School Mental Health & Safety and Security

Creating Two Recipient Budgets within a Single Application

Successful applicants must create two separate budgets: one for Physical Security enhancements and one for Mental Health supports. This walkthrough provides step by step guidance on how to create these budgets correctly in the Egrants system. Click on a step listed below to be taken directly to that section of this guide.

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Create an Application in Egrants

If an application has already been created, please go to the [Access an Existing Application](#) segment of this guide.

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.

Keystone Login 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 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)."**

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

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.

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
2021 Substance Abuse Education (SAEDR) Cat 1-Adult	Criminal Justice Advisory Committee	Substance Abuse Education & Demand Reduction
2021 Substance Abuse Education (SAEDR) Cat 1-YOUTH	Juvenile Justice and Delinquency Prevention Comm	Substance Abuse Education & Demand Reduction
2021 Substance Abuse Education (SAEDR) Cat 2&3	Criminal Justice Advisory Committee	Substance Abuse Education & Demand Reduction
2021/22 JAG Single Solicitation Local Initiatives	Cross Commission Initiatives	Byrne Justice Assistance Grant Program
2022 Nonprofit Security Grant Funds	School Safety and Security Committee	Nonprofit Security Grant Fund
Regional Policing Assistance Program	Criminal Justice Advisory Committee	Byrne Justice Assistance Grant Program
School Mental Health & Safety and Security	School Safety and Security Committee	

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

FUNDING ANNOUNCEMENT SUMMARY

Funding Annc. Title: School Mental Health & Safety and Security
Year: 2020
Program Area: School Safety and Security Committee
Funding Stream:
Funding Area: School Safety and Security
Release Date: 7/26/2022
Due Date: 8/31/2022
Concept Papers Required? No
Competitive/Non-Competitive: Non-Competitive
Amount Announced: 3.00
Status: Open
Summary:

Program Contact Person: Ms. Lindsay A Busko
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]

Remaining time:

(SystemTest/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

Access an Existing Application

If the application is already accessed, please go to the [Complete the Main Summary Page](#) *segment of this guide.*

On the Main Menu, click the top menu item link which reads **"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."**

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

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).

On the Project Management Search page, all in-process application drafts will be displayed in the table located below the search fields. Click on the **Grant ID** of the corresponding School Mental Health & Safety and Security application.

Applications In Process (1)
Awarded Projects - Active (2)

Grant ID: [   ]
Applicant Agency: [All] ▼
Recipient Agency: [   ]
Funding Announcement: [All] ▼
Keywords: [All] ▼

[Search]

Applications In Process Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
36721	Example School Entity		

On the Project Summary page, click 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).

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
36721-2:	Create New Continuation		
36721:	Create Project Modification Request (PMR)		
	Application	-	Open - Draft ✦ Ⓟ

[View Issues/Comments]

Complete the Main Summary Page

Successful applicants must create two separate budgets: one for Physical Security enhancements and one for Mental Health supports. Please follow these next steps closely to set up two budgets in the application with the correct recipient agencies. If any assistance is needed in completing this portion of the application, please contact RA-CD-SSSC@pa.gov with "Recipient Agencies" in the subject line for assistance.

On the Main Summary page:

Enter a Short Project Title. The title should capture the intention of the proposed project.

Enter a Brief Project Description. The project description should be a concise summary of the grant project.

Short Project Title: *	
Brief Project Description: * (maximum 320 characters)	

Once the Short Project Title and Brief Project Description have been entered, return to the top of the Main Summary Page. Highlight and copy the **Applicant Agency** name then click **Add Recipient.**

MAIN SUMMARY

Section Point Value: 0

Completion Status: In Process ▾

SubGrant ID: --

Applicant Agency: Example School Entity 📈

FID #: 251158475

Recipient Agency:

Created By:

Last Update By:

Created Date: 7/26/2022 10:27:08 PM

Last Update Date: 7/26/2022 10:27:12 PM

✓ Add Recipient

✗ Add Applicant as Recipient Agency

DO NOT click Add Applicant as Recipient Agency

On the Recipient Search page, paste the Applicant Agency name or manually enter the school entity name exactly how it is listed in Egrants in the **Recipient Agency Name** field then click **Search**.

RECIPIENT SEARCH

Search Criteria: (A minimum of one criterion is required to perform a search. Enter more criteria as needed to further filter the search results.)

Recipient Agency Name:

City:

County: [All] ▾

Zip Code:

Federal ID Number:

Search

Add New Recipient

Applicant Name	Federal ID Number	Address	City	County	Zip

Cancel

In the search results table, click the **Applicant Name that says "[Applicant School Entity] – PS"**

RECIPIENT SEARCH

Search Criteria: (A minimum of one criterion is required to perform a search. Enter more criteria as needed to further filter the search results.)

Recipient Agency Name: Example School Entity

City:

County: [All] ▾

Zip Code:

Federal ID Number:

Search

Add New Recipient

Applicant Name	Federal ID Number	Address	City	County	Zip
Example School Entity	000000000				
Example School Entity – PS	000000000				
Example School Entity – MH	000000000				

If you do not see a recipient agency that matches this naming scheme in the search results, please contact RA-CD-SSSC@pa.gov with "Recipient Agencies" in the subject line for assistance.

On the Recipient Agency Details page, click **Save**.

RECIPIENT AGENCY DETAILS

Agency Name:
Federal ID Number:
Preferred Contact Method: Email
Agency Type: Government
DUNS Number:
Faith Based Agency: No
ORI Number:
Funding Agency: N
Email Address: CDeGrants_Dev@Example.com
Fiscal Year Ending (last day of): June
US Congressional District:

Last Update By: Mr Michael Fowler
Last Update Date: 10/25/2018 3:33:50 PM
Status: Active

Address Listing

	Location	Phone Number	Extension
	Fax		
	Work		

Documents Received List

Type	Valid From Date	Valid To Date	Filed w/ Grant ID

Save Delete Cancel

On Main Summary Page click **Add Recipient** again.

MAIN SUMMARY

Section Point Value: 0
Completion Status: In Process ▾

Created By:
Last Update By:

Created Date: 7/26/2022 10:27:08 PM
Last Update Date: 7/26/2022 10:27:12 PM

SubGrant ID: --
Applicant Agency: Example School Entity 📈
FID #: 251158475
Recipient Agency:

✓ Add Recipient
✗ Add Applicant as Recipient Agency

DO NOT click Add Applicant as Recipient Agency

On the Recipient Search page, paste the Applicant Agency name or manually enter the school entity name exactly how it is listed in Egrants in the **Recipient Agency Name** field then click **Search**.

RECIPIENT SEARCH

Search Criteria: (A minimum of one criterion is required to perform a search. Enter more criteria as needed to further filter the search results.)

Recipient Agency Name: |

City:

County: [All]

Zip Code:

Federal ID Number:

Search

Add New Recipient

Applicant Name	Federal ID Number	Address	City	County	Zip

Cancel

In the search results table, click the **Applicant Name that says "[Applicant School Entity] – MH"**

RECIPIENT SEARCH

Search Criteria: (A minimum of one criterion is required to perform a search. Enter more criteria as needed to further filter the search results.)

Recipient Agency Name: Example School Entity

City:

County: [All]

Zip Code:

Federal ID Number:

Search

Add New Recipient

Applicant Name	Federal ID Number	Address	City	County	Zip
Example School Entity	000000000				
Example School Entity – PS	000000000				
Example School Entity – MH	000000000				

If you do not see a recipient agency that matches this naming scheme in the search results, please contact RA-CD-SSSC@pa.gov with "Recipient Agencies" in the subject line for assistance.

On the Recipient Agency Details page, click **Save**.

RECIPIENT AGENCY DETAILS

Agency Name:
Federal ID Number:
Preferred Contact Method: Email
Agency Type: Government
DUNS Number:
Faith Based Agency: No
ORI Number:
Funding Agency: N
Email Address: CDeGrants_Dev@Example.com
Fiscal Year Ending (last day of): June
US Congressional District:

Last Update By: Mr Michael Fowler
Last Update Date: 10/25/2018 3:33:50 PM
Status: Active

Address Listing

Location	Phone Number	Extension
Fax		
Work		

Documents Received List

Type	Valid From Date	Valid To Date	Filed w/ Grant ID

Save   Delete   Cancel

On the Main Summary click the **Add New Signatory** button. The signatory is generally the Chief School Administrator but can be any school administrator with the ability to sign contracts on behalf of the school entity.

MAIN SUMMARY

Section Point Value: 0
Completion Status: In Process ⌄

Created By:
Last Update By:

Created Date: 7/26/2022 10:27:08 PM
Last Update Date: 7/28/2022 1:22:48 AM

SubGrant ID: --
Applicant Agency:
FID #: 251158475
Recipient Agency:

Add Recipient

Project Director: [⌄] Details Project Director not listed in dropdown? ?
Financial Officer: [⌄] Details Financial Officer not listed in dropdown? ?
Primary Contact: [⌄] Details Primary Contact not listed in dropdown? ?

Additional Contacts (0-Grantee)
Program Staff Contact: Ms. Lindsay A Busko
Fiscal Contact: Mr. Chris Epoca

Listing of Signatories
Add New Signatory

On the Signatory Search page, enter the Signatory's information in the **Search Criteria** Section then click the **Search** button. Search results will be populated in the table below the Search Criteria area. Click on the Last Name of the correct Signatory.

SIGNATORY SEARCH

Search Criteria: (A minimum of one criterion is required to perform a search. Enter more criteria as needed to further filter the search results.)
Last Name: [|]
First Name: [ ]
City: [ ]
County: [All] ⌄
Zip Code: [ ]

Search

Add New Signatory

Last Name	First Name	Address	City	County	Zip

Cancel

If you cannot find your Signatory in the search results, click **Add New Signatory** and enter their information.

On the Main Summary page, using the drop-down menus, select the **Project Director, Financial Officer, and Primary Contact** for the grant. Please Note:

- The Project Director and Financial Officer cannot be the same person
- The Primary Contact will be the first person the agency contacts regarding the grant
- Additional Contacts may be added as needed
- If a Contact is not listed in the drop-down menu, they will need to create an Egrants account.

MAIN SUMMARY

Section Point Value: 0   Created By:
Completion Status: In Process ∨   Last Update By:

SubGrant ID: --
Applicant Agency:
FID #: 251158475
Recipient Agency:

Project Director:	∨	Details	Project Director not listed in dropdown?
Financial Officer:	∨	Details	Financial Officer not listed in dropdown?
Primary Contact:	∨	Details	Primary Contact not listed in dropdown?

On the Main Summary page enter the Start and End date for the grant. Applications will have a general start date of August 1, 2022 and an end date of July 31, 2024. Actual project dates may vary dependent upon timeliness of the application submitted, the length of PCCD staff review, and the responsiveness of the applicant to staff inquiries; however, all projects will be for a period of 24 months.

Application Invitation Date: Continuation Invitation Date:
Application Received Date: Application Award Date:
Advisory Committee Meeting Date: Application Award Amount:
Commission Meeting Date: Notification of Award Date:
                              Start Date: End Date:
                                                                                Resubmitted Date:

A minimum of one (1) School District, Senate District, State House District, and Keyword must be added. If the project covers multiple School Districts, Senate Districts or State House Districts, each district must be added.

Keywords may be preselected for you. If the Keywords have not been preselected, please refer to the Funding Announcement to determine which Keywords are appropriate for your grant application.

School District [▼] [Add Selected School District(s)]

School District	Action

Senate District [▼] [Add Selected Senate District(s)]

Senate District	Action

Keywords [▼] [Add Selected Keyword(s)]

Keyword	Action

State House District [▼] [Add Selected State House District(s)]

State House District	Action

Once all fields of the Main Summary page are complete, change the **Completion Status** field from **In Process** to **Complete then** click the **Save** button.

MAIN SUMMARY

Section Point Value: 0

Completion Status: In Process ∨

Created By:
Last Update By:

Created Date: 7/26/2022 10:27:08 PM
Last Update Date: 7/28/2022 1:26:43 AM

SubGrant ID: --
Applicant Agency:
FID #: 251158475
Recipient Agency:

Add Recipient

Project Director: [   ] ∨ Details Project Director not listed in dropdown? ⓘ
Financial Officer: [   ] ∨ Details Financial Officer not listed in dropdown? ⓘ
Primary Contact: [   ] ∨ Details Primary Contact not listed in dropdown? ⓘ

Additional Contacts (0-Grantee)

Program Staff Contact: Ms. Lindsay A Busko
Fiscal Contact: Mr. Chris Epoca

Listing of Signatories

Add New Signatory

Name	Title

Application Invitation Date:
Application Received Date:
Advisory Committee Meeting Date:
Commission Meeting Date:
Start Date: [   ]

Returned Date:

Continuation Invitation Date:
Application Award Date:
Application Award Amount:
Notification of Award Date:
End Date: [   ]
Resubmitted Date:

Short Project Title: * [School Mental Health & Safety and Securitys   ]

Brief Project Description: *
(maximum 320 characters)
[Updating visitor management systems and contracting additional counselors.   ]

School District
[   ] ▼   Add Selected School District(s)

School District	Action

Senate District
[   ] ▼   Add Selected Senate District(s)

Senate District	Action

Keywords
[   ] ▼   Add Selected Keyword(s)

Keyword	Action

State House District
[   ] ▼   Add Selected State House District(s)

State House District	Action

Save | Save And Continue Editing | Return to Application Summary

9

Set Up the Budget

On the Budget Setup page select **Agency Budget** for both the **"[Applicant School Entity] – PS"** and **"[Applicant School Entity] – MH"** budgets then click **Save**.

Grant ID: 28513   Project Title: test
Status: Open - Draft   Fund Announcement: School Safety and Security

BUDGET SETUP

BUDGET SETUP DEFINITIONS

Agency Budget - Provides a separate budget(s) within the Master Budget, allowing specific departments within a county to input their budget line item detail (Agency Budget) separate from the Master Budget. These costs will then be consolidated into the Master Budget categories.

Pass Through Budget - Select when funds are being passed through the applicant agency to other organizations or contractors (service providers). Allows for the input of a separate budget, including budget line item details, for these organizations. The total of each Pass Through Budget will be incorporated into the Consultant category of the Master Budget.

Click the Help button in the upper right corner for examples.

Recipient Agency Name	Agency Budget	Pass Through Budget
Example School Entity – PS	●	○
Example School Entity – MH Supports	●	○

Save   Cancel

On the Budget Summary page there will be links to both **"[Applicant School Entity] – PS"** and **"[Applicant School Entity] – MH"** budgets.

BUDGET SUMMARY

Section Point Value: 0   Created By: Mr. Chris Epoca   Created Date: 9/6/2018 11:02:12 AM
Completion Status: In Process ▾   Last Update By: Mr. Chris Epoca   Last Update Date: 9/6/2018 3:27:58 PM

BY RECIPIENT AGENCY	YEAR1	YEAR2	TOTAL
Example School Entity – PS (Agency Budget)	0.00	0.00	0.00
Example School Entity – MH (Agency Budget)	0.00	0.00	0.00
Total:	0.00	0.00	0.00

Now that the budget is set up with two recipient agencies, you can begin to enter the appropriate expenses into each of the corresponding budgets. Please see our **Budget Detail Walkthrough** for additional guidance on entering budget details.

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