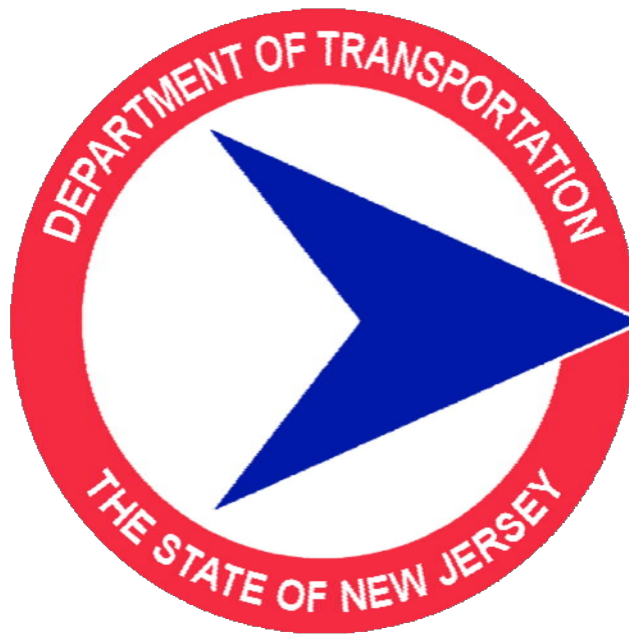


New Jersey Department of Transportation  
Division of Multimodal Services  
Bureau of Multimodal Grants and Programs



Applicant User Guide  
Version 1.0  
NJDOT SAGE System

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## **1. Introduction**

This user guide is to assist applicants with the use of the NJDOT SAGE Multimodal Grants and Programs application, including technical requirements, user assignment, application initiation, and application submission.

## 2. System Requirements

NJDOT SAGE was designed so that the vast majority of computer users will be able to use the system with little or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that should be already present on most machines.

NJDOT SAGE system requirements listed below can also be viewed on the system itself by clicking the "review the system requirements" link from the system homepage.

### 2.a. Operating System

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

### 2.b. World Wide Web Connection

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

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

### 2.c. Web Browser

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

### 2.d. Adobe Acrobat Reader

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

## 3. NJDOT SAGE System Homepage

To access NJDOT SAGE, type <https://njsage.intelligrants.com/> into the address bar of your web browser and hit "Enter".

The page you see should look like the image shown below.



### 3.a. Browser Configuration

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

#### 3.a.1 Internet Explorer

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

- 1) Click "Tools"
- 2) Click "Internet Options"
- 3) Click the "Security" tab
- 4) Click "Trusted Sites"
- 5) Click the "Sites" button
- 6) In the "Add this Web site to the zone:" textbox type "<https://njsage.intelligrants.com/>" and then click the "Add" button
- 7) Click the "OK" button, and then click the "OK" button again

## 4. Gaining access to NJDOT SAGE

In order to use the system you must first be granted access to it. If you are a member of an Applicant Organization that is not a County or Municipality you must do the following to gain access to NJDOT SAGE:

- Request access to the system and get approved by a NJDOT SAGE system administrator.

This process is described below.

**\*\*Members of Counties or Municipalities please skip ahead to section 4.c.\*\***

### 4.a. Gaining access through the State's system administrator (all users except Counties and Municipalities)

The first time that a user comes to NJDOT SAGE, they must create a new user account. To create a new user account:

- 1) From the NJDOT SAGE homepage click the "New User?" link located in the "Login" section.
- 2) Complete the user form in its entirety.
  - a) Fill in all information as required. All items marked with an '\*' are required to create your account.
  - b) The 'Username' field must consist of all letters and numbers.
  - c) The 'Password' field must consist of all letters and numbers and must be at least 7 characters long.
  - d) The fields 'Password' and 'Confirm Password' must be the same.
  - e) The Person who is to be the Authorized Official for the Organization completes the page, including Organization and title. **If Organization and Title is not included it will delay the process.**
- 3) Click "Save" to save the data.



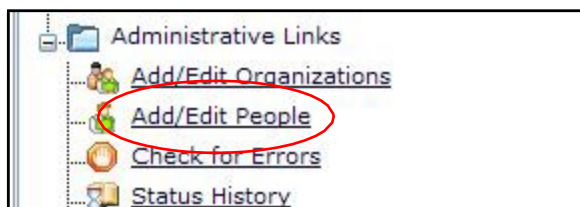
Having saved your contact information, your account must then be approved by an administrator before you can access the system. If you attempt to access the system prior to getting approved/validated by a system administrator you will receive the following message:

**Your account has not been validated yet.**

When access has been granted to you by a system administrator you will receive an email message confirming that your account has been validated.

## 4.b. Assigning Consultants

- 1) If a person is an employee of a consulting firm, working on behalf of the applicant, and that firm has not enrolled in the DOT SAGE system, the firm must become enrolled using the Login Page New User selection within DOT SAGE. The person enrolling the firm and obtaining the initial Login Identification for the firm must be senior/executive management with authority to represent the firm, and manage staff. That person will be assigned as the Authorized Official.
- 2) The consultant's ID must then be verified by an administrator in NJ DOT SAGE as described in section 4.a.
- 3) After the Consulting Firm staff has been added and verified (as described in section 1.a.), the Consulting firm needs to notify the grant applicant that the staff person is available for project activity.
- 4) An Application must be initiated prior to assigning a consultant to assist the applicant agency/organization. This can be accomplished by clicking "create new" under the specific program. The applicant Agency Administrator or Authorized Official can then attach the consultant to the application by clicking the "Add/Edit People" link under the Management Activities section of the application.



Search for the name of the consultant and add them as an Agency Staff member. Make sure you place a check in the box next to their name, give them the Agency Staff role, and an Access Date.


 A screenshot of the 'ADD/EDIT PEOPLE' form. At the top, there's a search bar with 'jones' entered and a 'SEARCH' button. Below the search bar is a table with the following columns: 'Name', 'Role', 'Assigned By', and 'Access Dates'. The first row of the table shows 'Jones, Jake' with a checked checkbox in the first column, 'Agency Staff' in the 'Role' column, and '1/1/2008' in the 'Access Dates' column.

## 4.c. Gaining access through the State's System Administrator (Counties & Municipalities)

If you are a member of a County or Municipality you must request access to NJDOT SAGE differently than members of all other organizations do. Rather than submitting your request for access to NJDOT SAGE you are going to need to submit your request to the NJDCA SAGE. The URL for NJDCA SAGE is <https://njdcasage.state.nj.us/portal.asp>.

The first step in adding a new user through NJDCA SAGE is navigating to the DCA SAGE homepage. Once again, the URL for DCA SAGE is located at this address, <https://njdcasage.state.nj.us/portal.asp>. After typing this URL into your address bar and clicking go, you should see the page shown below.


Welcome to



SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY

Welcome to the State of New Jersey Department of Community Affairs grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Go to the DCA home page](#)
- [View Training Videos](#)
- [Download The DCA SAGE User Manual \(PDF\)](#)

 Downloads

[Internet Explorer](#)

[Adobe Acrobat Reader](#)

**Login**

Username:

Password:

[Forgot Your Password?](#)

[Request SAGE Access](#)

**If you have installed a pop up blocker, it MUST BE DISABLED before entering the SAGE system.**

This is the DCA's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use DCA SAGE, please contact your Agency Authorized Official who can give you access. If your agency is not registered with DCA SAGE, please have your Agency Authorized Official [Request SAGE Access](#). For DCA SAGE site technical assistance, please contact the DCA SAGE help desk at [helpdesk@dca.state.nj.us](mailto:helpdesk@dca.state.nj.us) or (609) 292-8134. Thank you.

Powered by [IntelliGrants](#)

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1) Once you have made your way to this page, the next step is to click on the "Request SAGE Access" link.

You should then be taken to the page shown below.



Registration Information		Save	Cancel
Salutation	<input type="text"/>		
First Name	<input type="text"/>	*	
Middle Name	<input type="text"/>		
Last Name	<input type="text"/>	*	
Email	<input type="text"/>	*	
Title (Must be Executive Director, Mayor or Chief Operating Officer)	<input type="text"/>	*	
Agency Name	<input type="text"/>	*	
Agency Vendor Number	<input type="text"/>		
Agency Address Street	<input type="text"/>	*	
Agency Address continued	<input type="text"/>		
Agency Address continued	<input type="text"/>		
Agency City	<input type="text"/>	*	
Agency State	NJ <input type="text"/>	*	
Agency Zip Code	<input type="text"/>	*	
Agency County (Location)	<input type="text"/>		
Agency Municipality (Location)	<input type="text"/>		
Agency Phone	<input type="text"/>	*	
Agency Phone Extension	<input type="text"/>		
Agency Fax	<input type="text"/>		
Initial Agency Type	<input type="text"/>	*	
Federal Employer I.D. Number:	<input type="text"/>	*	
Access Requested for RFP/Program	<input type="text"/>	*	
Date Created			

\* = Required Field    Save    Cancel

2) You should begin filling out all the information. All items marked with an '\*' are required to create your account.

Having saved your contact information, your account must then be approved by an administrator before you can access the system.

When access has been granted to you by a system administrator you will receive an email message confirming that your account has been validated. You now have access to NJDOT SAGE and NJDCA SAGE.

#### 4.d. Gaining access through another in your applicant organization (Counties & Municipalities)

The second way in which you can get access to the NJDOT SAGE is by having an Authorized Official from your organization add you to the system. The Agency Administrator will not be allowed to perform this task.

- 1) Your organization's Authorized Official will need to log into NJDCA SAGE and click on the Agency Information link at the top of the page.
- 2) The Authorized Official will then need to scroll down the page until they see the Agency Contacts section of the Agency Information Page.
- 3) The Authorized Official should see a list of people under the Agency Information section that are currently added to NJDCA SAGE for this Organization.



## 5. Applicant user types

There are three security roles for **applicant's** use in NJDOT SAGE: Authorized Officials, Agency Administrator, and Agency Staff. These roles have different security access to work on the applications. Once the Authorized Officials are identified and their new user accounts created, the Authorized Officials will select and enter their own organization's staff names to access NJDOT SAGE. The organization's staff entered by the Authorized Officials will be assigned to either the Agency Administrator or Agency Staff security level role. Each security role is summarized below:

**NOTE: Authorized Officials are responsible for managing their staff in NJDOT SAGE. See section 4 for more information.**

Authorized Officials and Agency Administrators will be able to:

- Edit and delete user account information for Agency Staff
- Initiate available grants and apply for grant applications
- Enter, update and delete information on applications
- Download and attach files to the applications
- Cancel an entire application before submission
- Submit applications, for the various applications available to NJDOT SAGE, with printable access to agreement to terms and conditions
- Modify applications with status of Modifications Required
- Check on the status of each application

Agency Staff will be able to:

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

Agency Staff may be internal staff or outside consultants, chosen at the discretion of each applicant.

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


## 6. Keeping contact information current

In order to receive continued funding or to enter into new grant agreements, it is important that your contact information be as up-to-date as possible. By keeping your user record and organization record current with all of the latest changes, NJDOT SAGE staff will be able to contact you appropriately when the need arises.

If you are a member of a county or municipality then you must update your contact information in the New Jersey Department of Community Affairs (NJDCA) SAGE system. You may access this site here: <https://njdcasage.state.nj.us/>

Click on the "View/Edit My Information" link on your main menu.



	<b>MY INFORMATION</b>
<b>Name</b>	Michelle Balyeat
<b>Title</b>	Authorized Official
<b>Address</b>	1234 Main Street Atlantic City, New Jersey 02154
<b>Phone Number</b>	(111) 111-1111
<b>Email Address</b>	mbalyeat@agatesoftware.com
<b>Username</b>	balyeatao
<a href="#">View/Edit My Information</a>	
<a href="#">View/Edit My Dashboard</a>	

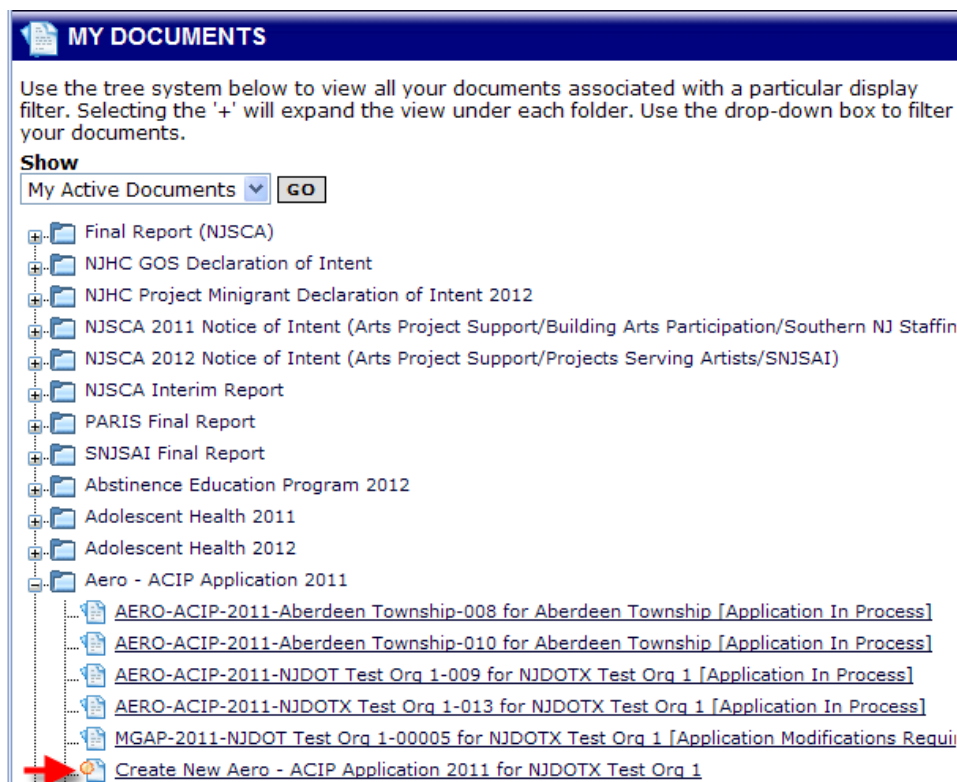
- 1) You will then be brought to the Edit Your Contact Information page. To change your personal information, click "Edit."
- 2) Update the form accordingly and click the "Save" button.

## 7. Initiate an Application

The Authorized Official and Agency Administrator are the two applicant security roles who may initiate applications. After the application is initiated, the work may be turned over to Agency Staff at the discretion of each applicant. In order to create an application, please follow these steps:

- 1) From the Main Menu, look at the "My Documents" section. This section will show you all of the applications where you have existing applications in the system, or where you may apply for a new grant application.

For those applications where you can apply for a new application you will see a "Create New" link. Click the "Create New" link.



- 2) A confirmation page will appear asking for confirmation. You must read the Terms and Conditions and by clicking the "I Agree" button you accept those conditions. An application will be created and you will be taken to the "Application Menu" to initiate the application.

The screenshot shows the NJDOT SAGE System for Administering Grants Electronically confirmation page. At the top, there is a header with the State of New Jersey logo and the text "SAGE System for Administering Grants Electronically". In the top right corner, it says "User: Brad Jersey Logout". The main content area contains the following text:

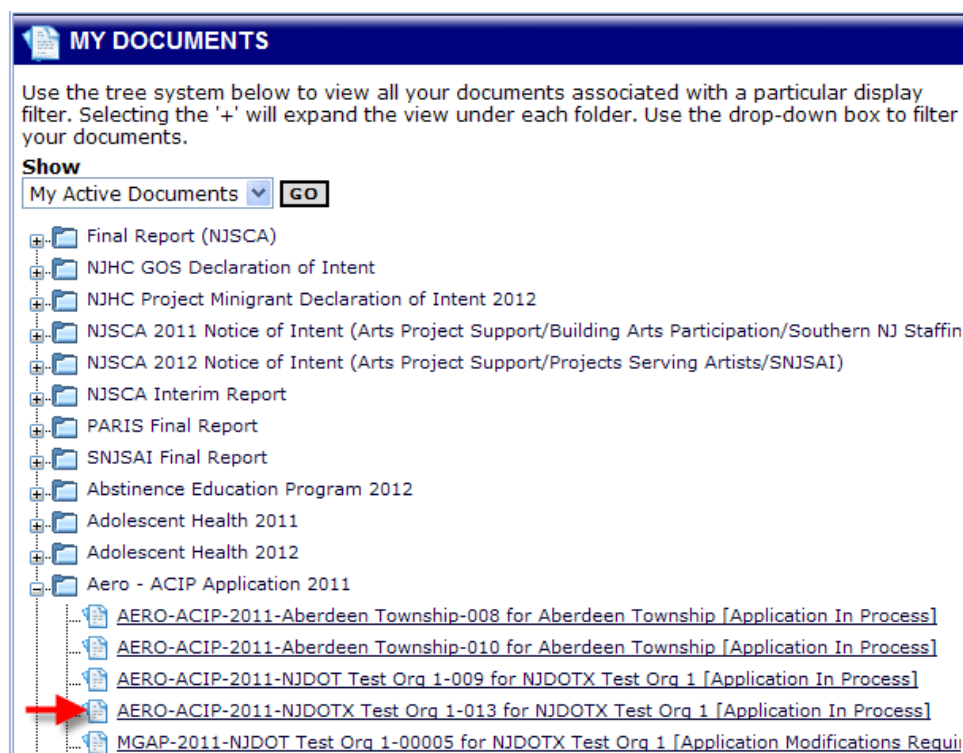
Thank you for your interest in the Aeronautics - ACIP Grant Program.

By clicking "I agree" below, you agree to comply with the [Terms and Conditions](#) (pdf 22k). You further agree to abide by the laws, rules, procedures, standards, requirements or other conditions the New Jersey Department of Transportation N.J.S.A. 6:1-89 et seq and [N.J.A.C. 16:56-1.1](#) et seq with the grant.

Please be aware that only two applications per organization will be accepted for this program.

At the bottom, there are two buttons: "I AGREE" and "I DO NOT AGREE". The footer contains the text "Powered by IntelliGrants" and "© Copyright 2000-2007 Agate Software, Inc."

Following the creation of an application, a new link (application in process) for that program will be on the Main Menu along with all of the applications created within the organization. The link to the application will appear in the "My Documents" section under the name of the grant application. When logging back into NJDOT SAGE, click this link to return to the application.

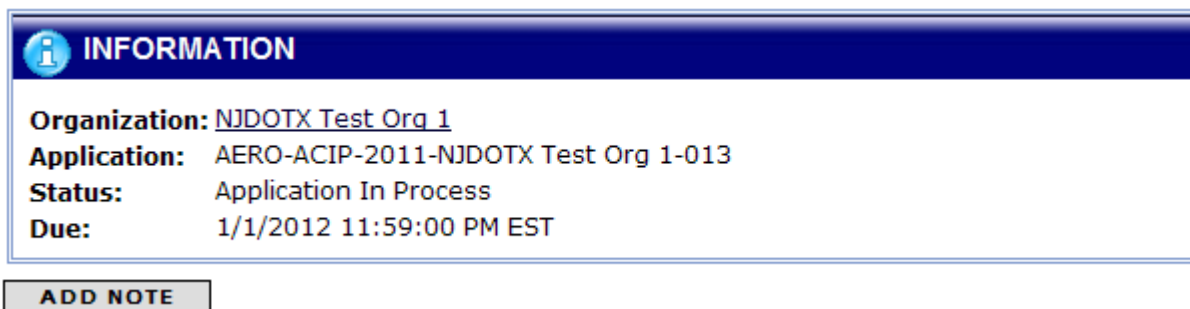


## 8. The Application Menu

The Application Menu is organized into various sections that help to organize the application tasks and information. These sections are described below.

### 8.a. Information Section

The information in this section contains important information about the application such as the organization that initiated the application, the application identifier, the due date and the current status. This section also includes the “Add Note” button allowing for application notes to be added to the application.



The screenshot shows a web interface for the 'INFORMATION' section. It has a dark blue header with a white information icon and the word 'INFORMATION' in white. Below the header, the following details are listed: 'Organization: NJDOTX Test Org 1' (with a link), 'Application: AERO-ACIP-2011-NJDOTX Test Org 1-013', 'Status: Application In Process', and 'Due: 1/1/2012 11:59:00 PM EST'. At the bottom left of the section is a button labeled 'ADD NOTE'.

<b>Organization:</b>	<a href="#">NJDOTX Test Org 1</a>
<b>Application:</b>	AERO-ACIP-2011-NJDOTX Test Org 1-013
<b>Status:</b>	Application In Process
<b>Due:</b>	1/1/2012 11:59:00 PM EST

**ADD NOTE**

### 8.b. Status Management Section

The Status Management section allows an Authorized Official/Agency Administrator the ability to push the application to the next status level.



The screenshot shows a web interface for the 'STATUS MANAGEMENT' section. It has a dark blue header with a small icon and the words 'STATUS MANAGEMENT' in white. Below the header, it says 'Next Possible Statuses:' followed by a dropdown menu currently showing 'Application Submitted'. Below the dropdown is a button labeled 'CHANGE STATUS'.

**Next Possible Statuses:**

Application Submitted ▼

**CHANGE STATUS**



## S.c. Management Activities Section

The Management Activities section allows an Authorized Official/Agency Administrator certain administrative responsibilities such as the ability to add/edit organization and people from the application and view the status history of the application.

MANAGEMENT ACTIVITIES

- Manual
  - [NJDOT Applicant User Manual](#)
- Training Videos
  - [NJDOT - Gaining Access & Adding Users](#)
  - [NJDOT - Application Submission](#)
- Administrative Links
  - [Add/Edit Organizations](#)
  - [Add/Edit People](#)
  - [Click for Error...](#)
  - [Status History](#)
  - [Date Modification Request](#)
  - [Account Transactions](#)
  - [View Modification History](#)
  - [Document Availability](#)
  - [Manage Review Process](#)
  - [View Full PDF](#)

## B.d. Forms Section

The Forms section is where the vast majority of the work in an application is completed. This section contains all of the forms that need to be completed prior to the application being submitted. To edit application forms simply click the name of the form.

FORMS

B.:J Aeronautics Application Forms

- L.Applicant Information
  - !...Applicable Organization and Personnel Information
- !...Project Description
- L.Property Information
  - !...Required Exhibits
- L.Airport Aid Assurances
  - !...Project Location
  - !...Block Number
  - Additional Site Locations
  - !...Total Estimated Cost of Improvement
  - Miscellaneous Attachments
- !...Applicant Submission Certification

## 9. Assigning users to an Application

The Authorized Official has administrative rights to add Agency Administrator or Agency Staff to applications. The Agency Administrator can also add Agency Staff. Users with the Agency Staff security role can assist the Authorized Official/Agency Administrator with completing the forms in the application. Any Agency Administrator or Authorized Official that is a member of the organization that is applying for a NJDOT SAGE grant will automatically be added to that application when the application is first created. Any Authorized Official, Agency Administrator, or Agency Staff member who is added to the application will also be automatically added to all corresponding sub-documents (i.e. Progress Reports, Payment Vouchers, etc.) when each is created. New users to NJDOT SAGE will not be automatically added to existing applications once created. Any user may be added to the application throughout the entire application completion process.

### 9.a. Assign User Access to Application

- 1) To add Agency Staff to an application, the Authorized Official/Agency Administrator clicks on the application of choice in the "My Documents" Section on the Main Menu.
- 2) Under "Management Activities" choose the Add/Edit People link.
- 3) Type in the name of the individual in the search criteria box and click the "Search" button.
- 4) From the search results, select the person, give him/her a security role (Agency Staff) and fill in the access date you would like this individual to access the application.

<input type="checkbox"/>	Name	Role	Assigned By	Access Dates	System Person Active Dates
<input checked="" type="checkbox"/>	Tkaczyk, Joshua	Agency Staff		08/01/2011 -	9/2/2005-

### 9.b. Remove User Access to Application

There are two ways to remove a user's access to an application. To remove a user's access to an application, on the application menu choose the "Add/Edit People" link on the Application under Management Activities and:

- 1) Edit the access start and/or end date for the user.

Or

- 2) For the desired user, in the "Selected" column, disable (uncheck) and save the page. The user will be removed from the page.

ADD/EDIT PEOPLE

Person Search:  SEARCH

<input type="radio"/> Name	<input type="radio"/> Role	<input type="radio"/> Assigned By	<input type="radio"/> Access Dates	<input type="radio"/> System Person Active Dates
<input type="radio"/> Post236345, Joel	Agency Administrator	<input checked="" type="radio"/> System, Grant	13/23/2011	1/13/2011-
<input type="radio"/> Balyeat, Michelle	Authorized Official	<input checked="" type="radio"/> System, Grant	13/23/2011	2/20/2008-
<input type="radio"/> Jackson, Jim	Authorized Official	<input checked="" type="radio"/> System, Grant	13/23/2011	1/11/2008-
<input type="radio"/> Jersey, Brad	Authorized Official	<input checked="" type="radio"/> System, Grant	13/23/2011	10/19/2010-
<input type="radio"/> Morris, trenton	Authorized Official	<input checked="" type="radio"/> System, Grant	13/23/2011	10/7/2009-
<input type="radio"/> Morris, trenton	Authorized Official	<input checked="" type="radio"/> System, Grant	13/23/2011	10/7/2009-
<input type="radio"/> Jones, Adam		<input checked="" type="radio"/> System, Grant	13/23/2011	2/26/2009-
<input type="radio"/> Reviewer, OHSS		<input checked="" type="radio"/> System, Grant	13/23/2011	4/1/2011-

SAVE

## 10. Application form completion

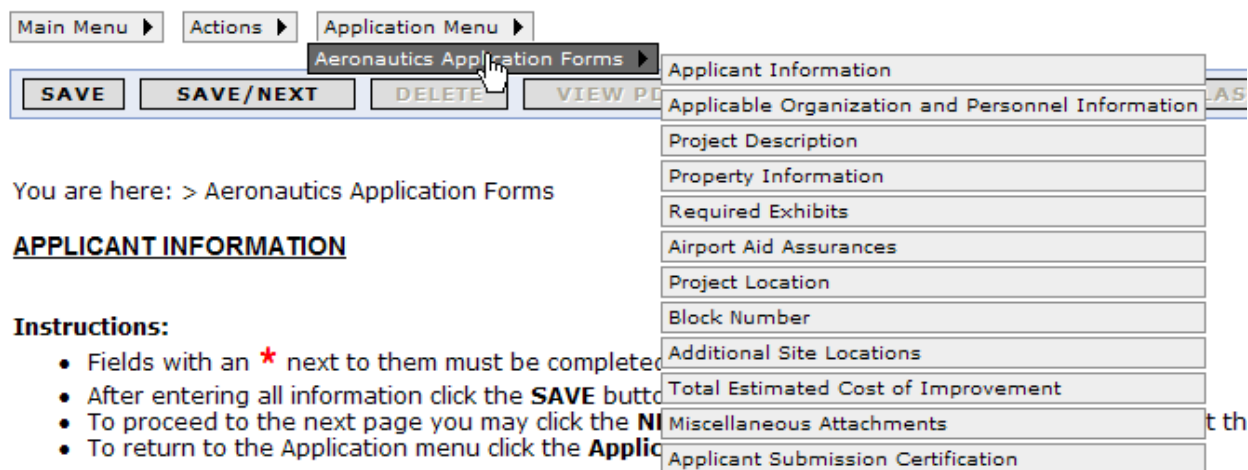
The various pages in the forms section of your application must be completed before it can be submitted. The following sections will lead you through the steps necessary for accomplishing that goal.

For information about eligible projects, please go to <http://www.state.nj.us/transportation/airwater/multimodal/>.

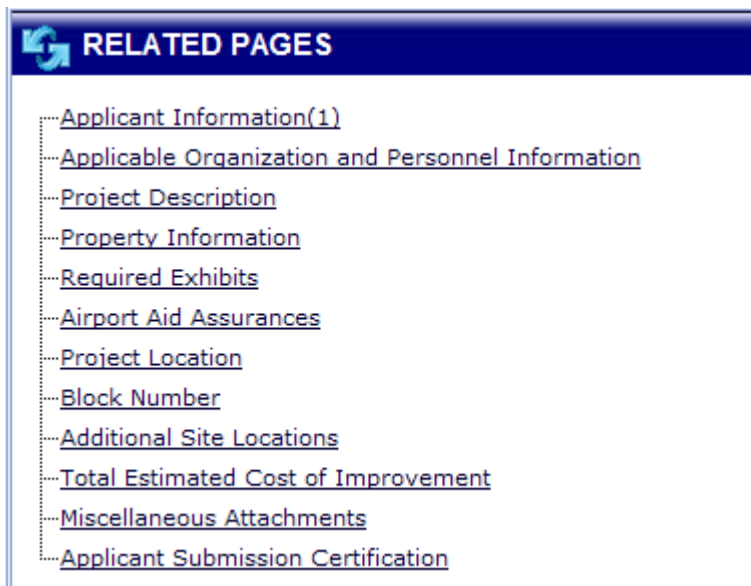
### Forms Navigation

There are three basic methods for navigating through the forms of your application. You may either use the Menu at the top of any page within the application, the treeview on the Application Menu, or you may use the links listed in the Related Pages section.

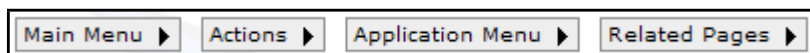
The image shown below is the Menu bar from within an application page with the "Grant Application Forms" link highlighted by the cursor. To return to the Main Menu from this menu simply click the "Main Menu" link to the far left. To select a particular form in the application, hover over the "Application Menu," then the section of the link you want to access, and then click the link.



Some pages will have related information. Once you save information from a link located in the “Forms” section, you will receive a treeview of the related pages near the bottom of the page. To access one of these pages, simply click the available link.

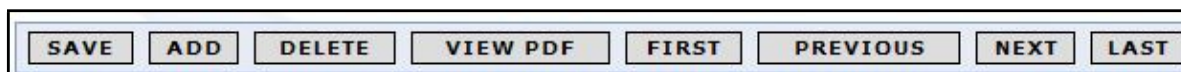


You can also access these pages using the Related Pages menu located at the top of the page.



There are also “Next” and “Previous” buttons available on the navigation menu. You may choose to use these buttons to proceed to the next page or retreat to the previous page throughout the application’s pages. There are also “First” and “Last” buttons that will take you to the first and last pages on the application menu.

**NOTE: You must click the SAVE button to save any changes to the form before navigating away.**



The treeview on the Application menu is another way to navigate to each of the forms in the application. You may return to the application menu after completing each page and then click on the next page.

**FORMS**

- Aeronautics Application Forms
  - Applicant Information (1)**
    - [Applicable Organization and Personnel Information](#)
    - [Project Description](#)
    - [Property Information](#)
    - [Required Exhibits](#)
    - [Airport Aid Assurances](#)
    - [Project Location](#)
    - [Block Number](#)
    - [Additional Site Locations](#)
    - [Total Estimated Cost of Improvement](#)
    - [Miscellaneous Attachments](#)
    - [Applicant Submission Certification](#)

## 10.a. Form Completion

When filling out an application form it is suggested that you first complete all of those fields for which you have information. Not everyone in each organization will have all of the information necessary to complete each form. Complete as much of it as you can and then click the "Save" button. Fields followed by red asterisks are required fields.

**Applicant's VENDOR ID Number:**

Vendor Address: 123456789-01

If you do not have a Vendor ID, you must apply for one. Form W-9/Vendor Questionnaire is available at <http://www.nj.gov/treasury/omb/forms/pdf/W9.pdf>. Funds cannot be disbursed unless a Vendor ID No. is on file with the State Treasury Accounting System.

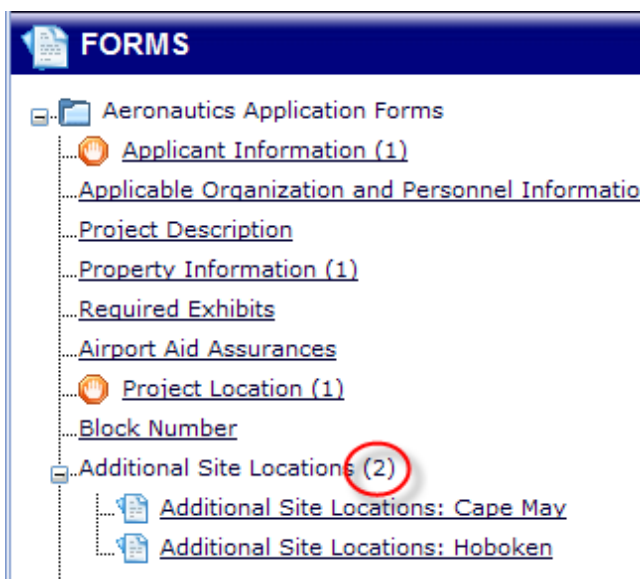
	Prefix	First	Middle	Last	Suffix
Authorized Person:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>				
Physical Address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text" value="New Jersey"/>	Zip:	<input type="text"/>
P.O. Box:	<input type="text"/>				
P.O. Box City:	<input type="text"/>	P.O. Box State:	<input type="text" value="New Jersey"/>	P.O. Box Zip:	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>	Cell:	<input type="text"/>
Website:	<input type="text"/>				
Email:	<input type="text"/>				

In the creation of some forms the “Add” button is used to create additional forms. Any form that has an “Add” button allows you to have multiple instances of that form. The following picture shows the available “Add” button on a page where multiple instances of that page can be created.



When multiple pages have been created for a particular form, you can navigate between them. A dropdown will appear on the far right of the button toolbar.

When additional pages have been created, a number in parentheses will appear after the link to indicate the number of pages connected with the particular link.





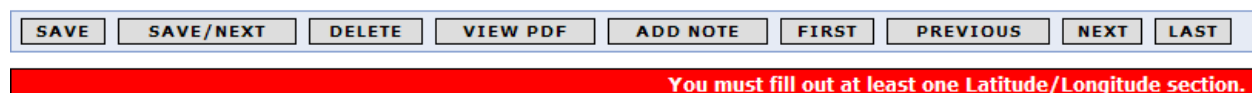
## 10.b. Automatic Calculations

When possible, NJDOT SAGE will automatically calculate totals for you. Remember to click the form's "Save" button in order to perform the form calculations.

<b>TOTAL ESTIMATED COST OF IMPROVEMENT</b>	
<b>Instructions:</b>	
<ul style="list-style-type: none"> <li>• Please complete this page, then click the <b>SAVE</b> button.</li> <li>• Fields with an * next to them must be completed.</li> <li>• All calculations will be done after you click the <b>SAVE</b> button.</li> <li>• In order to delete a saved attachment, check the box next to <b>DELETE</b>, and click save.</li> <li>• After completing and saving this page, click on a related page or click <b>NEXT</b> to complete the related pages in the sequence.</li> </ul>	
<b>Select the Type of Grant:</b>	State Grant *
Attach a copy of your application to FAA:	<input type="checkbox"/> <b>El FAA Grant Requested</b> <input type="button" value="Browse..."/> <b>IPDF ONLY</b>
Upload copy of FAA Grant Award Letter:	<input type="checkbox"/> <b>El FAA Grant Awarded</b> <input type="button" value="Browse..."/> <b>IPDF ONLY</b>
<b>REQUESTED PARTICIPATING COSTS:</b>	
Construction Cost Estimate:	\$500,000.00 *
Sum of Construction Engineering, Construction Inspection, and Materials Testing Estimate if requesting: (may be up to 15% of the final allowable construction cost maximum)	\$10,000.00
Other Requested Participating Cost Estimate:	\$200.00
Total Requested Participating Cost Estimate:	\$510,200.00 1
<b>NON-CONSTRUCTION COSTS:</b>	
Design Cost:	\$30,000.00
Utility Relocation Cost:	\$4000.00
Permitting Fees Cost:	\$500.00
ROW Acquisition Cost:	\$6,000.00
Total Non-Construction Cost:	\$40,500.00 1
<b>Total Cost Estimate:</b>	1 \$550,700.00 1
<b>Total Maximum Eligible Amount:</b>	1 \$484,690.00 1
<b>Total Requested Amount:</b>	\$400,000.00 *

## 10.c. Error Messages

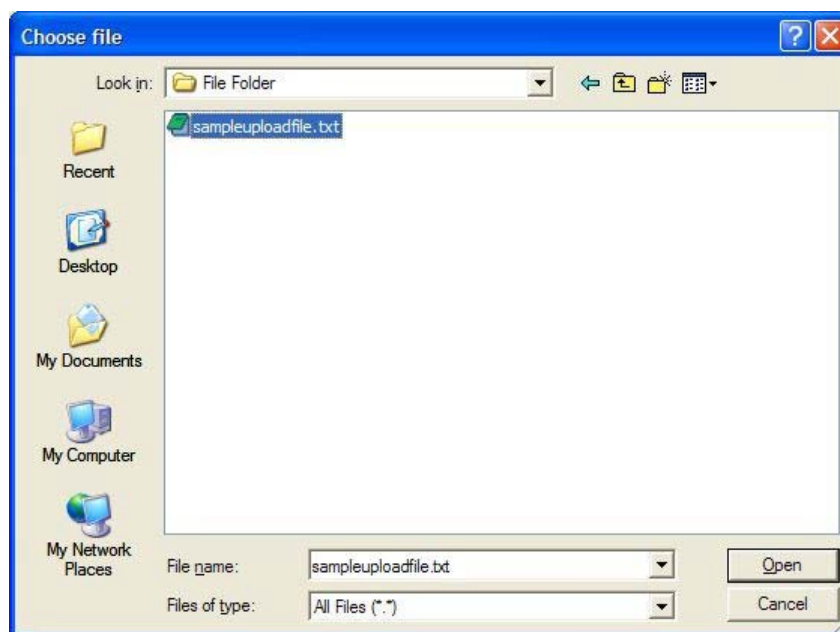
If any information is not completed within an application form in its entirety or there are mistakes, an error message will be displayed in red across the top of the page. During form completion it is not necessary to correct form errors right away. You may return to the form and fix errors at any time. NJDOT SAGE will require that all errors be fixed before the application can be submitted. See the example below.



## 10.d. Uploads & Attachments

For some pages, form fields are not enough to capture the type of information that may be required. In those situations, a file upload field may be provided to allow you to upload a file instead. Files of the following types are allowed as uploads; bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, and xls. However, occasionally the file to be uploaded may be restricted to a specific file type. To upload a file, click the “Browse” button.

Browse to the folder that contains the file you would like to upload and either double-click the file or click the file and then click the “Open” button.



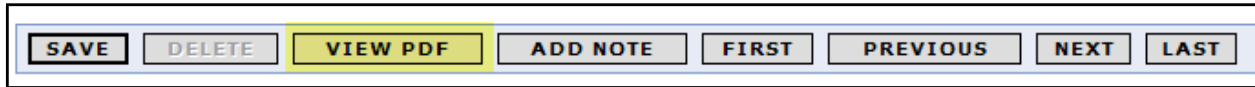
After the page reloads, you must then click the page “Save” button to save the uploaded file.

If you require assistance in scanning documents to allow for upload please contact your NJDOT SAGE staff.

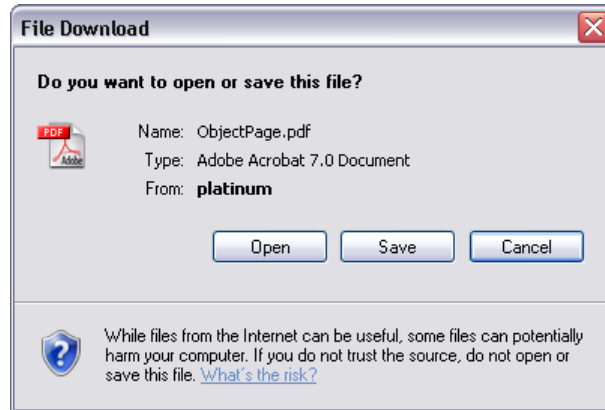
## 10.e. View PDF

In many pages a “View PDF” button will be available that will automatically create a PDF for you with the data that you provided for each form. These dynamic PDF’s can be printed, or

saved to your computer for reference. It is a good practice to review the PDF files for accuracy prior to submitting the application electronically.



Click on the “View PDF” button, click the “Open” button and the PDF will become viewable.



## 10.a. Cut and Paste

Applicants should be cautious while utilizing the cut and paste function of most word processing programs to transfer text into narrative boxes within the NJDOT SAGE application. NJDOT SAGE will not recognize certain formatting, including tables, graphs, photographs, bullets, and certain tabs. Applicants must also be aware of the character limits of each text box, as attempting to cut and paste text that is larger than the allotted amount of space will yield an error. The character limit may be found at the bottom left of each text box. Applicants may want to first cut and paste text into any standard “notepad” (or equivalent) application, which will have formatting similar to NJDOT SAGE.

## 11. Submitting your Application

The Authorized Official and Agency Administrator security roles are the only roles authorized to submit your Application. When the application is believed to be complete and no more changes are required, the Authorized Official or Agency Administrator can choose to submit.

**It is important to note that once an application is submitted it will enter into a read-only status and cannot be changed!**

To submit, the Authorized Official/Agency Administrator must choose the 'Application Submitted' status in the Status Management section on the application menu and then click the "Change Status" button. If any errors exist in the application they will appear at that time and must be fixed before it can be submitted. If no errors exist, the Authorized Official/Agency Administrator will be prompted to confirm his or her decision.



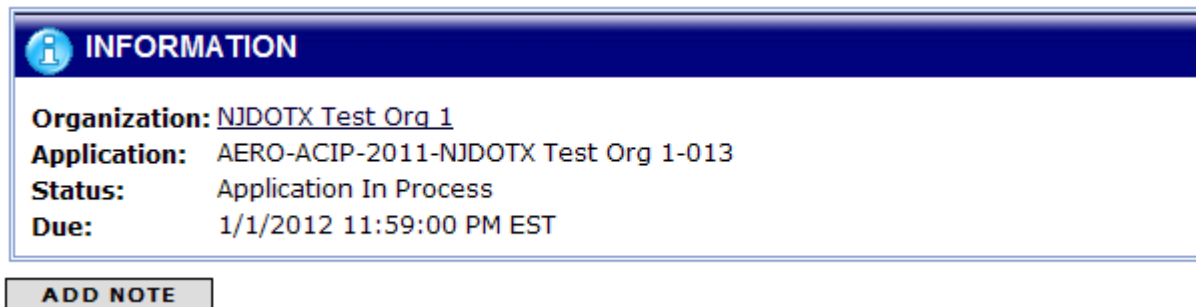
The screenshot shows a web interface titled "STATUS MANAGEMENT" with a blue header bar. Below the header, there is a section labeled "Next Possible Statuses:". Under this label, there is a dropdown menu currently displaying "Application Submitted" with a small blue arrow icon to its right. Below the dropdown menu is a rectangular button labeled "CHANGE STATUS".

## 12. Notes

NJDOT SAGE allows for applications to have notes attached to them. These notes may be used to communicate to other organization staff members or to NJDOT SAGE staff who are assigned to the application. Notes may be added on the main menu or on specific forms. The example below displays the Notes feature from the application menu.

### 12.a. Adding and Editing Notes

- 1) Click on the "Show Notes" button.

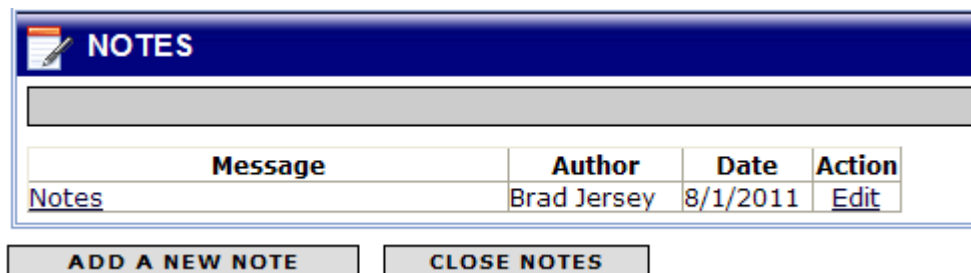


The screenshot shows a window titled "INFORMATION" with a blue header bar. Below the header, the following details are listed:

- Organization:** [NJDOTX Test Org 1](#)
- Application:** AERO-ACIP-2011-NJDOTX Test Org 1-013
- Status:** Application In Process
- Due:** 1/1/2012 11:59:00 PM EST

At the bottom of the window is a button labeled "ADD NOTE".

- 2) Any existing notes will be shown at the top of the new window.




The screenshot shows a window titled "NOTES" with a blue header bar. Below the header is a table with the following data:

Message	Author	Date	Action
<a href="#">Notes</a>	Brad Jersey	8/1/2011	<a href="#">Edit</a>

At the bottom of the window are two buttons: "ADD A NEW NOTE" and "CLOSE NOTES".

- a) Each note has the following information: message name, author, date, and action.
- b) By clicking on the message name, the note will expand showing the entire note's message.
- c) By clicking on either edit or reply under the action column, a note may either be edited (by the user who created the note) or replied (by another user).

- 3) To add a new note:
  - a) Click Add a New Note, type in the subject, message, and check the user(s) the note is meant for and click save.

 **ADD NEW NOTE**


**Subject**

**Message**  

This is an example of a note.

^

v

 **VIEWERS**

The following people can be assigned access to view or *not* view your note. note should not be seen by that viewer. Checking the **All/None** box will eith

☐ **All/None**

<input checked="" type="checkbox"/> Michelle Balyeat	<input checked="" type="checkbox"/> Jim Jackson	<input checked="" type="checkbox"/> trenton Morris	<input checked="" type="checkbox"/> trenton Morris
<input checked="" type="checkbox"/> Joel Post236345			

SAVE

DELETE

CANCEL

CLOSE NOTES

- 4) Click the "Close Notes" button to close the notes Window.

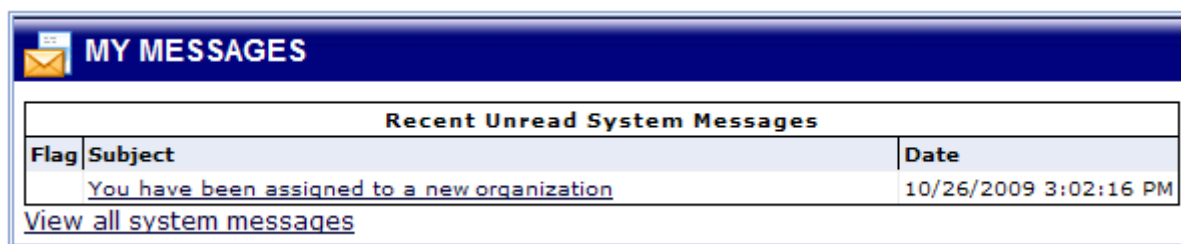
## 13. Automatic e-mail notifications

### 13.a. Automatic E-mail Notifications

Automatic email notifications may be sent to you periodically throughout the grant year. These messages will be sent via the system according to an automatic process or as the result of a user triggered event. These messages might accompany the creation of an application, the submission of an application, or a pending due-date that is approaching. These messages are intended to help you know what is occurring in the system that pertains to you or your Organization. These messages may also be sent by the State of New Jersey. In order to receive these messages it is important that you include an active, frequently used email address when creating your contact record in the system. If you provide an incorrect email address or an address to an account that is either inactive or full, you will not be able to receive these important messages.

### 13.b. System Messages

In addition to the automatic email notifications, there is an area referred to as the System Messages that manages messages sent to you either from the system itself or from the State of New Jersey. You can view or edit your System Messages by following these steps:



Click the Subject of a message or click the "View all system messages" link from the My Messages section on the Main Menu.

- a) Clicking the Subject of a message will take you to the message itself. You can read the message from that screen and then may perform any of the following actions:
  - (1) Click the "List" button to view a full list of your messages in your My Messages folder.
  - (2) Click the "Delete" button to delete the message.
  - (3) Choose a folder from the dropdown list and click the "Go" button
- b) Clicking the "See All" link will bring you to the "My Messages folder" where you may perform any of the following actions:
  - (1) Click the Subject of a message to read a message in the folder.
  - (2) Click the "Folder Administration" button to create a new folder in which to store system messages.
  - (3) Click a folder name to see all of the messages in that folder.



Automatic email notifications and system messages will help you to know the events that are occurring in NJDOT SAGE and will keep you up-to-date on the progress of your application related items.