

System for Administering Grants Electronically



Federally Qualified Health Center Letter of Agreement

Department of Health
Division of Family Health Services



Introduction Manual for SAGE - LOA USERS

This user guide will assist Division of Family Health Services applicants/grantees with the use of the New Jersey Department of Health (NJDOH) SAGE – LOA (Letter of Agreement) for federally qualified health centers basic electronic application, including technical requirements, viewing applications and SAGE – LOA process.

**PowerPoint SAGE – PowerPoint LOA
Manual presentation prepared by
Anna Battle, RN, BSN
DOH Nursing Consultant**

Division Family Health Services (DFHS)

Program Management Officers (PMO)

Linda Anderson (Linda.D.Anderson@doh.nj.gov)

Carla Thomas (Carla.Carter@doh.nj.gov)

Hui Xing (Hui.Xing@doh.nj.gov)

Grant Management Officers (GMO)

Curtis Elvin(Curtis.Elvin@doh.nj.gov)

Kelly Kirkpatrick

(Kelly.Kirkpatrick@doh.nj.gov)

DFHS Assigned LOA Staff

Required Computer System:

Operating System

- ✗ Designed for
 - ✗ **Windows 95** or higher
 - ✗ **Macintosh MacOS** 7.5 or higher

- ✗ Others systems have not been tested and are not supported and not recommended for use with **SAGE**:
 - * Linux
 - * Unix

World Wide Web Connection

- * Web based application.
- * Internet Access from anywhere with the world wide web (www).
- * Cable access is faster than with DSL or modems.
- * Contact your organization's network administrator for assistance.

Recommended Browsers

Internet Explorer (IE 9 or higher), Chrome, Firefox or Safari. To best access and operate Sage, it is recommended to upgrade to the most current version of one of these browsers. Also, check the browser preferences, setting and/or tools for additional configuration options.

Browser Configuration

Please make the following configuration changes for the web-browser in order to avoid various browser-related restrictions unnecessarily placed on NJDOH SAGE.

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

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

- * Use the latest version of Adobe Acrobat Reader to view, print and/or save **SAGE** document(s).
- * Grant documents may be viewed as Adobe Acrobat Reader's "Portable Document Format" (PDF).
- * All documents in **SAGE** are automatically generated as read PDF file.
- * Get Adobe Acrobat Reader free at **www.Adobe.com**

Adobe Acrobat Reader

Adding an Organization into Sage

First time applicants: Any organization that has never registered in SAGE, must complete the form for adding an organization and submit this to NJDOH assigned staff. The form should be completed by the person who will be the Authorized Official (AO) for the organization (CEO, President, etc).

After the information has been verified, then the organization and the Authorized Official will be validated into the system.

The assignment of the organizational staff in SAGE is in the section Security Roles in SAGE, pg. 13-14).

NOTE: To register contact the NJSAGE Help Desk.

DOH SAGE Help Desk contact for staff:

Cynthia.Satchell-Gore@doh.nj.gov

(609) 633 - 8009

Debra.Motta@doh.nj.gov

(609) 292 – 1709



****Available 9:00am to 4:00pm Monday through Friday.**

Form and Instruction for Adding Organization

Complete the FORM For Adding Agency Organizations and Authorized Official to [SAGE](#) - LOA.

Identify the organization Authorized Official (AO). The AO should registered as a new user before organizational form is submitted.

Either email to: cynthia.stachell-gore@doh.nj.gov with an attachment or call for fax the number.

*******Identify **Authorized Official** and have them register as a new user **before** submitting the form. NOTE: Both the organization and the Authorized Official will be validated at the same time in the system.

Form for Adding Organization to **SAGE** - LOA

FORM For Adding Agency Organizations Into SAGE



Name (Exact Legal Name)*	
Identifier	
Federal Tax I.D. Number*	
DUNS Number*	
Address*	
City*	
State*	
Zip code*	
County*	
Phone Number*	
FAX Number	
Email*	
Website	
Authorized Official* (see note 1)	

* is required information.

Cont'd Form for Adding Organization to SAGE - LOA

___ 501 c 3 corporation with IRS

___ register as a Charitable Organization in NJ

The signature below certifies that the Authorized Official is duly authorized by the governing body of the applicant to submit any and all grants on behalf of this agency; and that, to the best of your knowledge, all information provided is true and accurate.

SIGNATURE _____ DATE _____

PRINT NAME: _____

Note: To be approved by DOH SAGE staff, your organization must be a 501c3 corporation and registered as a Charitable NJ organization (yearly). The identified Authorized Official (AO) should complete the 'new user' registration before submitting the form to be validated with the organization.

NJDOH SAGE System Homepage

To access NJDOH SAGE, type www.sage.nj.gov into the address bar of your web browser and press “Enter”.

The screen should look like the image below.

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Helpful Links

- [SAGE Help Desk and Support Services](#)
- [Search programs available through SAGE](#)
- [View System Requirements](#)
- [Request Access to SAGE](#)
- [Reset Your Password](#)

Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

NOTE: Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#).

ONLY Counties and Municipalities should contact the NJDCA help desk to make any necessary changes.

ATTENTION: The system URL has changed. Please bookmark this URL for future ease of navigation. Welcome to the cloud!

LOGIN

Username:

Password:

[New User?](#) [Forgot Password?](#)

Click Here

Powered by intelGrants

© Copyright 2000-2007 Agate Software, Inc.

Security Levels and Roles

There are three security roles defined for **NJDOH SAGE** users:

Authorized Officials, Agency Administrator, and Agency Staff.

These roles have different security access to work on the applications. Once the Authorized Official(s) are identified and their new user accounts created, the Authorized Officials will select and enter their own organization's staff names to access NJDOH **SAGE**-LOA. The organization's staff entered by the Authorized Officials will be assigned as either the Agency Administrator or Agency Staff security level role. Each security role is summarized on the next page/slide:

***NOTE: Authorized Official can assign another Authorized Official in their organization.**

Roles of Applicant User:

- * **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 **SAGE**, with printable access to agreement to terms and conditions
 - Modify applications with status of Modifications Required
 - Check on the status of the application(s).

(cont'd)

(cont'd)

Role of Applicant Users

* 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 can be internal staff or outside consultants, chosen at the discretion of the Authorized Official or Agency Administrator.

Becoming a NJDOH 'user' in SAGE

- * At the login screen, click on the **New User** link.
- * Complete the **Contact Information** and click save. All fields marked with an asterisk (*) are mandatory.

* **Username**

Letters and numbers

5 to 20 characters

(example: ABFQHC, alb123, summertime, opcrh5)

* **Password**

Letters and numbers

7 to 20 characters

(example: zlr2kms, me7702, abat05)

Contact Information Screen

SAVE



CONTACT REGISTRATION INFORMATION

Federal Employer Tax ID Number (FEIN) *

Granting Department *

Name
Prefix First * Middle Last * Suffix

Organization *

Title

Address *

City * State * Zipcode *

County *

Phone #1 * Phone #2

Fax Cell Phone

Email *

Website

Username *

Password * Confirm Password *

Organizational Staff Validation

✘ Note: All fields marked with an asterisk (*) are mandatory. When the form is completed, click “**SAVE**”. At this point the screen will returned to the **SAGE** login screen.

Once the Authorized Official (AO) has created an account and the organization has been registered and validated by NJDOH SAGE staff, the AO must give ‘new users’ access to the SAGE and to each grant application. At least one Agency Administrator (AA) should be registered as a ‘new user’ and be validated by the AO first. The AA can assist with validating and managing additional users on the AO’s behalf.

Forgot Username and/or Password

- ✘ After 3 attempts you will be locked out of the system.
- ✘ Wait 15 - 20 minutes to re-try, if you still can not remember your password then,
- ✘ Type in your username and **click on Forgot Your Password?**
- ✘ At the “Forgot Your Password?” screen, enter your login ‘username’ and email address. Your email must match the email address listed in your SAGE profile in **Contact Information**.
- ✘ Click **Email Me**. Complete information requested.
- ✘ Your temporary password will be emailed to you. After receiving your temporary password via email, you must log on with username and temporary password, then click on “View/edit My Information” to enter a new password, then “SAVE”. You cannot change your username once it has been established in **SAGE**.

* Go to **Main Menu, My Information** and click on **View/Edit My Information**.

* **Contact Information** screen will appear.

Note: You cannot change your username once it has been established in SAGE, only your password.

* Edit contact information and/or password then click on **SAVE**.

Change Contact
Information and/or
Password

Keeping Contact Information Current

Always keep your contact information up to date!

To update your information, click on the “**View/Edit My Information**” link on the main menu.

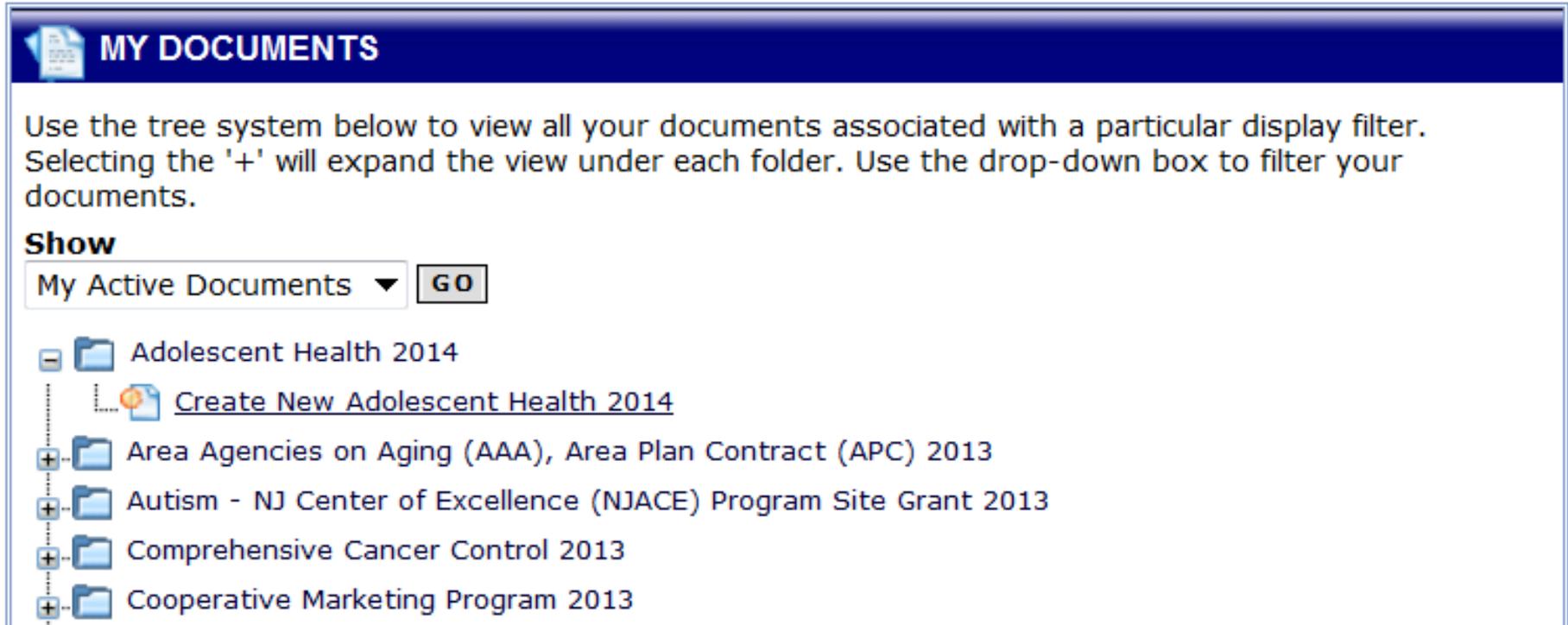
- 1) On the **Edit Your Contact Information** page change your personal information, click “**Edit.**”
- 2) Update the form accordingly and click the “**Save**” button.

**MY INFORMATION**

Name	Michelle Balyeat
Title	Authorized Official
Address	1234 Main Street Atlantic City, New Jersey 02154
Phone Number	(111) 111-1111
Email Address	mbalyeat@agatesoftware.com
Username	balyeatao

[View/Edit My Information](#)
[View/Edit My Dashboard](#)

FQHC - LOA Application



MY DOCUMENTS

Use the tree system below to view all your documents associated with a particular display filter. Selecting the '+' will expand the view under each folder. Use the drop-down box to filter your documents.

Show

My Active Documents ▼ GO

- Adolescent Health 2014
 - Create New Adolescent Health 2014
- Area Agencies on Aging (AAA), Area Plan Contract (APC) 2013
- Autism - NJ Center of Excellence (NJACE) Program Site Grant 2013
- Comprehensive Cancer Control 2013
- Cooperative Marketing Program 2013

From the Main Menu, look at the “**All My Documents**” (left-side of screen) section. This section will **show** you all of the applications where you have existing applications in the system.

All My Documents ▼ GO

Management Activities



MANAGEMENT ACTIVITIES

- My Reports/Queries
 - [Ad-Hoc Queries](#)
- DOH Terms and Conditions
 - [Cost Controlling Initiatives Updated: 8/15/2012](#)
 - [Letter From the Commissioner](#)
 - [Terms & Conditions](#)
 - [Audit Requirements Policy Statements](#)
 - [Audit Requirement - Recipient](#)
- Manual
 - [NJDOH Applicant User Manual](#)
- Administrative Links
 - [Add/Edit Organizations](#) → See page 27 - 28
 - [Add/Edit People](#) → See page 24 - 26
 - [Check for Errors](#) → See page
 - [Status History](#)

Please read.

Assigning Users to LOA Application

- 1) To add organization staff to *LOA application*, the Authorized Official/Agency Administrator locate and click on the LOA application of choice in the “**My Documents**” Section on the Main Menu.
- 2) Under “**Management Activities**” choose the “*Add/Edit People*” link (Process 3 thru 5 maybe require to add staff to organization).
- 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 or persons,.
- 5) Check the box next to their name(s) and select a security role from the dropdown and enter an access date in the first date box (mm/dd/yyyy). Now click “**SAVE**”.



ADD/EDIT PEOPLE

Person Search:

<input type="checkbox"/>	Name	Role	Assigned By	Access Dates
<input checked="" type="checkbox"/>	Jersey, Brad	Agency Staff <input type="text" value="v"/>		12/1/2009 - <input type="text"/>

Remove User Access to LOA 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 grant application menu choose the “**Add/Edit People**” link on the grant application under **Management Activities** and:

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

Access Dates

-

 **ADD/EDIT PEOPLE**

Person Search:

<input type="checkbox"/>	Name	Role	Assigned By	Access Dates
<input checked="" type="checkbox"/>	<u>Jersey, Brad</u>	Agency Staff <input type="button" value="v"/>		12/1/2009 - <input type="text"/>

or

2) For the desired user, in the “**Selected**” column, disable (uncheck) and **SAVE** the page. The user will be removed from the viewing the application.

 **ADD/EDIT PEOPLE**

Person Search:

<input type="checkbox"/>	Name	Role	Assigned By	Access Dates
<input type="checkbox"/>	<u>Atlantic, Trenton</u>	Authorized Official <input type="button" value="v"/>	<u>System, Grant</u>	12/7/2009 - <input type="text"/>
<input checked="" type="checkbox"/>	<u>Balyeat, Michelle</u>	Authorized Official <input type="button" value="v"/>	<u>System, Grant</u>	12/7/2009 - <input type="text"/>

To ensure that the staff has been added to your organization LOA application; after the application has been created and status ‘in process’ then click ‘add/edit organization in **Management Activities** section.

1. Stroll down to view the name of those individuals assigned in SAGE to your organization; if the ‘**new**’ assigned staff is there with the correct information, then either add then to the application or exit this section.

**Ensure Staff Assigned
to Application**



ORGANIZATION MEMBERS

1: Current Members

2: Add Members

<input type="checkbox"/>	Person	Role	Organization Person Active Dates		System Person Active Dates	Assigned By
<input checked="" type="checkbox"/>	Admin, Brad	Agency Administrator	10/3/2007	-	10/3/2007-	Post, Mr. Joel
<input checked="" type="checkbox"/>	Jersey, Brad	Authorized Official	5/21/2007	-	5/21/2007-	Post, Mr. Joel
<input checked="" type="checkbox"/>	Staff, Brad	Agency Staff	10/3/2007	-	10/3/2007-	Post, Mr. Joel

3. If the '*new*' assigned staff name is there without the correct information then,
4. Check the box next to their name and select a security role from the dropdown and enter a "Begin Date" (mm/dd/yyyy) in the first date box.
5. Now click "**SAVE**" and it's done.

The Authorized Official and Agency Administrator are the **only** two applicant security roles who may initiate and submit the applications. After the application is initiated, the implementation of the application may be assigned to Agency Administrator or Agency Staff at the discretion of each applicant.



Initiate a LOA Application

Show

All of My Documents

GO

+ Abstinence Education Program 2013

+ Adolescent Health 2011

+ Adolescent Health 2012

+ Adolescent Health 2013

- Adolescent Health 2014

 [DFHS14ADL001 for Atlanticare Foundation \[Grant Funds Encumbered\]](#)

 [Create New Adolescent Health 2014](#)

1) From the Main Menu, view the **show** of “**All of My Documents**” section. This section will show the current LOA application or where you may create a new LOA application.

2) For those applications where you can apply for a new application you will see a “**Create New**” link. Click the “Create New” link for LOA application.

Confirmation Page for Initiating an Application

The next screen that will appear will be the confirmation screen that will be asking for confirmation to create the LOA application. You must read the Terms and Conditions, and by clicking the “I Agree” button you accept these conditions. An application will be created and you will be taken to the “Application Menu” to initiate the application.



STATE OF
NEW JERSEY
SAGE

System for Administering Grants Electronically

You must agree to the terms and conditions outlined by the New Jersey Department of Health and Senior Services

I AGREE

I DO NOT AGREE

LOA - Application in Process

Following the creation of an application, a new created 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 NJDOH SAGE, click this link to return to the LOA application.

MY DOCUMENTS

Use the tree system below to view all your documents associated with a particular display filter. Selecting the '+' will expand the view under each folder. Use the drop-down box to filter your documents.

Show

All of My Documents

- [-] New Jersey Cancer Education and Early Detection 2017
 - [-] [DFHS17CED001 for Visiting Nurse Association of Central Jersey, Inc. \[Grant Department Approved\]](#)
 - [-] [DFHS17CED002 for Visiting Nurse Association of Central Jersey, Inc. \[Application in Process\]](#)



Organization Information



INFORMATION

Organization: [Camcare Health Corporation](#) ←
Letter of Agreement (LOA): DFHS16FQH16L
Status: LOA Department Approved
Due: 5/22/2015 11:59:59 PM

ADD NOTE



MANAGEMENT ACTIVITIES

- DOH Terms and Conditions
 - [Cost Controlling Initiatives Updated: 9/25/2012](#)
 - [Letter From the Commissioner](#)
 - [Terms & Conditions](#)
 - [Audit Requirements Policy Statements](#)
 - [Audit Requirement - Recipient](#)
 - [Pilot Program for Enhancement of Employee Whistleblower Protection](#)
- Manual
- Administrative Links
 - [Add/Edit Organizations](#)
 - [Add/Edit People](#)
 - [Check for Errors](#)
 - [Status History](#)
 - [Date Modification Request](#)
 - [View Modification History](#)
 - [Document Availability](#)
 - [Manage Review Process](#)
 - [View Full PDF](#)



RELATED ITEMS

- DOH Payment Voucher
- DOH LOA Payment Voucher 2016

NJDOH Request Organization Information

After clicking on the name of your organization, the next screen will be the ‘**Organization Information**’.

Below this organization information will be a dropdown for “***Department of Health Request Organization Information***” click on this and another screen will appear.

SAVE

ORGANIZATION INFORMATION

Name *

Federal Tax I.D. Number *

DUNS Number

SAM CAGE Code

Address *

City * **State** * **Zipcode** *

County

Phone * **Fax**

Email

Website

[Department of Health Requested Organization Information](#) ←

[Vendor Numbers](#)

[NJ Primary Care Ass](#)



Main Menu ▾ Actions ▾ Application Menu ▾ Related Pages ▾

SAVE **SAVE/NEXT** **DELETE** **VIEW PDF** **ADD NOTE** **FIRST** **PREVIOUS** **NEXT** **LAST**

Created By: Roberts, Mr. Timothy on 5/18/2011 10:53:50 AM
Last Modified By: Roberts, Mr. Timothy on 5/25/2011 9:44:08 AM

DHSS ORGANIZATION INFORMATION REVIEW PAGE

Instructions:

- Fields with an * next to them must be completed.
- After reviewing all information and checking the box at the bottom of the page click the **SAVE** button.
- If the information listed below is incorrect or incomplete, please click the **Application Menu** link above and click the name of your organization. Then click the link titled **Department of Health and Senior Services Requested Organization Information**.
- To proceed to the next page you may click the **NEXT** button or use the Related Pages section at the bottom of the page.
- To return to the Application menu click the **Application Menu** link above.
- **Resave this form to populate the most current Organization Profile information**

Name of Attorney for Agency Check here if your organization does not have an attorney
 Attorney Telephone
 Attorney Email
 Address 1
 Address 2
 City State New Jersey Zip

Name of Principal Agency Contact Debra Sikkema* Title of Principal Agency Contact Executive Director*
 Principal Agency Telephone 973-595-1232*
 Principal Agency E-mail das@njsocf.org*
 Address 1 555 Preakness Avenue*
 Address 2
 City Totowa* State New Jersey* Zip 07512*

Name of Principal Program Contact D. Timothy Roberts* Title of Principal Program Contact Grant Administrator*
 Principal Program Telephone 973-595-1232*
 Principal Program E-mail dtimr@njsocf.org*
 Address 1 555 Preakness Avenue*
 Address 2
 City Totowa* State New Jersey* Zip 07512*

Name of Principal Fiscal Contact D. Timothy Roberts* Title of Principal Fiscal Contact Grant Administrator*
 Principal Fiscal Telephone 973-595-1232*
 Principal Fiscal E-mail dtimr@njsocf.org*
 Address 1 555 Preakness Avenue*
 Address 2
 City Totowa* State New Jersey* Zip 07512*

Agency Fiscal Year End (mm/dd) 03/31*

Does the Agency Meet the following Licensure Requirements?

Facility* No
 Services* No
 Personnel* No

Is a copy of the license attached?*

Agency Accounting System*

Accrual Basis

Affirmative Action Plan*

No

Type of agency and applicable cost principles*

Agency Type	Cost Principles Applied
Private non-profit	OMB Circular A-122
Private for profit	Title 48 CFR, Part 31 et seq.
Government:	OMB Circular A-87
Hospital	Title 45 CFR Part 74, Appendix E
Educational Institutions	OMB Circular A-21, including any amendment published in the Federal Register
Other	Click here and identify applicable cost principles

Selected Type of Agency: Private non-profit

* By checking this box, you certify that the information listed above is accurate to the best of your knowledge.

SAVE **SAVE/NEXT** **DELETE** **VIEW PDF** **ADD NOTE** **FIRST** **PREVIOUS** **NEXT** **LAST**

After completing the “**Department of Health Request Organization Information**” return to the “Organization Information” screen and click on the dropdown for “**Vendor Numbers**”.

Instructions:

- 1) After entering all information click the **SAVE** button.
- 2) To add additional Vendor Numbers/location codes click the “**ADD**” button.

*******This information maybe different than the organization information, if this is a satellite location for the project.

Vendor Number

Vendor Information Screen

Vendor Location: __LadyBoss Building

Vendor #: __998989898-00__ **Data does not match the expected format**

(Example: 123456789-00)

Address 1 __13 LadyBoss Lane

Address 2 __POB 813

City __Trenton

State __New Jersey

Zip Code __00011

*****Note: Updating this information in SAGE does not update the information in the state vendor file.**

LOA Application

The FQHC - LOA **Forms** section shown is where the vast majority of the work in this application will be completed. This section contains all of the forms that are necessary for the review process of the LOA application, including the FQHC Required Attachments and LOA Amendment Request. All the Letter of Agreement Forms section for 'Attachments' must be completed and 'save'. When pages are created, a number in parentheses will appear as part of that form's link to indicate the number of pages it contains.

The screenshot displays a web interface with a dark blue header containing the word "FORMS" in white. Below the header is a tree view of application forms. The root node is "DOH Organization Information Review Page (1)". It branches into several folders and links:

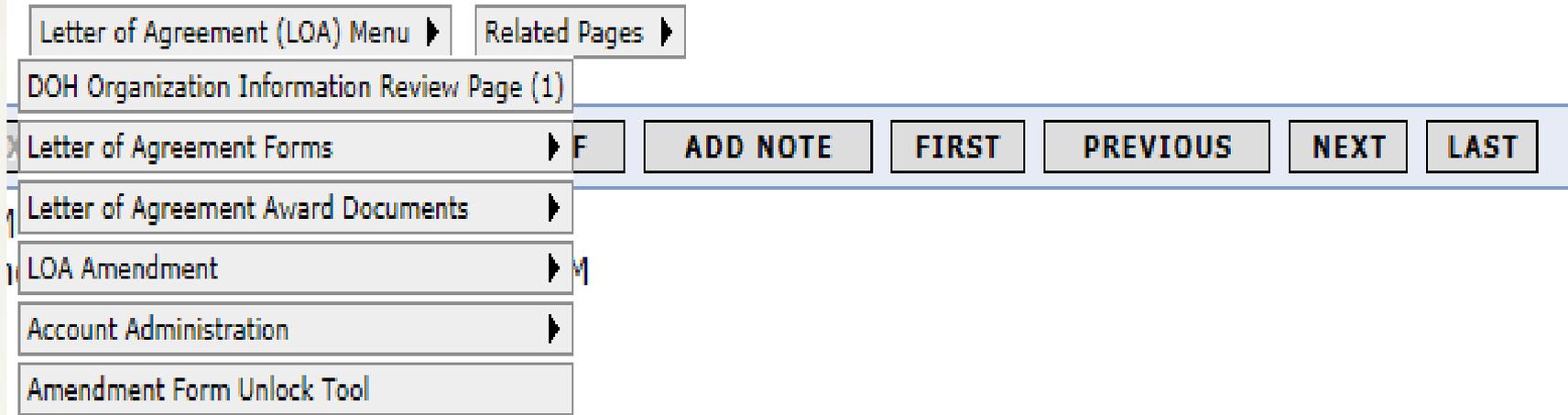
- Letter of Agreement Forms
 - [Application Summary \(1\)](#)
 - [Attachment A \(1\)](#)
 - [Attachment B \(1\)](#)
 - [Attachment C](#)
 - [Attachment D](#)
 - [Attachment E \(1\)](#)
 - [Attachment F \(1\)](#)
 - [Attachment G \(1\)](#)
 - [Attachment H](#)
 - [Schedule G - Certification Regarding Debarment and Suspension \(1\)](#)
- Miscellaneous Attachments (1)
 - [Miscellaneous Attachments: LOA Fraud Waste and Abuse Policy](#)
 - [FQHC Required Attachments \(1\)](#)
 - [Required Attachments \(1\)](#)
 - [Federal Transparency Act Certification \(1\)](#)
 - [View Full Letter of Agreement PDF](#)
- Letter of Agreement Award Documents
 - NJDOH Letter of Agreement for Grants (1)
 - [LOA Account Information \(1\)](#)
 - NJDOH Attachments (1)
 - [NJDOH Attachments: SFY2016 LOA Allocation](#)
- LOA Amendment
 - [LOA Amendment Request](#)
- Account Administration
 - DOH Account Information (1)
 - [DOH Account Information: 42208022501 16](#)

These various pages in the forms section of the application **must** be completed before it can be submitted and you have accomplished your goal for submitting the application.

Forms Navigation

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

Navigating Application Forms

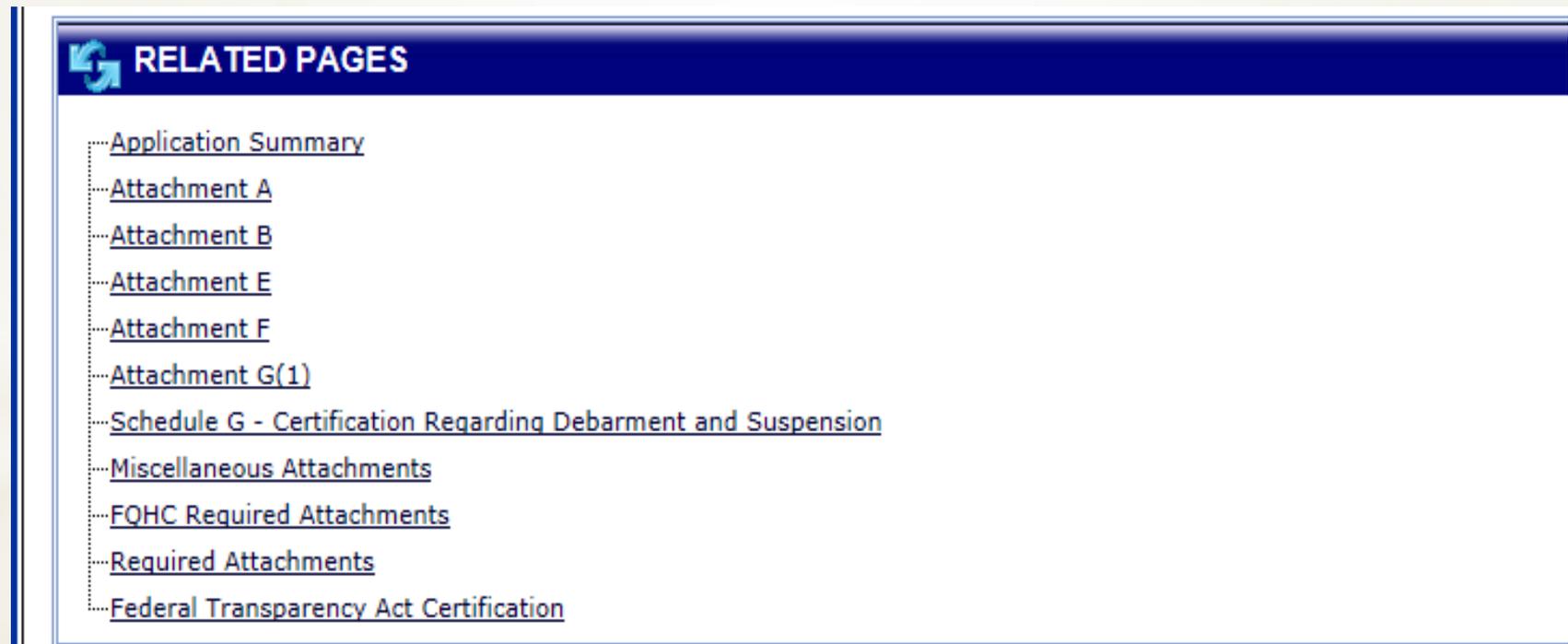


of Agreement Forms

The image shown above is the Menu bar from within an application page with the “LOA 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 will appear and then click on the link.

Related Information Pages

Some pages will have related information. Once the information has been 'save' there will be a link located in the 'forms' section. There will be a tree-view at the bottom of the page. To access the page, simply click the available link.



 **RELATED PAGES**

-[Application Summary](#)
-[Attachment A](#)
-[Attachment B](#)
-[Attachment E](#)
-[Attachment F](#)
-[Attachment G\(1\)](#)
-[Schedule G - Certification Regarding Debarment and Suspension](#)
-[Miscellaneous Attachments](#)
-[FOHC Required Attachments](#)
-[Required Attachments](#)
-[Federal Transparency Act Certification](#)

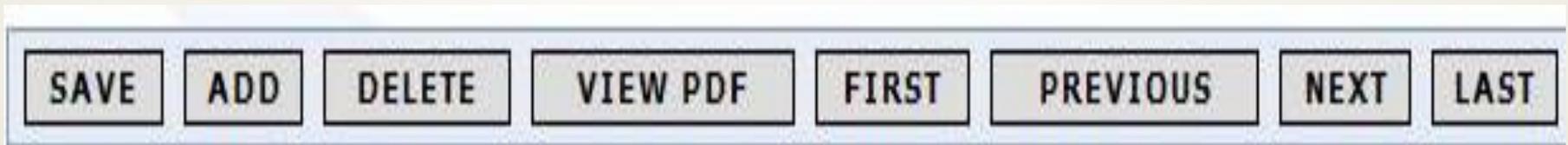
Other Ways to Access Pages in LOA Application

There's a menu located at the top of the page.



or

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.



FEDERAL TRANSPARENCY ACT CERTIFICATION

Instructions:

- Fields with an * next to them must be completed.
- After entering all information click the SAVE button.
- To add additional Executive Personnel click the ADD button.
- After clicking the SAVE button, the calculations will be done.
- You must certify the information is correct by checking the box and affixing your electronic signature and title.
- To proceed to the next page you may click the NEXT button or use the Related Pages section at the bottom of the page.
- To return to the Application menu click the Application Menu link above.

The Federal Transparency Act (FFATA) requires that certain information regarding the use of federal funds be reported to the federal government. As the prime awardee of federal funds, the NJ Department of Health must report the following information about our sub-awardees, as part of this requirement.

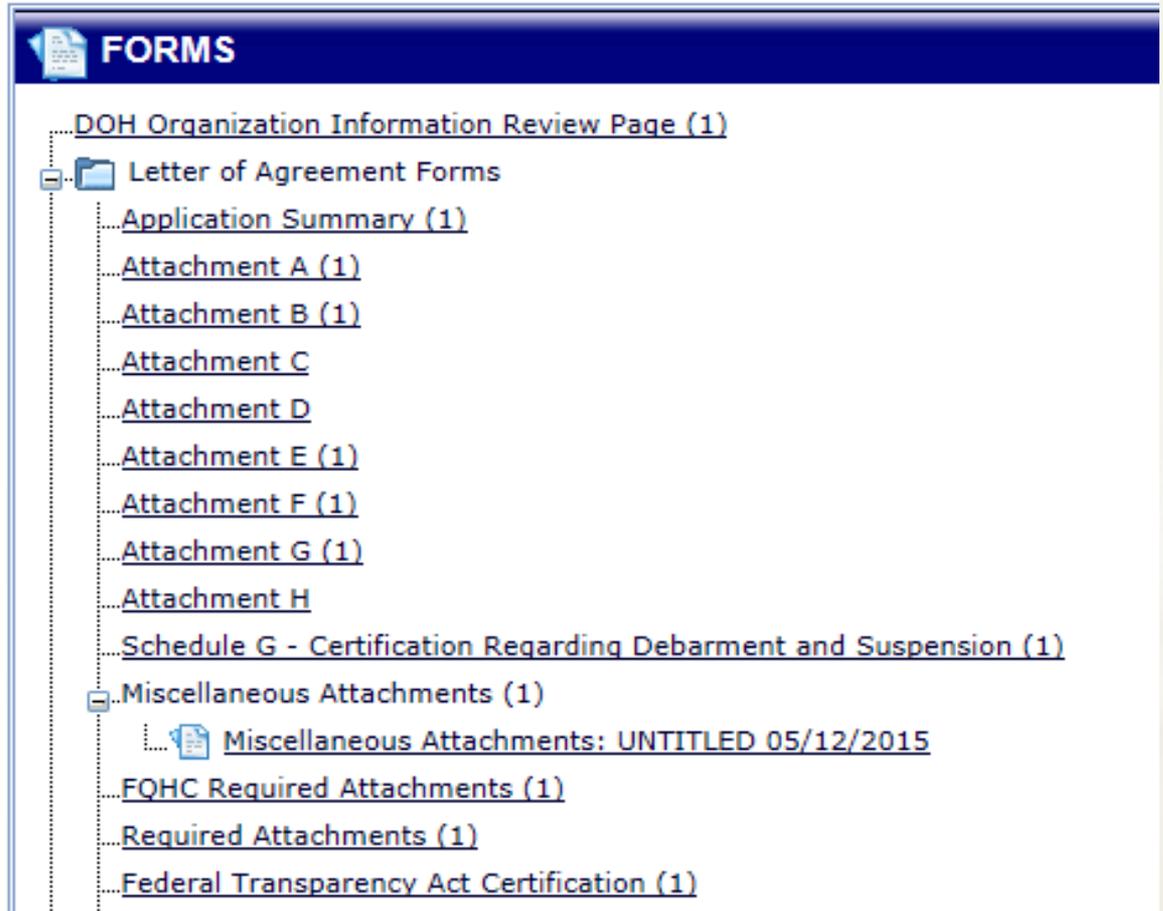
This FFATA Certification page is required of all NJ DOH applicants. Failure to complete this certification will result in an error that will prevent your application from being submitted, making the application unresponsive. Unresponsive applications will not be funded. Information provided must be accurate, and will be subject to federal scrutiny.

Note: Carefully read (1) Entity Identification and (2) Executive Compensation clauses, and all the information in **red** for this certification.

Federal Transparency Act Certification

When filling out an application form it is suggested that you first complete all of those fields for which you have information. Complete as much of it as you can and then click the “**Save**” button. **Fields followed by red asterisks (*) are required fields.**

Form Completion



The screenshot displays a web application interface with a dark blue header bar containing a document icon and the word "FORMS". Below the header, a list of forms is presented, each preceded by a dotted line and a small icon. The forms are:

- [DOH Organization Information Review Page \(1\)](#)
- [Letter of Agreement Forms](#)
 - [Application Summary \(1\)](#)
 - [Attachment A \(1\)](#)
 - [Attachment B \(1\)](#)
 - [Attachment C](#)
 - [Attachment D](#)
 - [Attachment E \(1\)](#)
 - [Attachment F \(1\)](#)
 - [Attachment G \(1\)](#)
 - [Attachment H](#)
 - [Schedule G - Certification Regarding Debarment and Suspension \(1\)](#)
- [Miscellaneous Attachments \(1\)](#)
 - [Miscellaneous Attachments: UNTITLED 05/12/2015](#)
- [FOHC Required Attachments \(1\)](#)
- [Required Attachments \(1\)](#)
- [Federal Transparency Act Certification \(1\)](#)



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 and if for some reason any errors remain then the application will not be submitted. NJDOH SAGE will require the errors to be fixed before the application is completed.

Error Messages

SAVE ADD DELETE VIEW PDF ADD NOTE FIRST PREVIOUS NEXT LAST

The information has been saved

Please enter the Project Title

Examples of an Error Message

VIEW PDF ADD NOTE FIRST PREVIOUS NEXT LAST

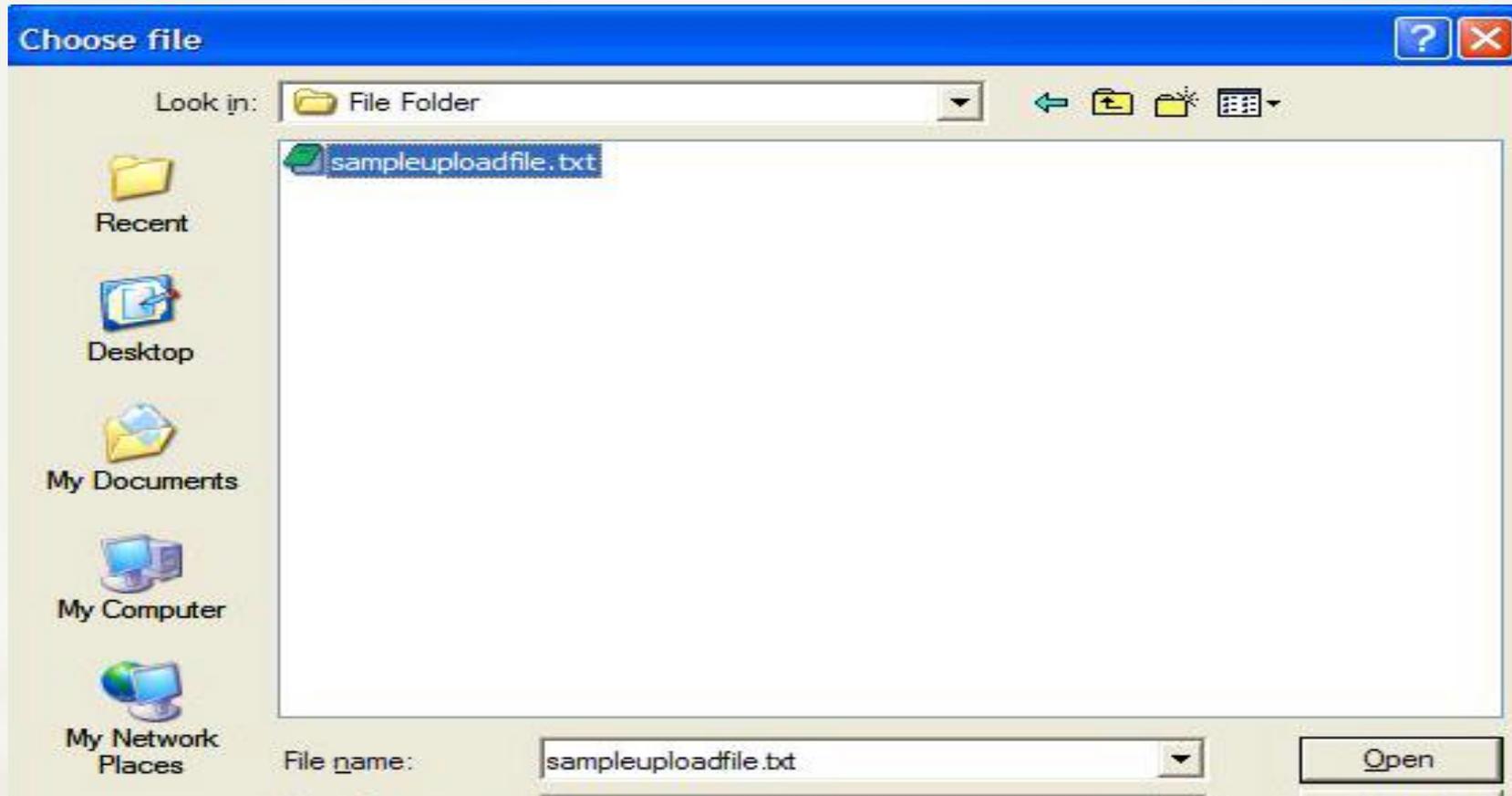
You must answer whether or not you have an established indirect cost rate.

NJDOH SAGE will require the errors to be fixed before the application is completed and the status changed to “submit”.

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. All file uploads are highlighted on each page. Files of the following types are allowed as uploads: **bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, and xls.** 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.

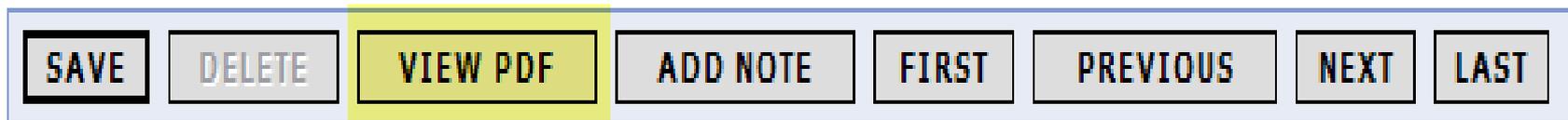


After the page reloads, you must then click the page **“Save”** button to save the uploaded file, before loading another file.

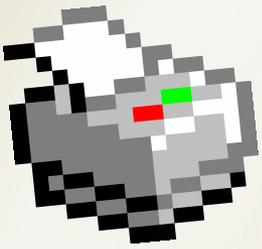
View PDF



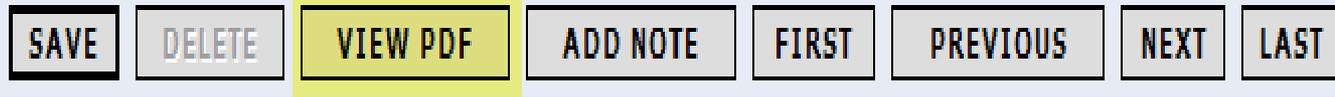
The “**View PDF**” button will create a PDF with the data that was provided for each form. These dynamic PDF’s can be printed or saved to the computer for reference. It is a good practice to review the PDF files for accuracy prior to submitting the application electronically. You can print the entire document from the **Form** section “View Full Grant Application PDF” or from Management Activities - “View Full PDF”.



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

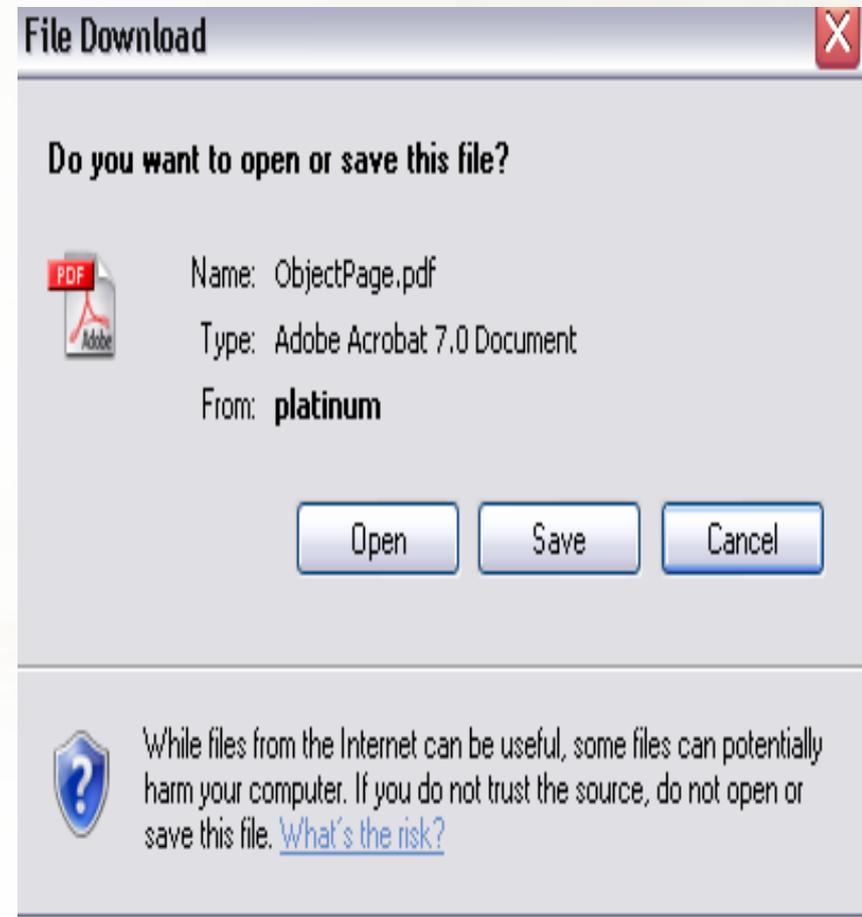


Printable Document Functions



Each individual page has the ability to print a paper copy of the page. Once the page has been saved the “View PDF” button is enabled.

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





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 NJDOH SAGE application. NJDOH 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.

Submitting the LOA Application

The Authorized Official and Agency Administrator security roles are the only two roles authorized to create or submit an application. When the application has been completed 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 by the applicant/grantee!**

Application Submitted

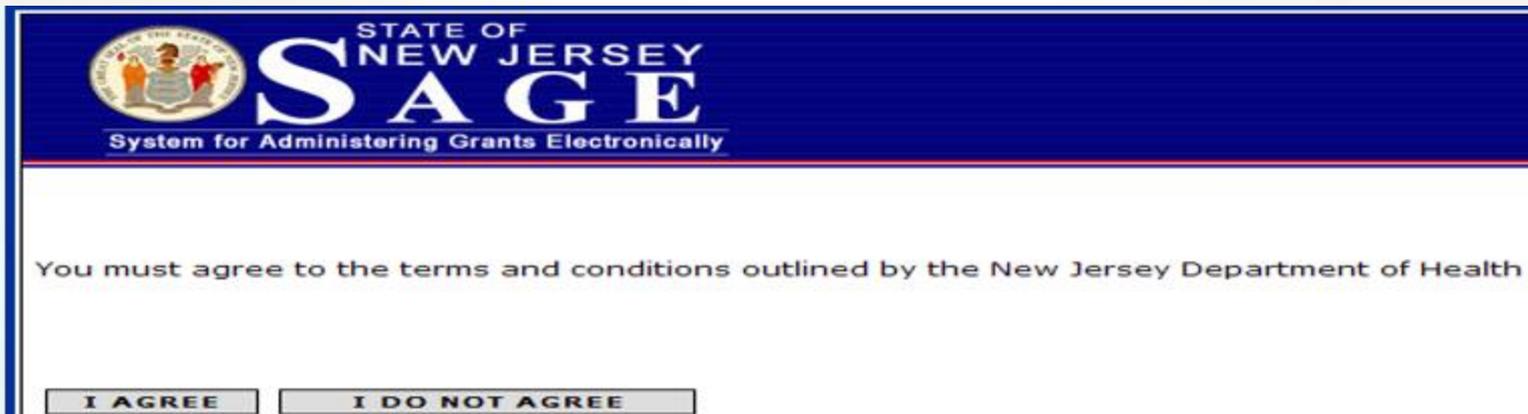
To submit, the Authorized Official/Agency Administrator must choose the ‘**Application Submitted**’ status in the Status Management section on the application menu and then click the “**Change Status**” button. If any errors exist in the application they must be corrected before the application can be submitted.

If no errors exist, the Authorized Official/Agency Administrator will be prompted to confirm decision.



The screenshot displays a software interface titled "STATUS MANAGEMENT". Below the title bar, there is a section labeled "Next Possible Statuses:". Under this section, a dropdown menu is visible, currently showing "Application Submitted". Below the dropdown menu is a button labeled "CHANGE STATUS". A red arrow points to the "CHANGE STATUS" button.

The next screen that will appear will be the confirmation screen that will be asking for confirmation to submit the LOA application. You must read the Terms and Conditions, and by clicking the “I Agree” button will be submitting your application to DFHS.



The screenshot shows a confirmation page for the SAGE system. At the top, there is a blue header with the State of New Jersey seal on the left and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically" on the right. Below the header, the text reads "You must agree to the terms and conditions outlined by the New Jersey Department of Health". At the bottom, there are two buttons: "I AGREE" and "I DO NOT AGREE".

Confirmation Page for Submitting a Application

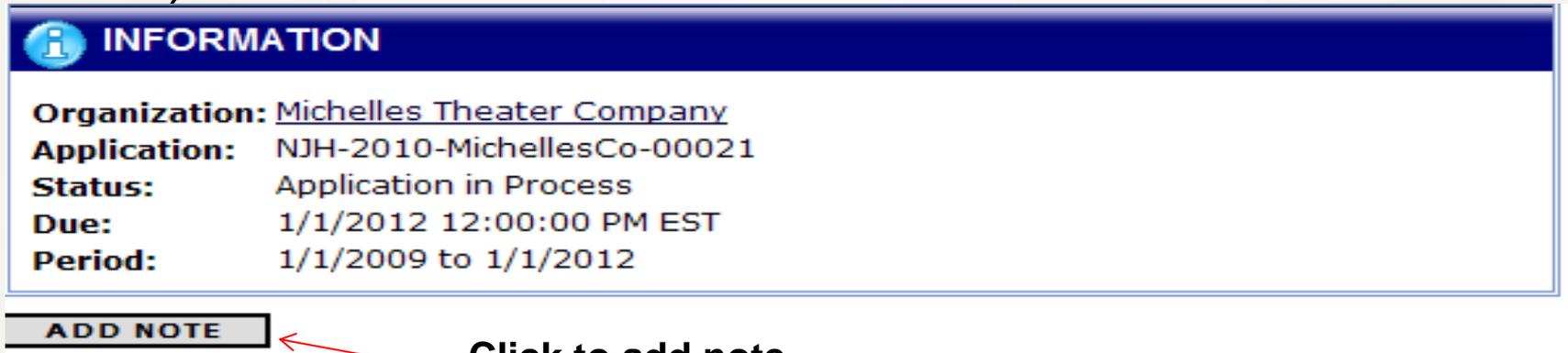
SAGE allows for applications to have notes attached to them. These notes may be used to communicate to other organization staff members or to NJDOH **SAGE** staff who are assigned to the application. Notes may be added on the main menu or on specific forms. The example below displays the Notes feature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



Notes in **SAGE**

Adding, Editing and View Notes

1) Click on the “ADD NOTE” button.

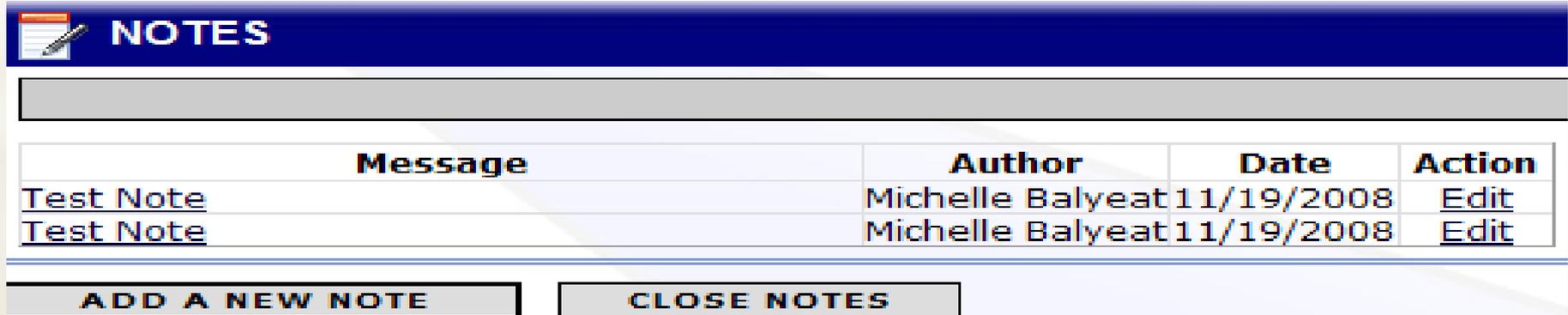


INFORMATION

Organization: [Michelles Theater Company](#)
Application: NJH-2010-MichellesCo-00021
Status: Application in Process
Due: 1/1/2012 12:00:00 PM EST
Period: 1/1/2009 to 1/1/2012

ADD NOTE ← Click to add note

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



NOTES

Message	Author	Date	Action
Test Note	Michelle Balyeat	11/19/2008	Edit
Test Note	Michelle Balyeat	11/19/2008	Edit

ADD A NEW NOTE **CLOSE NOTES**

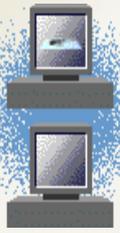
VIEWERS

The following people can be assigned access to view or *not* view your note. Check the box next to the name of the viewer to give them the ability to view the note. Uncheck the box if the note should not be seen by that viewer. Checking the **All/None** box will either check or uncheck all of the viewers.

All/None

<input checked="" type="checkbox"/> Linda Anderson	<input checked="" type="checkbox"/> Linda Anderson	<input checked="" type="checkbox"/> Linda Anderson	<input checked="" type="checkbox"/> Diahann Bloor
--	--	--	---

- 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.
 - 4) Click the “**Close Notes**” button to close the notes Window.



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.

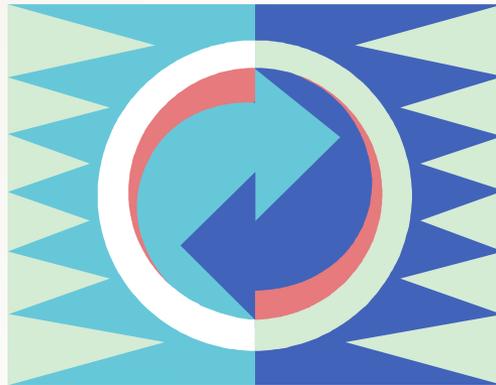


DOH Outlook & **SAGE** System Messages

In addition to DOH Outlook email, there's 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.

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

***DO NOT** use go back arrows or refresh
(**F5**) in SAGE.



Do use “Related Pages”, “Application Menu”
and “First-Previous-Last” gray buttons for
navigating forms.

Payment Voucher Process Abbreviated

Payment Voucher notification process:

*FQHC PV: Request for Payment Submitted

AA, AO

*FQHC PV: FQHC Voucher Approved (if Modifications Required will be return to Organization)

PMO (OPCRH staff)

*NJDOH PV: Payment Voucher Initiated

GMO (DFHS staff)

*NJDOH PV: Payment Voucher Prepared/Signature Required

AA, AO, DOH Admin, GMO. Email notification to “Please login to SAGE and complete the information regarding the “Payment Voucher” and submit.

LOA ROLL-OVER - NEW FISCAL

CHANGE DROP DOWN TO THE NEXT YEAR GRANT BEFORE ...

You may copy forward data from one of the following items:

Copy Data Forward

You must agree to the terms and conditions outlined by the New Jersey Department of Health.

A copy of the Terms and Conditions can be found by clicking [here](#).

THEN CLICK

I agree

I Do Not Agree

Please, read carefully before “I agree”; if you agree to “copy data forward” the past fiscal year data will be retrieved and copied to the next fiscal year .

***CHANGE STATUS OF DROP DOWN BOX BEFORE “[I agree](#)”.**

**If in doubt please contact DOH Program Management Officer or SAGE Technical Support Staff.
Thank you**

Index	Page #
Introduction	2
****Primary Care FQHC Staff and Email Addresses	3
Adding an Organization into Sage	8
Adobe Acrobat Reader	7
Assigning Users to LOA Application	24
Automatic E-mail Notifications	58
Becoming a NJDOH 'user' in SAGE	16
Browser Configuration	6
Change Username and/or Password	20
Confirmation Page for Initiating an Application	31
Contact Information Screen	17
Creation of Additional Pages	45
Cut and Paste	53
DFHS Assigned LOA Staff	3
NJDOH Lotus Notes & SAGE System Messages	59-60
NJDOH Request Organization Information	34-35
Ensure Staff Assigned to Application	27-28
Error Messages	48-49
Forgot Username and/or Password	19
Form and Instructions for Adding Organization	9-11
Form Completion	44
FQHC - LOA Application	22
Initiate a LOA Application	29-30

Keeping Contact Information Current	21
LOA - Application in Process	32
LOA Application	38
LOA Rollover - New Fiscal Year	64
Management Activities	23
Navigating Application Forms	39-40
NJDOH SAGE System Homepage	12
Notes in SAGE (Adding, Editing & Viewing)	56-57
Organization Information	33
Other Ways to Access Pages in Application	42
Payment Voucher	61-62
Payment Voucher Process Abbreviated	63
Printable Document Functions	53
Remove User Access to LOA Application	25-26
Required Computer System	4
‘NEW’ Schedule ‘A’ Changes	42
Security Level and Roles	13-15
Submitting the LOA Application	53-55
Uploads and Attachments	50-51
Validation	18
Vendor Information Screen	37
Vendor Number	36

View PDF	49
World Wide Web Connection and Recommended Browsers	5
Index	65-67

If there are any questions ... please, contact NJDOH – SAGE technical support staff , Program Management Officer (LOA application form) or Grant Management Officer (fiscal sections of application).

Thank you