INFORMATION GUIDE

This walkthrough provides a general overview of how to complete a grant application in Egrants.

You may follow this walkthrough page by page or click on a step listed on the right of this slide for information on a specific step of the process.

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pennsylvania
COMMISSION ON CRIME
AND DELINQUENCY

1. CREATE AN APPLICATION IN EGRANTS

Log into Egrants at https://www.pccdegrants.pa.gov/Egrants/Login.aspx.

If you do not have login credentials, you must register as a new Keystone Login user. The Egrants New User Guide can guide you through the registration process.

On the Main Menu, click the top menu item link which reads **"To create a new Application (or Concept Paper) in response to a Funding Announcement (<u>Funding Announcement</u> tab)."**

Welcome to PCCD Egrants!
Please select a menu tab or prompt link to continue.

CLICK HERE — To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (<u>Project Management</u> tab).

CLICK HERE — To create a new Application (or Concept Paper) in response to a Funding Announcement (<u>Funding Announcement</u> tab).

CLICK HERE — To view any Alerts and/or Tasks assigned to you (<u>Work Manager</u> tab).

CLICK HERE — To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (<u>User Management</u> tab).

CLICK HERE — To Subscribe to receive an email when new granting opportunities become available.

CLICK HERE — To Unsubscribe from Email notifications when granting opportunities become available.

Egrants

Click on the **Funding Announcement Title** that corresponds with the grant application being created.

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title: [   ]

Program Area: [All]

Funding Stream: [All]

Plan Year: [All]

Status: Open

[Search]

Fund. Annc. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
COVID-19 Nonpublic School Health and Safety Grants	School Safety and Security Committee	School Safety and Security	$7,500,000.00	6/16/2020	7/8/2020	Open
COVID-19 School Health and Safety Grants FY20-21	School Safety and Security Committee	School Safety and Security	$150,000,000.00	6/15/2020	6/30/2020	Open

On the Funding Announcement Summary page, click the **Create New Application** button.

FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: COVID-19 Nonpublic School Health and Safety Grants
Year: 2018
Program Area: School Safety and Security Committee
Funding Stream: SS
Funding Area: School Safety and Security
Release Date: 6/16/2020
Due Date: 7/8/2020
Concept Papers Required? No
Competitive/Non-Competitive: Non-Competitive
Amount Announced: 7,500,000.00
Status: Open
Summary: A total of $7.5 million from the School Safety and Security Fund is being announced to support this initiative. The SSSC may fund up to 29 intermediate units on behalf of nonpublic schools for a project period not to exceed one year.

Program Contact Person: Ms. Christina Cosgrove
Fiscal Contact Person: Mr. Chris Epoca

You may view the Funding Announcement document here.

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
Sample School District - Part B	30464	

Create New Application   Cancel

On the Application Summary page, a dialog box will appear that provides your Grant ID. Please write that Grant ID down for future reference as you will use the Grant ID to access your application from now on. Once the Grant ID has been written down, click **OK**.

Back Button will not take you back pages, instead use the application menus and controls.

Message from webpage ✕

⚠️ Your Grant ID is 30466. Please write this number down.
You will use this Grant ID to access your project from now

[OK]

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project **Application** Monitoring Audit Fiscal Details Reporting Requirements

Project Title:
Fund Announcement: COVID-19 School Health and Safety Grants FY20-21

APPLICATION SUMMARY

Recipient Agencies must be entered in the Main Summary Information section before the Budget Detail link(s) become enabled.

Section Name	Status	Point Value	Last Update
Program Activities	In Process	0	6/15/2020 6:24:42 PM
Act 30 Certification	In Process	0	6/15/2020 6:24:42 PM
Attachments	In Process	0	6/15/2020 6:24:42 PM
Procurement Details	In Process	0	6/15/2020 6:24:42 PM
Approval Checklists	In Process	0	6/15/2020 6:24:42 PM
Budget Detail	In Process	0	6/15/2020 6:24:43 PM
Main Summary Information	In Process	0	6/15/2020 6:24:43 PM
Performance Indicators	In Process	0	6/15/2020 6:24:42 PM
Fiscal Accountability	In Process	0	6/15/2020 6:24:42 PM
Federal Transparency Act Certification	In Process	0	6/15/2020 6:24:42 PM

[View Contract] [Preview Signature Page] [Submit Application] [Withdraw Application]
[View Issues/Comments]

2. Complete Application Sections

The Application Summary page contains each section of the application. Beginning with the Main Summary Information Section, click on the **Section Name** of each section to open and complete that part of the application.

Status: Open - Draft   Fund Announcement: COVID-19 School Health and Safety Grants FY20-21

APPLICATION SUMMARY

Recipient Agencies must be entered in the Main Summary Information section before the Budget Detail link(s) become enabled.

Section Name	Status	Point Value	Last Update
Program Activities	In Process	0	6/15/2020 6:24:42 PM
Act 30 Certification	In Process	0	6/15/2020 6:24:42 PM
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Procurement Details	In Process	0	6/15/2020 6:24:42 PM
Approval Checklists	In Process	0	6/15/2020 6:24:42 PM
Budget Detail	In Process	0	6/15/2020 6:24:43 PM
Main Summary Information	In Process	0	6/15/2020 6:24:43 PM
Performance Indicators	In Process	0	6/15/2020 6:24:42 PM
Fiscal Accountability	In Process	0	6/15/2020 6:24:42 PM
Federal Transparency Act Certification	In Process	0	6/15/2020 6:24:42 PM

View Contract   Preview Signature Page   Submit Application   Withdraw Application
View Issues/Comments

The Section Names that appear in the application may not match the example shown above as each Funding Announcement has unique application sections. **Please refer to the** Funding Announcement specific to the grant application **when completing the application sections.**

Each Section will have a field with a drop down menu near the top of the page titled Completion Status. After completing each section, change this field from **In Process** to **Complete** then click the **Save** button.

EXECUTIVE SUMMARY (PART B)

Section Point Value: 5

Completion Status: In Process ▾
Complete
In Process

Created By: Dr. Corden Naytor
Last Update By: Dr. Corden Naytor

Created Date: 8/7/2019 4:24:03 PM
Last Update Date: 8/8/2019 1:10:49 PM

Executive Summary (Part B)– (Maximum 5 points, length is limited to 2,000 characters, approximately 250-300 words).

1. All applicants should fill out the following script and paste into the Executive Summary section:

    The ___*name of school entity*_ is requesting $_____ to [*provide a single sentence or two of what you are seeking to improve with your grant funding*].

    These funds will be used for the following: [*provide a short summary or bullet points of what the funds will be used for*].

    Please note that responses in this section will be used in Committee grant summaries, posted publicly on PCCD's website, and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

    The Sample Agency is requesting $60,000.00 to provide violence prevention programs and targeted outreach in our service area. These funds will be used to hire and Outreach Coordinator.

View History | Save | Save And Continue Editing | Return to Project Summary

3. ACCESS GRANT APPLICATION DRAFT

The application may be done in segments as it will be saved in Egrants and can be accessed by logging into Egrants and clicking the menu option labeled **To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (<u>Project Management</u> tab)**

Welcome to PCCD Egrants!
Please select a menu tab or prompt link to continue.

<u>CLICK HERE</u>   To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (<u>Project Management</u> tab).

<u>CLICK HERE</u>   To create a new Application (or Concept Paper) in response to a Funding Announcement (<u>Funding Announcement</u> tab).

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<u>CLICK HERE</u>   To Unsubscribe from Email notifications when granting opportunities become available.

Click on the **Grant ID** that corresponds with the grant application being accessed.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID: [   ]

Applicant Agency: [All] ▼

Recipient Agency: [   ]

Funding Announcement: [All] ▼

Keywords: [All] ▼

[Search]

Quick Searches

Applications In Process (1)

Awarded Projects - Active (1)

Applications In Process Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
30461	Sample Agency		

Click on the **Application** link.

PROJECT SUMMARY

CLICK HERE   To enter/update/view a Program, Fiscal, or Inventory Report for this grant (<u>Monitoring</u> menu item).

CLICK HERE   To view any Audit Information for this grant (<u>Audit</u> menu item).

CLICK HERE   To view the current financial information for this grant such as payments and funding sources (<u>Fiscal Details</u> menu item).

CLICK HERE   To view the reporting requirements for this grant such as when fiscal reports are due (<u>Reporting Requirements</u> menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
30461:	Create Project Modification Request (PMR)		
	Application	-	Open - Draft ★ P

4. Complete Signature Page

When the Status of all sections are **Complete**, click the **Preview Signature Page.**

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Program Activities	Complete	0	6/15/2020 6:28:49 PM
Act 30 Certification	Complete	0	6/15/2020 6:28:57 PM
Attachments	Complete	0	6/15/2020 7:02:11 PM
Procurement Details	Complete	0	6/15/2020 7:02:54 PM
Approval Checklists	Complete	0	6/15/2020 7:03:23 PM
Budget Detail	Complete	0	6/15/2020 7:05:47 PM
Main Summary Information	Complete	0	6/15/2020 7:05:43 PM
Performance Indicators	Complete	0	6/15/2020 7:05:54 PM
Fiscal Accountability	Complete	0	6/15/2020 7:06:12 PM
Federal Transparency Act Certification	Complete	0	6/15/2020 7:13:35 PM

View Contract   Preview Signature Page   Submit Application   Withdraw Application

View Issues/Comments

The following page contains the below message advising that the Signature Page will appear in a new window. The window may not appear if a pop-up blocker is in use. If a new window does not appear within a minute, click on the link titled **Click Here.**

Your report should appear in a new window in about a minute, if it does not appear Click Here.
You will need Adobe Reader to view the report.
If you receive errors when the Adobe Reader is attempting to display the report,
make sure you have the latest version of the Reader software.

To continue, press the Continue button.

Continue

SUBGRANT: 30461   **Short Title:** Violence Prevention and Targeted Outreach

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

_____
DATE

_____
SIGNATURE OF ATTESTING OFFICER

_____
TITLE OF ATTESTING OFFICER

(SEAL)

Sample Agency
_____
NAME OF APPLICANT AGENCY

By: _____

Title: _____

By: _____

Title: _____

By: _____

Title: _____

APPROVED AS TO FORM AND LEGALITY:

_____
SOLICITOR

APPROVED:

_____
CONTROLLER

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

_____
DISTRICT ATTORNEY
(VS applications only)

FOR PCCD USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated _____ funds.

_____   _____
PCCD Executive Director or designee   DATE

_____   _____
COMPTROLLER OPERATIONS   DATE

Approved as to form and legality:

_____   _____
COUNSEL TO PCCD   DATE

35-FA-1.2
_____   _____
OFFICE OF GENERAL COUNSEL   DATE

35-FA-1.2
_____   _____
DEPUTY ATTORNEY GENERAL   DATE

Signature Page Guide

- Applicants are only required to provide two signatures, one in each field highlighted in the example on the left side of this page.

- The **Chief School Administrator must sign the highlighted field on the right side** of the page.

- The **Attesting Officer must sign the highlighted field on the left side** of the page. An Attesting Officer can be *any* school official, such as a board member or business manager, that is capable of attesting to the authenticity of the signature of the Chief School Administrator.

- Once the Superintendent and Attesting Officer have provided their signatures, **a scanned copy of the signature page can be uploaded in the Required Attachment section as part of the application or can be emailed to:** ra-cd-grantsigs@pa.gov.

Applicants are not required to complete any section of the signature page outside of providing a signature from the Chief School Administrator and Attesting Officer.

5. SUBMIT APPLICATION

Once the signature page has been completed and emailed, submit the application by returning to the Application Summary Page and clicking the **Submit Application** button.

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Program Activities	Complete	0	6/15/2020 6:28:49 PM
Act 30 Certification	Complete	0	6/15/2020 6:28:57 PM
Attachments	Complete	0	6/15/2020 7:02:11 PM
Procurement Details	Complete	0	6/15/2020 7:02:54 PM
Approval Checklists	Complete	0	6/15/2020 7:03:23 PM
Budget Detail	Complete	0	6/15/2020 7:05:47 PM
Main Summary Information	Complete	0	6/15/2020 7:05:43 PM
Performance Indicators	Complete	0	6/15/2020 7:05:54 PM
Fiscal Accountability	Complete	0	6/15/2020 7:06:12 PM
Federal Transparency Act Certification	Complete	0	6/15/2020 7:13:35 PM

View Contract   Preview Signature Page   Submit Application   Withdraw Application

View Issues/Comments

Applicants are encouraged to print out and review their applications prior to submitting them. This can be done by clicking the **View Contract** button.

After clicking the Submit button, a pop-up alert will ask for confirmation that you're ready to submit the application. If you are ready to submit the application, click the **OK** button.

6. CONFIRM APPLICATION SUBMISSION

To confirm the successful submission of a grant, return to the Project Summary page. The **Status** of an application that has been submitted will read **Open – Received**.

ADDITIONAL INFORMATION

- Use the links in the table of contents to the right to revisit any step of this walkthrough.

- See the Funding Announcement for detail on grant application guidelines, eligibility, and requirements.

- If you have any questions, see the Funding Announcement Q&A.

- For any questions not addressed in the Q&A, email RA-CD-SSSC@pa.gov.

- For additional grant guides and walkthroughs, please visit the Grant Guides page of PCCD's website.

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