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.



If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.

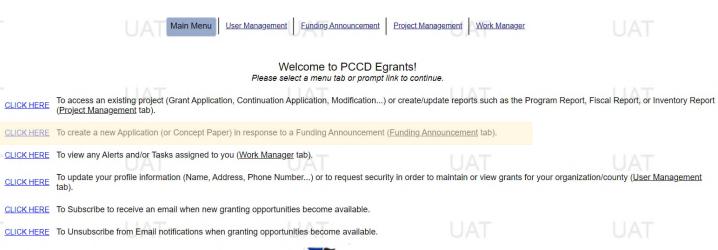
If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.

All other Egrants users who do not have a Keystone Login account should click the Register link below.



If you do not have login credentials, you must register an account with Keystone Login. The <u>PCCD Egrants Keystone Login</u> <u>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)."





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

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

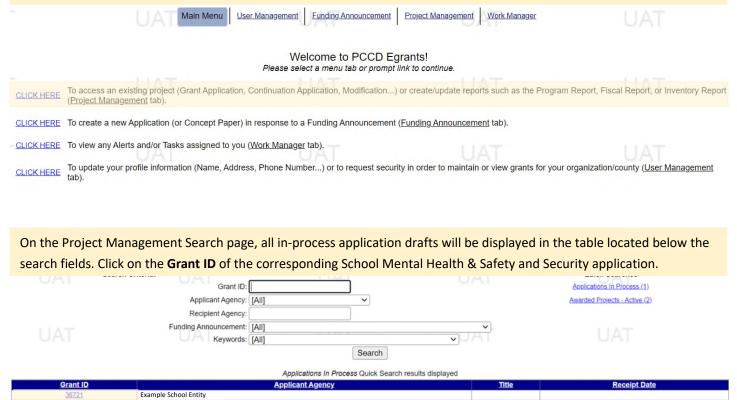
Section Name

FUNDING ANNOUNCEMENT SEARCH Search Criteria: Funding Announcement Title: Program Area: [All] Funding Stream: [All] Plan Year: [All] V Status: Open Search Fund. Annc. Title 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 Byrne Justice Assistance Grant Program 2021/22 JAG Single Solicitation Local Initiatives Cross Commission Initiatives 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 On the Funding Announcement Summary page, click the **Create New Application** button. **FUNDING ANNOUNCEMENT SUMMARY** Funding Annc. Title: School Mental Health & Safety and Security Program Contact Person: Ms. Lindsay A Busko Year: 2020 Fiscal Contact Person: Mr. Chris Epoca 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: You may view the Funding Announcement document here. Agency/Project responses for this Funding Announcement **Applicant Agency Project Title Project ID** 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. hennearrania COMMISSION ON CRIME AND DELINQUENCY (SystemTest/Curr) (2) 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 **Project Title:** Fund Announcement: Sample Funding Announcement Status: Open - Draft APPLICATION SUMMARY

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."



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). 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



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 shou	ld capture the intention of the pro	posed project.
Enter a Brief Project Description. The pro	piect description should be a concis	se summary of the grant project.
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Short Project Title: *		
!		
Brief Project Description: *		
(maximum 320 characters)		
		11
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Once the Chart Draiget Title and Drief Drai	act Description have been entered	I return to the ten of the Main Cummer.
Once the Short Project Title and Brief Proj	·	
Page. Highlight and copy the Applicant Ag	ency name then click Add Recipier	nt.
	MAIN SUMMARY	
Section Point Value: 0		Orested Date: 7/06/0000 40:07:00 DM
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
Completion Status. III Process V	Last Opdate By.	Last Opdate Date. 1/20/2022 10.27.12 FW
SubGrant ID:		
Applicant Agency: Example School Entity		
FID #: 251158475		
Recipient Agency:		Add Recipient
		X Add Applicant as Recipient Agency
DO NOT click Add Applicant as Recipient A	lgency	
On the Recipient Search page, paste the A	pplicant Agency name or manually	enter the school entity name exactly how it is
listed in Egrants in the Recipient Agency N	lame field then click Search.	
Convert Oritoria (A maintenance of an	RECIPIENT SEARCH	a consoled to further filter the course results \
Recipient Agency Name:	criterion is required to perform a search. Enter more criterio	a as needed to turner filter the search results.)
UAT City:	UAT	
County: [All]	~	Search
Zip Code:		
Federal ID Number:		Add New Recipient

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] Federal ID Number: Add New Recipient Add New Recipient Applicant Name Federal ID Number Example School Entity 000000000 Example School Entity -PS 000000000 Example School Entity -MH 0000000000

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: Last Update By: Mr Michael Fowler Last Update Date: 10/25/2018 3:33:50 PM Federal ID Number: Preferred Contact Method: Email Status: Active 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:** Address Listing Location Phone Number Extension Fax Work **Documents Received List** Valid To Date

On Main Summary Page click Add Recipient again.

Section Point Value: 0 Created By: Created Date: 7/26/2022 10:27:08 PM Completion Status: In Process V Last Update By: Last Update Date: 7/26/2022 10:27:12 PM SubGrant ID: -Applicant Agency: Example School Entity FID #: 251158475 Recipient Agency: Add Recipient Agency 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 SEARC	н		
	Search Criteria: (A minimum of o	ne criterion is required to perform a search. En	ter more criteria as needed to further filte	er the search results.)	
	Recipient Agency Name: City: County: [All]	UAT		Search	
LIAT	Zip Code: Federal ID Number:	LIAT	LIAT	Add New Recipient	
	Applicant Name	Federal ID Number Cancel	<u>Address</u>	<u>City</u> <u>County</u>	<u>Zip</u>
In the sear	rch results table, click the App l	licant Name that says "[Ap	plicant School Entity] –	MH"	
		RECIPIENT SEARCH	ř.		
	Search Criteria: (A minimum of or	ne criterion is required to perform a search. Ente	er more criteria as needed to further filter	the search results.)	
	Recipient Agency Name: Example Scho City:	ol Entity UAT			
	County: [All]	~		Search	
	Zip Code: Federal ID Number:			Add New Recipient	
LIAT	112	LIAT	LIAT		
Example School Entity		ID Number A	Address	<u>City</u> <u>County</u>	<u>Zip</u>

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.

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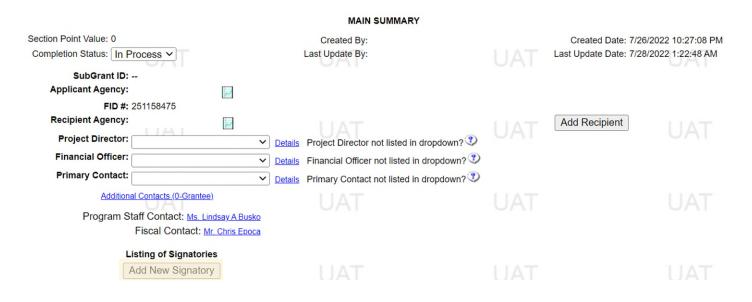
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Example School Entity – PS

Example School Entity – MH

		RECIPIENT AGENCY DETAIL	.s	
,	Agency Name:		Last Update By: Mr	Michael Fowler
Preferred Co	ral ID Number: ntact Method: Email Agency Type: Government UNS Number:		Last Update Date: 10 Status: Ad	
Fur E Fiscal Year Ending	lased Agency: No ORI Number: nding Agency: N mail Address: <u>CDeGrants Dev@Example.cor</u> g (last day of): June sional District:	_ UAT		
	1.1.4	Address Listing		1.1.4.
T .	Location	Phone Number Exten	sion	
	Fax			UAT
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Т	Work			
T		Documents Received List	UAT	UAT

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.



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.



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.

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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.



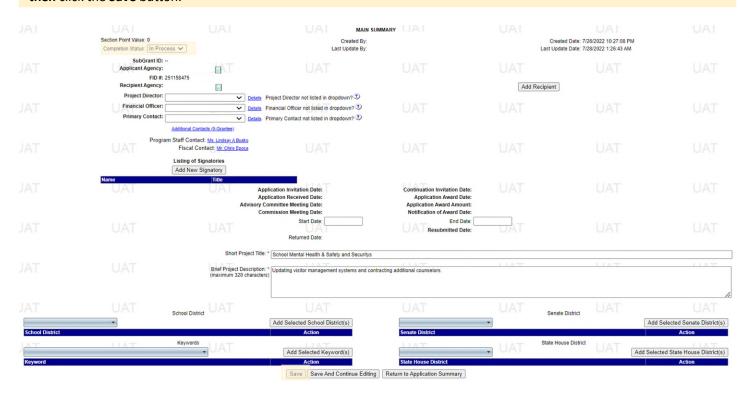
Resubmitted Date:

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.



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.



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.

Agency Budget	Pass Through Budget
•	0
•	0
	Agency Budget

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 <u>Budget Detail Walkthrough</u> for additional guidance on entering budget details.

