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?*

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
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
Start Menu
Quick Links

- Find your Agency’s—
  - Applications
  - Grants
  - Financial Reports
  - Information Updates
- Download the User Manual
- Watch 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.
Initiate a NPP Grant Application

• Click the **Apply for a New Grant** button
Application Process

Complete the Grant Application

• Components
• Application Information
• Forms
• Budget

Submit the Grant Application
Complete the NPP Application
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**
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
Complete the Components Section

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
Complete the Components Section

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

1. Highlight your Municipality
2. Click on the add button
Complete the Application Information Section

• Click **Application Program Description**
Complete the Application Information Section

- Click **Edit**
- Enter the appropriate information in the fields provided
- Click **Save**
Complete the Application Information Section

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Short Description</th>
<th>Detailed Description</th>
<th>Methods</th>
<th>Performance Measures</th>
<th>Application Program Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NPP Coordinator</td>
<td>Identify, provide salary and benefits to and other support for an NPP Coordinator.</td>
<td>NPP Coordinator for the neighborhood currently exists.</td>
<td>Financial and other oversight provided by Administrator and Chief Financial Officer.</td>
<td>Bradley Park UPP</td>
</tr>
<tr>
<td>2</td>
<td>Neighborhood Needs assessment</td>
<td>Assess the needs of the Bradley Park neighborhood by a variety of means but particularly a windshield survey assessing housing conditions and consultation with Township Engineer regarding infrastructure.</td>
<td>Windshield survey, community meetings, questionnaires, surveys.</td>
<td>Process will be evaluated and product reviewed by a Bradley Park NPP Steering Committee.</td>
<td>Bradley Park UPP</td>
</tr>
<tr>
<td>3</td>
<td>Community Partnerships</td>
<td>Ongoing partnerships will be maintained with the Midtown Advocacy Partnership, Hadema House, the HAACD, Euphrates Project, Midtown Urban Renaissance Corporation (MURC) and other community partners to be identified.</td>
<td>Initial telephone contact is completed. Regular meetings scheduled to be determined. NPP Steering Committee and Township will jointly host meetings and support progress.</td>
<td>Partnerships will be evaluated by regular attendance at meetings, provision of technical assistance and written commitment to the NPP process.</td>
<td>Bradley Park UPP</td>
</tr>
<tr>
<td>4</td>
<td>Five-year Work Plan</td>
<td>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.</td>
<td>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</td>
<td>Bradley Park UPP</td>
<td></td>
</tr>
</tbody>
</table>
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, and time oriented.

Current Scope Of Services:

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.
Assign Contacts to work on the application (if needed)

• Click **Control Access to Application**
Assign Contacts to work on the application (if needed)

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 his 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.
Adding a Consultant

- Enter your search criteria
- Click **Search**
Adding a Consultant

• Click the magnifying glass for the desired consultant
Adding a Consultant

• Select the Level of Access from the pull down list
Adding a Consultant

• Click Grant This User Access
Complete Application Forms
(Right Side)
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

MUNICIPAL GOVERNMENT PROFILE

What form of government does the municipality have?

Is the Mayor full-time/part-time?

If part-time, who is responsible for day-to-day administration of the municipality?

What is the total bonding capacity of the municipality?

What is the amount of outstanding bonded indebtedness of the municipality?

Credit Rating:

Assessed Tax Rate:
Does The Municipality Have The Following Ordinances?

<table>
<thead>
<tr>
<th>Item</th>
<th>No</th>
<th>Yes</th>
<th>If yes indicate date last revised</th>
<th>Describe briefly how the ordinance is enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- Yes
- No

- 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.

- 000 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.

- 000 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.

- 000 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.
• If you elect to **Upload Electronically**, click the appropriate radio button
• Click the **Browse Button**
- Click on your "Maps" file
- Click "Open"
Your “Maps” file will appear in the box
Neighborhood Inventory

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

### Structural Uses

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Structures</th>
<th>Percentage of Structures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Unit Occupancy

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Residential Units</th>
<th>Percentage of Housing Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner-Occupied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renter-Occupied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant Units</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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

<table>
<thead>
<tr>
<th>Property Maintenance</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single family housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Projected Average Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-family housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial and Mixed Use Structures</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Other Structures (industrial, schools, churches, public facilities)</td>
<td></td>
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</tr>
</tbody>
</table>

*Projected average cost of rehabilitating a single 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.

<table>
<thead>
<tr>
<th>Infrastructure</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Projected Cost**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Streets</td>
<td></td>
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</tr>
<tr>
<td>Curbs &amp; sidewalks</td>
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<tr>
<td>Recreational facilities</td>
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<td></td>
</tr>
<tr>
<td>Storm &amp; sanitary sewers</td>
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</tr>
</tbody>
</table>
Municipal Area Profile

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 NO 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.

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

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

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

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

   - 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
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/or 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Name of Neighborhood:

1. Boundaries (bordering streets that define neighborhood):

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

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

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

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

6. What specific problems are perceived in your neighborhood?

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

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)
Matching Funds to Neighborhood

A form for entering other sources of funding with fields for source, amount, and code.
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.

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 1334, 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 *

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 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
Click on Phase I Component Hyperlink

In the BUDGET OVERVIEW section, instructions are provided to view a budget. To do so, click on the Program Component hyperlink.

- **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.
• Select ADM: Personnel: Salaries/Wages from the Budget Categories drop-down menu
• Click Save
• Fill in **Short Description** and **Detailed Description** Text boxes
• Fill in **Requested Amount** as shown
• Click **Save**
• You will see this message
• Click on the **Go to Budget Overview** Hyperlink
• Click on **Year 1: Main Street Target Area** Hyperlink

---

**Return to Previous Page**

**BUDGET OVERVIEW**

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

---

**Budget Overview**

<table>
<thead>
<tr>
<th>Phase 1: Main Street Target Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Category</strong></td>
</tr>
<tr>
<td>ADM - Personnel</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
</tr>
</tbody>
</table>

**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** |
• 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**
This is your NPP Budget

Click on Application Menu

### Budget Overview

**Phase 1: Main Street Target Area**

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Requested Funds</th>
<th>Funds from Other Sources</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM - Personnel</td>
<td>$25,000.00</td>
<td></td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$25,000.00</td>
<td>$0.00</td>
<td>$25,000.00</td>
</tr>
</tbody>
</table>

**Year 1: Main Street Target Area**

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Requested Funds</th>
<th>Funds from Other Sources</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM - Other</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

**Total**

|                | $125,000.00     | $0.00                    | $125,000.00  |
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.
Submit Application

Click on submit application.
Help!

- DCA SAGE User Manual
- Training Videos
- Help Desk
- Neighborhood Preservation Program Managers
• Click the hyperlink at the DCA SAGE Login screen OR...
• Click the **hyperlink** in Quick Links on your Start Menu
Training Videos

- Click the hyperlink at the DCA SAGE Login screen

OR…
Training Videos

- Click the hyperlink in Quick Links on your Start Menu
Help Desk

Call or email—
See the Login screen or click the Help button on any SAGE screen
Neighborhood Preservation Program Staff

Terence Schrider, Program Administrator
Phone: 609 633-6283
Email: Terence.Schrider@dca.nj.gov

Shatima Murphy, Grant Manager
Phone: 609 292-6139
Email: Shatima.Murphy@dca.nj.gov