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

Contact Information

Name
Prefix: 
First: 
Middle: 
Last: 
Suffix: 
Organization:
Title:
Address:
City:
State: New Jersey
Zip code:
County:
Phone #1:
Phone #2:
Fax:
Cell Phone:
Email:
Website:
Username:
Password:
Confirm Password:
Select your Program of Interest:
Notes:
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.

*Powered by IntelliGrants ©*
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 *. 

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.
### 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.

<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
### 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 *.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>✓</td>
<td>First Name</td>
</tr>
<tr>
<td>First</td>
<td></td>
<td>Middle Name</td>
</tr>
<tr>
<td>Middle</td>
<td></td>
<td>Last Name</td>
</tr>
<tr>
<td>Last</td>
<td></td>
<td>Suffix</td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Username</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td>✓</td>
<td>Confirm Password</td>
</tr>
<tr>
<td>Date Active</td>
<td></td>
<td>Date Inactive</td>
</tr>
<tr>
<td>Role</td>
<td></td>
<td>Authorized Official Viewer</td>
</tr>
</tbody>
</table>

[Image of the webpage interface for adding/editing organization members]
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
My Organization(s) – Organization Details
My Profile

Contact Information

Name: Ms. Jennifer Noblejas
Display Name:
Organization: ABC Company
Title: Executive Director
Address: 111 Winding Way
City: Trenton, State: New Jersey, Zip code: 08625
County: Mercer County
Phone #1: (111) 123-4567, Phone #2, Fax, Cell Phone
Email: jennifer.noblejas@dep.nj.gov
Website:
Username: JN_AD
Password: * Confirm Password: *

Organization Information

<table>
<thead>
<tr>
<th>Organization</th>
<th>Role</th>
<th>Active Dates</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Company</td>
<td>Authorized Official</td>
<td>11/19/2019 - open ended</td>
<td>Springer, Mr. Jay</td>
</tr>
</tbody>
</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.
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.

**Inbox**

Sort my inbox messages by Priority, Sender, Subject, or Date/Time.

- System, Grant
- NJDEP SAGE User Account Created

Date/Time: 11/19/2019 9:58:44 AM
My Home - My Opportunities

My Opportunities
To apply for an item listed below, select the Apply Now button below each description.

Provider:
Document Instance:
Due Date (From - To):

FILTER

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:
Menu

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 Waterbody:
Primary Pollutant(s) Targeted:
Forms Menu – Initial Application Forms

To get started with the application for the SAGE program, navigate to the 'Forms Menu' section. Here, you can find the 'Initial Application Forms' section, which includes:

- Profile Information
- Project Details
- Project Location
- Legislative/Congressional Districts
- Waterbody Information
- Best Management Practices Information
- Project Proposal

The application process involves filling out the necessary information, such as:

- Applicant Name
- Project Category
- Project Title
- Grant Amount Requested
- Match Amount

Submit the application by clicking on the "Status Changes" menu to complete the process.
Forms Menu – Page Edited without Errors
Forms Menu

- Initial Application Forms
  - Profile Information
  - Project Details
  - Project Location
    - Legislative/Congressional Districts
    - Waterbody Information
    - Best Management Practices Information
  - Project Proposal
  - Goals and Objectives

Instructions:
- Fields with an * next to them must be completed.
- If your project is Statewide, check the appropriate box indicating this and click the SAVE button.
- If not statewide, please select a County and then a Municipality where the Project will be located and click the SAVE button.
- After clicking the SAVE button, the data will save your selection on the right.
- If a project location needs to be changed, reselect the appropriate location and click the SAVE button.
- To proceed to the next page you may click the NEXT button.
Forms Menu – Plus Symbol

PROJECT DETAILS

Instructions:
- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- After clicking the SAVE button, the data will be calculated.
- To proceed to the next page you may click the NEXT button.
- For detailed instructions, please refer to the Request For Proposal (RFP) document.

Project (RFP) Category

Project Title

0 of 200
IMPLEMENTATION SCHEDULE AND BUDGET

Instructions:
- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- After clicking the SAVE button, the data will be calculated.
- To proceed to the next page you may click the NEXT button.
- For detailed instructions, please refer to the Request For Proposal (RFP) document.

<table>
<thead>
<tr>
<th>Objective*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

(to add more rows, please fill out tasks completely and push the (*) sign or hit SAVE)
(to delete a row, delete out the contents of each cell for the row you want to delete, and hit SAVE)

<table>
<thead>
<tr>
<th>Tasks*</th>
<th>Project Deliverables*</th>
<th>Responsible Party*</th>
<th>Timeline*</th>
<th>Budget*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start Month</td>
<td>End Month</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Forms Menu

To get started, select the "Status Changes" menu. This will guide you through inputting all the necessary information required for this application. After completing all the fields, click on the "Status Changes" menu to submit the application.

Applicant:
Name:
Project Category:
Project Title:
Grant Amount Requested:
Match Amount:
Profiles Menu- Profile Information

**PROFILE INFORMATION**

Instructions:

- Required fields are marked with an asterisk (*).
- 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 designated by your organization who is familiar with the grant.

Title
Phone
Email

Fiscal Officer Name

Title
Phone
Email

Project Manager

Title
Phone
Email

**SUPPORTED INFORMATION**
Menu – Status Changes

[Image of a screenshot from the SAGE website showing the Status Changes section with fields for Project Title, Estimated Project Duration in Months, Grant Amount Requested, and Total Project Amount.]
My Home - My Tasks

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 message. Select the Open My Inbox button below to open your system message inbox.

My Tasks

You have 1 new task. You have 0 tasks that are critical. Select the Open My Tasks button below to view your active tasks.
# My Tasks – Grant Document

<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>
Hello Jennifer, please choose an option below.

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

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

3. **My Tasks**
   Export Results to: Screen    Sort by:    Select:    Select:    Select:
<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

Use the search functionality below to find a specific Application.

Search Applications

Application Types: Select --
Application Name: 165
Status: Select --
Year: 

Search  Clear

Export Results to: Screen  Sort by: Select --
Number of Results: 1

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Organization</th>
<th>Name</th>
<th>Current Status</th>
<th>Year</th>
</tr>
</thead>
</table>
Add/Edit People - Person Search

Water Quality Restoration 2019 Menu - People

The functionality on this page will allow you 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

<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>
<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>Ms. Jennifer Noblejar Email</td>
<td>ABC Company (Authorized Official)</td>
<td>Authorized Official</td>
<td>11/19/2019</td>
<td>Grant System</td>
</tr>
<tr>
<td>Kyle2 TestRegistration2 Email</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 Email</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 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

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>Jennifer Noblejas</td>
<td>Stony Brook-Millstone Watershed Association (Viewer)</td>
<td>-- Select --</td>
<td>12/11/2019</td>
<td></td>
</tr>
</tbody>
</table>
Document Menu – Related Documents
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
• Test Site: https://shared.agatesoftware.com/IntelliGrants_NJDEP/login2.aspx?APPTH EME=NJDEP_DEP