

SAGE Access for Municipal Consultants: Engineers, Engineering Consulting Firms and Other Consultants

Municipalities

- **DCA SAGE** maintains registration information on all NJ municipalities for *both* DCA and DOT SAGE.*
- Municipal Contacts (employees who have been given access to SAGE) can login to both DCA SAGE and DOT SAGE* with the same user name and logon ID.
- A municipal employee is an individual (not a firm) who works directly for the municipality and receives a paycheck and Federal W-2 Tax Form from the municipality.
- Municipal applications for grant funding must be *initiated* and *submitted* solely by municipal personnel. Following grant application initiation, an engineering or other consultant can then be assigned to assist with application preparation - provided that the consultant has secured SAGE (DCA or DOT, as appropriate) access under the auspices of the consultant's own corporate affiliation.
- Consultants are not municipal employees, and should be given access to individual municipal applications or grants only as Consultants (for DCA applications and grants, see the [DCA SAGE User Manual](#) – for DOT applications and grants, see the [NJDOT User Manual](#)).

Engineering and Other Consulting Firms

- DCA and DOT SAGE* *do not* share registration information on private organizations, such as engineering and other consulting firms.
- Engineering and other consulting firms must register separately in DCA SAGE or DOT SAGE, or both. *
- Employees of private organizations need a separate user name and logon ID for DCA and/or DOT SAGE * under the auspices of their actual corporate affiliation.
- Consultants are not municipal employees, and should be given access to individual municipal applications or grants as Consultants (for DCA applications and grants, see the [DCA SAGE User Manual](#) – for DOT applications and grants, see the [NJDOT User Manual](#)).

*and any State of NJ Departments that may use SAGE in the future