

<p>Enter program-specific information in the green and yellow fields to clarify the application process. <b>Green</b> fields are mandatory, <b>yellow</b> fields are optional.</p>	<p><b>New Jersey Department of Community Affairs</b></p>
	<p><b><i>Division of Housing and Community Resources</i></b></p>
	<p><b><i>Shelter Support Program</i></b></p>
	<p><b><i>Application Instructions</i></b></p>
<p><b>General Instructions</b></p>	<p>Complete all items in the electronic application, starting with the left side of the <b>Application Menu</b>. If an item is not applicable to your program, enter <b>NA</b> or <b>0</b> (zero), as appropriate.</p> <p>For detailed instructions and definitions, download the <b>DCA SAGE User Manual</b>. A link is available on the SAGE log in screen and in <b>Quick Links</b> on your <b>Start Page</b>.</p> <p>Follow the directions below. If you have questions about the Grant Program or how to fill in a form, click the Application Manager <a href="#">hyperlink</a> in the green box in the upper left corner of the Application Menu to email or call your DCA Application Manager.</p> <p>Before getting started, check your <b>Start Menu</b>. If you have an item on your <b>Task List</b> stating that your <b>Agency Information Update</b> is due (Submission Required), click the hyperlink and submit the Update <b>BEFORE</b> beginning your application. You will not be able to <b>Submit</b> your completed application until your Agency Information Update is submitted and approved.</p> <p>If you want to add more staff members to start working on this application, go to <a href="#">Contacts</a>, below.</p>

<p><b>1. Applicant Information</b></p> <p>You can skip this step if you have recently submitted your <b>Agency Information Update</b>.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Click <b>View Applicant Information</b> and review your agency’s information.</li> </ul> <p>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 <b>Start Menu</b>, in <b>Quick Links</b>—</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click <b>View All Agency Information Updates</b></li> <li><input type="checkbox"/> At the <b>Search Agency Information Updates</b> screen, <i>do not Search</i>—Click the <b>Create Update</b> button</li> <li><input type="checkbox"/> At the <b>Agency Information Update</b> page, click <b>Edit</b></li> <li><input type="checkbox"/> Revise the information that has changed since your previous Update</li> <li><input type="checkbox"/> <b>Save</b></li> </ul>
<p><b>2. Contacts</b></p>	
<p><b>Assigning people to work on the Application</b></p>	<p>To work on – or even see – applications, Agency Contacts need to be added to the specific application as <b>Application Contacts</b>.</p>
<p><b>IMPORTANT!</b> Before you can give staff members access to this <i>application</i>, they must have been given authorization to use SAGE (as Agency Contacts) by your Agency Authorized Official or Agency Administrator. See <b>Agency Contacts</b> in the <b>SAGE User Manual</b>.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Click <b>Control Access to Application</b></li> </ul> <p>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 <b>Add</b> more staff members and/or a consultant to access the application, as needed.</p>

<p><b>Adding Agency Contacts</b></p>	<p>To give your SAGE Agency Contacts access to the application, in the <b>Agency Contacts</b> section—</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the desired Agency Contact from the pull down list in the <b>Name</b> field</li> <li><input type="checkbox"/> In the <b>Contact Type</b> 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)</li> <li><input type="checkbox"/> Select the appropriate <b>Level of Access</b> from the pull down list</li> <li><input type="checkbox"/> Click <b>Grant This User Access</b></li> <li><input type="checkbox"/> Continue to give access to additional Agency Contacts, if desired. Delete this row if not needed.</li> </ul>
<p><b>Adding Consultants</b></p>	<p>If you want to use an outside consultant, at the bottom of the screen, in the <b>Agency Consultants</b> section—</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click the word <a href="#">here</a> in the middle of the paragraph</li> <li><input type="checkbox"/> At the <b>Agency Consultant Search</b> screen, enter all or part of the consultant's name and/or the consulting firm's name (remember to be careful about spelling)</li> <li><input type="checkbox"/> Click <b>Search</b></li> <li><input type="checkbox"/> Select the consultant you want from the list by clicking on the little magnifying glass</li> <li><input type="checkbox"/> Select the Level of Access you want to give to the consultant</li> <li><input type="checkbox"/> Click <b>Give this User Access</b></li> </ul> <p><b><i>If your consulting firm is not on the list, they can apply for SAGE access by clicking <a href="#">Request SAGE Access</a> at the SAGE login screen.</i></b></p>
<p><b>3. Components</b></p>	<p>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.</p>

<p><b>Program Components</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Click on <b>Program Components</b></li> <li><input type="checkbox"/> <b>Program Type/Sub-Type</b> – Select a component from the drop down list.</li> <li><input type="checkbox"/> <b>Name</b> – Enter a specific Title for the program or project you will implement for this Component</li> <li><input type="checkbox"/> <b>Location</b> – Specify the location (city and county) of the program/project (may or may not be the same as your office location)</li> <li><input type="checkbox"/> <b>Address</b> – Provide the address of the program’s day-to-day administrator</li> <li><input type="checkbox"/> <b>Room #</b> – Identify the room number, if applicable</li> <li><input type="checkbox"/> If your program has multiple components, repeat the steps above until you have selected and described all the appropriate components</li> </ul>
	<p>Please provide the address of the project location.</p>
<p><b>Service Areas</b></p>	<p>In this section, indicate what areas (counties and/or towns) will benefit from <i>this</i> project – this may or may not be the area that your agency serves as a whole.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click on <b>Service Areas</b></li> <li><input type="checkbox"/> <b>Counties</b> – This screen should only be used if the project benefits the <i>entire</i> County. If so, select the county or counties to be served and click <b>Add</b>.</li> <li><input type="checkbox"/> If your project serves the entire state of NJ, scroll down to the bottom of the Counties list and select <b>2200: State Wide (NJ)</b></li> <li><input type="checkbox"/> <b>Municipalities</b> – If your program will benefit the residents of one or more municipalities, select the <b>Municipalities</b> tab.             <ul style="list-style-type: none"> <li>  Select the County where the project will be located from the drop-down list and press <b>List</b></li> <li>  A second drop-down list will display all of the municipalities in the selected County – select the municipality which will benefit from this project and click <b>Add</b>.</li> <li>  If the project t will benefit more than one municipality, <b>Add</b> each municipality (or use <b>Ctrl Click</b> to <b>Add</b> the towns at the same time)</li> </ul> </li> </ul>

<p><b><i>If your program/project has multiple Components</i></b></p>	<p>When you click <b>Service Areas</b>, you will get a list of the Components you have entered. You will need to enter a Service Area for each Component. Click on the magnifying glass for one Component at a time and enter the Service Area for that Component.</p>
<p><b>4. Application Information</b></p>	
<p><b>Application Program Description</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Under Application Information, click on <b>Application Program Description</b></li> <li><input type="checkbox"/> Click <b>Edit</b></li> <li><input type="checkbox"/> Enter your <b>Application Title</b>: Use a specific Title for the program or project you will implement with this Component.</li> <li><input type="checkbox"/> Enter your Program Description. Briefly describe your project as if you were completing the sentence, “provide funds to...” Include a short description for each program you plan to implement with this grant.</li> </ul>
	<p>The sentence must also list the population that the project will serve, including victims of domestic violence, veterans etc.</p>
	<p>NOTE: Should you receive an award, the <b>Program Description</b> you enter here will be used in your award letter. Your entry in this field should be no longer than a standard sentence.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click <b>Save</b></li> </ul>
<p><b>Project Objectives</b></p> <p>An Objective is a discrete and quantifiable element that must be achieved in order to attain the goal of a program or project.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Click on <b>Objectives</b> and enter—</li> <li><input type="checkbox"/> <b>Number</b> – 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.</li> <li><input type="checkbox"/> <b>Short Description</b> – Provide an abbreviated version of the objective.</li> </ul>
	<p>Briefly list what will be done to alleviate the need(s) described with a short description and a detailed description. If the project will have more than one location/address, then complete an objective for each location. Please list the objectives in the following categories, as applicable: 1) <b>Rehab-residential, renovation, construction-residential or acquisition-building</b> 2) <b>Purchase of equipment or furniture</b> 3) <b>Purchase of a new vehicle.</b></p>

	<input type="checkbox"/> <b>Detailed Description</b> – Use this field to elaborate on the <b>Short Description</b> you entered in the previous field.
	<input type="checkbox"/> <b>Method(s)</b> – List the methods(s) to be used to attain the objective(s) described in the <b>Detailed Description</b> section.
	<p>This should illustrate the steps taken to generate the desired outcome.</p>
	<input type="checkbox"/> <b>Evaluation</b> – Briefly describe how you will evaluate the success of the objective.
	<p>Describe the methods that will be used to evaluate the progress and outcomes of the grant program. Indicate who will be responsible for data collection and program evaluations. Describe how evaluation information is used to improve program services and clients success.</p>
	<input type="checkbox"/> <b>Application Program Component</b> – Use the drop down menu to select the Program Component that corresponds to this Objective.  <input type="checkbox"/> Click <b>Save</b> .  <p>Your objective will appear under <b>Current Objectives</b> 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 <b>Save</b> each objective.</p>
<p><b>Scope of Services</b></p> <p>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.</p>	<input type="checkbox"/> Click on <b>Scope of Services</b>  <input type="checkbox"/> Enter your scope of services in the text box.
	<input type="checkbox"/> Click <b>Save</b>

<b>5. Application Forms</b>	After completing each form, click <b>Save</b> . Go back to the <b>Application Menu</b> to select another form or click the <b>Next</b> button to work on the next form on the list.
<b>Form Name</b>	<p><b>Agency History/Experience</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe the agency's mission/purpose, include an organizational chart that lists the duties and responsibilities of staff that will be directly involved in the proposed project. Also, provide a list of programs and services that your agency administers. Describe your agency's experience in the production and management of shelters, transitional housing and/or other housing/commercial development activities.</li> </ul>
	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate the number of years of experience your agency has with federal and state grants. Explain how your agency has qualified staff to oversee the financial operations. If your agency has any outstanding financial concerns or findings, please explain.</li> </ul>
	<p><b>Project Type</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Project Type</b> – Check the appropriate boxes.</li> <li><input type="checkbox"/> <b>Target Population</b> – Check the appropriate box(s). Indicate the population to be served by this project and include a description of program needs and required services.</li> <li><input type="checkbox"/> <b>Proposed Use of Funds</b> – Using the budget categories, identify each proposed cost item and the amount requested. Provide details justifying the requested amount. Also, indicate the source for the required 10% match of Shelter Support Program funds. In addition, if requested funds involve capital costs of \$100,000 or more this project must promote economic and employment opportunities for Section 3 businesses, residents and minority and women business enterprises. If applicable, describe how this will occur.</li> </ul>

<p><b>Form Name</b></p>	<p><b>Assessment of Need(s)</b></p> <p>In the text box, provide the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe the targeted area, including population size, demographic information, socioeconomic data, etc. Also, include the current unit utilization rate for the the facility that substantiates the need for this grant.</li> <li><input type="checkbox"/> Provide information about the homeless population in the targeted area, including but not limited to: number of persons who are homeless, where they currently reside, and number who are currently employed, including age, gender, and race/ethnicity</li> <li><input type="checkbox"/> Describe existing facilities and services in the targeted area and describe how and why these services fall short of addressing the problem(s) <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe the proposed impact of the project on the community and the homeless population.</li> </ul> </li> </ul>
<p><b>Form Name</b></p>	<p><b>Number of Beds</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter information about beds and persons served by. If the proposed project includes the creation of new beds, please provide current homeless data to substantiate this need.</li> <li><input type="checkbox"/> If a project building was built before 1978, involves transitional housing, and will house children under the age of 6, an assessment of hazards from lead-based paint will be required if federal funds are awarded please check the appropriate boxes</li> </ul>
	<p><b>Data Collection</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Does your agency currently use the NJ HMIS Collaborative (HMIS)</li> <li><input type="checkbox"/> If your agency does not use NJ HMIS provide a letter from carrier verifying status</li> <li><input type="checkbox"/> Provide current client aggregate data</li> </ul>



<b>Form Name</b>	<p><b>Social Services</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe the social services that are provided to program clients, such as: case management, health care screenings, mental health counseling, substance abuse counseling, day care, transportation, basic skills training, information and referral, housing placement, job training, and education, etc.</li> <li><input type="checkbox"/> Describe your organization's experience and training with housing placement services including the strategy used to transition client participants to permanent housing.</li> </ul>
	<p><b>Links to Existing Services</b></p> <p>Provide a detailed description on how your agency coordinates and integrates with mainstream resources listed for which families and individuals who are homeless may be eligible.</p>
<b>Form Name (add more rows, if needed)</b>	<p><b>Operational Staff</b></p> <p>List the names, duties and responsibilities of staff providing client services including administrative staff that oversee the facility's operations.</p>
	<p><b>Project Description – Timeline</b></p> <p>Indicate the anticipated start and completion dates for each timeline category.</p>
	<p><b>Other Sources of Funding</b></p> <p>Indicate all sources and amounts of funding committed to, or anticipated for, this project, other than Shelter Support funds.</p>
	<p><b>Operating Budget – Part I (Attachment D)</b></p> <p>Indicate the projected annual operating revenue and expenses of the project.</p>
	<p><b>Operating Budget – Part II (Attachment E)</b></p> <p>Indicate all sources of operating funds. Send copies of letters of commitment or intent to commit funds. If operating funds include Emergency Assistance (EA) dollars, you must include an explanation of how you would continue to operate the program if EA funds were reduced or eliminated.</p>

	<p><b>Evidence of Ownership/Environmental Conditions</b></p> <p>For any construction related project, a deed of ownership must be provided. If facility is or will be leased, a 10 year lease agreement must also be provided. If property acquisition is involved, an executed contract of sale must be provided. The items under "Environmental Conditions" will be needed if the project is awarded federal funds, in order to comply with environmental review requirements.</p>
	<p><b>Permits/Verification of Zoning Approval/Appraisal (Acquisition only) Certification of Incorporation, Bylaws and Last 3 years of audits</b></p> <p>The document in this section must be submitted.</p>
	<p><b>Upload SAM attachment file</b></p>
	<p><b>Statement of Board President/Agency Description</b></p> <p>This form is to be completed by the President of the Board of Directors/Trustees of your organization. Briefly describe your agency and its ability to implement the proposed project, and include your agency's mission statement. The form should be printed out (click on the "View PDF" button), signed by the Board President and submitted</p>
	<p><b>Schedule A: Personnel</b></p>
	<p><b>Certification Sheets</b></p>

<p><b>Certification Sheet</b></p>	<p>Items 1 through 4—</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select <b>Yes</b> or <b>No</b> to each item listed, or, if an item does not apply to your organization, select <b>N/A</b>.</li> <li><input type="checkbox"/> If you answered <b>No</b> to item 4, enter your explanation in the text field provided</li> </ul> <p>Item 5 applies to <b>non-government</b> agencies only.</p> <p>If you <b>have</b> received a grant from DCA within the current fiscal year—</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click <b>N/A</b></li> </ul> <p>If you <b>have not</b> received a grant from DCA within the current fiscal year—</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click <b>Yes</b></li> <li><input type="checkbox"/> Select whether you will <b>mail</b> or <b>hand-deliver</b> your audit</li> </ul> <p>Item 6 applies to <b>government</b> agencies only. If you want to see the text of Executive Order 134, click the hyperlink.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select <b>Yes, No, or N/A</b></li> </ul> <p>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. <b>Print</b> each of the forms from this window. Sign each document and submit it to DCA. Go to <a href="http://www.adobe.com">http://www.adobe.com</a> if you need Adobe Acrobat instructions.</p> <p>Schedule G – Certification Regarding Debarment and Suspension</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select whether you will <b>mail</b> or <b>hand-deliver</b> this attachment, or whether this attachment is Not Applicable (<b>N/A</b>) for your program (see any special instructions, below)</li> </ul> <p>Schedule H – Certification Regarding Lobbying</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select whether you will <b>mail</b> or <b>hand-deliver</b> this attachment, or whether this attachment is Not Applicable (<b>N/A</b>) for your program (see any special instructions, below)</li> </ul> <p>Schedule I – Resolution</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select whether you will <b>mail</b> or <b>hand-deliver</b> this attachment, or whether this attachment is Not Applicable (<b>N/A</b>) for your program (see any special instructions, below)</li> </ul> <p>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.</p>
	<p>Replace this text with Program-Specific instructions or modify the Certification Sheet instructions, above.</p>

**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 only one Component) 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 from State 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

- For major rehabilitation, use the budget category **Program-Development: Rehab-Residential**. For renovation work, use the budget category **Program-Development: Renovations**. For new construction, use the budget category **Program-Development: Construction Residential**. For acquisition, use the budget category **Program-Development: Acquisition Building**.
- For equipment such as appliances, close circuit TV security systems etc. use the budget category **Program-Operating Cost: Equipment**.
- For furniture or furnishings, use the budget category **Program-Operating Cost: Furniture**.
- For a new passenger van (to transport residents/clients of an emergency shelter or transitional housing facility) use the budget category **Program-Operating Cost: Purchase New Vehicle**. The maximum allowable use of Shelter Support Program funds for this budget item is \$30,000

Submission Requirements	The following Attachments must be submitted to DCA in paper format—
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Tax map (for each project location)</li> <li><input type="checkbox"/> Street map (showing each project location)</li> <li><input type="checkbox"/> Commitment Letters – Other Sources of Funding</li> <li><input type="checkbox"/> Commitment Letters – Operating Budget Part II</li> <li><input type="checkbox"/> Deed of Ownership</li> <li><input type="checkbox"/> Environmental – Exterior photographs (for historic review)</li> <li><input type="checkbox"/> Environmental – Letter from local or county historic preservation official</li> <li><input type="checkbox"/> Environmental – Flood Insurance Rate Map</li> <li><input type="checkbox"/> Environmental – Wetlands Map</li> <li><input type="checkbox"/> Environmental – Hazardous conditions</li> <li><input type="checkbox"/> Environmental – Noise</li> <li><input type="checkbox"/> Permits</li> <li><input type="checkbox"/> Verification of zoning approval</li> <li><input type="checkbox"/> Appraisal (Acquisition only)</li> <li><input type="checkbox"/> Certification of Incorporation</li> <li><input type="checkbox"/> Bylaws</li> <li><input type="checkbox"/> Staff resumes</li> <li><input type="checkbox"/> Letter of Support – CEAS Committee</li> <li><input type="checkbox"/> Letter from HMIS provider</li> <li><input type="checkbox"/> Copy of valid residential license from state regulatory agency.</li> </ul> <p>All attachments must be submitted (overnight or regular mail) <i>within 10 business days</i> of submission of the application.</p> <p>Forward the attachments to the Application Manager. Contact information for the Application Manager may be found on the left hand side of the Application Menu under the application number.</p>

<b>Printing the Application</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Click  <b>Application PDF</b> (lower left of the Application screen)</li> <li><input type="checkbox"/> Click <b>Generate Full PDF</b></li> </ul> <p>A full version of the application will be produced overnight, which can be printed or saved for your records. You will receive an email when the file is ready, and you can retrieve it from the same screen. Go to <a href="http://www.adobe.com">http://www.adobe.com</a> if you need Adobe Acrobat instructions.</p>
<b>Printing the Application Cover Sheet</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Click  <b>Application PDF</b> (lower left of the Application screen)</li> <li><input type="checkbox"/> Click <b>Generate Coveragepage PDF</b></li> <li><input type="checkbox"/> <b>Print</b> the document</li> </ul>
<b>Where to Send the Attachments</b>	<p>Forward all hard-copy attachments (signed, when appropriate) to your Grant Program at DCA. Click the <b>Application Manager</b> link in the green box at the top left of the <b>SAGE Application Menu</b> for the correct address.</p>
<b>Submitting the Application</b>	<p>When you have completed all the Application Forms, Certifications, and Budget, click on the <b>Submit Application</b> button on the upper right side of the Application Menu.</p> <p>The system will alert you if you have omitted required information in any of the forms.</p> <p><b>Be sure to turn pop-up blockers OFF</b> in your Internet browser or you may not be able to see the explanations of the errors.</p>

<b>After you submit...</b>	<p>After you submit an application, it disappears from your Task List. To access a submitted application, in <b>Quick Links</b>—</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click <b>View All Agency Applications</b></li> <li><input type="checkbox"/> At the <b>Search</b> screen, click <b>Clear</b> to erase any previously entered criteria</li> <li><input type="checkbox"/> If desired, enter or select criteria to narrow down your search</li> <li><input type="checkbox"/> Click <b>Search</b></li> <li><input type="checkbox"/> Scroll down to see your results at the bottom of the page</li> <li><input type="checkbox"/> To access an application, click on its magnifying glass </li> </ul> <p>You cannot modify and application once it is submitted, unless your Application Managers sends it back to you (in SAGE) as "Modifications Required." If you think you've made a mistake or omitted important information, contact your Application Manger.</p>
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