Competitive
Application Manager: [Terence Schrider](#)
Status: Application In Process
Current Budget: \$0.00
Due Date: 7/1/2007 (Sun)

Agency Information

[View Applicant Information](#)
Agency: Lower Township
Vendor #: V-216005700-99

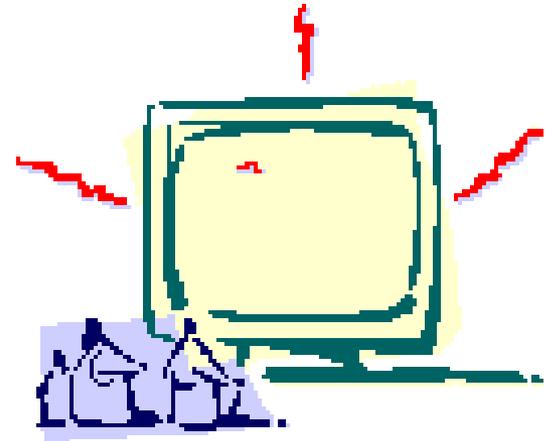
Application Forms

[Collapse Entire Tree](#)

- [Application Instructions](#)
- [Program Description](#)
- [Application Program Information Forms](#)
 - [Statement of Mayor/County Official](#)
 - [Neighborhood Profile](#)
 - [Neighborhood Inventory](#)
 - [Existing Conditions](#)
- [Stakeholders](#)
 - [Community Organizations](#)
 - [Neighborhood Residents](#)
 - [Lenders](#)
- [Commercial Area Profile](#)
- [Municipal Government Profile](#)
 - [Municipal Government Profile](#)

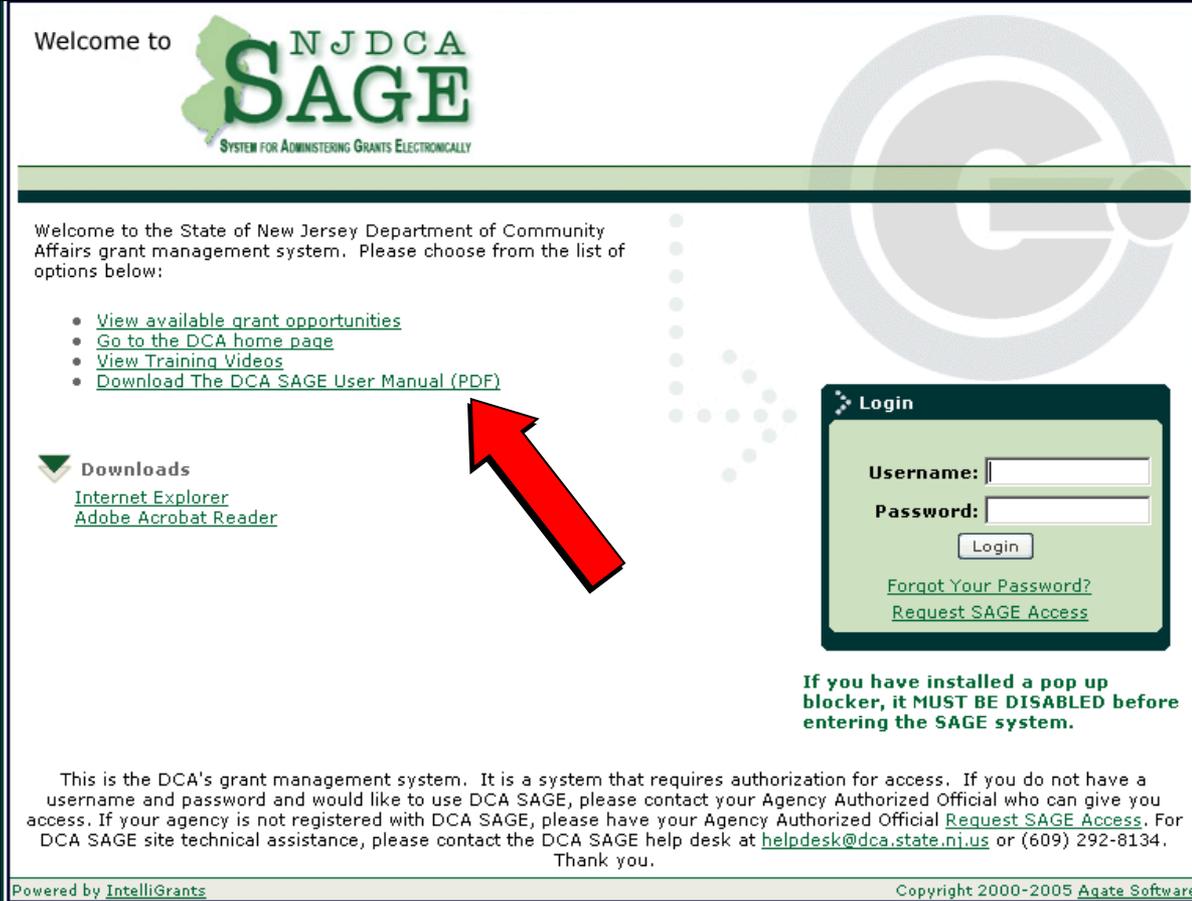
Help!

- DCA SAGE User Manual
- Training Videos
- Help Desk
- Neighborhood Preservation Program Managers



DCA SAGE User Manual

- Click the [hyperlink](#) at the DCA SAGE Login screen
- OR...**



Welcome to  **NJ DCA SAGE**
SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY

Welcome to the State of New Jersey Department of Community Affairs grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Go to the DCA home page](#)
- [View Training Videos](#)
- [Download The DCA SAGE User Manual \(PDF\)](#)

 Downloads

- [Internet Explorer](#)
- [Adobe Acrobat Reader](#)

Login

Username:

Password:

[Forgot Your Password?](#)

[Request SAGE Access](#)

If you have installed a pop up blocker, it MUST BE DISABLED before entering the SAGE system.

This is the DCA's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use DCA SAGE, please contact your Agency Authorized Official who can give you access. If your agency is not registered with DCA SAGE, please have your Agency Authorized Official [Request SAGE Access](#). For DCA SAGE site technical assistance, please contact the DCA SAGE help desk at helpdesk@dca.state.nj.us or (609) 292-8134. Thank you.

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DCA SAGE User Manual

- Click the [hyperlink](#) in **Quick Links** on your **Start Menu**

The screenshot displays the NJ DCA SAGE user interface. At the top left is the NJ DCA SAGE logo. The top right shows user information: "User Agency: AIDS Coalition of Southern New Jersey, Inc." and "Access Level: Agency Authorized Official". Below this is a navigation bar with "Start Menu" and "Agency Info" tabs, and a user profile for "User: Arthur Dion" with "Help" and "Logout" links.

The main content area is divided into several sections:

- Welcome to the Department of Community Affairs System for Administering Grants Electronically.** Below this, it states "You do not have any system messages."
- Initiate an Application** section with a "Select an RFP:" dropdown menu, an "Apply for a New Grant" button, and a "View available RFPs" link.
- Task List: Actions Required** section with the message "You currently do not have any tasks."
- Quick Links** section containing several hyperlinks:
 - Search for Agency Information
 - [View All Agency Applications](#)
 - [View All Agency Grants](#)
 - [View All Agency FSRs](#)
 - [View All Agency Information Updates](#)
 - [View Old System Messages](#)
 - Maintain Your Account
 - [View Audit Log](#)
 - [View Your Agency Information](#)
 - [Edit Your Contact Information](#)
 - [View Expected Attachments](#)
 - User Manual
 - [Download DCA SAGE User Manual \(PDF\)](#)
 - Training Materials
 - [View DCA SAGE Training Videos](#)

A red arrow points to the "Download DCA SAGE User Manual (PDF)" link in the Quick Links section.

Training Videos

- Click the [hyperlink](#) at the DCA SAGE Login screen

OR...



Welcome to  **NJ DCA SAGE**
SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY

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- [Go to the DCA home page](#)
- [View Training Videos](#)
- [Download The DCA SAGE User Manual \(PDF\)](#)

▼ Downloads
[Internet Explorer](#)
[Adobe Acrobat Reader](#)

Login

Username:

Password:

[Forgot Your Password?](#)
[Request SAGE Access](#)

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Thank you.

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Training Videos

- Click the [hyperlink](#) in **Quick Links** on your **Start Menu**

NJDCA SAGE

User Agency: AIDS Coalition of Southern New Jersey, Inc.
Access Level: Agency Authorized Official

Start Menu Agency Info User: Arthur Dion Help Logout

Welcome to the Department of Community Affairs System for Administering Grants Electronically.

You do not have any system messages.

Task List: Actions Required
You currently do not have any tasks.

Initiate an Application

Select an RFP:

Apply for a New Grant

View available RFPs

Quick Links

- Search for Agency Information
 - View All Agency Applications
 - View All Agency Grants
 - View All Agency FSRs
 - View All Agency Information Updates
 - View Old System Messages
- Maintain Your Account
 - View Audit Log
 - View Your Agency Information
 - Edit Your Contact Information
 - View Expected Attachments
- User Manual
 - Download DCA SAGE User Manual (PDF)
- Training Materials
 - View DCA SAGE Training Videos

Help Desk

Call or email—

See the Login screen or click the **Help** button on any SAGE screen

Welcome to

NJ DCA
SAGE
SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY

Welcome to the State of New Jersey Department of Community Affairs grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Go to the DCA home page](#)
- [View Training Videos](#)
- [Download The DCA SAGE User Manual \(PDF\)](#)

▼ Downloads

- [Internet Explorer](#)
- [Adobe Acrobat Reader](#)

Login

Username:

Password:

Login

[Forgot Your Password?](#)

[Request SAGE Access](#)

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