New Jersey Department of Community Affairs

Division of Housing

HOME - Community Housing Development Organization

Application Instructions

General Instructions

Complete all items in the electronic application, starting with the left side of the **Application Menu**. If an item is not applicable to your program, enter NA.

For detailed instructions and definitions, download the **DCA SAGE User Manual** and/or the **Training Videos**. Links to both of these resources may be found on the SAGE log in screen and in **Quick Links** on your **Start Page**.

Follow the directions below. If you have questions about the Grant Program or how to fill in a form, click the Application Manager hyperlink in the green box in the upper left corner of the Application Menu to email your DCA Application Manager.

Before getting started, check your **Start Menu**. If you have an item on your **Task List** stating that your **Agency Information Update** is due (Submission Required), click the hyperlink and submit the Update BEFORE beginning your application. You will not be able to **Submit** your completed application until your Agency Information Update is submitted and approved.

If you want to add more staff members to start working on this application, go to **Contacts**, below.

1. Applicant Information

You can skip this step if you have recently submitted your **Agency Information Update**.

- Click **View Applicant Information** and review your agency's information.

If it has changed (phone numbers, address, etc.), submit a revised Agency Information Update. To modify your agency's information* and submit a revised Agency Information Update, at your Agency Authorized Official or Agency Administrator's **Start Menu**, in **Quick Links**—

- Click **View All Agency Information Updates**
- At the **Search Agency Information Updates** screen, ***do not Search***—Click the **Create Update** button
- At the **Agency Information Update** page, click **Edit**
- Revise the information that has changed since your previous Update
- **Save**
- **Submit Update**

2. Components

A grant component is the foundation upon which a budget is based. You must create and name the component before creating the application budget. Some grant programs allow multiple components, to allow easier tracking of different types of expenses, such as Program vs. Administration or sub-grantee programs.

Program Components

- Select a **Project Type/Sub-Type** from the drop down list

- Enter a **Name** for this Component
- Complete the additional fields
- **Save**
- If your program allows multiple Components, repeat the above process until you have added all the desired Components.

Service Areas

In this section, indicate what areas (counties and/or towns) will benefit from *this* project – this may or may not be the area that your agency serves as a whole.

- Click on **Service Areas**
- **Counties** – This screen should only be used if the project benefits the *entire* County. If so, select the county or counties to be served and click **Add**.
- If your project serves the entire state of NJ, scroll down to the bottom of the Counties list and select **2200: State Wide (NJ)**
- **Municipalities –** If your program will benefit the residents of one or more municipalities, select the **Municipalities** tab.
  - Select the County that the project will benefit from the drop-down list
  - Click **List**
  - A second drop-down list will display all of the municipalities in the selected County – select the municipality which will benefit from this project
  - Click **Add**
  - If the project will benefit more than one municipality, **Add** each municipality (or use **Crtl Click** to **Add** the towns at the same time)

3. Application Information

Application Program Description

- Under Application Information, click on **Application Program Description**
- Click **Edit**
- Enter your **Application Title**: Use a specific Title for the program or project you will implement with this Component.
- Enter your **Program Description**. In the space provided, present a brief narrative describing the proposed program or activities.

NOTE: Should you receive an award, the **Program Description** you enter here will be used in your award letter. Your entry in this field should be no longer than a standard sentence.

- Click **Save**

Project Objectives

An Objective is a discrete and quantifiable element that must be achieved in order to attain the goal of a program or project.

- Click on **Objectives** and enter—

- **Number** – Number your objectives in sequential order. If you have multiple program components, please differentiate each program by the first number, i.e. objectives for the Youth Program should begin with a 1, the objectives for the Seniors Program should begin with a 2, etc.
- **Short Description** – Provide an abbreviated version of the objective.
- **Detailed Description** – Use this field to elaborate on the **Short Description** you entered in the previous field.
- **Method(s)** – List the methods(s) to be used to attain the objective(s) described in the **Detailed Description** section.
- **Evaluation** – Briefly describe how you will evaluate the success of the objective.
- **Application Program Component –**Use the drop down menu to select the appropriate Program Component.
- Click **Save**.

Your objective will appear under **Current Objectives** at the bottom of the screen. You will get a blank screen to enter a new objective. Add as many objectives as needed, numbering them sequentially. Be sure to **Save** each objective.

Scope of Services

A Scope of Services is a description of what will be accomplished if a grant is awarded, including who will be responsible and when the program or project will be accomplished.

- Click on **Scope of Services**
- Enter your scope of services in the text box.
- Click **Save**

4. Contacts

Assigning people to work on the Application

IMPORTANT! Before you can give staff members access to this *application*, they must have been given authorization to use SAGE (as Agency Contacts) by your Agency Authorized Official or Agency Administrator. See **Agency Contacts** in the **SAGE User Manual**.

To work on – or even see – applications, Agency Contacts need to be added to the specific application as **Application Contacts**.

- Click **Control Access to Application**

Initially, the person who initiated the application will be the only name listed under “Application Main Contact” as the Application Administrator. The Application Administrator may **Add** more staff members and/or a consultant to access the application, as needed.

Adding Agency Contacts

To give your **staff members** access to the application, in the **Agency Contacts** section—

- Select the desired Agency Contact from the pull down list in the **Name** field
- In the **Contact Type** field, select whether this person will be a Main Contact or a Staff Member from the pull down list (Main Contacts see the application on their Task Lists)
- Select the appropriate **Level of Access** from the pull down list
- Click **Grant This User Access**

- Continue to give access to additional Agency Contacts, if desired

Adding Consultants

If you want to use an outside consultant, at the bottom of the screen, in the **Agency Consultants** section—

- Click the words **Agency Consultants** at the bottom of the page
- At the **Agency Consultant Search** screen, enter all or part of the consultant's name and/or the consulting firm's name (remember to be careful about spelling)
- Click **Search**
- Select the consultant you want from the list by clicking on the little magnifying glass
- Select the **Level of Access** you want to give to the consultant
- Click **Give this User Access**

If your consulting firm is not on the list, they can apply for SAGE access by clicking Request SAGE Access at the SAGE login screen.

5. Application Forms

After completing each form, click **Save**. Go back to the **Application Menu** to select another form or click the **Next** button to work on the next form on the list.

Certification Sheets

Items 1 through 4—

- Select **Yes** or **No** to each item listed, or, if an item does not apply to your organization, select **N/A**.
- If you answered **No** to item 4, enter your explanation in the text field provided

Item 5 applies to **non-government** agencies only. If you ***have*** received a grant from DCA within the current fiscal year—

- Click **N/A**

If you ***have not*** received a grant from DCA within the current fiscal year—

- Click **Yes**
- Select whether you will **mail** or **hand-deliver** your audit

Item 6 applies to **government** agencies only. If you want to see the text of Executive Order 134, click the hyperlink.

- Select **Yes**, **No**, or **N/A**

The Certification Sheet contains links to Schedules G, H, and I. When you click the link to each Schedule, the form is displayed as an Adobe PDF document. **Print** each of the forms from this window. Sign each document and submit it to DCA. Go to http://www.adobe.com if you need Adobe Acrobat instructions.

Schedule G – Certification Regarding Debarment and Suspension

- Select whether you will **mail** or **hand-deliver** this attachment, or whether this attachment is Not Applicable (**N/A**) for your program (see any special instructions, below)

Schedule H – Certification Regarding Lobbying

- Select whether you will **mail** or **hand-deliver** this attachment, or whether this attachment is Not Applicable (**N/A**) for your program (see any special instructions, below)

Schedule I – Resolution

- Select whether you will **mail** or **hand-deliver** this attachment, or whether this attachment is Not Applicable (**N/A**) for your program (see any special instructions, below)

In the case where a resolution has not been signed prior to the deadline for submission, a memorandum indicating the date it will be forwarded must be signed by the appropriate Official of your agency and submitted to DCA.

IRS Determination Letter (New Applicants, Non-profit, Non-government only)

- Select whether you will **mail** or **hand-deliver** this attachment, or whether this attachment is Not Applicable (**N/A**) for your program (see any special instructions, below)

Organizational Chart (Non-government only)

- Select whether you will **mail** or **hand-deliver** this attachment, or whether this attachment is Not Applicable (**N/A**) for your program (see any special instructions, below)

Budget

To create your Project/Program budget in SAGE—

- Click on Budget Overview at the bottom of the **Application Forms** list.

Each of the **Program Components** you selected will be displayed as a hyperlink on the Budget Overview page. (Your Grant Program may have one or several Components.) Click on the appropriate Program Component hyperlink; it will take you to the **Budget Detail** page for that component.

- Click the **Add a Budget Item** tab.
- Select a **Budget Category** from the drop down list in the top field.
- Fill in the **Provide a short description for this budget item** field.
- Fill in the **Provide a more detailed description of this budget item** field.
- Enter the amount you are requesting in the **Grant Funds Requested** and **Funds from Other Sources** (if applicable) fields.
- Click **Save**
- Continue adding Budget Items until you have added all the items for this Component of your program

You can check your budget for this component by clicking the **Budget Detail** or **Budget Summary** tab.

If you have more than one **Program Component**—

- Click Go to Budget Overview at the top left of the page
- Select another Budget Component hyperlink and create its budget, following the instruction above.
- Continue this process until you have created the Budget for each Program Component

Printing the Application Cover Sheet

If your Program requires you to submit a signed, printed copy of the Application Cover Page—

- Click **Application PDF** (lower left of the Application screen)
- Click **Generate Coverpage PDF**
- Print the cover page and forward the signed document to DCA

Printing the Application for Your Records (optional)

- Click **Application PDF** (lower left of the Application screen)

- Click **Generate Full PDF**

  Your complete application PDF file will be generated in about 24 hours. You will receive an email when it's ready.

- To print the file, click the hyperlink in **Download the full PDF (Generated on <date and time>)**

- Print the file

Sending the Attachments

Forward all hard-copy attachments (signed, when appropriate) to your Grant Program at DCA. Click the Application Manager link in the green box at the top left of the Application Menu for the correct address.

Submitting the Application

When you have completed all the Application Forms, Certifications, and Budget, click on the **Submit Application** button on the upper right side of the Application Menu.

The system will alert you if you have omitted required information in any of the forms.

Be sure to turn pop-up blockers OFF in your Internet browser **(or any other program, like Google)** or you may not be able to see the explanations of the errors.