

Introducing SAGE,

The DCA'S Web Based Grant Application System

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The System for Administering Grants Electronically (SAGE) is the Department of Community Affairs' (DCA's) primary method of accepting, reviewing, approving and managing grants.

By using SAGE, municipalities and other authorized grant seekers can identify appropriate DCA grant opportunities, delegate application tasks to their staff members, track the completion of application forms, submit grant applications, monitor applications under consideration, communicate with DCA Grant Program Staff, request changes, and manage grants - electronically. All the interested municipality or agency needs is a desktop computer and access to the Internet.

How to Begin

To start using SAGE, your municipality/agency needs to:

- Register to access DCA SAGE
- Develop an initial contact list that includes two executives
- Submit an Agency Profile

Registration pertains to agencies - not individuals. Your municipality/agency may have already been given SAGE access. If you are an executive or staff member in an agency that may currently have access to SAGE, contact your chief executive official for SAGE access - do not attempt to register yourself.

If your municipality/agency has received a DCA grant or loan within the past few years, you are probably already registered in the SAGE system - even if you have never used SAGE.

When SAGE was launched, data (including agency information) from previously awarded grants were loaded into the system. DCA sent letters to previous grantee agencies throughout the state providing them with *User Names* and *Passwords*. The letters were addressed to each agency's highest ranking official (SAGE refers to them as Agency Authorized Officials), and contained instructions on how to access the system and enter additional staff members as users. Letters to municipalities were usually addressed to the Mayor.

Forgotten Username & Password

If you received notification from DCA with your Username and Password, but you have misplaced it, go to the SAGE Login screen at <https://njdcasage.state.nj.us>. Click on the link for "*Forgot Your Password?*" and follow the directions on the screen. Your Username and Password will be e-mailed to you.

New Registration

If your municipality/agency has never been given SAGE access, go to the SAGE Login screen at <https://njdcasage.state.nj.us>. Click on the link for “*Request SAGE Access*” and follow the directions on the screen.

Available Grant Programs

To search for an appropriate DCA Grant, at the SAGE Login screen, click on the link for “*View available grant opportunities*”. Scroll down the page to see the current programs. At this page, you can also get the name, e-mail address and phone number of the Program Manager for the grant that interests you. See “*Contact Information*” on the right side of each Grant Program.

Training Videos

You may watch online training videos about Navigating SAGE, Initiating and Submitting an Agency Profile, Editing Agency Information and Adding Agency Contacts and Initiating and Submitting an Application. To access these videos, at the SAGE Login screen or at the Start Menu, click on the link for “*View Training Videos*”. You may then click the Video link next to the desired training topic.

Documentation

To download the SAGE Manual, at the SAGE Login screen or Start Menu, click on the link for “*Download The DCA SAGE User Manual (PDF)*”. You will need Adobe Acrobat Reader to open this file. If you do not have Adobe Acrobat Reader, click on the “*Adobe Acrobat Reader*” link to download a free copy.

Need more help?

Contact the DCA SAGE Help Desk at - helpdesk@dca.state.nj.us or (609) 292-8134.

DCA Grant Programs Currently in SAGE

- Balanced Housing Neighborhood Preservation
- Smart Future
- Hispanic Women Demonstration Resource Centers
- Women's Referral Central
- Sexual Assault, Abuse, and Rape Care
- Rape Prevention, Education, and Crisis Hotlines
- Job Training Center for Urban Women
- Prevention of Violence Against Women
- Women's Shelters
- Displaced Homemaker Centers
- Nine West Settlement Child Care and Transportation
- Nine West Settlement Policy and Research

DCA Grant Programs Soon to be Added to SAGE

- Downtown Business Improvement Loan Fund
- Small Cities Block Grant
- Special Improvement District Challenge Grant
- Community Food and Nutrition
- LIHEAP Weatherization Assistance
- Recreation for Individuals with Disabilities
- DOE Weatherization Assistance
- Athletics for Persons with Disabilities
- Emergency Lead Poisoning Relocation Program
- Housing Advocacy Grants to Nonprofits - OHA
- HOME - Housing Production Investment Fund
- HOME - Community Housing Development Organizations
- HMFA HOME Express
- Hispanic Policy - General Social Services
- Neighborhood Revitalization Tax Credit Planning Grants

Visit the SAGE Web site at <https://njdcasage.state.nj.us>.