GRANT APPLICATION WALKTHROUGH

A guide to completing a grant application in Egrants

pennsylvania
COMMISSION ON CRIME
AND DELINQUENCY

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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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 an account with Keystone Login. The PCCD Egrants Keystone Login 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
Sample Funding Announcement	Criminal Justice Advisory Committee		$10,000.00	7/26/2019	9/30/2019	Open

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

FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: Sample Funding Announcement

Year: 2017

Program Area: Criminal Justice Advisory Committee

Funding Stream:

Funding Area: Diversionary Programs

Release Date: 7/26/2019

Due Date: 9/30/2019

Concept Papers Required? No

Competitive/Non-Competitive: Competitive

Amount Announced: 10,000.00

Status: Open

Summary:

Program Contact Person: Ms. Lindsay Vaughan

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

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**.

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Your Grant ID is 30461. Please write this number down.
You will use this Grant ID to access your project from now on.

OK

System will time out at: .
Remaining time:

(System Test/Curr) ❓ Logo

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

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

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

Grant ID: 30461
Status: Open - Draft

Project Title:
Fund Announcement: Sample Funding Announcement

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
Main Summary Information	In Process	0	8/2/2019 3:34:38 PM
Executive Summary (Part B)	In Process	5	8/2/2019 3:34:30 PM
Statement of Purpose (Part B)	In Process	35	8/2/2019 3:34:30 PM
Project Description (Part B)	In Process	45	8/2/2019 3:34:30 PM
Approval Checklists	In Process	0	8/2/2019 3:34:30 PM
Budget Detail	In Process	15	8/2/2019 3:34:38 PM
Procurement Details	In Process	0	8/2/2019 3:34:30 PM
Fiscal Accountability	In Process	0	8/2/2019 3:34:30 PM
Federal Transparency Act Certification	In Process	0	8/2/2019 3:34:30 PM
Performance Indicators	In Process	0	8/2/2019 3:34:30 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.

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
Main Summary Information	In Process	0	8/2/2019 3:34:38 PM
Executive Summary (Part B)	In Process	5	8/2/2019 3:34:30 PM
Statement of Purpose (Part B)	In Process	35	8/2/2019 3:34:30 PM
Project Description (Part B)	In Process	45	8/2/2019 3:34:30 PM
Approval Checklists	In Process	0	8/2/2019 3:34:30 PM
Budget Detail	In Process	15	8/2/2019 3:34:38 PM
Procurement Details	In Process	0	8/2/2019 3:34:30 PM
Fiscal Accountability	In Process	0	8/2/2019 3:34:30 PM
Federal Transparency Act Certification	In Process	0	8/2/2019 3:34:30 PM
Performance Indicators	In Process	0	8/2/2019 3:34:30 PM

System Test   System Test   System Test   System Test   System Test

[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 (**Project Management **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 (Project Management tab).

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

CLICK HERE   To view any Alerts and/or Tasks assigned to you (Work Manager 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 (User Management 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.

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** or click on this icon 📄 in the **Signature Documents** section below that.

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	8/8/2019 1:28:32 PM
Executive Summary (Part B)	Complete	5	8/8/2019 1:22:27 PM
Statement of Purpose (Part B)	Complete	35	8/8/2019 11:44:41 AM
Project Description (Part B)	Complete	45	8/8/2019 11:44:51 AM
Approval Checklists	Complete	0	8/8/2019 11:45:55 AM
Budget Detail	Complete	15	8/8/2019 1:29:48 PM
Procurement Details	Complete	0	8/8/2019 1:30:53 PM
Fiscal Accountability	Complete	0	8/8/2019 1:31:15 PM
Federal Transparency Act Certification	Complete	0	8/8/2019 1:34:03 PM
Performance Indicators	Complete	0	8/8/2019 1:34:11 PM

View Contract   Preview Signature Page   Submit Application   Withdraw Application

View Issues/Comments

System Test

Signature Documents

Contract Signature Page: 📄 (download blank signature page)

Grantee Signed: [   ] Browse... ⬆

PCCD Received:

You will see the message below to advise you 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.**

Download the Signature Page and save it to your computer. Obtain the required signatures as indicated on the next slide.

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.

_____	Sample Agency
DATE	_____
	NAME OF APPLICANT AGENCY
_____	By: _____
SIGNATURE OF ATTESTING OFFICER	
_____	Title: _____
TITLE OF ATTESTING OFFICER	

By: _____

Title: _____

By: _____

Title: _____

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

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

_____
SOLICITOR

_____
DISTRICT ATTORNEY
(VS applications only)

APPROVED:

_____
CONTROLLER

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

Please note: The exception to the above is County applicants - two County Commissioners or County Executive signatures are required on the top right.

- **Signature Requirements (top right side of Signature Page)**

    1) County – At least two County Commissioners or County Executive

    2) 1st Class City (Philadelphia) – Mayor or Managing Director

    3) 2nd Class/Class A City – Mayor

    4) 3rd Class City – Mayor or Manager

    5) Borough – President of Borough Council

    6) 1st Class Township – President of Board of Commissioners

    7) 2nd Class Township – Chairperson of Board of Supervisors

    8) Home Rule Municipality – As provided by Home Rule Charter or other state law

    9) State Agency – As provided by state agency's regulations and internal procedures

    10) Private Organization – Chairperson/President or Vice-Chairperson/Vice-President of the Board of Directors or as otherwise provided by organization's by-laws

    11) School Districts – Chief School Administrator (Superintendent or Board Chairperson)

- **Attesting Officer's Signature (top left side of the Signature Page)**

    1) Chief Clerk of the governmental applicant or other proper official.

    2) For a private organization, the attesting officer is the Board Secretary or Treasurer or another proper official of the applicant.

    3) For a School District, the attesting officer can be any school official such as a Board member or Business Manager.

Applicants are not required to provide signatures for Solicitor or Controller.

Typed signatures using a script font are not acceptable. Please scan the document which has original signatures. A formal e-signature software that timestamps the e-signature is also acceptable

Once all signatures are obtained, you are ready to upload the Signature Page:

1) Click Browse to find your saved signature page.
2) Once your signature page file is chosen, click on the green arrow ⬆ to upload it.
3) This will upload the signature page to the grant, and PCCD will be able to view it.

Signature Documents

Contract Signature Page: 📄 (download blank signature page)
Grantee Signed: [_____] Browse... ⬆
PCCD Received:

Signature Documents

Contract Signature Page: 📄 (download blank signature page)
Grantee Signed: C:\Users\ckuchar\Desktop| Browse... ⬆
PCCD Received:

Once the Signature Page is successfully uploaded:
1) You will be able to view the uploaded file by clicking on the document icon
    You can also remove it, if you need to, by clicking on the ✖
2) If the signature page is not accepted for any reason, PCCD staff will remove it and notify you.
    The second screenshot below shows the signature page was removed.

Signature Documents

Contract Signature Page: (download blank signature page)
Grantee Signed: 34507_Signature Page Sample.pdf
PCCD Received: 03/30/2021

Signature Documents

Contract Signature Page: (download blank signature page)
Grantee Signed: [Browse...] ⬆
PCCD Received:

5. SUBMIT APPLICATION

After the signature page has been uploaded, 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
Main Summary Information	Complete	0	8/8/2019 1:28:32 PM
Executive Summary (Part B)	Complete	5	8/8/2019 1:22:27 PM
Statement of Purpose (Part B)	Complete	35	8/8/2019 11:44:41 AM
Project Description (Part B)	Complete	45	8/8/2019 11:44:51 AM
Approval Checklists	Complete	0	8/8/2019 11:45:55 AM
Budget Detail	Complete	15	8/8/2019 1:29:48 PM
Procurement Details	Complete	0	8/8/2019 1:30:53 PM
Fiscal Accountability	Complete	0	8/8/2019 1:31:15 PM
Federal Transparency Act Certification	Complete	0	8/8/2019 1:34:03 PM
Performance Indicators	Complete	0	8/8/2019 1:34:11 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.

cd-appdev-iis8 says

Are you sure you want to submit this document? Reminder: You can view the contract at any time by using the View Contract button.

OK   Cancel

System will time out at: 02:02:58 PM.
Remaining time: **19:58**

(SystemTest/Curr) ? **Logoff**

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

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

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 30461
Status: Open - Draft

Project Title: Violence Prevention and Targeted Outreach
Fund Announcement: Sample Funding Announcement

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	8/12/2019 10:54:53 AM
Executive Summary (Part B)	Complete	5	8/12/2019 10:41:53 AM
Statement of Purpose (Part B)	Complete	35	8/12/2019 10:42:00 AM
Project Description (Part B)	Complete	45	8/12/2019 10:42:08 AM
Approval Checklists	Complete	0	8/12/2019 10:43:40 AM
Budget Detail	Complete	15	8/12/2019 10:45:47 AM
Procurement Details	Complete	0	8/12/2019 10:46:29 AM
Fiscal Accountability	Complete	0	8/12/2019 10:47:12 AM
Federal Transparency Act Certification	Complete	0	8/12/2019 10:48:36 AM
Performance Indicators	Complete	0	8/12/2019 10:48:41 AM

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.**

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	8/30/2019 - 10/10/2019	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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