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

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https://njdepsage.intelligrants.com/

Jennifer Noblejas RFP Information Session January 24, 2022

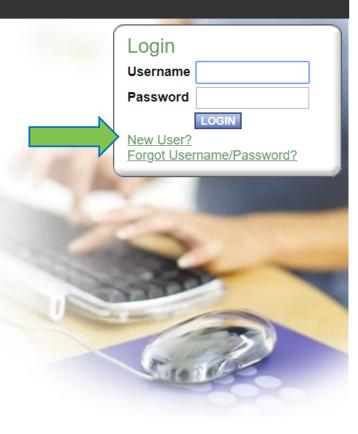
Welcome Page



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, <u>click here</u>. After submitting a registration request, you will receive an e-mail confirmation of your acceptance into the system.



Registration



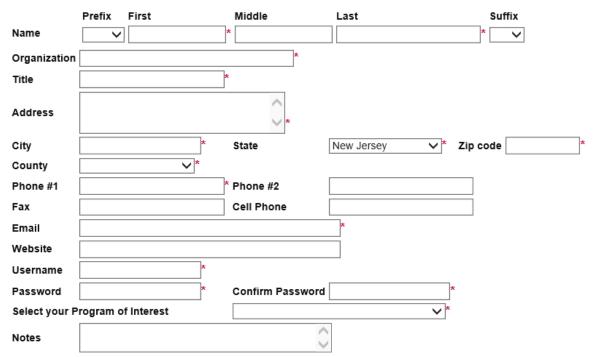
System Login Information Portal

Back

Registration

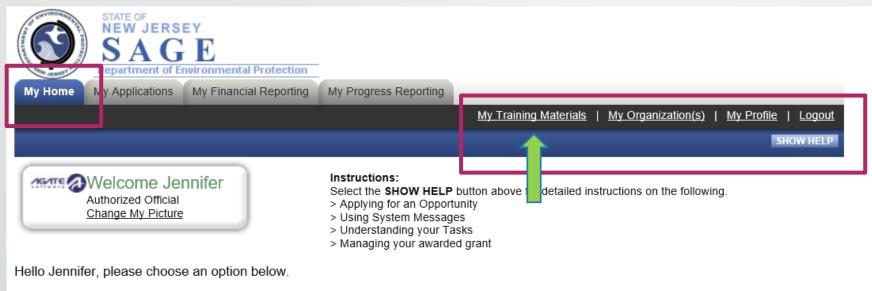
- Please complete all the required fields below and hit the SAVE button to submit the information.
- · Required fields are marked with an *.

Contact Information



SAVE

My Home



View Available Opportunities

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

VIEW OPPORTUNITIES

🖻 My Inbox

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



Top of the Page

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My Training Materials

	STATE OF NEW JERSI SAG Department of Er	EY E nvironmental Protection	-			
My Home	My Applications	My Financial Reporting	My Progress Reporting			
				My Training Materials	My Organization(s)	<u>My Profile</u> <u>Logout</u>
· ·	Welcome Jer Authorized Official <u>Change My Picture</u>		My Training Click on the lir Documentation Intelligrants Manual - G Intelligrants Webinar	nk(s) to open, view or print the	e training materials	SHOW HELP
Hello Jennife	er, please choose	e an option below.				CLOSE

View Available Opportunities

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

VIEW OPPORTUNITIES

🖻 My Inbox

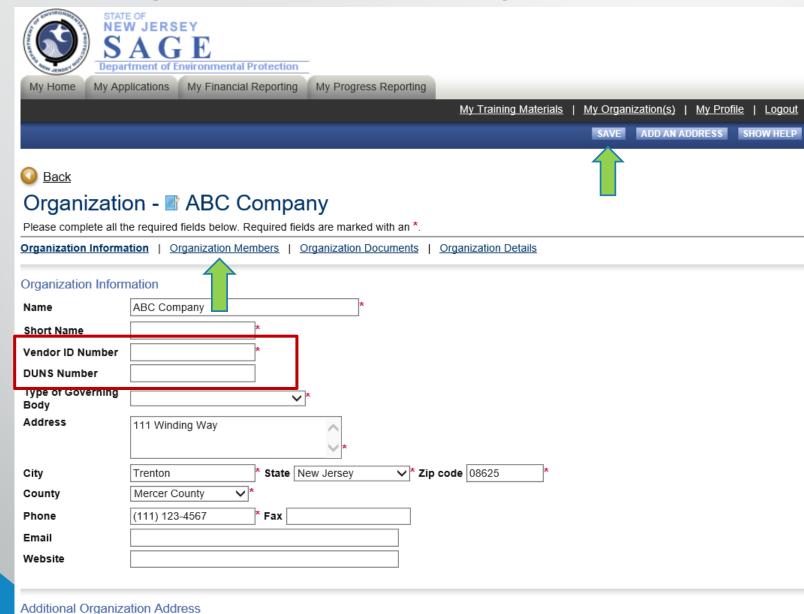
You have **1** new messages. Select the **Open My Inbox** button below to open your system message inbox.



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My Organization(s) – Organization Information



Select the Add an Address button above to add another address.

My Organization(s) – Organization Members

NEW JERSEY SAGE Department of Environmental Protection My Applications My Financial Reporting My Progress Reporting

<u>My Training Materials</u> | <u>My Organization(s)</u> | <u>My Profile</u> | <u>Logout</u>

SAVE SHOW HELP

Back

My Home

Organization - Company

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

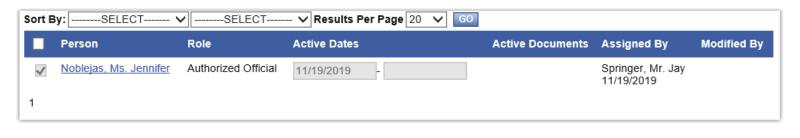
Organization Information | Organization Members | Organization Documents | Organization Details

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



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My Organization(s) – Organization Members

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My Home My Applications My Financial Reporting My Progress Reporting				
	Training Materials	My Organization(s)	My Prof	īle I Loqout
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Organization - 🖉 ABC Company				
Follow the instructions listed below to add/remove/modify organization members.				
Organization Information Organization Members Organization Documents Organization	ation Details			
Organization Members				
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Current Members Add Members				
Person Search SEARCH NEW MEMBER				
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My Organization(s) – Add/Edit Members

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	Authorized Official Viewer			
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My Organization(s) - Inactive 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

Sort By:SELECT ✓SELECT ✓ Results Per Page 20 ✓ GO								
	Person	Role	Active Dates	Active Documents	Assigned By	Modified By	Assignment Categories	
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~	Farschon, Emily	Authorized Official	6/8/2020	39	SargeantGC, Carrie 6/8/2020		<u>View/Edit</u>	

My Organization(s) – Organization Documents

	STATE OF NEW JERS Department of E		-			
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Organ	ization - 🔳	ABC Compa	ny			

Click on the name to view a specific document.

Organization Information | Organization Members | Organization Documents | Organization Details

Organization Documents

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My Organization(s) – Organization Details

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My Profile

STATE OF NEW JERSEY SAGE Department of Environmental Protection

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SAVE SHOW HELP

Back

My Profile

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

Contact Information

	Prefix First Middle	Last	Suffix
Name	Ms. V Jennifer *	Noblejas	* 🗸
Display Name	•		
Organization	ABC Company	*	
Title	Executive Director *		
Address	111 Winding Way	1	
Audress	~	*	
City	Trenton * State New Jers	sey V* Zip code 08625	*
County	Mercer County V*		
Phone #1	(111) 123-4567 * Pho	one #2	
Fax	Cell	Phone	
Email	jennifer.noblejas@dep.nj.gov	*	
Website			
Username	JN_AO *		
Password	* Con	firm Password	*

Organization Information

Organization	Role	Active Dates	Assigned By
ABC Company	Authorized Official	11/19/2019 - open ended	Springer, Mr. Jay

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My Home

My Home My Applications My Financial Rep		ng <u>My Training Materials</u>	<u>My Organization(s)</u> <u>My</u>	<u>Profile Logout</u>
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My Home- My Inbox

Authorized Official Change My Picture

Instructions:

Select the SHOW HELP button above for detailed instructions on the following.

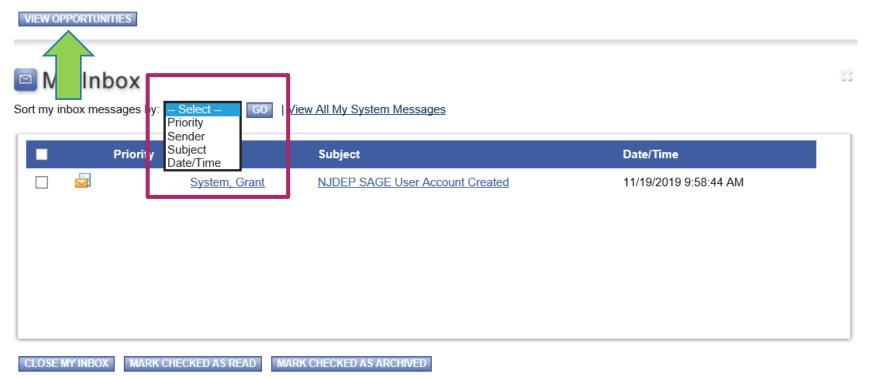
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- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

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 Home My Applicatio	t of Environmental Protection Ons My Financial Reporting My	Progress Reporting			
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STATE OF NEW JERSEY SAGE Department of Environmental Protection									
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Document Information: WQR-2019-ABC Company-00165									
Info Document Type Organization Role Current Status Period Date / Date Due									
Water Quality Restoration 2019 ABC Company Authorized Official Application In Process 03/01/2019 - N/A									
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DOCUMENT SNAPSHOT									
 To begin or continue work on your application, please hover over your <i>Forms Menu</i> and click on the form you wish to fill out. To submit or cancel your application, please hover over the <i>Status Change</i> link and select the appropriate option. Please ensure appropriate staff have been assigned to this applciation. To do this <u>Click Here.</u> 									
Applicant Name:									
Project Category:									
Project Title:									
Grant Amount Requested:									
Match Amount:									
Name of Watershed-Based Plan:									
Watershed Management Area (WMA):									
Watershed Management Area (WMA): Primary Waterbody:									

Forms Menu – Initial Application Forms

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· Block/Lot and WMA will appear once you click the save button.

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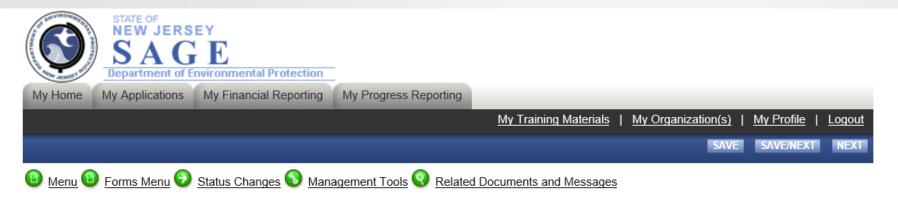
- · If a project location needs to be changed, reselect the appropriate location and click the SAVE button.
- To proceed to the next page you may click the NEXT button.

Forms Menu – Page Error

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- · 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.
- · Block/Lot and WMA will appear once you click the save button.
- · 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



🔇 <u>Back</u>

Document Information: WQR-2019-ABC Company-00165

Details

You are here: > <u>Water Quality Restoration 2019 Menu</u> > Forms Menu

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 *

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Forms Menu – Implementation Schedule

IMPLEMENTATION SCHEDULE AND BUDGET

Instructions:

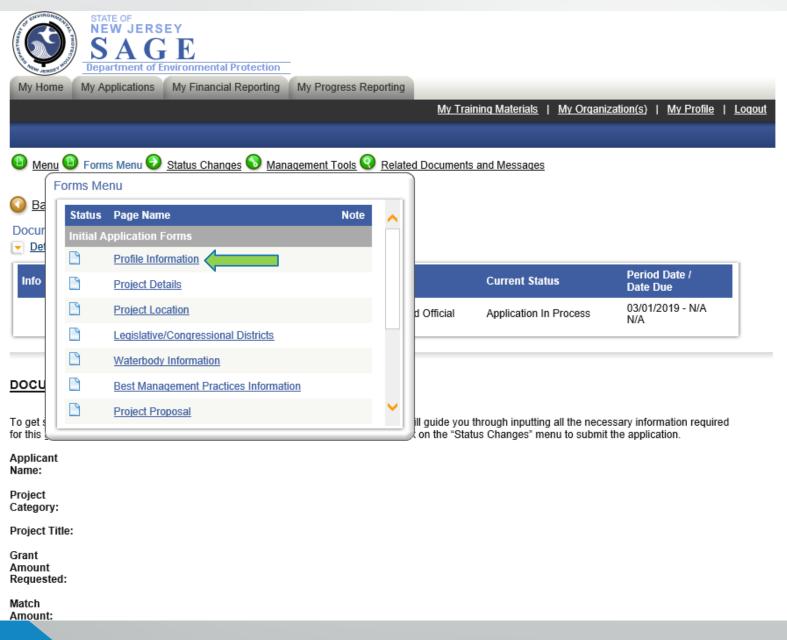
- · Fields with an * next to them must be completed.
- After entering all information click the **SAVE** button.
- After clicking the SAVE button, the data will be calculated.
- To proceed to the next page you may click the **NEXT** button.
- · For detailed instructions, please refer to the Request For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

Objective*

(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)

[Tasks*	Tasks [*] Project Deliverables [*]		Timeline [*]	Budget*
			Responsible Party*	Start Month End Month	Budget
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Forms Menu



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	* 08625
Organization Type	* Non-Profit Corporation

Vendor ID Number *

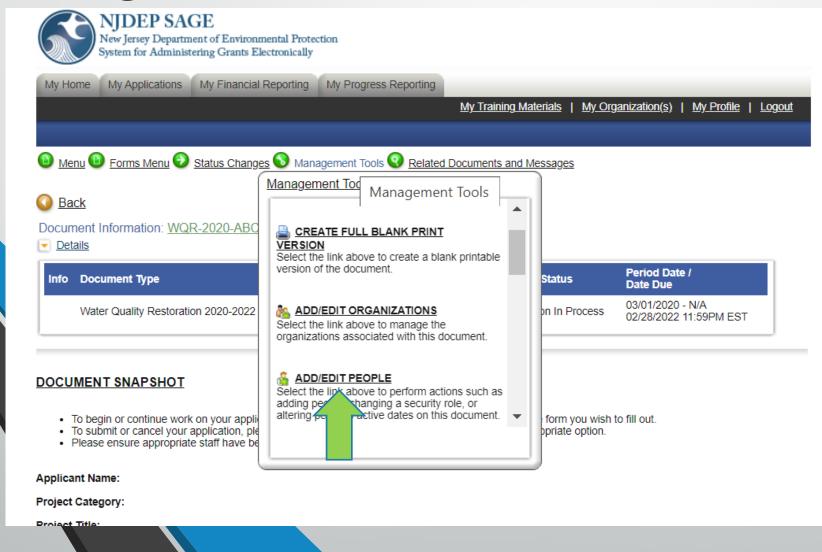
DUNS Number

If you need to find or register for a DUNS number <u>Click Here</u> and then revisit the My Organization(s) Profile to enter the information. **Type of Governing Body** *

Contact Person Name Must be an Authorized O Title Phone Email	* Jennifer Noblejas on who is familiar w	th the grant.
Fiscal Officer Name	*	
Title Phone Email		
Project Manager	*	
Title		
Phone		•
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Management Tools - Add/Edit People



Add/Edit People-Assign to Document

<u>My Training Materials | My Organization(s)</u> | <u>My Profile</u> | <u>Logout</u>

SAVE

SHOW HELP

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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.

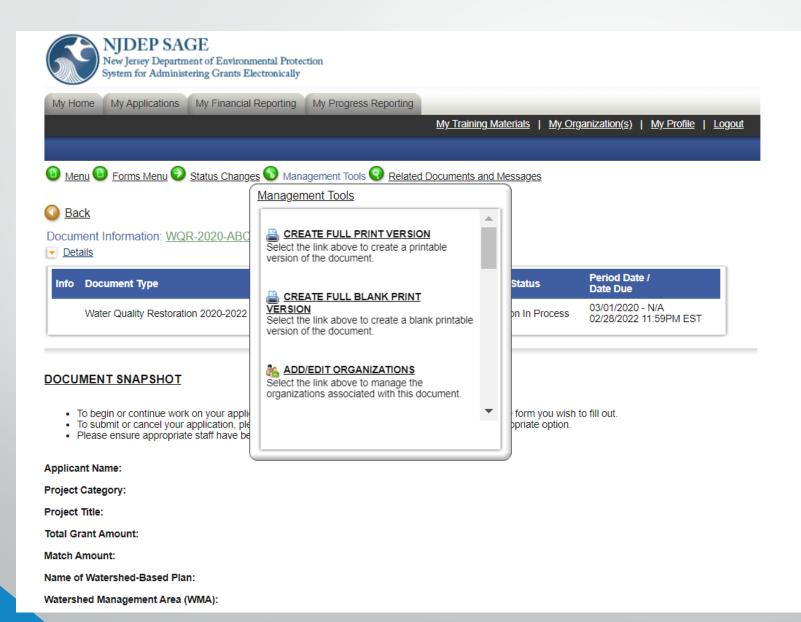
Document Information: WQR-2019-ABC Company-00165

Details

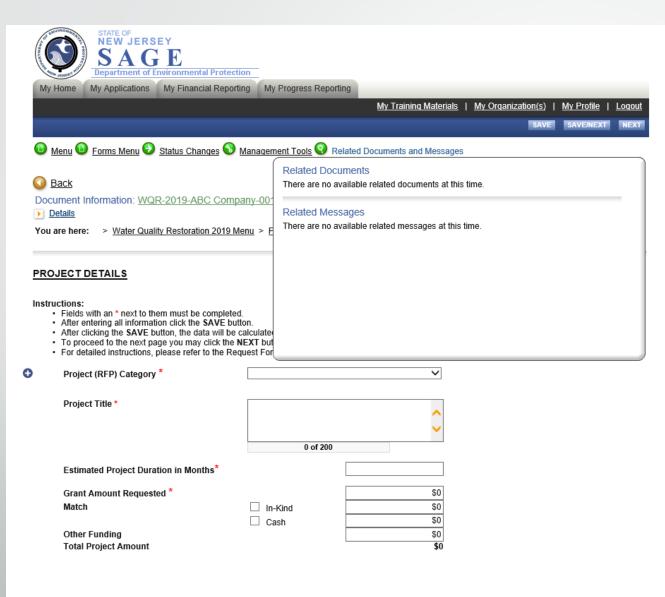
Info	Document Ty	/pe	Organization	Role	Current Status	Period Date / Date Due			
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	<u>Jen Noblejas</u> <u>Email</u>	Stony Brook-Millstone W	/atershed Association (View	ver) Select	✓ 12/11/2019				

Management Tools

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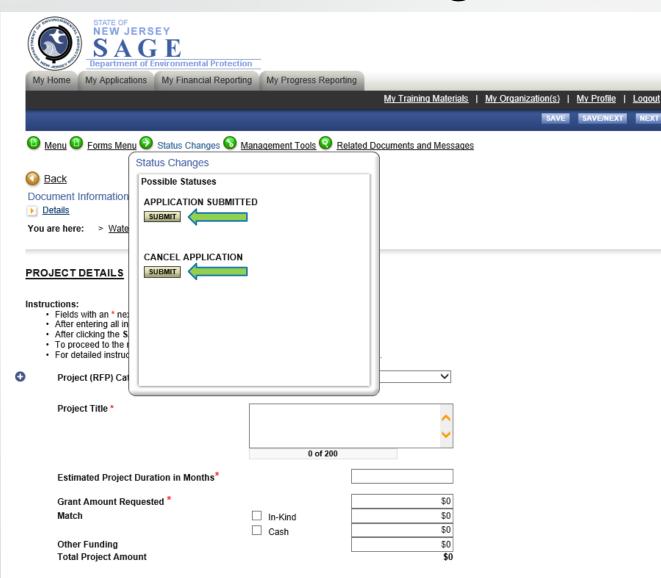


Document Menu – Related Documents

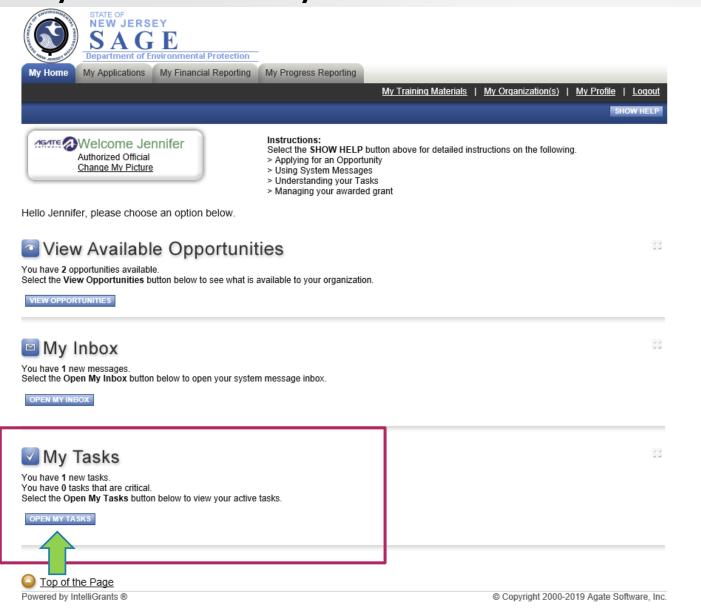


Menu – Status Changes

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My Home- My Tasks



My Tasks – Grant Document

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My Tasks port Results to Screen V Sort by: Select V GO							
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Ay Home My Applications My Financial Report	<u>My Training Materials</u> <u>My Organization(s)</u> <u>My Profile</u>	<u>Loqou</u>
Authorized Official Change My Picture	Instructions: Select the SHOW HELP button above for detailed instructions on the following. > Applying for an Opportunity > Using System Messages > Understanding your Tasks > Managing your awarded grant	W HELF
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My Applications

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My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types	Select 🗸	
Application Name	165	
Status	Select	\sim
Year		
SEARCH CLEAR		
Export Results to	Screen 🗸 Sort by: Select 🗸 🔽 😡	

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Water Quality Restoration 2019	ABC Company	WQR-2019-ABC Company-00165	Application In Process	2019
1				

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Key Points to Remember

- Best Browser to use is Google Chrome

- 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
- Application Deadline is February 28, 2022 at 5pm

Questions?

Contact Information

Jennifer Noblejas

Jennifer.Noblejas@dep.nj.gov

609-633-0733