

Instructions for Accessing Different Forms after the grant is executed

Log On: <https://njdepage.intelligrants.com/Login2.aspx?APPTHEME=NJDEP>

1. Open your executed grant agreement document by searching in the My Applications Tab.
2. Follow the directions on the Document Menu page.

Attachments to the Grant Agreement: To add additional attachments to your Grant Agreement, go to **Forms Menu** and under the Grant Agreement Section, click *Miscellaneous Attachments*. In the *Miscellaneous Attachments* section, upload your documents and click **SAVE**. Examples of documents may include Insurance Certifications, Business Registrations, etc.

The screenshot shows the 'Forms Menu' dropdown menu with the following items:

- Attachment D-2 - Grantee's Proposal
- Attachment E (CORP) - Corporate Resolution
- Attachment E-1 - Resolution Certification
- Attachment F - Subcontractor List
- Attachment G - Statement of Adequacy of Accounting System
- Miscellaneous Attachments** (highlighted)
- Agreement Terms and Conditions
- Print Full Agreement Package

The background shows a document menu with a table of document details:

Document Title	Current Status	Period Date / Date Due
Authorized Official	Grant Executed	03/01/2019 - N/A N/A

Amendment/Modifications: To initiate an Amendment/Modification request, go to **Status Changes** and under **Amendment in Process** click the **Apply Status** button.

The screenshot shows the 'Status Changes' dropdown menu with the following items:

- Possible Statuses
- AMENDMENT IN PROCESS** (highlighted)
- APPLY STATUS (highlighted)

The background shows a document menu with a table of document details:

Document Title	Current Status	Period Date / Date Due
Authorized Official	Grant Executed	03/01/2019 - N/A N/A

The Amendment form will be in the **Forms Menu**. **Please complete the Amendment Request page ONLY**. This must be “signed” by the person who signed the grant agreement. They must be the last person to **SAVE** the page so that their name appears at the bottom of the page. Once complete, submit the Amendment under **Status Changes**.

Instructions to Initiate a Progress Report and Financial Report

- 1) Search for your grant executed document in the My Applications Tab.



[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types

Application Name

Status

Year



- 2) Click on the Document link in the **Name** column to open the grant.



[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types

Application Name

Status

Year

Export Results to Sort by:

Number of Results 1

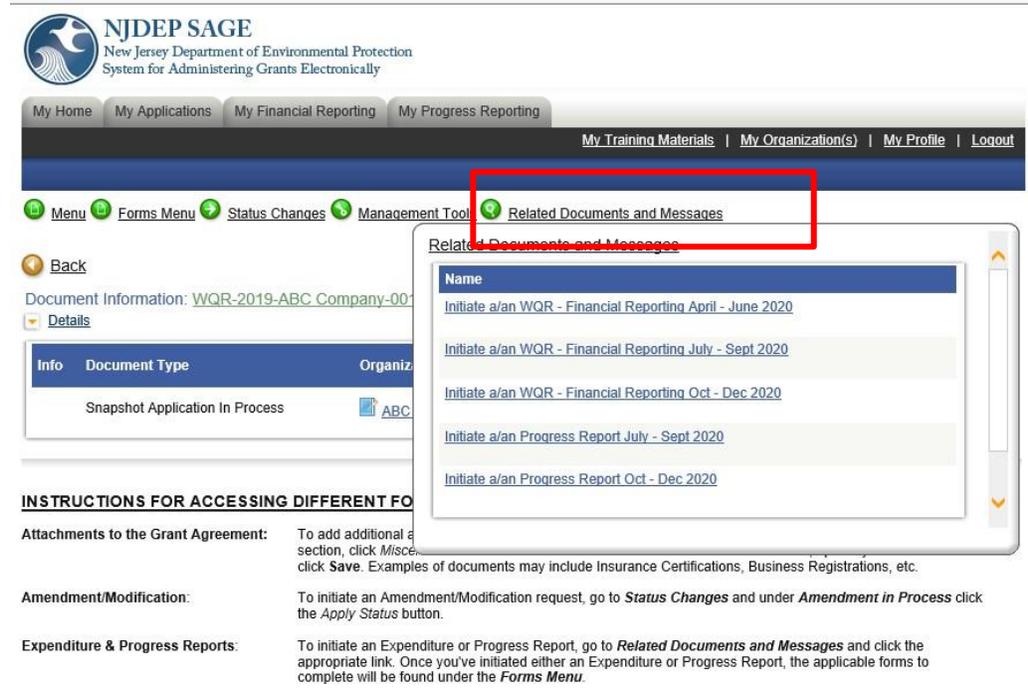
Document Type	Organization	Name	Current Status	Year
Water Quality Restoration 2019	ABC Company	WQR-2019-ABC Company-00170	Grant Executed	2019



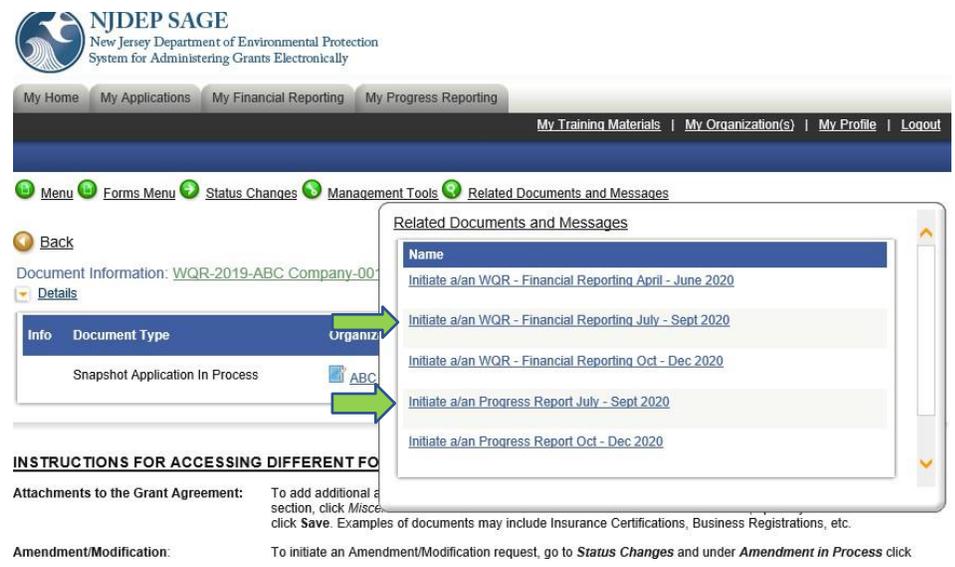
3) From the **Document Menu** page, hover over the **Related Documents and Messages** link.

Related Documents

In the **Related Documents** section, the user can initiate/view progress reports or financial reports.



4) Click on the “Initiate a/an” link of the specific report. **NOTE: The Progress and Financial reports are 2 separate documents and will be available to initiate the day after the quarter is completed.**



- This will bring up the **Document Menu** for the report. Please fill out the pages on the Forms Menu.

The screenshot shows the NJDEP SAGE interface. At the top, there is a navigation bar with tabs for 'My Home', 'My Applications', 'My Financial Reporting', and 'My Progress Reporting'. Below this, there are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'Forms Menu' dropdown is highlighted with a red box, showing a table with the following content:

Status	Page Name	Note
	Expenditure Report Forms	
	Financial Report	

Below the dropdown, there is a table showing the current status of the report:

Current Status	Period Date / Date Due
Financial Report in Process	07/01/2020 - 09/30/2020 N/A

At the bottom of the page, there are summary statistics:

Total Project Amount:
Total Grant Amount:
Previously Reported Cumulative Expenditures: \$0.00
Expenditures Incurred During the Current Period:

- Once complete, submit the report by going to Status Changes and clicking "Apply Status" button under Financial Report Submitted.

The screenshot shows the NJDEP SAGE interface with the 'Status Changes' dropdown menu open. The dropdown contains the following text:

Possible Statuses

FINANCIAL REPORT SUBMITTED
APPLY STATUS

FINANCIAL REPORT CANCELLED
APPLY STATUS

A green arrow points to the 'APPLY STATUS' button under 'FINANCIAL REPORT CANCELLED'. Below the dropdown, there is a table showing the current status of the report:

Current Status	Period Date / Date Due
Financial Report in Process	07/01/2020 - 09/30/2020 N/A

Below the table, there are instructions for submitting or canceling the report:

- To submit your financial report, go to *Status Changes* and under **FINANCIAL REPORT SUBMITTED** click the **APPLY STATUS** button.
- To cancel your financial report, go to *Status Changes* and under **FINANCIAL REPORT CANCELLED** click the **APPLY STATUS** button.

At the bottom of the page, there are details for the grantee:

Grantee's Name: ABC Company
Grantee's Address: 111 Winding Way

Updating a Report

To update a report, please complete these steps:

- 1) Click on the document link in the **Name** column for a specific report on your My Task section.

NJDEP SAGE
New Jersey Department of Environmental Protection
System for Administering Grants Electronically

My Home | My Applications | My Financial Reporting | My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Welcome Jennifer
Authorized Official
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Jennifer, please choose an option below.

View Available Opportunities
You have 8 opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

My Inbox
You have 2 new messages.
Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

My Tasks

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Financial Reporting	ABC Company	WQR-2019-ABC Company-00170-FR-00241	Financial Report in Process	8/3/2021	
		ABC				

- 2) This will bring up the **Document Menu** and navigate to Forms Menu for the pages to make any edits.