



New Jersey Department Of State (NJDOS)

Applicant User Guide

For the Office of Faith-Based Initiatives
(OFBI)

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1. Introduction

This user guide is provided to assist applicants with the Office of Faith-Based Initiatives (OFBI) application submission process through the System for Filing Grants Electronically (SAGE). It addresses technical requirements, user assignment, declaration of intent and application initiation and submission. For information on the funding programs, including funding areas, program priorities, criteria and eligibility requirements, please consult the program guidelines for which you wish to receive support at www.state.nj.us/state/programs/dos_program_faith_based.html

Contact the Office of Faith-Based Initiatives

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Web site: www.state.nj.us/state/programs/dos_program_faith_based.html

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2. System Requirements

New Jersey Department of State (NJDOS) SAGE was designed so that the majority of computer users will be able to use the system with few or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that are already present on most machines.

The NJDOS SAGE system requirements listed below can also be viewed on the system itself by clicking the “review the system requirements” link from the system homepage.

2.a Operating System

NJDOS SAGE was designed to work with both of the two most common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

2.b World Wide Web Connection

NJDOS SAGE is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage. For the purpose of accessing NJDOS SAGE, the standard Internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are "faster" than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. If you are in an office environment, you may already have an Internet connection, but if you are unsure, please contact your organization's network administrator.

For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

2.c Web Browser

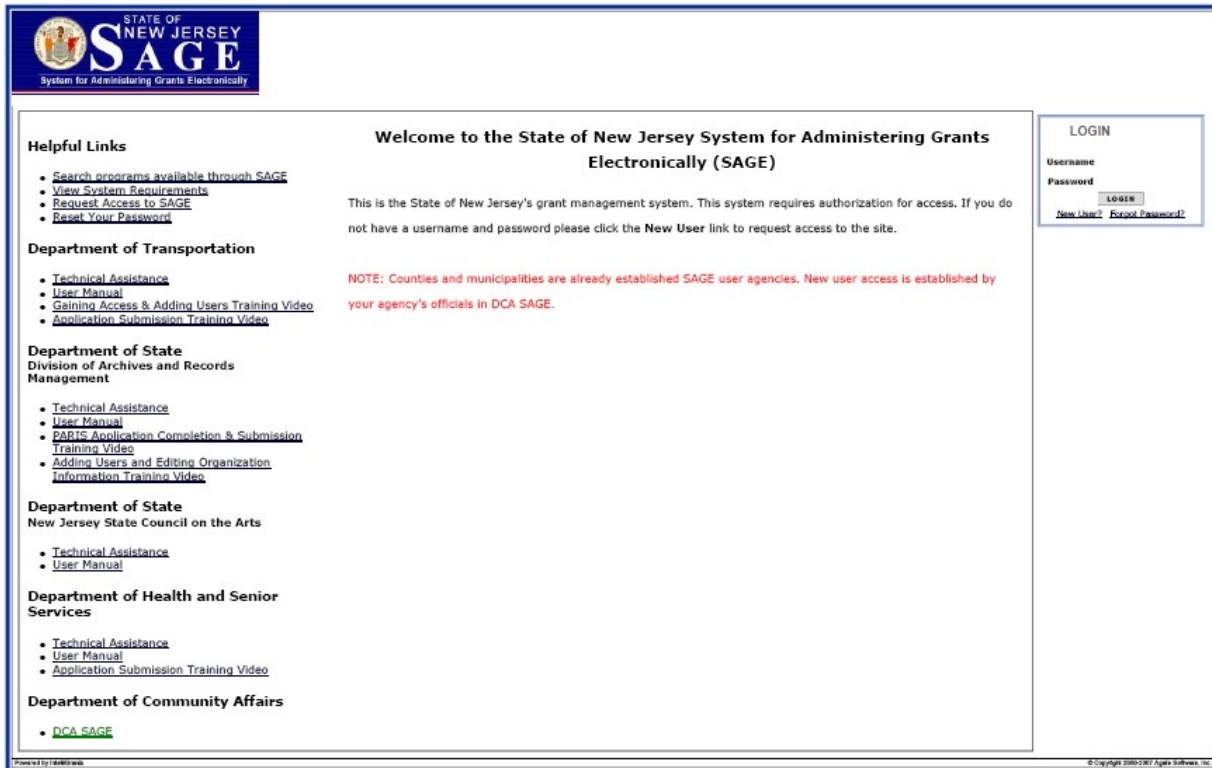
This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

2.d Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have a copy of Adobe Acrobat Reader, you can go to www.Adobe.com and download one for free.

3. NJDOS SAGE System Homepage

To access SAGE, type www.sage.nj.gov into the address bar of your web browser and hit "Enter". The page you see should look like the image shown below.



3.a Browser Configuration

In order to avoid various browser-related restrictions unnecessarily placed on NJDOS SAGE please make the following configuration changes for the web-browser that you are using.

3.a.a Internet Explorer

If you are using Internet Explorer, it is recommended that you add the NJDOS SAGE homepage to your list of trusted sites. To do this, please complete the following steps:

- 1) Click "Tools"
- 2) Click "Internet Options"
- 3) Click the "Security" tab
- 4) Click "Trusted Sites"
- 5) Click the "Sites" button
- 6) In the "Add this Web site to the zone:" textbox type www.sage.nj.gov
- 7) Click the "Add" button
- 8) Click the "OK" button, and then click the "OK" button again

4. Gaining access to SAGE if you are a non-profit organization

4.a Gaining access to SAGE if you are a non-profit organization:

In order to use the system you must first be granted access to it.

If you are a non profit organization to create a new user account:

1. From the NJDOS SAGE (sometimes known as the Blue SAGE Page) homepage (www.sage.nj.gov) click the “New User?” link located in the “Login” section.

The screenshot shows the NJDOS SAGE homepage in a Microsoft Internet Explorer browser. The page has a blue header with the "STATE OF NEW JERSEY SAGE" logo and the tagline "System for Administering Grants Electronically". Below the header, a red "NOTE" states: "Municipality and County Authorized Official and staff must not make changes here. You should make any necessary changes in NJDCA SAGE." Below the note, a message says: "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 main content area contains a "CONTACT INFORMATION" form with a "SAVE" button at the top left. The form fields are as follows:

- Name:** Prefix (dropdown), First (text), Middle (text), Last (text), Suffix (dropdown). Red asterisks are next to First, Last, and Suffix.
- Organization:** Text field with a red asterisk.
- Title:** Text field.
- Address:** Text field with a red asterisk.
- City:** Text field with a red asterisk.
- State:** Dropdown menu set to "New Jersey" with a red asterisk.
- Zipcode:** Text field with a red asterisk.
- County:** Dropdown menu.
- Phone #1:** Text field with a red asterisk.
- Phone #2:** Text field.
- Fax:** Text field.
- Cell Phone:** Text field.
- Email:** Text field with a red asterisk.
- Website:** Text field.
- Username:** Text field with a red asterisk.
- Password:** Text field with a red asterisk.
- Confirm Password:** Text field with a red asterisk.

At the bottom of the form is another "SAVE" button. The footer of the page includes "Powered by IntelliGrants" and "© Copyright 2000-2007 Agate Software, Inc.".

2. Complete the user form in its entirety.
3. Fill in all information as required. All items marked with an '*' are required.
4. Make sure to click on Department of State as the Granting Department.
5. The 'Username' field must consist of all letters and numbers.
6. The 'Password' field must consist of all letters and numbers and must be at least 7 characters long.
7. The fields 'Password' and 'Confirm Password' must be the same.
8. Make a note of your username and password.
9. The Person who is to be the Authorized Official for the Organization completes the page, including Organization and title. (See Section 5 “Applicant User Types” for definitions of Authorized Officials and other user types.)
10. If Organization and Title are not included your validation will be delayed.
11. Click “Save” to save the data.

NOTE: Once you create a user account and gain access to the system, you will never have to request access again. There is no need for multiple accounts within NJDOS SAGE. Having saved your contact information, your account must then be approved by a Department of State administrator before you can access the system.

If you attempt to log in to the system prior to getting approved/validated by a system administrator you will receive the following message: Your account has not been validated yet.

When access has been granted you will receive an email message confirming that your account has been validated.

4.b Gaining access to SAGE if you are a county or municipality:

If you are a county or municipality you are already in SAGE, but an Authorized Official from your county or municipality must create a new user account. The request is done through the New Jersey Department of Community Affairs (NJDCA) SAGE (sometimes known as the Green SAGE Page) at <https://njdcasage.state.nj.us/portal.asp>.

NJDCA SAGE and NJDOS SAGE are two different grant management websites used by the state of NJ that share information about users from Counties and Municipalities. Organization information and user contact information is shared and must also be edited in NJDCA SAGE if you are a member of a county or municipality.

The way in which you gain access to the NJDOS SAGE is by having an Authorized Official from your organization add you to the system. The Agency Administrator can also perform this task.

1) Your organization's Authorized Official will need to log into NJDCA SAGE at: <https://njdcasage.state.nj.us/portal.asp> and click on the Agency Information link at the top of the page.

2) The Authorized Official will then need to scroll down the page until they see the Agency Contacts section of the Agency Information Page.

3) The Authorized Official should see a list of people under the Agency Information section that are currently added to NJDCA SAGE for this Organization.

4) If you would like to add a new user to NJDCA SAGE as a member of your organization, you simply need to click the “Add” button and enter the new user’s information. The form is pictured below. Once you have filled in all the required fields, click the “Save” button.

5) After this process is complete, login to www.sage.nj.gov and complete the registration process as if you were a non-profit organization. This step is necessary to allow you access to forms.

Agency Contact [Save] [Cancel]

Salutation [v] *

First Name *

Middle Name

Last Name *

Correspondence Greeting: Dear [Last Name] *

Suffix [v]

Title

Address Street 12 Mercedes Drive *

Address continued

Address continued

City Montvale *

State NJ [v] *

Zip Code 07645 *

County 0200: Bergen [v]

Active ☒ *

System Security Level [v] *

Phone *

Extension

Fax

Interest

Email *

Disable Drop Menus ☐

Agency Type

Executive Director ☐

* = Required Field [Save] [Cancel]

NOTE: You will use this NJDCA (Green) SAGE site only to edit your contact information. You will use NJDOS (Blue) SAGE site to create and submit your Office of Faith-based Initiatives grant applications.

5. Applicant User Types

After the registration process and once you have gained access to SAGE you will be able to assign user roles to various people in your organization. (See instructions in section 6 below.) There are three security roles defined for NJDOS SAGE users: 1) Authorized Officials, 2) Agency (i.e. organization) Administrator, and 3) Agency (i.e. organization) Staff. These roles have different security access to work on the applications. Once Authorized Officials are identified for each organization and their new user accounts created, the Authorized Officials may select and enter their own organization's staff into the system and assign them the roles of Agency Administrator or Agency Staff.

Authorized Officials and Agency Administrators will be able to:

- Edit and delete user account information for themselves and for Agency Staff
- Initiate and submit declarations of intent; initiate and submit applications
- Enter, update and delete information on applications
- Upload and attach files to applications
- Cancel applications before submission
- Access agreements to terms and conditions, contracts and payment vouchers
- Modify applications and forms when in the status of Modifications Required
- Check on the status of each application
- Assign and grant permissions to Agency Staff

Agency Staff will be able to:

- Edit their own user account information
- Enter, update and delete information on applications when permission is granted
- Upload and attach files to the applications when permission is granted
- Modify applications with status of Modifications Required when permission is granted
- Check on the status of applications when permission is granted

Security Roles	Control Access to Organization	Control Access to Application	Read	Write	Submit Application	Delete Application
Authorized Officials	X	X	X	X	X	X
Agency Administrators	X	X	X	X	X	X
Agency Staff			X	X		

6. Adding new users and assigning roles

Applicants to adding new additional users to their organization after they have gone through the initial registration process and once approved in SAGE should do the following:

1. The new staff member, not yet approved, must request access to SAGE on the login page.
2. Any already approved Authorized Official or Agency Administrator must login and click the name of their organization on the main menu to enter the profile.
3. Click Add Members
4. Type all or a portion of the new user's name, then click search.
5. Place a check in the box next to the user they want to add, select a role for them and enter a date in the first date box.
6. Click SAVE at the top or the bottom of their organization's profile.

This can be repeated as many times as needed.

7. Logging onto SAGE

Sage System Information

If you have forgotten your password, Click on the Forgot Password option in the login box. You will be asked to enter your email address and login. The system will email you your password if it finds a matching email address. Please note that you have to enter the email address that has been entered into the system so that it can match it to the organization's password.

Under My Documents you will have two options from which to choose. You will see My Active Documents and All of My Documents. Right now you will only be able to view documents under all of my documents, but in the future the two options will isolate current applications or reports you are currently working on and documents you have submitted in the past.

On the left hand side of the Main Menu you will see a box labeled System Information. You can access the guidelines and instructions for completing the forms here. You can also access instructions for completing the forms by clicking on "Click here to view instructions and tips relevant to this form..." option on the top of all Application pages.

On the Main Menu you will see a box labeled My Information. This is the contact information for the primary contact person for the organization. You can edit the information by clicking on the view/edit button. You can change the primary contact in the My Organization form by choosing the view/edit button.

Once you have requested and received access to SAGE, please review your organization's profile information in the Main Menu to make certain the information is correct as it will auto-populate into your application. Organizations will be able to review and update their information by clicking on the My Information and My Organization tabs in the Main Menu. Once you are in My Information and after you have completed the form, click on the NJDOS Organizational Profile Information option. Complete the following fields in the form which will auto populate in your application: Charities Registration; Division of Revenue Registration Number, Congressional District; State Legislative District, Date of Incorporation and Fiscal Year End.

My Messages, the system will indicate whether you have messages and you can select them to review them. After you have read all of your messages a note will appear indicating that your messages have been read, but you will still be able to access them.

When you see a (1) on the main menu and it means that you have entered information. When a hand appears it means that you have more work to do on the form.

Once you login and you are in the Main Menu select All of My Documents from the dropdown menu under My Documents and click "GO". Click on the OFBI Direct Services 2013. Select "create an application" which will bring you to the Main Menu of the application.