

Application Processing

This page is blank by intent.

PCCD Egrants Application Processing Quick Start Guide

An Application is created in response to an open Funding Announcement and is the way an agency applies for a grant from PCCD.

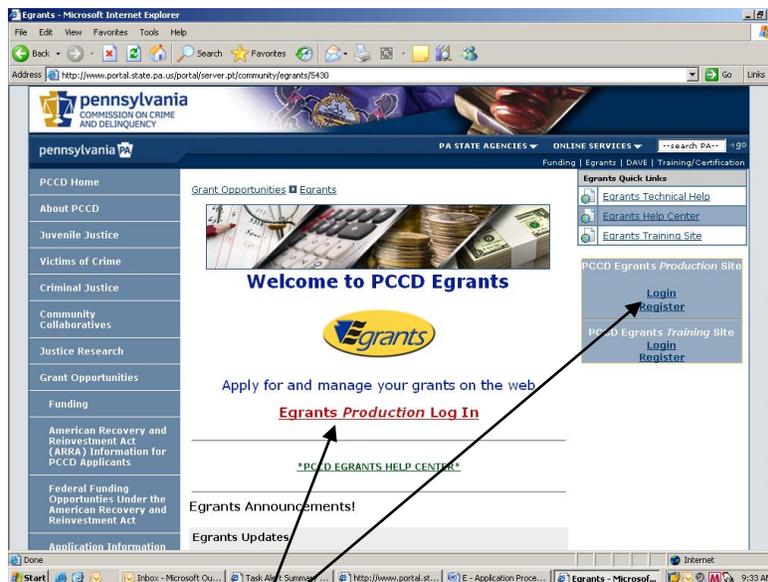
You will need to register as a user prior to entering an application for the first time. A separate Quick Start Guide entitled “[PCCD Egrants Online Registration Quick Start Guide](#)” is available to assist you with the registration process. Note: The procedure below assumes you are already registered.

Where to start:

If you have not yet begun to create an application for the Funding Announcement that you are applying for, follow steps #1 through #4 on pages 3 through 4 of this Quick Start Guide, skip step #5 on page 5 and then continue, beginning with step #6 on page 6.

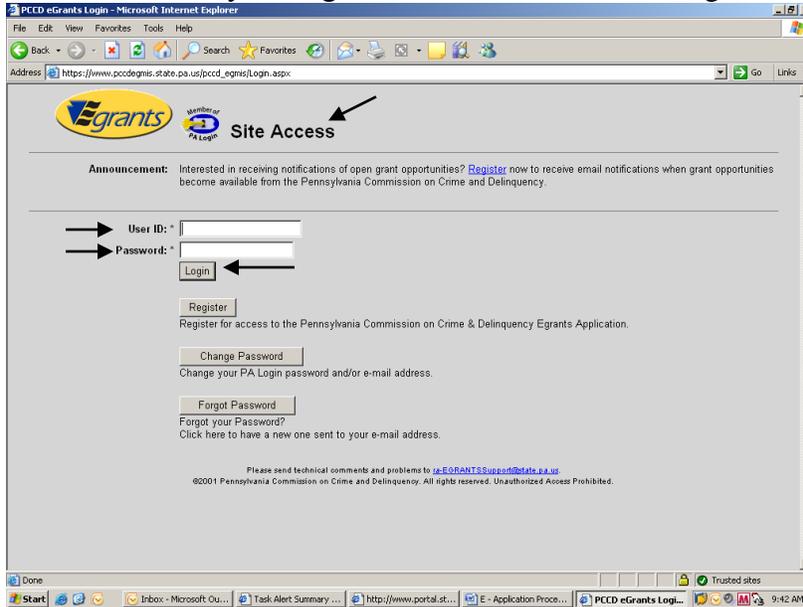
If you previously began an application for this Funding Announcement, logged out and are now returning to work on the application again and you have your Grant ID number, follow steps #1 through #5 on pages 3 through 5, skip steps #6 through #9 on pages 6 and 7 and begin again at step #10 or greater on page 7 or greater, depending on where you were when you previously logged out of Egrants.

1. Go to the Egrants website at www.pccdegrants.state.pa.us. A screen entitled “[Welcome to PCCD Egrants](#)” appears.



2. Click on the Production “[Login](#)” link in the middle or on the right side of your screen.

3. A screen entitled “Site Access” appears. Enter your “User ID” and “Password” that you selected when you “registered” and click on the “Login” button.



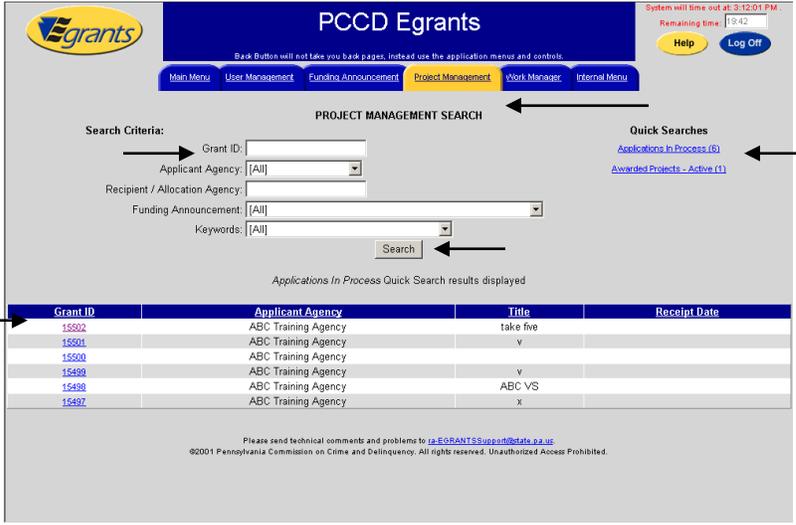
4. A “Welcome” screen appears.



5.a. If you are accessing an existing grant project (application, continuation or modification) or creating or updating reports such as a periodic program report or a quarterly financial report, select and click on the first hyperlink, as instructed and go on to step # 6.

5.b. If you are creating a new application, in response to a funding announcement, select and click on the second hyperlink, skip step #6 and begin again at step #7.

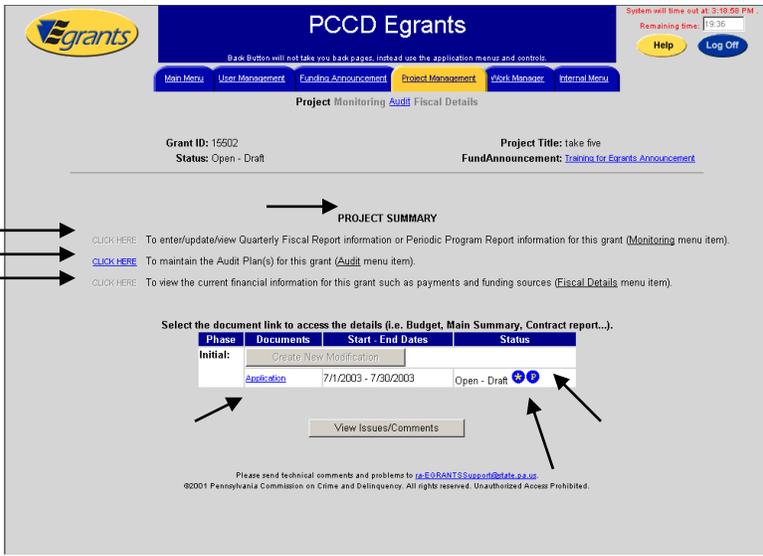
5. You will be transferred to the “Project Management Search” screen.



5.a. The “Project Management Search” screen appears.
 5.b. Enter the “Grant ID” number and click on “Search.”
 5.c. Select your “Grant ID” hyperlink at the bottom of the screen to take you to the “Project Summary” screen.

Note “Quick Searches” links are available in top right corner and can be clicked on to access applications in process as well as awarded projects.

Tip: When clicking on the Search button, Grants appear at the bottom of the page, by default, in descending order based on the Grant ID #. This allows you to see the most current Grants first. You can, however, click on the column headers to change the order of the search results.



5.d. Note the area that displays a grid and lists ALL of the phases of an application.
 5.e. In order to better identify which phase and/or project are current, symbols are used. An “*” appears next to the current phase and a “P” appears next to the current project.
 5.f. Quick Links in the body of the screen will take you directly to:

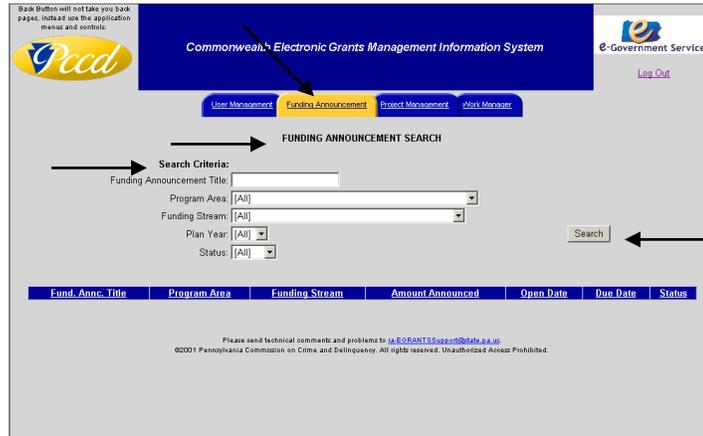
- Enter/update/view Fiscal or Program reports.
- Maintain Audit Plan.
- Review financial information.

Note: Phase 1 is the Application; Phase 2 is the continuation, etc.

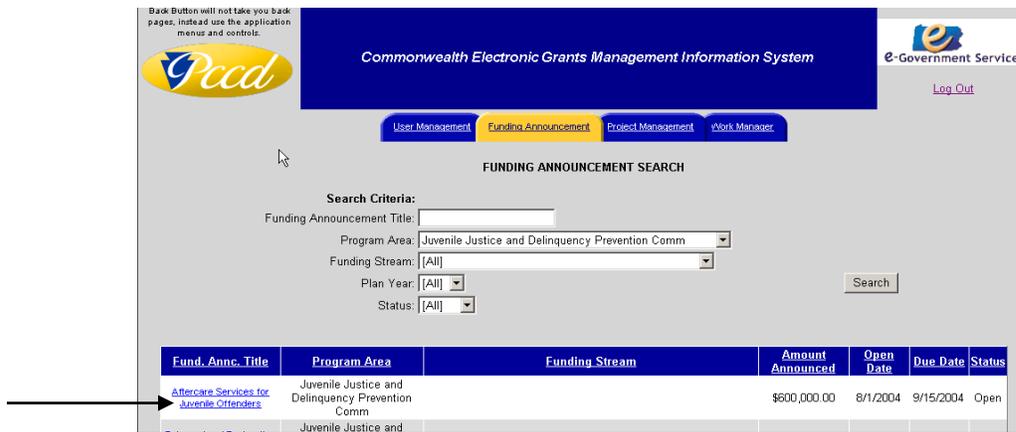
Also note: A “Project” can be an application, a continuation, or a modification. If a modification is submitted and approved against the application, the modification becomes the current project for the application phase. This is also true if a modification is submitted and approved for a continuation.

5.g. Click on the “Application” hyperlink. You will be redirected to the “Application Summary” screen. (See step #10 and beyond.)

- The “Funding Announcement Search” screen appears.
- Select from one of the categories provided under “Search Criteria” by entering a small amount of data in a field and click on the “Search” button.



- Select the “Funding Announcement Title” hyperlink that appears at the bottom of the screen.



9. A “Funding Announcement Summary” screen appears. Click on the “Create New Application” button.

FUNDING ANNOUNCEMENT SUMMARY

Funding Ann. Title: 2007 Victims Compensation Assistance Initiatives
 Year: 2005
 Program Area: Victim Services Advisory Committee
 Funding Stream: Rights and Services Act (VS)
 Release Date: 8/5/2006
 Due Date: 10/13/2006
 Concept Papers Required? Yes
 Competitive/Non-Competitive: Competitive
 Amount Announced: 150,000.00
 Status: Open

Summary: The Pennsylvania Commission on Crime and Delinquency (PCCD) is now accepting concept papers for one-year Victims Compensation Assistance initiatives that would enhance the level of services that are available in a county. Funding may be used to improve a program's ability to come into compliance or enhance what is currently being done related to Victims Compensation Assistance.

You may view the Funding Announcement document by selecting an Applicant Agency from the dropdown menu.

Applicant Agency	Project ID	Project Title
ABC Training Agency	15878	
Training - Juvenile Justice	15588	RKM Testing CP Processing

Buttons: Create New Concept Paper, Cancel

If you have security access to create grants for more than one agency, select an “Applicant Agency” from the dropdown menu.

10. The “Application Summary” screen appears.

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Problem Description	In Process	0	2/17/2005 9:16:22 AM
Budget Detail	In Process	15	2/17/2005 9:16:22 AM
Main Summary Information	In Process	0	2/17/2005 9:16:22 AM
Recipient Agency Budget	In Process	0	2/17/2005 9:16:22 AM
Approval Checklists	In Process	0	2/17/2005 9:16:22 AM
Performance Measures	In Process	20	2/17/2005 9:16:22 AM
Proposed Approach	In Process	15	2/17/2005 9:16:22 AM

Buttons: View Contract, Preview Signature Page, Submit Application, Withdraw Application, View Issues/Comments

Note: This screen provides all the details of the Application. Only the “Main Summary Information” section is available at this point. When this section is completed and saved, the other sections will be enabled.

11. Select the “Main Summary Information.” (Screen shot on next page.)

Main Summary Information:

1. The “Main Summary” screen appears.
This is similar to page one of the current paper applications.

Note the system has assigned a Grant ID number to your application. It is important that you record this number so that if you log out of the system and return later to add more to the application you will pull up the application you previously began. Failure to enter the Grant ID number will result in another application being started for you with a new Grant ID number.

Note that the “Applicant Agency” is automatically added when you clicked on the “Submit Response” button.

Review, edit or add the “Short Project Title” and the “Brief Project Description” found toward the bottom of the screen. NOTE: There is a 320-character limit.

The screenshot shows the 'MAIN SUMMARY' page for a grant application. At the top, it displays the 'PCCD Egrants' logo and navigation tabs. The main content area includes:

- Grant Information:** Grant ID: 19595, Status: Open - Draft, Project Title: FundAnnouncement: RSAT (Lackawanna County) 2005.
- MAIN SUMMARY:** Section Point Value: 0, Completion Status: In Process, Created/Updated by: Mr. Robert K Mervine, Created/Updated Date: 8/27/2008 10:48:04 AM.
- Applicant Agency:** Allegheny County Chief Executive Officer, FID #: 25-6001017.
- Project Director, Financial Officer, Primary Contact:** Each has a dropdown menu and a 'Details' link.
- Listing of Signatories:** Includes 'Add New Signatory' and a table with columns for Name and Title.
- Application Dates:** Fields for Application Received Date, Advisory Committee Meeting Date, Commission Meeting Date, Signature Paper Received Date, Returned Date, Continuation Invitation Date, Application Award Date, Notification of Award Date, and Resubmitted Date.
- Project Description:** Short Project Title and Brief Project Description (maximum 320 characters).
- Districts and Keywords:** Dropdowns for School District (Abington SD), Senate District, and State House District, along with a list of keywords (Accountability).
- Buttons:** Save, Save And Continue Editing, Delete, Cancel.

Add Recipient:

Note: If you as Applicant are the Recipient Agency, click on the Add Applicant as Recipient Agency button and the system will automatically add your information as Recipient Agency. Otherwise:

1. Click on the “Add Recipient” button. The “Recipient Search” screen appears.
 2. Enter a portion of the recipient’s name in the box marked “Recipient Agency Name.”
 3. Click on the “Search” button. A list of previously entered recipients’ names will appear. Carefully read the entire name to be certain the correct name is selected.
 4. If the recipient was previously entered, select the recipient by clicking on the hyperlink. “Recipient Agency Details” are displayed.
 5. Scroll to the bottom of the screen and click on the “Save” button.
 6. If the appropriate recipient is not found, click on the “Add New Recipient Agency” button at the bottom of the screen. The “Agencies Details” screen appears. Be certain to follow the “Standards for Data Entry.”
 7. Enter “Agency Details.” At a minimum, fields with asterisks must be completed.
 8. Click on “Add New Address,” complete information, and select “Update” button.
 9. Click on “Add Phone Number,” complete information, and select a “Location” that matches the “Location” selected in the “Preferred Contact Method” in “Agency Details” and select “Update” button.
- Note: It is necessary to match the location of the phone number with the preferred contact method if the preferred contact method is set to one of the telephone contacts.**
10. Scroll to the bottom of the page and click on the “Save” button. You will be directed back to the “Main Summary” screen.

Main Summary Screen continued:

By clicking on "Details," you will be able to check specific information associated with the name you have selected in the dropdown box; such as individual's address, agency address, email, and phone number to confirm that you are selecting the correct individual.

In addition to the Program Staff Contact and Fiscal Staff Contact, you may view any additional PCCD Contacts that have been set up by clicking on "Additional Contacts." The following screen will appear. Click on the individual hyperlinks for detailed information concerning each additional contact.

PCCD Egrants
 System will time out at: 11:28:14 AM
 Remaining time: 3:02
 Help Log Off

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 Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 19585 Status: Open - Draft Project Title: Fund Announcement: BSAT (Lackawanna County) 2005

MAIN SUMMARY

Section Point Value: 0 Created By: Mr. Robert K Merwine Created Date: 8/27/2008 10:48:04 AM
 Completion Status: In Process Last Update By: Mr. Robert K Merwine Last Update Date: 8/27/2008 10:48:28 AM

Sub Grant ID: -- Applicant Agency: Allegheny County Chief Executive Officer Change Applicant
 FID #: 25-6001017 Add Recipient
 Recipient Agency: Add Applicant as Recipient Agency

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

Additional Contacts (0-PCCD)
 Program Staff Contact: Mr. Thomas D'Annunzio
 Fiscal Contact: Ms. Elizabeth A. Romero

Listing of Signatories
 Add New Signatory

Name	Title

Application Invitation Date: Application Received Date:
 Advisory Committee Meeting Date: Commission Meeting Date:
 Start Date: End Date:
 Signature Paper Received Date: Resubmitted Date:
 Returned Date:

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

School District: Abington SD Add School District Senate District: [ALL] Add Senate District
 School District Senate District Action Action
 Keywords: Accountability Add Keyword State House District: [ALL] Add State House District
 Keyword State House District Action Action
 Save Save And Continue Editing Delete Cancel

Please send technical comments and problems to: eg-EGRANTS@support@state.pa.us
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

By clicking on the "?" you will find information as to why the individual you are looking for in the dropdown box may not be there and how you can have them added to the list.

To select the Project Director, Financial Officer and Primary Contact, click on the dropdown arrow for each field.

Note: The Project Director, Financial Officer, and Primary Contact dropdown lists only contain the names of individuals who are registered users of the Egrants system and have security access to this grant.

- If the individual you wish to select does not appear in the dropdown list and is not a registered user, the individual must register with Egrants to obtain a user id and password and then obtain appropriate security to the grant.
- If an individual is already a registered user but does not appear in the list, they only need to obtain security access to the grant to appear in the list. They do NOT need to re-register.

Also Note: Egrants requires that the Project Director, Financial Officer and the Primary Contact be at least two different individuals. The Project Director can also be the Primary Contact or the Financial Officer can also be the Primary Contact, however, the Project Director and Financial Officer cannot be the same person.

PCCD Egrants
 System will time out at: 11:45:00 AM
 Remaining time: 1:9:45
 Help Log Off

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 Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 17698 Status: Open - Draft Project Title: Yvonne's testing grant Fund Announcement: 2006 PSN Middle District

ADDITIONAL CONTACTS

ADDITIONAL PCCD MONITORING CONTACTS	
Name	Send Notifications for
Mr. Christopher Enoca	Fiscal Contact
Mr. Paul Leeper	Program Staff Contact

Save Cancel

Please send technical comments and problems to: eg-EGRANTS@support@state.pa.us
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

2. Under the title “Listing of Signatories” click on “Add New Signatory.”

You will be transferred to the “Signatory Search” screen.

Enter the “Search Criteria” for the person you want to add and click on the “Search” button.

A list of names will appear at the bottom of the screen.

Select the hyperlink for the name of the person you want to add as signatory.

Note: More than one name may be added. (Example – you may list three County Commissioner Names.)

Individuals Details Screen:

Commonwealth Electronic Grants Management Information System

Navigation: [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

Concept Paper: [Application](#) | [Project Monitoring](#) | [Modification](#) | [Continuation](#) | [Audit](#) | [Fiscal Details](#)

INDIVIDUALS DETAILS

Courtesy Title: [] Last Updated By: ConfPAC\$IndivToIndividualsNonDup
 First Name: Barbara Last Updated Date: 2/16/2004
 Middle Initial/Name: [] Status: * Active
 Last Name & Suffix: Digelow []
 Title: Finance Director []
 Preferred Contact Method: * Mail []
 Email Address: []
 Default Address: * City of Allentown []

[Add New Address](#)

Address Listing *

Select	Address
<input type="checkbox"/>	Correspondence/Letters , 435 Hamilton Street , Allentown , Lehigh , Pennsylvania , Allentown City
<input type="checkbox"/>	Envelopes/Labels , 435 Hamilton Street , Allentown , Lehigh , Pennsylvania , Allentown City
<input type="checkbox"/>	Correspondence/Letters , 425 Hamilton St , Allentown , Lehigh , Pennsylvania , City of Allentown
<input type="checkbox"/>	Envelopes/Labels , 425 Hamilton St , Allentown , Lehigh , Pennsylvania , City of Allentown

[Add Phone Number](#)

Telephone Number List

Select	Delete	Extension	Phone Number
<input type="checkbox"/>	<input type="checkbox"/>		Work 610-437-7500

[Save](#) [Delete](#) [Cancel](#)

Please send technical comments and problems to EGRANTSsupport@pccd.pa.us
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

Signatory Search continued:

You will be transferred to the "Individuals Details" screen. Confirm this is the correct person and click on the "Save" button.

You will be transferred to the "Main Summary" screen. The person you selected will now be listed in a grid as a signatory.

PCCD Egrants

System will time out at: 11:58:59 AM
 Remaining time: 19:53
[Help](#) [Log Off](#)

Navigation: [Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

Project: [Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting](#) | [Requirements](#)

Grant ID: 17698 Project Title: Yvonne's testing grant
 Status: Open - Draft Fund Announcement: [2006 PSN Middle District](#)

Section Point Value: 0
 Completion Status: Complete []

Created By: Super User Created Date: 1/3/2007 1:09:35 PM
 Last Update By: Super User Last Update Date: 1/4/2007 11:01:01 AM

SubGrant ID: --
 Applicant Agency: [Alice Paul House](#) FID #: 251495357 [Change Applicant](#)
 Recipient Agency: [Alice Paul House](#) [Add Recipient](#)
 Project Director: [Sgt External UserC](#) [Details](#)
 Financial Officer: [Super User](#) [Details](#)
 Primary Contact: [Super User](#) [Details](#)
 Additional Contacts (2-PCCD):
 Program Staff Contact: [Super User](#)
 Fiscal Contact: [Super User](#)

Listing of Signatories

[Add New Signatory](#)

Name	Title
Mr. Robert K Mervine	PCCD Systems Manager

Signatories are the people who have the authority to sign the paper application for submission to PCCD. Note: The signature page is still submitted in hardcopy to PCCD.

Main Summary Screen continued:

The screenshot displays the 'PCCD Egrants' main summary page for Grant ID 17688. The project title is 'Yvonne's testing grant' and the fund announcement is '2008 PSH Middle District'. The completion status is 'In Process'. Key dates include a start date of 1/5/2007 and an end date of 12/31/2007. The page features sections for adding school districts (Abington SD is selected), senate districts, and keywords (Accountability is selected). A 'Save' button is located at the bottom of the form.

Enter the "Start Date." This is the beginning of the project period.

Enter the "End Date." This is when funding ends.

If instructed in the funding announcement, enter "Keywords" to enhance future search capabilities. Please leave blank if no instructions are given in the funding announcement.

Please enter the "Senate District" associated with the application.

Please enter the "House District" associated with the application.

Scroll toward the bottom of the screen. Select the "School District" associated with the application, if applicable and click on "Add School District." Additional school districts can be added, if appropriate, by following the same process.

Scroll to the top of the screen and change the "Completion Status" of this section to "Complete."

Click on the "Save" button. You will return to the "Application Summary" page. The balance of the sections is now enabled.

For help in identifying the Senate and House District, go to www.legis.state.pa.us. At the top right of the screen, there is a box called "Find Members By." Enter either the zip code or select the county. You will be provided with a Senate District, the name of the Senator, the House District and the name of the Representative.

Legislators for zip code: 17110

You can use ZIP+4 for greater accuracy. If your ZIP+4 is unknown click [here](#).

Senate District	Senator	House District	Representative
15	Jeffrey E. Piccola	104	Mark S. McNaughton
		103	Ronald I. Buxton
		105	Ronald S. Marsico

[Site Map](#) | [Contact](#) | [Legal Notices](#)

Application Summary Screen:

System will time out at: 11:15:06 AM
Remaining time: 18:24
Help Log Off

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 Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 17699
Status: Open - Awarded

Project Title: Another Yvonne test grant
Fund Announcement: 2006 PSN Middle District

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Approval Checklists	In Process	0	1/3/2007 1:26:39 PM
Budget Detail	In Process	0	1/3/2007 1:26:42 PM
Main Summary Information	In Process	0	1/3/2007 1:33:30 PM
Performance Measures	In Process	0	1/3/2007 1:26:39 PM
Recipient Agency Budget	In Process	0	1/3/2007 1:26:39 PM
Audit Responsibilities	In Process	0	1/3/2007 1:26:39 PM
EEOC Certification Form	In Process	0	1/3/2007 1:26:39 PM
Executive Summary	In Process	20	1/3/2007 1:26:39 PM
Payment Terms	In Process	0	1/3/2007 1:26:39 PM
Project Narrative	In Process	80	1/3/2007 1:26:39 PM
Required Attachments	In Process	0	1/3/2007 1:26:39 PM

View Contract Preview Signature Page Submit Application Withdraw Application

View Issues/Comments

Please send technical comments and problems to JA_EGRANTSsupport@state.pa.us
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

Note: Additional sections are enabled based on the Funding Announcement attached to your grant application. Select each hyperlink, complete the requested information, and change the status to “Complete” and click on the “Save” button, which takes you back to the “Application Summary” screen.

Below are examples of the various sections:

1. Payment Terms – After clicking on the “Payment Terms” hyperlink on the Application Summary screen, you are taken to the “Payment Terms” screen. Read the information. Respond appropriately by entering either “Applicant accepts these terms” or “Applicant does not accept these terms” in the response block.

PCCD Egrants

System will time out at: 12:16:12 PM
Remaining time: 19:40
Help Log Off

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 Internal Menu

Project Continuation Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 15551-2 Project Title: Training Egrants 101
Status: Open - Draft Fund Announcement: [Training - Egrants 101 Funding](#)

PAYMENT TERMS

Section Point Value: 0 Created By: Ms. TrainJuvC TrainJuvCreator Created Date: 3/28/2006 10:47:06 AM
Completion Status: In Process Last Update By: Ms. TrainJuvC TrainJuvCreator Last Update Date: 3/28/2006 10:47:06 AM

Section Description: Payment Terms – Juvenile Justice and Delinquency Prevention Act Funds (CFDA No. 16.540)

Payment for the subgrant contract will be made in quarterly amounts over the entire project period. The first payment will be released upon completion of the Commonwealth's signature process, provided all applicable special conditions have been satisfied. The payment schedule and amounts may be modified by PCCD based on information received on the required quarterly fiscal and progress reports. Non-submission or late submission of the required reports will result in payment delays.

Requests for advance payments are generally not approved unless the subgrantee demonstrates a special need for working capital or other conditions warrant such payments.

All payments will comply with the federal Cash Management Improvement Act, 31 U.S.C. 6503. Subgrantees must maintain a minimum amount of Federal cash on hand. Failure to adhere to this requirement will be a violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

All funds (Federal, match and project income) must be obligated by the end of the project period and expended within 60 days from that date. Federal funds that are not expended must be returned to PCCD within 90 days from the end of the project period. The check should be made payable to the Pennsylvania Commission on Crime and Delinquency and mailed to:

PCCD
Grants Management
P.O. Box 1167
Harrisburg, PA 17108-1167

In the area provided below please indicate that the Applicant Agency accepts these payment terms by stating, "Applicant accepts these terms". If the Applicant Agency does not accept these payment terms please indicate so by stating "Applicant does not accept these terms".

Section Response: * test

Attachment Name	Description	Date	History
-----------------	-------------	------	---------

File Attachment Documents

View History Add Attachment Save Save And Continue Editing Return to Project Summary Review

Please send technical comments and problems to ja-EGRANTSsupport@state.pa.us.
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

2. Audit Responsibilities - After clicking on the “Audit Responsibilities” hyperlink on the Application Summary screen, you are taken to the “Audit Responsibilities” screen. Read the information. Respond appropriately by entering either “Applicant accepts these terms” or “Applicant does not accept these terms” in the response block.

The screenshot displays the PCCD Egrants application interface. At the top, there is a blue header with the 'Egrants' logo on the left and the title 'PCCD Egrants' in the center. A system timer in the top right corner indicates 'System will time out at: 12:29:36 PM' and 'Remaining time: 19:49'. Below the header is a navigation menu with buttons for 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management' (which is highlighted), 'Work Manager', and 'Internal Menu'. A breadcrumb trail shows 'Project Application' > 'Monitoring' > 'Audit' > 'Fiscal Details' > 'Reporting Requirements'.

Key information fields include:

- Grant ID: 15913
- Status: Open - Draft
- Project Title: test
- FundAnnouncement: Organizational Capacity Building

The main section is titled 'AUDIT RESPONSIBILITIES'. It shows:

- Section Point Value: 0
- Completion Status: In Process (dropdown menu)
- Created By: Mr. Super User
- Last Update By: Mr. Super User
- Created Date: 4/4/2007 4:33:23 PM
- Last Update Date: 4/4/2007 4:33:23 PM

The 'Section Description' contains the following text:

As a subrecipient of PCCD funds, your organization is required to comply with all federal, state and PCCD audit requirements. All audits must comply with the standards issued by the Comptroller General of the United States, Government Accountability Office (GAO) Government Audit Standards for audits of government entities, programs, activities, and functions (Yellow Book). In addition, audits shall comply with generally accepted auditing standards (GAAS) established by the American Institute of Certified Public Accountants (AICPA), and PCCD audit requirements as detailed in the PCCD Applicant's Manual.

If your organization expends total federal awards of \$500,000 or more during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, you are required to have an audit made in accordance with the provisions of Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

If your organization expends total state awards of \$100,000 or more during its fiscal year, you are required to have an independent financial and compliance audit which must be conducted in accordance with the standards issued by the GAO, and comply with GAAS and PCCD audit requirements for program-specific audits, which require that the auditor identify each subgrant audited by subgrant number and reconcile to total receipts and expenditures for each subgrant as reported by the subgrantee to PCCD. The auditor must express an opinion as to whether the organization's Cumulative Fiscal Reports submitted to the PCCD contain accurate and reliable information and whether the subgrantee has complied with applicable laws, regulations, the standard subgrant conditions and any special subgrant conditions, as well as the laws and regulations governing the programs.

In the area provided below please indicate that the Applicant Agency accepts these terms by stating, "Applicant Agency accepts these terms". If the Applicant Agency does not accept these terms please indicate so by stating, "Applicant Agency does not accept these terms".

Section Response: *

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us.
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

3. EEOP Certification - After clicking on the “EEOP Certification” hyperlink on the Application Summary screen, you are taken to the “EEOP Certification Form” screen. Read the information and complete the requested information.

4. Required Attachments: Only provide attachments that are requested. Those sections that require attachments will have this option enabled. For those sections that PCCD does not want attachments, the option to include attachments will not be enabled.

All requested attachments should be placed in the “Required Attachments” section, either by attaching a file or by completing a template that is provided for you within that section.

To insert a “Requested Attachment,” Click on the “Required Attachments” section of the “Application Summary” screen. The “Required Attachments” screen appears. Attach requested documents or open templates, complete and “Save.”



To utilize a template, “click” the hyperlink and save the template to your hard drive. When you have completed the template, follow the instructions below to attach the requested attachment.

To attach a “Requested Attachment,” click on “Browse” to locate the document from your PC. When you find the file, select it and click on the “Open” button. The file name will appear in the field. Click on “Save.”

Ann. Title: 2006 PSN Middle District Funding Area: Project Safe Neighborhoods (SN/SM/SW/SD)
 Program Area: Homeland Security Law Enforcement and Justice Sys Due Date: 12/12/2007

TEMPLATE ATTACHMENTS UPLOAD
Recipient Agency Budget

Short Description:

Template File:

New Template File:

Maximum attachment size is 1,024 KB. Attempting to attach a document over 4096 KB in size will result in an error.

Please send technical comments and problems to gr-EGRANTSSupport@state.pa.us
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

5. Approval Checklist – After clicking on the “Approval Checklist” hyperlink on the Application Summary screen, you are taken to the “Approval Checklist” screen. Read the information. Select “yes” or “no” for a series of questions. (Similar to page 9 of the current paper application.)

6. Performance Measures – After clicking on the “Performance Measures” hyperlink on the Application Summary screen, you are taken to the “Performance Measures” screen where all the performance measures assigned to this funding announcement are displayed. Read the information. You can add additional performance measures by clicking on the “Add New” button, which takes you to a “Performance Measure Library” where you can select additional performance measures.

Performance Measure	Measure Type	Established By	Target
# of victims assisted with CIVC claims	Process	PCCD	
# of victims assisted with impact statement	Process	PCCD	
# of victims notified of disposition	Process	PCCD	
# of victims provided follow-up with CIVC claims	Process	PCCD	
# of victims provided notification of sentence	Process	PCCD	
# of victims provided right to receive notice	Process	PCCD	
# of victims provided written assistance with VIS	Process	PCCD	
# of victims provided written dispositions	Process	PCCD	
# of victims provided written notice of dispositio	Process	PCCD	
# of victims provided written notice of sent	Process	PCCD	
# of victims provided written notification of VIS	Process	PCCD	
# of victims provided written notification of CIVC	Process	PCCD	

- d. When you are finish creating performance measures, click on the “Save” button.

PCCD Egrants System will time out at: 12:01:43 PM Remaining time: 0:39

Main Menu User Management Funding Announcement Project Management Lock Manager Internal Menu

Project Application Monitoring Audit Fiscal Details

Grant ID: 15502 Project Title: take five
Status: Open - Draft Fund Announcement: [Link to Egrants Announcement](#)

PERFORMANCE MEASURE DETAILS

Performance Measure Title:

Measure Type: Process
Established By: Subgrantee
Measure Target Type: Percent
Target:
Description:

Last Update By: Yvonne Garner
Last Update Date: 1/6/2006 11:41:43 AM

Save Delete Cancel

Please send technical comments and problems to je.egrants@pccd.state.pa.us
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

7. Recipient Agency Budget – After clicking on the “Recipient Agency Budget” hyperlink on the Application Summary screen, you are taken to the “Recipient Agency Budget” screen where you will enter your total budget from all funding sources for the current fiscal year. (Similar to page 10 of the current paper application.)

PCCD Egrants System will time out at: 12:02:59 PM Remaining time: 17:30

Main Menu User Management Funding Announcement Project Management Lock Manager Internal Menu

Project Application Monitoring Audit Fiscal Details

Grant ID: 15502 Project Title: take five
Status: Open - Draft Fund Announcement: [Link to Egrants Announcement](#)

RECIPIENT AGENCY BUDGET FOR CURRENT FISCAL YEAR

Section Point Value: 0 Created By: Ms. Lori Sywensky Created Date: 5/26/2005 10:03:19 AM
Completion Status: In Process Last Update By: Ms. Lori Sywensky Last Update Date: 5/26/2005 10:19:10 AM

Agency: Abuse And Rape Crisis Center
Agency Year: 2005

Revenue	Total Amount
Federal Funds	0.00
State Funds	0.00
Local Funds	0.00
List Other Funds	Add Row
Total	0.00

Expenditures	Total Amount
General Fund	0.00
Capital Budget	0.00
Community Development	0.00
Other	0.00
Total	0.00

1) Are any of these fund sources to be used in the implementation of this project? No

2) If so, name the source and the intended use. If not, identify the source of the matching contributions.

3) Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project? Yes

4) If so, describe the source and state the amount.

5) Do you intend to apply for continuation funding for this project? Yes

Save Return to Project Summary

Please send technical comments and problems to je.egrants@pccd.state.pa.us
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

8. Service Information – If “Service Information” appears under “Section Name” on the “Application Summary” screen, click on the hyperlink and follow the steps below:

PCCD Egrants

System will time out at: 4:28:05 PM
Remaining time: 15:07
Help Log Off

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 Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 17779
Status: Open - Draft

Project Title: Victims Hotline and Advocacy
Fund Announcement: Victims Of Crime Act 2007-2009

SERVICE INFORMATION

Section Point Value: 0
Completion Status: In Process

Created By: Ms. Terri Hamrick Kessel
Last Update By: Mr. Robert K Merwine
Created Date: 1/31/2007 1:13:24 PM
Last Update Date: 4/9/2008 7:48:51 AM

Click the "Add New Position" button to enter the position and supervisor for the services listed below.

Add New Service Add New Position Edit Position

[Click Here for a Detailed Description of each Service](#)

Service: Criminal Justice Support/Advocacy Recipients: Victims Established By: PCCD	Target: 6000
Position	Supervisor
In-Kind Service Support Specialist, Client Services Specialist, Legal Advocate	N/A
Service: Crisis Counseling Recipients: Victims Established By: PCCD	Target: 330
Position	Supervisor
In-Kind Service Support Specialist, Client Services Specialist, Legal Advocate	N/A
Service: Emergency Legal Advocacy Recipients: Victims Established By: PCCD	Target: 160

External users also have the ability to “add” service information in a similar manner as adding performance measures. Click on the “Add New Service” button on the “Service Information” screen shown above. The following prompt will appear. Click “OK” if you are certain the category you need is not already available.



You will be transferred to the “Service Information Library” screen. (Screen shot is on following page.) Select from the services list by checking off the appropriate box(es) and then click on “Add Selected Services” at the bottom of the screen.

SERVICE INFORMATION LIBRARY

[Add New Service](#)

Click here if the Service you want to include is not available in the listing below.

Select	Name
<input type="checkbox"/>	01 MJS Service 01 MJS Service
<input type="checkbox"/>	Apologies I This is a testing record to verify sorting capabilities.
<input type="checkbox"/>	Case Status
<input type="checkbox"/>	Child Care
<input type="checkbox"/>	Civil Legal Advocacy
<input type="checkbox"/>	Civil Legal Attorney Services
<input type="checkbox"/>	Collaboration with Community Agencies
<input type="checkbox"/>	Court Accompaniment
<input type="checkbox"/>	Courtroom Orientation
<input type="checkbox"/>	Criminal Justice Support/Advocacy
<input type="checkbox"/>	Crisis Counseling
<input type="checkbox"/>	Crisis Intervention
<input type="checkbox"/>	Disposition
<input type="checkbox"/>	Disposition Review Hearing
<input type="checkbox"/>	Early Outreach
<input type="checkbox"/>	Emergency Financial Assistance
<input type="checkbox"/>	Emergency Legal Advocacy
<input type="checkbox"/>	Employer/Creditor Intervention
<input type="checkbox"/>	Escape Notification (Post-Adjudication)
<input type="checkbox"/>	Escape Notification (Pre-Adjudication)
<input type="checkbox"/>	Followup Counseling
<input type="checkbox"/>	Group Treatment
<input type="checkbox"/>	Hospital Response
<input type="checkbox"/>	Hotline
<input type="checkbox"/>	Implementation of a local Victim's Rights Rally
<input type="checkbox"/>	Info and Referral (In-person)
<input type="checkbox"/>	Information on HIV/AIDS
<input type="checkbox"/>	Intake and Assessment
<input type="checkbox"/>	Number of staff trained
<input type="checkbox"/>	Number of trainings attended
<input type="checkbox"/>	Other
<input type="checkbox"/>	Other Opportunities for Restorative Justice
<input type="checkbox"/>	Personal Advocacy
<input type="checkbox"/>	Prior Comment
<input type="checkbox"/>	Property Return
<input type="checkbox"/>	Restitution
<input type="checkbox"/>	Separate Victim/Witness Waiting Area
<input type="checkbox"/>	Shelter/Safe House
<input type="checkbox"/>	Support Groups
<input type="checkbox"/>	Supportive Counseling
<input type="checkbox"/>	Telephone Contact Info & Referral
<input type="checkbox"/>	Therapy
<input type="checkbox"/>	Transfer Hearing
<input type="checkbox"/>	Transitional Housing
<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Victim Communication with Offender
<input type="checkbox"/>	Victim Impact Statements at Disposition
<input type="checkbox"/>	Victim Notification
<input type="checkbox"/>	Victim Rights Notification
<input type="checkbox"/>	Victim/Witness Intimidation
<input type="checkbox"/>	Victims Compensation Assistance
<input type="checkbox"/>	Witness Management

[Add Selected Services](#) [Cancel](#)

Please send technical comments and problems to ja.EORANTSSupport@state.pa.us.
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

If you cannot find an appropriate service, click on the “[Add New Service](#)” button toward the top of the page. The “[Service Information Details](#)” screen will appear. Complete the required fields and click on “[Save](#).”

Grant ID: 17678 Project Title: RKM Testing I4458 - Add Client/Service Info Status: Open - Awarded
 Applicant Agency: Survivors Info Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

SERVICE INFORMATION DETAILS

Service: *

Established By: Applicant

Description: *

Recipients: Contacts, Other Target, Significant Others, Victims, Witnesses

Target: *

Last Update By: Super User
 Last Update Date: 1/5/2007 2:34:24 PM

Please send technical comments and problems to ja-EGRANTSSupport@state.pa.us.
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

To add a new Service Position, click on the “[Add New Position](#)” button. The “[Service Position Details](#)” page appears. Position and Supervisor are required fields. At least one service will need to be selected before the position can be saved.

PCCD Egrants System will time out at: 4:46:10 PM. Remaining time: 19:51

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 Internal Menu

[Project](#) [Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting](#) [Requirements](#)

Grant ID: 17779 Project Title: Victims Hotline and Advocacy
 Status: Open - Draft Fund Announcement: [Victims Of Crime Act 2007-2009](#)

SERVICE POSITION DETAILS

Position: *

Supervisor: *

Select the services this position will provide.

Select	Service Name
<input type="checkbox"/>	Amount of funding used for Child Abuse
<input type="checkbox"/>	Amount of funding used for DV
<input type="checkbox"/>	Amount of funding used for Other Crime
<input type="checkbox"/>	Amount of funding used for SA
<input type="checkbox"/>	Assistance in Filing Compensation Claims
<input type="checkbox"/>	Criminal Justice Support/Advocacy
<input type="checkbox"/>	Crisis Counseling
<input type="checkbox"/>	Emergency Financial Assistance
<input type="checkbox"/>	Emergency Legal Advocacy
<input type="checkbox"/>	Followup Counseling
<input type="checkbox"/>	Info and Referral (In-person)

To edit a Service Position, click on the Edit position button. This will take you to the Service Position List page. Click on the hyperlink of the position you want to edit. You will be transferred back to the Service Position Details page (above) to edit the position.

9. Client Information - if “Client Information” appears under “Section Name,” click on the hyperlink and follow the steps below:

Select each appropriate “Client Information” item and enter the “Target” for each item selected. When finished, click on “Save.”

If you choose to add additional Client Information, click on the “Add New” button toward the top of the screen. A pop-up will appear asking you to confirm you want to add a new Client Information. Click on “OK.”

The “Client Information Library” will appear. Select from the “Client Information” items offered and click on “Save” (not shown) at the bottom of the screen. You will be transferred back to the “Client Information” screen.

CLIENT INFORMATION LIBRARY

Filter Criteria
Client Information Type:

Click here if the Client Service you want to include is not available in the listing below.

Generic		
	Status	Name
<input type="checkbox"/>	Active	Application Development: Number of Production Support Issues resolved
<input type="checkbox"/>	Active	Application Development: Number of System Bugs corrected in Production
<input type="checkbox"/>	Active	MJS Client

Juvenile		
	Status	Name
<input type="checkbox"/>	Active	# gun courts
<input type="checkbox"/>	Active	Number of Juveniles Served
<input type="checkbox"/>	Active	Number of training sessions held
<input type="checkbox"/>	Active	Use of best practice model

If you cannot find the Client Service you want, click on “Add Client Service Metric.” You will be transferred to “Client Info Details.” Complete the required fields, click on “Save” and you will be returned to the “Client Information” screen.

CLIENT INFO DETAILS

Client Service Metric: *

Established By: Applicant

Description: *

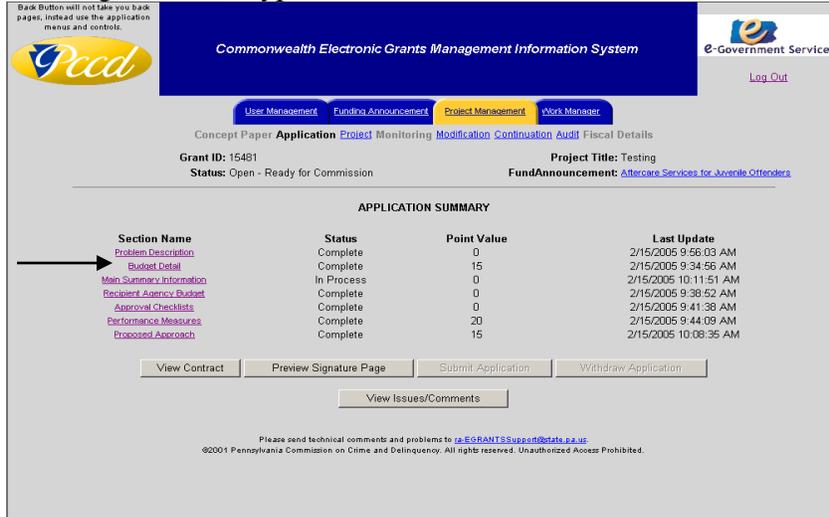
Target: *

Last Update By: Super User
Last Update Date: 1/5/2007 3:42:20 PM

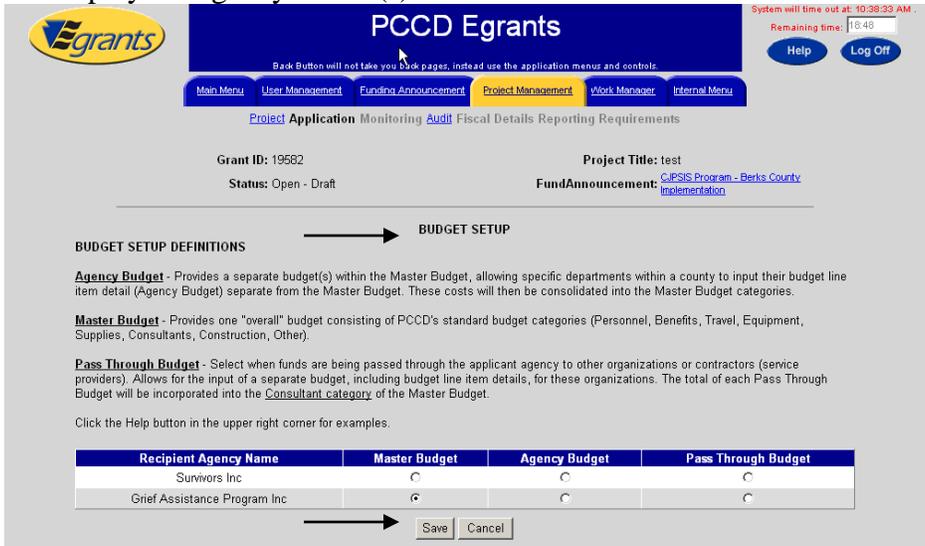
Please send technical comments and problems to EGORANTSSupport@state.pa.us.
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

Budget Setup:

1. Select “Budget Detail” hyperlink.



2. You will be transferred the initial time to the “Budget Setup” screen. This screen will display the agency names(s) and three columns with buttons.



Note: Be very careful when setting up the budget initially and selecting budget types, as it will affect how the budget is entered throughout the application.

- a. Select “Master Budget” for the applicant agency.
- b. Select “Agency Budget” for a department with in the applicant agency in order for them to enter their own budget line item detail, which will consolidate at the applicant agency level.
- c. Select “Pass-Through Budget” when an agency agrees to serve as a pass-through to another agency. This allows the pass-through agency to enter their own budget line item detail, which is represented as a consolidated total in the Consultant category of the applicant agency’s budget. Change the “Completion Status” of this section to “Complete.”
- d. Click on the “Save” button. You will go to the “Budget Summary” screen.

- On subsequent visits to the Budget Detail hyperlink, you will be transferred to the “Budget Summary” screen. The screen is divided into three sections. (See screenshot on the following page.)

“Recipient Agency” lists all agencies associated with the grant. Any pass-through agencies and departments within the applicant agency will be displayed as hyperlinks. Click on the hyperlinks to enter line item budget information for them.

The applicant agency will not display as a hyperlink.

The applicant agency budget is entered in the second section called “By Category.”

Note: You can no longer enter cents into the Egrants system. Budget Entries are rounded at the Line Item level. Only whole dollars are displayed.

BUDGET SUMMARY

Section Point Value: 15
Completion Status: Complete

Created By: ExtUser Train01
Last Update By: ExtUser Train01

Created Date: 02/08/2005
Last Update Date: 02/15/2005

BY RECIPIENT AGENCY		YEAR 1	TOTAL
A Safe Place (Pass Through Budget)		0.00	0.00
SMITH ELLIOTT HEARNS & COMPANY, LLC - CPA (Agency Budget)		0.00	0.00
Allentown City		37,590.00	37,590.00
Total:		37,590.00	37,590.00

BY CATEGORY		YEAR 1	TOTAL
Personnel		25,000.00	25,000.00
Employee Benefits		6,250.00	6,250.00
Travel (including Training)		140.00	140.00
Equipment		5,000.00	5,000.00
Supplies & Operating Expenses		1,200.00	1,200.00
Consultants		0.00	0.00
Construction		0.00	0.00
Other		0.00	0.00
Total:		37,590.00	37,590.00

BY SOURCE		YEAR 1	TOTAL
Federal		27,590.00	27,590.00
State		0.00	0.00
Project Income		0.00	0.00
Interest		0.00	0.00
State Match		0.00	0.00
Cash Match (New Approp.)		10,000.00	10,000.00
In-Kind Match		0.00	0.00
Project Income Match		0.00	0.00
Total:		37,590.00	37,590.00

- For each line item, click on the hyperlink and you will be transferred to a screen for that line item.

PERSONNEL

Justification:

Add New Line

Position	Name	Cost	
		Year 1	Total
Total:		0.00	0.00

- Click on the “Add New line” button.

- c. You will be transferred to a screen where you will enter the “Computation” for the line item, as well as the total “Cost” of the computation. Example of a computation would be: 40 hours x \$10. Example of total cost would be: \$400.

Note: in most instances you will need to compute the total cost and insert it.

Note: a minimum of \$5000 of equipment can be entered; otherwise, it should be recorded as supplies.

- d. Click on the “Save” button or the “Save and Add Another.”
 e. Enter the applicant agency budget information by clicking on the hyperlinks in the “By Category” section of the screen. As noted above, the pass through budget information will aggregate in the consultant line in this section.

Note: All three categories must total to the same amount.

- f. In the final section called “By Source,” enter the various sources that you will utilize to support the project identified in the grant application.
 g. Change the “Completion Status” of this section to “Complete.”
 h. Click on “Save” button at bottom of the screen to go back to the “Application Summary” screen to select additional sections to complete.

Note: When you have completed all the sections and have marked the status of each complete, you can select the “[Submit Application](#)” button at the bottom of the “[Application Summary](#)” screen. (Please note the information below concerning Faith Based Organizations, before clicking on the Submit Application button.)

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

Commonwealth Electronic Grants Management Information System

Government Services

User Management Funding Announcement **Project Management** Work Manager

Concept Paper **Application** Project Monitoring Modification Continuation Audit Fiscal Details

Grant ID: 15487 Project Title: test test
Status: Open - Draft FundAnnouncement: [Research & Evaluation Projects Spring 2004](#)

→ **APPLICATION SUMMARY**

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	0	2/17/2005 11:31:27 AM
Main Summary Information	In Process	0	2/17/2005 2:43:09 PM
Recipient Agency Budget	In Process	0	2/17/2005 11:31:27 AM
Performance Measures	In Process	0	2/17/2005 11:31:27 AM
Approval Checklists	In Process	0	2/17/2005 11:31:27 AM
Project Narrative	In Process	0	2/17/2005 11:31:27 AM
Required Attachments	In Process	0	2/17/2005 11:31:27 AM
Payment Terms	In Process	0	2/17/2005 11:31:27 AM

View Contract Preview Signature Page **Submit Application** Withdraw Application

View Issues/Comments

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

Faith Based Organization Question

Note: PCCD now asks every Applicant, Recipient and Allocation Agency to provide information for reporting purposes only regarding Faith Based Agencies. If you as an Agency have not previously supplied responded either “Yes” or “No” to the question displayed on the Confirmation Screen below, you will be required to select one of the three values before submitting your Application.

Confirmation Screen

Is Demo Applicant / Grantee Agency a Faith-Based Organization?

We are asking that you provide this information for reporting purposes only.
Your answer will not influence the grant review or approval process.

I Choose Not to Answer Yes No

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

The screenshot displays the 'APPLICANT AGENCY DETAILS' form within a web application. At the top, there are navigation tabs: 'User Management', 'Funding Announc.', 'Project Maint', 'Work Manager', 'Reporting', and 'SubGrant Help'. Below these, there are sub-tabs: 'Project', 'Application', 'Monitoring', 'Audit', 'Discussion Thread', and 'Fiscal Details'. The main header shows 'Funding Announce: DCSI1999 Funding', 'Project Title: The Project title is the name', and 'Status: Open'. The form itself has buttons for 'View History', 'Save', 'Delete', and 'Cancel'. Fields include 'Agency Name', 'Federal ID Number' (22-3266867), 'Preferred Contact Method' (Mail), 'Agency Type', 'Faith Based Agency' (with a note '(Used for reporting purposes only)'), 'ORI Number' (Unspecified), 'Email Address', and 'Fiscal Year Ending (last day of)'. On the right, it shows 'Last Updated By: Joe User', 'Last Updated Date: 01/01/2001', and 'Status: Active'. Below the form is an 'Add New Address' button and an 'Address List' section. The 'Address List' has buttons for 'Select', 'Delete', 'Update', and 'Cancel'. It shows a list of addresses with columns for 'Action', 'Location', 'Phone Number', and 'Extension'. The first address is 'Envelope/Labels, 123 Street Address, Harrisburg, Dauphin, Pennsylvania'. Below this is a form to add a new address, including 'Address Type' (Correspondence/Letters), 'Internal Mail Delivery' (checked), 'Agency Name', 'Floor/Suite/Building', 'Street Address' (123 Agency Avenue), 'P.O. Box', 'City' (Harrisburg), 'State' (Pennsylvania), 'Zip Code' (17110-6642), 'County' (Dauphin), and 'Country' (US). At the bottom, there is a 'Telephone Number List' section with an 'Add Phone Number' button.

Once you have submitted the application you cannot make changes to it unless it is sent back to you by PCCD for correction.

Your agency is still required to submit a hardcopy of the signatory page to PCCD. On the Application Summary screen, click on the “Preview Signature Page” button and you will be transferred to a PDF document that you can print out, obtain the required signatures, and send to PCCD.

Note: the Grant ID number and the title of your project will be noted at the top of the Signature page.

→ SUBGRANT # 15481 Short Title: Testing

10. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and sealed by its proper officials, pursuant to legal action authorizing the same to be done. Through the submission of this subgrant application, an Applicant receiving PCCD funding support under the Drug Control and System Improvement (DCSI), Juvenile Justice and Delinquency Prevention (JJDV) or Title V program acknowledges the responsibility to assume project costs after PCCD funding support ceases.

DATE _____ Allentown City
 NAME OF APPLICANT AGENCY

SIGNATURE OF ATTESTING OFFICER _____ By: _____
 TITLE _____ Title: _____

TITLE OF ATTESTING OFFICER _____ By: _____
 _____ Title: _____

(SEAL) _____ By: _____
 _____ Title: _____

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
 APPROVED: _____ (VS applications only)

CONTROLLER _____

OR PCCD USE ONLY

8.5 x 11 in x | 1 of 1

A complete copy of your application can be viewed or printed by clicking on the “View Contract” button at the bottom of the “Application Summary” screen.

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

 Commonwealth Electronic Grants Management Information System 

[User Management](#) [Funding Announcement](#) [Project Management](#) [Work Manager](#)

Concept Paper [Application](#) [Project Monitoring](#) [Modification](#) [Continuation](#) [Audit](#) [Fiscal Details](#)

Grant ID: 15487 Project Title: test test
 Status: Open - Draft FundAnnouncement: Research & Evaluation Projects Spring 2004

→ APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	0	2/17/2005 11:31:27 AM
Main Summary Information	In Process	0	2/17/2005 2:43:09 PM
Recipient Agency Budget	In Process	0	2/17/2005 11:31:27 AM
Performance Measures	In Process	0	2/17/2005 11:31:27 AM
Approval Checklists	In Process	0	2/17/2005 11:31:27 AM
Project Narrative	In Process	0	2/17/2005 11:31:27 AM
Required Attachments	In Process	0	2/17/2005 11:31:27 AM
Payment Terms	In Process	0	2/17/2005 11:31:27 AM

→ [View Contract](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)

[View Issues/Comments](#)

Please send technical comments and problems to pa.EGRANTSSupport@state.pa.us
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

Sample Application:

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY		PCCD USE ONLY	
Applicant Hereby Applies to the PCCD for Financial Support for the Within-Described Project:		Receipt Date	Award Date
		02/15/2005	
		Subgrant Number(s)	
		-- 15481	
1. Type of Funds for which you are applying			
2. Applicant	Name Of Applicant:	Federal ID.: 23-6003116	
	Allentown City	County: Lehigh	
	Street Address Line 1:	435 Hamilton Street	
	Address Line 2:	Address Line 3:	
	City: Allentown	State: PA	Zip: 18101
3. Recipient Agencies	Allentown City		
4. Project Director	Name:	Ms. Linda A. Bodnar	Title: Dir of Finance-Human Resources
	Street Address Line 1:	435 Hamilton Street	
	Address Line 2:	Address Line 3:	
	City: Allentown	State: PA	Zip: 18101
	Phone: 610-437-7521	Fax:	Email:
5. Financial Officer	Name:	Jon Hammer	Title: Assistant to the Mayor
	Street Address Line 1:	425 Hamilton St	
	Address Line 2:	Address Line 3:	
	City: Allentown	State: PA	Zip: 18101
	Phone: 610-437-7521	Fax:	Email:
6. Contact	Name:	EstUser1ram01	Title:
	Street Address Line 1:	3101 North Front Street	
	Address Line 2:	Address Line 3:	
	City: Harrisburg	State: PA	Zip: 17110
	Phone:	Fax:	Email: estusertraining1@example.com
7. Brief Summary of Project	Short Title (May not exceed 50 characters)		

Returned Applications:

1. If the application is sent back to you, you will be notified in "Work Manager" under "tasks" and "alerts." Note: by clicking on the "?" in the Action column, you will learn the cause for receiving this task or alert as well as the next steps to take on the Notification Details page.



PCCD Egrants

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

System will time out at: 10:23:18 AM

Remaining time: 19:46

Help
Log Off

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

Tasks/Alerts For: Mr. Super CD User Date: 04/21/2008

TASKS AND ALERTS

Search Criteria:

Title:

Category:

Action:

Type:

Status:

Click on the ? in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input checked="" type="checkbox"/>	Alert : 15956 - Test (Demo Applicant / Grantee Agency)	Applications	Issues/Comments Review Required ?	New	4/18/2008 4:29:47 PM
<input type="checkbox"/>	Alert : Super User Profile Updated - Please Verify Information for Accuracy	User Management	Profile Updated ?	Viewed	4/4/2007 8:37:31 AM

Please send technical comments and problems to egrantssupport@state.pa.us
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

PCCD Egrants

System will time out at: 10:27:50 AM
Remaining time: 19:45

Help Log Off

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

Tasks/Alerts For: Mr. Super CD User Date: 04/21/2008

NOTIFICATION DETAILS

Reference Number: 2000-2-0007
Type: Alert
Category: Applications
Action: Issues/Comments Review Required
Cause: Following a review of your Application, Issues or Comments have been noted.
Next Steps (if any): Review the Issues/Comments and respond and/or take required action. Review the Application Processing Quick Start Guide or contact the Fiscal/Program Staff associated with this Issue/Comment.
Title: [15956 - Test \(Demo Applicant / Grantee Agency\)](#)
Date/Time Posted: 4/18/2008 4:29 PM
Status: New

Save as Read Cancel

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us.
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

Click on the hyperlink of the returned grant and the External Issues/Comments Listing page appears.

PCCD Egrants

System will time out at: 10:23:18 AM
Remaining time: 19:46

Help Log Off

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

Tasks/Alerts For: Mr. Super CD User Date: 04/21/2008

TASKS AND ALERTS

Search Criteria:
Title:
Category: [All]
Action: [All]
Type: [All]
Status: [All]
Search

Click on the in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Clear All Selected Alerts

Select All	Short Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Alert : 15956 - Test (Demo Applicant / Grantee Agency)	Applications	Issues/Comments Review Required	New	4/18/2008 4:29:47 PM
<input type="checkbox"/>	Alert : Super User Profile Updated - Please Verify Information for Accuracy	User Management	Profile Updated	Viewed	4/4/2007 8:37:31 AM

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us.
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

Click on the hyperlink in the Short Title column to view the details of the corresponding Issue or Comment.

PCCD Egrants

System will time out at: 4:52:11 PM
Remaining time: 19:48

Help Log Off

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

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 15956
Status: Open - Under Review
Project Title: Test
Fund Announcement: [Victims of Crime Act/VOCA Demo](#)

EXTERNAL ISSUES/COMMENTS LISTING

Click on the link in the Short Title column to view details for the corresponding Issue or Comment.

Preview All External Issues Preview All External Comments

I/C #	Created By	Date Created	Short Title	Source	Section	Type	Status
1	Ms. Yvonne Garner	4/18/2008	test	Application	Budget Detail	Issue	In-Process

Cancel

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us.
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

The Issue/Comment Details page appears. Note the “Due Date” associated with the Issue or Comment.

PCCD Egrants

System will time out at: 10:33:32 AM. Remaining time: 19:24. Help Log Off

Main Menu User Management Funding Announcement **Project Management** Work Manager Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 15956 Status: Open - Under Review Project Title: Test FundAnnouncement: Victims of Crime Act(VOCA Demo)

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Budget Detail Created By: Ms. Yvonne Garner Created Date: 4/18/2008 4:29:23 PM

Source: Application Last Update By: Ms. Yvonne Garner Last Update Date: 4/18/2008 4:29:47 PM

Type of Entry: Issue Completion Status: In-Process

Due Date: 4/23/2008

Short Title: * test Description: * test

Responses have been disabled for this issue/comment. Please make the requested corrections to the appropriate Sections and resubmit.

Cancel Print Preview Issue/Comment

Please send technical comments and problems to ra_EGRANTSsupport@state.pa.us. ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

- The application can be sent back to you in its entirety or in sections if part of the application is okay as submitted. The sections requiring changes will be marked as “Returned.”

PCCD Egrants

System will time out at: 4:53:08 PM. Remaining time: 19:51. Help Log Off

Main Menu User Management Funding Announcement **Project Management** Work Manager Internal Menu

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 15956 Status: Open - Under Review Project Title: Test FundAnnouncement: Victims of Crime Act(VOCA Demo)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Approval Checklists	Complete	10	4/11/2008 3:58:36 PM
Budget Detail	Complete	10	4/18/2008 4:24:26 PM
Main Summary Information	Return	10	4/18/2008 4:24:56 PM
Performance Measures	Complete	10	4/10/2008 3:20:18 PM
Recipient Agency Budget	Complete	0	4/10/2008 3:21:06 PM
Audit Responsibilities	Complete	0	4/10/2008 3:21:44 PM
Payment Terms	Complete	0	4/10/2008 3:22:04 PM

View Contract Preview Signature Page Submit Application Withdraw Application

View Issues/Comments

Please send technical comments and problems to ra_EGRANTSsupport@state.pa.us. ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

- Go to the “Application Summary” screen and the section(s) that are returned will be marked as “Returned” under the “Status column.” Click on the appropriate hyperlinks, update the “Section(s)” and “Save” the corrections. Note: Although only required to correct the “returned” sections, you can open a section marked “Complete,” change the status to “In process,” make



changes, change the status back to “Complete” and “Save” the changes. (As an example, you might want to change your budget narrative to reflect changes “required” in the budget.) When you are finished, click on the “Submit Application” button to resend it to PCCD.

The screenshot displays the 'PCCD Egrants' application summary page. At the top, there is a navigation menu with options like 'Main Menu', 'User Management', 'Fund/Announcement', 'Project Management', 'Risk Manager', and 'Internal Menu'. The 'Project Management' option is currently selected. Below the navigation, the page shows the 'Grant ID: 15955' and 'Project Title: Test'. The status is 'Open - Under Review'. A table titled 'APPLICATION SUMMARY' lists various sections and their completion status. The 'Submit Application' button is highlighted with an arrow.

Section Name	Status	Point Value	Last Update
Approval Checklist	Complete	10	4/11/2008 3:58:36 PM
Budget Detail	Complete	10	4/21/2008 10:29:38 AM
Main Summary Information	Complete	10	4/21/2008 10:29:38 AM
Performance Measures	Complete	10	4/10/2008 3:20:18 PM
Recipient Agency Budget	Complete	0	4/10/2008 3:21:06 PM
Audit Responsibilities	Complete	0	4/10/2008 3:21:44 PM
Payment Terms	Complete	0	4/10/2008 3:22:04 PM

Buttons at the bottom of the page include: View Contract, Preview Signature Page, **Submit Application**, Withdraw Application, and View Issues/Comments.

Reviewing the Status of your Grant application while it is being developed:

1. You can review the “Status” of the sections for your grant application at any time by going to the “Application Summary” screen

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

Commonwealth Electronic Grants Management Information System

e-Government Services

User Management Funding Announcement **Project Management** Work Manager

Concept Paper **Application** Project Monitoring Modification Continuation Audit Fiscal Details

Grant ID: 15481 Status: Open - Ready for Commission Project Title: Testing Fund Announcement: Aftercare Services for Juvenile Offenders

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Problem Description	Complete	0	2/15/2005 9:56:03 AM
Budget Detail	Complete	15	2/15/2005 9:34:56 AM
Main Summary Information	In Process	0	2/15/2005 10:11:51 AM
Recipient Agency Budget	Complete	0	2/15/2005 9:38:52 AM
Approval Checklists	Complete	0	2/15/2005 9:41:38 AM
Performance Measures	Complete	20	2/15/2005 9:44:09 AM
Proposed Approach	Complete	15	2/15/2005 10:08:35 AM

View Contract Preview Signature Page Submit Application Withdraw Application

View Issues/Comments

Please send technical comments and problems to EGRANTSsupport@state.pa.us
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.

Or the “Project Summary” screen.

PCCD Egrants

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 Internal Menu

Project Monitoring **Audit** Fiscal Details Reporting Requirements

Grant ID: 15500 Status: Open - Draft Project Title: Training - Announcement For General Use Fund Announcement: Training - Announcement For General Use

PROJECT SUMMARY

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

CLICK HERE To maintain the Audit(s) 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).

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

Phase	Documents	Start - End Dates	Status
Initial:	Application	-	Open - Draft

View Issues/Comments

Please send technical comments and problems to EGRANTSsupport@state.pa.us
 ©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.