NJDEP’s System for Administering Grants Electronically (NJDEP SAGE)

Jennifer Noblejas
RFP Information Sessions
January 9 and 15, 2020
Welcome to NJ Department of Environmental Protection System for Administering Grants Electronically (NJDEP SAGE).

This is the NJDEP’s grant management system. This system requires authorization for access.

Registration Instructions: If you have not previously registered as an Authorized Official (AO) within NJDEP SAGE, your first step is to register. To do this, click here. After submitting a registration request, you will receive an e-mail confirmation of your acceptance into the system.
Registration

- Please complete all the required fields below and hit the SAVE button to submit the information.
- Required fields are marked with an *.

Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Prefix</th>
<th>First</th>
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<tr>
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<td>SAVE</td>
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</table>
Hello Jennifer, please choose an option below.

View Available Opportunities
You have 2 opportunities available. Select the View Opportunities button below to see what is available to your organization.

My Inbox
You have 1 new messages. Select the Open My Inbox button below to open your system message inbox.
My Organization(s) – Organization Information

**Organization - ABC Company**

Please complete all the required fields below. Required fields are marked with an *.

<table>
<thead>
<tr>
<th>Organization Information</th>
<th>Organization Members</th>
<th>Organization Documents</th>
<th>Organization Details</th>
</tr>
</thead>
</table>

### Organization Information

- **Name**: ABC Company
- **Short Name**: 
- **Vendor ID Number**: 
- **DUNS Number**: 
- **Type of Governing Body**: 
- **Address**: 111 Winding Way
- **City**: Trenton
- **State**: New Jersey
- **Zip code**: 08626
- **County**: Mercer County
- **Phone**: (111) 123-4567
- **Fax**: 
- **Email**: 
- **Website**: 

**Additional Organization Address**

Select the **Add an Address** button above to add another address.
### My Organization(s) – Organization Members

#### Organization - ABC Company

Follow the instructions listed below to add/remove/modify organization members.

**Organization Members**

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added their information in the system, you can search for the member.
- If you need to add a member’s information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

#### Current Members

<table>
<thead>
<tr>
<th>Person</th>
<th>Role</th>
<th>Active Dates</th>
<th>Active Documents</th>
<th>Assigned By</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noblejas, Ms. Jennifer</td>
<td>Authorized Official</td>
<td>11/19/2019</td>
<td></td>
<td>Springer, Mr. Jay</td>
<td>11/19/2019</td>
</tr>
</tbody>
</table>
My Organization(s) – Organization Members

Organization - ABC Company

Follow the instructions listed below to add/remove/modify organization members.

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the Add Members link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select New Member.
- For more detailed instructions, select the Show Help button above.

Current Members | Add Members

Person Search | SEARCH | NEW MEMBER

Top of the Page
My Organization(s) – Add/Edit Members

Organization - ABC Company

Follow the instructions listed below to add/remove/modify organization members.

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

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<th>Prefix</th>
<th>First</th>
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<th>Suffix</th>
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<th>Password</th>
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<table>
<thead>
<tr>
<th>Date Active</th>
<th>Confirm Password</th>
</tr>
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<tbody>
<tr>
<td>1/1/2020</td>
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</table>

<table>
<thead>
<tr>
<th>Role</th>
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</tbody>
</table>

- Select -

Authorized Official
Viewer
My Organization(s) – Organization Documents

Organization - ABC Company
Click on the name to view a specific document.

Organization Information | Organization Members | Organization Documents | Organization Details

Organization Documents

Top of the Page
Powered by Intelligrants®
My Organization(s) – Organization Details

ORGANIZATION DETAILS

This content is configurable

Top of the Page
My Home - My Inbox

Hello Jennifer, please choose an option below.

View Available Opportunities

You have 2 opportunities available.
Select the View Opportunities button below to see what is available to your organization.

Mail Inbox

Sort my inbox messages by:

- Select:
- Priority
- Sender
- Subject
- Date/Time

- System, Grant

Subject: NJDEP SAGE User Account Created
Date/Time: 11/19/2019 9:58:44 AM
My Home - My Opportunities

Water Quality Restoration 2019 for ABC Company
Offered By: Save The Trees
Applications Availability Dates:
03/01/2019 - open ended
Applications Period:
03/01/2019 - open ended
Applications Due Date:
not set
Description:

[Application Options]
Menu

Document Information: WQR-2019-ABC Company-00165

<table>
<thead>
<tr>
<th>Info</th>
<th>Document Type</th>
<th>Organization</th>
<th>Role</th>
<th>Current Status</th>
<th>Period Date / Date Issued</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Water Quality Restoration 2019</td>
<td>ABC Company</td>
<td>Authorized Official</td>
<td>Application In Process</td>
<td>03/01/2019 - N/A N/A</td>
</tr>
</tbody>
</table>

**DOCUMENT SNAPSHOT**

- To begin or continue work on your application, please hover over your Forms Menu and click on the form you wish to fill out.
- To submit or cancel your application, please hover over the Status Change link and select the appropriate option.
- Please ensure appropriate staff have been assigned to this application. To do this Click Here.

Applicant Name:
Project Category:
Project Title:
Grant Amount Requested:
Match Amount:
Name of Watershed-Based Plan:
Watershed Management Area (WMA):
Primary Watershed:
Primary Pollutant(s) Targeted:
Forms Menu – Initial Application Forms

To get started with the application process, navigate to the "Forms Menu" section and select "Initial Application Forms". This will guide you through inputting all the necessary information required for the project. After completing the necessary information, submit the application by selecting the "Submit" option on the "Status Changes" menu.
Forms Menu – Page Edited without Errors
Forms Menu – Plus Symbol
Forms Menu

To get started, please input the necessary information for this project.

Applicant
Name:

Project
Category:

Project Title:

Grant
Amount Requested:

Match
Amount:
Forms Menu - Profile Information

PROFILE INFORMATION

Instructions:
- Required Fields are marked with an *.
- Please complete this page, then click the SAVE button.
- To proceed to the next page you may click the NEXT button.

APPLICANT INFORMATION

Organization Name * ABC Company
Street Address * 111 Winding Way
City * Trenton
State * New Jersey
Zip * 08605
Organization Type * Non-Profit Corporation
Vendor ID Number *
DUNS Number *

If you need to find or register for a DUNS number, click here, and then revisit the My Organization(s) Profile to enter the information.

Type of Governing Body *

Contact Person Name *
Must be an Authorized Official who is familiar with the grant.
Title
Phone
Email

Fiscal Officer Name *
Title
Phone
Email

Project Manager *
Title
Phone
Email
Menu – Status Changes

[Image of a webpage showing a form titled "Status Changes" with options for "APPLICATION SUBMITTED" and "CANCEL APPLICATION"]
## My Tasks – Grant Document

### My Tasks

<table>
<thead>
<tr>
<th>Info</th>
<th>Document Type</th>
<th>Organization</th>
<th>Name</th>
<th>Current Status</th>
<th>Date Received</th>
<th>Date Due</th>
</tr>
</thead>
</table>

[CLOSE MY TASKS]
Hello Jennifer, please choose an option below.

### View Available Opportunities
You have 3 opportunities available.
Select the View Opportunities button below to see what is available to your organization.

### My Inbox
You have 1 new messages.
Select the Open My Inbox button below to open your system message inbox.

### My Tasks
Export Results to: Screen  
Sort by:  

<table>
<thead>
<tr>
<th>Info</th>
<th>Document Type</th>
<th>Organization</th>
<th>Name</th>
<th>Current Status</th>
<th>Date Received</th>
<th>Date Due</th>
</tr>
</thead>
</table>
My Applications

Search Applications

Application Types --- Select ---
Application Name
Status --- Select ---
Year

Export Results to Screen Sort by: --- Select ---

Document Type Organization Name Current Status Year
Menu - Management Tools

Document Information: WQR-2019-ABC

Management Tools

- CREATE FULL PRINT VERSION
  Select the link above to create a printable version of the document.

- CREATE FULL BLANK PRINT VERSION
  Select the link above to create a blank printable version of the document.

- ADD/EDIT ORGANIZATIONS
  Select the link above to manage the organizations associated with this document.

Document Status: Application In Process
Period Date / Date Due: 03/01/2019 - N/A

Applicant Name:

Project Category:

Project Title:

Grant Amount Requested:
Management Tools - Add/Edit People

**ADD/EDIT ORGANIZATIONS**
Select the link above to manage the organizations associated with this document.

**ADD/EDIT PEOPLE**
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

**MY ACTIVITIES SEARCH/REPORTS**
Select the link above to perform a search and output the results from the My Activities.
Add/Edit People - Person Search

Water Quality Restoration 2019 Menu - People

The functionality on this page will allow you to add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the SAVE button to save your changes.

Document Information: WQR-2019-ABC Company-00165

### Details

<table>
<thead>
<tr>
<th>Info</th>
<th>Document Type</th>
<th>Organization</th>
<th>Role</th>
<th>Current Status</th>
<th>Period Date / Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Water Quality Restoration 2019</td>
<td>ABC Company</td>
<td>Authorized Official</td>
<td>Application In Process</td>
<td>03/01/2019 - N/A N/A</td>
</tr>
</tbody>
</table>

### Person Search

Enter a name or partial name: [SEARCH]

### Current People Assigned

<table>
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<tr>
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<th>Role</th>
<th>Active Dates</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyle TestRegistration2</td>
<td>Save The Trees (Authorized Official)</td>
<td>Authorized Official</td>
<td>11/19/2019</td>
<td>Grant System</td>
</tr>
<tr>
<td>Stephen Maria AO</td>
<td>Save The Trees (Authorized Official)</td>
<td>Authorized Official</td>
<td>11/19/2019</td>
<td>Grant System</td>
</tr>
</tbody>
</table>
Add/Edit People- Assign to Document

Water Quality Restoration 2019 Menu - People

The functionality on this page will allow you to add, delete, or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the person(s) name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.

After you perform your modifications, remember to select the SAVE button to save your changes.

Document Information: WQR-2019-ABC Company-00185

Person Search
Enter a name or partial name: rob

People Found

<table>
<thead>
<tr>
<th>Person</th>
<th>Organization(s)</th>
<th>Role</th>
<th>Active Dates</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Noblejas</td>
<td>New Jersey Department of Environmental Protection (Grant Manager)</td>
<td>-- Select --</td>
<td>12/11/2019</td>
<td></td>
</tr>
<tr>
<td>Jen Noblejas</td>
<td>Stony Brook-Millstone Watershed Association (Viewer)</td>
<td>-- Select --</td>
<td>12/11/2019</td>
<td></td>
</tr>
</tbody>
</table>
Key Points to Remember

- Update your Organization Information and add your Organization Members with a person designated as the Contact Person, Chief Financial Officer and Project Manager BEFORE you start an Application and make sure they are assigned to the document

- Apply for the grant under View Available Opportunities

- For the narrative sections of the application, it is best to copy and paste from a word document.

- Click the SAVE button for each page in the application

- Submit your Application under Status Changes
Questions?

Contact Information
Jennifer Noblejas
Jennifer.Noblejas@dep.nj.gov
609-633-0733