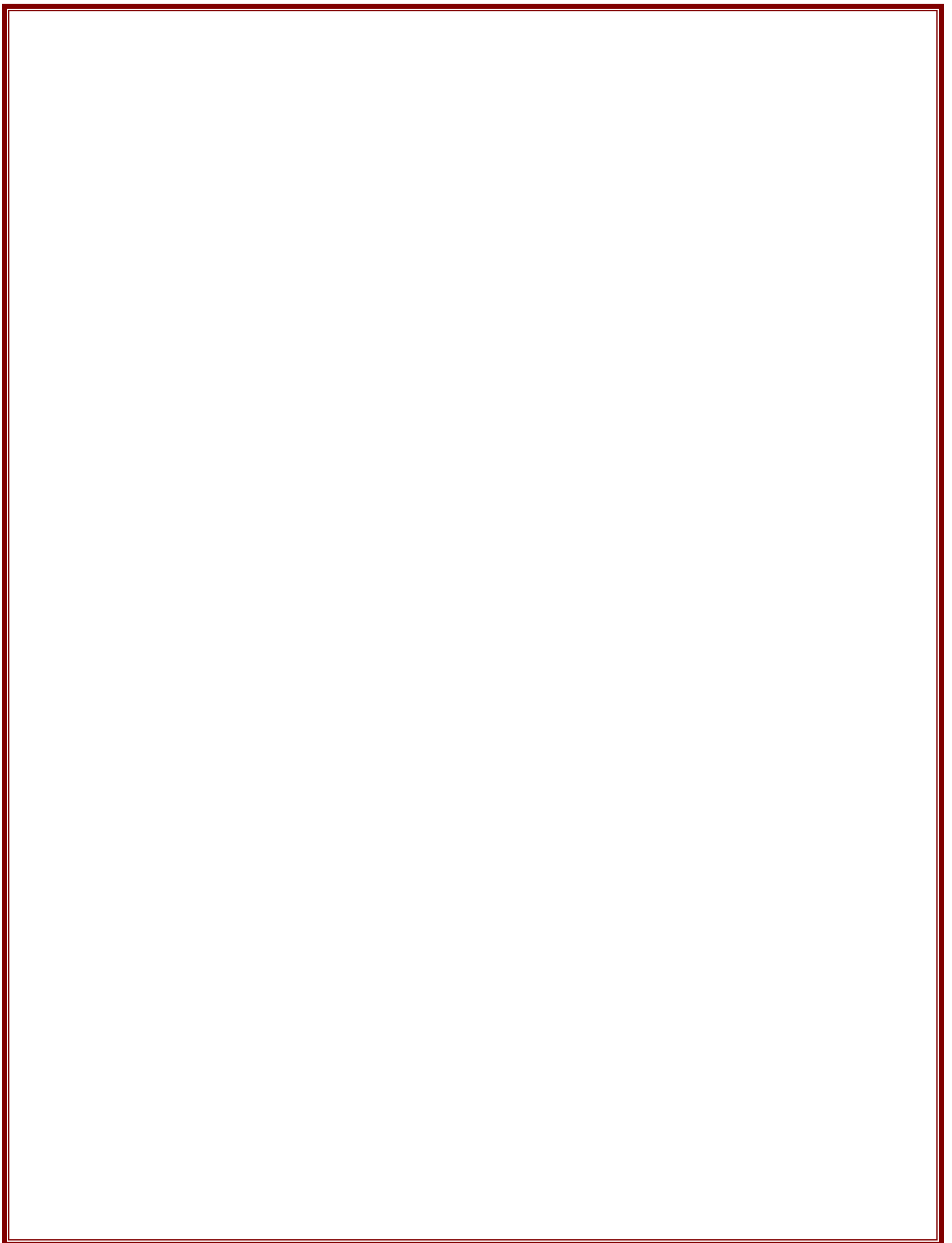# DCA SAGE AGENCY USER GUIDE

Introduction

The System for Administering Grants Electronically (SAGE) is a web-based application used by the Department of Community Affairs (DCA) to accept and approve grant applications and manage executed grants. Municipalities, developers, non-profits, and all other eligible agencies submit their applications and manage their DCA Grants using SAGE.

SAGE Technical Requirements

Recommended operating systems

SAGE has been designed and developed for the two most popular operating systems, Windows and Macintosh.

Windows Requirements—

Windows 95 or higher

MAC Requirements—

OS 7.5 or higher running on a PowerPC processor

Other operating systems—

SAGE has not been tested and is not supported on other operating systems such as Linux and UNIX.

Internet Connection Requirements

To use SAGE, you must have a connection to the Internet. No ideal connection speed is necessary to access the site. A standard modem connection (a phone line that plugs into the back of a computer) is acceptable; however, the faster your connection to the Internet, the more efficiently SAGE will run.

Computer Software Requirements and Configurations

Internet

You will need an Internet Browser to access the system. SAGE was designed specifically for use with Internet Explorer 6.0 or higher or Netscape Navigator 6.0 or higher. Older versions of Internet Explorer or Netscape Navigator can access SAGE, but some of the functionality of the system may be lost or cause errors. Internet Explorer is the recommended browser.

Email

Both DCA staff members and the SAGE system use email to send notifications and announcements to applicants and grantees. All SAGE users need email access.

Adobe Acrobat

Adobe Acrobat Reader 4.0 or higher is required to use some of the features of SAGE.

Login

To access SAGE, you must have a **Username** and **Password** (see **Getting Started**). To login to SAGE, go to https://njdcasage.state.nj.us/Portal.asp, enter your Username and Password in the appropriate fields, and click **Login**.

SAGE Login Icon

To add a SAGE icon to your PC Windows desktop—

- At the SAGE login screen (https://njdcasage.state.nj.us/Portal.asp) right click your mouse on an empty section of the screen

- Select **Create Shortcut** in the pop up box

- Click **OK** at the confirmation box

Forgot Your SAGE Password?

- Click the **Forgot Your Password?** link on the SAGE login screen.

  – You will be taken to the **Request User Name and Password** screen.

- Enter your first name, last name, and email address in the appropriate fields

  – The information must *match* the information stored in SAGE that identifies you as a SAGE user

- Click **Send**

  – You will be emailed a new password

If that doesn't work, contact the SAGE Help Desk helpdesk@dca.state.nj.us or (609) 292-8134.

Username

You shouldn't forget your SAGE Username, because it is created from your own name. SAGE automatically assigns user names that consist of the **first initial** of your first name combined with your **last name**—no spaces. If more than one person has the same name in SAGE, the system will add a sequential numeral (1,2,3, etc.) after the last name (no spaces). For example—

Name	SAGE Username
John Jones	jjones
John Jones	jjones1
John Jones	jjones2

Longer and Hyphenated Names

SAGE Usernames have a maximum of 11 characters, so if your first initial and last name add up to more than 11 characters (including a hyphen, no spaces) your name will end at the 11th character. For example—

Name	SAGE Username
Clarice Sabree-Sylla	csabree-syl

SAGE Details

Task List

Each time you log into SAGE, check the **Task List** on the left side of the screen. Items listed in your **Task List** are your SAGE "to do" list. To begin working on a task, click its **underlined hyperlink**.

Searching

See **Start Menu** for information about using **Quick Links** to search.

Back and Forward

When working with SAGE, use the navigational links that SAGE provides, instead of the Internet browser's Back ↺ and Forward ↻ buttons. Otherwise, you may not be seeing the most accurate, current data—and, sometimes, if you use Back ↺ and Forward ↻, SAGE may "hang up" on you.

Refresh

If you *do* use the Back ↺ and Forward ↻ buttons, and you want to make sure you have the latest SAGE data, click your Internet browser's **Refresh ↻** button.

Scroll Up or Down

SAGE pages can be large. Be sure use the scroll bar (at the far right side of the screen and on the bottom) to scroll up, down, left, or right to see information that may be above or below your current location.

Automatic Logout

For security reasons, SAGE automatically logs out after it is idle for 45 minutes. "Idle" means you haven't clicked a link, saved a page, or sent anything to the Web Server.

Sending and Saving Data

SAGE is a web-based application. While you are working in the system, information is not sent to and from the SAGE database until you click a button, like **Save**, **Submit**, etc.

Click **Save** periodically while you are working in SAGE (especially when you are filling in a long form, or if you leave your desk for awhile). If your Internet connection is broken or if SAGE automatically logs you off in the middle of entering data, your work will be lost and you'll need to re-enter your information.

Required Fields

A data input field with a red asterisk (∗) in SAGE *must* have information entered into it for the form to be saved and accepted. If you encounter a field with a red asterisk, but you have no information to enter, type "N/A" or "0" (zero) into the field.

Pop Ups

If you are using a Popup Blocker, *turn it off* to use SAGE.

Confirmation Boxes

When you click **Save**, **Submit**, **Delete**, etc. in SAGE, the system displays a confirmation box, asking if you are sure you want to complete the action. Click **OK** or **No** at this box, and the command will either be executed or cancelled.

Certification Boxes

When submitting certain reports, the system will display a Certification Box, asking for your Password. Read the statement in the box, and, if you agree, enter your regular **SAGE Password** and click **OK**.

Pending Items—

If you have an Amendment, Revision, or Financial Status Report being reviewed by DCA, you cannot submit an additional Amendment, Revision, or Financial Status Report for the grant until the pending matter is approved and executed by DCA.

Application or Grant Contacts

To see or work on an application or grant, Agency Contacts must be given *access* to the application or grant by the Application or Grant Administrator.

Contacting DCA

If you have a question about a grant or application, contact your Application or Grant Manager. To email your Application Manager, click his or her **Name** in the green information box at the upper left side of the Application Menu.

If you have a question about SAGE – or if you're not sure who can help you – contact the SAGE Help Desk helpdesk@dca.state.nj.us or (609) 292-8134.

Getting Started

To begin using SAGE, your Agency needs to—

1. Be registered in DCA SAGE (see Requesting Access to SAGE)

2. Develop an Agency Contact list that includes at least two contacts who will be your Executive Director and Financial Officer (see Adding Agency Executives to SAGE)

3. Submit an Agency Information Update (see Creating and Submitting an Agency Information Update)

Is your agency currently registered in DCA SAGE?

SAGE Registration pertains to agencies, not individuals. Your agency may have already been given SAGE access. If your 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.

All New Jersey municipalities and counties are registered in SAGE.

If you need a SAGE Username and Password, and you work in an agency that may currently have access to SAGE, contact your chief executive (SAGE calls this person an **Agency Authorized Official** or **Agency Administrator**) to be added as an **Agency Contact**—do not attempt to register yourself.

If you cannot establish whether or not your Agency is registered in SAGE, or if your SAGE Agency Authorized Official is no longer available, contact the SAGE Help desk.

1. Requesting Access to SAGE

DCA will not consider requests for access by anyone other than an agency's highest executive. If your agency is *not* registered in the SAGE system and you are the highest agency executive, go to the SAGE login screen at https://njdcasage.state.nj.us/Portal.asp on the Internet (or, go to the NJ DCA home page and click the **SAGE** icon).

- At the SAGE login screen, click the **Request SAGE Access** hyperlink (in the Login box)

    – You will be taken to the **Access Request Information** screen

- Type in your name and email address in the appropriate fields

- Enter information about your Agency in the remaining fields

    – Fields marked with a red asterisk (*) are mandatory

- Click **Save**

    – When your agency's information is successfully transmitted to the system, you will be returned to the SAGE login screen

    – When DCA receives and verifies your information, you will get an email with a Username and Password for your Agency Authorized Official

- If the name of your agency is currently in the DCA SAGE database, you will receive the error message "Agency name already exists. SAGE will not allow two agencies with the same name."

  Your agency may already be registered to use SAGE or NJ may have more than one agency with the same name

  Contact the SAGE Help Desk

- To login to SAGE, at https://njdcasage.state.nj.us/Portal.asp, enter your **Username** and **Password** and click **Login**

2. Adding Agency Executives to SAGE

Part of establishing your agency's profile in DCA SAGE is identifying the people who will be serving as your Executive Director and Financial Officer. The first Contacts you add to your Agency Contacts list will be those two names. You won't be *assigning* them their titles in this step—you will do that when you create and submit an Agency Information Update.

See Adding Agency Contacts.

- Give the contacts who will be your Executive Director and Financial Officer a **System Security Level** of **Agency Administrator** or **Agency Authorized Official**

  − SAGE sets a limit of two Agency Authorized Officials per agency

  − You may have multiple Agency Administrators

- Add more Agency Contacts (executives or staff members) at this time or continue later

3. Creating and Submitting an Agency Information Update

An **Agency Information Update** provides fundamental information about your organization to the Department of Community Affairs. You will be able to initiate and work on a grant application before your Agency Information Update is approved, but you will not be able to *submit* the application until your Agency Information Update has been received and approved by DCA. For instructions on creating your Agency Information Update, see Initial Agency Information Update.

After DCA has received, reviewed, and approved your Agency Information Update, you may be asked to submit specific documentation about your organization.

Each year, you will be required to renew your Agency Information Update to verify your information and make changes, if necessary. See Annual Agency Information Update. SAGE will post a notice on your Agency Authorized Official and Agency Administrator's Task Lists when it's time to submit the renewal.

If your Agency information changes during the year (before your annual update is due), submit a new Agency Information Update immediately. See Mid-year changes to your Agency Information Update.

Start Menu

When you login to SAGE you are automatically brought to your personalized **Start Menu**. The **SAGE Start Menu** is divided into functional sections.

1. Task Bar

2. System Messages

3. Initiate an Application

4. Task List

5. Quick Links
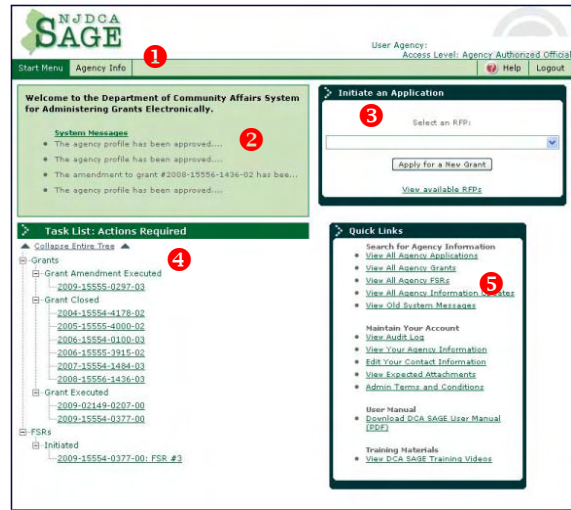
Task Bar

At the top of the screen, a green bar displays—

- **Start Menu** button, highlighted in dark green (because that's where you are right now)

- **Agency Info** button

- Your agency name and your personal SAGE access level (above the bar, in the upper right corner)

- Your user name (click on it to change your own user information and/or password)

The boxes in the green **Task Bar** are actually "buttons" that will take you to other locations within SAGE or allow you to Logout. Other SAGE screens will display additional buttons.

System Messages

The green box on the top left of the screen displays messages from SAGE administration. To read the message(s), click **System Messages**. You may then save or delete the message.

Initiate an Application

(SAGE calls a Grant Program an RFP – Request for Proposal.)

The **Initiate an Application** box allows you to—

- Review DCA Grant Programs for your type of agency

- Select a Grant Program

- Start a new application (Apply for a new Grant)

- Review the complete list of DCA grant programs

If no grant programs are currently available for your type of agency, the **Initiate an Application** box will say, "There are no RFPs available to you at this time."

If you find a program in the complete list of RFPs, but it is not available in your **Initiate an Application** box, call or email the person listed under **Contact Information**.

Task List

The **Task List** is formatted in a hierarchical pattern—

- Main topics

- Sub-topics

- **Hyperlinks**

Your **Task List** is customized to your unique role in your organization and the Application and/or Grant process (as defined in SAGE). If an item is on your **Task List**, it requires your attention. To start or continue working on one of the tasks, click its **underlined hyperlink**.

Quick Links

Quick Links is customized to your unique role in your organization and the SAGE Application and Grant process. Use it to search for your—

- Applications

- Grants

- FSRs (Financial Status Reports)

- Agency Information Updates

- System Messages (that you have saved)

- Audit Log

- Agency Information

- Contact (user) Information

- Attachments that DCA is expecting to receive from you

Quick Links also allows you to access the **User Manual** and **Training Videos**.

Searching with Quick Links

At your **Start Menu**, in **Quick Links**—

- Click the **View [whatever you want to search]** hyperlink

    - This will take you to a **Search** page

- Click **Clear** to remove any previously entered search criteria

- OPTIONAL—Enter criteria to narrow down your search

- Click **Search**

- Scroll down to see your results

- Click the magnifying glass 🔍 for the item you want

Agency Information Update

Initial Agency Information Update

After you register to use SAGE you will be required to submit more detailed information about your agency to DCA—in electronic and possibly hard copy format. **You may not submit a Grant Application or Financial Status Report (payment request) until your Agency Information Update has been received and approved by DCA**.

A message at the top of the Agency Authorized Official and Agency Administrator's **Task Lists** will say—**Agency Information Update Submission Required**.

- Select the **Click here to create an Agency Information Update** hyperlink

    – This will take you to the **Search Agency Information Updates** screen

- (Do *not* **Search**) Click the **Create Update** button

    – You will be brought to the **Agency Information Update** screen

Agency Information

- The **Agency Information** page will be displayed

- Click the **Edit** button

- Enter or edit your agency's information in the appropriate fields or select choices from the pull down lists

- In the **Type** field, select the classification that best describes your organization. You may choose more than one **Type** by holding down the Ctrl key and selecting from the drop down list.

- Your NJ Legislative District field will be automatically populated from the Service Areas information you provide.

- Federal regulations require all recipients of federally funded grants to provide their federal congressional districts.

    – If you don't know your congressional district

        … **Save** your Agency Information

> … Go to
> http://www.congress.org/congressorg/directory/congdir.tt?action=myreps_form
>
> … Enter your zip plus four to search for your legislators. The congressional district number will be included in the results.

- In the Agency Information form, select your congressional district from the pull down list

- Federal regulations require all recipients of federally funded grants to provide their DUNS numbers.

  - If you do not have a DUNS number, or don't know your DUNS number, click the hyperlink to find or obtain your DUNS number.

  - Enter your DUNS number in the field

- Use the pull down lists to select names from the Agency Contacts you previously created to populate the **Executive Director** and **Financial Officer** fields.

  - If you do not have the required names in the drop down list, click **Save**, leave the Agency Information Update function, and go to Adding Agency Contacts. Add the appropriate names to your Agency Contacts list, and then go back to creating your Agency Information Update.

- When you get to the **Certificate of Corporation** field, choose one of the three selections—

  - I will/have mailed this attachment

  - I assert that this attachment does not apply

  - Agency has received grants from DCA; attachment already on file

If you selected "I will/have mailed this attachment," send your Certificate of Corporation to—

> **State of New Jersey**
> **Department of Community Affairs**
> **Office of Fiscal and Grant Services**
> **PO Box 800**
> **Trenton, NJ 08625-0800**

- Complete the page and **Save**

Service Areas

In this section, indicate the areas (counties and/or municipalities) that your agency serves as a whole.

- Click on **Service Areas**

Counties

If your organization serves a *whole county* or counties—

- Use the top box, **Areas Benefiting - Entire Counties Or Entire State (NJ)**

- Select the county or counties* that will benefit

- Click **Add**.

Note: If you serve a whole county or counties, but also serve one or several municipalities in other counties, complete this section to name the Counties and then go to Municipalities and select the additional municipalities.

State

If your organization serves the *entire State* of NJ—

- Use the top box, **Areas Benefiting - Entire Counties Or Entire State (NJ)**

- Scroll down to the bottom of the **Counties** list and select **2200: State Wide (NJ)**

- Click **Add**

*Use **Ctrl click** to select several counties at the same time

Municipalities

If your organization serves one or more municipalities (not a whole county)⸻

- Use the bottom box, **Areas Benefiting - Individual Municipalities**

- Select the **County** where the project will be located from the drop-down list and click **List** – a second drop-down list will display all of the municipalities in the selected County

- Select the **municipality** or **municipalities*** that will benefit from this program

- Click **Add**.

Return to the **Application Menu**

*Use **Ctrl click** to select several municipalities at the same time

Submitting the Agency Information Update

Only the Agency Authorized Official or Agency Administrator can submit an Agency Information Update.

- Click **Submit Update**.

Modifications Required

If DCA needs additional or corrected information for your Agency Information Update, the Agency Authorized Official and Agency Administrator will receive notices on their **Task Lists**—**Agency Information Update, Modifications Required**.

- Click the **Submission Required** hyperlink

  – This will bring you directly to the **Agency Information Update** screen

- Click the **Comments** tab to see what needs to be changed or added

- Follow the same procedures as if this were your initial Agency Information Update

- Be sure to **Save** each page you change

In **Service Areas**, if you need to delete a county or town—

- Click the selection box ☑ for the county or town

- Click the **Delete** button

You may add your own comments to those made by the reviewers.

- Click on the **Comments** tab

- Click the **Add** button

- Type your comments into the text field

- **Save**

When you have completed the required modifications—

- **Submit Update**.

Annual Agency Information Update

Every agency registered in SAGE is required to update their Agency Information annually. A message at the top of the Agency Authorized Official and Agency Administrator's Task Lists will say—**Agency Information Update, Submission Required**.

- Click the hyperlink **Click here to create an updated Agency Information Update**

- Follow the same procedures as if this were your Initial Agency Information Update

- Revise any information that has changed since your previous Update

  (If your information has *not changed* since last year, you still need to complete the steps below.)

  – Click **Edit**

  – **Save**

- **Submit Update**

Mid-year changes to your Agency Information Update

If your agency information changes (phone numbers, address, etc.) between annual updates, notify DCA by submitting a revised Agency Information Update.

At the Agency Authorized Official or Agency Administrator's **Start Menu**, in **Quick Links**—

- Click **View All Agency Information Updates**.

  – This will take you to the **Search Agency Information Updates** screen

- (Do *not* **Search**) Click the **Create Update** button

  – You will be brought to the **Agency Information Update** page

- Click **Edit**

- Revise the information that has changed since your previous Update

- **Save**

- **Submit Update**

Audit Submission for Non-Profit Grant Recipients

Audit requirements are determined by your agency's expenditures of State and/or Federal grant awards during your agency's 12-month fiscal year. The links below provide guidance about the type of audit you must submit, based on the criteria established within these circular letters and referenced in your DCA grant agreement.

http://www.whitehouse.gov/omb/circulars/a133/a133.html

http://www.state.nj.us/infobank/circular/cir0404b.htm

Audit functions can only be performed by your **Agency Authorized Official** and **Agency Administrator**.

Submission Required

If your agency is required to submit periodic audits to DCA, an **Audit task** will appear on your Agency Authorized Official and Agency Administrator's Task Lists when the audit submission is due.

If the DCA SAGE submission date for your audit has passed, your agency **cannot submit a Grant Application or Financial Status Report (payment request)** until your audit is received and approved by DCA.

Currently, the SAGE Audit feature requires that you create your audit offline, forward it to DCA, and indicate in SAGE whether you will mail or hand deliver the audit to DCA.

To begin, at the **Start Menu**, under **Task List: Actions Required**—

- Click the **hyperlink** under **Audits**. You will be taken to the **View/Submit Audits** page.

View/Submit Audit

Your hard copy audit report must have been forwarded to DCA by mail, email, or hand delivery when you enter and submit the audit report information in the SAGE system.

At the **View/Submit Audit** page, from the drop down list in the **Method of Submission** field—

- Select the method you will use to forward your audit to DCA—

  - I will/have mailed this attachment

    or

  - I will/have hand delivered this attachment

- Click **Submit**

- Click **OK** at the Confirmation Box

After clicking **Submit**, you will be taken back to the **View/Submit Audits** screen, showing the status of your **Existing Audits**.

Once submitted, the audit requirement will no longer appear on the Agency Authorized Official and Agency Administrator's Task Lists.

Forwarding the Audit Report to DCA

Audit reports submitted to DCA must be **signed and dated by your independent CPA/Auditor**.

Mail or deliver your audit report to—

> **NJ Department of Community Affairs**
> **Office of Auditing, 8th Floor**
> **101 S. Broad Street**
> **PO Box 800**
> **Trenton, NJ 08625-0800**

To email your audit report to DCA—

- Scan a **signed** copy of the audit report

- Save it as an Adobe PDF file

- Attach the file to an email and send it to SageAudits@dca.state.nj.us.

- Select "I will/have mailed this attachment" at the **View/Submit Audit** page

Approval

To check on the approval of your submitted audit, at the **Start Menu**, under **Quick Links**—

- Click on the **View Audit Log** link

You will be brought to the **View/Submit Audits** page, where you can see the status of your Audit.

	Status	Audit Type	Submission Method	Start Date	End Date	Date Submitted	Date Approved	Submission Deadline
🔍	Approved	A-133 Single Audit	I will/have hand delivered this attachment	1/1/2006	12/31/2006	10/17/2007	10/19/2007	9/30/2007

Agency Contacts

To perform Application, Grant, and Agency procedures in SAGE, your staff members must be made SAGE *Agency Contacts*.

Security Levels

Agency Contacts (SAGE users) have three kinds of security levels—

1. **System** (Agency) **Security Levels** – authority to perform SAGE tasks for the organization (Agency) as a whole

2. **Application Security Levels** – authority to perform SAGE tasks for one specific grant application (also called "Level of Access")

3. **Grant Security Levels** – authority to perform SAGE tasks for one specific grant (also called "Level of Access")

Adding Agency Contacts

Agency Authorized Officials and Agency Administrators can add, edit, and/or delete Agency Contacts at lower security levels than their own.

*   Click **Agency Info** at the **Start Menu**

    –   This will take you to the **View Agency Information** screen

*   Scroll down to the **Agency Contacts** list at the bottom of the page

*   Click **Add**

    –   You will be brought to the **Edit Agency Contact Information** screen

*   Enter the name of the person you are adding as a SAGE user (Agency Contact)

*   Some of the fields may be pre-populated with data from your Agency Information. You may change the content of these fields (if necessary) and enter specifics about the Agency Contact you are adding. Fields marked with a red asterisk (*) are mandatory

    –   The **Active** field has been automatically selected by the system. Only Active users can login and use SAGE

    –   Refer to the SAGE Agency Security Levels chart to determine the appropriate System (Agency) Security Level for the contact

    Security Levels for specific Applications and Grants are assigned in the individual Application and Grant setup process—not here

*   Click **Save**

    –   You will be returned to the **View Agency Information** screen

*   Continue adding Agency Contacts, as needed

Usernames and Passwords

The new users will automatically receive email notifications with their Usernames, Passwords, and hyperlinks to SAGE. They will be able to login to SAGE immediately. When users log into SAGE, they will be instructed to change their own passwords.

New users might want to refer to the Login, Sage Details, and Start Menu sections of this User Guide to help them get started.

Accountability

Usernames and Passwords should not be shared. Agency Contacts should always login to SAGE as *themselves*—not other users. If an Agency Contact needs to perform tasks that his/her Security Level does not allow, the Contact's Security Level should be changed by the Agency Authorized Official or Agency Administrator.

Editing an Agency Contact's Information

With the appropriate System Security Level, you may edit the contact information of the users in your organization at a lower security level than yours.

- At the **Start Menu**, click **Agency Info**

- Scroll down to the **Agency Contacts** section

- Click the ⊙ radio button for the user to be edited

- Click **Edit**

  – This will bring you to the Agency Contact's information form

- Make the desired changes to the user's information

- **Save**

Deactivating Agency Contacts

With the appropriate System Security Level, you may deactivate users to cancel their access to SAGE.

- At the **Start Menu**, click **Agency Info**

- Scroll down to the **Agency Contacts** section

- Select ⊙ the the user to be edited

- Click **Edit**

  – This will bring you to the Agency Contact's information form

- Click on the **Active** ☑ selection box to *remove* the checkmark and deactivate the user

  – ☑ is ACTIVE — ☐ is DEACTIVATED

- **Save**

Modifying your own contact information

- Click your name on the SAGE Task Bar

  – You will be brought to the **Edit Your Contact Information** screen

- Click **Edit**

- Type in the fields or use the pull down lists to insert or change information

- **Save**

Changing your password

- Click your name on the SAGE Task Bar

- At the **Edit Your Contact Information** screen, click on **Change Password**

- At the **Change your Password** form—

  – Enter your old password

  – Enter your new password

  – Re-enter your new password (to confirm)

- **Save**

Changing your name

Name changes are performed by a SAGE System Administrator. Contact the SAGE Help Desk.

Changing your Agency Authorized Official

Only an Agency Authorized Official can modify his or her own information. If your Agency Authorized Official's information needs to be changed and he or she is not available – or if the Agency Authorized Official has left your organization, email the SAGE Help Desk or call the Help Desk at 609-292-8134.

Consultants

Becoming an Authorized SAGE Consultant

To have your firm listed in SAGE as a Consultant—so organizations in NJ can hire you to work on their Applications or Grants—follow the same instructions that an agency would use to get access to SAGE. (See Requesting Access to SAGE)

- At the **Agency Type** field, select an appropriate consultant category from the pull down list (go to the bottom of the list to find consultants).

- To add staff members as SAGE contacts—who will then be available in SAGE to work on applications and grants for agencies—follow same instructions that an agency would use to add contacts. (See Adding Agency Contacts)

You will be required to submit an initial Agency Information Update to DCA through SAGE, and renew it annually.

Consultants should *not* be added to their clients' Contact Lists as Agency Contacts—as if the consultants were employees of the clients' organization.

When applicants or grantees hire a Consultant from your firm, they should add the Consultant to the application or grant by following the Using a Consultant procedures, below.

Using a Consultant

If your organization hires a Consultant to work on an application or grant, your Application or Grant Administrator needs to give the Consultant *access* to the application or grant in SAGE.

A Consultant who works on an application is *not* automatically included as a contact for the resulting grant.

Do not add the Consultant as one of your regular Agency Contacts—as if the Consultant were an employee of your organization.

Assigning a Consultant to an Application

At the **Application Menu**—

- Click **Control Access to Application**

- Click **Agency Consultants** (at the bottom of the page)

- At the **Agency Consultant Search** form, enter the Consultant's last name or the name of the consulting firm in the appropriate field

- Click **Search**

- Scroll down to see your results

- Click the little magnifying glass for the desired Consultant

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- At the **Assign additional Agency Consultants to application** form, select a Level of Access from the pull down list

  – Refer to the **SAGE Agency Security Levels** chart to determine the appropriate Level of Access

- Click **Grant This User Access**

Assigning a Consultant to a Grant

At the **Grant Menu**—

- Click **Grantee Contact Information**

- Click **Agency Consultants** (at the bottom of the page)

- At the **Agency Consultant Search** form, enter the Consultant's last name or the name of the consulting firm in the appropriate field (try partial names – the spelling must be *exactly* the same as it is in the SAGE records)

- Click **Search**

- Scroll down to see your results

- Click the magnifying glass for the desired Consultant

- At the **Assign additional access to grant** form, select a **Level of Access** from the pull down list

  – Refer to the SAGE Agency Security Levels chart to determine the appropriate Level of Access

- Click **Grant This User Access**

Applications

Available Grant Programs (RFPs)

SAGE calls Grant Programs "RFPs" – Requests for Proposal.

RFPs in your drop down list

When you registered for SAGE access, you indicated your agency's organization type. Based on that category, SAGE will display specific Grant Programs (appropriate for your type of organization) in the **Initiate an Application** box pull down list on the **Start Menu**.

All Available DCA RFPs

To see *all* the current DCA Grant Programs, click the **View Available RFPs** hyperlink. If you are interested in one of the Grant Programs on the complete list, but it is not available in your pull down list, call or email the Program Manager (provided in the Grant Program information under **Contact Information**).

Starting a New Grant Application

Agency Authorized Officials and **Agency Administrators** are the only Agency Contacts who can *initiate* and *submit* grant applications. Whoever initiates the Application can add more Agency Contacts to work on the application.

Initiate an Application

On the upper right side of the **Start Menu**, in the **Initiate an Application** box—

- Choose a grant program from the **Select an RFP** drop down list

- Click **Apply for a New Grant**

    - You will be brought to the **Application Menu**

You may start working on the application immediately, or come back to it later.

The application will appear on your **Task List** under **Applications** – **Application in Process**. To return to the application, click the **application number** hyperlink.

Assign Staff to Complete the Application

If you want to delegate some or all of the following Application tasks to staff members in your organization, refer to Adding Application Contacts.

Use a Consultant to Complete the Application

Add a Consultant to the Application Contact list by following the instructions in **Assigning a Consultant to an Application**.

Application Steps

IMPORTANT: Refer to the **Application Instructions** at the beginning of the **Application Forms**. These were written by DCA Program Staff for your grant. The instructions will guide you through the application process and may stipulate Program-specific information that you need to include in your application.

1. Verify that your **Agency Information** is up-to-date

2. Assign **Contacts** to work on the application

3. Complete the **Components** section

4. Complete the **Application Information** section

5. Complete all **Application Forms**

6. Develop your **Budget**

7. **Submit** the Application

1. Agency Information

Before you start your application, be sure that DCA has the correct information about your agency.

- Click the **Agency Info** button in the green task bar at the top of the screen

- Look over your **Agency Information** and **Service Areas**

- Complete the Board of Directors section, if appropriate for your Agency Type

- If your information has changed, submit a new **Agency Information Update** (see Mid-year changes to your Agency Information Update)

2. Contacts

SAGE automatically assigns the person who initiates a new grant application as the **Application Administrator**.

The Application Administrator gives *access* to the staff members of your organization (Agency Contacts) who will be working on the grant application.

Adding Application Contacts

At the **Application Menu** —

- Click **Control Access to Application** under **Contacts**

  - This will bring you to the **Give People Access to this Application** screen

- 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 (refer to the **SAGE Agency Security Levels Chart**, if necessary)

- Click **Grant This User Access**

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

Editing Application Contacts

At the **Application Menu**—

- Click **Control Access to Application** under **Contacts**

  – This will bring you to the **Give People Access to this Application** screen

- Select ⊙ the contact you want to edit

- Click **Edit**

- From the pull down list(s), select a new—

  – **Level of Access**

  and/or

  – **Contact Type**

- **Save**

Deleting Application Contacts

At the **Application Menu**—

- Click **Control Access to Application** under **Contacts**

  – This will bring you to the **Give People Access to this Application** screen

- Select ⊙ the contact you want to delete

- Click **Delete**

The Application Contact has not been deleted from the Agency Contact list, just excluded from this application

3. Components

Program Components

A Program Component is a name or title that describes one or several primary goal(s) that will be achieved with the grant funds. Check the **Application Instructions** (at the top of the Application Forms list) to see if it includes Program Component instructions. Contact your DCA Application Manager for advice, if necessary.

At the **Application Menu**—

- Click **Program Components**

    – You will be brought to the **Application Program Components** screen

- Select a Program Type from the **Program Type/Subtype** drop down list

- Enter a **Name** for the Component (create one or use a name suggested in the Application Instructions)

- Add the address, if your project has a specific location

- **Save**

- If your Grant Program allows you to choose more than one Component, you may select an additional **Program Type/Subtype**, and repeat the process above – refer to your Application Instructions or contact your Application Manager for assistance, if needed.

Editing a Program Component

At the **Application Menu**—

- Click **Program Components**

    – You will be brought to the **Application Program Components** screen

- Select ⊙ the appropriate **Program Component** from the list

- Click **Edit**

- Change the information appropriately

- **Save**

Deleting a Program Component

At the **Application Menu**—

- Click **Program Components**

    – You will be brought to the **Application Program Components** screen

- Select ⊙ the appropriate **Program Component** from the list

- Click **Delete**

Optional Components

Some programs, such as Balanced Housing, may include Optional Components that provide auxiliary funding. Refer to your Application Instructions.

At the **Application Menu**—

- Click **Optional Components** (or, if you're already at Program Components, click the Optional Components tab)

  – You will be brought to the **Current Application Optional Components** screen

  – If the screen displays the message "There are no current add-on components for this application" – skip this screen

- If a drop down list is presented, select an appropriate **Optional Component**

- **Save**

- If the drop down list contains more than one Optional Component and your project qualifies for more than one, repeat the procedure above

Deleting an Optional Component

At the **Application Menu**—

- Click **Optional Components**

  – You will be brought to the **Current Application Optional Components** screen

  – Select ⊙ the desired **Optional Component** from the list

  – Click **Delete**

Service Areas

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

- Click on **Service Areas**

If your program/project has multiple Components, you will get a list of the Components you chose.

Since Components may represent "sub" projects, possibly with different locations, click on each Component in turn and assign a Service Area for *each* Component.

Counties

If the Program or Component benefits the *whole county* or counties—

- Use the top box, **Areas Benefiting - Entire Counties Or Entire State (NJ)**

- Select the county or counties* that will benefit

- Click **Add**.

State

If the Program or Component benefits the *entire State of NJ*—

- Use the top box, **Areas Benefiting - Entire Counties Or Entire State (NJ)**

- Scroll down to the bottom of the **Counties** list and select **2200: State Wide (NJ)**

- Click **Add**

*Use **Ctrl click** to select several counties at the same time

Municipalities

If the Program or Component will benefit one or more municipalities (not a whole county)—

- Use the bottom box, **Areas Benefiting - Individual Municipalities**

- Select the **County** where the project will be located from the drop-down list and click **List** – a second drop-down list will display all of the municipalities in the selected County

- Select the **municipality** or **municipalities*** that will benefit from this program

- Click **Add**.

Return to the **Application Menu**

*Use **Ctrl click** to select several municipalities at the same time

---

Specifying a Service Area in the Grant Application *will not* affect your overall Agency Service Area.

4. Application Information

Program (Project) Description

At the **Application Menu**, under **Application Information**—

- Click **Application Program Description**

  – This will take you to the **Edit Application Program Information** screen

- Click **Edit**

- Enter a name for your project (what you want to call it – "Main Street Redevelopment," for example) in the **Application Title** field

- Type an explanation of how the grant will be used for this project/program in the **Program Description** field (text field with up to 250 characters - including spaces)

- **Save**

Transferring Ownership

Some grant programs offer a Transfer Ownership option to accommodate organizations or municipalities that want to transfer the ownership of a project to another entity after the grant is awarded. Not all grant programs offer this option.

If ☐ **Transfer Ownership** is available on your **Application Program Description** form and you plan to transfer ownership of the project after the grant is awarded—

- Select ☑ **Transfer Ownership**

- **Save**

Project (Program) Objectives

At the **Application Menu**, under **Application Information**—

- Click **Project Objectives** (or, if you're already at Application Program Description, click the Project Objectives tab)

  - This will take you to the **Objectives** screen

In the **Add Objective** form—

- Give each of your objectives a unique, sequential **Number**

- Enter a **Short Description** (name) for the objective

- Type in a more **Detailed Description**

- Enter the **Methods** that will be used to accomplish this objective

- **Evaluation** is optional, but you can enter information that describes how you will gauge whether the objective was successful

- Select the **Program Component** that applies to this objective from the pull down list (if your program has more than one component)

- **Save**

The system will present another blank **Objectives** form. Enter as many objectives as your project requires (refer to the Application Instructions).

Editing an Objective

At the **Application Menu**, under **Application Information**—

- Click **Project Objectives**

  – This will take you to the **Objectives** screen

- Select ⊙ the desired objective from the list at the bottom

- Click **Edit**

- Make your changes

- **Save**

Deleting an Objective

At the **Application Menu**, under **Application Information**—

- Click **Project Objectives**

  – This will take you to the **Objectives** screen

- Select ⊙ the desired objective from the list

- Click **Delete**

5. Application Forms

The right side of the **Application Menu** displays a list of the forms that you must complete during the application process.

The first link is (usually) **Application Instructions**. Refer to these for guidance in completing the forms for your specific grant program. You can print the Application Instructions by clicking the printer icon at the top of the screen.

- Click on a **form name** to select it

- Complete all the forms in the **Application Forms** list

- Be sure to **Save** each form before you close it or move on to the next form

Attachments

Some forms need to be printed, signed, and sent to DCA. Whenever a paper document is required, the SAGE form will display—

○ I will/have mailed this attachment   ○ I will/have hand delivered this attachment

- Select ⊙ the delivery option you prefer

- Print the attachment (see Print Individual Forms)

- Forward the signed document to DCA (click the **Application Manager's** name in the green box in the upper left corner of the Application Menu for the mailing address)

Saving Digital Copies of Forms

- Click the **View PDF** button in the upper right corner of the form

    – The printer friendly version of the form will open in a new window as an Adobe PDF file

- Click the diskette 🖫 icon (Saves a copy of the file)

- Save the file in a folder on your computer system (give the form a new name, if desired)

Selecting Forms

As you work through the Application Forms, you can navigate three different ways—

1. At the **Application Menu**, click on the **form name** in the **Application Forms** list.

2. Click the **Next** or **Back** button on the form you have just completed to go one forward or one backward

3. Place your cursor over **Application Menu** button on the task bar at the top of the page, drag your cursor to the next section, and click on the form you want.

Disable Drop Menus

To disable the pull down selection boxes under the **Application Menu** button—

- Click **Your User: Name** in the **Task Bar** to access your contact information

- Click **Edit**

- Click the **Disable Drop Menus** selection box ☑ at the bottom of the screen

- **Save**

    – The change will be implemented *the next time you login* to SAGE

6. Budget

To create the budget for your application—

- Click **Budget Overview** at the bottom of the Application Forms

    – This will bring you to the **Budget Overview** page

- Click a **Program Component** link (you created these in Program Components)

    – You will be brought to the **Budget Detail** page

- Click the **Add Budget Item** tab

  - An empty **Budget Item** form will be available

- Add a budget item—

  - Select the appropriate **Budget Category** for the budget item from the pull down list

  - Provide a **Short Description** for this budget item

  - Enter a more **Detailed Description** for this budget item

  - Enter the dollar amount requested from DCA in the **Requested Funds** field

  - If your Grant Program requires that you report on funds from other sources (matching funds) enter the dollar amount obtained from other sources in the **Funds from Other Sources** field

  - **Save**

- Continue adding budget items, making sure to **Save** each one

The Budget Detail lists all of the budget items you have entered, calculates subtotals for the budget items you have entered, as well as a grand total for the entire budget. It organizes these calculations into minor and major categories. The overall budget can be altered by adding, editing, or deleting budget items.

Editing the Dollar Amount of a Budget Item

- Click **Budget Overview** at the bottom of the **Application Forms**

  - This will bring you to the **Budget Overview** page

- Click a **Program Component** link

  - You will be brought to the **Budget Detail** page

- Select ☑ the budget item(s) you want to change

- Click **Edit**

- Enter the *new* values in the appropriate fields

- **Save**

Deleting a Budget Item

- Click **Budget Overview** at the bottom of the Application Forms

  - This will bring you to the **Budget Overview** page

- Click a **Program Component** link

  – You will be brought to the **Budget Detail** page

- Select ☑ the budget item(s) you want to delete

- Click **Delete**

Editing the description of a Budget Item

(budget category, short description, and/or detailed description)

- Click **Budget Overview** at the bottom of the Application Forms

  – This will bring you to the **Budget Overview** page

- Click a **Program Component** link

  – You will be brought to the **Budget Detail** page

- Click a **budget item** hyperlink itself

  – You will be brought to the **Budget Item Detail** screen

- Make your changes to the appropriate fields.

- **Save**

7. Submitting the Application

Although several Application Contacts can contribute to an application's development, only an Application Contact with the security level of **Agency Authorized Official** or **Agency Administrator** can *Submit* the application.

- Click the **Submit Application** button to electronically send the application to DCA for review and approval

- Mail or hand-deliver any required attachments

Errors or Omissions

When you Submit an application—

If any of the forms is incomplete, the system will display a pop up box listing the errors or omissions.

- Click on the **form name** hyperlink

  – You will be taken to the appropriate form

- Correct the error(s) or complete the form

- **Save**

When your Application Forms are complete—

- Go back to the **Application Menu**

- **Submit** the application

Confirmation

DCA will email you confirmation that your application has been received and is under review.

Modifications Required

If DCA determines that your application needs corrections, additions, or enhancements, your Application Administrator will receive an email message stating:

Your application has been reviewed by NJDCA and it was determined that your application requires modifications before it can be accepted. Please revise your application following the suggestions provided by the review team and resubmit it when you are finished. Click here to go to SAGE.

Modifying the Application

- At the **Task List**, click on the **application number** under **Application Modifications Required**

- Access the forms that need modifications in one of two ways—

  - Click on a form that has a pencil icon (indicating Modifications Required)

    or

  - Click **Comments Summary** on the left side of the screen under **Review Results**

  - At the **Review Results Summary** screen, click on a **form name** hyperlink

- To read the comments from the DCA Review Team, click the **Show Comments** button on the form to be modified.

- Make the recommended changes

- **Save**

- Repeat this process until you have corrected all of the forms that need modifications

- At the **Application Menu** click **Submit Modified Application**

If you don't understand the comments, contact your Application Manager.

Where is my application?

After you submit an application, it disappears from your **Task List**. To access a submitted application, in **Quick Links**—

- Click **View All Agency Applications**

- At the **Search** screen, click **Clear** to erase any previously entered criteria

- If desired, enter or select criteria to narrow down your search (such as RFP Category or RFP Fiscal Year)

- Click **Search**

- Scroll down to see your results at the bottom of the page

- To access an application, click on its magnifying glass

Printing an Application

You must have Adobe Acrobat Reader installed on your computer. To download the program from the Internet (it's *safe* and *free*), at the SAGE Login screen—

- Click the Adobe Acrobat Reader hyperlink

- Follow the instructions on the Adobe website

Print Individual Forms

- Click the **View PDF** button in the upper right corner of the form

    - The printer friendly version of the form will open in a new window as an Adobe PDF file

- Click the printer icon in the Adobe window

- Close ⊠ the Adobe window

Print Full Application (blank)

- Click **Application PDF** at the **Application Menu** (lower left)

- Click **Generate Blank Full PDF**

- Click the Adobe printer icon

To get back to the application—

- Click the Internet **Back** button

- Click the **Application Menu** button in the task bar

Print Full Application (completed)

- Click **Application PDF** at the **Application Menu** (lower left)

- Click **Generate Full PDF**

- A message will be displayed **Your PDF request is being processed. You will receive an E-mail when the PDF is generated**.

- Your email (usually within one business day) will say "The PDF for application #{application number} has been generated upon your request. Please log into SAGE to view or download your PDF.

- At the **Application Menu**, click **Application PDF**

- At the **View Full PDF** page, a message will be displayed on the right side of the screen **Download the full PDF (Generated on {Day, Date})**

- Click the **PDF** hyperlink

- Click the Adobe printer 🖶 icon

To get back to the application—

- Click the Internet **Back** button ↻

- Click the **Application Menu** button in the task bar

Copy Forward

SAGE now offers the option of copying information from a previous grant application to a new grant application (for the same grant program). You must still **check every form** on the left and right side of the Application Menu, update the information (if needed), and re-**Save** each form (even if you have not made changes).

Applying for a New Grant

- Login to SAGE

At your **Start Menu**, in the **Initiate an Application** box (upper right)—

- Click the drop down arrow under **Select an RFP**
- Select the desired Grant Program
- Click **Apply for a New Grant**
- At the confirmation box, click **OK**

Copy Forward?

If this grant program has the Copy Forward option, a popup box will appear asking if you want to copy a previous application.

If you **DO NOT** want to copy last year's information—

- Select ⦿ **Do not copy information from last year's application**

If you **DO** want to copy last year's information—

- Click the radio button ⦿ for last year's application number
- Click **Next**
- At the confirmation box, click **OK**

Application Menu

If you chose to copy forward, SAGE will have copied *most* of the information from last year's grant application to this year's application. You will see that every Application Form has a error icon. The items on the left side of the Application Menu don't have error icons, but you need to open and check each of them, also. *Only an **Application Contact** can make changes and **Save** – add contacts, if necessary.*

On the left side of the Application Menu—

- Open a section as if you were starting a new application
- Check the information thoroughly
- Click **Edit** and make changes, if necessary
- Click **Save** (even if you didn't make any changes)
- Continue through *every section* until you have opened, checked, and saved them all

Application Forms (right side)

- Open each form
- Check the information thoroughly
- Click **Edit** and make changes, if necessary
- Click **Save** (even if you didn't make any changes)

You will get a message that says **Your information has been saved**.

Back at the **Application Menu**, you will see that the form now has a checkmark icon, indicating that it has been opened and re-saved.

- Open each Application Form and repeat the procedure described above
- **Save** each form

Certification Sheets

Information from your previous application is NOT copied into the **Certification Sheets**. Complete the form, print required attachments, and forward the attachments to DCA.

Budget Overview

Information from your previous application is NOT copied into the **Budget**. Create a new budget following the directions in the Application Instructions.

Grant Management

After a grant is approved and executed by DCA, the Application Administrator will receive a notice on his/her **Task List** – **Grant Executed**, with the **grant number** directly underneath.

To access the grant, click the **grant number** hyperlink, which will bring you to the **Grant Menu**. To find a grant if it is *not* on your **Task List**, use **Quick Links**.

Grant Management Responsibilities

1. Assign **Grant Contacts**

2. Submit **Progress Reports**

3. Submit **Financial Status Reports**

4. Request **Revisions** and/or **Amendments** (optional)

1. Grant Contacts

The Application Administrator is the only application contact who is automatically transferred to the resulting grant, with the title of Grant Administrator. The Grant Administrator is responsible for giving additional staff members (Agency Contacts) access to the grant. The Grant Administrator can assign additional Grant Administrators, and can delete his/her own name from the list of Grant Contacts, if desired. (refer to the **SAGE Agency Security Levels Chart**)

Adding Grant Contacts

At the **Grant Menu**—

- Click **Grantee Contact Information** under **Contacts**

    – This will bring you to the **Give People Access to this Grant** screen

- Select one of your Agency Contacts 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 grant on their **Task Lists**

- Select the appropriate **Level of Access** from the pull down list (refer to the SAGE Agency Security Levels Chart, if necessary)

- Click **Grant This User Access**

Editing Grant Contacts

At the **Grant Menu**—

- Click **Grantee Contact Information** under **Contacts**

- This will bring you to the **Give People Access to this Grant** screen

- Select ⊙ the name of the person you want to edit

- Click **Edit**

- From the pull down list(s), select a new—

  - **Level of Access**

  and/or

  - **Contact Type**

- **Save**

Deleting Grant Contacts

At the **Grant Menu**—

- Click **Grantee Contact Information** under **Contacts**

  - This will bring you to the **Give People Access to this Grant** screen

- Select ⊙ the name of the person you want to delete

- Click **Delete**

  - The Grant Contact has not been deleted from the Agency Contact list, just excluded from this grant

Using a Consultant to Manage the Grant

Add a Consultant to the Grant Contact list by following the instructions in **Consultants**.

2. Progress Reports

If you managed DCA grants previously, you may have submitted Monitoring and Fiscal reports together. In SAGE, these are two separate reports. To create a Progress Report, you must have a Security Level of Grant Administrator, Grant Report Writer, or Financial Officer.

SAGE has several types of Progress Reports—

- Objectives Monitoring Reports

- Quarterly Report Forms

- Quarterly Reports with Attachments

A few Grant Programs have Progress Reports that are a combination of the types listed above, for example, an Objectives Monitoring Report with an upload requirement.

Initiate a Progress Report

The initial steps are the same for any Progress Report. At the **Grant Menu**—

- Select a **Progress Report** from the pull down list (by date)

- Click **Create**

    – The **Report Menu** will be displayed

Follow the directions below for your type of Progress Report – Objectives Monitoring Report or Quarterly Report.

Objectives Monitoring Report

At the Report Menu—

- If this is your **Final report**, select ⊙ **Yes** (the default is **No**)

    – One or several Objectives (as defined in your grant application) will be listed

- Click an **Objective** hyperlink

    – This will bring you to a **Monitoring Report** screen

- Enter the **Percent Complete** of the Objective

- Enter text describing the progress of this Objective in the **Objective Notes** text box

- **Save**

- Return to the **Report Menu**

- Repeat this procedure until you have recorded the status of all your Objectives (if you have more than one)

- **Submit** the Progress Report

Quarterly Report Form

Some Progress Reports contain online forms with fields to be completed and submitted by the grantee.

At the Report Menu—

- If this is your **Final report**, select ⊙ **Yes** (the default is **No**)

- Click the **Report Name** hyperlink
  If your program has several Components, each will be listed as a hyperlink to an individual Progress Report.

- Enter the appropriate information into the fields

- **Save**

- Return to the **Report Menu**

- Repeat this procedure until you have completed a report for each of your Components (if your program has more than one)

- **Submit** the Progress Report

Quarterly Report with Attachments

- If this is your **Final report**, select ⊙ **Yes** (the default is **No**)

- Click the **Report Name** hyperlink
  If your program has several Components, each will be listed as a hyperlink to an individual Progress Report.

  − You will be brought to a Report form that will require that you to mail, hand deliver, and/or upload documents or enter information directly into the form

  − Your Grant Manager may provide or suggest documents to complete and submit as attachments (if applicable)

- For each required attachment, select how you will forward the attachment to DCA by clicking its radio button.

- **Save**

- Return to the **Report Menu**

- Repeat this procedure until you have completed a report for each of your Components (if your program has more than one)

- **Submit** the Progress Report

Uploading an Attachment

- Click the **Browse** button

- Find the appropriate document in your computer system

- Double-click on the document name (or highlight the document name and click **Open**)

- Click **Save**

- Repeat the **Browse** and **Save** procedure for each document you want to upload

Submit the Progress Report

- Return to the **Report Menu**

- Click **Submit**

Modifications Required

After your Progress Report is submitted, DCA may determine that your report needs changes before it can be approved. If this occurs, the report will appear on your **Task List** and in the **Grant Menu** under **Grant: Related Items** list with the status of **Progress Report Modifications Required**.

Modifying a Progress Report

- Click on the **Progress Report** hyperlink in the Task List

    - You will be brought to the **Report Menu**

    - The reason(s) that your Progress Report needs modifications will be shown at the bottom of the page in a **Modifications Required** box

- Click on the appropriate **Objective** or **Report Name**

- Correct the issue(s) described in the **Modifications Required** box

- Contact your Grant Manager, if necessary, to clarify the required modifications

Submit the Modified Progress Report

- Return to the **Report Menu**

- Click **Submit**

3. Financial Status Reports

Financial Status Reports (FSRs) can only be submitted by Agency Contacts with Grant Security Levels of Grant Administrator or Financial Officer.

The Grant Contract will specify which kind of FSRs apply to your grant.

FSR Type	Description
Advance	Advances are disbursements of funds from DCA to grantees for project costs—in "advance" of the expenses being incurred. An Advance often represents a specific percentage of the total grant. DCA Grant Managers usually submit Advances, but sometimes grantees themselves submit Advance requests.
Expense Report	An Expense Report is used to— • Document project expenditures • Request reimbursement for project expenses • Report on match (other) funds that have been expended on a project

Draw	Draws are specified percentages of a grant dispersed periodically on a pre-determined timetable. An agency whose Grant Contract includes a Drawdown Schedule will use Draws to obtain funds. Currently, only Balanced Housing uses Draws.

IMPORTANT: You cannot initiate a Financial Status Report (Advance, Expense Report, or Draw) for a grant if this grant has another Report, Revision, or Amendment pending. To see if you have any outstanding Reports, check the **Grant: Related Items** list on the right side of the **Grant Menu**.

Advance

Contact your Grant Manager before submitting an Advance Request. In some DCA programs, the Grant Manager processes an initial Advance for the grantee.

If the **Request an Advance** selection is not available on your **Grant Menu**, your grant does not include Advances.

Requesting an Advance

At the **Start Menu**—

- Under **Grant Executed**, click the **grant number**

    – You will be taken to the **Grant Menu**

- Under **Financial Status Reports**, click on **Request an Advance**

    – This will take you to the **Financial Status Report/Payment Request** form

- Click **Edit**

- Select a name (the person to contact if DCA has any questions about this FSR) from the **Main Contact** pull down list

- In the **Payee Reference** field, enter brief information to allow your accounting department to apply the funds correctly when you receive the payment from DCA

- Type the reason for your Advance request in the **Comments to the Review Team from the Grantee** text box

- Enter the dollar amount you are requesting in the Requested Advance field (must not exceed the **Available Advance** amount)

- **Save**

- Print a Voucher (see Printing a Voucher, below)

- Click **Submit**

- Mail the Voucher to the address at the top of the Voucher

Expense Reports

Creating an Expense Report

At the **Grant Menu**, under **Financial Status Reports**—

- Select a grant component from the **Expense Reports** drop down list

- Click **Create**

  – You will be brought to the **Expense Summary** page

Expense Summary

- Click **Edit**

- Select a name (the person to contact if DCA has any questions about this FSR) from the **Main Contact** pull down list

- Select ○ **Yes** or ⊙ **No** to indicate whether this is your **Final Report** ("final" FSR cannot be submitted unless your agency has spent all of the cash-on-hand)

- In the **Payee Reference** field, enter brief information to allow your accounting department to apply the funds correctly when you receive the payment from DCA

- Enter the dates for the **Current Report Period** (must be within the grant term)

  – You must enter four digits for the year

- You may enter the text in the **Comments to the Review Team from the Grantee** field (optional)

- **Save**

- Click the **Expense Detail** tab

Expense Detail

- **Add an Expense Item** for each expenditure (the selections in the pull down lists will be from the budget you created in your application)

  – Select a **Budget Category** from the pull down list

  – Select an **Item** from the pull down list

  – Select a **Budget Column** from the pull down list (if you are reporting expenditures of funds from other sources, select here)

  – Enter the **Date** that the expense was incurred (must be within the *Current Report Period*)

  – Enter details of the expense in the **Description** text box, if desired

  – Enter the dollar amount of the expense in the **Amount Requested** field

- – **Save**

- Continue filling out **Add an Expense Item** forms for each expense you incurred in the Current Report Period making sure to **Save** each one

  - – All the expenses you entered will be listed and totaled at the bottom of the screen

- Return to the **Expense Summary** page

- Print a Voucher (see **Printing a Voucher**, below)

- Click **Submit**

- Mail the signed Voucher and any required attachments or receipts to the address at the top of the Voucher

Draw

If you have been awarded a grant with a defined drawdown schedule, you will use Draw Requests to collect the appropriate drawdown amounts.

Requesting a Draw

At the Grant Menu—

- Scroll down to **Financial Status Reports** and click on **Request a Draw**

  - – This will take you to the Financial Status Report/Payment Request – Draw Request screen

- Click the **Edit** button

- Select a name (the person to contact if DCA has any questions about this FSR) from the **Main Contact** pull down list

- In the **Payee Reference** field, enter brief information to allow your accounting department to apply the funds correctly when you receive the payment from DCA

- You may enter the text in the Comments to the Review Team from the Grantee field (optional)

- Enter the amount of your **Draw Request** (must equal the **Allowable Draw** amount)

- **Save**

- Print a Voucher (see **Printing a Voucher**, below)

- Click **Submit**

- Mail the signed Voucher and any required attachments or receipts to the address at the top of the Voucher

Printing a Voucher

At the **Financial Status Report/Payment Request** screen—

- Click **View PDF**

    – An Adobe Acrobat window will open, displaying the Voucher (and Expense Report, if applicable)

- Click the **Print** 🖨 icon to print the Voucher

- Close ⊠ the Adobe Acrobat window

- Send the Voucher and any required attachments to the address on the Voucher

Modifications Required

If your Financial Status Report (Advance, Expense Report, or Draw) needs to be changed before it can be accepted by DCA, the Grant Main Contacts will receive a notice on their Task Lists, "FSRs – Modifications Required."

- Click the **Grant Number – FSR** hyperlink

    – You will be brought to the Financial Status Report/Payment Request page

    – Notes explaining how the FSR needs to be modified will be displayed in a box at the top of the page

- Correct the FSR appropriately

    – If you don't understand how to modify the FSR, contact your DCA Grant Manager

- Click **Submit**

4. Revisions and Amendments

If your Project's needs change, you may request a Revision or Amendment to your grant. Use a Revision instead of an Amendment whenever possible. Revisions are processed faster, because they are not subject to the extensive review process of an Amendment.

A Revision or Amendment may not be submitted if you have a pending Amendment, Revision, or Financial Status Report.

Amendment or Revision?

Use a *Revision* if you want to—	Use an *Amendment* if you want to—

Use a *Revision* if you want to—

- Change the Program end date

- Change the Budget

    – Budget Appropriations changed

    – Total Grant Amount *unchanged*

Use an *Amendment* if you want to—

- Change the Program start and/or end date

- Change the Title/Description

- Change the Objectives

- Change the Scope of Services

- Change Work Plan - Narrative Forms

- Change the Budget

- Change Component/Service Areas

Grant Revision

You may request a Grant Revision (after a grant has been executed) if—

- The total grant amount remains the same, but you want to change budget items or allocations

- You need a time extension on the project

At the **Grant Menu**—

- Click the **Revise Grant** button in the upper right of the screen

    – The **View/Edit Grant Information** page will be displayed

- Select ☑ one or both of the choices in the **Purpose of Revision** box

    – Change General Info – Term

    or

    – Change Budget

- Enter explanatory text in the **Justification** text box

- Click the **Save Selections** button

Changing the Grant Term

If you selected **Change General Info – Term** in the **Purpose of Revision** box—

- Click the **General Information** tab

- Click **Edit**

- Enter the new date in the **Term End Date** field

- **Save**

Changing the Budget

- If you selected Change **Budget** in the **Purpose of Revision** box—

- Click the **Budget** tab

  - You will be brought to the **Budget Overview**

- Click on the green, underlined **Project Component** hyperlink (that applies to the budget items you want to change)

  - This will bring you to the **Budget Detail**

To *change* budget items—

- Select ☑ the budget items you want to change

- Enter the new amounts in the fields

- Click **Save**

To *delete* budget items—

- Select ☑ the budget items you want to delete

- Click Delete

To *add* budget items—

- Click the **Add Budget Item** tab

- Select the appropriate **Budget Category** for the budget item from the pull down list

- Enter a **short description** for the budget item

- Provide a **more detailed description** for the budget item

- Enter the amount you are requesting from DCA for this budget item in the **State/Federal** or **Requested Funds** field (whichever is in your form)

- Enter any matching funds in the **Other** field (if available)

- Click **Save**

- Repeat until you have added each of your budget items, remembering to **Save** each form

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IMPORTANT
In a Revision, the Grand Total in the Grant Budget must equal the Grand Total in the Previous Grant Budget Detail.

Submitting the Revision

- Click **Submit Revisions**

Grant Amendment

You may request a Grant Amendment (after a grant has been executed) if you want to change the—

- Start and/or end date

- Title/Description

- Objectives

- Scope of Services

- Work Plan - Narrative Forms

- Budget

- Component/Service Areas

At the **Grant Menu**—

- Click the **Amend Grant** button in the upper right of the screen

  − The **View/Edit Grant Information** page will be displayed

- Select ☑ one or several of the choices in the **Purpose of Revision** box (see choices below)

- Enter explanatory text in the **Justification** text box

- Click the **Save Selections** button

- Click each tab corresponding to your selections in the Purpose of Revision box

- Change, add, or delete the appropriate items (see details for each type of Grant Amendment, below)

You cannot save changes in the bottom portion of the Amendment screen unless you have checked ☑ the **Purpose of Amendment** in the top section, explained it, and **Saved Selections**.

Change Grant Term

- Click on the **General Info** tab

- Click **Edit**

- Change the date(s) in the **Term Begin Date** and/or **Term End Date** fields

- **Save**

Change Grant Title

- Click on the **General Info** tab

- Click **Edit**

- Change the **Grant Title**

- **Save**

Change Project Objectives

- Click on the **Work Plan** tab

- Click on the **Objectives** tab

To *add* an Objective, in the **Add Objective** form

- Give the objective a unique, sequential **Number**

- Enter a **Short Description** (name) for the objective

- Type in a more **Detailed Description**

- Enter the **Methods** that will be used to accomplish this objective

- **Evaluation** is optional, but you can enter information that describes how you will gauge whether the objective was successful

- Select the **Program Component** that applies to this objective from the pull down list

- **Save**

  - The system will present another blank **Objectives** form. Enter as many objectives as your project requires.

To *edit* an Objective

- Select ⊙ the desired objective from the **Current Objectives**

- Click **Edit**

- Make your changes

- **Save**

To *delete* an Objective

- Select ⊙ the appropriate objective from the list

- Click **Delete**

Change Scope of Services

- Click on the **Work Plan** tab

- Click on the **Scope of Services** tab

To *edit* the current Scope of Services

- Select ⊙ the **Scope of Service** you want to change

- Click the **Edit** button

- Change the text in **Scope of Service** text box

- **Save**

To *delete* the current Scope of Services

- Select ⊙ the **Scope of Service** you want to change

- Click the **Delete** button

To *create* a Scope of Services

- Enter your information in the **Add Scope of Services** text box

- **Save**

Change Budget

- Click the **Budget** tab

- You will be brought to the **Budget Overview**

- Click on the green, underlined **Project Component** hyperlink (some projects have more than one Component, pick the one that applies to the budget items you want to change)

- This will bring you to the **Budget Detail**

To *change* budget items—

- Select ☑ the budget items you want to change

- Enter the new amounts in the fields

- Click **Save**

To *delete* budget items—

- Select ☑ the budget items you want to delete

- Click **Delete**

To *add* budget items—

- Click the **Add Budget Item** tab

- Select the appropriate **Budget Category** for the budget item from the pull down list

- Enter a **short description** for the budget item

- Provide a **more detailed description** for the budget item

- Enter the amount you are requesting from DCA for this budget item in the **State/Federal** or **Requested Funds** field (whichever is in your form)

- Enter any matching funds in the **Other** field (if available)

- Click **Save**

- Repeat until you have added each of the new budget items, remembering to **Save** each form

Change Component

- Click the **Components/Service Areas** tab

To *add* a Component, at the **Program Components** tab, in the **Add a program component to this grant** form—

- Select a **Program Type** from the **Program Type/Subtype** drop down list

- Enter a **Name** for the component

  – The remainder of the fields are optional

- **Save**

To *change* a Component, in the **Current grant program components** box—

- Select ⊙ the appropriate **Program Component** from the list

- Click **Edit**

- Change the information

- **Save**

To *delete* a Component, in the **Current grant program components** box—

- Select ⊙ the appropriate **Program Component** from the list

- Click **Delete**

Submitting the Amendment

- Click **Submit Amended Grant**

Modifications Required

If your Grant Revision or Grant Amendment needs to be modified before it can be accepted by DCA, the Grant Main Contacts will receive notices on their Task Lists, **Grants – Grant Revision Modifications Required** or **Grants – Grant Amendment Modifications Required**.

- Click the **Grant Number** hyperlink

  − This will take you to the **Grant Menu**

- Click on **View Revisions** or **View Amendment**

  − You will be taken to the **View/Edit Grant Information** page

  − The changes you need to make in your Grant Revision or Grant Amendment will be displayed at the bottom of the **Purpose of Revision** box

- Correct the Revision or Amendment appropriately

  − If you don't understand what needs to be modified, contact your DCA Grant Manager

- Click **Submit Revisions** or **Submit Amendment**

Cancel Revisions or Amendments

If you decide to cancel your request for a Grant Revision or Grant Amendment (either before you have submitted it or when you receive a Modifications Required notice), at the Grant Menu—

- Click **View Revisions** or **View Amendment**

- Click **Cancel Revisions** or **Cancel Amendment**

Mistakes and/or Omissions

You cannot make changes to your Revision or Amendment once you click **Submit**. If you realize that you have made a mistake or omitted something, contact your Grant Manager and ask him or her to enter a **Comment** on the section you want to change and return the Revision or Amendment to you with **Modifications Required**. Then, you can make your corrections and re-submit the Revision or Amendment.

SAGE Security Levels – and what they can do…

Agency-Wide Security Levels Assigned at the "Agency Contact" level	Permissions in SAGE:
Agency Authorized Official	1. Add, change, or delete Agency Information 2. Add, change, or delete any Agency Contacts except another AAO 3. Submit the Agency Information Update 4. Initiate a Grant Application 5. Submit a Grant Application (even if he/she is not an Application Contact)
Agency Administrator	1. Add, change, or delete Agency Information 2. Add, change, or delete Agency Contacts with an equal or lesser Agency Security Level 3. Submit the Agency Information Update 4. Initiate a Grant Application 5. Submit a Grant Application (must be an Application Contact)
Agency Staff	1. View only, until an Application or Grant Administrator adds the staff member as an Application or Grant contact 2. Modify their own Contact Information
Application-Specific Security Levels Assigned in the individual Application	**Permissions in SAGE:**
Application Administrator	All Application tasks *except*— 1. Initiate (unless AAO or Agency Administrator) 2. Submit (unless AAO or Agency Administrator)
Application Financial Officer	Develop and edit the Application Budget
Application Author	All Application tasks *except*— 1. Initiate 2. Delete 3. Submit
Application Form Writer	All Application tasks *except*— 1. Initiate 2. Delete 3. Submit 4. Budget
Application Viewer	View only
Grant-Specific Security Levels Assigned in the individual Grant	**Permissions in SAGE:**
Grant Administrator	All Grant tasks, including Submit
Grant Financial Officer	1. Initiate and edit a Grant Amendment 2. Initiate and edit a Grant Revision 3. Create, Change, Delete, Submit an FSR 4. Create, Change, Delete, Submit a Progress Report
Grant Report Writer	Progress Reports tasks, *except* Submit
Grant Viewer	View only

SAGE Glossary

Access Level	A user's functions and privileges for an Application or Grant. User access levels are assigned for each individual application or grant. When logged into SAGE, you can see your Access Level for the current SAGE functional screen at the top right of the page.
Advance	Advances are disbursements of funds from DCA to grantees for project costs—in "advance" of the expenses being incurred. An Advance usually represents a specific percentage of the total grant. DCA Grant Managers or grantees themselves submit Advance requests.
Agency	The generic term for or the name of an organization eligible to use SAGE – such as a municipality, developer, non-profit corporation, for-profit corporation, consultant, etc.
Agency Authorized Official	The SAGE term for an organization's highest ranking official. The Agency Authorized Official (AAO) is the only person who can register the agency in SAGE. The AAO then gives SAGE access to other people in the organization – making them SAGE Agency Contacts. An agency can have up to two Agency Authorized Officials.
Agency Contacts	The staff members of an organization who will be using SAGE – SAGE users.
Agency Information	The information stored in SAGE about an organization that is registered to use SAGE. Also called Agency Info, Applicant Information, Grantee Information.
Agency Information Update	Required information about an organization that must be submitted to DCA at the agency's initial SAGE registration and then annually.
Amendment	Changing one or several of the following in a grant agreement— • Term start and/or end date • Title and/or description • Objectives • Scope of services • Budget • Components • Service areas
Application Contacts	Agency Contacts who have been granted access to an application and can work on that specific application.
Application Manager	The DCA Grant Program staff member who is the applicant's first point of contact with DCA. The Application Manager can answer questions that will help the applicant provide appropriate information to complete the grant application correctly.

Application Status	Applications progress through multiple status steps before becoming executed grants, such as— • In process (Application initiated, being completed by the agency) • Cancelled • Submitted • In Staff Review • Modifications Required • Modifications Submitted
Attachments	Documents that must be submitted to DCA in addition to an electronic submission. Some attachments are signed paper documents, while others can be uploaded in digital format.
Availability Start	The **earliest** date that an Application for a specific RFP (Grant Program) may be initiated.
Availability Stop	The **last** date that an Application for a specific RFP (Grant Program) may be initiated.
Budget Category	
Budget Item	
Component	The project type. Components must be created and named before creating an application budget. Some grant programs allow multiple components to separate programs with several different sub-projects.
Consultants	Individuals and organizations that help agencies complete DCA grant applications and manage DCA grants. A consultant can be given SAGE access to the appropriate Application or Grant by the grantee's Application Administrator or Grant Administrator.
Dates	In SAGE, you must enter the year in four digits.
Deadline for Initiation	The **last** date that a grant application for a specific RFP (Grant Program) can be initiated.
Deadline for Submission	The **last** date that a grant application for a specific RFP (Grant Program) can be submitted to DCA.
Draw	Draws are specific percentages of a grant dispersed periodically to the grantee on a pre-determined timetable. An agency whose Grant Contract includes a Drawdown Schedule will use Draws to obtain grant funds from DCA. Currently, only Balanced Housing uses Draws.
Drop Menus	In the SAGE Application Menu, boxes that "drop down" when you hover your mouse over the Application Menu button to allow you to select application forms at random, instead of working through them sequentially or choosing them from the list. This feature can be disabled (turned off) by the individual user.
Due Date	Applications for a grant must be submitted by the due date to be accepted by DCA.

Expense Report	An Expense Report is used to— • Document project expenditures • Request reimbursement of expended Grant funds • Report "match" funds (from other sources) that have been expended on a project
Financial Status Report	"FSRs" – Fiscal reports that document expended grant funds and/or request disbursement of grant funds. FSR types are: Advances, Expense Reports, and Draws.
FSR	Financial Status Report – the method used to record expenses and/or request payments.
Grant Amendment Executed	After a grant amendment is approved by DCA, it is in the status of "executed" – and the amendment terms supersede the original grant agreement. The grantee can submit reports, a revision, or another amendment.
Grant Component	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.
Grant Contacts	Agency Contacts (SAGE users) who have been granted access and can work on a specific grant.
Grant End Date	The **last** date that a grantee can begin performing grant program activities (for a specific RFP) and incur expenses.
Grant Executed	After a grant application is approved by DCA and funds have been appropriated, it is in the status of "executed" – and the grantee can begin drawing down funds.
Grant Manager	The DCA Grant Program staff member who is the applicant's first point of contact with DCA. The Grant Manager can answer questions that will help the agency manage their grant—submit reports, payment requests, amendments, and/or revisions.
Grant Revision Executed	After a grant revision is approved by DCA, it is in the status of "executed" – and the revised terms supersede the original grant agreement. The grantee can submit reports, another revision, or an amendment.
Grant Start Date	The **earliest** date that a grantee can begin performing grant program activities (for a specific RFP) and incur expenses.

Grant Status	Grants are assigned multiple status steps during their terms, such as—
	• Grant Executed
	• In Revision (Revision initiated, being completed by the agency)
	• Revision Review Required
	• Revision Modifications Required
	• Revision Executed
	• In Amendment (Amendment initiated, being completed by the agency)
	• Amendment Review Required
	• Amendment Modifications Required
	• Amendment Executed
	• Grant Closed
Grant Term	The span of time when a grantee performs grant activities (for a specific RFP) and incurs expenses.
Help Desk	DCA technical staff with advanced knowledge of SAGE and various computer systems.
Modifications Required	Notification from DCA that the agency must make changes, corrections, deletions, or additions to an electronic submission before it can be accepted and processed.
Objective	A Grant Objective is a discrete and quantifiable unit that must be achieved in order to accomplish the goal of a program or project.
Official Agency	The generic term for or the name of an organization eligible to use SAGE – such as a municipality, developer, non-profit corporation, for-profit corporation, consultant, etc.
Other Funds	Funds from sources other than DCA, including funds from other State agencies
Password	Every SAGE user has a Password, assigned by the SAGE system when the person is added to his or her agency's contact list. The initial Password is a combination of letters and numbers, randomly assigned by SAGE. Users may change their own passwords to enhance security and make them easier to remember.
Payee Reference	Used in FSRs. Grantees enter information in the Payee Reference field to help their accounting departments correctly apply payments from DCA. Whatever the grantee enters in the Payee Reference field will be included in the remittance advice of the DCA payment.
Payment Voucher	When requesting disbursement of grant funds from DCA, you must submit a signed voucher, which can be generated and printed from the FSR.

PDF	Portable Document Format – a secure file type used by Adobe Acrobat. SAGE uses this format to produce documents such as application forms, payment vouchers, etc. Grantees must have Adobe Acrobat Reader installed on their computers.
Portal	The "door" that gets you into SAGE – the URL that displays the SAGE login screen
Program	SAGE calls a Program an RFP – Request for Proposal. An RFP is a specific amount of New Jersey funds reserved for a particular public interest endeavor. The project financed by a grant may also be called a Program.
Program Component	The project objective that is the foundation for the project budget. 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 budget expenses, such as Program vs. Administration or sub-grantee programs.
Program Manager	The DCA Program Administrator who oversees the entire Grant Program (RFP Program) and supervises the Application Managers and Grant Managers.
Progress Report	Monitoring Reports – information submitted periodically to DCA during the grant term by grantees describing the progress of the project that the grant is funding.
Requested Funds	DCA funds requested by the grantee for a budget or expense item.
Revision	Changing the grant term end date and/or budget appropriations (keeping the *total budget* amount *unchanged*).
RFP	Request for Proposal – a specific amount of New Jersey funds reserved for a particular public interest endeavor. Previously, some DCA programs and grantees called a grant application an RFP.
Scope of Services	What will be accomplished if a grant is awarded, including who will be responsible, what tasks will be performed, and when the program or project will be complete.
Security Level	SAGE has three types of security levels—System (or Agency), Application, and Grant. System security levels allow users to perform specific tasks for DCA or for the Agency overall. Application and Grant Security Levels (also called Access Levels) allow users to work on specific Applications or Grants with defined functions and authorities.
Service Area	The Target Area (geographic region) served by an Agency or served by a specific Agency Project – the entire state of New Jersey, one or several counties, and/or one or several municipalities.
State Funds	Grant funds from DCA
Tree	In SAGE, the structure used to display hyperlinks to tasks, forms, etc. – items on the tree "branch out" from a primary line.

Username	Every SAGE user has a Username – usually his or her first initial and last name (no spaces). Duplicate Usernames are followed by a numeral. Usernames are assigned by the SAGE system when a person is added to an agency's contact list. Only a DCA SAGE system administrator can change a Username.
View PDF	A button available on some SAGE screens that provides a printer-friendly version of the current form. In an FSR, "View PDF" creates a printable Voucher.
Voucher	When requesting disbursement of grant funds from DCA, you must submit a signed voucher, which can be generated and printed from the FSR.