



# SAGE User Guide

For Grant Administration and Reporting

# WELCOME

This presentation will guide you through the process of entering your application and budget information into our electronic SAGE system. As an NJBUILD applicant you are required to register in SAGE for applying for NJBUILD (**Women and Minority Groups In Construction Trades**)

**NOTE:** IF YOU ARE ALREADY REGISTERED IN SAGE, YOU DO NOT NEED TO REGISTER AGAIN. INSTEAD, PLEASE EMAIL [NJBUILDPROGRAMS@DOL.NJ.GOV](mailto:NJBUILDPROGRAMS@DOL.NJ.GOV) INDICATING THAT YOU ARE ALREADY REGISTERED. *Slides 3 through 5 can therefore be omitted.*



# STEP 1: REGISTER

*NOTE: Initial Registration should be completed by the Authorized Official (contract signatory). If additional staff will assist in managing the grant in SAGE, please see slides 29 -40 for instructions on allowing those individuals access.*

Start by visiting <https://njsage.intelligrants.com/Login2.aspx?APPTHEME=NJSAGE>

**STATE OF NEW JERSEY**  
**SAGE**  
System for Administering Grants Electronically

System Login Portal Home

**Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)**

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

**NOTE:** Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#).

If your SAGE account is with a NJ municipal or county government agency, you should reset your password on the State [DCA SAGE](#) site.

Click "New User"  
To begin registration  
process



SAVE

[Back](#)

## Registration

**NOTE: Municipality and County Authorized Official and staff must not make changes here. You should make any necessary changes in NJDCA SAGE.**

If you are a municipality or county staff please [Click Here](#). You must first access the DCA SAGE system to gain access to Statewide SAGE

The 'Username' field must consist of all letters and numbers and must be between 5 and 20 characters long.

The 'Password' fields must consist of all letters and numbers and must be between 7 and 20 characters long.

### Contact Information

Federal Employer Tax ID Number (FEIN)  \*

Granting Department/Agency  \*

Name	Prefix	First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization  \*

Title

Address

City  \* State  New Jersey \* Zipcode  \*

County  \*

Phone #1  \* Phone #2

Fax  Cell Phone

Email  \*

Website

Username  \*

Password  \* Confirm Password  \*

Enter the required information

For GRANTING DEPARTMENT please use DEPARTMENT OF LABOR

When Finished Click SAVE to submit



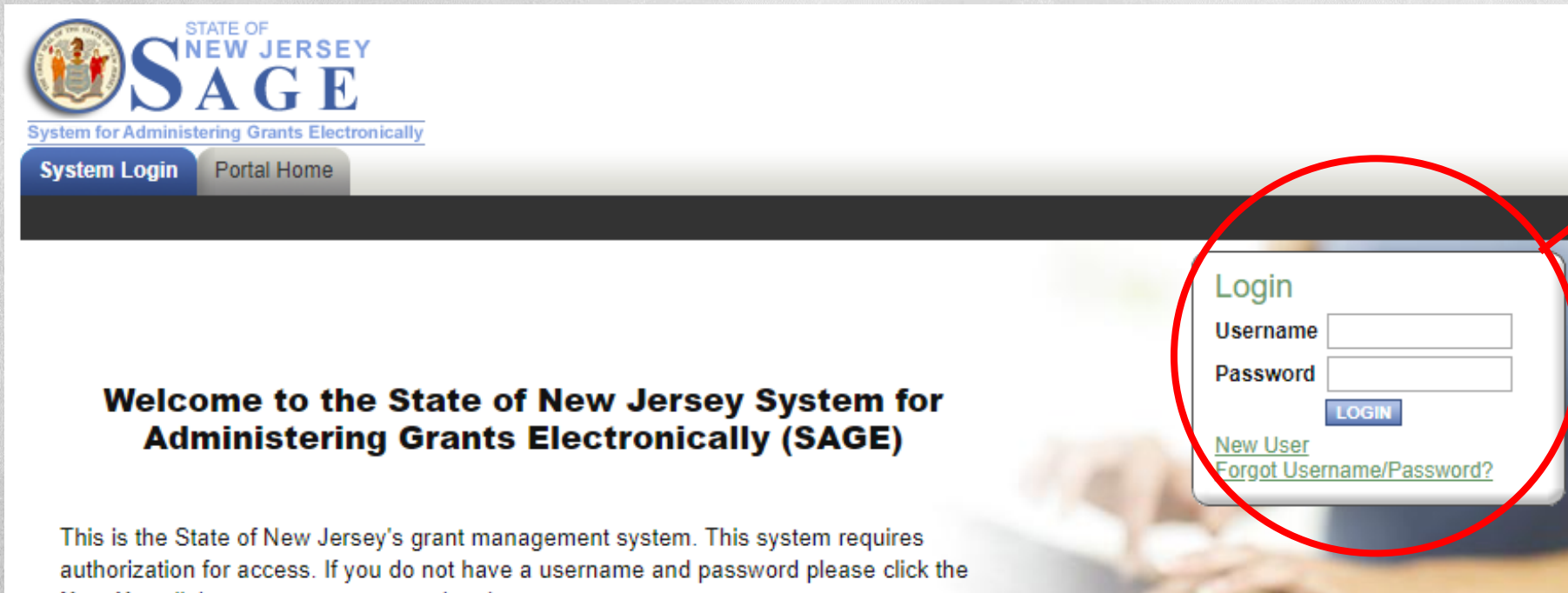
After you save the registration form, please send an email to [NJBUILDPROGRAMS@DOL.NJ.GOV](mailto:NJBUILDPROGRAMS@DOL.NJ.GOV) so LWD can approve your request.

Once LWD approves your request, you will have access to SAGE to enter your application information and can proceed to the next steps.



## STEP 2: LOGIN

Once your registration has been approved, Return to <https://njsage.intelligrants.com/Login2.aspx?APPTHEME=NJSAGE>



The screenshot shows the login page for the State of New Jersey SAGE system. At the top left is the State of New Jersey logo and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". Below this are two buttons: "System Login" (highlighted in blue) and "Portal Home". The main heading reads "Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)". Below the heading is a paragraph: "This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the". On the right side, there is a login form with the following elements: a "Login" title, a "Username" label with an input field, a "Password" label with an input field, a blue "LOGIN" button, and two links: "New User" and "Forgot Username/Password?". A red circle highlights the login form, and a red arrow points from the text "& Login" to the "LOGIN" button.

& Login

Navigate to  
Available  
Opportunities  
And Click  
**VIEW OPPORTUNITIES**



STATE OF  
NEW JERSEY  
**SAGE**

System for Administering Grants Electronically

Home

Calendar

Documents

[Reports](#) | [Training Materials](#) |



Welcome Brad

Authorized Official

[Change Picture](#)

Hello Brad, please choose an option below.



**View Available Opportunities**

You have 74 opportunities available.


Select the **View Opportunities** button below to see what is available to your organization.

**VIEW OPPORTUNITIES**



# OPPORTUNITIES PAGE

Sort by Provider by selecting **NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT(LWD)** from the drop down menu and clicking **FILTER**

 [Back](#)

## Opportunities

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

[RESET OPPORTUNITIES](#)

Provider:

Document Instance:

Due Date (From - To):  -

[FILTER](#)





 [Back](#)

## Opportunities

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

**RESET OPPORTUNITIES**

Provider:

Document Instance:

Due Date (From - To):  -

**FILTER**

### **Women and Minorities in Construction 2020 for NJSAGE Test Org 12345**

Offered By:

New Jersey Department of Labor and Workforce Development (LWD)

Application Availability Dates:

07/22/2019-open ended

Application Period:

not set

Application Due Date:

not set

Description:

Women and Minority Groups in Construction Trades grant will assist in providing greater employment opportunities for women and minority groups, residing in New Jersey, by providing pre-apprenticeship training, workforce readiness/employability, and a structured work experience which will emphasize vocational-based training for entry-level skills in the construction trades. This funding will only support partnerships with trade unions and private contractors in the development and provision of pre-apprenticeship training and the placement of individuals with labor unions and private contractors to meet their workforce needs.

**APPLY NOW**

**NOT INTERESTED**

Locate  
NJBUILD APPLICATION  
2020  
and select APPLY NOW



# STEP 3: AGREEMENT

## Agreement

Please make a selection below to continue.

You may copy forward data from one of the following items:

Do not copy data forward

You must agree to the terms and conditions outlined by the State of New Jersey Department of Labor and Workforce Development.

Review the [Standard Assurances and Certifications](#) and [General Provisions](#).

Additionally, you should review the [Notice of Grant Opportunity](#).

However, if there is a question regarding your eligibility to apply, please select "I Do Not Agree" and contact our office by telephone at 609-633-9827 to discuss the eligibility requirements and how they apply to your specific situation.

Powered by IntelliGrants®

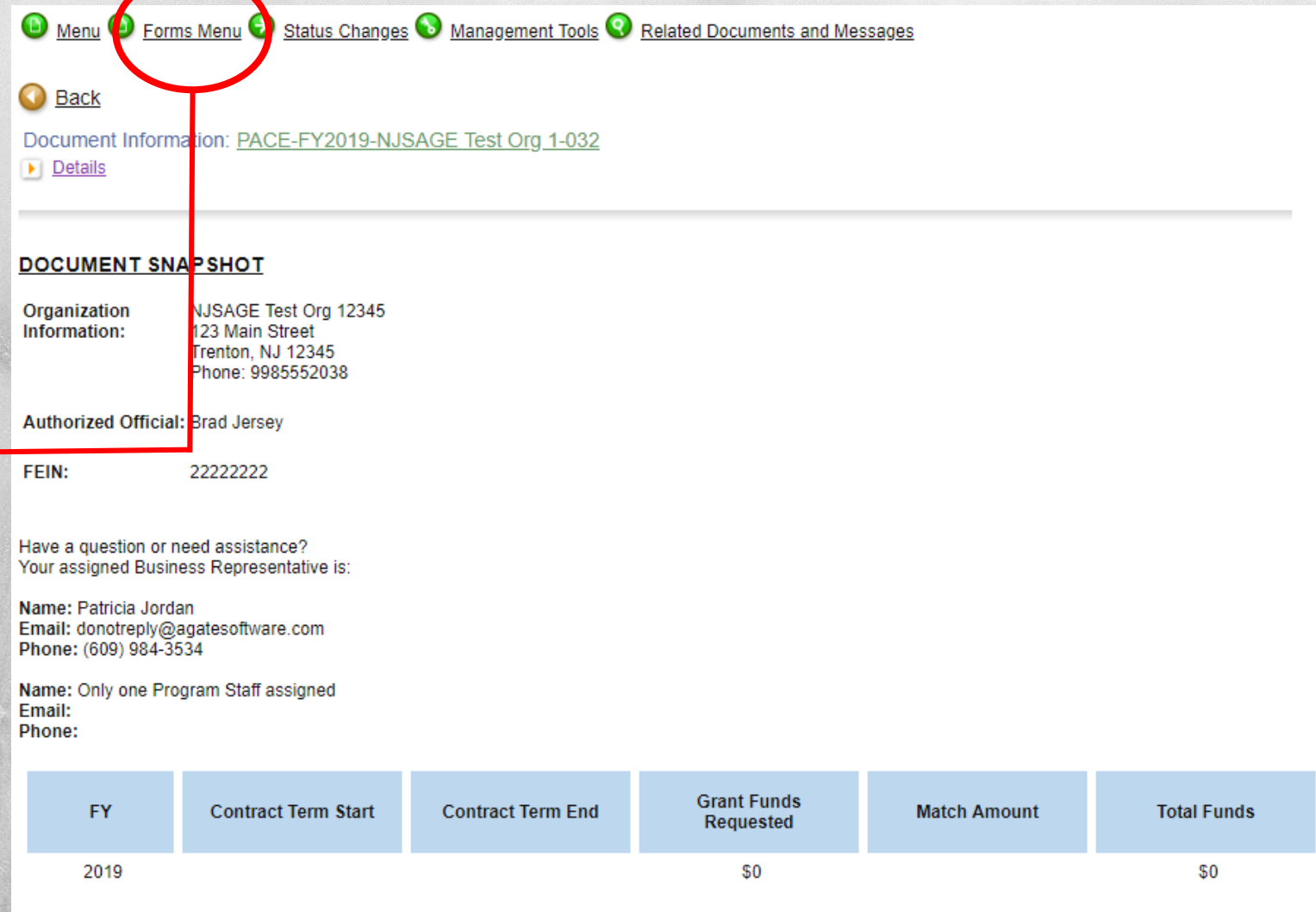
© Copyright 2000-2019 Agate Software, Inc.

Click I AGREE once you are ready to start the application.



# STEP 4: APPLICATION

Begin the application process by navigating to FORMS MENU and clicking



Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Document Information: [PACE-FY2019-NJSAGE Test Org 1-032](#)  
[Details](#)

---

**DOCUMENT SNAPSHOT**

**Organization Information:** NJSAGE Test Org 12345  
123 Main Street  
Trenton, NJ 12345  
Phone: 9985552038

**Authorized Official:** Brad Jersey

**FEIN:** 22222222

Have a question or need assistance?  
Your assigned Business Representative is:

**Name:** Patricia Jordan  
**Email:** donotreply@agatesoftware.com  
**Phone:** (609) 984-3534

**Name:** Only one Program Staff assigned  
**Email:**  
**Phone:**

FY	Contract Term Start	Contract Term End	Grant Funds Requested	Match Amount	Total Funds
2019			\$0		\$0















## LWD Standard Application 2019 Menu - Forms

Please complete all required forms below.

Document Information: [PACE-FY2019-NJSAGE Test Org 1-032](#)

 [Details](#)

### Forms

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">Employer Account Verification</a>			
<b>Application</b>				
	<a href="#">Applicant Information</a>			
	<a href="#">Project Location</a>			
	<a href="#">Consortium Partners</a>			
	<a href="#">Previous Funding</a>			
	<a href="#">Required Documents</a>			
	<a href="#">Schedule A, Part I - Personnel Costs</a>			
	<a href="#">Schedule B - Non-Personnel Expenses</a>			
	<a href="#">Schedule C - Direct Student Services</a>			
	<a href="#">Cost Summary</a>			
	<a href="#">Miscellaneous Attachments</a>			

The Forms Menu outlines the table of contents for the grant application

Begin by clicking  
**APPLICANT  
INFORMATION**



Provide the information requested for each field.

Please note: All sections throughout The application with a **RED STAR** are Required in order for submission of the application.



**APPLICANT INFORMATION**

Training Application For:  PACE

**Company Information**

NJSAGE Test Org 12345  
123 Main Street  
Trenton, New Jersey 12345  
County: Atlantic County  [Legislative District #:](#)    
FEIN #: 22222222  [NAICS #:](#)   [DUNS #:](#) 12-345-6789

**Local Address:**

**Highest Official at Location**

Prefix:   First Name:  Last Name:  Suffix:

Title:    
Phone:    
Email:

**Company Representative Signing Letter of Agreement**

Same as Highest Official at Location

Prefix:   First Name:  Last Name:  Suffix:

Title:    
Phone:    
Email:

**Person Managing the Agreement**

Prefix:   First Name:  Last Name:  Suffix:

Phone:    
Email:

**Organization Address:**

Check here if the address is the same as the company information above.

Name:    
Address:    
City:    
County:    
State:    
Zip:

Type of Organization:   NAICS #:

**Union Affiliation**  Yes  No

Name and Local Number:    
Address:    
City:   State:   Zip:

Union Representative:    
Phone:   Email:

Address same as above.

Address:    
City:   State:   Zip:

# PAGE NAVIGATION

After you enter the requested information, use the radio buttons at the top of the page to proceed.

Only Saves  
Save and Move to Next Page  
Next Page without Saving  
Checks entire Document for errors

The screenshot displays a web application interface with a navigation bar at the top containing 'Home', 'Calendar', and 'Documents'. Below this is a secondary navigation bar with links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile: bjersey', and 'Logout'. A blue bar contains four buttons: 'SAVE', 'SAVE/NEXT', 'NEXT', and 'CHECK GLOBAL ERRORS', each highlighted with a red box. Red lines connect these buttons to the text labels above: 'SAVE' to 'Only Saves', 'SAVE/NEXT' to 'Save and Move to Next Page', 'NEXT' to 'Next Page without Saving', and 'CHECK GLOBAL ERRORS' to 'Checks entire Document for errors'. Below the navigation bar are several menu items with green circular icons: 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A 'Back' button with a yellow circular icon is also present. The document information section shows 'Document Information: PACE-FY2019-NJSAGE Test Org 1-032' and a 'Details' link. The breadcrumb trail at the bottom reads 'You are here: > LWD Standard Application 2019 Menu > Forms Menu'.



# PROJECT LOCATION

If you select STATEWIDE,  
there is no need to select  
individual counties and  
municipalities.

- When selecting Multiple Counties hold down the CTRL key while clicking.
- Choose all Counties BEFORE selecting Municipalities.

\*\*\*Remember to SAVE



## PROJECT LOCATION

### Instructions:

- Please complete this page, then click the **SAVE** button.
- First select a County, and then a Municipality.
- You may select more than one County or Municipality:
- Hold the **Ctrl Key** while clicking to select more than one.
- Hold the **Shift** while selecting and you will select everything between where you click.
- If your Project is statewide, check the appropriate box indicating this.
- After completing and saving this page, click on a related page or click **NEXT** to complete the related pages in the sequence shown below.

Please check this box if the project is statewide

County to filter by:

Atlantic County  
Bergen County  
Burlington County  
Camden County  
Cape May County  
Cumberland County  
Essex County  
Gloucester County  
Hudson County  
Hunterdon County  
Mercer County  
Middlesex County  
Monmouth County  
Morris County

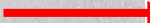
Municipalities:

Aberdeen Township  
Absecon City  
Alexandria Township  
Allamuchy Township  
Allendale Borough  
Allenhurst Borough  
Allentown Borough  
Alloway Township  
Alpha Borough  
Alpine Borough  
Andover Borough  
Andover Township  
Asbury Park City  
Atlantic City

# PREVIOUS FUNDING

If applicable, please indicate any prior funding that your organization received from NJ Department of Labor and Workforce Development **within the last three years.**

If you did not receive any funding, please CHECK HERE



**PREVIOUS FUNDING**

**Instructions:**

- Please enter your information then click **SAVE**. Fields will populate with information and any errors will be noted at this point.
- Fields with an \* next to them are required.
- To proceed to the next page you may click the **SAVE/NEXT** button or use the Form Section on the menu. Selecting Next does not Save page.
- To return to the Forms menu click the **Forms Menu** link above.

If the Applicant Organization has received funding from the NJ Department of Labor and Workforce Development within the last three years of submission please enter the information below.

Check here if your applicant organization has no previous grant funding.

Grant Program	Fiscal Year	Amount of Previous Funding
<input type="text"/>	<input type="text"/>	<input type="text"/>
If Other, please describe: <input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total:</b>		



\*\*\*Remember to SAVE



## REQUIRED DOCUMENTS

### Instructions:

- Please upload your information then click **SAVE**.
- Fields with an \* next to them are required.
- To proceed to the next page you may click the **NEXT** button.
- To return to the Forms Menu click the **Forms Menu** link above.

Please upload your Program Narrative document below.

### **PROGRAM NARRATIVE \***

Choose File No file chosen

Please upload your Implementation Plan document below.

### **IMPLEMENTATION PLAN \***

Choose File No file chosen

Please upload your Program Sustainability Plan document below.

### **PROGRAM SUSTAINABILITY PLAN \***

Choose File No file chosen

Please upload your Tax Clearance document below.

### **TAX CLEARANCE \***

Choose File No file chosen

## REQUIRED DOCUMENTS

**For this page, please upload a  
Word document or PDF  
for EACH section of your  
Proposal.**

To upload, click  
CHOOSE FILE and navigate  
to the file location on your  
computer.



\*\*\*Remember to SAVE

**NJ BUILD DELIVERABLES**

Expected number of cycles:

	<i>Number of Participants</i>	<i>Number of Weeks of Training Per Cycle</i>	<i>Number of Hours of Training Per Week</i>	<i>Total Hours</i>
<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	

	<i>Start Date</i>	<i>End Date</i>	<i>Occupational Area of Training</i>
Cycle One:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cycle Two:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cycle Three:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cycle Four:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cycle Five:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cycle Six:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Participants expected to complete training:

Number to be placed into USDOL Registered Apprenticeship:

Number of participants in a construction job in an affiliated trade at \$15/hour or greater. (Not USDOL Registered Apprenticeship):

# DELIVERABLES

Enter your program details and outcomes in this section

\*\*\*Remember to SAVE



# SCHEDULE A, PART I - PERSONNEL COSTS

Enter all the required information for Personnel Costs within your grant.

NOTE: Columns where there is not a fillable field, will automatically calculate once you click SAVE at the top of the page.

**SCHEDULE A, PART I - PERSONNEL COSTS**

**Instructions:**  
 1. Enter the requested information. (Review NGO for program-specific instructions and requirements.)  
 2. Click **SAVE** above to save changes, and the system will automatically perform the calculations required to complete this form.  
 3. Once Schedule A, Part I is complete, complete Schedule A, Part II. (Both parts are required for each listed position.)

Page Label:

Not required.

**Salaries/Wages & Fringe Benefits**  
 List employees whose pay is a direct cost for this project (or project component).  
 (To generate additional lines, click SAVE above.)

Check If In-Direct Cost	Position Title	Legal First Name	Legal Last Name	Annual Salary/Wages	% of Time on Project	Cost Estimate (Salary/Wages)	Fringe Benefit Rate (%)	Cost Estimate (Fringe)	Total Cost Estimate	Grant Funds Requested From State		Cost Share or Match		Source for Cost-sharing/Matching Funds
										Salary/Wage	Fringe	Salary/Wage	Fringe	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % *	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> \$0	<input type="text"/> \$0	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % *	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> \$0	<input type="text"/> \$0	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % *	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> \$0	<input type="text"/> \$0	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % *	<input type="text"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> \$0	<input type="text"/> \$0	<input type="text"/>



**Fringe Benefit Rate(s)**  
 If applicable, upload a justification for the fringe benefit rate(s) entered above.

No file chosen

If fringe benefits are included in your grant request, please make sure to provide an upload (*at bottom of page*) to justify those costs.

\*\*\*Remember to SAVE

# SCHEDULE A, PART II - PERSONNEL JUSTIFICATION

Add the required roles, responsibilities, and minimum qualifications for each position.

## **SCHEDULE A, PART II - PERSONNEL JUSTIFICATION**

**Instructions:**

1. Enter the requested information. (Review RFA for program-specific instructions and requirements.)
2. Click **SAVE** above to save changes to this form.

**NOTE:** Do not enter data until Schedule A, Part I is complete. Changes to the Position Titles on Schedule A, Part I will affect the Position Titles that appear on this form.

**Title:**

<b>Personnel Justification</b>			
Provide a description for each position listed on Schedule A, Part I.			
<b>Position Title</b>	<b>Weekly Work Hours</b>	<b>Role &amp; Responsibilities</b>	<b>Minimum Qualifications (education and experience)</b>

0 of 500

0 of 500



\*\*\*Remember to SAVE



# SCHEDULE B- NON-PERSONNEL EXPENSES

Add the required information for each expense within Non-Personnel expenses

## SCHEDULE B - NON-PERSONNEL EXPENSES

### Instructions:

- This page is optional and is not required to be completed.
- Please enter your information then click **SAVE**. Fields will populate with information and any errors will be noted at this point.
- Fields with an \* next to them are required.
- To proceed to the next page you may click the **SAVE/NEXT** button or use the Form Section on the menu. Selecting **NEXT** does not Save page.
- To add additional Non-Personnel Costs after saving this page click the **ADD** button.
- To return to the Forms Menu click the **Forms Menu** link above.

In accordance with the budget guidelines contained in the NGO, list non-personnel cost categories applicable to grant proposal.

In addition to the justification, include the cost basis on how you arrived at the Total Funds Needed for each budget category. In most cases, the cost basis includes a calculation (e.g. 50 notebooks @ \$1.00 = \$50.00).

Check if In-Direct Cost	Non-Personnel Cost Categories	Justification for Cost (include cost basis calculation)	Number of Units	Cost Per Unit	Total	Grant Funds Requested From State	Funds From Other Sources	Total Funds Needed	Source for Cost-sharing/Matching Funds
<input type="checkbox"/>	<div style="border: 1px solid black; padding: 2px;"> <input type="text" value=""/> </div> <p>If other selected, list below:</p> <div style="border: 1px solid black; padding: 2px; min-height: 20px;"> </div> <div style="border: 1px solid black; padding: 2px; text-align: right;">0 of 250</div>	<div style="border: 1px solid black; padding: 2px; min-height: 20px;"> </div> <div style="border: 1px solid black; padding: 2px; text-align: right;">0 of 500</div>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	\$0	<input type="text" value=""/>



\*\*\*Remember to SAVE



# SCHEDULE C- DIRECT STUDENT SERVICES

Add the required information for each expense categorized as Direct Student Services. This category includes Curriculum Development, Consultant Fees, and Stipends.

## SCHEDULE C - DIRECT STUDENT SERVICES

### Instructions:

- This page is optional and is not required to be completed.
- Please enter your information then click **SAVE**. Fields will populate with information and any errors will be noted at this point.
- Fields with an \* next to them are required.
- To proceed to the next page you may click the **SAVE/NEXT** button or use the Form Section on the menu. Selecting Next does not Save page.
- To add additional Direct Student Services after saving this page click the **ADD** button.
- To return to the Forms Menu click the **Forms Menu** link above.

In accordance with the budget guidelines contained in the NGO, list direct student services cost categories applicable to grant proposal.

In addition to the justification, include the cost basis on how you arrived at the Total Funds Needed for each budget category. In most cases, the cost basis includes a calculation (e.g. 50 notebooks @ \$1.00 = \$50.00).

Direct Student Services Cost Categories	Justification for Cost (include cost basis calculation)	Number of Units	Cost Per Unit	Total	Grant Funds Requested From State	Funds From Other Sources	Total Funds Needed	Source for Cost-sharing/Matching Funds
<input type="text"/> if other selected, list below: <input type="text"/> 0 of 250	<input type="text"/> <input type="text"/> 0 of 500	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0	<input type="text"/>



\*\*\*Remember to SAVE

# COST SUMMARY

## COST SUMMARY

Cost Category	Grant Funds Requested	Match	Total Funds Needed
<b>A. Personnel Cost</b>			
Salaries/Wages			
Fringe Benefits			
<b>B. Non-Personnel Costs</b>			
<b>C. Direct Student Services</b>			
<b>Total Cost</b>			

Admin Percentage %      Match Percentage %  
Admin Total                \$0

REVIEW THE COST SUMMARY PAGE:  
Check that the grant amounts on each line and total cost amounts are correct.

*If you encounter a problem that cannot be corrected, please contact your LWD representative.*



# MISCELLANEOUS ATTACHMENTS

This page is OPTIONAL

- Upload any additional Miscellaneous Documents, if needed.

To upload, click CHOOSE FILE and navigate to the file location on your computer.

## MISCELLANEOUS ATTACHMENTS

### Instructions:

- This page is optional and is not required to be completed.
- Please enter your information then click **SAVE**. Fields will populate with information and any
- Fields with an \* next to them are required.
- To proceed to the next page you may click the **SAVE/NEXT** button or use the Forms Section
- To return to the Forms Menu click the **Forms Menu** link above.

### Participating Companies Spreadsheet

No file chosen

### Local Workforce Development Board Letter of Support

No file chosen

No file chosen

### Additional Attachments to Support the Application

No file chosen

No file chosen

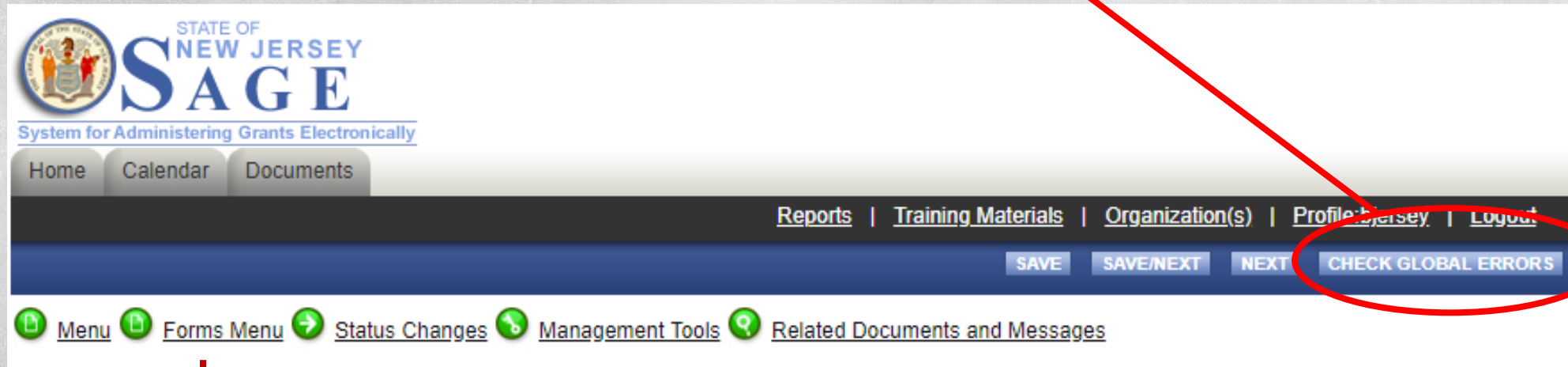


\*\*\*Remember to SAVE



# CHECK FOR ERRORS, REVISIT SECTIONS

Before submitting your application, please check your document for any errors by clicking CHECK GLOBAL ERRORS



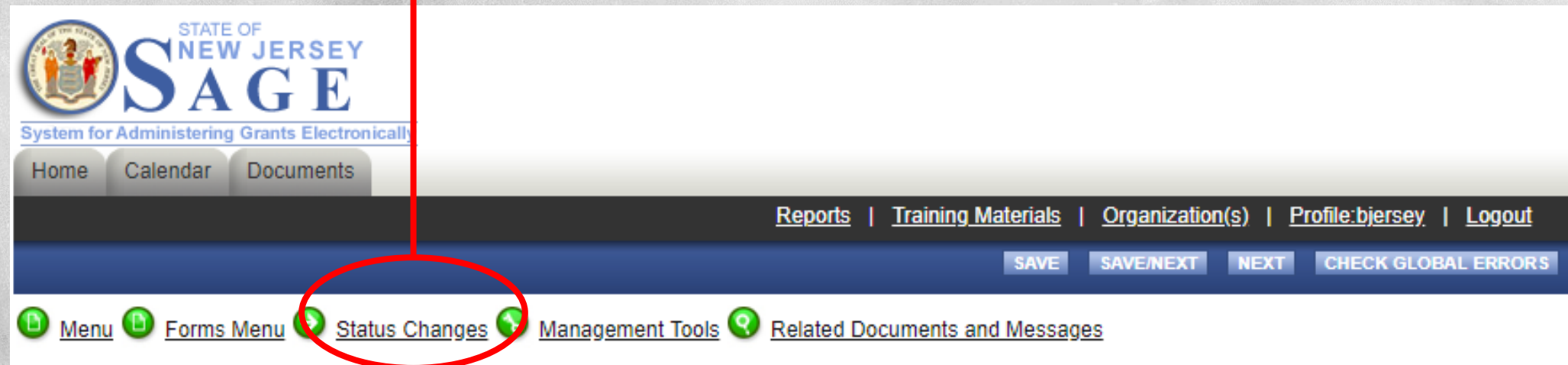
\*\*\*\*\*If you need to revisit any particular areas of your application, you can easily do so by clicking the FORMS MENU and selecting the page desired



## STEP 5: SUBMIT APPLICATION


*PLEASE NOTE: Only the Authorized Official can submit a completed application.*

When you are ready to submit your application, navigate to STATUS CHANGES at the top of the page and Click



The screenshot displays the SAGE (System for Administering Grants Electronically) interface for the State of New Jersey. At the top left is the state seal and the text "STATE OF NEW JERSEY SAGE". Below this is a navigation bar with buttons for "Home", "Calendar", and "Documents". To the right of these buttons are links for "Reports", "Training Materials", "Organization(s)", "Profile: bjersey", and "Logout". A dark blue bar contains buttons for "SAVE", "SAVE/NEXT", "NEXT", and "CHECK GLOBAL ERRORS". At the bottom, a white navigation bar features icons and links for "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages". The "Status Changes" link is circled in red, and a red line points from the text above to it.

Under  
APPLICATION  
SUBMITTED  
select  
APPLY STATUS


 [Back](#)

## LWD Standard Application 2019 Menu - Status Options

Select a button below to execute the appropriate status push.

---

Document Information: [GAINS-FY2019-NJSAGE Test Org 1-044](#)

 [Details](#)

---

Possible Statuses

**APPLICATION SUBMITTED**

**APPLY STATUS**

**APPLICATION CANCELLED**

**APPLY STATUS**



**Once you have entered and submitted your application, please send an email to [NJBUILDPrograms@dol.nj.gov](mailto:NJBUILDPrograms@dol.nj.gov) to notify of your status, so it can be reviewed, etc.**

**Any questions, call Lauren Kremper-DiFilippo, Business Rep at  
609.292.1467**



## ADDITIONAL USERS IN SAGE

The role of the Authorized Official for purposes of SAGE is defined as the person(s) who are permitted to sign off on official documents and contracts.

Often times, the Authorized Official will delegate program staff to assist in entering grant information.

To do this, EACH staff member who will be working in SAGE must individually register for access.

The process is similar to the afore mentioned slides on registration. Begin by visiting:

<https://njsage.intelligrants.com/Login2.aspx?APPTHEME=NJSAGE>





Click "New User"  
To begin registration process

Enter the required information

For GRANTING DEPARTMENT please use DEPARTMENT OF LABOR

When Finished Click SAVE to submit



After a staff member has completed the registration form, the Authorized Official can then add that person to their account for access.

The Authorized Official should start by logging in :

<https://njsage.intelligrants.com/Login2.aspx?APPTHEME=NJSAGE>

**STATE OF NEW JERSEY**  
**SAGE**  
System for Administering Grants Electronically

System Login Portal Home

**Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)**

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the

**Login**  
Username   
Password   
LOGIN  
[New User](#)  
[Forgot Username/Password?](#)

Navigate to ORGANIZATION and click

STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

Home | Calendar | Documents | **Reports** | **Training Materials** | **Organization(s)** | Profile: bjersey | Logout

Welcome Brad  
Authorized Official  
[Change Picture](#)

Select Your Company from the list

### Organization(s)

Select an Organization to view the information for that Organization.

Organization Information

Organization	Role	Active Dates	Assigned By
<a href="#">NJSAGE Test Org 12345</a>	Authorized Official	05/21/2007 - open ended	Post, Mr. Joel
<a href="#">UNION CITY SCHOOL DISTRICT</a>	Agency Administrator	03/06/2018 - open ended	Lord, Ms. Ann





Once on your Organization's page, select ORGANIZATION MEMBERS

[Back](#)

## Organization - UNION CITY SCHOOL DISTRICT

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

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

### Organization Information

Name	<input type="text" value="UNION CITY SCHOOL DISTRICT"/>	*
Federal Tax I.D. Number	<input type="text" value="226002355"/>	*
DUNS Number	<input type="text" value="04-464-1058"/>	
SAM CAGE Code	<input type="text" value="4SSA9"/>	
Address	<input type="text" value="3912 Bergen Turnpike"/>	*
City	<input type="text" value="Union City"/>	*
State	<input type="text" value="New Jersey"/>	*
Zip code	<input type="text" value="07087"/>	*
County	<input type="text" value="Hudson County"/>	*
Phone	<input type="text" value="201-348-5851"/>	*
Fax	<input type="text" value="201-330-1736"/>	
Email	<input type="text" value="sabbato@union-city.k12.nj.us"/>	
Website	<input type="text" value="www.union-city.k12.nj.us"/>	



A list of all current members of your organization will appear.  
To add a new member, select ADD MEMBERS

[Back](#)

## Organization - UNION CITY SCHOOL DISTRICT

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](#)

Sort By:   Results Per Page

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	<a href="#">Doureste-Roman, Ms. Esmaralda</a>	Agency Administrator	10/17/2012	126	Dragona, Mr. Anthony 10/17/2012	
<input checked="" type="checkbox"/>	<a href="#">Jersey, Mr. Brad</a>	Agency Administrator	3/6/2018	12	Lord, Ms. Ann 3/6/2018	
<input checked="" type="checkbox"/>	<a href="#">Lewis, Mr. Ryan</a>	Agency Administrator	9/11/2013	88	Dragona, Mr. Anthony 9/11/2013	



Type the name of the staff member in the PERSON SEARCH field.

[Back](#)

## Organization - UNION CITY SCHOOL DISTRICT

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](#)

Person Search

...and click SEARCH



From the search results, “check” the appropriate person.

People Found

<input type="checkbox"/> Person	Organization(s)	Role	Active Dates	Assigned By
<input type="checkbox"/> <a href="#">Patricia Zakrzewski</a>	Morris County (Agency Administrator)	-- Select --	6/6/2019	-
<input type="checkbox"/> <a href="#">PATRICIA WOJCIK</a>	Bay Head Borough (Agency Administrator)	-- Select --	6/6/2019	-

& assign a role

#### ROLE DESCRIPTIONS:

**Authorized Official:** Signatory person; full access.

**Agency Administrator:** Ability to perform all actions in SAGE except signing contracts.

**Agency Staff:** Ability to data enter information only.

\*\*\*Remember to click SAVE at the top of the page once you are finished. That staff member now has access. Return to slide 6 to begin working on the application.



# ADDING STAFF MEMBERS AFTER APPLICATION HAS BEEN STARTED

If the application has already been started or submitted, and you wish to add additional users, there is a second step that must be completed after adding those users to your organization.


From the HOME tab:

Locate MY TASKS  
and click on  
LWD STANDARD APPLICATION

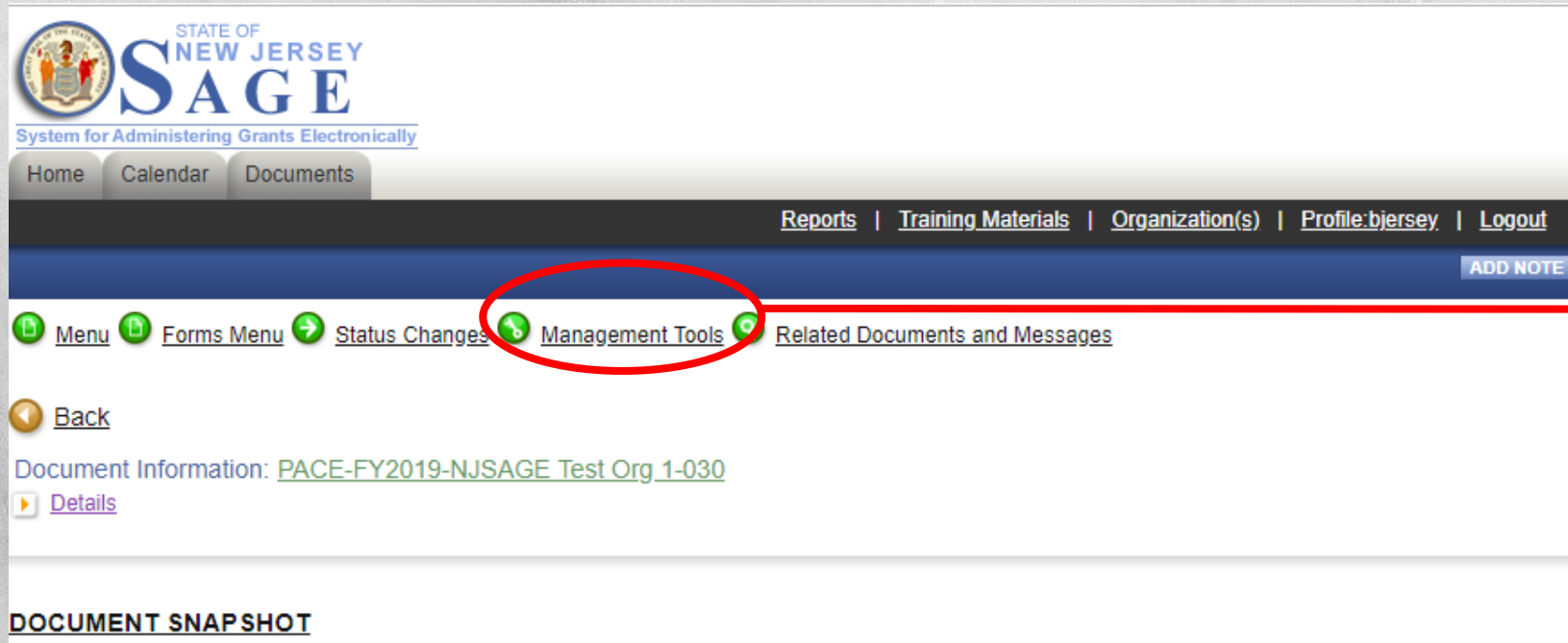
The screenshot shows a web application dashboard. At the top, there is a navigation bar with tabs: Home, Calendar, Applications/Grants, Expenditure Reports, Payment Vouchers, Activity Reports, NC Grants, NC Expenditure, and NC Voucher. Below this is a secondary navigation bar with links: Reports, Administration, Training Materials, Dashboard, Organization(s), Profile:tnovatin, and Logout. The main content area features a user profile section with the text "Welcome Tami", "LWD Program Staff", and a "Change Picture" link. Below the profile, it says "Hello Tami, please choose an option below." There are two main sections: "My Inbox" with a message icon, stating "You have 0 new messages. Select the Open Inbox button below to open your system message inbox." and an "OPEN INBOX" button; and "My Tasks" with a checkmark icon, a "Group By" dropdown set to "Status", an "Export Results to" dropdown set to "Screen", a "GO" button, and "EXPAND ALL" and "COLLAPSE ALL" buttons. At the bottom of the "My Tasks" section, there is a link for "LWD Standard Application 2019".



Locate the application/  
grant and  
select

	<a href="#">PACE-FY2019-NJSAGE Test Org 1-030</a>	<a href="#">NJSAGE Test Org_12345</a>	Application in Process	4/26/2019	2019
---	---	---------------------------------------	------------------------	-----------	------

This will bring you to the DOCUMENT SNAPSHOT page




The screenshot shows the SAGE system interface. At the top left is the logo for the State of New Jersey SAGE System for Administering Grants Electronically. Below the logo are navigation tabs for Home, Calendar, and Documents. A dark blue navigation bar contains links for Reports, Training Materials, Organization(s), Profile: bjersey, and Logout. Below this bar is a menu with items: Menu, Forms Menu, Status Changes, Management Tools (circled in red), and Related Documents and Messages. A blue button labeled 'ADD NOTE' is on the right. Below the menu is a 'Back' button and 'Document Information: PACE-FY2019-NJSAGE Test Org 1-030' with a 'Details' link. At the bottom left, the text 'DOCUMENT SNAPSHOT' is displayed.

From there,  
click  
MANGEMENT  
TOOLS




Click ADD/EDIT PEOPLE


#### 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 PEOPLE](#)

Select the link above to manage the organizations associated with this document.

Type the name of the staff member in the PERSON SEARCH field.

### LWD Standard Application 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: [GAINS-FY2019-NJSAGE Test Org 1-020](#)

 [Details](#)

#### Person Search

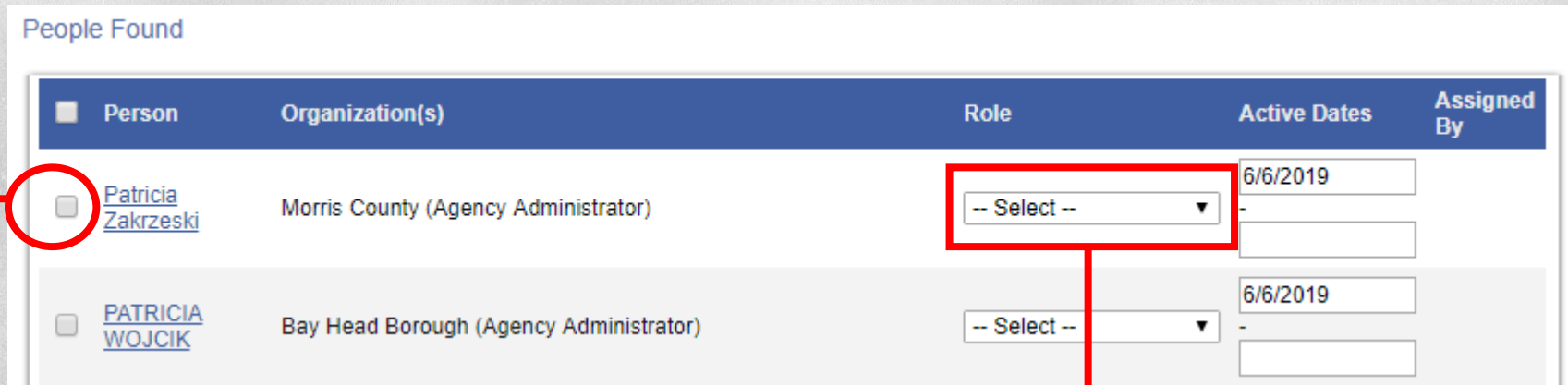
Enter a name or partial name

SEARCH

...and click SEARCH



From the search results, “check” the appropriate person.



<input type="checkbox"/> Person	Organization(s)	Role	Active Dates	Assigned By
<input type="checkbox"/> <a href="#">Patricia Zakrzewski</a>	Morris County (Agency Administrator)	-- Select --	6/6/2019	-
<input type="checkbox"/> <a href="#">PATRICIA WOJCIK</a>	Bay Head Borough (Agency Administrator)	-- Select --	6/6/2019	-

& assign a role

#### ROLE DESCRIPTIONS:

**Authorized Official:** Signatory person; full access.

**Agency Administrator:** Ability to perform all actions in SAGE except signing contracts.

**Agency Staff:** Ability to data enter information only.

\*\*\*Remember to click SAVE at the top of the page once you are finished. That staff member now has access to that particular grant.

