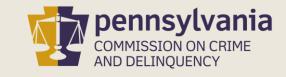
GRANT APPLICATION WALKTHROUGH

A guide to completing a grant application in Egrants



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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- 6. <u>Confirm Application Submission</u>



1. CREATE AN APPLICATION IN EGRANTS

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

Powered by
PA KEYSTONE LOGIN
If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.
If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.
All other Egrants users who do not have a Keystone Login account should click the Register link below.
UserName UserName
Keystone Login
Password
Log in
Forgot Password?
Forgot UserName?
Not Registered? Register as a new Keystone Login user

If you do not have login credentials, you must register as a new Keystone Login user. The <u>Egrants New User Guide</u> 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 (Funding Announcement 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).

<u>CLICK HERE</u> 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).

<u>CLICK HERE</u> 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 Funding Announcement Title that corresponds with the grant application being created.

	Search Criteria: Funding Announcement Title:	FUNDIN	G ANNOUNCEMENT SEARCH					
revious	Program Area: [All] Funding Stream: [All] Plan Year: [All]		revious	Prev	ious	Previo		
revious	Status: Open	Previous	Search	Drav		Dravio Open Pate		Status
COVID-19 Non	Fund. Annc. Title public School Health and Safety Grants	Program Area School Safety and Security Con		ding Stream afety and Security	\$7,500,000.00	Open Date 6/16/2020	<u>Due Date</u> 7/8/2020	<u>Status</u> Open
	nool Health and Safety Grants FY20-21	School Safety and Security Con		afety and Security	\$150,000,000.00	6/15/2020	6/30/2020	Open
revious	Previous	Previous	Previous	Prev	ious	Previo)US	P

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.

You may view the Funding Announcement document here.

Agency/Project responses for this Funding Announcement

Create New Application

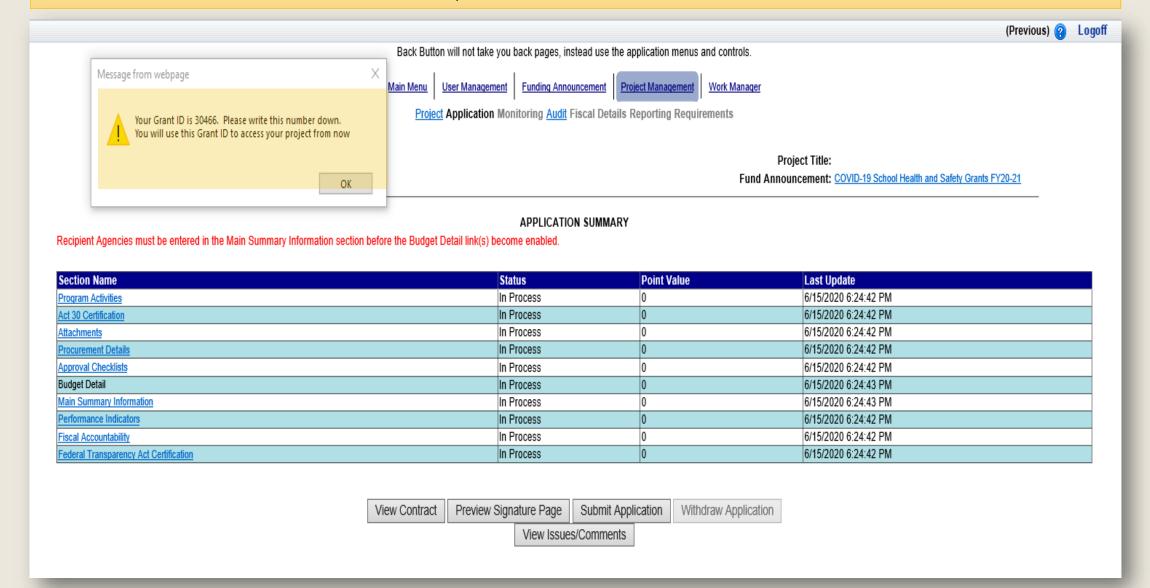
Applicant Agency	Project ID	Project Title	Previous
Sample School District - Part B	<u>30464</u>		
			*

Cancel

Program Contact Person: Ms. Christina Cosgrove

Fiscal Contact Person: Mr. Chris Epoca

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**.



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 reviotis APPLICATION SUMMARY Recipient Agencies must be entered in the Main Summary Information section before the Budget Detail link(s) become enabled. Section Name Status Last Update Point Value In Process 6/15/2020 6:24:42 PM Program Activities 6/15/2020 6:24:42 PM Act 30 Certification In Process In Process 6/15/2020 6:24:42 PM Attachments In Process 6/15/2020 6:24:42 PM Procurement Details 6/15/2020 6:24:42 PM Approval Checklists In Process 6/15/2020 6:24:43 PM **Budget Detail** In Process 6/15/2020 6:24:43 PM Main Summary Information In Process 6/15/2020 6:24:42 PM In Process Performance Indicators 6/15/2020 6:24:42 PM In Process Fiscal Accountability Federal Transparency Act Certification In Process 6/15/2020 6:24:42 PM

View Contract Preview Signature Page Submit Application Withdraw Application View Application View Signature Page 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 <u>Funding Announcement</u> <u>specific to the grant application</u> 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, lengtins limited	to 2,000 characters, approximately 250-3	00 words).		
All applicants should fill out the following script and paste into the	e Executive Summary section:			
Thename of school entity_ is requesting \$ to [provid	e a single sentence or two of what you ar	re seeking to improve with your grant funding].		
These funds will be used for the following: [provide a short sumr	nary or bullet points of what the funds will	l be used for].		
Please note that responses in this section will be used in Comm	ittee grant summaries, posted publicly on	PCCD's website, and could be mentioned in p	ress 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 p	revention programs and targeted outreac	h in our service area. These funds will be used	to hire and Outreach Coordinator.	۶
	View History Sav	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 HEDE	To access an existing project (Grant Application, Continuation Application, Modification) or create/update reports such as the Program Report, Fiscal
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).

<u>CLICK HERE</u> 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 (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.

<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.

Search Criteria:		T MANAGEMENT SEARCH		Quick Searches	
stem lest Sy	Grant ID:	ystem		<u>Applications In Process (1</u>	
Applicant A	Agency: [AII] ▼			Awarded Projects - Active (<u>1)</u>
Recipient A	Agency:				
Funding Announ	cement: [AII]			▼	
rstem Test Ske	ywords: [All]	Search	I COL	System Test	
	Applications In Pr	ocess Quick Search results	displayed		
Grant ID	<u>Applicant Agency</u>		<u>Title</u>	Receipt Date	
30461 Sample Agency					
vetam laet Sv	<u>etam laet</u>	Svetam	LACI	Svetam last	-

Click on the Application link.

PROJECT SUMMARY

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

CLICK HERE To view any Audit Information for this grant (Audit menu item).

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

<u>CLICK HERE</u> 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 N		
	<u>Application</u>	-	Open - Draft 🛠 🕑

4. Complete Signature Page

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

	Section Nam	ie			Status	Point Value	Last Update		
	Program Activit				Complete	0	6/15/2020 6:28:49 PM		
	Act 30 Certifica	<u>ition</u>			Complete	0	6/15/2020 6:28:57 PM		P
1	Attachments				Complete	0	6/15/2020 7:02:11 PM		
	Procurement D	letails			Complete	0	6/15/2020 7:02:54 PM		
	Approval Check	<u>klists</u>			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 In	<u>ndicators</u>			Complete	0	6/15/2020 7:05:54 PM		P
П.	Fiscal Accounta	<u>ability</u>			Complete	0	6/15/2020 7:06:12 PM		
	Federal Transp	parency Act Certification			Complete	0	6/15/2020 7:13:35 PM		
F	Previou		Previous	View Contract Preview S	ignature Page Submit App	lication Withdraw Application		Previous	

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

evention and Targeted Outreach
ant application to be executed, attested, and ensealed by its proper
Sample Agency
Sample Agency NAME OF APPLICANT AGENCY
By:
Title:
Den
Ву:
Title:
By:
Title:
NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.
_
DISTRICT ATTORNEY (VS applications only)
(vs applications only)
_
has been received to pay the herein stated funds.
has been received to pay the herein stated funds. DATE
DATE
DATE DATE DATE
DATE DATE DATE

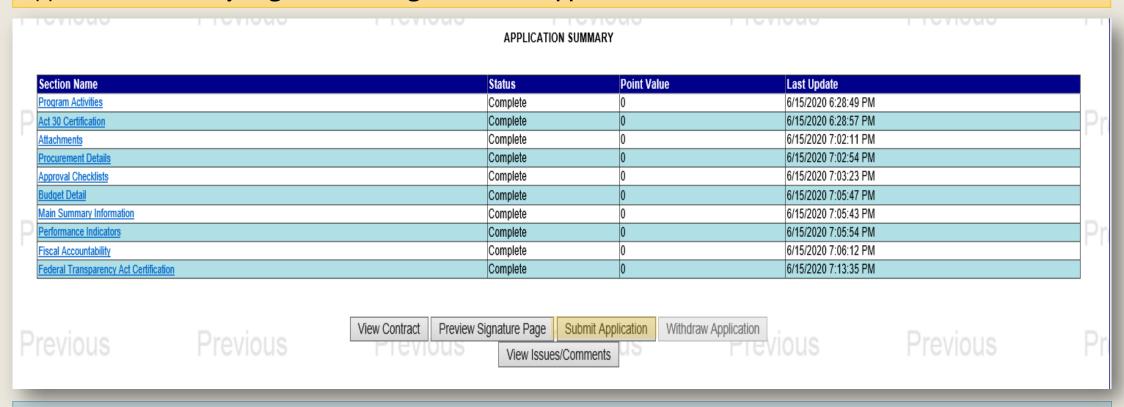
Signature Page Guide

- 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.

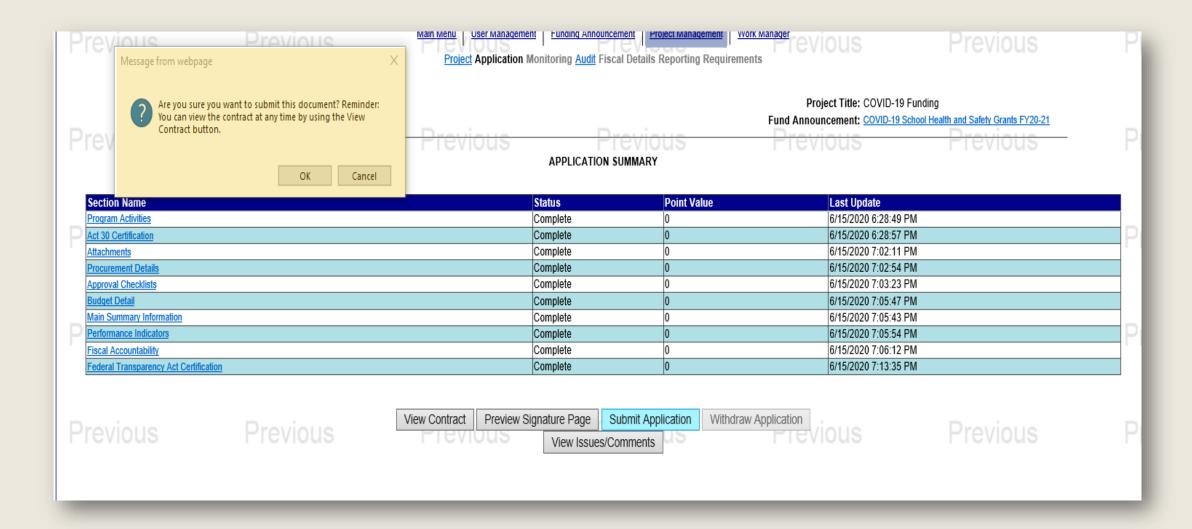
5. SUBMIT APPLICATION

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.



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**.

PROJECT SUMMARY

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

CLICK HERE To view any Audit Information for this grant (Audit menu item).

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

CLICK HERE To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements 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	ct 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 <u>Funding Announcement</u> for detail on grant application guidelines, eligibility, and requirements.
- If you have any questions, see the <u>Funding</u>
 Announcement Q&A.
- For any questions not addressed in the Q&A, email <u>RA-CD-SSSC@pa.gov</u>.
- For additional grant guides and walkthroughs, please visit the <u>Grant Guides page of PCCD's</u> website.

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