Q: Is the presentation available for download?
Yes, Under Training Materials

Q: On GREEN SAGE, how do you remove previous users that are no longer associated with the municipality?

Users can be addded/deleted in DCA sage : https://dcasage.intelligrants.com/Portal.asp**.** Please refer to the video under DCA SAGE – Adding/Deactivating users (Municipalities & Counties)

Q: has the web address changed for IG16
Yes, Information to new link will be available from our Local Aid website on March 26th. once you login book mark the new SAGE link with your exisitng one.

Q: Is the Login link for Blue Sage also going to change?
Blue SAGE will have new link on March 26 when we go live with IG16 . We will be posting on Local Aid website . Please update your book mark to new site address once you login for the first time

Q: can we now apply for all state grants through this one application? Is Green SAGE now utilized exclusively for managing user access?
No, If you are applying for another agency Grant you must apply logging into their SAGE. If you are applying for Local Aid grants you will be applying using Blue SAGE

Q: why not put the name of the project in the title
Yes,

Q: Comment on Document Snapshot section: Sometimes the Project Extents are "Various" and the spreadsheet is completed with multiple roadway extents. Will the snapshot area link to the spreadheet to see the actual project extents if "various"?
No

Q: What does "Current ADT" mean ?
Current Average Daily Traffic

Q: Will there be a webinar covering the project/grant management (construction documents, bidding, construction start and closeout submittals, and Payment Voucher submittals)?
We will be posting a video in future.

Q: what about the municipal Resolution?
Is required after you submit application with in 30 days to District Project Manager. Will be reviewed by District Project manager and grantee will be notified with any comments. We have a smaple resolution SAGE as well as on Local Aid website.

Q: Which area do you not to enter the Mayor, Engineer information? Does this save for all grants?
If you enter information in Additional Profile Information under Organization Details will be saved for all grants

Q: If your project manager changes mid-year, should we change it on the contacts page or is it best to leave it as originally entered?
Any updates should be made as soon as possible to keep the information current in the event we need to reach out to you regarding any information

Q: Is there a final signature page at the end of the application still?
Yes, Final signature is still there at the end of the application page

Q: Under the document tab (document type) Does it only show you what grants you have access too?
It's posted on our website under State Funded Grants, please refer to the link http://www.state.nj.us/transportation/business/localaid/municaid.shtm

Q: Can e-mails be sent when a grant application opportunity is open? Letters are typically sent via US Mail to Mayor and Engineer. But, sometimes those hard copy letters do not find it's way to the person that would initiate the application.
We encourage to keep the Organization information current for any communication . Will be posted on Calendar

Q: Can we submit signatures through an upload on the site? I have had problems with the NJDOT losing original signatures.
In future we are looking to have that feature.

Q: What is the link for Green Sage. Old one is not working.
Green SAGE is DCASage.DCA Sage link : https://dcasage.intelligrants.com/Portal.asp

Q: If the project manager changes mid year, should we change or wait until end of year
Any updates should be made as soon as possible, should not wait until end of the year in the event if we need to reach out

Q: Under the document tab does only show what documents that we have access
Will only show the grants that you are attached to. Authorized Official from your town have to give you access to appropriate access. You can reach to your District Representative or Local Aid where we can provide you access once we receive email from your town recommending to atatch you to that project

Q: List of documents
It's posted on our website under State Funded Grants, please refer to the link http://www.state.nj.us/transportation/business/localaid/municaid.shtm

Q: As an Municipal Engineer, will all the municipalities we represent show up during the searching of grants.
If you are attached to the organization and have permission to view applications. Need to establish yourself as consultant in order to view mutliple Organization applications. Please reach out to us

Q: Where is the link for the resolution?
Application process on Signature page , Click here will take you to sample Resolution that should be used can be downloaded.

Q: Once you make someone inactive on the organization page, how can you totally remove their name and info from the list?
Once user has been removed, will no longer active in the organization.No longer be attached to any documents

Q: NJ DCA sage is the same as Sage Green?
Yes

Q: How can we remove multiple names for the same person? ie. John Doe, Mr. John Doe, J Doe
Once identified what's the correct userid out of the list These are the profiles that no longer needed , those user profiles can be removed. If you need help, please reach us at : DOT-LocalAid.TechSolutions@dot.nj.gov

Q: Can you print a complete blank application before saving any information?
This feature will be available in near future.

Q: Tou remove the users from Sage Green ?
If you are a County/Municipality then need to be removed from DCA SAGE. If you are a consultant/non-profit organization then need to be removed from Blue SAGE. Please reach us at : DOT-LocalAid.TechSolutions@dot.nj.gov

Q: Is our logon for SAGE going to remain the same after the transition?
Login information will not change , but the SAGE web site link will be changed. Will be posting new SAGE link on our Local Aid web site. Please update your book mark with new SAGE address

Q: Will there still be a seperate NJDOT Sage website?
IG 16 will have new link . We will be posting on Local Aid website . Please update your book mark to new site address

Q: what is the website for green sage?
https://dcasage.intelligrants.com/Portal.asp

Q: Will we have to enter all the Organization Information or will it carry over from the current Sage system?
No, What you have today in SAGE will be carried over

Q: If you "reset opportunities", will it reset any completed applications or just re-set the "not interested" apps?
No it will not reset any completed applications. It will only re-set in Available opportunities page that has been selected as *Not Interested*

Q: Who has access to the notifications in My Inbox? Is it only the logged in user or all of the authorized users?
As as SAGE user, My Inbox items will only be available to me and any other users that message is included to be sent will also be avaialable.

Q:The term change in status when it is shown application submitted is confusing. Perhaps it should say application in process an then when you click change in status it changes to application submitted.

When Application is in process it lists the current status as *Application In Process* and once submitted as as Grantee there is no action that needs to be taken and it no longer appears in My Tasks . Additionally grantee will receive system message indicating application has been submitted which can be located in *My Inbox* and also will be emailed to the email in the profile that is listed. For ex: **Subject** - Acknowledging Submission of MA-2018-Homans Avenue- Phase2-00026 Application. Body: Your application MA-2018-Homans Avenue-00027 for Belmar Borough has been received by NJDOT as submitted on Mar 08, 2018.

Q: Don't errors come up automatically preventing submission of a document ??
Yes, If there are error any of the pages system will prevent not submitting the application. It indicates with **STOP** sign and clearly indicating which page ahs error and it's active link , which means when you click on it will take you to the error page

Q: Is Sage a Registered Document Management System with DORES? In other words, can local paper and digtal copies be destroyed as long as they are housed in SAGE?
We are looking into it

Q: What are 'RPMs' in the Safety Improvements?
Raised Pavement Markers

Q: In Green SAGE our organization has many inactive users. Can they be removed from our organization's profile?
Yes, You can login to DCA sage and inactivate users yourself. If you need help please reach us at : DOT-LocalAid.TechSolutions@dot.nj.gov

Q: Why don't you link SAGE to GovConnect? Information on officials must be updated yearly by the Municipal Clerk in GovConnect? Could it automatically be imported to SAGE?

Q: Can you please make sure you cover the payment voucher process.
We will be posting a video in future

Q: Is there still going to be "view full .pdf" available on the screen from the application page
Yes. Under Management Tools, CREATE FULL PRINT VERSION

Q: Are municipal grants for traffic safety going to need to be done in Blue Sage now?

Q: Are all features available if you use Chrome as your browser?
As one of the state Agency we support IE and Firefox

Q: Can you delete a an "Application in Process" that you no longer want to use or continue with?
You can move the Application into *Application Cancelled* status

Q: When SAGE first went online, municipalities added me (engineering consultant) more than one time to the system as an Agency Administrator using variations of my name, so that when a search is done, I appear multiple times. Can the unnecessary variations of my name be deleted so that I appear in the system only once?
Yes, As a consulting engineer which allows you to mutliple organizations. Reach out the appropriate Municipalities they should be able to help . Please reach us at : DOT-LocalAid.TechSolutions@dot.nj.gov

Q: Who has the authority to update/correct agency information in green SAGE? Some employees or elected officials are no longer here, and we don't have their login credentials.
If they are no longer, helpdesk information for DCA SAGE is listed on the login page. Please reach us at : DOT-LocalAid.TechSolutions@dot.nj.gov

Q: Must I contact LA staff to update project status

Phase II Document Required Status for County Aid from 2015 and beyond, Yes need to contact Local Aid staff to update project status to Phase II Document Required Status and it' only applicable to County Aid from 2015 and beyond

Q: How long should it take to get a CA project moved to Phase 2

That would be dependent on Project/Project Manager. Once Project Manager has been reached out and review is done. Please coordinate with Project Manager

Q: No I was talking about adding in construction dates

Inputing construction dates is interactive process ,which is Project Management process. If you are managing a project go to *State Aid Award of Contract Submission* page and apply status to "Project Status Submitted" at that point once District Project Manager reviews next page will be opend up which is *State Aid Construction Phase Submission*

Q: do you have a phone number to contact?

Please reach us at : DOT-LocalAid.TechSolutions@dot.nj.gov

Q: Surprised that Phase II isn't being updated to automatically allow access.

As it's not sure of which projects will go forward for that reason it's not automated