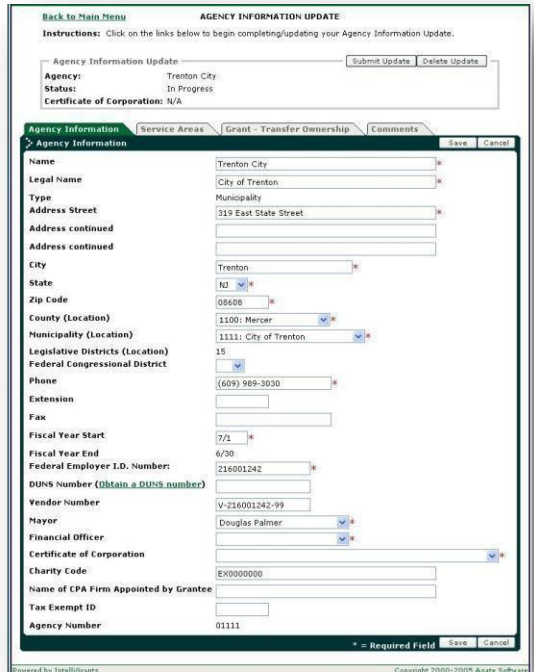
New Jersey Department of Community Affairs
Grant Application Instructions

Before you get started, make sure that—

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



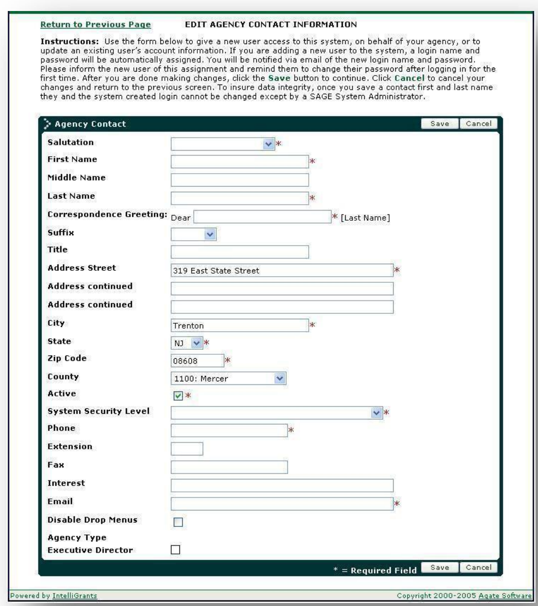
…and that—

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

DO NOT add outside consultants as Agency Contacts.

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

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



Getting Started

Initiating a new application

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

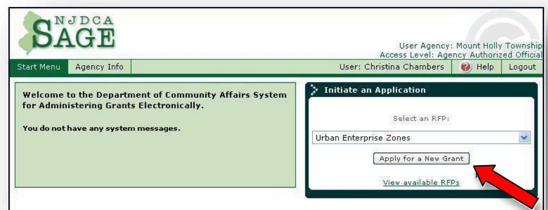
At the **Start Menu**…

In the **Initiate an Application** box—

- Select the appropriate RFP (Grant Program) from the pull-down list

- Click **Apply for a New Grant**
- Click **OK** at the confirmation pop up box

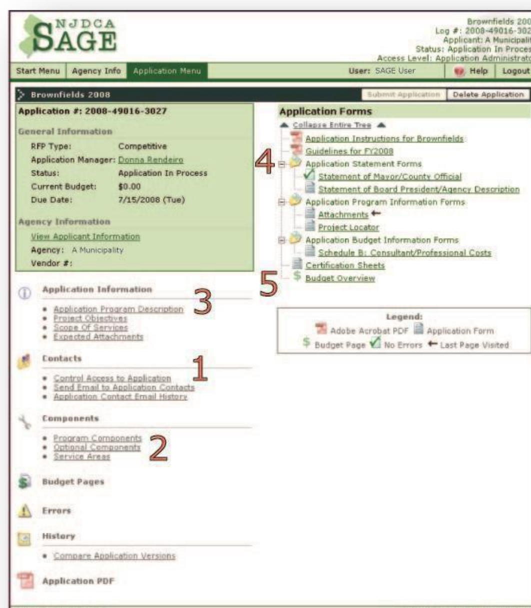
  You will be brought to the **Application Menu**



Completing the Application

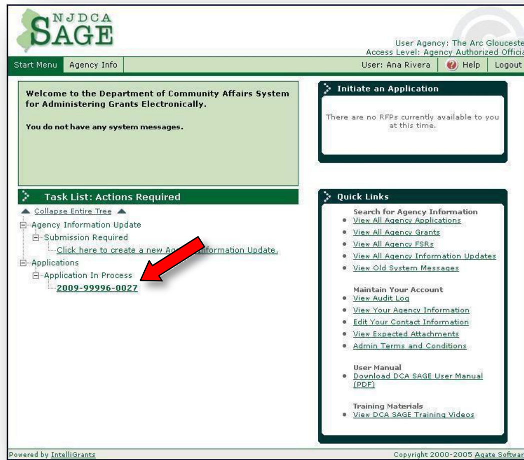
Work on the **Application Menu** in this order—

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



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

To access the application, click its application number hyperlink.



1. Application Contacts

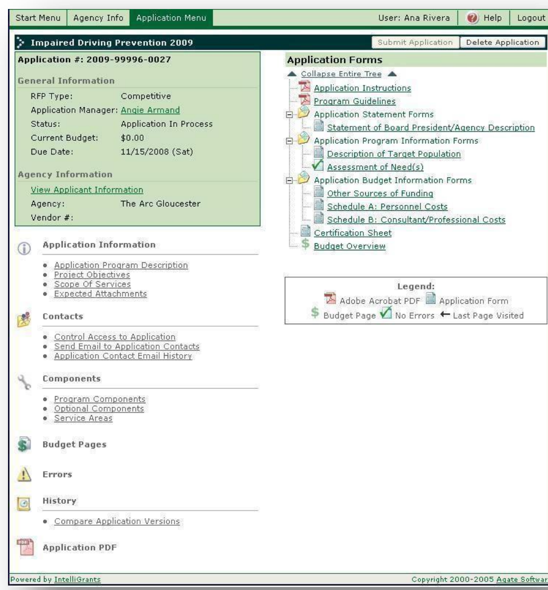
(*If the initiator of the application will be the* ***only*** *person working on it, proceed to* ***Program Components***.)

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

Adding Staff Members as Application Contacts

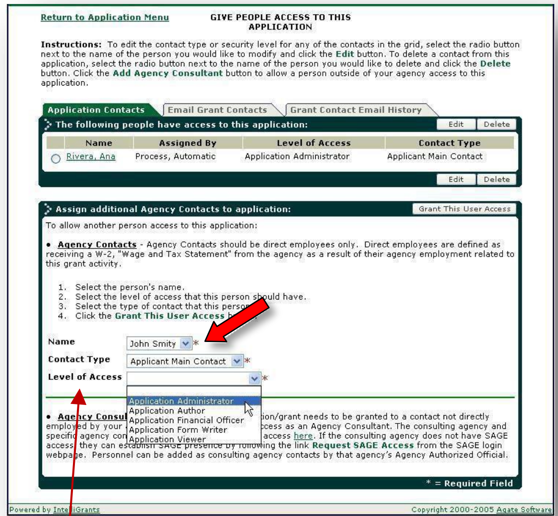
If other members of your staff will be working on this application, in the Application Menu under **Contacts**—

- Click Control Access to Application



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

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



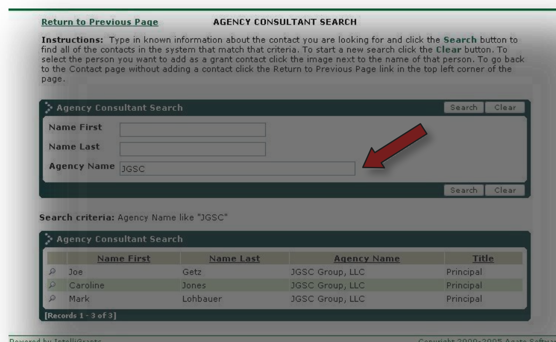
***Agency Consultants** hyperlink*

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

Adding Consultants as Application Contacts

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

- Click the Agency **Consultants** hyperlink
  - At the Agency Consultant Search screen, enter all or part of the consultant's name and/or the consulting firm's name (check alternate spellings)



  - Click Search
  - Select a consultant by clicking on their magnifying glass.
  - Select the Level of Access you want to give to the consultant
  - Click Grant this User Access

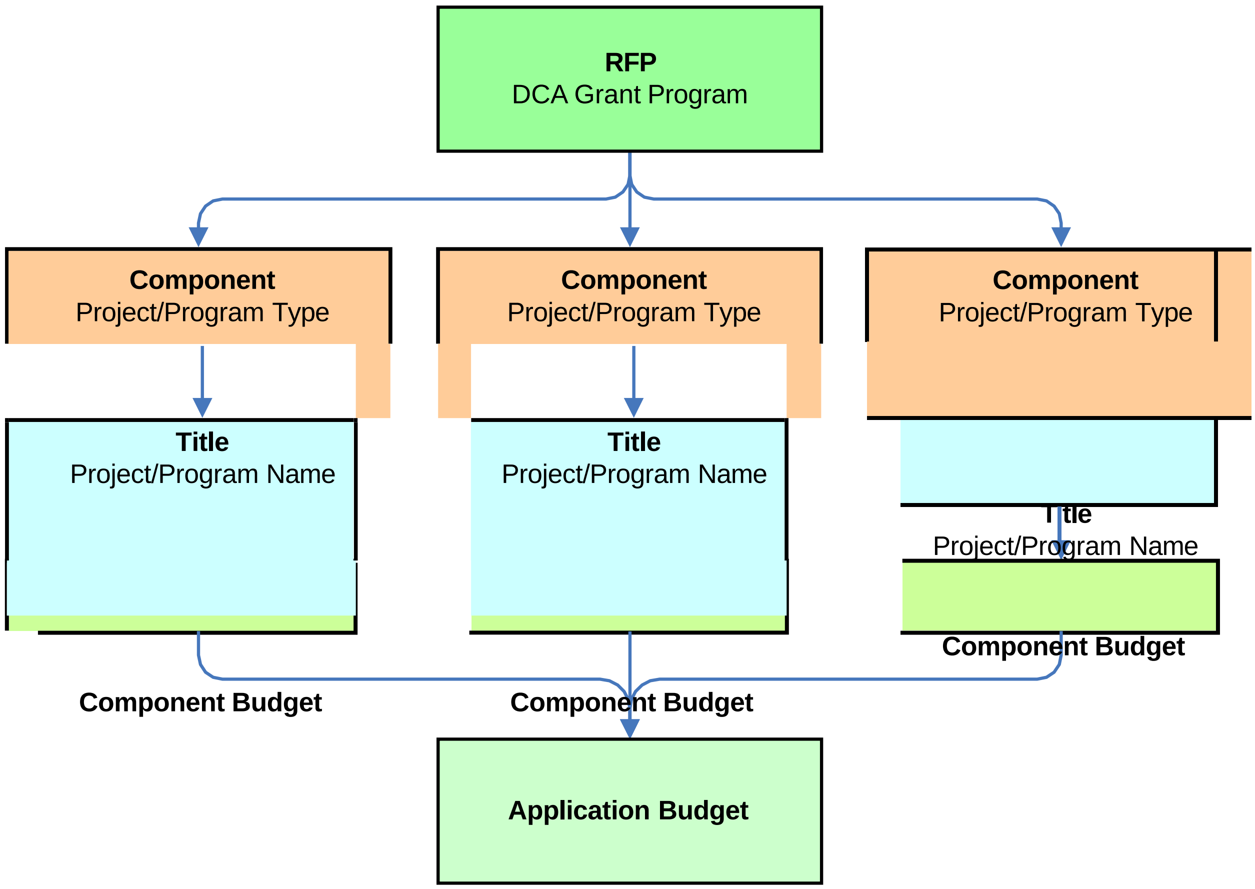
When finished, return to the **Application Menu**.

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

***DO NOT** add outside consultants as Agency Contacts.*

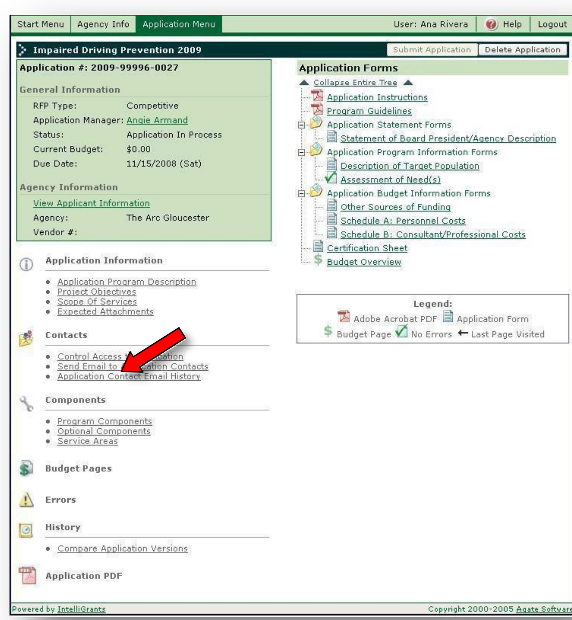
2. Components

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

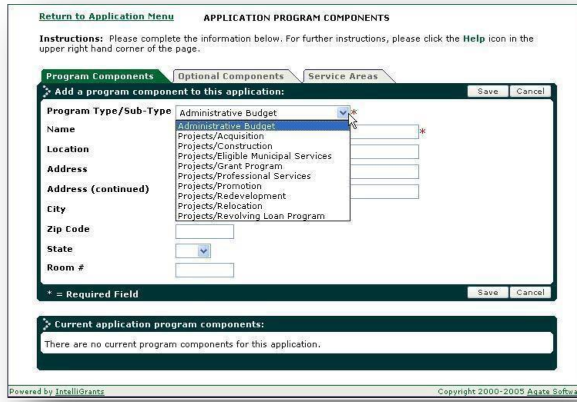


Program Components

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



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



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

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

Special Program Component Instructions

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

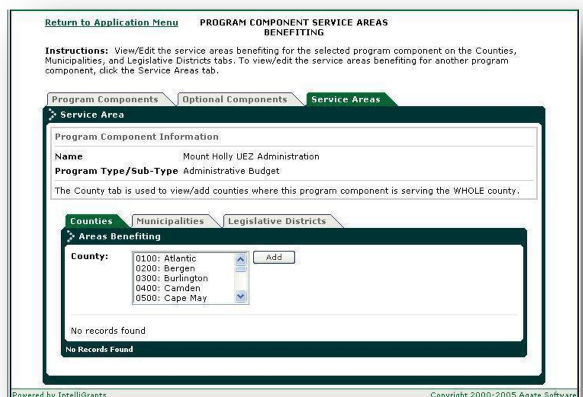
Service Areas

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

- Click on **Service Areas**

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

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



IMPORTANT:

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

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

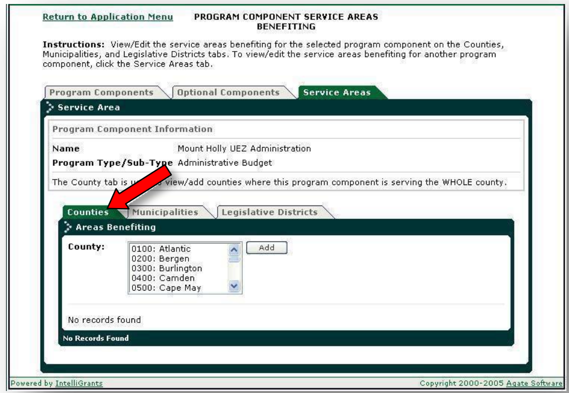
Counties Tab

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

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

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

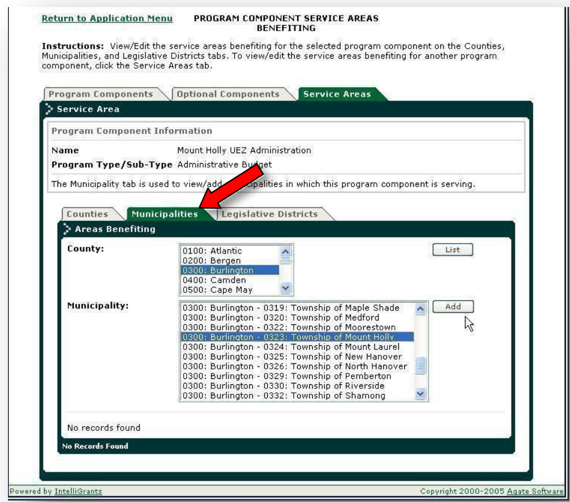
Return to the **Application Menu**



Municipalities Tab

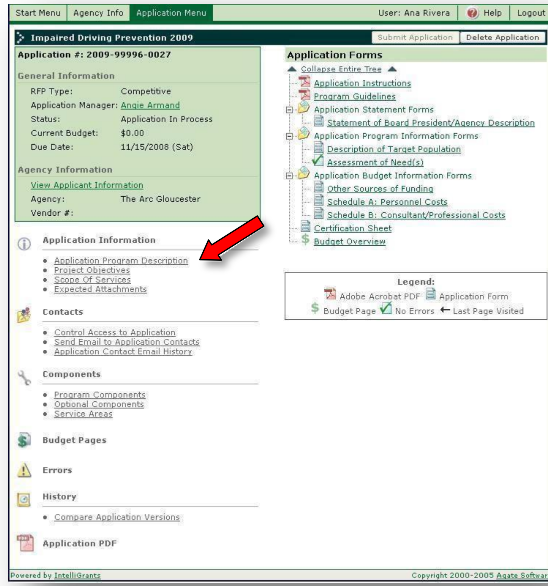
- Select the County where the project will be located from the drop-down list and click on List – a second drop-down list will display all of the municipalities in the selected County
- Select the municipality or municipalities that will benefit from this program
- Click **Add**

Return to the **Application Menu**

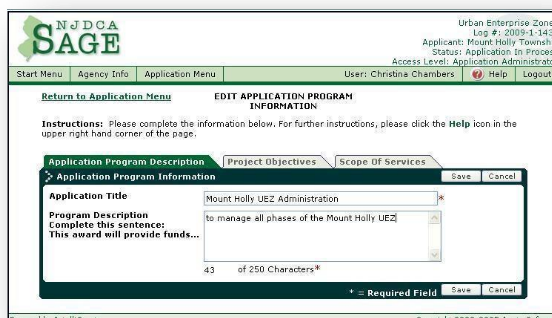


3. Application Information

Application Program Description



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



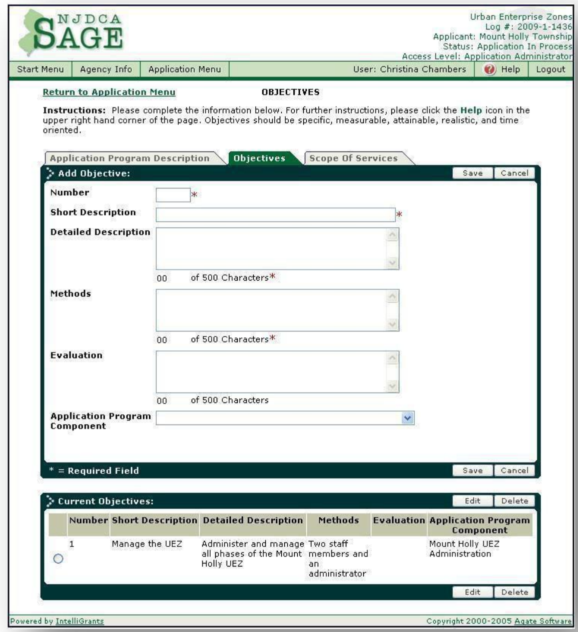
- Click **Edit**
- Enter your **Application Title** (what you are calling the grant program/project)
- Enter your **Program Description**.
  - Briefly describe how you will use the funds requested in this application
  - Your description should start with either the word "**to**" or "**for**" (lower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

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

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

Project Objectives

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



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

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

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

Scope of Services

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

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

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

4. Application Forms

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

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

Special Program-specific Application Instructions

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

Form	***Special Instructions***

Contact your Application Manager if you have questions about the type of information required in any of the forms.

Certification Sheets

- Items 1 through 5—
  - Select **Yes** or **No** to each item listed, or, if an item does not apply to your organization, select N/A.
  - If you answered No to item 5, enter your explanation in the text field provided
- Items 6 and 7 apply to **non-government** agencies only
  - Item 6

    … If you ***have*** received a grant from DCA within the current fiscal year, click **N/A**

    … If you ***have not*** received a grant from DCA within the current fiscal year, click **Yes**
  - Item 7

    … The Board of Directors list in your Agency Information must be current

    … If you need to modify the list, follow the procedures outlined in **Mid-year changes to your Agency Information Update** in the **DCA SAGE User Manual**
- Item 8 applies to **government** agencies only. To see the text of Executive Order 134, click the hyperlink.
  - Select **Yes**, **No**, or **N/A**
- ATTACHMENTS
  - Click the appropriate radio button for each item, indicating whether you will mail or hand deliver the attachment or that the attachment is not applicable to your organization.
  - When you click the link to Schedules G, H, and I, each form is displayed as an Adobe PDF document. Print each of the forms from this window. Forward each signed document to DCA. Go to http://www.adobe.com if you need Adobe PDF instructions.

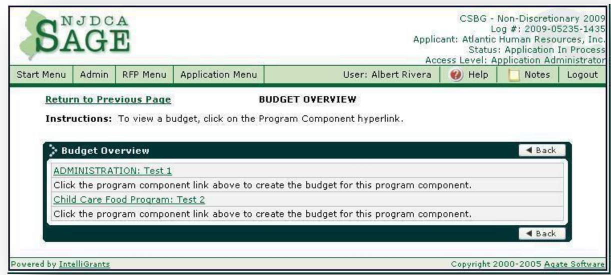
– If a resolution is required, and it has not been signed prior to the deadline for submission, a memorandum (indicating the date the resolution will be submitted and signed by the appropriate Official of your agency) must be forwarded to your DCA Grant Program.

Budget

To create your Project/Program budget in SAGE—

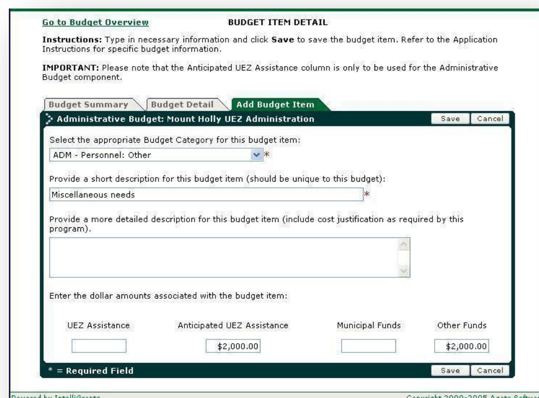
- Click on Budget Overview at the bottom of the **Application Forms** list.

  Each of the **Program Components** you selected will be displayed as a hyperlink on the **Budget Overview** page.



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

- Click the **Add a Budget Item** tab.
- Select a **Budget Category** from the drop-down list in the top field.
- Fill in the Provide a short description for this budget item field.
- Fill in the Provide a more detailed description of this budget item field.
- Enter the amount(s) you are requesting in the appropriate field(s).
- If your program requires matching funds, enter the amount in the field.

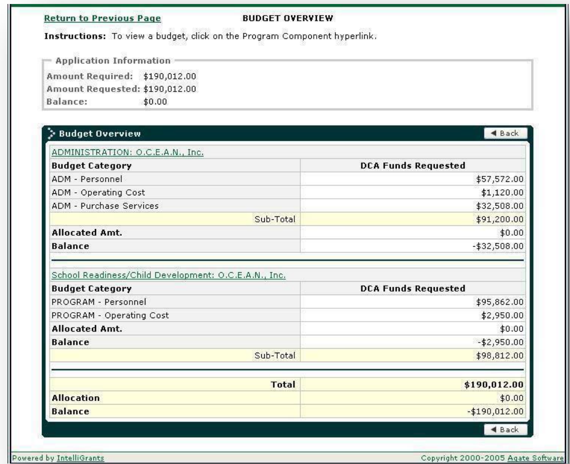


- **Save**
- Continue adding Budget Items until you have added all the items for this component of your program

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

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

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



Submission Requirements

Attachments

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

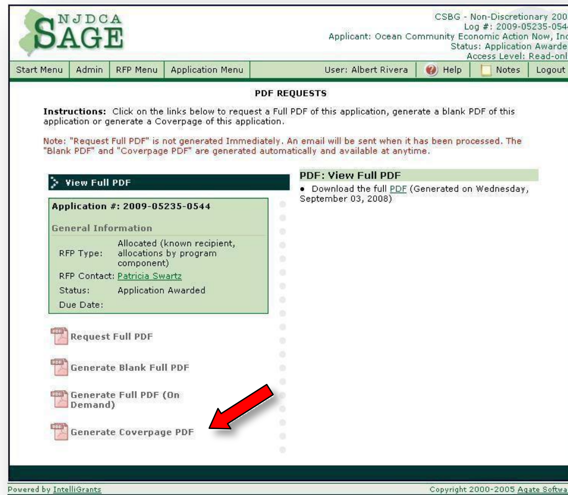
Address

Click the **Application Manager** hyperlink in the green box at the top left of the **SAGE Application Menu** for the correct address.

Printing the Application *(optional)*

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

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



Printing the Application Cover Sheet

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

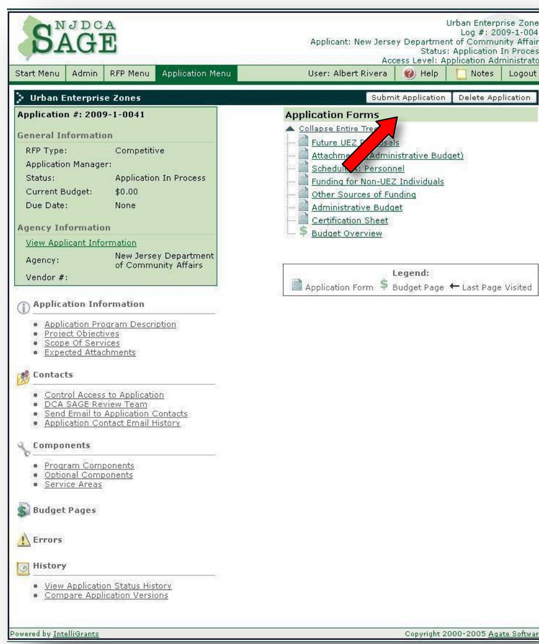
Submitting the Application

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

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

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

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



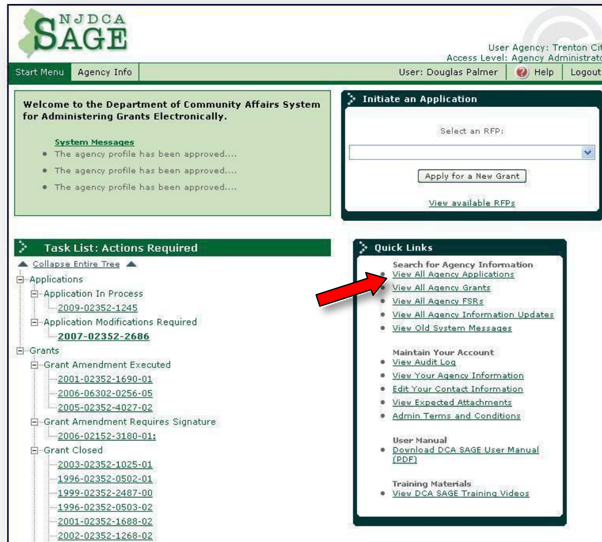
Be sure to turn pop-up blockers OFF in your Internet browser or you may not be able to see the explanations of the errors.

After you submit…

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

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

- Click **View All Agency Applications**



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